



**NORTH PARK
UNIVERSITY**

School of Nursing

**Baccalaureate Student Handbook
RN to BSN Degree Completion Program**

2020 - 2021

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Welcome to the School of Nursing and Health Sciences at North Park University!

We are delighted that you have chosen our university to undertake your RN to BSN program. The faculty of the School of Nursing and Health Sciences at North Park is committed to the mission of preparing professional nurses for lives of significance and service within the Christian tradition. We will seek to provide the learning environments that will allow you to grow and develop not only in your nursing career, but in the wholeness of your life.

Information within this Baccalaureate Completion Handbook will assist you in your educational journey at North Park. Therefore, we remind you that you are responsible for knowing the contents of this Handbook. In addition, as a student of North Park University, you are also responsible for knowing the contents of the North Park University Undergraduate Student Handbook which is available online, (www.northpark.edu/studenthandbook).

Just making the decision to return to school is an exciting first step, but we are confident that at the completion of this degree more doors will open for you and the commitment that supported you through school will transform how you contribute as a professional nurse to the ever-changing health care arena.

Welcome to the RN to BSN Degree Completion. We look forward to our time together.

Wanda Burns, DNP, PHCNS
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School of Nursing
North Park University

Welcome to North Park University.....	4
History	4
Nursing Philosophy	5
Baccalaureate Learning Outcomes	8
Admission Requirements.....	9
Application Process:.....	9
School of Nursing Grading Scale:	11
Financial Aid/Student Accounts.....	11
Degree Requirements for Baccalaureate Degree	12
Nursing Program Pre-Requisites.....	12
Core Curriculum Requirements	12
Required Nursing Courses:	13
Preparing for Graduation.....	15
Leave of Absence	16
Adding or Dropping a Course.....	17
Documents Needed on File before Capstone Course:.....	18
Academic Integrity Policy	19
Resources and Program Policies.....	23
Students with Disabilities	23
Policy Against Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Retaliation.....	23
FERPA.....	24
Program Communication.....	31
Student Identification Cards	31
Performance Improvement Plan (PIP) Policy.....	32
Nursing Clinical Incident Policy.....	36
University Grievance Procedure:	40
Professional and Technical Standards	42
Policy on Psychological Fitness*	44
Ethical and Safe Nursing Practice	46
School of Nursing and Health Sciences Civility Policy.....	47
Organizations and Committees	49

Student Representation on the Baccalaureate Academic Programs Committee.....	49
Sigma, Kappa Nu Chapter	49
Resources and Services.....	49
North Park University Bookstore	49
Library Services	50
Writing Center	50
Center for Online Education	50
Information Technology	50
myNPU	51
Enrollment Verifications	51
Photocopying Services	51
Available Resources and Services: When on Campus.....	52
Student Counseling Services.....	52
Exercise & Gym Facilities	52
Campus Security - Viking Shuttle	52
LiveSafe – Campus Security Application	52
Useful North Park Numbers.....	54
Appendix A Academic Calendar – AY 2020-2021.....	55
Appendix B School of Nursing Core Curriculum Checklist.....	56
Appendix C Transcript Evaluation Example.....	57

Welcome to North Park University

School of Nursing and Health Sciences

History

North Park University was founded in 1891 and is owned and supported by the Evangelical Covenant Church of America. Formerly a junior college, North Park graduated its first baccalaureate class in 1960, and the North Central Post-Secondary Schools initially accredited the four-year program in 1961. The university is strategically located in the heart of the city of Chicago. This urban setting provides excellent educational opportunities for all university programs. Social and cultural health care resources are highly accessible for students within the city.

As a Christian liberal arts institution, North Park University plays a distinctive role in American higher education by integrating faith and learning in a spirit of inquiry. That role is to examine and relate liberal arts to the Christian faith in the conviction that human knowledge has its foundation in the triune God. The university offers baccalaureate and master's degree programs which seek to prepare students for lives of significance and service.

The nursing major was approved by the university faculty in 1965. In June 1968, the first class of ten students graduated with a nursing major. In the fall of 1979, an evening program for registered nurses seeking a Bachelor of Science degree with a major in nursing began. General education and prerequisite courses for the nursing major as well as nursing courses were offered in the evening to facilitate attendance of working RNs. In 1993, the master's degree program in nursing was initiated and in 1995 a post-master's nurse practitioner program began. In 2018, the university rolled out a doctor of nursing practice (DNP) program. North Park University School of Nursing currently offers curricula leading to the degrees of Bachelor of Science in Nursing (BSN), Master of Science in Nursing (MSN), and Doctor of Nursing Practice (DNP). The nursing programs were accredited by the National League for Nursing (NLN) from 1970 to 1999. The School withdrew from NLN accreditation and sought and received accreditation from the Commission on Collegiate Education (CCNE) in the fall of 1999. The programs have been continuously reaffirmed. The last reaffirmation of accreditation from the Commission on Collegiate Nursing Education occurred in 2009 for the baccalaureate program and in 2015 for the master's program. The nursing programs at North Park are approved by Illinois Department of Financial and Professional Regulation and Illinois Board of Higher Education.

In 2014 the School of Nursing became the School of Nursing & Health Sciences (SNHS), adding a division of Health Sciences. For AY 2018-2019, the division of Health Sciences includes Athletic Training, Health Sciences, Exercise Science and Physical Education.

Mission

The mission of the School of Nursing and Health Sciences is to prepare health professionals for lives of significance and service through baccalaureate and graduate education within the Christian tradition.

Vision

Our vision is the creation and maintenance of a culture of excellence in nursing and the health sciences grounded in the compassion of Christ.

Nursing Philosophy

The philosophy of the School of Nursing and Health Sciences builds on the mission and vision statements of North Park University and the School of Nursing and Health Sciences. Our beliefs about persons, health, environment, community and nursing are based on a Christian perspective that is rooted in a Trinitarian understanding of God.

Persons

We believe that all persons are of intrinsic worth because they are created in the image of god and valued equally by god. Their worth is confirmed in the love and redemptive work of Jesus Christ; the work of the Holy Spirit enables persons to come to the full realization of their created worth and restored humanity. Dignity is conferred on the human being by virtue of being created after the image and likeness of god and by virtue of being the only creature destined for fellowship and communion with god. We cannot add to this intrinsic dignity and value, but acts of caring can confirm that dignity and value. Acts perceived as uncaring can diminish one's self-perception of dignity and value.

We believe that each person is a unity of body-mind-soul-spirit. Each person is an individual and a relational being who achieves identity in communion and community with others. Our Christian perspective emphasizes the spirituality and uniqueness of each person.

Health

We believe that health is the lived experience of harmony among life's four basic relationships: self, community, environment and god. To be healthy is to be whole, to experience one's journey toward wholeness, and perceive oneself as whole physically, mentally, and spiritually. One may feel whole even while suffering.

Health is experienced by individuals, families, and communities. Health effects and is affected by changes in society, community, and the natural environment.

Environment

We believe that environment is multidimensional. It includes the natural environment, created by god, and humanly constructed local, national and global communities.

We believe that the natural environment is a dynamic order that god sees as good. Human beings have a responsibility to preserve and protect the natural environment to promote the health of all forms of life.

Community

We believe that persons, as relational beings, live in communion with others in the context of multiple communities. This includes faith communities, which have a unique role in promoting wholeness and health of persons, families and communities through congregational life and intentional ministries of health.

Communities provide a dynamic multidimensional context within which persons experience life and learn to understand and experience health and illness. This context provides the cultural framework and the resources with which persons: (1) develop and maintain values and belief systems, (2) mature physically, socially, emotionally and spiritually, and (3) relate to others both inside and outside their community.

Professional Nursing

We believe that professional nursing, as one of the health professions, serves a unique, specialized and essential function for society. The professional nurse participates in health promoting and health restoring activities, provides evidence-based care, and collaborates with other health professionals in evaluating nursing practice. Nursing leaders and researchers work with others for the advancement of the profession and of health care for all persons.

We believe that the essence of nursing is a caring relationship with others that requires professional competence, compassion, and a trusting relationship in which the dignity and worth of the other is confirmed. We believe the caring relationship is motivated and empowered by god's love for all persons. Its model is the love, compassion and lifework of Christ, and is a response to Christ's commandment to love one another as exemplified by the Good Samaritan. In this caring relationship the nurse is truly present with others in their experiences of health and illness, joy and suffering. This experience of caring communion leads to mutual confirmation of dignity and worth.

This philosophy serves as the foundation for nursing education at North Park University. It is operationalized in the fulfillment of the unique distinctives of the university: Christian, city-centered and intercultural.

Baccalaureate Learning Outcomes

At the conclusion of this nursing program graduates are able to:

1. Provide professional nursing care to individuals, families and communities, based on integration of concepts, theory, and knowledge from nursing education and liberal education.
2. Demonstrate the ability to use oral, written, and information technology to guide the delivery of care.
3. Assume responsibility for lifelong learning and plan for professional career development.
4. Identifies and implements safety principles and works within the interprofessional team to create safe environments.
5. Apply leadership concepts, skill and decision making in the provision of high-quality nursing care, healthcare team coordination and the oversight and accountability for care delivery in a variety of settings.
6. Demonstrates understanding of how evidence is developed and utilizes the process of retrieval, appraisal, synthesis and evaluation of evidence to improve patient outcomes.
7. Demonstrate basic competence in use of information technologies and patient care technologies to deliver safe and effective care.
8. Demonstrate knowledge of healthcare policy, finance and regulatory environments, and its impact on health care delivery.
9. Participate in political and regulatory processes that shape the health care delivery system.
10. Demonstrate the ability to effectively communicate and collaborate with the patient and interprofessional team to deliver evidence-based, safe, patient-centered care to individual, families and communities.
11. Collaborates with other health care professionals to assess and promote conditions and healthy behaviors that improve population health.
12. Use knowledge of the Christian principles of the philosophy of the School of Nursing to develop caring relationships with patients that confirm their intrinsic worth, dignity and wholeness.
13. Integrate professional values, ethics and legal knowledge of the profession into nursing practice.
14. Conduct comprehensive and focused physical, behavioral, psychological, spiritual, socioeconomic, cultural, genetic and environmental assessment of health and illness across the lifespan among international populations in primarily urban settings.
15. Collaborate with other health care professionals and patients to provide spiritually and culturally appropriate healthcare to individuals, families, groups and communities among international populations in primarily urban settings.
16. Provide or manage and coordinate nursing care, including development of communication and psychomotor skills, allocation and management of physical, fiscal and human resources and delegation of patient care.

Admission Requirements

General Information:

The RN to BSN Degree Completion Program at North Park University is specifically designed for the registered nurse who has an Associate Degree **or** Diploma in nursing. This program provides the opportunity for professional and personal growth through the acquisition of advanced knowledge and skills in nursing and the liberal arts. Teaching strategies and learning assessments are appropriate for adult learners, as well as second language students. Small personalized classes taught by a scholarly, Christian faculty make North Park a special place.

The amount of time required to complete the program will vary depending on the number of semester hours transferred from other colleges and the number of courses needed to complete the requirements at North Park. It will also depend on whether the student chooses to attend class on a full or part-time basis. Most RN students work full-time and attend school part-time. Therefore, classes are designed and scheduled for the convenience of the working adult. Generally, classes meet one evening per week. Most pre-requisite and core curriculum courses are offered by the School of Professional Studies, (SPS), in an accelerated format, allowing students to complete a 2-4 credit-hour courses in eight (8) weeks rather than the traditional sixteen (16).

Application Process:

Requirements for RN to BSN Degree Completion Program:

The following are the basic requirements needed from all students applying to the program:

- Completed application
- Current license to practice nursing in Illinois,
- Official transcripts from all colleges and universities attended after high school.
- Minimum GPA of 2.5

Additional materials may be required based on your previous education.

Applying students who have graduated from a **Foreign Nursing School** need the basic application materials listed above and the two materials listed below:

- An Evaluation of the Foreign Nursing School Transcript by ECE (Educational Credential Evaluators) or WES (World Education Services)
- Any official transcripts from any United States institution of higher learning attended.

Credits and Transfers

After turning in all of your official transcripts from previous schools, the records evaluator will create an individual transcript evaluation. This evaluation will not be official until all transcripts have been received by the records evaluator. If your transcript is unofficial, you will not have credits posted to your transcript. Your transcript evaluation lists all coursework accepted by North Park. There is an example of a transcript evaluation in Appendix C. If you receive an e-mail from the records evaluator regarding your evaluation, please reply so that your evaluation can be completed in a timely fashion.

Please keep in mind that North Park credit hours are referred to as semester hours, so if you take a course that is 2sh (semester hours) you are in fact taking 2 credits of coursework.

Nursing coursework from a student's basic nursing education program does not transfer directly to the student's North Park transcript. Rather, 30 credit hours reflecting courses taken in the pre-licensure program are held in "escrow," then are transferred to the North Park transcript after successful completion of NURS 3210, Concepts of Professional Nursing.

A student must complete a minimum of 30 credit hours of coursework through North Park University; this will include the 24 credits of nursing courses in the program. You may transfer up to 60 credit hours of non-nursing coursework to the NPU transcript from a community college or a university. This number of transfer credits is capped at 60 hours since after the 30 credit "escrow" is applied no more than 60 credits are needed to complete the requirement of 120 credit hours for graduation. A student will be limited to 90 credit hours of transfer credit between coursework from other institutions and the North Park escrow credits.

Students who are currently taking courses at North Park should meet with the RN – BSN coordinator before seeking to transfer in any more credits.

Reminder: A total of **120 semester hours** are needed to complete the Bachelor of Science with a Major in Nursing from North Park University. This includes Prerequisites, Core Curriculum and Nursing courses.

Grade Point Average

A grade point average (GPA) of **2.5** on a 4 point scale is needed for admission into the **RN to BSN Degree Completion Program**. The student must maintain a 2.0 GPA to continue in the program.

Students can view their NPU GPA on Colleague Self Service.

Students can view their transfer GPA on their Evaluation of Transfer Credit.

School of Nursing Grading Scale:

All numbers are shown as a percent

100-94	A	
93-91	A-	
90-88	B+	
87-84	B	
83-81	B-	
80-78	C+	
77-76	C	(Passing)
75-71	C-	
70-68	D+	
67-64	D	
63-61	D-	
<61%	F	

Financial Aid/Student Accounts

Please check the Financial Aid website, www.northpark.edu/financialaid, for all matters regarding Financial Aid/Student Accounts. Students may also choose to visit WebAdvisor and access the self-service Financial Aid and Student Finance tools. In terms of employer reimbursement, and other payment options, please visit www.northpark.edu/paymentoptions.

To contact student accounts, visit <http://www.northpark.edu/Financial-Aid/Billing/Contact-Billing>, or call 773.244.5560.

Degree Requirements for Baccalaureate Degree

Nursing Program Pre-Requisites

(Completed with a C or better, required for acceptance into the major):

English Composition

Introduction to Psychology

Lifespan Development Psychology

Introduction to Sociology or Introduction to Cultural Anthropology

Anatomy and Physiology 1 & 2

Microbiology

Statistics

Core Curriculum Requirements

(Required to graduate, but not to be accepted into the nursing major)

Many of the core curriculum requirements are already met by prerequisites to the nursing program and nursing courses. Full information can be found online (www.northpark.edu/catalog).

Foundation Seminar I (4 sh)	Met by prerequisite requirement, English Composition
Biblical Studies (4 sh)	GS 1850 Introduction to Biblical Studies
Christian Life & Thought (4 sh)	Course options for this requirement listed in Appendix B
Intercultural & Global (8 sh)	Course options for this requirement listed in Appendix B
Analytical Reasoning (4 sh)	Met by Nursing Program Prerequisite – STATISTICS
Natural Sciences (4 sh)	Met by prerequisite requirements, Anatomy & Physiology or other biology course.
Health and Well-Being (2 sh)	Course options for this requirement listed in Appendix B

Human Society (8 sh)

Met by prerequisite requirements, Intro to Sociology or Anthropology & Intro to Psychology

Art & Aesthetic Interpretation (2 sh)

Course options for this requirement listed in Appendix B

Required Nursing Courses:

NURS 3210 – Concepts of Professional Nursing (4sh)

Discusses ways in which nursing practice, personal experience, and liberal arts education interface with nursing professionalism. Introduces theories of adult learning styles, critical thinking, group dynamics and personal/professional development. Applies theoretical principles to writing and presenting in professional, clinical, and academic settings. Examines current issues related to the legal system, multiculturalism, and healthcare policy and practice. Examines personal assumptions and values and how they interface with the Christian perspective as well as with other facets of nursing practice.

NURS 3000 – Pathophysiology, RN (2sh)

The study of physiologic changes that occur as a result of disease processes. Focuses on the description of normal physiology and how disruption is manifested. Selected aspects of microbiology –classification, microbial growth and control, infection, and disease and the immune system- will be covered in the first half of the course. Selected aspects of cell physiology- the cardiovascular, respiratory, neurological, renal, endocrine, and gi systems- will be covered in the second half. Each unit of study will be correlated with case studies. Prerequisite: college-level courses in anatomy & physiology.

NURS 3030 – Health Assessment, RN (2sh)

Integrates knowledge for the natural and behavioral sciences to focus on holistic health assessment with well adults and children. Will be able to perform and record a health assessment and describe the role of the nurse in health assessment and promotion.

NURS 3540 – Ethics in Healthcare (2sh)

Issues and dilemmas in the healthcare system serve as a basis for examination of ethical theories and principles. The spiritual domain is considered a valued context for decision making.

NURS 4240 – Research Process in Professional Nursing (2sh)

Elements of the research process are introduced. Emphasis is placed on becoming a consumer of nursing research. The relevance of research findings in providing quality-based care is presented.

NURS 4515 – Community Health Nursing, RN (3sh)

The course synthesizes knowledge of the science and practice of community/public health nursing, and is built upon and connected to the University urban, international and Christian distinctives. Focuses on patterns that influence wellness and potential barriers that place individuals, families or communities at risk for major health problems. Includes the health care delivery system and its effects (especially on underserved consumers), chronic and communicable conditions, violence, community empowerment, environmental health, global health issues, and disaster prevention and response.

NURS 4535 – Leadership and Management in Nursing, RN (3sh)

Designed for registered nurses the course is built upon and connected to the University urban, intercultural and Christian distinctives. Focuses on practice at the microsystem level within an ever-changing healthcare system. Communication/collaboration with the interprofessional team, coordination of care, continuous quality improvement, and principles and models of leadership will be considered.

NURS 4590 – RN to BSN Capstone (3 sh)

This is a culminating course designed for the RN –BSN student to provide direct experience in a microsystem in a health care practice setting. Students, in collaboration with nursing faculty and practicum liaison, will plan and implement an evidence- based quality improvement project consistent with the professional leadership role.

NURS 3560 – Health Informatics (3 sh)

This course examines the history of health care informatics, current issues, basic informatics concepts and health information management systems. The use of technology to help make decisions and to improve the health status of the individual, family, and community will be emphasized. Students will apply informatics concepts to a current clinical practice setting suggesting methods to use technology to improve patient safety and work effectiveness. The student will also learn to identify, gather, process, and manage information/data.

Progression through the Baccalaureate Completion Program

Students are accepted into the program after completing NURS 3210- Concepts of Professional Nursing. Students will work with their RN to BSN Degree Completion Program advisor to create their individual plan of study. Statistics is required before taking Nurs 4240 Research Process in Nursing. NURS 4240 Research Process in Nursing is required for progression into Leadership & Management. The practicum course, NURS 4590- RN to BSN Capstone, is taken in the final semester of the nursing program. A minimum grade of C is required in all nursing courses. Only one course may be repeated. A cumulative North Park GPA of 2.0 must be maintained while in the program. Failure to meet progression requirements (e.g. earning a grade of C or lower in a second nursing course) will result in the student being dismissed from the program. The student would need to appeal to the Selection and Progression Committee for re-admittance.

All students must complete the **nursing program** within 5 years of being accepted into the major. If program is not completed within 5 years students may appeal for an extension through the Baccalaureate Selection and Progression Committee.

Preparing for Graduation

About one year before anticipated completion of the baccalaureate degree you should make an appointment with your advisor to verify which requirements you still need to complete and to talk about graduation. There are two graduation ceremonies, one in May and one in December. When you are ready for graduation (and after you've met with your advisor), you need to fill out the **graduation application**. This form, as well as additional information about graduation, may be found online at www.northpark.edu/graduation. This application needs to be turned in at the beginning of the school year of your intended graduation date. Once your application is received by student services, the graduation fee of \$150.00 will be added to your account. The graduation fee applies to every student, regardless of participation in the commencement ceremony. **A late fee of \$200 will be assessed** for students who apply for graduation past 4 weeks into their final semester.

Leave of Absence

Once students have matriculated into the RN to BSN Degree Completion Program, there is the expectation that they will continuously enroll each fall and spring semesters until program completion. If there is a valid need to step out of the program, a leave of absence must be requested. A student requesting a leave of absence must complete a leave of absence form and have it signed by the RN to BSN Degree Completion Program Coordinator and submit it to Student Administrative Services. Academic leave forms can be found on the administrative services page of the website: <https://www.northpark.edu/campus-life-and-services/student-services/student-administrative-services/student-forms/> Students who are absent for a period longer than two semesters must apply for readmission.

Withdrawal from University

To withdraw from North Park University, the student needs to complete a withdrawal form with the Office of Student Administrative Services. This form requires a signature from the Financial Aid Office, Dean of Students, Student Administrative Services, and Housing Office, if applicable. It is recommended that the student review the refund policy on the Student Accounts webpage: <http://www.northpark.edu/Financial-Aid/Billing/Policies/Refund-Policy>

Adding or Dropping a Course

To Add:

Beyond the appropriate tuition charge, there is no additional fee for adding a course until the 2nd week of classes in which case a \$15 fee will be added to your account for any classes added.

- Students are advised to contact their advisor prior to adding a class, or follow the course outline previously discussed with their advisor.
- Students may not add a class after the first week of the quad without instructor and advisor permission.
- Students can register courses online via Self Service, (See Appendix D for more details), OR they can fill out an add - drop form, attainable from the Student Services Center or the School of Nursing and Health Sciences Office.

To Drop:

Students are advised that dropping a course may negatively impact their financial aid. Students registered for fewer than six hours of credit during any semester are ineligible for financial aid as per federal regulations. Students can drop courses online via Self Service

- Students are advised to contact their advisor prior to dropping a class.
- Students may drop a class up to the end of the fifth week of the quad.
- **NOTE!** Failure to attend a course does not constitute officially dropping a course.

Students may be entitled to a full or partial refund of tuition charges depending upon the drop date and/or last date of attendance for each class. Tuition refunds are set by the business office and adhere to the following rate structure. This policy can also be found in the NPU Academic Catalog. This policy applies to both quad and semester long classes.

Drop date:	Tuition Refund:
Prior to the start of classes	100%
End of first week	100%
End of second week	80%
End of third week	60%
End of fourth week	50%
End of fifth week	0%
No drop after fifth week of classes	

For the most up to date information see <http://www.northpark.edu/Financial-Aid/Billing/Policies/Refund-Policy> or www.northpark.edu/catalog

Documents Needed on File before Capstone Course:

CastleBranch – Immunization Records, Drug Test & Background Check

All students will be required to create an account with CastleBranch.com upon starting NURS 4590. The student will create the account and keep it up to date while taking this course. The online account will include a background check, drug test and record tracker.

Students create their account online at www.castlebranch.com by entering the appropriate package code. Students can determine the best package code for them based on how many counties they have resided in. The package price includes a search of the student's current county of residence.

NH30 – \$116 If any additional counties are found associated with the student's name they will be performed at no additional charge.

NG80 – \$101 If any additional counties are found associated with the student's name they will be performed for an additional charge of \$13.00 per county. (\$18.00 for NY counties).

The results will be posted to a secure, confidential web site that will be monitored by the Program Coordinator(s).

The following documents need to be on file with the School of Nursing and Health Sciences via CastleBranch.com throughout the duration of the course:

- RN License (and any other practitioner licenses that apply)
- Annual physical exam
- Varicella titer
- Documentation of MMR Vaccination
- Hepatitis B vaccination series
- Proof of TB free state (Annual skin test or chest x-ray every two years)
- Professional Liability insurance
- CPR Certification (American Heart Association, guidelines below)
- HIPAA & OSHA Training

Drug Screening

Students will individually go to one of the CastleBranch.com designated sites to have their drug test, which is included in the cost of the package. After creating their online account students will be able to download their Drug Screen Registration Form. The student will take this form to the drug testing site to give their sample. Students should keep a copy of their registration form and sample receipt until their results are posted. The results will be posted to a secure confidential web site that will be monitored by the Program Coordinator(s) and Program Director.

Academic Integrity Policy

Academic Integrity

All students and faculty are expected to possess a high standard of conduct and personal integrity in academic work. Academic dishonesty is defined as any act of deception in an academic setting. Deception may take many forms including, but not limited to cheating, unauthorized use of any resources or materials in an academic exercise, inventing information, plagiarizing the work of another and representing them as one's own, and others (see the North Park University Undergraduate Student Handbook for the University policy regarding academic integrity).

All work done for a course must be original for that course unless student has received prior permission from the instructor. Anytime a student uses work from a previous paper or assignment, appropriate citation must be provided as for any outside source. Falsifying practicum hours is considered academic dishonesty and is subject to failure of the course and dismissal from the program. University policies related to academic dishonesty can be found in the NPU Undergraduate Student Handbook.

To acquire an education that is complete and authentic, individuals must treat the academic pursuit with respect. All members of the North Park University community are obligated to maintain an atmosphere conducive to academic work so that the educational mission of the University will not be hindered.

Academic life at North Park University is full of challenges and meeting those challenges should be a student's primary objective. The University requires students to adhere to the following policies in order to ensure the honesty and integrity of their academic performance. Violation of these policies can include, but are not limited to, any of the following situations described below. Students found in violation of any part of the policy, written or implied, will be subject to the Student Conduct Process. www.northpark.edu/studenthandbook

Statement Concerning Academic Dishonesty

Academic dishonesty runs counter to the goals and ideals of every educational institution and will not be tolerated at North Park University, and may result in dismissal from the University. Appropriate designated authorities within the University will judge cases of alleged academic dishonesty according to the principles, policies, and procedures outlined in the student and faculty handbooks.

Categories and Definitions of Academic Dishonesty

Cheating on Quizzes, Tests, and Examinations

Individual or group activity for the purpose of dishonestly obtaining and/or distributing testable information prior to, during, or after an examination. Examples of dishonest activities include, but are not limited to, the following:

- Looking at an examination paper or answer sheet of another student.
- Obtaining, prior to the administration of a test, unauthorized information regarding the test.
- Possessing or distributing a test prior to its administration, without the express permission of the instructor.
- Using any unauthorized materials or equipment during an examination.
- Cooperating or aiding in any of the above.

Plagiarism

Any attempt to represent the words or ideas of another (whether published or unpublished) as one's own. Examples of such activities include, but are not limited to the following:

- Using the words of a published source in a written exercise without appropriate documentation.
- Presenting as one's own original concepts, ideas, and/or arguments of another source.
- Presenting as one's own another's computer programs, scientific research, or artistic creations without properly acknowledging the source of such material.
- Multiple submissions of one's own original work (self-plagiarism).

Alteration of Academic Records

Examples include, but are not limited to, the following:

- Changing documentation in Student Administrative Services (by computer or any other means).
- Changing entries in an instructor's grade book.
- Changing an answer to an already-graded academic exercise in order to falsely negotiate for a higher grade.

Sabotage

Examples include, but are not limited to, the following:

- Stealing, destroying or altering another's academic work (such as an artwork, a computer program, a lab experiment or report, a paper).
- Hiding, miss-shelving, mutilating, or otherwise abusing library materials to keep others from using them.

Substitution

Using a proxy or acting as a proxy in an academic exercise. Examples of substitution include, but are not limited to, the following:

- Taking an examination for another student.
- Doing homework assignments for another student.

Judicial Procedures for Cases of Academic Dishonesty in the School of Nursing and Health Sciences

The instructor, on becoming aware of a possible instance of academic dishonesty, shall:

1. Notify the student of the charge against him or her.
2. Report the findings to the Baccalaureate Program Director and the appropriate Selection and Progression Committee chair.

A student or staff or faculty member who has knowledge of academic dishonesty should report this knowledge to the instructor of the course and to the appropriate committee chair.

The appropriate dean, on receipt of the instructor's report, shall:

1. Convene a meeting with the instructor and student.
2. Evaluate the instructor's evidence and hear the student's response.
3. Determine if an infraction has occurred and if so, the appropriate penalty, taking into consideration the instructor's recommendations.
4. Inform the student of their right to appeal.
5. Inform and provide a written copy of the final report to the Dean of Students and University Dean in the Office of the Provost.
6. Keep appropriate records of each case to its completion.

Repercussions

One or more of the following penalties may be imposed once academic dishonesty has been confirmed (previous infractions will be considered in the imposition of such penalties):

- A record of the infraction placed in the student's permanent record file.
- A failing grade on the examination, paper, or project.
- A failing grade in the course.
- Exclusion from participation in the athletic, musical, and other extra-curricular programs of the University.
- Suspension from the University for an appropriate period.
- Dismissal from the University.

The student may:

1. Accept the decision and the penalty
2. Appeal the decision in writing to the appropriate Selection and Progression Committee. The appeal must come within two weeks of the decision.

Following the second decision of the Selection and Progression Committee the student may:

1. Accept the decision and the penalty.
2. Appeal the decision in writing to the Office of the Dean of the School of Nursing and Health Sciences. The appeal must come within two weeks of notice of the decision.

The Dean of the School of Nursing and Health Sciences may:

- Reverse the decision and dismiss the case.
- Confirm the decision and the penalty imposed.
- Confirm the decision and alter the penalty.

The student may:

- Accept the decision of the Dean of the School of Nursing and Health Sciences.
- Appeal to the Academic Judicial Committee.

Full Policy can be found in the North Park Student Handbook:

www.northpark.edu/studenthandbook

University and RN to BSN Nursing Resources and Program Policies

The School of Nursing and Health Sciences is in compliance with the North Park University (NPU) Undergraduate Student Handbook, which can be found at www.northpark.edu/studenthandbook. Some policies, such as the Grievance Policy, are also found in the NPU Undergraduate Handbook but have additional steps that are distinctive to the School of Nursing. If you have any questions regarding the RN to BSN nursing program policies you can contact the Director of the Baccalaureate Program, Dr. Peggy Kotowski at mkotowski@northpark.edu or the RN-BSN Completion Program Coordinator, Dr Wanda Burns.

Students with Disabilities

"North Park is committed to creating an inclusive learning environment. If you anticipate or experience any barriers to learning in this class related to a disability, contact the Center for Student Engagement by email, ada@northpark.edu or phone at 773-244-5737 to schedule an appointment with the Learning Specialist. You can also stop by The Center for Student Engagement, located on the first floor of the Johnson Center.

Additional information can be found online at www.northpark.edu/disability.

Policy Against Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Retaliation

North Park's Policy against Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Retaliation reflects its deep commitment to a diverse campus community that provides a uniformly welcoming environment. The Policy applies equally to every member of the North Park community. A copy of the Policy can be found at <http://www.northpark.edu/About/Title-IX>.

North Park is committed to providing a safe community for students, faculty, and staff, and does not tolerate harassment, discrimination, sexual misconduct, relationship violence, or retaliation. Learn more about the resources on our campus to prevent and respond to situations that create an unsafe environment: <http://www.northpark.edu/Campus-Life-and-Services/Safe-Community>

FERPA

Annually, North Park University informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act was designated to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. Details to these rights can be found on the [FERPA](#) webpage. This policy applies to students only.

Privacy Policies

Please see the following link concerning information collected by North Park University and how such information is used and protected <https://www.northpark.edu/about-north-park-university/privacy-policy/>

North Park University Social Media Policy and Guidelines

North Park University recognizes that social media is a relevant means of communication for students, faculty, staff, alumni and friends in our community. When used properly, social media posts demonstrate concern for members of the community and encourage growth, learning, and development. While North Park encourages the use of social media, all users should remember that social media tools are a powerful form of communication that can have a significant impact on organizational, professional and individual reputations. In addition, the healthcare setting and HIPAA laws can put a student, albeit unintentionally, at risk for violating the University's Social Media Policy and maybe a HIPAA violation that could result in serious consequences within the Nursing and Health Sciences and with our partnered clinical agencies. For this reason we have included the entire North Park [Social Media Policy](#) for all members of the community to ensure compliance from our students.

Stop! Collaborate, and Listen!

While we definitely want to help spread the word about events, accomplishments, and interesting things happening in and around the brand of North Park University, there is a process.

Is It Newsworthy?

Make sure what you're asking to be covered or posted is newsworthy. Our official NPU social media accounts carry the entire brand voice, which includes the look and feel.

Photos, Videos, Paid-Ads:

Photos: If you want us to post something, it cannot have any text overlays, cropping, or graininess. That also means graphics are not permitted to be posted on any of the official NPU social media accounts. ALL photos must be professional quality and follow our brand guideline look and feel. For examples, review our official Instagram account. If you would like photos taken at your event or for a story idea, have your department budget ready and all accompanying information needed. Submit a request in Jira at least 3 weeks in advance. Event postings are rarely approved or posted. If you would like something posted about an upcoming event, 3 weeks need to be provided and any photos or video or copy must meet the above requirements. Expect copy to be edited by the social media manager. Submit requests via JIRA.

Videos: Creative video content is usually a plus. If you are wanting a video of any kind, please make sure it's newsworthy before submitting a request in Jira. Have a simple but detailed idea of what you are wanting to be captured and why it would benefit the overall university brand. Be sure to prepare a budget for the video project, as video production is extremely costly. If it is for an event, you must let us know a month and a half in advance. Allow 2-6 months for completion depending on the scale of the video project.

Paid Social Media Ads: As you know, the number of social media users is in the billions. If you're wanting to have a paid-ad run through our main social media accounts, follow the process below.

1. Identify the event or program you are wanting to promote.
2. Have a budget of \$200 or more.
3. Submit a Jira ticket at least one month in advance and allow for one month of full completion for the ad to run. Include the name, all copy and links needed, and the date and time if applicable. Only one ad per month can be submitted.

Follow Us on Social Media:

- Facebook: <https://www.facebook.com/npuchicago>
- Instagram: [@npuchicago](#)
- LinkedIn: <http://www.linkedin.com/edu/school?id=18285>
- Twitter: [@NPU](#)
- YouTube: <https://www.youtube.com/user/northparku>
- Vimeo: <https://vimeo.com/npu>

Students have the opportunity to develop friendships, discover talents, and explore the world through many of these popular online channels. For faculty and staff, online channels allow thoughtful, purposeful engagement. For these reasons, North Park is committed to utilizing social media alongside traditional classwork as we all learn and grow together.

While North Park University encourages the use of social media, all users should remember that social media tools are a powerful form of communication that can have a significant impact on organizational, professional, and individual reputations. Lines between personal and professional content, and between public and private content, are often blurred. Whether participating on behalf of the University, a University-related group, or personally, all users must follow the same behavioral standards online as they would in face-to-face or one-on-one interactions. Remember that the internet is not anonymous, nor does it forget.

- Guidelines for Use
- Unacceptable Posts That Will Be Removed
- Complaints and Reporting Violations
- Faculty and Staff: Personal Profiles
- Employee and Student Groups Posting on University Sponsored Sites
- Posting on Behalf of the University
- Non-Interference with Applicable Laws
- Questions About This Policy

Guidelines for Use

A. Take Responsibility and Be Transparent

1. You are responsible for anything you write or do online.
 - The speed of being able to publish your thoughts is both a great feature and a common downfall of social media. The time to edit or reflect must be self-imposed.
 - If in doubt over a post, or if something does not feel right, allow time for reflection before posting or ask a friend or colleague to review and provide feedback before posting.
 - Remember that satire and sarcasm are often misunderstood. Be careful how you use them.
 - Never underestimate the power of photographs and videos. They can help communicate your message in a creative, compelling way, but may also be easily misinterpreted, so use sound judgment in making selections.
 - Quality matters. Use a spell-checker.
2. Practice academic integrity.
 - Never post content that invites academic dishonesty. Remember both the enabler and the student taking advantage of the material are equally guilty.
 - Do not plagiarize—give proper attribution.
3. Practice personal integrity.
 - Do not make or endorse recklessly or maliciously false statements.
 - Never misrepresent your identity.
 - If writing in your personal capacity about University matters, make clear that the views you express are your own, not necessarily those of the University.
 - Do not pretend to have expertise, information, or authority you do not have.

B. Respect Your Audience and Your Colleagues

1. Abide by the ethical, moral, and professional standards of North Park University as outlined in the North Park University Undergraduate Student Handbook. In particular, this includes the Policy Against Discrimination, Harassment, Sexual Misconduct, Relationship Violence, and Retaliation.
2. Do not express, communicate, or link to libelous, defamatory, harassing, or pornographic content, even by way of example or illustration.
3. Never make statements or post photos or video that directly or indirectly threaten harm (whether through violence, economic intimidation, exclusion, or other means) to an individual, group, or the University.
4. Do not promote illegal conduct such as sexual violence, vandalism, underage drinking, or involvement with controlled substances.
5. Think about the consequences of what you are posting.
 - Assume your writings will spread.
 - When responding to a negative post, first confirm facts, consider whether the poster deserves an apology for any reason, and consider responding offline, it may be a more effective way to resolve disagreements.
6. Except for legitimate academic or business purposes, faculty should avoid personal social media relationships with students, and administration should avoid personal social media relationships with staff under their supervision.

C. Respect the Property of Others

1. Respect intellectual property rights.
 - Do not distribute copyrighted materials without the permission of the copyright owner.
 - Do not use trademarks or logos without the owner's permission.
 - Adhere to the user agreements (terms and policies) for each social media site with which they engage.
2. When using North Park University-owned computers or the campus network to access social media sites, comply with the Acceptable Use Policy.

D. Respect Confidentiality

1. Respect personal boundaries and individual privacy rights. Public disclosure of private facts may cause serious emotional or psychological injury.
2. Do not post sensitive personal identifying information (such as social security numbers, student identification numbers, addresses, or birth dates). Such information may enable identity theft.
3. Do not post any information about another person that is protected from disclosure by law or professional standards (such as medical information or student education records). Check with your program or department to determine whether it has a specific social media

usage protocol to ensure compliance with professional and privacy requirements of particular fields or governing/accreditation body.

E. Respect the University's Interests

1. Do not post anything that interferes with your work, the University's educational mission, or the welcoming and diverse environment the University promotes as a Christian, city-centered, and intercultural institution.
2. Do not use the University's "brand" to endorse or promote a non-University product, opinion, cause, or political candidate. Avoid any statement that would make the reader think that the opinions you endorse or promote reflect the views of the University.
3. If you find negative posts by a third party about the University, its faculty, staff, or students that you believe needs a response by the University, contact the Office of Marketing and Communications.

F. Be Wary

1. People who communicate with you online may not be who they claim to be. They may have an improper motive or seek information to which they are not entitled.
2. Posted information is often repeated and linked to other sources—anything you post may go viral, including your off-hand comments.

Unacceptable Posts Will Be Removed.

Actions that are unacceptable in other settings are also unacceptable on University social media channels. Posts or interactions that violate our community standards and policies will be removed at the discretion of the University. These include, but are not limited to, the following:

- Harassment in any form.
- Failure to respect the rights of others, such as the right to privacy.
- Forgery or other misrepresentation of one's identity.
- Distribution of copyrighted materials without the permission of the copyright owner.
- Posts containing personal attacks, profanity, nudity, hate speech, illegal material or that otherwise violate the Social Media Guidelines.
- Advertising/soliciting for non-University-sponsored products, programs, and events.
- Spam

North Park sponsored online forums should be used for discussion of general interests and issues relating to North Park, not specific individuals and situations.

The University cannot immediately review every comment posted on a North Park sponsored page. Opinions expressed are not necessarily those of the University and the University does not guarantee the accuracy of these posts.

Requests that content be removed from University social media channels, as well as comments about content, should be addressed to North Park University's Office of Marketing and Communications.

Complaints and Reporting Violations

If you feel that you have been harassed or victimized by another individual's social media use, please report it following the complaint procedures outlined in the University's Policy Against Discrimination, Harassment, Sexual Misconduct, Relationship Violence, and Retaliation. If the individual you have a complaint against is another member of the North Park community, the University will take all steps possible to help you come to an appropriate resolution to the complaint.

Most social media channels offer a method for reporting offensive or harassing posts. For North Park sponsored sites, contact the Office of Marketing and Communications.

Students may also find it helpful to seek the support and advice of their resident director, the University's social media manager, another trusted North Park University staff member, or the Dean of Students. Faculty and staff may contact Human Resources.

If you become aware of other violations of this policy, please report the violation to the Office of Marketing and Communications.

Posting on Behalf of the University

Only administration-designated employees are permitted to post on behalf of the University. If you receive an external request for comment "by the University" or an inquiry requiring a response on behalf of the University, you should direct the request or inquiry to the Office of Marketing and Communications. Note: this rule does not prevent other members of the North Park community from commenting or responding to questions so long as they do so in their individual capacities.

Non-Interference with Applicable Laws

This policy is not intended to restrict or interfere with the legal rights of any student or employee, including, but not limited to, any and all rights under the National Labor Relations Act, Title VI, Title VII, Title IX or other equal opportunity laws, or any whistleblower protection law.

Questions About This Policy - Please contact the Director of Human Resources if you have any questions about this policy.

Photography Policy

North Park reserves the right to use photograph(s), videotape(s), and audio recording(s) taken of or obtained from people/students on campus and/or at University-sponsored events for the purpose of promoting, publicizing, recruiting, or public relations involving the University. For more information, contact University Marketing and Communications.

[\(https://www.northpark.edu/about-north-park-university/university-marketing-and-communications/\)](https://www.northpark.edu/about-north-park-university/university-marketing-and-communications/).

Use of Electronic Devices

The use of electronic devices by students in the School of Nursing and Health Sciences in the academic, simulation, and clinical settings to record video, audio, or photography is prohibited without explicit permission from faculty.

Email Policy

Email is the official means for communication within North Park University. Information Technology will assign all students an official University email address. This address will be the one listed in all directories and the one used by the University for official business and communications. The University's email system can be accessed on- and off-campus through an Internet Service Provider.

The University recommends that students use the University's email system. Individuals having their email electronically redirected to another email address do so at their own risk. The University will not be responsible for the handling of email by outside vendors. Redirecting email does not absolve an individual from the responsibilities associated with communication sent to their official email address.

The University has the right to communicate with students through email, and the right to expect that those communications will be read in a timely fashion. Students, faculty, and staff members are expected to check their official email address on a frequent basis in order to stay current with University communications. www.northpark.edu/studenthandbook.

<https://www.northpark.edu/campus-life-and-services/campus-services/information-technology/account-management/north-park-email/>

Students who undergo name, address, phone number or email address changes are responsible to submit these changes in writing to both Student Services and the SNHS office. Documents are often mailed using the information on record. Updating your information ensures that important communications will not be delayed.

Program Communication

Emails to all students in the nursing programs are sent out to alert students to new information. It is the students' responsibility to check their North Park email twice weekly for any new information sent out by the School of Nursing and Health Sciences.

Students who undergo name, address, phone number or email address changes are responsible to submit these changes in writing to both Student Services and the SNHS office. Documents are often mailed using the information on record. Updating your information ensures that important communications will not be delayed.

Student Identification Cards

All registered North Park students must obtain a student identification (ID) card for the duration of time they are actively enrolled in the institution. Students should obtain their photo ID card from the Office of Student Administrative Services during onsite orientation. Students should have their ID cards in their possession while on campus or in clinical sites and must replace them (for \$10) if lost, stolen or damaged.

School of Nursing and Health Sciences

Performance Improvement Plan (PIP) Policy

PURPOSE:

The purpose of this policy is to identify students with AT RISK behaviors who are in danger of failing a nursing course due to academic, clinical, or professional issues. The goal of this policy is to identify areas of improvement and assist the student in facilitating the development of their professional self. The Performance Improvement Plan (PIP) will outline behaviors that the student must improve upon in the nursing program, clinical area, or in the classroom.

POLICY:

When a student is NOT meeting expectations, they are considered AT RISK, and a PIP may be initiated by any instructor within the School of Nursing and Health Sciences. A PIP will clearly identify the problem area(s) and outline a remedial plan of action for the student to follow. Clinical instructors will collaborate with the course coordinator before initiating a PIP with a student.

PROCEDURE:

The instructor should complete the PIP form that will include the following:

- Objective(s) that have not been met.
- The circumstances and unsatisfactory behavior(s) that led to the PIP.
- Goals and/or expected outcomes of the PIP along with the date of expected improvement on the area that has been identified in need of improvement.
- Strategies and/or interventions to achieve the goals.
- The consequences of meeting or not meeting the goals.
- The date that the student and faculty will meet to evaluate the student's response to the PIP.
- The date and signatures of the student and initiating faculty upon meeting.

The instructor initiating the PIP should meet with the student in person to initiate the PIP and on the evaluation date to determine the effectiveness of the PIP. A copy of the initial completed PIP form (and any additions to it) should be retained by the initiating faculty, and copies should be provided to:

- the student
- the student's file
- the course coordinator/student –student's advisor
- the Selection and Progression Committee Chair
- the Baccalaureate Program Director.

If the PIP remains in effect for more than one week, the instructor should meet with the AT RISK student regularly for re-evaluation. Failure of the student to keep the evaluation appointment should be documented. Each meeting should be recorded on the PIP form to document whether goals have been met/not met, if the PIP will be continued as is, if there are any changes to the plan, or if the plan has been completed. These notes should be signed and dated by both the student and the instructor. The Selection and Progression committee chair will ensure that a copy of the PIP is provided to the student, course coordinator, student's advisor, and the Baccalaureate Program Director.

The Selection and Progression Committee is responsible for tracking the student's PIP progress and notifying any of the student's other instructors of the PIP progress as necessary to provide a consistent approach in all courses.

If the student remedies the unsatisfactory behavior and meets course objectives by the end of the course, the PIP may be removed from the student's file upon the student's graduation unless the Dean of the School of Nursing and Health Sciences requires that the form be retained for other purposes related to student performance over the course of study. Failure to meet course or SNHS objectives or resolve unsatisfactory behavior(s) before the end of the course may result in failure of the course.

PERFORMANCE IMPROVEMENT PLAN (PIP) - Page 1

The purpose of this plan is to identify students with AT RISK behaviors who are in danger of failing. This PIP will outline behaviors to improve in a course or in the nursing program, whether in the clinical area or in the classroom. Clinical instructors will collaborate with the course coordinator before initiating a PIP with an AT RISK student.

Student Name: _____ Course: _____

Instructor Initiating PIP: _____ Date: _____

Initiation: Complete the following section upon initiation of the PIP.

Date of Initiation:	
Identify objectives not being met:	
Describe the unsatisfactory behavior and/or circumstances, and the date(s) of observance:	
Expected Outcome/ Goals (include due date):	
The plan: strategies/ interventions to meet the objectives (be specific): Note: Failure to meet the expected outcomes/goals may mean failure of the course.	
Date/time that student and instructor will meet next to evaluate improvement (evaluation to be documented on eval tool and attached to this form):	

Instructor Signature _____ Date _____

Student Signature _____ Date _____

Course Coordinator Signature _____ Date _____

Copy sent to the student's Advisor on (Date) _____

Copy sent to chairperson of Selection and Progression Committee on (Date) _____

PERFORMANCE IMPROVEMENT PLAN (PIP) –Page 2

PIP Evaluation: Complete the following section at each meeting with the student. Attach to Page 1 of the PIP.

Student Name: _____ Course: _____

Instructor: _____ Date: _____

<p>Evaluation – Not met and plan continues (explain):</p>		
<p>Evaluation – Continue with plan to demonstrate consistency of behavior (explain):</p>		
<p>Evaluation – Objective met (explain):</p>		
<p>Date / Time for next review:</p>		
<p>Instructor Signature:</p>		<p>Date:</p>
<p>Student Response and Signature:</p>		<p>Date:</p>

PIP Resolved (Send copy to Chairperson of Selection & Progression Committee):

Instructor Signature _____ Date _____

Student Signature _____ Date _____

Nursing Clinical Incident Policy

Guidelines for Clinical Incident during Capstone (Nurs 4590): A clinical incident is any event, circumstance, injury, unprotected exposure to a pathogen, or accident which occurs during a clinical practicum/placement that caused or could have caused (Near Miss) unplanned harm, suffering, loss or damage. Promoting student and patient safety is the first priority in responding to a clinical incident. In addition to clinical incidents, Near Miss events will also be tracked.

For any event that requires an incident report at the hospital or health care agency, the capstone faculty, if they are able, should get a copy of any agency documentation and submit it to the course coordinator who will keep it on file in the SNHS Office. Follow the hospital guidelines regarding the follow-up of the incident, including, but not limited to, completing the institutions incident report and any required follow-up with an appropriate practitioner.

If a student is working one on one with a nurse preceptor all incident reports involving the student need to be signed by the preceptor, and supervising faculty must be notified immediately. All incidents must be reported to the course coordinator.

Along with any agency documentation, capstone faculty should write a short summary of the occurrence on the Clinical Incident Form (this form is available on the Nursing Clinical Faculty Office 365 OneDrive available through the North Park University email system). If the capstone faculty is unable to receive a copy of the agency documentation due to it being a part of the EMR system or other HIPAA reasons, please provide a detailed description of the incident to the Course Coordinator. PLEASE return this form to the course coordinator as soon as possible.

Clinical Incident Procedures:

- Any injury requiring **immediate**, emergency care should be treated at the nearest emergency facility. Please notify the course coordinator as soon as possible. The course coordinator will notify the SNHS as soon as possible to report the incident and to ask for help, if needed, for the student.
- When a student is exposed to a blood or body fluid pathogen, the agency clinical coordinator, if necessary, agency employee health, and the SNHS are to be notified. If an employee health department is available, follow OSHA guideline and hospital/agency policy for **immediate** treatment. If an employee health department is not available, you can contact North Park University Health Services at 773.244.4897 who will assist the student in setting up a referral to Swedish Covenant Hospital for evaluation and treatment, if necessary. Institute any necessary treatments that should be carried out on site.
- Students are required to have their own health insurance and should be referred to their own health care provider for recommendations for follow-up treatment. **Students are financially responsible for any costs incurred for any care that is required as a consequence of the incident.**

North Park University School of Nursing Clinical Incident Form

Student:

Hospital/Unit:

Date/Time:

Clinical Faculty/ Course Coordinator:

Course:

Was an incident report (risk management documentation) completed for this event at this hospital/agency? Yes _____ No _____

Was the unit Nurse Manager Notified? Yes _____ No _____

Nurse Manager name/phone: _____

Describe the incident (include the individuals present during the incident):

Describe immediate actions taken related to patient, student, or staff involved:

Document any follow-up action indicated at this time:

Notify STAT and send copies of this completed form to the Clinical Course Coordinator

Clinical Course Coordinator _____ notified (date/time) _____

Clinical Instructor Signature:

Student Grievances & Appeals Process in the School of Nursing

Civility is defined as an authentic respect for others that requires time, presence, willingness to engage in genuine discourse, and intention to seek common ground (Clark, 2010). In alignment with Provision 1.5 of the ANA Code of Ethics for Nurses with Interpretive Statements, which requires all nurses to create an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and patients with dignity and respect” (p.4), students are responsible for exhibiting such behaviors in the campus environment, classroom, online, and in the clinical setting. Incivility will not be tolerated.

The following are examples of uncivil behavior and those serious behaviors considered beyond uncivil (List is not meant to be exhaustive):

- *Uncivil*
 - Holding conversations during class that distract others
 - Making sarcastic remarks or gestures
 - Making disapproving groans
 - Dominating class discussions
 - Acting bored or apathetic
 - Refusing to answer direct questions
- *Serious behavior/beyond uncivil*
 - Challenges faculty knowledge/credibility
 - Insults/taunts/disrespects others
 - Vulgarity directed towards faculty or students
 - Harassing comments to faculty or students
 - Inappropriate emails to faculty or students
 - Threats of physical harm to faculty or students
 - Actual physical harm to self or others

One or more of the following penalties may be imposed once incivility has been confirmed:

- Record of infraction placed in the student file
- Letter from the Undergraduate Selection and Progression Committee
- Performance Improvement Plan
- Failing course grade
- Referral for counseling/psychiatric evaluation
- EARS report
- Dismissal from the program

Progressive Action Process to be followed in the event of uncivil (or beyond uncivil) behavior is outlined below:

Step 1- First Episode: Instructor meets one-on-one with student to point out what was observed, with plan for follow-up; writes up the meeting and places report in student file (with copy to the student); reports it to Undergraduate Selection and Progression (S&P) committee after meeting with student; in the event of a serious infraction, graduate program director may be involved in discussion with student and faculty; the S&P committee may decide a letter to student is warranted.

- The following is to be included in the report for faculty and student file, and in report to S&P committee
 - Date behavior was observed
 - Nature of behavior
 - Date of discussion
 - Discussion points made by faculty
 - Response of student
 - Recommendations made
 - Plan for follow-up, as needed
 - Signatures of faculty and student

Step 2 – Second Episode: Instructor observes uncivil behavior; checks the student’s file and notes behavior was reported earlier.

- Instructor reports to S&P committee after meeting with student and writing up the meeting for placing in student file (with copy to student) as above
- S&P committee may decide a letter is warranted; letter will be developed on behalf of the S&P committee; both instructor and grad program director will meet with the student to share the letter and discuss consequences

Step 3 – Repeat Episode: Instructor observes uncivil behavior; checks the student’s file and notes behavior was reported earlier and the student received a letter from the S&P committee.

- Instructor reports to S&P committee after meeting with student and writing up the meeting for placing in student file (with copy to student) as above
- S&P committee may decide a Performance Improvement Plan (PIP) is warranted; instructor develops the plan; both instructor and grad program director will meet with the student to discuss the PIP

Guidelines for meetings between student and faculty related to incivility:

- Meetings are not to be taped
- Student has the right to assistance from an advocate

University Grievance Procedure:

The process outlined below applies to any grievance involving academic issues other than allegations of academic dishonesty. The procedure for addressing allegations of academic dishonesty is set forth in the section on academic integrity.

Step 1: The aggrieved student must first confer with the staff member, faculty member, or student involved in an attempt to resolve the problem. If the student is not comfortable with first addressing the staff or faculty member you may skip to

Step 2. You may also choose to report any non-academic grievance through the Report an Incident Student Form in the self-referral system (EARS). Step 2: Unresolved grievances shall be filed in writing by the student with the appropriate staff or faculty member's supervisor and/or human resources. In the case of a grievance against a student, the written grievance shall be presented to the Dean of Students. In consultation with the assistant vice president for human resources, Dean of Students and/or the supervisor will conduct an inquiry and attempt to resolve the matter impartially and as quickly as possible. This step is generally concluded within ten (10) business days of the date the grievance was received.

Step 3: If the student is dissatisfied with the prior decision, the student can present the grievance, in writing, to the Vice President, Provost, or Dean, as appropriate. The grievance should be presented promptly and in no event, later 42 North Park University than five business days after the Step 2 decision. The grievance must summarize the decision, action, or other matter being grieved and explain why it is being challenged. Copies of any related documentation shall be attached. The Vice President, Provost, Dean receiving the grievance, or a designee to whom they assign responsibility for resolving the grievance, will conduct any investigation deemed necessary, including joint meetings among the student grievant, the person who is the subject of the grievance, if any, and a University official responsible for any policy or procedure at issue. In the event of a meeting, both the grievant and any person who is the subject of the grievance may request the assistance and presence of another member of the North Park University Community. The appropriate Vice President, Provost, Dean or designee will promptly render a decision.

Step 4: If the student is dissatisfied with the decision at Step 3, the student may appeal to the President of the University. The appeal must be taken no later than five business days after the prior decision and shall be in writing. The appeal must summarize the decision, action, or other matter at issue, explain why it is being challenged, and describe any prior steps of the grievance process, including the determination. Copies of any related documentation shall be attached.

The President shall determine the appeal based upon the record presented, and any additional investigation the President deems appropriate. The decision of the President shall be final and binding.

This policy can be found in the NPU Undergraduate Student Handbook:
(www.northpark.edu/studenthandbook)

North Park University – School of Nursing

Professional and Technical Standards

The School of Nursing at North Park University offers an academically rigorous Bachelor of Science degree in nursing. The purpose of the program is to educate students to meet standards for comprehensive nursing care established by the American Association of Colleges of Nursing (2009). Inherent in the standards and the professional and technical standards of the School of Nursing, is that students be held to high standards of competency in order to perform responsible, safe care. This requirement is clearly described in all course syllabi and clinical evaluation tools.

Nursing is a practice discipline and successful completion of the nursing program requires that students be able to demonstrate the ability to perform numerous essential skills. These skills require dexterity in a number of intellectual and functional domains. All students are assessed in practice lab and clinical practicums throughout the program to confirm adherence to the technical standards with or without accommodation.

Intellectual Requirements:

Critical thinking is an important part of clinical judgment needed to provide safe patient care. Students must be able to measure, calculate, reason and quickly analyze information. Students must demonstrate an ability to apply gathered information, their reasoning and analysis to find solutions to complex problems and situations in the classroom and clinical setting.

Gross and Fine Motor Requirements:

Nursing students must be able to provide general nursing care (including completing patient assessments, preparing medication and administering treatments). Students must be able to function in an emergency situation, e.g., by providing CPR, and have the ability within reasonable limits to assist a patient in moving, such as from a chair to the bed.

Observational Skills:

Nursing students must be able to observe patients accurately to assess their condition and perceive signs of disease and responses to treatments through physical examination, visual images, auditory information (patient voice, heart tones, bowel and lung sounds) and palpable changes in certain organs and tissues.

Communication Requirements:

Nursing students must be able to communicate effectively with patients, staff, physicians, and family members, orally and in writing. Students must be able to process and accurately convey information about patient status to faculty, staff, and other health care providers in a timely manner.

Social and Behavioral Requirements:

Student nurses must possess sufficient mental and emotional health to exercise good clinical judgment, promptly complete assignments, and function in what can be a physically and emotionally demanding dynamic environment. Nursing students must be able to demonstrate compassion, empathy and concern for others while maintaining a mature, sensitive and effective relationship with patients, family, and other professionals.

Professional Integrity and Ethical Standards:

The School of Nursing recognizes the link between honesty in the academic area and professional integrity. The student is referred to the Baccalaureate Student Handbook and the policy for Ethical and Safe Nursing Practice.

Students will have access to confidential medical records and sensitive information regarding patients, families, and community agencies while providing nursing care as a student. Students must agree to maintain the highest standards of professional integrity with regard to this information and comply with all requirements regarding the privacy of patient records. This includes but is not limited to written, oral and electronic social-networking transmission of information. For more information students are referred to <http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>

After being admitted to the nursing major, the student is responsible for notifying his/her nursing instructor of conditions that impact the student's ability to meet the School of Nursing's Technical Standards. Any change which adversely affects the student would require the student to provide appropriate documentation (as determined by the School of Nursing) reflecting the student's continued ability to meet the Technical Standards.

If accommodation is necessary to participate in the nursing curriculum, participation is dependent on the identification of a reasonable accommodation. Reasonableness is determined by the Office of Student Enrichment and Support Services and the School of Nursing on an individual basis using the above Technical Standards. The accommodation needs to be in place prior to the start of the program or may result in a delay in starting. North Park University provides reasonable accommodations to those students who qualify under the Americans with Disabilities Act, as amended (ADA). Appropriate documentation will be required to determine eligibility to receive accommodations. It is the student's responsibility to contact the Office of Student Enrichment and Support Services and request accommodation in a timely manner.

School of Nursing

Policy on Psychological Fitness*

Policy:

The Office of the Dean (Administrative Council) of the School of Nursing and Health Sciences (SNHS) can require a student to undergo psychiatric evaluation if the student exhibits disturbances in thinking, communication, mood or behavior that impairs didactic, clinical or social performance or if the student's behavior potentially places other students, faculty, staff, patients or others at risk. Risk is defined as behavior that poses a danger of causing harm to others, property damage, or impeding the lawful activities of others. Input from relevant sources (persons who have observed the disturbances or impaired performance and those familiar with the student's performance history) will be used in making a decision to request a psychiatric evaluation of the student. All communications shall be treated in a confidential manner.

Procedure:

When a faculty member or institutional officer concludes that a student is exhibiting impaired performance as described above, he or she should immediately contact the office of the Dean of the SNHS.

1. A member of the SNHS Administrative Council (dean, director of the graduate program or director of the undergraduate programs) will interview the student. Pertinent information will be gathered as needed.
2. Following step one, the member of the Administrative Council in consultation with the Selection and Progression Committee of the student's program will:
 - a. Determine that no action be taken, or
 - b. Refer the student for a psychiatric evaluation. The student academic progress may be suspended pending completion of the evaluation.
3. If an evaluation is recommended the appropriate program director will:
 - a. Seek immediate intervention if the student's behavior poses a danger of harm to others.
 - b. Notify the Office of the Vice President for Student Engagement.
 - c. Notify the student in writing of the committee's decision.

4. The student will meet with program director and will be referred to a clinician for evaluation. A date will be provided to the student by which the evaluation must be completed.
5. A signed release will be obtained from the student so that the clinician may report the results of evaluations and any recommendations.
6. In a written report, the clinician will communicate the capacity of the student to fulfill the nursing student role requirements, any therapeutic recommendations, and any accommodations believed medically necessary to enable the student to fulfill role requirements.
7. The SNHS Administrative Council will consider the clinician's written report and any reported observations of the student's conduct and performance, and the requirements for successful progress without risk of harm to others and determine the appropriate course of action, which may include conditional continuation or withdrawal from the program.
8. Further progress of the student in the program may also be denied based on the student's noncompliance in seeking the evaluation, non-cooperation during the evaluation, subsequent noncompliance with treatment recommendations or the SNHS's inability to provide the necessary accommodations without risk of harm to others.
9. Students may appeal a requirement to undergo evaluation or a decision pursuant to steps 7 and 8. Appeals should be submitted in writing to the appropriate program director.

*Nothing in this Policy prevents encouraging students to voluntarily seek counseling or treatment believed to be beneficial to the student.

Ethical and Safe Nursing Practice

Quality nursing practice is essential for ethical and safe patient care. Violation of such practice is defined below, so that nursing students may be aware of the seriousness of his/her actions. Unethical and/or unsafe practice may result in a clinical failure and/or expulsion from the nursing program.

The following are examples of unethical and unsafe nursing practice. The list is not exhaustive;

1. Performing activities for which the student is not prepared or which are beyond the abilities of the student.
2. Performing activities that fall outside the legal realm of professional nursing practice.
3. Recording or reporting inaccurate patient data.
4. Failing to recognize and/or report and record own errors.
5. Having mental, physical or cognitive limitations which endanger the safety of a patient.
6. Violating HIPPA regulations.
7. Behaving in a disrespectful manner towards patients, families, faculty or other members of the health care team.
8. Attending clinical experiences while under the influence of alcohol or drugs, including prescriptive medication which may impair performance. The clinical faculty member must be notified immediately of any prescriptions which may impair performance taken before or during clinical.

The following actions may be taken by the clinical faculty if a student demonstrates unsafe or unethical behavior:

1. Immediate dismissal from the clinical area.
2. Assignment of additional learning activities to assist the student to meet the clinical objectives.
3. Written contract with a student which specifies the criteria and/ or the activities the student must complete in order to change the unsafe behavior.
4. Suspension from the clinical area if the student repeats the unsafe or unethical nursing behavior. This will result in failure of the course.

All clinical suspensions will be reviewed by the appropriate Selection and Progression Committee in the School of Nursing.

School of Nursing and Health Sciences Civility Policy

Civility in the Classroom and Clinical Setting:

Civility is defined as an authentic respect for others that requires time, presence, willingness to engage in genuine discourse and intention to seek common ground (Clark, 2010). In alignment with Provision 1.5 of the ANA Code of Ethics for Nurses with Interpretive Statements, which requires all nurses to create an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and patients with dignity and respect” (p.4), students are responsible for exhibiting such behaviors in the classroom and clinical setting.

The following are examples of uncivil behavior and those serious behaviors considered beyond uncivil (List is not meant to be exhaustive):

- *Uncivil*
 - Holding conversations during class that distract others
 - Making sarcastic remarks or gestures
 - Making disapproving groans
 - Dominating class discussions
 - Acting bored or apathetic
 - Refusing to answer direct questions
- *Serious behavior/beyond uncivil*
 - Challenges faculty knowledge/credibility
 - Insults/taunts/disrespects others
 - Vulgarity directed towards faculty or students
 - Harassing comments to faculty or students
 - Inappropriate emails to faculty or students
 - Threats of physical harm to faculty or students
 - Actual physical harm to self or others

One or more of the following penalties may be imposed once incivility has been confirmed:

- Record of infraction placed in the student file
- Letter from the Selection and Progression Committee
- Performance Improvement Plan
- Failing course grade
- Referral for counseling/psychiatric evaluation
- EARS report
- Dismissal from the program

Progressive Action Process to be followed in the event of uncivil (or beyond uncivil) behavior is outlined below:

Step 1- First Episode: Instructor meets one-on-one with student to point out what was observed, with plan for follow-up; writes up the meeting and places report in student file (with copy to the student); reports it to Baccalaureate Selection and Progress (S&P) committee after meeting with student; in the event of a serious infraction, baccalaureate program director may be involved in discussion with student and faculty; the S&P committee may decide a letter to student is warranted.

The following is to be included in the report for faculty and student file, and in report to S&P committee

- Date behavior was observed
- Nature of behavior
- Date of discussion
- Discussion points made by faculty
- Response of student
- Recommendations made
- Plan for follow-up, as needed
- Signatures of faculty and student

Step 2 – Second Episode: Instructor observes uncivil behavior; checks the student’s file and notes behavior was reported earlier.

- Instructor reports to S&P committee after meeting with student and writing up the meeting for placing in student file (with copy to student) as above
- S&P committee may decide a letter is warranted; letter will be developed on behalf of the S&P committee; both instructor and grad program director will meet with the student to share the letter and discuss consequences

Step 3 – Repeat Episode: Instructor observes uncivil behavior; checks the student’s file and notes behavior was reported earlier and the student received a letter from the S&P committee.

- Instructor reports to S&P committee after meeting with student and writing up the meeting for placing in student file (with copy to student) as above
- S&P committee may decide a Performance Improvement Plan (PIP) is warranted; instructor develops the plan; both instructor and grad program director will meet with the student to discuss the PIP

Guidelines for meetings between student and faculty related to incivility:

- Meetings are not to be taped
- Student has the right to assistance from an advocate

All occurrences of incivility will be reviewed by the Selection and Progression Committee of the School of Nursing.

Organizations and Committees

Student Representation on the Baccalaureate Academic Programs Committee

Elected students serve, with responsibilities and voting privileges, on the Baccalaureate Academic Programs Committee (BAPC). Each class in the nursing major (i.e., junior and senior classes, the RN to BSN Degree Completion Program is considered a separate class) elects one representative to the BAPC. The purpose, functions, and guidelines for the BAPC are available from the committee's faculty chairperson. Students interested in serving on the committee should email the RN-BSN Completion Coordinator.

Sigma, Kappa Nu Chapter

Sigma Theta Tau is the International Honor Society of Nursing. The Kappa Nu Chapter of Sigma Theta Tau was chartered at North Park University in 1988. This society recognizes scholarship and leadership in nursing. Nursing research and publication are promoted through chapter activities.

Membership is open to all RN completion students who have completed 12 credits of nursing coursework, are in the upper third of their nursing class, and have a minimum GPA of 3.00. Meetings are held quarterly. Yearly, invitations to apply will be sent out to eligible students.

Members receive chapter newsletters, subscriptions to reflections, the international newsletter, and image, the *Journal of Nursing Scholarship*, and access to scholarship and research funds.

Resources and Services

North Park University Bookstore

The North Park University Bookstore carries textbooks for each course offered. It is located on the lower level of Carlson Tower. Texts may be purchased in person or on-line. Information related to course texts and a link to order them can be found on the course's webpage once the student has registered for the course. For future information, visit the bookstore's website at: www.northpark.edu/bookstore

Library Services

Brandel Library at North Park University offers access to top-tier nursing and health sciences databases such as CINAHL Complete, Cochrane Database of Systematic Reviews, and Medline Complete. A complete list of all the health sciences resources available on the library website can be found here: <http://library.northpark.edu/research/sources/online-resources>. Evan Kuehn, the Nursing and Health Sciences library liaison, can be contacted for assistance at 773-244-5587, ekuehn@northpark.edu.

Writing Center

Writing is a critical component of graduate level education. Society holds high expectations for the written communication skills of graduate program students and graduates. The Writing Center serves graduate nursing students in the School of Nursing and Health Sciences. Students have access to online private professional coaching. For writing assistance inquiries, please contact the Director of the Writing Center, Melissa Pavlik, at 773-244-4918, mpavlik@northpark.edu.

Center for Online Education

The Center for Online Education (COE) assists with the development and design of flexible course offerings and provides support for a variety of delivery methods. The COE manages Canvas, North Park's Learning Management System (LMS), and fields online learning requests, offers training and assistance, and communicates information about Canvas changes, issues, and maintenance. They also administer the New Student Online Orientation. Please explore this link for further information about the COE <https://www.northpark.edu/academics/online-education/students/#1482429127974-a00c395f-f5d6>.

Information Technology

The Information Technology (IT) department offers student support on connecting personal devices (mobile phones, computers, tablets) to the NPU network. Students having trouble connecting to WIFI after reviewing the WIKI info can open a Helpdesk Ticket or email it@northpark.edu Additional info is available here (including wiki for IT) <https://www.northpark.edu/campus-life-and-services/campus-services/information-technology/it-support/>.

myNPU

myNPU (<https://www.northpark.edu/mynpu-student/>) provides many helpful links to the university's online tools, including access to Microsoft O365 for email, Canvas, the Helpdesk, account management, registration and financial aid.

Enrollment Verifications

The Registrar's Office verifies student enrollment status for the current term and/or past terms of enrollment to financial lending institutions for loans, to insurance companies for "good driver" discounts, and for scholarship receipt and/or continuance, health insurance coverage, and employment purposes. Verifications are processed in the form a student provides or on official University letterhead or forms.

Photocopying Services

Photocopying machines may be accessed on the main floor of the library. In order to reduce our carbon footprint and be good stewards of our resources, the University grants students free printing and copying of 200 pages per semester. After you use up your free allowance, you will pay 10¢ per side to print. Through this initiative, we encourage the whole North Park community to take full advantage of electronic alternatives to printing and to reduce waste.

Quick facts about PaperCut:

Students will start out with a \$20 credit each semester (Fall, Spring, and Summer), enough for 200 free sides while printing or copying on University printers and copiers (in the library, Magnuson campus center, residence hall lobbies, etc.).

After the \$20 balance is depleted, students can add more money to their accounts online to pay for printing or copying at 10¢ a side.

The system accepts VISA, MasterCard, Discover, and American Express credit and debit cards.

Available Resources and Services: When on Campus

Student Counseling Services

Mental health counseling is available through Arbor Clinical Associates. Students can request counseling: by phone: 773-244-5569 or 773-244-4897, or by walking over: 3317 W. Foster Ave, west of the Postal Center, or by filling out the “contact us” portion on the counseling website <http://www.northpark.edu/counseling>. All sessions are confidential.

Exercise & Gym Facilities

As members of the North Park University learning community, graduate students are eligible to participate in the exercise & athletic facilities at the Helwig Recreation Center when on campus. Please remember to bring your ID.

Campus Security - Viking Shuttle

The Viking Shuttle is a free vehicle service that operates continually during evening, late-night, and early morning hours with stops at key locations around the North Park campus. Students, faculty, and staff can get on and off the shuttle at any of the identified stops. The Viking Shuttle will be driven by a North Park Security Officer, providing an additional level of safety for passengers.

More information online: <http://www.northpark.edu/About/Campus-Safety-and-Security/Viking-Shuttle>

LiveSafe – Campus Security Application

LiveSafe: LiveSafe is a free mobile app made available by North Park University that empowers students and University employees to take charge of their own safety and to look out for those around them. Designed to prevent crime and enable better incident response, the LiveSafe technology includes an app for smartphone users that is connected to a cloud-based dashboard. This dashboard is monitored by officials within the Campus Safety and Security office. More information online: <http://www.northpark.edu/livesafe>

Main features include:

- Sharing information: Submit tips on campus safety issues (like suspicious activity, mental health concerns, or potential violence) with picture, video, or audio attachments. Send anonymously if you choose.

- Having peace of mind with SafeWalk: Invite others to “virtually walk” with you and monitor your location on a real-time map. You can escort your friends, too.
- Summoning emergency help: Campus safety officials can leverage location data in an emergency, allowing faster response times.
- Accessing emergency information: Have fast access to important campus support resources and emergency procedures.

Requesting a safety escort: Quickly submit a request for a campus escort via chat. All students are encouraged to download the LiveSafe app through Google Play or the App Store by searching for “LiveSafe.” Sign up with your email address and fill out your profile, then search for and select “North Park University” as your school.

Crime Statistics

Crime statistics are published by the Campus Security Department and are available from the Office of the Vice President for Administration and Finance. Annual crime statistics and fire reports are made available to the entire campus community via the University website, and a daily crime may be requested by contacting the Director of Campus Safety at 773-244-5222.

Emergency Communication

The safety of all members of the campus community is of utmost importance. It is important to review emergency information posted on campus and the additional details provided on the University website. Please see the following for discussion of the emergency alert system, website, social media and other communication channels, in addition to the emergency procedures to be followed under different circumstances

<https://www.northpark.edu/campus-life-and-services/campus-services/campus-safety-and-security/emergency-communications-and-procedures/#other-communication-channels>. Always call 9-1-1 immediately in a life-threatening situation. When safe to do so, inform Campus Security of all emergencies by calling 773-244-5600.

Useful North Park Numbers

Coordinator, RN to BSN Degree Completion Program for RNs & RN Advisor	Wanda Burns.....773.244.4581
Baccalaureate Program Director	Peggy Kotowski.....773.244.5703
School of Nursing & Health Sciences Main Office773.244.5736
School of Professional Studies773.244.5769
PLA Coordinator, School of Professional Studies	Patti McCanna773.244.5767
Student Academic Services (Records Office)773.244.5560
Campus Writing Center773.244.6261
Financial Aid773.244.5520
Brandel Library773.244.5580
Health Services773.244.4897
North Park Bookstore773.244.4570
Information Technology773.244.5540
Security773.244.5780

Appendix A Academic Calendar – AY 2020-2021

The university academic calendar is available online at www.northpark.edu/calendar -> Academic Calendar

2020-2021 ACADEMIC CALENDAR

Undergraduate and Graduate



FALL 2020

August

- 24 Fall Semester and First Quad (Fall A) Begin
- 29 Saturday Classes Meet

September

- 7 Labor Day — Classes will meet

October

- 3 Last day to withdraw from a First Quad class
- 8 First Quad Final Examinations (Tue-Thu Classes)
- 9 First Quad Final Examinations (Mon-Wed-Fri Classes)
- 10 First Quad Final Examinations (Saturday Classes)
- 12 Second Quad (Fall B) Begins

November

- 14 Last day to withdraw from a semester-long class
- 21 Last day to withdraw from a Second Quad class
- 26-29 Thanksgiving Break — No Classes
- 30 Reading Day — No Classes

December

- 1 Reading Day — No Classes
- 2-4 Fall Semester and Second Quad Final Examinations
- 4 Fall Commencement
- 5 Winter Break Begins — No Classes

SPRING AND SUMMER 2021

January

- 18 M.L. King Jr. Day — No Classes
- 19 Spring Semester and Third Quad (Spring A) Begin

February

- 27 Last day to withdraw from a Third Quad class

March

- 5 No Classes
- 6 Third Quad Final Examinations (Saturday Classes)
- 11 Third Quad Final Examinations (Tue-Thu Classes)
- 12 Third Quad Final Examinations (Mon-Wed-Fri Classes)
- 13 Fourth Quad (Spring B) Begins for Saturday Classes
- 15 Fourth Quad (Spring B) Begins for Weekday Classes

April

- 2-4 Easter Break — No Classes
- 10 Last day to withdraw from a semester-long class
- 24 Last day to withdraw from a Fourth Quad class

May

- 1 Spring Semester and Fourth Quad Final Examinations (Saturday Classes)
- 4 Reading Day — No Classes (Except for Tue-Thu Second Quad Classes)
- 5-7 Spring Semester and Fourth Quad Final Examinations
- 7 Baccalaureate
- 8 Spring Commencement
- 10 Summer Mini-Term Begins
- 28 Summer Mini-Term Ends (Final Examinations on the Last Day of Class)
- 31 Memorial Day — No Classes

June

- 1 Full and First-Half Summer Terms Begin
- 25 First-Half Summer Term Ends (Final Examinations on the Last Day of Class)

July

- 5 Independence Day Break — No Classes
- 6 Second-Half Summer Term Begins

August

- 20 Full and Second-Half Summer Term Ends (Final Examinations on the Last Day of Class)

Academic Week: Monday-Saturday. All dates are inclusive.

Records and Academic Services

Appendix B School of Nursing Core Curriculum Checklist

- Foundation Seminar (4 sh)**
 - Met by transfer English Composition Prerequisite
- Biblical Studies (4 sh)**
 - GS 1850: Intro. to Biblical Studies (4 sh)
- Christian Life and Thought (4 sh)**
 - GS 2210: Jesus of Nazareth (4 sh)
 - GS 2550: Christian Ethics (4)
 - GS 3520: Christian Spirituality (4 sh)
 - GS 3620: World Religions (4 sh)
- Intercultural & Global Competence (8 sh)**
 - BADM 3700: International Business (4 sh)
 - GS 1010: Spanish 1 (4 sh)
 - GS 1020: Spanish 2 (4 sh)
 - GS 2600: Comparative Politics (4 sh)
 - GS 3150 Global Themes in History (4 sh)
 - GS 3620: World Religions (4 sh)
 - PLA: [Prior Learning Assessment] (4-8 sh)
- Analytical & Quantitative Reasoning (4 sh)**
 - GS 1490: Statistics in Practice (4 sh)
- Natural Sciences (4 sh)**
 - Met by transfer biology course with lab.
- Health and Well-Being (2 sh)**
 - GS 1400: Personal Development (2 sh)
 - GS 1450: Adult Wellness and Fitness (2 sh)
- Human Society (8 sh)**
 - GS 1050: Introduction to Psychology (4 sh)
 - GS 1930: Introduction to Sociology (4 sh)
 - PLA: [Prior Learning Assessment] (4-8 sh)
- Art & Aesthetic Interpretation (2 sh)**
 - GS 1750: Studies in Literature (2 sh)
 - GS 2250: Film Studies (3 sh)
- Ethical Reasoning (2 sh)**
 - NURS 3540: Ethics in Health Care (2sh)
- Writing Intensive Designation (WI) (4 sh)**
 - NURS 3210: Concepts of Professional Nursing (4sh)
- Writing Research Designation (WR) (4 sh)**
 - NURS 4240: Research Process in Nursing (2sh)
 - NURS 4515: Community Health Nursing: RN (3sh)
- Capstone Seminar (4 sh)**
 - NURS 4590: RN to BSN Capstone (3sh)

Notes

- RN-BSN Degree Completion students will take most of their Core Curriculum courses through the School of Professional Studies (SPS)
- SPS courses are listed in the course catalog under General Studies (GS).

Appendix C

Transcript Evaluation Example

North Park University Evaluation of Transfer Credit

Name: RN Student's Name Colleges: College or University I ('06-07) - 36 hrs
 ID#: Student's ID # #College or University II ('11-12) - 25 hrs
 Date: Date of Evaluation
 Evaluator: Evaluator's Initials

Accepted Transfer Credit: 58.00

Accepted Grade Point Average: 3.05

Core Curriculum				
	CR	GR	Pts	
Foundation Seminar (4sh)				
#ENG 121 English Composition I	3.00	3.00	9.00	
Biblical Studies (4sh)				
			0.00	
Health and Well-Being (2sh)				
			0.00	
X Analytical Reasoning (4sh)				
MATH 110 Statistics	4.00	4.00	16.00	
X Intercultural & Global (8sh)				
SPAN 101 Elementary Spanish I	4.00	3.00	12.00	
SPAN 102 Elementary Spanish II	4.00	3.00	12.00	
X Art and Aesthetics (2sh)				
MUSI 200 Survey of Symphonic Music	4.00	3.00	12.00	
X Christian Life & Thought (4sh)				
RELI 100 Understanding of Religion	4.00	3.00	12.00	
Ethical Reasoning (2sh)				
			0.00	
X Natural Sciences (4sh/lab)				
#BIO 120 Environmental Biology	4.00	4.00	16.00	
			0.00	
Human Society (8sh)				
#SOC 121 Introduction to Sociology	3.00	3.00	9.00	
#PSY 121 Introduction to Psychology	3.00	4.00	12.00	
Intermediate Level Writing				
Writing Intensive Course (4sh)				
			0.00	
Research Writing Course (4sh)				
			0.00	
Capstone				
Interdisciplinary integration of skills and knowledge applied to contemporary social issues				
Capstone Seminar (0sh)				
			0.00	

Page 2 of the evaluation will list any addition courses that do not meet core curriculum requirements, but have transferred for NPU credit, including failed courses or courses taken as Pass or Fail.