

MSN and Post-Master's Student Handbook

**North Park University
School of Nursing**

2022-2023

North Park University
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Welcome to the School of Nursing at North Park University!

We are pleased that you have enrolled in our nursing graduate program. The months and years ahead will be exciting, challenging, and growth-promoting. We will provide you with a learning environment to support your personal and professional development and prepare you to address the health care needs of the future. You have been admitted to the School of Nursing and Health Sciences because you have demonstrated a capacity for professional excellence, and we are inviting you to continue on this path of excellence through further academic achievement.

This *MSN and Post-Master's Student Handbook* will be a valuable reference as you move through the program. This resource is consistent with North Park University (NPU) policies which also govern your experience as a student here. School of Nursing policies may be more specific or directive than NPU policies and will supersede them. The *MSN and Post-Master's Student Handbook* contains information about policies, protocols, and procedures associated with your studies at NPU. You are responsible for knowing the contents of the handbook and following school policies. You are also responsible for knowing the contents of the North Park University Undergraduate Student Catalog, which is available online.

The school reserves the right to make changes to the program requirements, policies and regulations, academic schedules, and academic activities as deemed necessary for program integrity. Students will be notified of changes as quickly as possible through a variety of means including email, and other forms of written and verbal communication. It is each student's responsibility to assure his/her email address is correct and to check email regularly.

Again, welcome to the NPU School of Nursing and Health Sciences. We look forward to getting to know you and supporting you as you pursue graduate study.

Sincerely,

Mary Shehan, DNP, RN
Associate Professor and Interim Director of Graduate Nursing Program
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School of Nursing & 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 Doctor of Nursing Practice (DNP) program was accredited in 2019. 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.

Philosophy of Nursing

The philosophy of nursing of the School of Nursing and Health Sciences builds on the mission and vision statements of North Park University. 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 the 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 values of the university: Christian, city-centered and intercultural.

North Park University Graduate Nursing Programs

MSN and Post-Master's Nursing Program Goals and Outcomes

Building on the foundation of the baccalaureate nursing education and the mission and vision of North Park University and the School of Nursing, the master's and post-master's nursing program options embody the Christian, city-centered, and intercultural distinctives of the University. The education of master's and post-master's nursing students reflects current, relevant, and essential knowledge and scholarship aligned with standards inherent in the discipline of nursing. The student is academically prepared for nursing leadership and management or as a nurse practitioner. The programs provide the knowledge, skills, and values achieved through scientific inquiry and practice that enhance professional expertise.

Goals

The goal of the master's (MSN) and post-master's (PM) certificate programs is to prepare graduates for lives of significance and service as nurse leaders, managers, and practitioners, whose practice is client-centered and evidence-based.

- The leadership and management (L&M) track prepare graduates for roles in leadership and management at the macro level.
- The master's advanced practice nursing (APRN) tracks prepare nurse practitioner graduates in one of two population focus areas: adult-gerontology (AGNP) primary care or family/across the life span (FNP).
- The post-master's certificate programs prepare graduates who seek advanced knowledge, skills, and certification to function as APRNs in one of two nurse practitioner (NP) population focus areas: adult-gerontology (AGNP) primary care or family/across the life span (FNP).

Outcomes

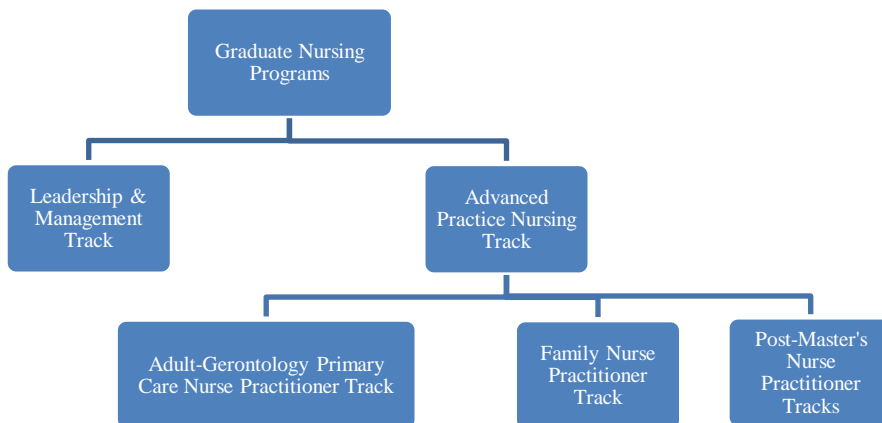
Upon completion of either a master's or post-master's nursing program options, the graduate will be able to:

1. Integrate core scientific and ethical principles, advanced nursing knowledge, professional values, and clinical excellence in advanced nursing practice that reflects the Christian principles of the philosophy of the School of Nursing.
2. Apply leadership skills in the design, coordination, delivery, and evaluation of safe and high-quality patient care.
3. Plan quality improvement initiatives to improve health outcomes.
4. Apply evidence-based approaches to guide advanced nursing practice.
5. Use information systems and technology to support practice.

6. Advocate for policies to improve the health of the public and the profession of nursing.
7. Demonstrate effective communication with interprofessional partners to improve the health of individuals and populations.
8. Plan, deliver, and evaluate effective, culturally-responsive care to improve individual and population-based health outcomes with intentional emphasis on urban environments.
9. Design strategies for life-long learning that incorporate professional nursing standards and accountability for practice.

Master of Science in Nursing

The North Park University Master of Science in Nursing (MSN) program is designed to prepare graduates with an education that is dynamic and futuristic for 21st century practice. Students select one of two tracks: Leadership & Management (LM) or Advanced Practice Nursing (APN). Within the Advanced Practice Nursing Track, students select one of two tracks: Adult–Gerontology Primary Care Nurse Practitioner (AGNP) or Family Nurse Practitioner (FNP). Post-Master's certificate students may also pursue education within the AGNP and FNP tracks. This relationship is displayed in the figure below:



Upon successful program completion, MSN and post-master's students in the APN tracks will be eligible to apply for NP certification as either primary care AGNPs or FNPs.

Sample Programs of Study

The graduate nursing curriculum was developed so that knowledge from one course is expanded upon in later courses. Initially, all students complete a series of four courses known as the master's core courses. Once these are completed, students will follow the pattern of courses designated by the track. Regardless of the track chosen, students will

complete both didactic and practicum experiences. Leadership and management students must complete all core courses and School of Business and Non-Profit Management electives prior to taking specialty practicum and theory courses. The NPU Graduate Catalog and the School of Nursing website list the courses within respective programs; academic advisement enables students to complete the selected program in a logical and expedient manner. Sample programs of study are shown in Appendices A – F. These samples were prepared in response to students' inquiry as to how quickly one could proceed through the program. Each plan can be tailored to address a student's personal needs and expectations.

Dual Degree Programs

The School of Nursing has created dual degree options with the School of Business. These dual degree program options are designed to meet the needs of students interested in middle or senior level management, or in leadership positions within healthcare. The programs combine business knowledge and advanced nursing knowledge. Degree options include:

- MSN/ Master of Business Administration (MBA)
- MSN/ Master of Organizational Leadership (MOL)
- MSN/Master of Nonprofit Administration (MNA)
- MSN/ Master of Human Resource Management (MHRM)
- MSN/Master of Higher Education Administration (MHEA)

Please note that the MHEA degree does not prepare students for the role of faculty.

For all dual-degree students to date, the MSN/MBA has been the selected program option. Sample program of study for the MSN/MBA is shown in Appendix D.

Post-Master's Nurse Practitioner Certificate Programs

These programs are designed to address the needs of advanced nursing practice and the changing health care field. Students in the post-master's nurse practitioner programs must have completed a master's degree program in nursing. These programs are designed to build upon content from the MS/MSN degrees while offering specialization within a population-specific area. The certificate programs offered at NPU include:

- Post-master's adult-gerontology primary care nurse practitioner
- Post-master's family nurse practitioner

Policies, procedures, and protocols for the certificate programs are in concert with the MSN degree program. Sample programs of study are shown in Appendices E-F.

Admission, Progression & Graduation Requirements

Admission

Application completion is facilitated by the University Office of Graduate and Adult Admissions (773) 244-5508. Applicants are evaluated using the admission criteria (below) and selected for admission to the School of Nursing by the Selection and Progression (S&P) Committee of the Graduate School of Nursing. *Applicants may be invited for an interview as part of the review process.*

ADMISSION REQUIREMENTS	MSN IN NURSING L&M TRACK	MSN IN NURSING APN TRACK	POST-MASTER'S APN TRACK	DUAL DEGREE***
Application	X	X	X	X
BSN/BS with a major in nursing from an accredited program or its equivalent *	X	X	X	X
Minimum of 2 years (FTE) clinical experience as a nurse *	X	X	X	X
MSN/MS with a major in nursing from an accredited program or its equivalent			X	
Transcripts from all colleges and universities attended**	X	X	X	X
Cumulative GPA of 3.0/4.0 for all undergraduate courses	X	X	X	X
Cumulative GPA of 3.0 for all MSN program courses	X	X	X	X
Essay	X	X	X	X
Resume	X	X	X	X
Two letters of recommendation from supervisors that speak to your ability/potential to serve as an advanced practice nurse (NP applicants) or serve in Leadership and management (Leadership and management applicants)	X	X	X	X
Background check				
A negative urine drug screen				
Current Illinois RN license	X	X	X	X
Satisfactory completion of the following courses at the BS level or higher level:				
• statistics	X	X	X	X
• nursing research	X	X	X	X
• health assessment	X	X	X	X

* Evaluated on a case-by-case basis (clinical experience and educational preparation, e.g., RNs with BA/BS in non-nursing fields are considered for admission to both the LM and NP tracks); NP students may complete clinical experience prior to entering the first practicum course

** Graduates of foreign nursing schools are required to submit their transcripts for evaluation by organizations such as World Educational Services (WES) or Educational Credential Evaluators (ECE) for a course-by-course analysis and determination of a GPA.

*** Applicants to the dual degree program options need only apply to the School of Nursing and Health Sciences; if admitted, they are concomitantly accepted into the School of Business.

Background Checks

All applicants will be required to complete a background check as the final step in the admissions process. Applicants will be admitted pending the successful completion of the background check. The background check must be completed after the admissions decision is made and prior to attendance at North Park University. Applicants with felony convictions will not be admitted. Applicants with other types of convictions will be considered on an individual basis.

A background check must be completed through CastleBranch. A recent change in the Illinois law requires students to sign a release form for the Illinois Statewide Criminal Search to ensure compliance with the Illinois State Police release requirement. The downloadable Illinois State Police release form will be provided online during the ordering process. The student must sign the release form and return it to CastleBranch before a background check will be completed. CastleBranch, Inc. is a secure platform that allows students to store documents online.

Go to www.CastleBranch.com and you need to order and pay for the following package codes.

OR53 - Background Check

OR53dt - Drug Test

OR53im - Document Tracker

You will be directed to set up your CastleBranch Account. At the end of the order process, you will be prompted to enter your payment information.

Your results will be posted directly to your CastleBranch account. You will be notified if there is any missing information. Your school's administrator can also securely view your results.

Provisional Acceptance Policy

At the discretion of the Graduate S&P Committee, applicants who fall just below admission requirements, but show promise, may be admitted under provisional status for one semester. The S&P Committee will determine the appropriate courses for the applicant to take. Students admitted under provisional status must achieve a 3.0 or greater in courses required for their track to be fully admitted into the MSN or post-master's program.

Transfer of Credits

Students seeking a master's degree in nursing may petition to transfer an equivalent of nine semester hours of appropriate non-clinical courses from an accredited Master of

Science with a major in nursing program to North Park. Transferred courses must have a grade of "B" or higher and must have been completed within the five years prior to admission to NPU. Petitions are addressed to the Graduate Selection and Progression Committee. A petition should be submitted to the chairperson of the committee and must include:

- A written request to transfer credits
- The transfer course syllabus
- Name and number of the course which the transfer course will be replacing

Applications for transfer credit must be filed prior to receiving the designation of "admitted." The Graduate Academic Programs Committee will determine the transferability of a course.

No transfers will be allowed beyond those granted at the time of admission. Transfer course grades are not used in calculating the North Park University grade point average.

Post-master's students may request a gap analysis. The process for gap analysis is outlined in Appendix G.

Post-Acceptance Requirements

- After being granted admission to the University and SNHS, students will be required to participate in the graduate nursing orientation prior to beginning classes as well as to complete the university online orientation.
- Also, students will need to provide Health & Safety Compliance documentation when initiating practicum (clinical course) planning. Further information on practicum requirements is provided in the MSN Practicum Manual.
- Computer and Internet Requirements:
 - Students must have high-speed internet access. A minimum download speed of 1.5 Mbps is required, which is commonly the speed associated with a basic DSL or a cellular/satellite connection. A faster connection, such as cable or fiber service, will further enhance the online experience.
 - Students must have an up-to-date computer. This computer can be a PC or Mac product that meets the following specifications:
 - Processor: Intel Core 2 Duo
 - RAM: 4GB
 - Hard Drive: 4GB or higher
 - Operating System: PC Windows 7, 8, or 10; Mac 10.7 or better
 - *Network hardware of 10/100Mbps Ethernet*
 - *Wireless of 802.10:59g*
 - *Camera and microphone*
 - *Courses with online exams will necessitate integration with the Respondus LockDown browser with Webcam. The above specifications allow for Respondus usage.*
 - *Please note that Chromebooks are not suitable.*

Disability Resources

North Park is committed to creating an inclusive learning environment. If you anticipate or experience any barriers to learning related to a disability, contact the Center for Student Engagement by [email](mailto:ada@northpark.edu) at 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 on disability support services can be obtained at <https://www.northpark.edu/campus-life-and-services/student-success-and-wellness/disability-resources/>

Registration

Students must meet with their advisor or other program faculty prior to registering for classes. For new students this can be done early on by scheduling an appointment during the required on-site orientation. To ensure expedient and successful program completion, program planning through the academic advisor must occur during the 1st semester of attendance and at least annually thereafter.

To secure enrollment in preferred class sections, students should register early. Preference for enrollment is given on a “first-come, first-served” basis and courses do have maximum capacity limitations. Continuing students register online through Web Advisor with approval of the academic advisor. Under certain circumstances (NURS 5515) permission of instructor may be required for registration.

In order for students to change their program track, they must meet with their advisors and have transcripts reviewed.

Add/Drop Protocol

Students must complete a drop form to withdraw from a course. Withdrawal from a course or from the school will count from the date that formal written notice has been filed with the Student Services Office. **Mere absence from class or notice to the instructor does not constitute withdrawal.** A grade of DW (dropped without permission) will be assigned to unauthorized withdrawals and a grade point of zero applied. To add or drop a course, students must also notify the course director and the nursing graduate program director. The student must follow the NPU policies on dropping a course. Tuition refund for dropping a course is subject to the academic calendar for the specified semester. The refund schedule and course withdrawal deadlines can be found in the NPU online academic calendar. The last day to withdraw from a course with a grade of W without an assigned grade depends on the length of the term. For full-semester length (15 week) courses, if one withdraws within the first four weeks of study, the course will not appear on the student's permanent record. For withdrawal during week 5, an assigned grade of W is listed on the permanent record,

but not calculated into the GPA. After this week, students are assigned grades that are used in the calculation of their GPA. The last day to withdraw from a course with a grade of W depends on the length of the term. Please check the University's academic catalog for additional information on the last day to withdraw from a course with a grade of W. Add/drop forms are available in the SNHS and online:
<http://www.northpark.edu/Campus-Life-and-Services/Administrative-Services/Forms>.

Progression

Nursing faculty will assign grades based on students' performance and completion of all course requirements. Tardiness, absence, and late submission of assignments may affect one's grade, as noted in the course syllabus. The grading scale for nursing assignments and courses is as follows:

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

Some courses (e.g., NP and LM practicum courses) or components within courses may be designated as pass/fail. To pass a course, students will need to earn a B- grade (81-83% of course points).

Academic progress is evaluated at the end of each semester. Based upon academic or practicum performance, faculty may recommend or require additional academic work (e.g., writing assistance, readings, additional practicum experiences).

In order to ensure academic and professional success graduate nursing students must maintain a cumulative grade point average (GPA) of 3.0 on a 4.0 scale. Students whose cumulative GPA falls below 3.0 will be placed on academic probation. A student on academic probation will be given the opportunity to complete an additional six semester hours of graduate study in order to raise his or her cumulative GPA to 3.0 or higher. ***Academic probation is NOT extended to any students who have earned a cumulative GPA of lower than 3.0 due to earning a second C+ or lower in the program.*** The student will be dismissed from the program if the cumulative GPA is not raised to 3.0 upon completion of these six semester hours. When a student repeats a course, the final grade earned will be used to calculate the GPA.

No more than one C+ or lower course grade may be earned in the graduate nursing program. Should a C+ or lower be earned in any graduate level NP core, role, or population-specific course or in a LM specialty course, the student **MUST** repeat that course. The repeated course must be taken in the next semester in which it is offered. The student may **NOT** register for any additional graduate courses until the course of concern is remediated with a minimum grade of "B." (**Please note, a "B-" grade is not sufficient in a repeated course**) If this student then earns a Grade of C+ or lower in another course, the student will be dismissed from the program. Note that students who earn a "C grade" (i.e., C+, C, or C-) in a master's core course (NURS 5010, 5015, 5020, 5030) will not be required to repeat the course. However, they will be held responsible for all other aspects of the C grade policy. Students who earn a D+ or lower grade in any graduate level course are required to repeat the course at its earliest offering and to earn at least a "B" grade to progress. (Please note, a "B-" grade is not sufficient.)

Repeated withdrawal from courses is disruptive to professional development. Students may be dismissed from the MSN program upon withdrawal from classes (after the 4th week of the semester) three or more times. Students are strongly encouraged to meet with their advisors when considering course withdrawal.

Grading Issue	Action	Grievance Process
First C+ or lower grade earned at the graduate level by an admitted student	No progression	Retake the course during the next semester and earn a grade of B or higher. (Does not apply to NURS 5010, 5015, 5020, 5030) Written appeal to the Graduate Selection & Progression Committee.
Second C+ grade earned at the graduate level by an admitted student	Dismissed from the program	Written appeal to the Graduate Selection & Progression Committee.
Withdrawal from third graduate level nursing course	Dismissed from the program	Written appeal to the Graduate Selection & Progression Committee.
Cumulative grade point drops below 3.0 for admitted students	Probation	Student must raise the cumulative grade point to 3.0 within the next 6 semester course hours. Written appeal to the Graduate Selection & Progression Committee.

Missing required documents by deadlines for practicum courses	Cancel registration to practicum & corresponding didactic courses for the semester.	Written appeal to the Graduate Selection & Progression Committee.
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A student will receive an incomplete grade (I) when course work cannot be completed by the end of the semester due to illness and/or unforeseeable circumstances and the instructor believes the reason to be valid. A grade of incomplete should not be awarded because of neglect on the part of the student. If a student receives an “I” (incomplete) grade, the work must be made up within one semester (excluding the summer term for a spring semester incomplete). An incomplete is computed as a failure until it is changed by the instructor of the course. Grades of I, which are not completed in one term, will be changed to a letter grade of F.

Any appeal of a course grade must occur in writing within 90 days of course ending. Students are responsible for keeping papers and assignments to support a grade appeal. The progressions appeals processes are outlined in the table above.

Auditing

Only students in the nursing MSN program, with special permission of the Graduate S&P Committee, will be allowed to audit a School of Nursing graduate-level course.

Leave of Absence

Once students have matriculated into the MSN or post-master's 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 may be granted a leave of absence for academic or personal reasons with approval from the graduate nursing program director in consultation with faculty advisor. Although individual circumstances determine justification and duration, the typical leave of absence is for one semester. A student must put this request in writing and submit it to the graduate nursing program director. In addition, a student requesting a leave of absence must complete a leave of absence form and have it signed by the graduate nursing program director and submit it to Student Administrative Services. Academic leave forms can be found on the administrative services page of the website: <http://www.northpark.edu/Campus-Life-and-Services/Administrative-Services/Forms>. Please look for the “Withdrawal” form. Students who are absent for a period of longer than two semesters without the permission of the Nursing Graduate S&P Committee must apply for readmission.

The Nursing Graduate S&P Committee will review letters from health care providers if students are returning from a leave following illness or injury. Medical clearance may be necessary to return to class or practicum settings.

Withdrawal from Dual Degree Program

A student enrolled in a dual degree program involving the SNHS and the School of Business who chooses to continue in only one of those two program tracks must submit

a written request for change to the Leadership and Management track coordinator. This request will be reviewed by the Graduate Selection and Progression Committee.

Withdrawal from University

To withdraw from North Park University, the student needs to complete a withdrawal form with the Office of Student Administrative Services. See above link under "Leave of Absence." This form requires a signature from the Financial Aid Office, Dean of Students, Student Administrative Services, and Housing Office, if applicable. If one is planning to withdraw at the start of a semester, it is recommended that the student review the refund policy on the Student Accounts webpage. The billing policy for withdrawn students is located here: <https://www.northpark.edu/admissions-aid/financial-aid/student-accounts-and-billing/policies/policies-for-withdrawn-students/>

Graduation/Program Completion

In order to be awarded a Master of Science in Nursing (MSN) or a certificate of a post-master's program, the following requirements must be fulfilled:

- Completion of the specific program requirements as indicated in the NPU catalog. All coursework and program requirements (Appendix H) including the capstone project and presentation must be completed prior to program completion. (See Appendix I).
- Demonstration of a cumulative 3.0 GPA at the beginning of the final semester. Graduate students must maintain the cumulative 3.0 GPA through graduation.
- Completion of the programs of study within a maximum of five years for MSN degree requirements and three years in the post-master's programs, as determined from the time of matriculation (i.e., enrollment in the first graduate course).
- Completion of the university's process for graduation. Students anticipating graduation must submit an application for graduation by university designated due dates (posted on the academic services website). ***Please note that post-master's students (who receive a certificate as opposed to a degree) do not participate in the graduation ceremony.***

The criterion for the designation of distinction varies among schools of the University. Graduate nursing students whose cumulative grade point average is 3.9 or higher by the beginning of their final semester receive an MSN Degree with Distinction and will have the honor of wearing gold cords at graduation. The distinction designation will appear on the diploma. If this GPA is achieved at the end of the program, it will also appear on the diploma.

Candidates for graduation are expected to attend the public commencement. There are two public commencements each year: one in May and one in December. Students who complete program requirements during summer semester will participate in the December commencement. Degree candidates participating in commencement are required to wear the prescribed academic regalia. Students are responsible for arrangements for regalia use. Information related to ordering, receiving, and returning regalia is distributed with graduation information.

HESI Exams or comparable assessment exam

All NP students need to complete a HESI Advanced Practice Registered Nurse Exam prior to program completion. Those who do not demonstrate “acceptable performance” on the exam will need to develop a remediation plan with NP faculty and successfully complete another exam.

Application for Nurse Practitioner Certification Exams

Upon successful program completion, MSN and post-master's students in the APN tracks will be eligible to apply for NP certification as either primary care AGNPs or FNPs through either of the following certifying bodies: ANCC-American Nurses Credentialing Center or AANPCP-American Academy of Nurse Practitioners Certification Program. Students are free to select the organization from which they will seek certification. NP faculty would be happy to discuss the certifying organizations and assist with student application to the desired organization. If required to have program endorsement, students must submit the completed form to the NP Coordinator. Approximately three weeks after graduation, students may request an official transcript through the Records Office. Post-master's students will be required to submit a letter of verification of completion of the program in addition to the official transcript. That letter may be requested through the NP Coordinator.

University and Graduate Nursing Program Policies

All nursing graduate students are responsible for review of and following policies outlined within the North Park University Undergraduate Student Handbook, which is available at <http://www.northpark.edu/studenthandbook>

Except as otherwise noted in materials specific to a student's program, all North Park Students (graduate and undergraduate) have the general rights and responsibilities outlined in the Undergraduate Student Handbook and violations of codes of conduct will be processed as described in that Handbook. Certain policies of relevance to the School of Nursing are highlighted here.

Policy against Discrimination, Harassment, Sexual Misconduct, Relationship Violence & Retaliation

Students who believe they have been harassed, discriminated against, or involved in sexual violence should contact the Title IX Coordinator (773-244-6276 or TitleIX@northpark.edu) for information about reporting, campus resources and support services, including confidential counseling services.

As members of the North Park faculty, we are concerned about the well-being and development of our students and are available to discuss any concerns. Faculty are legally obligated to share information with the University's Title IX coordinator in certain situations to help ensure that the student's safety and welfare is being addressed, consistent with the requirements of the law. These disclosures include but are not limited to reports of sexual assault, relational/domestic violence, and stalking.

Please refer to North Park's Safe Community site for reporting, contact information and further details. <http://www.northpark.edu/Campus-Life-and-Services/Safe-Community>

Timely Submission of Course Work

Due dates are established for assignments to ensure progression through the course requirements. Content builds on previous work and timely completion of assignments is a key component of this progression. Completing work on time is also an extremely important skill in the workplace. Setting clear expectations for due dates is one method of cultivating this skill in students.

Course faculty will identify due dates for all assignments and penalties for late assignments in the course syllabi. These penalties will be 10% of the assignment grade for each day the assignment is late.

There may be legitimate reasons for assignments to be completed late. Contact your professor if this is true for you. It is the professor's discretion to determine what documentation may be required, whether an extension will be granted, and what penalty may be incurred. This decision will be based on the reason for late submission and the pattern of timeliness for submitting assignments. If an extension is granted for a legitimate excuse, then the date from which late penalties apply will be extended

Academic Integrity

Code of Conduct

Graduate faculty work to create an atmosphere of value-based education. All students who enroll in these programs are expected to accept the responsibilities of university citizenship and to show consideration and respect for personal freedom and property rights of members of the academic community. Students are expected to abide by ethical, professional, and academic standards that are conducive to a positive learning environment. These expectations include, but are not limited to:

- Giving appropriate attention to graduate level work
- Employing civility in academic activities
- Exhibiting academic humility and receptivity to learning
- Fully engaging in the educational process
- Accepting personal responsibility and accountability for own actions, interactions, and communications with peers, faculty, and staff
- Exhibiting self-reliance and accountability as a graduate student

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 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. This citation policy would not apply to students who are developing projects, building on work from earlier course assignments. 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. <http://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:

- 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.
- Plagiarizing oneself from a paper required in another course without citing that paper. (Please note exception above)
- Paying/hiring another to write a paper.
- Paraphrasing too closely when using another resource.
- 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 the Center for Records and Registration (by computer or any other means).
- Changing entries in an instructor's grade book.
- Changing an answer to an already-graded academic exercise 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.

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 assignments for another student.

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.
- Dismissal from the School of Nursing and Health Sciences.

Sample infraction record for student's file is available as Appendix J.

Judicial Procedures for Cases of Academic Dishonesty in the School of Nursing

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

1. Notify the student of the charge against him or her.
2. Determine whether the student is guilty of the infraction; if so, report the findings and a proposed penalty to the Graduate Program Selection and Progression Committee Chair.

A student who has knowledge of academic dishonesty should report this knowledge to the instructor of the course or the Graduate Program Selection and Progression Committee Chair.

The committee chair will convene a meeting of the Graduate Program Selection and Progression Committee.

The committee will:

1. Evaluate the instructor's report; upon finding concurrence, determine the appropriate penalty taking into consideration the instructor's recommendation.
2. Convene a meeting with the instructor, student, and program director at which time the student will be informed of the decision and his or her right to appeal.
3. Inform in writing the Office of the Provost.
4. Keep appropriate records of each case to completion.

The student may:

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

Following the second decision of the Selection and Progression Committee or the Graduate 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 Provost of the University. (The decision of the Provost shall be final.)

Grievance Procedures

Academic grievances are student complaints involving academic issues other than allegations of academic dishonesty. The process for addressing student grievances varies depending on the subject matter of the grievance. The processes outlined below

apply to any concerns involving academic issues other than allegations of *academic dishonesty* (addressed in the related section above) or issues related to *student progressions* (addressed under “progressions” in an earlier section of this handbook). In all instances, it is important that grievances be presented promptly. Any appeal of the concerns outlined below must be initiated in writing in the academic year of the occurrence. *However, any appeal of a course grade must occur within 90 days of course ending.* Students are responsible for keeping papers and assignments to support a grade appeal. A failure to comply with the timing requirements is grounds for denial of the grievance.

Student Concerns & Appeals Process: Selected Academic Issues

The following are guidelines for addressing student concerns and/or appeals within the School of Nursing:

AREA OF CONCERN	APPEALS PROCESS
<p>1. Concerns in a specific course, which may include the following:</p> <ul style="list-style-type: none"> A. Course expectations, requirements, content B. Teacher performance C. Student performance (e.g., grade) 	<p>The student may present an appeal/issue in writing, in the following order:</p> <ul style="list-style-type: none"> A. Individual course instructor B. Graduate Program Director, School of Nursing C. Dean of the School of Nursing and Health Sciences D. Office of the Provost (decision is final)

School of Nursing Professional and Technical Standards

The School of Nursing and Health Sciences at North Park University offers academically rigorous programs in nursing. The purpose of each 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 to perform responsible, safe care.

Nursing is a practice discipline and successful completion of the nursing program requires that students can 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 section in this handbook on Ethical and Safe Nursing Practice for further information.

Students will have access to confidential medical records and sensitive information regarding patients, families, and community agencies during practicum experiences. 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 program, 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 Services and the School of Nursing and Health Sciences 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 Student Services Office 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 Selection and Progression Committee of the SNHS.

Civility

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 Graduate Selection and Progression Committee
- Performance Improvement Plan
- Failing course grade
- Referral for counseling/psychiatric evaluation
- EARS report
- Removal from clinical site
- 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 Graduate Selection and Progress (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 students and faculty related to incivility:

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

Graduate Practica

Students in the graduate nursing programs will complete two or more semesters of clinical experiences known as practica. Each practicum experience fosters growth in the selected field of interest as students combine field-specific and individualized learning objectives. Given the integrative nature of these experiences, practica are initiated after completion of the master's core courses (which includes the elective courses for students in the Leadership and Management track). Students are required to attend a practicum orientation in the semester prior to the intended enrollment in a practicum (e.g., fall of 2019 if the initial practicum will occur in spring of 2020). At that session, the protocol for planning and applying for practica will be addressed. Additional information is provided in the *MSN and Post MSN Practicum Manual*. Practica are graded on a Pass/Fail basis. ***Deadline for submission of all practicum-required materials (e.g.***

documentation of proof of liability insurance, clinical contract, etc.) are July 15 for fall semester and Dec 15 for spring semester.

To ensure students begin their practica in a timely manner and to reduce last minute scrambling for practicum sites, faculty will NOT accept clinical contracts after the first week of classes. These students will be dropped from the clinical course and its co-requisite. Also, if contracts are not in by the “official stated” deadlines, July 15 and Dec 15 of each year, students may be levied a “handling fee” of \$75. This handling fee must be attached to the contract as a check made out to “North Park University School of Nursing” or the contract will NOT be accepted. These fees will be deposited in a fund to support laboratory services within the nursing school.

The SON maintains access to many health care agencies in metropolitan Chicago. A variety of agencies can be used by graduate students for practica depending upon the individual student needs and interests. **Practicum preceptors who are nurses must hold a master's degree in nursing.**

In addition, NP practica requires that preceptors hold certification as a nurse practitioner and licensure as an advanced practice nurse in the State of Illinois or licensure as a physician. Practica sites and preceptors for all nurse practitioner courses must be approved by the faculty teaching the course or the NP coordinator.

Participation in practicum carries the responsibility for conduct as a graduate nursing student and advanced level professional. Clinical attire will reflect professionalism and is to be consistent with the attire of the agency and preceptor. The student ID badge will be worn while in practicum. Adherence to university, school, agency, and practice protocols is expected. **Following pregnancy, illness, or injury, medical clearance may be necessary to return to the practicum setting. Letters from health care providers are to be submitted to the practicum instructor.**

Program Expenses

The regular academic year is comprised of fall and spring semesters. Some courses may also be offered in summer and/or interim sessions. Tuition and other financial obligations for all terms of enrollment are governed by university policies. Terms and additional information are available through the Financial Aid office. Graduate tuition and fees can be found on the University website. A \$200 fee is added to certain NP population specific courses, (e.g., NURS 5531, 5561, 5571 & 5621), to cover Typhon, simulated clinical experiences, and other program-related expenses. There is a \$10 per credit hour technology fee, effective August 2016 for all NPU graduate students. Other courses with large lab component (e.g., NURS 5030, 5515) also have \$200 fees attached. Additional fees levied by clinical practicum agencies may impact the fee schedule.

For current financial aid and assistance in payment options please contact Student Services at 773.244.5560 or <http://www.northpark.edu/Academics/School-of-Nursing/Graduate-Programs/Financial-Aid>

The *MSN and Post-Master's Practicum Manual* outlines additional program-related expenditures, which may include outlays for student health insurance, professional liability insurance, background checks, drug screening tests, etc.

Other NPU Policies

FERPA/Directory

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/>

Social Media Policy

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. For these reasons North Park has established a [Social Media Policy](#) for all members of the community

Information Technology Acceptable Use Policy

Please see North Park University Undergraduate Student Handbook for details regarding university-wide guidelines developed pertaining specifically to technology. These guidelines support good stewardship of our technological resources.

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 promoting, publicizing, recruiting, or public relations involving the University.

Use of Electronic Devices

Use of electronic devices by students in the School of Nursing in the academic, simulation, and clinical settings to record video, record audio, or take photographs 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 (through Information Technology department) do so at their own risk. Further information on North Park email can be found here <https://www.northpark.edu/campus-life-and-services/campus-services/information-technology/account-management/north-park-email/>

Graduate Programs Communication

Emails to all students in the graduate nursing programs are sent out to alert students to new information. It is the students' responsibility to check their North Park email at least 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 practicum sites and must replace them (for \$10) if lost, stolen or damaged.

Organizations and Committees

Graduate Academic Programs Committee (GAPC)

Graduate nursing students are invited to participate in the Graduate Academic Programs Committee by forwarding information to the committee for consideration and action. Student input into graduate nursing programs is also elicited during regular classroom visits by the director of graduate nursing programs. Academic and student life issues are addressed at GAPC meetings.

Sigma Theta Tau, International Honor Society of Nursing

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 North Park Graduate Nursing students who have completed at least nine credit hours at the graduate level with a GPA of 3.5 or above. 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 *The Journal of Nursing Scholarship*, and access to scholarship and research funds.

Available Resources and Services

Graduate Nursing Programs Scholarships & Awards

The University and SNHS work to recognize outstanding academic performance. Academic scholarships and awards are provided to the greatest extent possible. Information on the University-sponsored Alumni Awards can be found in the Financial Aid and Tuition section of the University website under "School of Nursing and Health Sciences Scholarships, Financial Aid, and Tuition." Visit this page for the most up-to-date information regarding financial aid and scholarships.

<https://www.northpark.edu/admissions-aid/financial-aid/financial-aid-for-graduate-and-degree-completion-programs/grants-scholarships-and-student-loans/school-of-nursing-and-health-sciences-scholarships-grants-and-student-loans/> To qualify for student loans, graduate nursing students must carry a minimum of 4 semester hours of credit each semester.

North Park University Online Bookstore

The North Park University Online Bookstore carries textbooks for each course offered. Texts may be purchased 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 further information about textbook purchase, please check here:

<https://www.northpark.edu/online-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>. Dr. Evan Kuehn, the Nursing and Health Sciences library liaison, can be contacted for assistance at 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. More info is available here <https://wiki.northpark.edu:8447/display/ITKB/Wireless+Access> 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 <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.

Available Resources and Services: When on Campus

Student Counseling Services

Mental health counseling is available and can be contacted via the following link: <https://www.northpark.edu/campus-life-and-services/student-success-and-wellness/counseling-support-services/>. 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

School of Nursing Main Office773.244.5736
Student Administrative Services (Records).....	773.244.5560
Campus Writing Center773.244.6261
Financial Aid (Annette Miley)773.244.5507
Brandel Library773.244.5580
Health Services773.244.4897
Information Technology773.244.5540
Security773.244.5600

For most other questions, please visit <http://my.northpark.edu>.

School of Nursing Full-Time Graduate Faculty

<u>Professor</u>	<u>Building</u>	<u>Office Number</u>
Mary Shehan, DNP, RN	6 th Floor, Carlson	773.244.5695
Dimitra Loukissa, PhD, RN	5 th Floor, Carlson	773.244.5250
Terri McCreedy, MS, ANP-C	2 nd Floor, Carlson	773.244.5699
Christine Smith, DNP, FNP-C	2 nd Floor, Carlson	773.244.5736

For the most up-to-date list of faculty and phone numbers, please visit the School of Nursing and Health Sciences website. Email addresses are available through your NPU email account.

Appendix A – Sample Program of Graduate Study: LM Track

Sample Program of Study: LM Track (34 semester hrs)

Year 1

Fall (8hr)

NURS 5010 (4hr)

NURS 5020 (4hr)

Spring (6hr)

NURS 5030 (2hr)

Electives (4hr)

Summer (6hr)

NURS 5015 (4hr)

Electives (2hr)

Year 2

Fall (7hr)

NURS 5431 (5hr)

Elective (2hr)

Spring (7hr)

NURS 5441 (5hr)

NURS 5990 (2hr)

Core (14hr) + Capstone (2hr)

*NURS 5010: Scientific Inquiry (4) **Fall***

*NURS 5015: Health Care Services (4) **Summer***

*NURS 5020: Populations (4) **Fall***

*NURS 5030: Comm & Collaboration (2) **Spring***

*NURS 5990: Capstone (2) **Fall or Spring***

Specialty (10 hr)

NURS 5431: S.N.Leadership I (5)

NURS 5441: S.N.Leadership II (5)

(+8 hr business electives)

Students may choose to move more quickly or slowly through the program. Please consult your advisor about developing a personalized study plan and times of course offerings.

Appendix B – Sample Program of Graduate Study: Primary Care AGNP Track

Sample Program of Study: Primary Care AGNP Track (48 semester hrs; 585

clinical hrs)

Year 1

<u>Fall</u> (11hr)	<u>Spring</u> (11hr)	<u>Summer</u> (6hr)
NURS 5010 (4hr)	NURS 5030 (2hr)	NURS 5015 (4hr)
NURS 5020 (4hr)	NURS 5510 (3hr)	NURS 5610 (2hr)
NURS 5505 (3hr)	NURS 5030 (2hr)	
	NURS 5015 (4hr)	

Year 2

<u>Fall</u> (7hr)	<u>Spring</u> (6hr)	<u>Summer</u> (2 hr)
NURS 5515 (4hr)	NURS 5531 (6hr)	NURS 5503 (2hr)
NURS 5520 (3hr)		

Year 3

<u>Fall</u> (6hr)	<u>Spring</u> (5hr)
NURS 5540 (3hr)	NURS 5781 (3hr)
NURS 5621 (3hr)	NURS 5990 (2hr)

Core Courses (as above for LM) (14hr) + 2hr capstone

APN Core and Role (15hr)

NURS 5503: Role (2)
 NURS 5505: Patho (3)
 NURS 5510: Pharm (3)
 NURS 5515: Health A (4)
 NURS 5520: Wellness (3)

Population Focus (18hr)*

NURS 5610: Gero I (2)
 NURS 5531: Adult H I (6)
 NURS 5540: Adult H II (3)
 NURS 5621: Gero II (3)*
 NURS 5781: Adult-Gero Residency (3)

Students may choose to move more quickly or slowly through the program. Please consult your advisor about developing a personalized study plan and times of course offerings.

Appendix C – Sample Program of Graduate Study: FNP Track **Sample Program of Study: FNP Track (54 semester hrs; 675 clinical hrs)**

Year 1

<u>Fall</u> (11hr)	<u>Spring</u> (7hr)	<u>Summer</u> (4/hr)
NURS 5010 (4hr)	NURS 5030 (2hr)	NURS 5015 (4hr)
NURS 5020 (4hr)	NURS 5510 (3hr)	
NURS 5505 (3hr)	NURS 5610 (2hr)	

Year 2

<u>Fall</u> (7hr)	<u>Spring</u> (6hr)	<u>Summer</u> (2hr)
NURS 5515 (4hr)	NURS 5531 (6hr)	NURS 5503 (2hr)
NURS 5520 (3hr)		

Year 3

<u>Fall</u> (7hr)	<u>Spring</u> (7hr)	<u>Summer</u> (3hr)
NURS 5540 (3hr)	NURS 5561 (5hr)	NURS 5791 (3hr)
NURS 5571 (4hr)	NURS 5990 (2hr)	

Core Courses (as above for LM) (14hr) + capstone (2hr)

APN Core and Role (as above for AGNP) (15hr)

Population Focus (23 hr)

NURS 5531: Adult H I (6hr)

NURS 5561: Pediatrics (5hr)

NURS 5540: Adult H II (3hr)

NURS 5571: Women's Health (4hr)

NURS 5610: Gero I (2hr)

NURS 5791: Family Practice Residency (3hr)

Students may choose to move more quickly or slowly through the program. Please consult your advisor about developing a personalized study plan and times of course offerings.

Appendix D – Sample Program of Graduate Study: MSN/MBA

Sample Program of Study: MSN/MBA (60 semester hrs)

Year 1

<u>Fall</u> (8hr)	<u>Spring</u> (8hr)	<u>Summer</u> (6hr)
NURS 5015 (4hr)	NURS 5030 (2hr)	SBNM 5110 (2hr)
NURS 5020 (4hr)	NURS 5010 (4hr)	SBNM 5111 (2hr)
	SBNM 5010 (2hr)	SBNM elective (2hr)

Year 2

<u>Fall</u> (8hr)	<u>Spring</u> (8hr)	<u>Summer</u> (6hr)
SBNM 5200 (2hr)	SBNM 5411 (2hr)	SBNM 5993 (2hr)
SBNM 5212 (2hr)	SBNM 5610 (2hr)	SBNM elective (2hr)
SBNM 5310 (2hr)	SBNM 5705 (2hr)	SBNM elective (2hr)
SBNM 5311 (2hr)	SBNM 5992 (2hr)	

Year 3

<u>Fall</u> (7hr)	<u>Spring</u> (9hr)	
SBNM elective (2hr)	NURS 5441 (5hr)	<u>Core Nursing</u> (as for LM) (14) + capstone (2hr)
NURS 5431 (5hr)	NURS 5990 (2hr)	<u>Specialty Nursing</u> (as above for LM) (13)

MBA Required (24 hr)

SBNM 5010: Organizational Bhv/Ethics (2)	SBNM 5610: Marketing Anlys/Consumer Bhv (2)
SBNM 5110: Financial Accounting (2)	SBNM 5705: Multi-sector Conv & Soc Resp (2)
SBNM 5111: Managerial Accounting (2)	SBNM 5992: Strategy for Comp Advantage (2)
SBNM 5200: Global Macroecon for Managers (2)	SBNM 5993: MBA Capstone (2)
SBNM 5212: Microeconomics for Managers (2)	<u>MBA Electives from approved list</u> (8)
SBNM 5310: Managerial Finance (2)	(Please see your advisor for list of electives.)

SBNM 5311: *Financial Decision Making* (2)

Note, not all courses may be offered in this sequence)

SBNM 5411: *Quantitative Decision Making* (2)

Appendix E – Sample Program of Graduate Study: Primary Care AGNP Post-Master's Track

Example of Program Study: Post-Master's Primary Care AGNP Track (34 semester hrs; 585 clinical hrs)

Year 1

Fall (6hr)

NURS 5505 (3hr)

NURS 5520 (3hr)

Spring (7hr)

NURS 5510 (3hr)

NURS 5515 (4hr)

Summer (2hr)

NURS 5610 (2hr)

Year 2

Fall (6hr)

NURS 5531 (6hr)

Spring (7hr)*

NURS 5540 (3hr)

NURS 5621 (3hr)*

Summer (3hr)*

NURS 5503 (2hr)

Year 3

Fall (5hr)

NURS 5781 (3hr)

NURS 5990 (2hr)

Core Courses – Capstone (2hr)

APN Core and Role (15hr)

NURS 5503: *Role* (2)

NURS 5505: *Patho* (3)

NURS 5510: *Pharm* (3)

NURS 5515: *Health A* (4)

NURS 5520: *Wellness* (3)

Population Focus (17 hr)

NURS 5610: *Gero I* (2)

NURS 5531: *Adult H I* (6)

NURS 5540: *Adult H II* (3)

NURS 5621: *Gero II* (3)

NURS 5781: *Adult-Gero* (3)

Students may choose to move more quickly or slowly through the program. Please consult your advisor about developing a personalized study plan and times of course offerings.

Appendix F – Sample Program of Graduate Study: Post-Master's FNP Track

Sample Program of Study: Post-Master's FNP Track (40 semester hrs; 675 clinical hrs)

Year 1

Fall (6hr)

NURS 5505 (3hr)

NURS 5520 (3hr)

Spring (7hr)

NURS 5510 (3hr)

NURS 5515 (4hr)

Summer (2hr)

NURS 5610 (2hr)

Year 2

Fall (6hr)

NURS 5531 (6hr)

Spring (7hr)

NURS 5540 (3hr)

NURS 5571 (4hr)

Summer (3 hr)

NURS 5503 (2hr)

Year 3

Fall (7hr)

NURS 5561 (5hr)

NURS 5990 (2hr)

Spring (3hr)

NURS 5791 (3hr)

Core Courses (as for Post-Master's AGNP)

APN Core and Role (as for Post-Master's AGNP)

Population Focus (23 hr) *

NURS 5531: Adult H I (6)

NURS 5540: Adult H II (3)

NURS 5610: Gero I (2)

NURS 5561: Pediatrics (5)

NURS 5571: Women's Health (4)

NURS 5791: Family Practice Residency (3)

Students may choose to move more quickly or slowly through the program. Please consult your advisor about developing a personalized study plan and times of course offerings.

Appendix G – Gap Analysis for Post-Master's NP Students

North Park University
Gap Analysis Guidelines
Post-Master's Certificate Program

There are a variety of post-master's certificate candidates who enter the NP programs. Post-master's NP students may wish to challenge didactic courses and clinical hours. The process for assigning credit is described here.

Types of post-master's students in the NP program:

- Nurses with a master's degree in nursing, but are not nurse practitioners:
 - Required to complete all core NP courses and all population focused courses and practicum hours.
 - Do not qualify for a gap analysis
- Certified as an NP and has been currently working in that role for a minimum of 2 full-time years at the time of matriculation:
 - Reviewed individually via gap analysis. Potentially waive didactic courses as described on Gap Analysis Part 1 form.
 - Practicum hours may be challenged based on the candidate's experience and an evaluation completed by the candidate's supervisor. The evaluation used will be the Preceptor Performance Evaluation (PPE) for residency course. See Gap Analysis part 2.
- Nurses certified as NPs who neither worked in the role recently, do not have 2 yr experience, or have never worked as an NP:
 - Required to complete all NP core courses, population-focused courses, and all practicum hours.
 - Do not qualify for a gap analysis

Procedure for Gap Analysis

A gap analysis is a mechanism to assign credit for prior didactic and clinical experiences to selected post-master's NP students. The gap analysis will be completed for all students who are NPs and qualify for waivers or exceptions, as noted above. It will be completed at admission and will serve as the program of study for NP students. A gap analysis will be completed by the Graduate Selection & Progression Committee. An NP faculty member must be part of the gap analysis process.

Special consideration may be given to NP students entering the post-masters certificate program who meet the following criteria:

- NPs who are expanding into another NP population-focused area of practice in which they are not nationally certified but are practicing in
- NPs who are currently working in a population focused area but are not nationally-certified

- Those who graduated from an accredited program with a master's degree or post-master's certificate program as an advanced practice nurse.
- Those currently practicing as an NP who have a minimum of 2 full-time years of experience when matriculating

North Park University

Gap Analysis Part 1: Post-Master's FNP Students

Application for Didactic Course Credit Based on Gap Analysis

Name of Candidate: _____

Student ID#: _____

New National NP Certification Sought: _____

NP National Certification Previously Completed: _____

Institution where previously certification was earned: _____

Year: _____ Years of experience: _____

Date of Enrollment: _____

Anticipated Graduation: _____

Nurse Practitioner Program Coordinator Signature: _____

Prerequisite Course Work for Post-Master's Family Nurse Practitioner

		School	Course Number and Title	Check if Prerequisite Met	Check if Courses to be Taken
Post-Master's NP Core Courses					
NURS 5503	APN: Role Concepts and Transitions				
NURS 5505	Advanced Pathophysiology				
NURS 5510	Advanced Pharmacology				
NURS 5515	Advanced Health Assessment				
NURS 5520	Health and Wellness Promotion				
Post-Master's Population Focused Courses					
NURS 5531	Adult Health I Primary Care				
NURS 5540	Adult Health Management II				

MSN and Post-Master's Student Handbook

		School	Course Number and Title	Check if Prerequisite Met	Check if Courses to be Taken
NURS 5610	Advanced Practice in Gerontologic Nursing I				
NURS 5561	Pediatrics Primary Care				
NURS 5571	Women's Health Primary Care				
NURS 5791	Residency: Family Practice				
NURS 5990	Capstone Project				

- Non-APRN student will take all NP core and population-focused courses in the post-master's program and complete 675 practicum hours.
- APRN student who is not practicing as an NP or is an NP with less than 2 years' experience as an NP, will take all courses and complete 675 clinical hours.
- APRN student who is an experienced NP, currently practicing as an NP, and has been practicing as an NP for 2 or more years at the time of matriculation will be evaluated based on current population focus practice.
- An advanced pathophysiology course may be accepted for NURS 5505.
- An advanced health assessment course for adults including diagnostics and diagnostic reasoning may be accepted for NURS 5515.
- An APRN role preparation course may be accepted for NURS 5503.
- Graduates of non-FNP programs will be required to take population-focused courses and practica based on their experience with adult, geriatric, pediatric, or women's' health.
- If advanced pharmacology is not evident on the transcript, the student will be required to take NURS 5510.
- If advanced pathophysiology not evident on the transcript, the student will be required to take NURS 5505.
- If advanced health assessment is not evident on the transcript, students will be required to take NURS 5515.

North Park University

Gap Analysis Part 1: Post-Master's AGNP Students

Application for Didactic Course Credit Based on Gap Analysis

Name of Candidate: _____

Student ID#: _____

New National NP Certification Sought: _____

NP National Certification Previously Completed: _____

Institution where previously certification was earned: _____

Year: _____ Years of experience: _____

Date of Enrollment: _____

Anticipated Graduation: _____

Nurse Practitioner Program Coordinator Signature: _____

Prerequisite Course Work for Post-Master's Adult-Gerontology Nurse Practitioner

		School	Course Number and Title	Check if Prerequisite Met	Check if Courses to be Taken
Post-Master's NP Core Courses					
NURS 5503	APN: Role Concepts and Transitions				
NURS 5505	Advanced Pathophysiology				
NURS 5510	Advanced Pharmacology				
NURS 5515	Advanced Health Assessment				
NURS 5520	Health and Wellness Promotion				
Post-Master's Population Focused Courses					
NURS 5531	Adult Health I Primary Care				
NURS 5540	Adult II Primary Care				
NURS 5610	Advanced Practice in Gerontologic Nursing I				

MSN and Post-Master's Student Handbook

		School	Course Number and Title	Check if Prerequisite Met	Check if Courses to be Taken
NURS 5621	Advanced Practice Gerontologic Nursing II Primary Care				
NURS 5781	Residency: Adult-Gerontology Primary Care				
NURS 5990	Capstone Project				

- Non-APRN student will take all NP core and population-focused courses in the post-master's program and complete 585 practicum hours.
- APRN student who is not practicing as an NP or is an NP with less than 2 years' experience as an NP, will take all courses and complete 675 clinical hours.
- APRN student who is an experienced NP, currently practicing as an NP, and has been practicing as an NP for 2 or more years at the time of matriculation will be evaluated based on current population focus practice.
- An advanced pathophysiology course may be accepted for NURS 5505.
- An advanced health assessment course for adults including diagnostics and diagnostic reasoning may be accepted for NURS 5515.
- An APRN role preparation course may be accepted for NURS 5503.
- Graduates of non-AGNP programs will be required to take population-focused courses and practica based on their experience with adult or geriatric patients.
- If advanced pharmacology is not evident on the transcript, the student will be required to take NURS 5510.
- If advanced pathophysiology not evident on the transcript, the student will be required to take NURS 5505.
- If advanced health assessment is not evident on the transcript, students will be required to take NURS 5515.

North Park University

Gap Analysis Part 2: Post-Master's AGNP or FNP Students

Application for Practicum Credit Based on Gap Analysis

Student Name: _____

Population-Focused Track: _____

Advisor: _____

Date: _____

Based on an evaluation of your present NP practice in _____ (current population focus) _____ at _____ (workplace) _____ by your manager _____ it has been determined that you have partially met the clinical practicum objectives and validating competencies for this population focus.

Program requirements: _____ in primary care. *Additional hours may be required by area of concentration and/or individual student needs.*

Challenge _____ hours

Remaining _____ hours

Appendix H – NPU Master’s Nursing Program: Required Courses for AGNP, FNP & LM Tracks

Courses	Semester Hours	Clinical Hours	Section Totals
Core Courses for all Masters Students*			
<ul style="list-style-type: none"> • NURS 5010 Scientific Inquiry and Knowledge Development 4 • NURS 5015 Health Care Systems: Organize & Resources 4 • NURS 5020 Population Based Health Care 4 • NURS 5030 Professional Communication & Collaboration 2 			14
APN Core and Role Courses for all NP Students			
<ul style="list-style-type: none"> • NURS 5503 APN: Role Concepts & Transitions 2 • NURS 5505 Advanced Pathophysiology 3 • NURS 5510 Advanced Pharmacology 3 • NURS 5515 Advanced Health Assessment 4 • NURS 5520 Health & Wellness Promotion 3 			15
Population-Specific Courses: Adult-Gerontology Primary Care NP			
<ul style="list-style-type: none"> • NURS 5531 Adult Health I Primary Care 6 • NURS 5540 Adult II Primary Care 3 • NURS 5610 Advanced Practice in Gerontologic Nursing I 2 • NURS 5621 Adv Prac Gerontologic Nursing II Primary Care* 3 • NURS 5781 Residency: Adult-Gerontology Primary Care 3 • NURS 5990 Capstone 2 		225 90 270	19
ANP/GNP Total		585	48
Population-Specific Courses: FNP			
<ul style="list-style-type: none"> • NURS 5531 Adult Health I Primary Care 6 • NURS 5540 Adult II Primary Care 3 • NURS 5610 Advanced Practice in Gerontologic Nursing I 2 • NURS 5561 Pediatric Primary Care 5 • NURS 5571 Women’s Health Primary Care 4 • NURS 5791 Family Practice Residency 3 • NURS 5990 Capstone 2 		225 90 90 270	25
FNP Total		675	54
Specialty Courses: Leadership and Management			
<ul style="list-style-type: none"> • NURS 5431 Strategic Nursing Management I 5 • NURS 5442 Strategic Nursing Management II 5 • SBNM Electives (School of Business) 8 • NURS 5990 Capstone 2 		150 180	23
L/M Total		330	37

**Post-masters certificate students are not required to enroll in "Core Courses for all Master's Students"*

Appendix I - Guidelines: Capstone Paper & Presentation

Guidelines: Capstone Paper & Presentation

Purpose: The three tracks within the graduate nursing programs share a common goal: to prepare individuals with the knowledge, skills, and abilities to respond to the critical need for advanced-level health care professionals. On a daily basis, nurses are called upon to integrate current best evidence with clinical expertise, professional standards, and patient and institutional preferences to optimize patient care quality. Evidence-based decision making is equally important for advanced practice nurses and for nurse managers. In today's healthcare environment, advanced-level health care professionals must be critical thinkers who are competent in searching research literature, critically appraising research findings, reviewing evidence-based practice guidelines, synthesizing empirical and contextually-relevant evidence, and translating evidence into practice. The capstone project is an indicator of student mastery of these competencies for nursing knowledge development.

Topic Selection: Each student selects a phenomenon of interest within the chosen area of study. The practicum is fertile ground for the student to question current practices and identify promising alternatives. The topic needs to be relevant to practice and be reflective of the complexity of the area of study as experienced in the practicum.

Preparing to Write the Paper:

- **Week Three** – You will submit a problem statement and question for review with faculty instructor.
- **Week Five** – You will prepare a **project plan** that provides a brief overview of your problem and findings (see guidelines below) and an **evidence matrix** that summarizes all your literature findings using the form posted on Canvas. Examples of well-done Project Plans & Evidence Matrices are posted on Canvas.
- The guidelines for the project plan are shown below. The guidelines for the evidence matrix are posted on Canvas.
- **Week Eight** – You will submit a **solid first draft** of your paper. Please note that when you complete this “draft,” try to consider this to be your “final paper.” If you put in the extra effort now, there will be fewer changes to be made down the road.

Paper Preparation: Fulfillment of a capstone paper is required for program completion. The final paper and project plan will be submitted as unified documents adhering to the regulations outlined in *The Publication Manual of The American Psychological Association*

<p>Areas to be fully addressed in the capstone paper (10-15 pages) AND to be initially discussed using a brief overview format in the project plan (1-2 pages):</p>	
<p>Introduction (Typically, 3 articles)</p>	<ul style="list-style-type: none"> • What are you proposing to investigate? Your topic of interest? • Identify problem • Pose question • Outline purpose • Why is this topic important/what is rationale? (e.g., need for change in practice, emerging health concern, major issue with morbidity or mortality) • How project could potentially contribute to nursing knowledge and practice (brief)
<p>Methods and Review/Analysis of Literature (Typically, 12-14 articles)</p>	<ul style="list-style-type: none"> • What approach did you take to review literature? • How many papers did you locate? What categories (EBP guideline, primary research, etc.)? • How strong is the evidence? What is their quality? What is their level? Are the reports current and consistent? • What are the main points to be made? • How would you summarize the literature? What conclusions does it allow you to draw? • What are gaps/limitations in knowledge?
<p>Implications for Practice (Typically, 3-4 articles)</p>	<ul style="list-style-type: none"> • What are the implications? • What relevance do the stated problem and the EBP review have to primary care OR nursing management? • How will this information influence your future practice?
<p>Conclusions</p>	<ul style="list-style-type: none"> • Did literature answer your question? Address the problem? • How will it advance nursing knowledge or practice?

(7th edition).

Final Paper Format: There is no page length requirement, although **10-15 pages** (*not including references*) is a reasonable target. Significant length is needed to identify the topic of concern, synthesize evidence, and identify solutions for problem. Papers are to be organized in the sequence specified below.

1. **Abstract.** Provide a concise (250 word or less) abstract summarizing the paper. Content should include purpose, methods, results (review/analysis of literature and implications for practice), and conclusions.
2. **Introduction.** The body of the paper begins with presentation of the specific **phenomenon/topic** under investigation. This section should address why exploration of this topic is important and the potential implications of such exploration. What is the

problem? What **question** are you posing? A **purpose statement** and **rationale** should be delineated. What is the relationship of your project to the field of **nursing**?

3. **Methods.** Identify **approach** to literature review (keywords, databases). How many and what categories of papers did you locate? What is strength of evidence (quality, level, consistency, currency)?
4. **Review/Analysis of Literature.** Provide an integrative review of pertinent empirical and theoretical literature. What are the **main points** to be made? How would you **summarize** the findings? What **conclusions** can be drawn? Assess **gaps** or **limitations** in current knowledge.
5. **Implications for Practice.** Formulate specific nursing implications as a result of completion of this exploration. Discuss implications within the context of the literature and the nursing area of study. How might this exploration influence clinical reasoning or patient/nurse management skills? What is the relevance to primary care? What is the relevance to nursing management? To your future practice?
6. **Conclusions.** Evaluate achievement of the purpose of the paper. Did the literature review answer your question and address the problem? Discuss the contribution of this paper to the advancement of nursing knowledge or practice.
7. **References.** (This section does not count towards the paper page length). At least 20 references are required. **Only the following peer-reviewed references are allowed:** 1) primary research reports; 2) evidence-based practice guidelines and algorithms; 3) systematic reviews and meta-analyses; and 4) professional websites with supportive references. One or two general review articles to introduce the problem from peer-reviewed journals are acceptable. Your literature is to be synthesized and integrated through-out the paper. The literature review is NOT to be a series of paragraphs, each summarizing one publication. The literature is to be used to support the points you are making. **The following are NOT acceptable references:** Wikipedia, websites without identified authors, websites with ".com," textbooks or encyclopedias (online or offline), patient education brochures or website that were meant for consumer information. Government sites are acceptable only if material is targeting professionals, are authored, and include references. **Reports MUST be from last 5 yr.** If critical for your paper, you may go back 10 yr. & note significance of this work. No more than two sources can be more than 5 yr.old. **Keep in mind that your goal is to select the highest levels of evidence to address your capstone problem.** At least 75% of your references are to come from evidence levels I-III, as defined by the Johns Hopkins Nursing (JHN) Evidence Level Guide. As noted above, only one or two general review articles from peer-reviewed journals (Level V) are acceptable. The JHN Evidence Level Guide is posted on Canvas. **International References** are acceptable, yet they should not be the primary sources for your review.

Presentation: Students are required to present this paper (15 min) at the semi-annual *Capstone Presentation* session scheduled by the School of Nursing Graduate Program.

Final Paper and Powerpoint Grading Criteria

Required Component	Characteristics (see pages 6-7 for details)
Final Paper	
Abstract (1 pg.): 2 pt	-Summary; reference is made to <i>Purpose, Methods, Results (Review/Analysis of Literature, Implications for Practice), and Conclusions</i>
Introduction (1-2 pg.): 6 pt Note: In APA format the title "Introduction" is not used. The first heading in your paper is the title of your paper centered & bold.	<ul style="list-style-type: none"> - Identify problem - Pose question - Outline purpose and rationale: Why is examination of problem important/why is there need for practice change? - Note potential contribution to nursing knowledge and practice
Methods (1 pg.): 4 pt	<ul style="list-style-type: none"> - Approach taken to literature review - Numbers and categories of papers - Strength: quality of reports/levels of evidence; currency and consistency of reports
Review/Analysis of Literature (5-6 pg.): 29 pt	<ul style="list-style-type: none"> - Comprehensiveness of review of literature/quality of references - Applicability to problem identified/question posed - Presented as integrative review with main points and summary/conclusions addressed - Gaps and limitations outlined
Implications for Practice/ (2-3 pg.): 15 pt	<ul style="list-style-type: none"> - Specific nursing implications noted in context of literature - Relevance to primary care or nursing management and to future practice was addressed
Conclusions (0.5-1 pg.): 2 pt	<ul style="list-style-type: none"> - Was problem addressed? Question answered? - Contribution of project to advancement of nursing knowledge or practice noted
Academic Quality: 8 pt	<ul style="list-style-type: none"> - Clarity, organization, grammar, punctuation, spelling - APA format
Foundational Work: 12 pt	<ul style="list-style-type: none"> -Project Plan: 3 pts -Evidence Matrix 3 pts -Paper Draft 3pts -Power Point Draft 3pts
Final PowerPoint: 22 pt	<ul style="list-style-type: none"> 7 points - Clarity, organization of presentation 11 points - Content covers required areas 4 points - Visual and aesthetic quality of slides

An 84% is required to pass the course. This would equal 10 pts from paper/ppt draft, project plan and evidence matrix assignments, 55 pts from final paper, and 18 pts from final power point.

Steps in Developing a Capstone Project

Select a topic of interest. You may want to follow up on a long-standing interest or address a situation/problem that intrigued you when completing your practicum courses. NP students will need to consider whether the topic of interest is relevant to nursing practice in primary care. Avoid an issue that is too specialized and may necessitate patient referral for specialty management. L/M students will need to consider whether the topic is relevant to improving patient care and/or nurses' working conditions. After determining the topic of interest/problem you are planning to pursue, formulate a question about the problem. *NOTE: It is best to take on a narrow question, as it is hard to draw conclusions about the evidence if your question is too broad.*

1. **Utilize resources** such as the nursing capstone facilitator, student colleagues, reference librarian, and graduate nursing program faculty and the Writing Center.
2. **Gather information, develop an outline of your project outline (Project Plan), and pull together a list of references (Evidence Matrix).** For LM students, in addition to the references noted above, you may choose to gather internal data from your organization relevant to the study question. **Share with facilitator.** You will need to earn a "Complete" grade on the project plan and evidence matrix to progress.
3. **Consult with practicum instructor as needed** to facilitate collection of any internal data (for LM students) and to clarify literature under review and importance of the project question/purpose.
4. **Examine internal organizational data as indicated.**
5. **Review and critically analyze current literature pertinent to the project.**
6. **Develop solid draft of the paper following above guidelines. Share with facilitator.** The draft paper is not graded but you will receive evaluative comments to integrate into your final paper, which will be graded. However, you need to earn a "Complete" grade on the draft to progress.
7. **Finalize paper.** Check for grammar, spelling, logical progression of ideas, and correct use of APA format. **Submit to facilitator** for final approval and grading.
8. **Develop a draft of powerpoint slides.** Submit to facilitator for approval and grading as "Complete."
9. **Submit final-final paper and final powerpoints to facilitator.** Check with facilitator to see whether the final paper submitted in step 7 above is suitable to submit as your "final-final" paper or whether some additional changes are indicated. **Schedule presentation practice session** with facilitator and other students.

Sample Timeline**

During final semester of study:

1. Weeks 1-2: Gather references focusing on reviews/meta-analyses; identify phenomenon for study; for LM students, assemble and review internal data; **meet with capstone facilitator and group**.
2. Week 3: **Meet with capstone facilitator and group (if deemed necessary)** to discuss project problem/question/purpose and ensure references are acceptable. Connect with support in Writing Center if needed.
3. Weeks 4: Refine project problem/purpose/question; continue to gather references/resources (including primary research reports) and critique; consult with practicum instructor as needed.
4. Week 5: Outline one-to-two-page project plan; **submit to facilitator** with evidence matrix.
5. Week 6: **Communicate with facilitator**: suggestions/approval of project plan/matrix.
6. Weeks 7-8: Continue to gather and analyze references; complete **solid first draft** of paper. The quality of this draft should be a complete and polished paper. **Submit for review to facilitator**.
7. Week 9: **Communicate with facilitator**: feedback on/approval of draft paper.
8. Weeks 10-11: **Finalize paper** with feedback from facilitator; resubmit and develop **draft of PowerPoints**. **Submit to facilitator for review/approval**.
9. Week 12-13: **Meet with facilitator for final feedback**; schedule presentation practice time for Week 14 or 15. Practice during Week 14 is strongly recommended.

*****It would be wise to carry out many of the early activities prior to the start of the capstone semester of study. The capstone students will have an opportunity to meet with the capstone facilitators before the study semester begins to initiate the process and to utilize the break to get a jump-start on the project. This Capstone Orientation meeting is typically scheduled during Week 16 of the prior semester. During Summer/Winter break, a follow up meeting will be facilitated for students who wish to attend.***

Appendix J – Record of Infraction

North Park University School of Nursing Graduate Nursing Programs Record of Infraction: Academic Dishonesty

Student Submission of Assignment: Plagiarism

_____ (name), when enrolled in NURS _____ (course number), during _____ semester submitted a paper/assignment with inappropriate attribution to other sources. The student represented words and/or ideas of another as their own.

The nature of the infraction can be best summarized as follows:

___ shared work that was previously submitted by another student at North Park University (in full or in part)

___ shared work from published or online sources without use of quotation marks and citation

___ other (please explain)

The situation was handled in the following manner in consultation with the Graduate Selection and Progression Committee. (Check as many as apply)

Student:

___ received a lower grade on the assignment, based on degree of similarity with other sources

___ received a “zero” on the assignment

___ received a failing grade in the course

___ was suspended from the university for duration of _____

___ was dismissed from the university

___ was excluded from participation in extra-curricular programs of the university

___ other (Please explain)

Instructor Name and Signature: _____

Date: _____