NORTH PARK UNIVERSITY

School of Nursing

**Direct Entry Master of Science in Nursing
(DEMSN) Student Handbook
Prelicensure Program**

2023 - 2024

NORTH PARK UNIVERSITY
3225 WEST FOSTER AVENUE
CHICAGO, IL 60625-4895

NORTH PARK UNIVERSITY
CHICAGO

Welcome to the Direct Entry Master's in Nursing program (DEMSN). Our vision is the creation and maintenance of a culture of excellence in nursing grounded in the compassion of Christ. As Dean, I am honored to be a part of this faculty and staff whose mission is to prepare nurses for lives of significance and service within the Christian tradition. North Park University's Christian, City-Centered, and Intercultural institutional values help inform our programs and learning environments. Our philosophy of nursing 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 rooted in a Trinitarian understanding of God.

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 are 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 genuinely 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. Our faculty integrate dynamic teaching and clinical best practices into educational experiences that develop ethical and compassionate graduates committed to nursing care that is patient-centered, clinical expertise, and competent.

As a North Park nursing graduate, you will be educated to lead change, think critically, and transform health care. We prepare the professional nurse to provide exceptional clinical judgment, participate in health-promoting and health-restoring activities, provide evidence-based care, and collaborate with other health professionals to provide patient-centered care. We are committed to caring for all people, inviting plurality of thought, enhancing the diversity of our profession, and sustaining an environment that promotes wellness. Our graduates are educated to walk alongside patients, their families, other health care providers, and employers to ensure that the highest quality health is a possibility for all.

I am proud to be a member of the North Park University community. I am blessed with living in Chicago; coming to know the outstanding faculty, staff, and students at the School of Nursing and Health Sciences; and discovering the joys of being part of a city-centered Christian campus committed to making a difference in Chicago.

Thank you for choosing North Park's nursing program.

Cindy Hudson

Cindy Hudson, DNSc., RN, PHCNS-BC, CNE
Professor and Dean
School of Nursing and Health Sciences

NORTH PARK UNIVERSITY'S
SCHOOL OF NURSING AND HEALTH SCIENCES LEADERSHIP CHART

DR. MICHAEL CARR PROVOST

DR. CINDY HUDSON DEAN OF THE SCHOOL OF NURSING

DR. PATTY PEEBLES DEMSN PROGRAM DIRECTOR

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Section I: Introduction to the School of Nursing and Health Sciences

Mission

The mission of the School of Nursing is to prepare professional nurses 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 grounded in the compassion of Christ.

Nursing Philosophy

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

Persons

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

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

Health

We believe that health is the lived experience of harmony among life's four basic relationships: self, community, environment and God. To be healthy is to be whole, to experience one's journey toward wholeness, and perceive oneself as whole physically, mentally, and spiritually. One may feel whole even while suffering.
Health is experienced by individuals, families, and communities. Health effects and is affected by changes in society, community, and the natural environment.

Environment

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

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

Community

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

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

History of the School of Nursing at North Park University

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.

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.

In 1965 the nursing major was approved by the university faculty. The first class of ten students graduated with a nursing major In June of 1968. 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 2014 the School of Nursing became the School of Nursing & Health Sciences (SNHS), adding a division of Health Sciences. 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). In 2022, the school added the direct entry Master of Science in Nursing (DEMSN) track and plans for initial enrollment in January 2023.

Section I.1: State, National, and Professional Regulating Bodies

Accreditation

North Park University is approved under the Illinois Board of Higher Education to grant academic degrees in Chicago, Fox Valley, and Norther Suburban regions in the State of Illinois.

North Park University is accredited by The Higher Learning Commission and is a member of the North Central Association. The Commission is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation which is responsible for ensuring accrediting bodies and institutions uphold and meet established standards of quality. The Higher Learning Commission accredits degree-granting institutions located in the nineteen states of the North Central region. North Park University was first accredited in 1926 by The Higher Learning Commission and is a member of the North Central Association (NCA). The Higher Learning Commission evaluates and accredits the entire institution as a whole. The North Central Association, located at 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504, can be reached at (800)-621-7440: www.ncahigherlearningcommission.org

The baccalaureate degree program in nursing, master's degree program in nursing, and Doctor of Nursing Practice program at North Park University are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791 (http://www.ccneaccreditation.org).

The BSN Program and DEMSN track within the School of Nursing and Health Sciences at North Park University are approved by the Illinois Department of Financial and Professional Regulation.

Illinois Nurse Practice Act

North Park University abides by the Rules and Regulations for the operation of schools of nursing as specified by the Illinois Department of Financial and Professional Regulation. A copy of the Illinois Nurse Practice Act is on file in the Department of Nursing and Health Sciences and is available online at the Illinois Department of Financial and Professional Regulation Division of Professional Regulation website.

The School of Nursing and Health Sciences subscribes to the standards set by the Illinois Nurse Practice Act and other published professional nursing standards. Pre-licensure master nursing students are accountable for all standards and policies outlined in this Student Handbook.

Nursing students who fail to comply with these professional behavioral standards maybe subject to dismissal from the nursing program.

Section I.2: Program Regulations for Nursing Students

Professional and Technical Standards

The School of Nursing at North Park University offers an academically rigorous direct entry Master of Science in Nursing (DEMSN) track. The purpose of the track is to educate students to meet standards for comprehensive nursing care established by the American Association of Colleges of Nursing (AACN 2021). Inherent in the AACN standards and the professional and technical standards of the School of Nursing listed below, is a presumption that students will be held to high standards of personal, academic, and professional competency in order to perform responsible, safe care. These professional and technical standards denote essential qualifications students must continually meet in performance and behavior in the classroom, in lab and Simulation settings, and in clinical settings. This requirement is clearly described in all course syllabi and clinical evaluation tools.

Nursing is a practice discipline and successful completion of the nursing program requires that students be able to demonstrate the ability to perform numerous essential skills. These skills require dexterity in a number of intellectual and functional domains. All students are assessed in classroom, practice lab, communication with faculty, peers, and in clinical practicums throughout the program to confirm adherence to the 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, 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. Students must demonstrate proficiency and civility in communication in all areas of the program.

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. Students must demonstrate proficiency and civility in communication in all areas of the program.

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 policy for Ethical and Safe Nursing Practice within the DEMSN Student Handbook.

Students will have access to confidential medical records and sensitive information regarding patients, families, and community agencies while providing nursing care as a student. Students must agree to maintain the highest standards of professional integrity regarding 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 HIPPA Privacy Rules .

After being admitted to the DEMSN 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 Professional and Technical Standards. Any change which adversely affects the student would require the student to provide appropriate documentation (as determined by the School of Nursing) reflecting the student's continued ability to meet the Technical Standards.

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

A student's inability to meet any of the above professional and/or technical requirements may affect the student's grade in a course or courses, program progression, and/or program completion.

School of Nursing Psychological Fitness Policy

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 deciding to request a psychiatric evaluation of the student. All communications shall be treated in a confidential manner. Nothing in this policy prevents encouraging students to voluntarily seek counseling or treatment believed to beneficial to the student.

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 DEMSN program) 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 determine that no action be taken, or 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 DEMSN Program Director will:
Seek immediate intervention if the student's behavior poses a danger of harm to others.
Notify the Office of the Vice President for Student Engagement.
Notify the student in writing of the committee's decision.

4. The student will meet with the 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.

Pre-Adverse Action Disclosure

The School of Nursing and Health Sciences reserves the right to revoke acceptance into the DEMSN program based on results of background checks, drug tests, and/or failure to comply with stated deadlines. If the decision to revoke your acceptance is made based on information provided in the consumer report by Castlebranch.com, you will receive a pre-adverse action letter giving you three (3) days to dispute the decision and/or respond to information in the report.

Representing the School of Nursing

Any use of "SNA", "School of Nursing" or "North Park University" in any combination needs to be approved by the School of Nursing and Health Sciences. This can be done through the SNA or directly brought to the School of Nursing and Health Sciences for approval.

Section II: Academic Curriculum
- Summary of the DEMSN Program
- MSN Learning Outcomes
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Section II: Academic Curriculum

Summary of the DEMSN Program

Building on the foundation of baccalaureate non-nursing education, the mission and vision of North Park University and the School of Nursing, the direct entry master's nursing program embodies the Christian, city-centered, and intercultural distinctives of the University. The education of master's nursing students reflects current, relevant, and essential knowledge and scholarship aligned with standards inherent in the discipline of nursing. The program qualifies the graduate to apply for the professional nurse licensing examination, NCLEX-RN and prepares the student with the knowledge, skills, and values needed for beginning practice in professional nursing.

The goal of the master's (MSN) 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 DEMSN track prepares graduates as master-level nurse generalists whose practice is evidence-based and client-centered across the lifespan.

Master of Science in Nursing Student Learning Outcomes

Upon completion of the DEMSN track, 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.

Graduation/Program Completion

In order to be awarded a Master of Science in Nursing (MSN) degree, the following requirements must be fulfilled:
Completion of the specific program requirements as indicated in the NPU catalog. All coursework and program requirements including the comprehensive predictor exam must be completed prior to program completion.
 Graduate students must maintain a cumulative 3.0 GPA through each semester prior to graduation.

Completion of the programs of study within a maximum of <u>five</u> years for MSN degree requirements, 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 apply by university designated due dates (posted on the academic services website).

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.

Lab Credit Equivalency for Clinical Education

Nursing is a practice discipline; therefore, the education of professional nurses is a combination of classroom experience and experiential learning. These experiential opportunities will include work in the nursing learning resource center (NLRC), the simulation center, and in health care agencies in the greater Chicago area. The credit for these laboratory experiences is 1:3:16, meaning for each semester of course credit the student will spend 3 hours in the clinical environment with the exception of NURS 5250, NURS 5331, NURS 5341 which have a 1:4:16 ratio.   The most current list of DEMSN fees is available here.

Tuition, Financial Aid and Student Accounts

North Park University offers comprehensive information about Financial Aid and billing through Student Accounts.

ATI Policy

ATI Proctored Assessment(s), where they are assigned in a course, represent **10% of the course final exam grade.** In other words, points awarded for ATI Level assessments will account for 10% of the final exam grade. Within 48 hours of taking either a practice or proctored assessments, students are required to complete a focused review. Discussion of the focused review process is included below.

Because of the extensive use of ATI in nursing schools across the country, there is benchmarking data indicating thresholds for content knowledge. For any score on an ATI Level Assessment(s) below the National Average Benchmark, the student is required to meet with **Lead Course Faculty** to establish a remediation plan. The student must complete their remediation plan prior to the last day of class. If the student does not complete their remediation plan, they will earn a zero for their ATI Level Assessment(s).

ATI Concept Proctored and Practice Assessments

ATI provides students with extensive content to enhance education throughout nursing school. This section reviews the system of assessments students are required to take at scheduled times during each semester.
There are two types of exams:

Practice Assessments and Proctored Assessments

The Practice Assessments provide students an opportunity to implement what they are learning in classes in a low stakes testing environment. Each Proctored Assessment has two associated practice tests, meaning students get a strong sense of the topics they do not yet understand and what areas they are doing well in. After every Assessment, practice or proctored, students complete a review process within 48 hours. ATI calls this Focused Review or remediation.

Proctored Assessments are scheduled exams given under similar conditions to the NCLEX, using NCLEX style questions. Throughout the program, students receive benchmarked scores providing an indication of how likely they are to pass the NCLEX at that time. Students receive ample feedback and remediate the topics they did not answer correctly. Thus, there is a continuous progression of feedback on how well students are preparing for the licensure exam.

These proctored exams culminate in the Comprehensive Predictor, which students take in the 5th semester prior to graduation. The Comprehensive Predictor gives students a clear sense of whether they are ready to take the NCLEX. If a student has not received a green light on the exam, they again will have a report detailing the areas the student needs to review. This means students sit for the NCLEX once they have solidified the areas requiring further learning.

What is Remediation?

In ATI's language, remediation, or Focused Review, is a structured process of reviewing content you missed on the practice or proctored exam. Every time you take a practice or proctored exam, ATI creates a detailed report in your account showing what topics you missed and what areas you need to review. This report is referred to as a Focused Review.

Your *Focused Review report* contains links to ATI eBooks, media clips, and active learning templates. This is where your learning continues. The remediation process is entirely student directed; you will get as much out of it as you put into it.

Although you will upload your work, faculty do not grade or correct the work you do for remediation. Consider the work you do for ATI assessments as a downpayment on your preparation for the NCLEX. The more work you do to learn the content you miss on exams, the more prepared you will be for the NCLEX. ATI has a series of active learning templates (ALT) available in multiple places (on the ATI website, in the back of the ATI textbooks and eBooks, and on Canvas).

The student chooses topics from the Assessment report to remediate/review. Then the students chooses which ALT is most suitable to that topic. For instance, if you missed questions on nursing interventions for exacerbation of congestive heart failure, the System Disorder ALT would be most appropriate to help you review the content thoroughly. Completed Active Learning Templates will be uploaded on the course Canvas platform of the course where the practice or proctored assessment is assigned.

Does remediation work?

That depends on your effort and the time you spend reviewing the content you missed on the assessments. There is neurological research showing that handwriting study information improves learning and retention of the information. Because of this, the faculty recommends students hand write their post-assessment focused reviews. These cumulative documents become the student's personal review guide specifically of topics they needed to review. By using textbooks, ATI resources, videos, tutorials, graphics, and other resources, students deepen learning about various topics.

As noted, research has shown that handwritten notes help one retain the information better – _here is a link to a helpful article https://www.scientificamerican.com/article/a-learning-secret-don-t-take-notes-with-a-laptop/

Instructions to Complete Practice Assessments A and Practice Assessment B Remediation

These instructions must be followed when taking each Practice Assessment. These instructions presume you have read the preceding information about the Assessment process.

After completing the practice assessment, check your Proficiency Level on your ATI Focused Review report. Refer to the table below to decide expectations for remediation. For instance, for a Level III proficiency students are required to complete a minimum of one-hour *Focused Review* that will include the completion of 3 handwritten** Active Learning Templates.

The student will review their assessment results from ATI, noting areas for further learning needed. You will decide which topics to remediate. It is usually not possible to remediate everything on the report, so it is up to the student to identify which topics are most pressing for review at this time. The student then chooses an appropriate Active Learning Template and completes it.

As noted above, this process is entirely student directed. You are accountable for your own success and your success depends on your effort. If you have a lower proficiency level, ask yourself what you gain by putting in more time to review what you missed. The focused review you complete is based on your practice assessment results, so that focused review, or remediation, is pinpointed to your learning needs. A lower score will require more remediation, and a higher score, less. That said, there is always room to deepen learning, even with a high-test score.

Students will submit an ATI transcript (documentation) of the time spent in remediation and the Active Learning Templates to the Canvas course where the assessment was assigned.   The submission of Focused Review after Practice Assessments is required to take the associated ATI Proctored Assessment. If the Focused Review is not submitted a student will earn a zero on the Proctored ATI Assessment.

Instructions to Complete Proctored Assessments and Remediation

Students follow the same remediation process for proctored assessments as with practice assessments.

Proficiency Level	Proficiency Level III	Proficiency Level II	Proficiency Level I	Proficiency Below Level I
Required Remediation**	Complete a minimum of one-hour* Focused Review that will include the completion of 3 handwritten** Active Learning Templates. Please submit a transcript (documentation) of the time spent in remediation in addition to the Active Learning Templates	Complete a minimum of two-hours* Focused Review that will include the completion of 5 handwritten** Active Learning Templates. Please submit a transcript (documentation) of the time spent in remediation in addition to the Active Learning Templates	Complete a minimum of three-hours* Focused Review that will include the completion of 8 handwritten** Active Learning Templates. Please submit a transcript (documentation) of the time spent in remediation in addition to the Active Learning Templates	Complete a minimum of four-hours* Focused Review that will include the completion of 10 handwritten** Active Learning Templates. Please submit a transcript (documentation) of the time spent in remediation in addition to the Active Learning Templates
% of Score Applied to the Final Exam*	Score applied to final exam grade – _100%	Score applied to final exam grade – _86%	Score applied to final exam grade – _76%	Score applied to final exam grade – _58%

*Completion of remediation is required to receive the allotted percentage to the final exam. Failure to submit remediation will result in a score of 0% added to the final exam score.

**The SNHS ATI policy requires each student to complete a focused review of their proctored assessment. Remediation will be submitted within 48 hours of taking the proctored ATI.

ATI defines the **proficiency** levels as a means to identify the probability of students performing well on the licensing examination (NCLEX).

RN CONCEPT-BASED ASSESSMENTS CUT SCORES

ATI RECOMMENDED CUT SCORES

RN CONCEPT-BASED ASSESSMENTS	CUT SCORES		
	LEVEL 1	LEVEL 2	LEVEL 3
ASSESSMENT			

Level 1 (100 items)	55.0%	68.0%	76.0%
Level 2 (110 items)	51.8%	60.0%	69.1%
Level 3 (110 items)	52.7%	62.7%	74.5%
Level 4 (110 items)	53.6%	64.5%	76.4%

RN CONCEPT-BASED ASSESSMENTS PROFICIENCY LEVEL DEFINITIONS*

BELOW LEVEL 1

A student not meeting the criterion for Proficiency Level 1:

1. Does not yet demonstrate proficiency in the knowledge and skills related to the assessed concepts and exemplars required to deliver safe, effective nursing care at the entry-level for the profession.
2. Needs substantial academic support in the assessed concepts and exemplars to ensure successful performance in subsequent curricular material.

A student meeting the criterion for Proficiency Level 1:

3. Demonstrates a partial proficiency in the knowledge and skills related to the assessed concepts and exemplars required to deliver safe, effective nursing care at the entry-level for the profession.
4. Needs additional academic support in the assessed concepts and exemplars to ensure successful performance in subsequent curricular material.

LEVEL 2

A student meeting the criterion for Proficiency Level 2:

5. Demonstrates a proficiency in the knowledge and skills related to the assessed concepts and exemplars required to deliver safe, effective nursing care at the entry-level for the profession.
6. Is prepared for successful performance in subsequent curricular material.

LEVEL 3

A student meeting the criterion for Proficiency Level 3:

7. Demonstrates advanced proficiency in the knowledge and skills related to the assessed concepts and exemplars required to deliver safe, effective nursing care at the entry-level for the profession.
8. Is well-prepared for successful performance in subsequent curricular material.

Note that these definitions were based on expertise of the nurse educators who participated in the cut score study. No empirical study was conducted relating NCLEX-RN performance to performance on the Concept-Based Assessments, nor was any study conducted demonstrating a statistical relationship between Content Mastery Series performance and actual job performance. These Proficiency Level definitions were used by cut score study participants for the purpose of making their empirical ratings of item difficulty.

Section III: Professional Responsibilities and Opportunities of Nursing Students
- NPU Professional Nursing Philosophy

Section III a: The Professional Opportunities Available to Nursing
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- Eligibility for Licensure as a Registered Nurse (RN)
- The ED-NUR Form

Section III b: The Responsibilities of the Nursing Student to the Profession
- Professional Liability Insurance
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- Health Screening Requirements
- Drug Screening

Section III c: Modeling Professionalism as a Nursing Student
- Appearance and Dress Code
- Transportation Requirements
- Laboratory and Practicum Supplies
- Ethical and Safe Nursing Practices
- Civility Policy
- Clinical Incident Policy

Section III: Professional Responsibilities and Opportunities of Nursing Students

Professional Nursing Philosophy

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

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

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

Section III.1: The Professional Opportunities Available to Nursing Students

Eligibility for Certified Nursing Assistant (CNA) - Illinois

Nursing students may be eligible to apply for certification as a Certified Nursing Assistant based on their nursing school education. In the state of Illinois, students who have completed 40 hours of supervised clinical and a fundamentals of nursing course, such as NURS 5310, are eligible to apply to take the CNA certification exam. The process for the exam is now 100% electronic.

Students who wish to apply should email the DEMSN Program Coordinator who will send their name and necessary information to the state. Eligibility can be verified once grades are posted for the first semester. Students will then receive an email with the next steps. Students who wish to apply for to be a CNA or its equivalent in another state will need to look up that state's requirements.

Eligibility for Licensure as a Registered Nurse

At completion of the DEMSN track in nursing, the student will be eligible for licensure as a registered nurse. To achieve licensure, the student will need to y to the board of nursing of the state where the student wishes to be licensed and take a national exam called the NCLEX-RN. The NCLEX-RN exam measures the competencies needed to perform safely and effectively as a newly licensed, entry-level registered nurse. NCLEX-RN examination results are an important component used by the boards of nursing to make decision about licensure. Specific requirements for the states vary. The information below is an overview of the process to gain licensure in Illinois. If you are interested in earning the licensure in a state outside of Illinois, make sure to contact that state's board of nursing to understand the steps and process involved.

Registration Process Overview in Illinois:

Apply for licensure to the Illinois Board of Nursing and meet all the Illinois Board of Nursing's eligibility requirements to take the NCLEX-RN examination. The eligibility requirements to take the NCLEX-RN in Illinois are listed below.

In Illinois, all individuals applying for initial licensure as a registered nurse must submit to a criminal background check and provide evidence of fingerprint processing from the Illinois State Police or its designated agent.

As of September 1, 2017, all applications for licensure in the state of Illinois must be submitted electronically. Paper applications will no longer be accepted.

In accordance with 20 Illinois Complied Statutes 2105/2105-(5) the department shall deny applications for renewal or a new license to any person who has defaulted on an educational loan or scholarship provided by or guaranteed by the Illinois Student Assistance Commission.

- Register for the NCLEX-RN Examination with Pearson Vue.
- Receive confirmation of registration from Pearson Vue.
- The board of nursing makes the candidate eligible to take the NCLEX-RN.
- Receive Authorization to Test (ATT) from Pearson Vue.

The ED-NUR Form

During your final semester, your class will be guided through the steps of this process. Students seeking licensure in Illinois will complete the ED NUR form required by the state and submit it to the School of Nursing and Health Sciences office. The EDNUR form will be processed by the registrar's office and will be available for pickup from student services after their degree has been certified. Students seeking licensure in other states will need to bring in the specific documents they will need processed.

Section III.2: The Responsibilities of the Nursing Student to the Profession

Professional Liability Insurance

DEMSN students are covered by liability insurance provided by the University and the School of Nursing and Health Sciences.

CPR Certification

Students are required to continuously have current CPR certification throughout the program. The CPR certification must be the American Heart Association Basic Life Support (BLS) for the Health Care Provider. Certification must include a hands-on portion. This must be valid from the first through the last day of the academic semester in which the student is enrolled. If CPR certification expires during the student's time in the nursing program, it is the student's responsibility to renew their certification before the date of expiration and provide the updated documentation.

Health Screening Requirements

All DEMSN students must submit documentation of student health requirements. To participate in clinical experiences, students must always have complete records on file. This is required by all health care facilities affiliated with North Park University's School of Nursing and Health Sciences and specified in the agency affiliation agreements. Failure to follow requirements will make students ineligible for participation in clinical and may require that a student step out of the semester or program or result in a clinical failure. All student health records must be submitted online to the student's secure a CastleBranch account. Documentation must be legible and include the student's name, item name, date item was administered, and any other pertinent information.

All students will purchase an account on Castle Branch, a one-time fee that includes the background check, drug test, and online document tracker for the academic year. Please note specific clinical sites may require an additional drug screening or background check, which would be an additional cost to the student. All Castle Branch records are reviewed by the DEMSN Program Coordinator, Clinical Learning Specialist, & DEMSN Program Director and remain strictly confidential.

The following documentation must be maintained throughout a student's duration in the nursing program:

Medical History Form

Students must complete the School of Nursing & Health Sciences medical history form. This form is to be filled out and signed by the student.

Physical Examination
Students are required to provide documentation of a physical exam within the last 12 months. Documentation must state that students may participate in clinicals and be completed by a qualified primary care provider.

Negative TB Screening
Students must submit a QuantiFERON Gold TB test dated within the last year. TB tests are valid for only one year. If positive, students should follow up with their primary health care provider for appropriate treatment and submit a radiological report of a chest x-ray dated after the positive test. The student's healthcare provider must complete the SNHS school form verifying TB status.

Vaccinations
- Titers for the immunizations listed below.
    1. **Measles Mumps Rubella (MMR) -** 2 doses of vaccine and IgG titer showing immunity to measles, rubella, and mumps.
    2. **Varicella (Chickenpox) -** 2 doses of vaccine and IgG titer showing immunity to varicella.
    3. **Hepatitis B –** Either 3 dose series of the Engerix-B vaccine or the 2-dose series of the Heplisav-B and a Hep BsAB titer showing immunity to hepatitis B.
    4. **Tdap -** All students are required to show documentation of Tdap (Tetanus, Diphtheria, and Pertussis) booster within the past 10 years.

- Documentation of current vaccination
    1. **Influenza (flu) -** Flu shots documentation is due October 1st every year. Flu shot documentation must be from the current flu season and include the lot #, vaccine manufacturer, exp. Date, vaccine administration location, and healthcare professional/clinical site (see form).
    2. **COVID-19 -** All students in the nursing program are required to get vaccinated for COVID-19 and show documentation of either the two dose (Pfizer or Moderna) or the one dose (Johnson & Johnson) vaccination card with the dates, manufacturer, and healthcare professional/clinical site for each dose of the vaccine.

Health Insurance
Students are responsible for having continuous comprehensive health insurance throughout their time in the nursing program. Coverage must extend to providers in the State of Illinois. Students must upload proof of health insurance at the start of the program and annually throughout the program.

Proof of health insurance may be a copy of their insurance card. If their name is not on their insurance card, then they may upload a note from the company showing they have insurance. Often this can be found on the insurance company's website under who is covered under this plan.

Students are financially responsible for any personal health care-related needs including vaccinations required to participate in clinical and clinical-incident-related care. Students are responsible for the costs involved for any accident or injury to themselves while engaged in any educational activity including clinical, lab, simulation, or the classroom and should be treated as a member of the public when seeking medical assistance. It is important to remember students are not covered by workers compensation as they are not employees of the University or the clinical facility.

Health Insurance Portability and Accountability Act of 1996 (HIPPA)
For HIPAA training, students must complete the ATI HIPAA module found under the Skills Modules tutorials in ATI and upload documentation of their posttest. Documentation must include date completed, score of 100%, and student name. HIPAA training is valid for one year and must be renewed each year the student is in the program, please upload the documentation of the subsequent year's posttest.

Occupational Safety and Health Act (OSHA)
For OSHA training, students must complete the ATI Infection Control module found under the Skills Modules tutorials in ATI and upload documentation of their posttest. Documentation must include date completed, score of 100%, and student name. OSHA training is valid for one year and must be renewed each year the student is in the program, please upload the documentation of the subsequent years post-test.

Background Check
Students must complete a background check (including Live Scan fingerprinting) before the start of the nursing program. Background checks are required at the student's expense. If student results raise concerns related to the nursing program, the student will be contacted by the DEMSN Program Coordinator or Director and may be asked to complete additional screening.

Drug Screening

To uphold the highest standards of the nursing profession, students must remain free from the use of alcohol or any illegal or decriminalized (marijuana) drug while participating in practicum experiences with any of its affiliated agencies.

Students must have a negative drug screening completed within 4 weeks of starting the nursing program and again prior to the start of the second year of the program. Students will go to a Castle Branch designated location to provide their drug screening sample. After creating their online account, students can access their drug screening chain of custody form. The student will take this form to the drug screening location to give their sample, the cost of which is included in the original package purchase.

If student results raise concerns related to the nursing program, the student will be contacted by the DEMSN Program Coordinator or Director and may be asked to complete additional screening.

If any faculty member suspects a student is under the influence of a substance while engaged in any educational activity, practicum, lab, simulation or the classroom, the program may require the student to pass random drug screening(s) to remain in the program. The School of Nursing and Health Sciences reserves the right to require additional drug screening of any student when appropriate.

Transportation Requirements

Travel to practicum sites may require access to a vehicle or public transportation. Clinicals may be within a 50-mile radius of North Park University. The student will assume the cost of transportation to and from the practicum agencies. Transportation is the student's responsibility.

Section III.3. Modeling Professionalism as a Nursing Student

Appearance and Dress Code Policy for the Nursing Student

The purpose of these guidelines is to provide a uniform dress code, which applies to all students in the DEMSN track at North Park University and avoids any distracting apparel. The student is required to always present a professional appearance and that clearly identifies as a North Park University Student Nurse.

Uniforms
- Students are responsible for purchasing required uniforms and supplies for all practicum and laboratory experiences.
- The following are the requirements for the Nursing Uniform for practicums within Acute Care Facilities and learning experiences with the university's Skill and Simulation Labs.
  - The nursing uniform shirt is a blue, nursing scrub top with the North Park logo on it. It is worn with blue uniform scrub pants, socks, and shoes that meet OSHA guidelines.
  - The lab coat is white and knee length with the North Park logo.
  - A blue warm-up jacket with the North Park logo may be used in the practicum setting.

- o Uniforms are freshly laundered for each practicum experience.
- o No long sleeve tee shirts will be worn under the uniform shirt. Students may wear ¾ length sleeves that cover the elbow.
- o Shoes are solid color with closed toes and heels.
- For Community Health Experiences and Psychiatric Practicum, the student will follow the specific agency policy for dress, appearance, and uniforms.
- Students will always wear appropriate name badges in the clinical area according to facility policy.
- Wearing perfume, jewelry, head apparel (except when mandated by religion), sweatpants, clogs (e.g. Backless clogs), sandals, sling backs, or high heels are prohibited.

Personal Appearance
- Strict personal hygiene is required.
- Nails are to be maintained at a shorter length (1/4 inch from fingertip) and are to be kept in clean and healthy condition. Artificial nails are prohibited.
- Hair is off the collar or controlled by a hair-restraining device (e.g., hair tie). Un-natural hair (not occurring in the natural hair color spectrum, for example but not limited to pink, fuchsia, purple, crimson, burgundy, and blue) colors are not permitted.
- Visible tattoos are not permitted.
- Jewelry is limited to a watch with second hand and minute demarcation, wedding band, and post or single-button earrings. No visible body-piercing hardware is allowed.

Students must abide by any specific requirements of the practicum facilities regarding dress.

Practicum faculty will maintain and enforce the dress code.

Lab and Practicum Supplies
Students are expected to arrive at each practicum and laboratory learning experience on time and prepared to fully participate in educational activities. Students must bring the following supplies to every practicum and laboratory experience:
- Stethoscope with bell and diaphragm
- Nurse-Packs – provided by the School of Nursing, included in the deposit.
- Watch with second hand and minute demarcations.

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 their actions. Unethical and/or unsafe practice may result in practicum failure and/or expulsion from the nursing program.

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

The following actions may be taken by the practicum faculty if a student demonstrates unsafe or unethical behavior:
- Immediate dismissal from the practicum area.
- Assignment of additional learning activities to assist the student to meet the practicum objectives.

- Written contract with a student which specifies the criteria and/ or the activities the student must complete to change the unsafe behavior.
- Suspension from the practicum area if the student repeats unsafe or unethical nursing behavior. This will result in failure of the course.

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

Civility Policy of the School of Nursing and Health Sciences

Civility in the Classroom and Practicum Setting:

Civility is defined as an authentic respect for others that requires time, presence, willingness to engage in genuine discourse and intention to seek common ground (Clark, 2010). In alignment with Provision 1.5 of the ANA Code of Ethics for Nurses with Interpretive Statements, which requires all nurses to create an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and patients with dignity and respect" (p.4), students are responsible for exhibiting such behaviors in the classroom and clinical setting.
The following are examples of uncivil behavior and those serious behaviors considered beyond uncivil (List is not meant to be exhaustive):

Uncivil

- Holding conversations during class that distract others
- Making sarcastic remarks or gestures
- Making disapproving groans
- Dominating class discussions
- Acting bored or apathetic
- Refusing to answer direct questions

Serious behavior/beyond uncivil

- Challenges faculty knowledge/credibility
- Insults/taunts/disrespects others
- Vulgarity directed towards faculty or students
- Harassing comments to faculty or students
- Inappropriate emails to faculty or students
- Threats of physical harm to faculty or students
- Actual physical harm to self or others

One or more of the following processes may be started once incivility has been confirmed:

- Record of infraction placed in the student file
- Letter from the Selection and Progression Committee
- Performance Improvement Plan
- Failing course grade

- Referral for counseling/psychiatric evaluation
- EARS report
- Dismissal from the program

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

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 DEMSN Selection and Progress (S&P) committee after meeting with student; in the event of a serious infraction, program director may be involved in discussion with student and faculty; the S&P committee may decide a letter to student is warranted. A Performance Improvement Plan (PIP) may be initiated at the faculty's discretion.

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. Whether or not the process proceeds to step 2 or 3 is at the discretion of the S&P committee and the program director, dependent on the severity of the incivility/infraction.

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. The S&P committee may decide if a letter is warranted; the letter will be developed on behalf of the S&P committee; both instructor and 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. The S&P committee may decide a PIP is warranted if not initiated previously; the instructor develops the plan; both instructor and program director will meet with the student to discuss the PIP.

All occurrences of incivility will be reviewed by the DEMSN Selection and Progression Committee. Meetings are not to be taped. Student has the right to assistance from an advocate.

Clinical Incident Policy Guidelines:

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

According to the Intensive Care Society (2006), Clinical Incidents are usually categorized as:
- Clinical incident / near miss
- An event or omission has arisen during clinical care and has caused physical or psychological injury to a patient
- Potential physical or psychological injury to a patient could have been caused by an event or omission
- Matters of communication or consent to treatment which give cause for concern
- Drug errors (failure of proper identification, inaccurate dosage etc.) which cause actual or potential harm to the patient
- Failures or weaknesses in clinical procedures and/or guidelines
- Slips, trips, or falls
- Medication error / near miss
- Patient accident / incident / near miss

- Staff accident / incident / near miss
- Staff work-related ill health
- Staff violence / abuse / harassment
- Security incident
- A second or subsequent near miss

For any event that requires an incident report at the hospital or health care agency, the clinical faculty, if they are able, should get a copy of any agency documentation and submit it to the Clinical Learning Specialist who will keep it on file in the SNHS Office.

Should an event occur, the student will:
- Notify appropriate nursing staff
- Ensure patient safety
- Notify clinical faculty
- Follow the hospital guidelines regarding the follow-up of the incident

If a student is working with a nurse preceptor, all incident reports involving the student or student's patients need to be signed by the preceptor, and supervising faculty must be notified immediately.

Clinical Incident Procedures:
- Any injury requiring immediate care should be treated at the nearest emergency facility. Please notify the Clinical Learning Specialist as soon as possible. The Clinical Learning Specialist will notify the program director/dean as soon as possible to report the incident.
- When a student is exposed to a blood or body fluid pathogen, the agency clinical coordinator, if necessary, agency employee health, and the SNHS are to be notified.
- Students are required to have their health insurance and should be referred to their health care provider for recommendations for follow-up treatment. **Students are financially responsible for any costs incurred for any care that is required related to the incident.**

Section IV: Student and Academic Services
- Academic Resources for Students
- Technology Requirements

Section IV.1: Campus Safety and Security
- Viking Shuttle
- LiveSafe Campus Security System
- Emergency Communications

Section IV.2: Graduation
- Commencement
- Pinning Ceremony

Section IV: Student and Academic Services

Academic Resources for Students

The life of a nursing student can be challenging. That is why North Park University provides a wealth of resources to help each student meet those challenges head on. This section provides details about the resources available for both nursing students and students at large throughout the university. In addition to the resources below North Park University offers one on one tutoring, academic coaching, and tips for study skills on the Student Success page.

Academic Advising
Students enrolled in the nursing program are assigned to Academic Advisors within the School of Nursing. The Academic Advisors can assist students with navigating the academic program and provide general advice about the university. More information can be found at Academic Engagement and Advising.

Nursing Learning Resource Center (NLRC)
The nursing learning resource center (NLRC) on the University Campus is in Carlson Tower. The center is open for student practice and independent study Monday through Friday (days and evenings) during specified hours. Assistance is available during the NLRC's open hours. A schedule for the NLRC is posted on the 5th Floor of Carlson Tower. Please note that the schedule changes each semester.

Kathy Holmgren Simulation Center
The Kathy Holmgren Simulation Center is located at 3313 W. Foster Avenue. Students will have scheduled simulation experiences in addition to their clinical courses to strengthen concepts learned in the classroom and build skills that they will use in the hospital. It includes four simulation rooms, two control rooms, and a conference room where students debrief their class experiences.

Technology Requirements

Technology is a critical component and tool for students to work effectively in the School of Nursing. There are various requirements necessary to students' success in the nursing program. **The School of Nursing and Health Sciences delivers all course exams in an online format and may use an automated proctoring system.** Students will need to have their computers available both on and off campus. Students' computers will need to meet specific technological requirements. A detailed list of these requirements along with all computers, hardware, and software requirements needed are listed in the Appendix titled, Technology Requirement Checklist. In addition to the checklist, we strongly encourage our nursing student to take advantage of North Park University's Information Technology Department.

Section IV.1: Campus Safety and Security

The safety and security of North Park University's nursing students is very important. North Park University's Safety and Security website provides information on a wealth of topics so that students can be safe while participating in college life at North Park University. The School of Nursing strongly recommends that you review the information on North Park University's Safety and Security webpage . Below are some highlight features and information that can be found on the Safety and Security webpage.

Campus Security - Viking Shuttle and Campus Escort Service

The Viking Shuttle is driven by a North Park Security officer, providing an additional level of safety for passengers. The Viking Shuttle is a *free service* that operates continually during evening, late-night, and early morning hours. You must show North Park ID to board the shuttle. To Request a Ride To request the Viking Shuttle, simply call (773) 244-5600 or use your LiveSafe app and provide the dispatcher with your location and destination. When the Viking Shuttle is not in service, students may be able to use the North Park Security Escort Service.

Hours 7:00 p.m.–2:00 a.m. when school is in session Not operational during fall, winter, spring, and summer breaks. For more information http://www.northpark.edu/About/Campus-Safety-and-Security/Viking-Shuttle

LiveSafe – Campus Security Application
LiveSafe is a free personal safety mobile app for colleges. Students, campus employees, parents, and the community can use this to engage in a two-way conversation with our Campus Safety and Security Office, even when it is not safe to make a voice call. Users can quickly and easily contact 9-1-1 or North Park's security team to get help or report suspicious or unsafe activity. Please see LiveSafe for more information and to download the app.

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 review the information at Emergency Communications and Procedures for a 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 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.

Section IV.2: Graduation and Awards

Commencement

Graduation is an incredible special achievement for our nursing students. Information about applying for graduation can be found on the North Park University website. Information about graduation dates, diplomas and ceremonies can be found through North Park University's Student Administrative Services page. Below are some highlights that our Nursing Students get to experience at Graduation.

Pinning Ceremony

The Pinning Ceremony is held on the Friday of commencement weekend for Fall and Spring semesters to honor nursing students in the graduating class. The faculty will inform summer graduates of the date and time for the Pinning Ceremony.

Section V: Academic and Student Affairs
- Student Privacy Policy
- Felony and Criminal Records
- ADA Policy
- Attendance Policy
- Handling Health Issues and Sick Days
- Leave of Absence
- Withdrawing from the University
- FERPA
- Title IX
- Performance Improvement Plan (PIP) Policy
- Code of Conduct
- Academic Integrity
- Judicial Procedure for Academic Dishonesty
- Student Grievances & Appeals Process in the School of Nursing

Section V.1: Progression and Retention
- Academic Standing and Grading Policies
- Sequencing/Out of Sequence

Section V.2: Electronic Devices, Email, and social media
- Program Communication
- Electronic Devices
- Email Policy
- Social Media Policy

Section V: Academic and Student Affairs

The School of Nursing and Health Sciences is in compliance with the [North Park University Catalog](#). Some policies, such as the Grievance Policy, are also found in the DEMSN Student Handbook but have additional steps that are distinctive to the School of Nursing. If you have any questions regarding the prelicensure nursing program policies, you can contact the DEMSN Program Director.

Privacy Policies

As a student at North Park University, it is important to understand your rights and the information that the university is allowed to collect. North Park University's [Privacy Policy](#) provides a description of concerning information collected by North Park University and how such information is used and protected.

- Confidentiality Statement and Photography/Audio Recording Release forms for North Park University's Simulation Center are retained until the student graduates from the program.
- Video recordings will be deleted two weeks after the semester ends unless otherwise indicated in writing by the course faculty.
- North Park reserves the right to use photograph(s), videotape(s), and audio recording(s) taken of or obtained from people/students on campus and/or at university-sponsored events for the purpose of promoting, publicizing, recruiting, or public relations involving the University. For more information, contact University Marketing and Communications.

Felonies/Criminal Convictions

In accordance with the nursing licensing regulations students found to be convicted of serious crimes (felonies or substance abuse) will be reviewed by the Selection and Progression Committee of the School of Nursing and Health Sciences and may be suspended from the nursing program.

ADA Policy

North Park University seeks to provide an environment and community where each person may develop academically, socially, and spiritually. North Park University is committed to full inclusion and participation of people with disabilities in all aspects of university life. As a result, the University is willing to relocate programs, services, or activities to make the event accessible. Please allow at least 10 business days for accommodations. Depending on the nature of the program, service, or activity, accommodations may take longer or be able to be coordinated in less time.

If you have questions about accommodations or accessibility to programs, services, or activities offered on campus please contact the disability access specialist directly.

Attendance Policy

The Nursing Program has established a programmatic attendance policy to facilitate professional behavior, required knowledge, skills, and attitudes essential to safe patient care (Agency for Healthcare Research and Quality, 2019) and success in the nursing profession. Professional behaviors are expected across class, clinical, lab, and simulation. The nursing program acknowledges that emergency circumstances (i.e., serious illnesses, deaths, and funeral of immediate family), jury duty, and inclement weather can occur; such events will be taken under advisement by the faculty and the DEMSN Program Director. However, students must provide the Program Director with written documentation such as a health care provider's note supporting their reason for being late and/or absent.

Didactic Attendance

Nursing is a fast-paced, interactive, professional program. Missed instructional time is detrimental to learning. In the nursing program, class attendance is a requirement. The nursing program supports civility in nursing education and practice (Altmiller, G., 2012). Therefore, as professional behavior, students are expected to attend every class for which they are scheduled and arrive on time. Faculty will keep an accurate record of class attendance. The student is responsible for contacting the faculty to discuss the circumstances of their absence and plan their efforts to complete missed assignments. The student must maintain

contact with the faculty if extenuating circumstances such as an accident, illness (student or family), or death in the family. Students are responsible for contacting their faculty when unavoidable absences occur and maintaining contact as necessary during an absence.

Clinical, Lab, and Simulation Attendance

As a clinical program, clinical/lab/simulation (CLS) hours are required. Absenteeism, including tardiness and early leaves resulting in missing 13% or more of clinical hours (approximately one clinical day or more) per semester, can result in clinical failure of the course.

CLS tardiness is unprofessional behavior. In the clinical area, this has a direct impact on patient care and safety. Tardiness is defined as arriving later than five (5) minutes after the designated start time for any CLS experience. A student arriving for clinical fifteen (15) minutes after the designated start time (per individual course syllabus) for any clinical experience will be sent home and considered a clinical absence.

Due to patient safety – students may not work 8 hours before any practicum experience. Students who report to a practicum who have worked within 8 hours will be sent home and it will be counted as an unexcused practicum absence.

In the event a student is dismissed from a clinical experience for reasons such as unprofessional behavior, safety, unprepared to provide patient care, the occurrence will be counted as a clinical absence for the day.

A student arriving at a lab or simulation session 15 minutes after the designated start time (per individual course instructions) will receive a clinical absence. However, the student will be able to remain in a lab to benefit from the experience.

Although each course builds upon the previous course, the faculty recognizes that the clinical experiences may differ. Therefore, absences within each semester stand alone and do not accumulate during the program.

Administrative Actions – Didactic, Clinical, Lab, and Simulation Attendance
- Written Warning –If a student misses a CLS, or leaves early (unexcused), or is late, the student will receive a written warning and may receive a Performance Improvement Plan (PIP.)
- Course Failure - Courses have prescribed clinical hours where students must demonstrate clinical competencies. When a student has more than 13% of clinical through any combination of absences, late arrivals, extended break times, or early leaves during a scheduled clinical experience, the student is subject to fail the clinical portion of the course, which would result in failing the course. A failing course grade will not permit the student to advance in the program until successful course completion is achieved. Repeat patterns of poor attendance will result in the student being dismissed from the program.

Proper Notification for Clinical Lateness/Absence

Please note, asking a classmate to inform the faculty that you will be late or absent does NOT constitute proper notification.

Completion of Missed Work Due to Absence

If a student is absent from any learning activity, the student is responsible for completing missed work. Due to a lack of practice of nursing skill sets, students who are absent from laboratory experiences may not be permitted to participate in certain clinical activities for safety reasons. Students absent from their clinical education site will be given a required assignment equivalent to the hours missed. Any clinical time missed will be documented on the student's clinical attendance record regardless of assignment completion. The missed clinical time will be counted towards the percentage of absences.

The Necessity of Medical Provider's Notes
- One six-hour, or one 12-hour clinical day missed due to illness will not require a note.
- More than one clinical week (comprised of two clinical days) missed due to illness will require a note.
- In addition to notifying your clinical faculty, students should communicate with the DEMSN Program Director about any missed clinical time.

For major health issues or injuries:

- An update is needed for health issues that develop after enrollment in the nursing program i.e., illness, injury, surgery, prior to, or during the clinical experience
- Submit written medical approval from a health care provider to the DEMSN Program Director and clinical faculty to return to clinical practice
- The note must document the student's ability to function at full capacity in the clinical setting

Inclement Weather and Clinical Attendance

Clinical is in session unless notified specifically by your clinical faculty or Clinical Learning Specialist. Each student must be academically prepared for clinical practice. Clinical practice preparation is specifically determined by each clinical course.

If the university closes because of a snow day or for other dangerous weather conditions, clinical will be canceled. Snow day closures are posted on the main university website. Students and clinical faculty will be notified by the Clinical Learning Specialist via email.

If you are already at the clinical site when severe inclement weather is impending, your clinical faculty will make the decision to dismiss early.

Handling Health Issues and Sick Days

When do I stay home from clinical if I am sick? You need to use your best judgment and common sense to determine if you are too ill to attend clinical experiences. Remember, patients in the hospital often have weakened immune systems and your first responsibility is patient safety. The following guidelines will help you with this decision-making process.

You should notify your clinical instructor and leave a message with the unit where you are scheduled as soon as you make the determination that you are too ill to attend clinical. Remember also that you are responsible for completing clinical hours and that students who miss clinicals are not able to be evaluated by clinical instructors. This means students may fail practicum courses for missing clinical hours.

Make sure the first day of clinical that you have contact information for your clinical instructor and the unit at the hospital or agency you are assigned to.

Students will need a thermometer to check your temperature if you are feeling ill. Feeling feverish does not constitute an excused absence from clinicals.

Students should not attend clinical if they:
- Have a fever (temperature above 100.5 F)
- Students should be free of fever for a full 24 hours--without medications that lower temperature like acetaminophen (Tylenol) or ibuprofen (Advil) --before returning to clinical
- Have an open wound
- Have vomiting &/or diarrhea
- Have an undiagnosed rash on exposed skin
- Are on medications that cause significant drowsiness or make them unsafe to drive
- Have been on antibiotics for less than 24 hours for a communicable bacterial infection
- Students in OB cannot attend clinical if they have any cold sores or other herpetic infection that are visible

How do I know if I have the flu?

Students who suspect they have the flu should not attend clinical. If they have the flu (see below) they need to stay home from clinical and class for at least five days after the symptoms start or after the symptoms have subsided and they have no fever for at least 24 hours. From CDC website .

The typical incubation period for influenza is 1-4 days (average: 2 days). Adults shed influenza virus from the day before symptoms begin, 5-10 days after illness onset. However, the amount of virus shed, and presumably, infectivity, decreases rapidly by 3-5 days after onset.

Uncomplicated influenza illness is characterized by the abrupt onset of the following signs and symptoms: fever, myalgia, headache, malaise, nonproductive cough, sore throat, rhinitis. Among children, otitis media, nausea, and vomiting also are commonly reported with influenza illness.

Uncomplicated influenza illness typically resolves after 3-7 days for most persons, although cough and malaise can persist for >2 weeks. However, influenza virus infections can cause primary influenza viral pneumonia; exacerbate underlying medical conditions (e.g., pulmonary or cardiac disease); lead to secondary bacterial pneumonia, sinusitis, or otitis media; or contribute to co-infections with other viral or bacterial pathogens.

Leave of Absence from the Nursing Program

Once students have started the DEMSN track, there is the expectation that they will continuously enroll each semester 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 DEMSN 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 request a leave of absence in writing from the DEMSN program director, complete a leave of absence form and have it signed by the DEMSN program director, and submit the signed form 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.

A student returning after a leave of absence for two semesters, will require consultation with the Program Director to determine a remediation plan for the student to safely return to their place in the program. A student's leave that is longer than two consecutive semesters, but no more than four semesters, will be required to appeal to the DEMSN Selection and Progression committee who will, in consultation with the faculty, determine if the student will be required to repeat any coursework that was previously taken. A student absent from the program for more than four consecutive semesters will be asked to reapply.

The DEMSN 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 University

To withdraw from North Park University, the student needs to complete a withdrawal form with the Office of Student Administrative Services. This form requires a signature from the Financial Aid Office, Dean of Students, Student Administrative Services, and Housing Office, if applicable. 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. Information on withdrawal for financial aid recipients can be located at Policies for Withdrawn Students .

Family Educational Rights Privacy Act (FERPA)

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

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

As a Christian institution of higher education, North Park is committed to providing a campus environment characterized by mutual respect among students, faculty, and staff. To effectuate this commitment, it is North Park University's policy that any form of sexual violence or other offense, harassment, discrimination, relationship violence, retaliation or misconduct will not be tolerated. For more information see North Park University's webpage .

This policy applies to all members of the campus community: students, faculty, staff, and visitors. It applies to incidents that occur on campus property as well as any off-campus functions sponsored or supervised by the institution. This policy also applies to off-campus conduct that has continuing impact on the ability of a member of the North Park community to fully engage in, and benefit from, campus life. For more information about campus safety, please see North Park University's [webpage](#) . North Park's policy is mandated not only by its adherence to Christian principle but also by law, including Title IX of the Education Amendments Act of 1972.

Performance Improvement Plan (PIP) Policy

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

Policy: When a student is <u>not</u> meeting expectations, they are considered At-Risk, and a PIP may be initiated by any instructor within the School of Nursing and Health Sciences. A PIP will clearly identify the problem area(s) and outline a remedial plan of action for the student to follow. Clinical instructors will collaborate with the Clinical Learning Specialist before initiating a PIP with a student.

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

The instructor initiating the PIP should meet with the student in person to initiate the PIP and on the evaluation date to determine the effectiveness of the PIP. A copy of the initial completed PIP form (and any additions to it) should be retained by the initiating faculty, and copies should be provided to the following: the student, the student's file, the Clinical Learning Specialist, the student's advisor, the Selection and Progression Committee Chair, and the DEMSN Program Director.

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

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

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

Code of Conduct

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 college level work
- Employing civility in academic activities
- Exhibiting academic humility and receptivity to learning
- Attending classes, arriving on time, and participating as a fully engaged member of the class
- Accepting personal responsibility and accountability for own actions, interactions, and communications with peers, faculty, and staff
- Exhibiting self-reliance and accountability as a North Park 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 it as one's own. Students are responsible for reviewing and understanding 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. 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 Student Handbook.
http://www.northpark.edu/studenthandbook

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

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

Statement Concerning Academic Dishonesty
Academic dishonesty runs counter to the goals and ideals of every educational institution and will not be tolerated at North Park University and may result in dismissal from the University. Appropriate designated authorities within the University will judge cases of alleged academic dishonesty according to the principles, policies, and procedures outlined in the DEMSN Nursing Student Handbook. The School of Nursing strongly recommends that you review the university's Statement Concerning Academic Dishonesty and the Categories and Definitions of Academic Dishonesty from the University Student Handbook.

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

The instructor, on becoming aware of a possible instance of academic dishonesty, shall:
1. Notify the student of the charge against him or her.
2. Report the findings to the DEMSN Program Director and the appropriate Selection and Progression Committee chair.

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

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

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

Repercussions

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

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

The student may:

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

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

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

The Dean of the School of Nursing 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.
- Appeal to the Academic Judicial Committee.
- The policy can be found in the [North Park Student Handbook](#).

Grievances & Appeals Process in the School of Nursing

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 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.

The North Park University grievance process is referenced on the next page. However, there are additional steps that should be taken first when a student has a grievance within the School of Nursing, those steps are outlined below.

In the event of a disagreement between student and faculty member or other University employee over an issue of accommodations, the student should first meet with the faculty member or other University employee to seek resolution. If unsuccessful, the student will make an appeal to the department chairperson. If necessary, the appeal will be forwarded to the director of the faculty and if unresolved to the dean, who is the final arbiter of the grievance. In cases of appeal, the faculty member's divisional peers may be asked by the dean to decide as to the merit of the appeal. The student has the right to be represented by counsel.

Grievances & Appeals Process in the School of Nursing

AREA OF CONCERN	PROCEDURE
Concerns a specific course, which may include the following: Course expectations, requirements, content Teacher performance Student performance	The student may present an appeal/issue, in writing, in the following order: • Individual course instructor • Clinical Learning Specialist • DEMSN Program Director, School of Nursing • Dean of the School of Nursing and Health Sciences
Grade appeal	The student may appeal a grade, in writing, in the following order: • Individual course instructor • Clinical Learning Specialist • Selection and Progression Committee for the DEMSN track • Dean of the School of Nursing • Office of the Provost
Progression issues/concerns	If a student does not meet all requirements for progression within the nursing major, appeals may be made in writing to the DEMSN Selection and Progression Committee.
General curricular concerns	Contact the appropriate student representative to the DEMSN Academic Programs Committee of the School of Nursing. Each class representative will submit agenda items to the Chairperson of the committee.

Section V.1: Progression and Retention

Academic Standing and Grading Policies

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 -	Passing
80-78	C+	
77-76	C	
75-71	C -	
70-68	D+	
67-64	D	
63-61%	D -	
<61%	F	

Some 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%) for both the exam average and the total course average. An exam average below 81% will be recorded as the final course grade. If a student fails the theory course that correlates with a practicum (example: NURS5310 and NURS5311), the student must retake both theory and practicum courses.

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).

To ensure academic and professional success, each student is expected to maintain a cumulative grade point average (GPA) of 3.0 on a 4.0 scale. Any student whose cumulative GPA falls below 3.0 will be placed on academic probation. Should a C+ or lower be earned in any course, the student must repeat that course and will receive a review of their plan of study. The repeated course must be taken in the following semester. No more than one C+ or lower course grade may be earned in the graduate nursing program. If this student then earns a Grade of C+ or lower in another course, the student will be dismissed from the program.

A student earning a failing exam average for one course may be offered an alternative plan of study for the following semester. The student may progress in the program if there are no further failing exam averages in subsequent classes.

A student earning a failing exam average or course average in two courses in one semester will be dismissed from the program.

Grade Appeal

Before initiating a formal grade appeal, the student will consult with the instructor assigning the grade, presenting the student's rationale and evidence for a grade change. If this does not lead to resolution, the student may initiate a formal grade appeal. (See Grade Appeal Form in the Appendices).

In the case of a grade appeal, students must demonstrate one of the following:
- made an error in the calculation of the grade or has made an error in reporting the grade to Student Services.
- Student Engagement approved and documented accommodations were not met.
- made an arbitrary or prejudiced evaluation of the student.
- created and enforced course policy that is arbitrary or discriminatory.
- failed to notify (or to make a reasonable attempt to notify) the student of course requirements, policies, and/or penalties.
- failed to notify (or make a reasonable attempt to notify) the student in a timely manner of failure to achieve educational objectives.
- infringed upon the contractual rights of the student as explained in the course syllabus, the Catalog, or other University policy documents.
- violated the civil or human rights of the student as defined by law.

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.

Sequencing/Out of Sequence

Students who are out of the nursing program or interrupt the clinical sequence of courses for one semester or more will need to meet with the DEMSN Program Director and their advisor prior to resuming the nursing course sequence. Individual assessment of current knowledge and clinical skills will be made prior to placement of the student in the appropriate level within the nursing program.

Students who are out of sequence for any reason (drop, fail, or withdraw) from a nursing course are required to meet with the DEMSN Program Director the semester prior to repeating the course so that placement can be planned. Immediate placement in a specific practicum class is not guaranteed.

Section V.2: Electronic Devices, Email, and Social-Media

Program Communication

Emails to all students in the nursing programs are sent out to alert students to new information. It is the students' responsibility to check their North Park email at least once daily 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 for submitting 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.

Use of Electronic Devices

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

Email Policy

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

The University recommends that students use the University's email system. Individuals having their email electronically redirected to another email address do so at their own risk. The University will not be responsible for the handling of email by

outside vendors. Redirecting email does not absolve an individual from the responsibilities associated with communication sent to their official email address.

The University has the right to communicate with students through email, and the right to expect that those communications will be read in a timely fashion. Students, faculty, and staff members are expected to check their official email address on a frequent basis in order to stay current with North Park University communications. Please see [North Park University Student Handbook](.)

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 School of Nursing and Health Sciences office. Documents are often mailed using the information on record. Updating your information ensures that important communications will not be delayed.

Social Media Policy and Guidelines

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

Stop! Collaborate, and Listen!

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

Is It Newsworthy?

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

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

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

Paid Social Media Ads: As you know, the number of social media users is in the billions. If you want to have a paid ad run through our main social media accounts, follow the process below.
1.   Identify the event or program you want to promote.
2.   Have a budget of $200 or more.
3.   Submit a Jira ticket at least one month in advance and allow for one month of full completion for the ad to run. Include the name, all copy and links needed, and the date and time if applicable. Only one ad per month can be submitted.

Follow Us on social media:
- Facebook: https://www.facebook.com/npuchicago
- Instagram: @npuchicago
- LinkedIn: http://www.linkedin.com/edu/school?id=18285
- Twitter: @NPU
- YouTube: https://www.youtube.com/user/northparku
- Vimeo: https://vimeo.com/npu

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

While North Park University encourages the use of social media, all users should remember that social media tools are a powerful form of communication that can have a significant impact on organizational, professional, and individual reputations. Lines between personal and professional content, and between public and private content, are often blurred. Whether participating on behalf of the University, a university-related group, or personally, all users must follow the same behavioral standards online as they would in face-to-face or one-on-one interactions. Remember that the internet is not anonymous, nor does it forget.
- Guidelines for Use
- Unacceptable Posts That Will Be Removed
- Complaints and Reporting Violations
- Faculty and Staff: Personal Profiles
- Employee and Student Groups Posting on University Sponsored Sites
- Posting on Behalf of the University
- Non-Interference with Applicable Laws
- Questions About This Policy

Guidelines for Use
A. Take Responsibility and Be Transparent
1.You are responsible for anything you write or do online.
- The speed of being able to publish your thoughts is both a great feature and a common downfall of social media. The time to edit or reflect must be self-imposed.
- If in doubt over a post, or if something does not feel right, allow time for reflection before posting or ask a friend or colleague to review and provide feedback before posting.
- Remember that satire and sarcasm are often misunderstood. Be careful how you use them.
- Never underestimate the power of photographs and videos. They can help communicate your message in a creative, compelling way, but may also be easily misinterpreted, so use sound judgment in making selections.
- Quality matters. Use a spell-checker.

2.Practice academic integrity.
- Never post content that invites academic dishonesty. Remember both the enabler and the student taking advantage of the material are equally guilty.
- Do not plagiarize—give proper attribution.

3.Practice personal integrity.

- Do not make or endorse recklessly or maliciously false statements.
- Never misrepresent your identity.
- If writing in your personal capacity about university matters, make clear that the views you express are your own, not necessarily those of the University.
- Do not pretend to have expertise, information, or authority you do not have.

B. Respect Your Audience and Your Colleagues

1.Abide by the ethical, moral, and professional standards of North Park University as outlined in the North Park University Student Handbook. In particular, this includes the Policy Against Discrimination, Harassment, Sexual Misconduct, Relationship Violence, and Retaliation.

2.Do not express, communicate, or link to libelous, defamatory, harassing, or pornographic content, even by way of example or illustration.

3.Never make statements or post photos or video that directly or indirectly threaten harm (whether through violence, economic intimidation, exclusion, or other means) to an individual, group, or the University.

4.Do not promote illegal conduct such as sexual violence, vandalism, underage drinking, or involvement with controlled substances.

5.Think about the consequences of what you are posting.
- Assume your writings will spread.
- When responding to a negative post, first confirm facts, consider whether the poster deserves an apology for any reason, and consider responding offline, it may be a more effective way to resolve disagreements.

6.Except for legitimate academic or business purposes, faculty should avoid personal social media relationships with students, and administration should avoid personal social media relationships with staff under their supervision.

C. Respect the Property of Others

1.Respect intellectual property rights.
- Do not distribute copyrighted materials without the permission of the copyright owner.
- Do not use trademarks or logos without the owner's permission.
- Adhere to the user agreements (terms and policies) for each social media site with which they engage.

2.When using North Park University-owned computers or the campus network to access social media sites, comply with the Acceptable Use Policy.

D. Respect Confidentiality

1.Respect personal boundaries and individual privacy rights. Public disclosure of private facts may cause serious emotional or psychological injury.

2.Do not post sensitive personal identifying information (such as social security numbers, student identification numbers, addresses, or birth dates). Such information may enable identity theft.

3.Do not post any information about another person that is protected from disclosure by law or professional standards (such as medical information or student education records). Check with your program or department to determine whether it has a specific social media usage protocol to ensure compliance with professional and privacy requirements of particular fields or governing/accreditation body.

E. Respect the University's Interests

1.Do not post anything that interferes with your work, the University's educational mission, or the welcoming and diverse environment the University promotes as a Christian, city-centered, and intercultural institution.

2.Do not use the University's "brand" to endorse or promote a non-University product, opinion, cause, or political candidate. Avoid any statement that would make the reader think that the opinions you endorse or promote reflect the views of the University.

3.If you find negative posts by a third party about the University, its faculty, staff, or students that you believe needs a response by the University, contact the Office of Marketing and Communications.

F. Be Wary

1.People who communicate with you online may not be who they claim to be. They may have an improper motive or seek information to which they are not entitled.

2.Posted information is often repeated and linked to other sources—anything you post may go viral, including your off-hand comments.

Unacceptable Posts Will Be Removed.

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

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

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

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

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

Complaints and Reporting Violations

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

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

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

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

Posting on Behalf of the University

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

Non-Interference with Applicable Laws

This policy is not intended to restrict or interfere with the legal rights of any student or employee, including, but not limited to, any and all rights under the National Labor Relations Act, Title VI, Title VII, Title IX or other equal opportunity laws, or any whistleblower protection law. Questions About This Policy - Please contact the Director of Human Resources if you have any questions about this policy.

NORTH PARK UNIVERSITY CHICAGO

Section VI: Appendix

- Technology Requirements Check List
- Performance Improvement Plan (Example)
- Practicum Incident Form (Example)

Technical Requirements Check List

Computer Hardware Requirements
Students must have an up-to-date computer to complete this course. The computer can be a PC or Mac product that meets the following specifications:
Processor: Intel Core 2 Duo
RAM: 8 GB
Hard Drive: 256 GB (SSD preferred) or higher
Operating System:
PC Windows 10 or higher
Mac 10.15 or higher SEP
Webcam with microphone and headset or earbud with/mic.

Computer Software Requirements
Microsoft Office
All assignments must be submitted as a Microsoft Word Document (docx). Please contact Information Technology for further information.
Internet Browsers
Make sure that you use Google Chrome or Mozilla Firefox as your browser. DO NOT use Internet Explorer. The links to obtain the Chrome and Mozilla browsers are below.

Google Chrome for PC and Mac users:
https://support.google.com/chrome/answer/95346?hl=en
Mozilla Firefox for PC and Mac users:
https://www.mozilla.org/en-US/firefox/new/?utm_source=getfirefox-com&utm_medium=referral#download-fx

Internet Requirements
Students must have high-speed internet access to complete this course. 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 your online experience.

Respondus Monitor System-The following are the requirements needed to run the *Respondus Monitor System*. Please ensure that your computer has the following requirements.
Windows: 10 or MacOS (10.15, 11, or higher)
iOS: 11.0+ (iPad only). Must have a compatible LMS integration.
Web camera (internal or external) & microphone
A broadband internet connection
Windows 10S is not a compatible operating system, nor can LockDown Browser be obtained via the Windows App Store. At present, support for Windows 10 S Mode isn't on the roadmap for LockDown Browser.
LockDown Browser and Respondus Monitor may continue to run in older operating systems that have reached "end-of-life" but students may encounter unexpected results.
Memory: Windows: 2 GB RAM or Mac: 512 MB RAM
Hard Disk Space: Windows: 75 MB of free hard disk space or Mac: 3 MB of free hard disk space
Microsoft Office Suite (Word, Excel, and PowerPoint)

PERFORMANCE IMPROVEMENT PLAN (PIP)

PERFORMANCE IMPROVEMENT PLAN (PIP) –Page 1
The purpose of this plan is to identify students with At-Risk behaviors who are in danger of failing.   This PIP will outline behaviors to improve in a course or in the nursing program, whether in the clinical area or in the classroom. Clinical instructors will collaborate with the Clinical Learning Specialist before initiating a PIP with an At-Risk student.

Student Name: _____   Course: _____

Instructor Initiating PIP: _____   Date: _____

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

Date of Initiation:

Identify objectives not being met:

Describe the unsatisfactory behavior and/or circumstances, and the date(s) of observance:

Expected Outcome/ Goals (include due date):

The plan: strategies/ interventions to meet the objectives
(be specific):

Note: Failure to meet the expected outcomes/goals may mean failure of the course.

Date/time that student and instructor will meet next to evaluate improvement (evaluation to be documented on eval tool and attached to this form):

Instructor Signature _____ Date _____

Student Signature _____ Date _____

Clinical Learning Specialist Signature _____ Date _____

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

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

PERFORMANCE IMPROVEMENT PLAN (PIP) –Page 2
PIP Evaluation: Complete the following section at each meeting with the student. Attach to Page 1 of the PIP.

Student Name: _____ **Course:** _____

Instructor: _____ **Date:** _____

Evaluation – Not met and plan continues (explain):	

Evaluation – Continue with plan to demonstrate consistency of behavior (explain):		
Evaluation – Objective met (explain):		
Date / Time for next review:		
Instructor Signature:		Date:
Student Response and Signature:		Date:

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

Instructor Signature _____ Date _____

Student Signature _____ Date _____

North Park University School of Nursing Clinical Incident Form

Student:
Hospital/Unit:
Date/Time:

Clinical Faculty/ Clinical Learning Specialist:

Course:

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

Was the unit Nurse Manager Notified? Yes_____   No_____

Nurse Manager name/phone: _____

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

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

Document any follow-up action indicated at this time:

Notify STAT and send copies of this completed form to the Clinical Learning Specialist

Clinical Learning Specialist_____ notified (date/time) _____

Clinical Instructor Signature: _____

Grade Appeal Form for North Park University DEMSN Program

Prior to initiating this formal grade appeal, it is understood that the student will have consulted with the instructor assigning the grade, presenting the student's rationale and evidence for a grade change. If this does not lead to resolution, the student may initiate a formal grade appeal by submitting the form below.

In the case of a grade appeal, the Selection and Progression committee will consider an appeal if one of the following can be demonstrated:

- made an error in the calculation of the grade or has made an error in reporting the grade to Student Services.
- Student Engagement approved and documented accommodations were not met.
- made an arbitrary or prejudiced evaluation of the student.
- created and enforced course policy that is arbitrary or discriminatory.
- failed to notify (or to make a reasonable attempt to notify) the student of course requirements, policies, and/or penalties.
- failed to notify (or make a reasonable attempt to notify) the student in a timely manner of failure to achieve educational objectives.
- infringed upon the contractual rights of the student as explained in the course syllabus, the Catalog, or other University policy documents.
- violated the civil or human rights of the student as defined by law.

Timing, according to the grade appeal policy: The appeal is to be submitted no later than five (5) calendar days after official grades are posted. However, it is in the student's best interest to appeal as soon as possible after learning of the grade that will be appealed, since academic progress may be dependent on the outcome of the appeal.

Name of Student:

Student ID#

Student E-mail:

Phone numbers for ready accessibility:

    Cell Phone #

    Permanent Home Phone #

Name of Adviser:

I am appealing a final course grade of (enter grade) that I received in NURS (enter course number and name)

Course faculty: (enter faculty name).

Reason(s) for my grade appeal indicated by checking the appropriate reason(s) below:

- A significant violation of clearly established written policies (specify exact source, e.g., syllabus, student handbook, etc.).
- The result of improper procedures (specify exactly).

Discriminatory practice (specify exactly).

Explain in detail the reason(s) for the appeal you checked above and the process that you have already taken:

Student's signature: _____ **Date _____**

 Grade Appeal Form for North Park University School of Nursing and Health Science

The student may submit additional materials as indicated

below:

- I choose to submit additional evidence of my performance, noted here or attached.
- I request that the following pertinent materials be obtained by the review committee from the course faculty

This section is completed by the Chair of the Selection and Progression Committee

Chair of Selection and Progression Committee receipt of the above appeal /evidence on

(date): _____

Chair of Selection and Progression consultation with the instructor on (date) _____

- in person
- phone
- electronically
- hard
- copies

Selection and Progression committee will provide exact details of information and any other evidence acquired:

Within 5 business days from the meeting of the Selection and Progression Committee meeting the student & faculty will be informed of the Selection and Progression's decision and review of additional evidence sought (as checked & then explained below):

Selection and Progression Committee recommendation based on evaluation of appeal [check decision below]:

- Assigned grade remains
- Course instructor is asked to reconsider grade based on the information gathered. This reconsidered grade will be final
- Grade change to (enter new grade) is warranted

Chair of Selection and Progression Committee Signature & Date _____

DEMSN Program Director Signature & Date _____

A copy of this document will be kept in the student's electronic file.

North Park University School of Nursing Clinical Incident Form

Student:

Hospital/Unit:

Date/Time:

Clinical Faculty/ Course Coordinator:

Course:

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

Was the unit Nurse Manager Notified? Yes_____   No_____

Nurse Manager name/phone: _____

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

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

Document any follow-up action indicated at this time:

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

Clinical Course Coordinator_____ notified (date/time) _____

Clinical Instructor Signature:
_____

References

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- educators. Nursing Education Perspectives, 33(1). 15-20.
- Agency for Healthcare Research and Quality (2019). Disruptive and Unprofessional Behavior.
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- North Park University (2021). Student handbook and community standards. https://www.northpark.edu/campus-life-and-services/student-success-and-wellness/student-handbook-and-community-standards/
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