

# **DNP Student Handbook**

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## **North Park University School of Nursing**

**2023-24**

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Welcome to the School of Nursing at North Park University!

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

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

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

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

Sincerely,

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## School of Nursing & Health Sciences

### History

North Park University was founded in 1891 and is owned and supported by the Evangelical Covenant Church of America. Formerly a junior college, North Park graduated its first baccalaureate class in 1960, and the North Central Post-Secondary Schools initially accredited the four-year program in 1961. The university is strategically

located in the heart of the city of Chicago. This urban setting provides excellent educational opportunities for all university programs. Social and cultural health care resources are highly accessible for students within the city.

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

The nursing major was approved by the university faculty in 1965. In June 1968, the first class of ten students graduated with a nursing major. In the fall of 1979, an evening program for registered nurses seeking a Bachelor of Science degree with a major in nursing began. General education and prerequisite courses for the nursing major as well as nursing courses were offered in the evening to facilitate attendance of working RNs. In 1993, the master's degree program in nursing was initiated and in 1995 a post-master's nurse practitioner program began. In 2018, the university rolled out a Doctor of Nursing practice (DNP) program. North Park University School of Nursing currently offers curricula leading to the degrees of Bachelor of Science in Nursing (BSN), Master of Science in Nursing (MSN), and Doctor of Nursing Practice (DNP). The nursing programs were accredited by the National League for Nursing (NLN) from 1970 to 1999. The school withdrew from NLN accreditation and sought and received accreditation from the Commission on Collegiate Education (CCNE) in the fall of 1999. The programs have been continuously reaffirmed. The last reaffirmation of accreditation from the Commission on Collegiate Nursing Education occurred in 2009 for the baccalaureate program and in 2015 for the master's program. The DNP program was accredited in 2019. The nursing programs at North Park are approved by the Illinois Department of Financial and Professional Regulation and Illinois Board of Higher Education.

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

## **Mission**

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

## **Vision**

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

## **Philosophy of Nursing**

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

## **Persons**

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

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

## **Health**

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

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

## **Environment**

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

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

## **Community**

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

Communities provide a dynamic multidimensional context within which people experience life and learn to understand and experience health and illness.

This context provides the cultural framework and the resources with which persons: (1) develop and maintain values and belief systems, (2) mature physically, socially, emotionally and spiritually, and (3) relate to others both inside and outside their community.

## **Professional Nursing**

We believe that professional nursing, as one of the health professions, serves a unique, specialized and essential function for society. The professional nurse participates in health promoting and health restoring activities, provides evidence-based care, and

collaborates with other health professionals in evaluating nursing practice. Nursing leaders and researchers work with others for the advancement of the profession and of health care for all persons.

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

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

# North Park University Doctor of Nursing Practice (DNP) Program

## DNP Program Goal and Outcomes

The DNP curriculum is grounded in the mission of the School of Nursing, which is to “prepare professional nurses for lives of significance and service through baccalaureate and graduate education within the Christian tradition.” The specific goal of the DNP program is to prepare students for advanced nursing practice. Building upon a master’s degree in nursing, students will develop organization and systems leadership knowledge and skills, generate new knowledge through practice innovation, and improve health outcomes through application and translation of evidence into practice.

Upon completion of the DNP program, the graduate will be able to:

1. Integrate science-based theories and concepts with ethical principles in the development, delivery, and evaluation of practice approaches that improve outcomes and reflect the Christian principles of the philosophy of the School of Nursing.
2. Utilize knowledge of organizations and systems together with leadership skills to improve health outcomes and ensure patient safety.
3. Provide leadership for the translation of research into practice.
4. Demonstrate proficiency in the use of information systems/technology resources to implement quality improvement initiatives and to support practice and administrative decision-making.
5. Demonstrate leadership in the development and implementation of health policy at various levels.
6. Employ leadership skills with interprofessional teams to improve patient and population health outcomes.
7. Engage in leadership to operationalize evidence-based clinical prevention and population health services for individuals, aggregates, and populations.
8. Demonstrate advanced levels of clinical judgment, systems thinking, and accountability in designing, delivering, and evaluating evidence-based approaches to improve patient outcomes.

## DNP Plan of Study

Students move through the program in a cohort manner as noted in the DNP Plan of Study (Appendix A). Courses are offered in an online format with no more than one visit to campus each semester. DNP practicum hours are accrued during project development seminars and DNP project implementation/evaluation and evidence translation courses. A list of required courses is available in Appendix B. Please note that additional time to program completion may be required if a student enters the program with less than 440 hours in approved post-baccalaureate nursing practicum courses.



# Admission, Progression & Graduation Requirements

## Admission

Candidates to North Park University's School of Nursing and Health Sciences' DNP program must apply using the online application provided by NursingCAS, [Nursing's Centralized Application Service](#).

After submission of all required documentation and processing and verification by NursingCAS, North Park reviews applications and contacts qualified applicants for an interview with faculty before making a final admission decision.

Application completion is facilitated by the University Office of Graduate and Adult Admissions (773) 244-5508. Applicants are evaluated using the admission criteria (below) and selected for admission to the School of Nursing by the Selection and Progression (S&P) Committee of the Graduate School of Nursing.

- Completed application form
- MSN/MS with a major in nursing from a US accredited program. Applicants are to be certified as advanced practice nurses (APN) or to be master's-prepared in administrative/leadership nursing specialties, or in related master's nursing specialties as approved by the Dean of the School of Nursing and Health Sciences
- Official transcripts from all colleges and universities attended
- Cumulative GPA of 3.2 for all MSN/MS program courses
- Documentation of practice hours completed in MSN/MS program courses
- Essay
- Resume or CV
- Three letters of recommendations, with at least one from current supervisor
- Current licensure as an RN
- Personal interview(s) with faculty

## Transfer of Credits

No transfer credits are allowed. Students must complete the program in a cohort manner following the plan of study outlined in Appendix A.

- Post-Acceptance Requirements After being granted admission to the university and SNHS, students will be required to participate in the DNP nursing orientation on campus or virtually prior to the beginning of classes. They will also be required to complete the university online orientation.
- Students will need to provide Health & Safety Compliance documentation when initiating practicum planning. Further information on practicum requirements is provided in the DNP Project and Practicum Planning Manual.

- Computer and Internet Requirements:
  - Students must have high-speed internet access. A minimum download speed of 1.5 Mbps is required, which is commonly the speed associated with a basic DSL or a cellular/satellite connection. A faster connection, such as cable or fiber service, will further enhance the online experience.
  - Students must have an up-to-date computer. This computer can be a PC or Mac product that meets the following specifications:
    - Processor: Intel Core 2 Duo
    - RAM: 4GB
    - Hard Drive: 4GB or higher
    - Operating System: PC Windows 7, 8, or 10; Mac 10.7 or better
    - *Network hardware of 10/100Mbps Ethernet*
    - *Wireless of 802.10:59g*
    - *Camera and microphone*
  - *Courses with online exams will necessitate integration with the Respondus LockDown browser with Webcam. The above specifications allow for Respondus usage.*
  - *Please note that Chromebooks are not suitable.*

### Practicum Hours

One thousand practicum hours are required for the DNP degree. The NPU DNP curriculum includes 560 approved practicum hours. Students will provide documentation of approved practicum hours accrued during the master's nursing program(s) to ensure they complete the required 1000 practicum hours in the post-baccalaureate nursing courses set by the American Association of Colleges of Nursing (2006). In addition to these practicum hours accrued during the master's nursing program, students who hold national certification in advanced nursing practice, as defined by AACN, may receive up to 80 hours of practicum hour credit toward the necessary 440 hours for each year of advanced practice level supervisor/management experience, including financial, budgetary, and strategic planning responsibilities at the Director level or above within the last 5 years. The total maximum practice hour credit is 440 hours. Students may be required to complete additional practice hours to fulfill the 1000 hours DNP requirement by enrolling in independent study, as planned with academic advisor

### Disability Resources

North Park is committed to creating an inclusive learning environment. If you anticipate or experience any barriers to learning related to a disability, contact the Center for Student Engagement by email at [ada@northpark.edu](mailto:ada@northpark.edu) or phone at 773-244-5737 to schedule an appointment with the Learning Specialist. You can also stop by The Center for Student Engagement, located on the first floor of the Johnson Center. Additional information on disability support services can be obtained at <https://www.northpark.edu/campus-life-and-services/student-success-and-wellness/disability-resources/>

### Registration

Students will register for courses in accordance with their plan of study each semester. If students are unable to continue with the cohort, they need to confer with their academic advisor and to follow up with the Student Administrative Services Office, if the

decision is to drop course(s), take a leave of absence, or withdraw from the program. Additional information is available online: <https://www.northpark.edu/campus-life-and-services/student-administrative-services/registering-for-classes-and-academic-policies/adding-and-dropping-courses/> and <https://www.northpark.edu/campus-life-and-services/student-administrative-services/registering-for-classes-and-academic-policies/policies-and-procedures/> and <https://www.northpark.edu/admissions-aid/financial-aid/student-accounts-and-billing/policies/policies-for-withdrawn-students/>.

## Dropping Course(s)

Students must complete a drop form to withdraw from a course. Withdrawal from a course or from the school will count from the date that formal written notice is filed with the Office of Student Administrative Services. ***Mere failure to participate in class or sending a notice to the instructor does not constitute withdrawal.*** A grade of DW (dropped without permission) will be assigned to unauthorized withdrawals and a grade point of zero (F grade) applied. To drop a course, students must also notify the course instructor and the nursing graduate program director. The student must follow the NPU policies on dropping a course. Tuition refund for dropping a course is subject to the academic calendar for the specified semester. The refund schedule and course withdrawal deadlines can be found in the NPU online academic calendar. The last day to withdraw from a course with a grade of W without an assigned grade depends on the length of the term. For full-semester length (15 week) courses, if one withdraws within the first four weeks of study, the course will not appear on the student's permanent record. For withdrawal during week 5, an assigned grade of W is listed on the permanent record, but not calculated into the GPA. After this week, students are assigned grades that are used in the calculation of their GPA. The last day to withdraw from a course with a grade of W depends on the length of the term. Please check the University's academic catalog for additional information on the last day to withdraw from a course with a grade of W. Add/drop forms are available online: <http://www.northpark.edu/Campus-Life-and-Services/Administrative-Services/Forms>.

## Progression

Nursing faculty will assign grades based on students' performance and completion of all course requirements. The grading scale for nursing assignments and courses is as follows:

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

Some courses may be designated as pass/fail. To pass a course, students will need to earn a B- grade (81-83% of course points).

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

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

No more than one C+ or lower course grade may be earned in the graduate nursing program. If a student earns a Grade of C+ or lower in another course, the student will be dismissed from the program. Students who earn a D+ or lower grade in any graduate level course will be dismissed from the program.

Grading Issue	Action	Progressions Appeals Process
Second C+ or lower grade earned at the graduate level by an admitted student	Dismissed from the program	Written appeal to the Graduate Selection & Progression Committee.
First D+ or lower grade earned at the graduate level by an admitted student	Dismissed from the program	Written appeal to the Graduate Selection & Progression Committee.
Cumulative grade point drops below 3.0 for an admitted student	Probation	Student must raise the cumulative grade point to 3.0 within the next semester of study.  Written appeal to the Graduate Selection & Progression Committee.
Missing required documents by deadlines for practicum courses	Cancel registration to practicum courses for the semester.	Written appeal to the Graduate Selection & Progression Committee.

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. An extension may be granted if approved by the dean and office of the provost. 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. If a student earns an incomplete grade in a DNP seminar course, he or she may need to step out of the program and join the cohort group to follow.

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. The progressions appeals processes are outlined in the table above.

### **Auditing**

Students are not allowed to audit DNP level courses.

### **Leave of Absence**

Once students have matriculated into the DNP program, 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 graduate nursing program director in consultation with faculty advisor. Given that students are expected to move through the DNP program in a cohort manner, a student requesting a leave of absence would be away for one year and join the cohort group to follow. A student must put a request in writing and submit it to the graduate nursing program director. In addition, a student requesting a leave of absence must complete a leave of absence form and have it signed by the graduate nursing program director and submitted it to the Office of Student Administrative Services. Academic leave forms (under the header "Withdrawal Form") can be found on the administrative services page of the website: <http://www.northpark.edu/Campus-Life-and-Services/Administrative-Services/Forms>. Students who are absent for any period of time will need to contact the Nursing Graduate S&P Committee for permission to enter a later cohort.

### **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. The billing policy for withdrawn students is located here:

<https://www.northpark.edu/admissions-aid/financial-aid/student-accounts-and-billing/policies/policies-for-withdrawn-students/>

### **Graduation/Program Completion**

To be awarded a DNP degree, the following requirements must be fulfilled:

- Completion of the specific program requirements as indicated in the NPU catalog. All coursework and program requirements (Appendix A) including the DNP project paper and presentation must be completed prior to program completion. (See DNP Project and Practicum Handbook).
- Demonstration of a cumulative 3.0 GPA at the beginning of the final semester. Graduate students must maintain the cumulative 3.0 GPA through graduation.

- Completion of the programs of study within a maximum of five years, as determined from the time of matriculation (i.e., enrollment in the first graduate course).
- Completion of the program of study within a maximum of 5 years as determined from the time of matriculation; enrollment in first DNP course.
- Completion of the university's process for graduation. Students anticipating graduation must apply for graduation by university designated due dates (posted on the academic services website).

A 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 a DNP 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.

## **University and Graduate Nursing Program Policies**

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

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

### **Policy against Discrimination, Harassment, Sexual Misconduct, Relationship Violence and Retaliation**

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

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



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

### **Timely submission of course work**

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

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

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

## **Academic Integrity**

### **Code of Conduct**

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

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

### **Academic Integrity**

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

All work done for a course must be original for that course unless the student has received prior permission from the instructor. Anytime a student uses work from a

previous paper or assignment, appropriate citation must be provided as for any outside source. This citation policy would not apply to students who are developing projects, building on work from earlier course assignments. Falsifying practicum hours is considered academic dishonesty and is subject to failure of the course and dismissal from the program. University policies related to academic dishonesty can be found in the NPU Undergraduate Student Handbook. <http://www.northpark.edu/studenthandbook>

### **Statement Concerning Academic Dishonesty**

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

### **Categories and Definitions of Academic Dishonesty** **Cheating on Quizzes, Tests, and Examinations**

Individual or group activity for the purpose of dishonestly obtaining and/or distributing testable information prior to, during, or after an examination.

Examples of dishonest activities include, but are not limited to, the following:

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

### **Plagiarism**

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

- Using the words of a published source in a written exercise without appropriate documentation. [OBJ]
- Presenting as one's own original concepts, ideas, and/or arguments of another source.
- Presenting as one's own another's computer programs, scientific research, or artistic creations without properly acknowledging the source of such material.
- Plagiarizing oneself from a paper required in another course without citing that paper. (Please note exception above)
- Paying/hiring another to write a paper.
- Paraphrasing too closely when using another resource.
- Multiple submissions of one's own original work (self-plagiarism).

### **Alteration of Academic Records**



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

- Changing documentation in the Center for Records and Registration (by computer or any other means).
- Changing entries in an instructor's grade book.
- Changing an answer to an already-graded academic exercise to falsely negotiate for a higher grade.

### **Sabotage**

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

- Stealing, destroying or altering another's academic work.

### **Substitution**

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

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

### **Repercussions**

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

- A record of the infraction placed in the student's permanent record file.
- A failing grade on the examination, paper or project.
- A failing grade in the course.
- Dismissal from the School of Nursing and Health Sciences.

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

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

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

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

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

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

The committee will:

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

The student may:

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

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

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

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

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

The student may:

- Accept the decision of the Dean of the School of Nursing and Health Sciences.
- Appeal to the Provost of the University. (The decision of the Provost shall be final.)

## Grievance Procedures

Academic grievances are student complaints involving academic issues other than allegations of academic dishonesty. The process for addressing student grievances varies depending on the subject matter of the grievance. The processes outlined below apply to any concerns involving academic issues other than allegations of *academic dishonesty* (addressed in the related section above) or issues related to *student progressions* (addressed under "progressions" in an earlier section of this handbook). In all instances, it is important that grievances be presented promptly and in writing. 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.

## Student Concerns & Appeals Process: Selected Academic Issues

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

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

### School of Nursing Professional and Technical Standards

The School of Nursing and Health Sciences at North Park University offers academically rigorous programs in nursing. The purpose of each program is to educate students to meet standards for comprehensive nursing care established by the American Association of Colleges of Nursing (2009). Inherent in the standards and the professional and technical standards of the School of Nursing, is that students be held to high standards of competency to perform responsible, safe care.

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

#### **Intellectual Requirements:**

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

#### **Gross and Fine Motor Requirements:**

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

**Observational Skills:**

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

**Communication Requirements:**

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

**Social and Behavioral Requirements:**

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

**Professional Integrity and Ethical Standards:**

The School of Nursing recognizes the link between honesty in the academic area and professional integrity. The student is referred to the section in this handbook on Ethical and Safe Nursing Practice for further information.

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

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

If accommodation is necessary to participate in the nursing curriculum, participation is dependent on the identification of a reasonable accommodation. Reasonableness is determined by the Office of Student Services and the School of Nursing and Health Sciences on an individual basis using the above Technical Standards. The accommodation needs to be in place prior to the start of the program or may result in a delay in starting. North Park University provides reasonable accommodations to those

students who qualify under the Americans with Disabilities Act, as amended (ADA). Appropriate documentation will be required to determine eligibility to receive accommodations. It is the student's responsibility to contact the Student Services Office and request accommodation in a timely manner.

## School of Nursing Policy on Psychological Fitness\*

### **Policy:**

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

### **Procedure:**

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

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

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

## Ethical and Safe Nursing Practice

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

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

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

## Civility

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

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

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



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

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

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

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

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

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

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

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

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

## **Guidelines for meetings between student and faculty related to incivility:**

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

## **DNP Practica**

During enrollment in DNP project development seminars (NURS 6110, 6120, 6130, 6140, and 6150, and DNP project implementation, evaluation, and evidence translation (NURS 6200) courses, students will plan clinical and scholarly practice experiences to support in-depth learning. These experiences will afford the opportunity to apply, integrate and synthesize the DNP Essentials necessary to demonstrate achievement of defined outcomes in an area of advanced nursing practice. For details on planning and carrying out these practicum experiences, please see *DNP Project and Practicum Manual*.

## **Program Expenses**

Tuition and other financial obligations for all terms of enrollment are governed by university policies. Terms and additional information are available through the Financial Aid office. Graduate tuition and fees can be found on the University website. For current financial aid and assistance in payment options please contact Student Services at 773.244.5560 or <http://www.northpark.edu/Academics/School-of-Nursing/Graduate-Programs/Financial-Aid>

The *DNP Project and Practicum Planning Manual* outlines additional program-related requirements, which may include outlays for student health insurance, professional liability insurance, background checks, drug screening tests, etc.

## **Other NPU Policies**

### **FERPA/Directory**

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

### **Privacy Policies**

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

### **Social Media Policy**

North Park University recognizes that social media is a relevant means of communication for students, faculty, staff, alumni and friends in our community. When used properly, social media posts demonstrate concern for members of the community and encourage growth, learning, and development. While North Park encourages the

use of social media, all users should remember that social media tools are a powerful form of communication that can have a significant impact on organizational, professional and individual reputations. For these reasons North Park has established a [Social Media Policy](#) for all members of the community.

### **Information Technology Acceptable Use Policy**

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

### **Photography Policy**

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

### **Use of Electronic Devices**

Use of electronic devices by students in the School of Nursing in the academic, simulation, and clinical settings to record video, record audio, or take photographs is prohibited without explicit permission from faculty.

### **Email Policy**

Email is the official means for communication within North Park University. Information Technology will assign all students an official University email address. This address will be the one listed in all directories and the one used by the University for official business and communications. The University's email system can be accessed on- and off-campus through an Internet Service Provider. The University recommends that students use the University's email system. Individuals having their email electronically redirected to another email address (through the Information Technology department) do so at their own risk. Further information on North Park email can be found here <https://www.northpark.edu/campus-life-and-services/campus-services/information-technology/account-management/north-park-email/>

### **Graduate Programs Communication**

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

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

### **Student Identification Cards**

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

## Organizations and Committees

### Graduate Academic Programs Committee (GAPC)

Graduate nursing students are invited to participate in the Graduate Academic Programs Committee by forwarding information to the committee for consideration and action. Student input into the DNP program is also elicited in conversations with the Director of Graduate Nursing Programs. Academic and student life issues are addressed at GAPC meetings.

### Sigma Theta Tau, International Honor Society of Nursing

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

Membership is open to all North Park graduate nursing students who have completed at least nine credit hours at the graduate level with a GPA of 3.5 or above. Meetings are held quarterly. Yearly, invitations to apply will be sent out to eligible students.

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

## Available Resources and Services

### Graduate Nursing Programs Scholarships & Awards

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

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

### North Park University Bookstore

The online North Park University Bookstore carries textbooks for each course offered. For further information about textbook purchase, please check here:

<https://www.northpark.edu/online-bookstore/>

### Library Services

Brandel Library at North Park University offers access to top-tier nursing and health

sciences databases such as CINAHL Complete, Cochrane Database of Systematic Reviews, and Medline Complete. A complete list of all the health sciences resources available on the library website can be found here:

<http://library.northpark.edu/research/sources/online-resources>. The library also supports DNP students by providing information literacy instruction, research guides/tutorials, and research consultations. Dr. Evan Kuehn, the Nursing and Health Sciences library liaison, supports DNP project development by offering research assistance and instruction. He can be contacted at [ekuehn@northpark.edu](mailto:ekuehn@northpark.edu).

### **Writing Center**

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

### **Center for Online Education**

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

### **Information Technology**

The Information Technology (IT) department offers student support on connecting personal devices (mobile phones, computers, tablets) to the NPU network. More info is available here: <https://wiki.northpark.edu/display/ITKB/Information+Technology>

Students having trouble connecting to WIFI after reviewing the WIKI info can open a Helpdesk Ticket or email [it@northpark.edu](mailto:it@northpark.edu) Additional info is available here <https://www.northpark.edu/campus-life-and-services/campus-services/information-technology/it-support/>.

### **myNPU**

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

### **Enrollment Verifications**

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

### **Available Resources and Services: When on Campus**

## Student Counseling Services

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

While the counseling service does not offer counseling to distance students for liability and logistic reasons, they can provide numerous resources including hotline numbers and national resource information. Distance students who are looking to engage in counseling for mental health concerns may search for a local provider using this online resource: <https://www.helppro.com/HP/BasicSearch.aspx>. If students feel their current circumstances are placing them in immediate danger, they should call 911.

## Exercise & Gym Facilities

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

## Campus Security - Viking Shuttle

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

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

## LiveSafe – Campus Security Application

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

<http://www.northpark.edu/livesafe>

Main features include:

- Sharing information: Submit tips on campus safety issues (like suspicious activity, mental health concerns, or potential violence) with picture, video, or audio attachments. Send anonymously if you choose.
- Having peace of mind with SafeWalk: Invite others to “virtually walk” with you and monitor your location on a real-time map. You can escort your friends, too.
- Summoning emergency help: Campus safety officials can leverage location data in an emergency, allowing faster response times.
- Accessing emergency information: Have fast access to important campus support resources and emergency procedures.

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

### **Crime Statistics**

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

### **Emergency Communication**

The safety of all members of the campus community is of utmost importance. It is important to review emergency information posted on campus and the additional details provided on the University website. Please see the following for discussion of the emergency alert system, website, social media and other communication channels, in addition to the emergency procedures to be followed under different circumstances <https://www.northpark.edu/campus-life-and-services/campus-services/campus-safety-and-security/emergency-communications-and-procedures/#other-communication-channels>. Always call 9-1-1 immediately in a life-threatening situation. When safe to do so, inform Campus Security of all emergencies by calling 773-244-5600.

## Useful North Park Numbers

School of Nursing Main Office	773.244.5736
Student Administrative Services (Records)	773.244.5560
Campus Writing Center	773.244.6261
Financial Aid	773.244.5507
Brandel Library	773.244.5580
Health Services	773.244.4897
Information Technology	773.244.5540
Center for Online Education	773.244.4991
Security	773.244.5600

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

### School of Nursing Full-Time Graduate Faculty

<u>Professor</u>	<u>Building</u>	<u>Office Number</u>
Dimitra Loukissa, PhD, RN	5 <sup>th</sup> Floor, Carlson	773.244.5250
Terri McCreedy, MS, ANP-C	2 <sup>nd</sup> Floor, Carlson	773.244.5699
Mary Shehan, DNP, RN, NEA-BC	6 <sup>th</sup> Floor, Carlson	773-244-5696
Christine Smith, DNP, FNP-C	2 <sup>nd</sup> Floor, Carlson	773.244.5736

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



## Appendix A(1) – DNP Plan of Study

**DNP Cohorts prior to Fall 2022 (This program will end with Fall 2023 semester.)**

Year 1	Fall Semester	Credits	Spring Semester	Credits	Summer Semester	Credits
	NURS 6010: Biostatistics	3	NURS 6015: Epidemiology	3	NURS 6030: Innovative Leadership in Health Care Organizations and Systems	3
	NURS 6110: DNP Project Development Seminar I*	2	NURS 6040: Health Care Information Systems	3	NURS 6130: DNP Project Development Seminar III*	2
			NURS 6120: DNP Project Development Seminar II*	2		
Semester Total		5		8		5
Year 2	Fall Semester	Credits	Spring Semester	Credits	Summer Semester	Credits
	NURS 6035: Health Policy Development and Implementation	3	NURS 6045: Health Care Ethics	2	NURS 6200: DNP Project Implementation/ Evaluation and Evidence Translation*	2
	NURS 6140: DNP Project Development Seminar IV*	2	NURS 6150: DNP Project Development Seminar V*	2		
Semester Total		5		4		2
Year 3	Fall Semester	Credits	Spring Semester	Credits	Summer Semester	Credits
	NURS 6050: Writing for Publication	2				
	NURS 6200: DNP Project Implementation/ Evaluation and Evidence Translation*	2				
Semester Total		4				

\*In these courses, students will be completing 80 practice hours per semester (total practice hours = 560).  
Total hr = 33 sh.

## Appendix A (2) – DNP Plan of Study

DNP Cohorts starting in the Fall 2022

Year 1	Fall Semester	Credits	Spring Semester	Credits	Summer Semester	Credits
	NURS 6015: Epidemiology	3	NURS 6010: Biostatistics	3	NURS 6030: Innovative Leadership in Health Care Organizations and Systems	3
	NURS 6045: Health Care Ethics	2	*NURS 6110: DNP Project Development Seminar I*	2	*NURS 6120: DNP Project Development Seminar II	2
Semester Total		5		5		5
Year 2	Fall Semester	Credits	Spring Semester	Credits	Summer Semester	Credits
	NURS 6035: Health Policy Development and Implementation	3	NURS 6040: Health Care Information Systems	3	*NURS 6150: DNP Project Development Seminar V*	2
	*NURS 6130: DNP Project Development Seminar III*	2	*NURS 6140: DNP Project Development Seminar IV*	2		
Semester Total		5		5		2
Year 3	Fall Semester	Credits	Spring Semester	Credits	Summer Semester	Credits
	*NURS 6200: DNP Project Implementation/ Evaluation and Evidence Translation*	2	*NURS 6200: DNP Project Implementation/ Evaluation and Evidence Translation*	2		
	NURS 6050: Writing for Publication	2				
Semester Total		4		2		

## Appendix B – Required Courses

Courses	Semester Hours	Practicum Hours	Section Total
<b>DNP Core Courses ***</b> <ul style="list-style-type: none"> <li>• NURS 6010-Biostatistics</li> <li>• NURS 6015-Epidemiology</li> <li>• NURS 6030- Innovative Leadership in Health Care Organizations and Systems</li> <li>• NURS 6035-Health Policy Development and Implementation</li> <li>• NURS 6040-Health Care Information Systems</li>   <li>• NURS 6045-Health Care Ethics</li>   <li>• NURS 6050-Writing for Publication</li> </ul>	3 3 3 3 3 2 2		19
<b>DNP Project and Practicum Courses*</b> <ul style="list-style-type: none"> <li>• NURS 6110-DNP Project Development Seminar I</li> <li>• NURS 6120-DNP Project Development Seminar II</li> <li>• NURS 6130-DNP Project Development Seminar III</li> <li>• NURS 6140-DNP Project Development Seminar IV</li> <li>• NURS 6150-DNP Project Development Seminar V</li> <li>• NURS 6200-DNP Project Implementation/ Evaluation and Evidence Translation (<b>repeat</b>)</li> </ul>	2 2 2 2 2 2 2	80 80 80 80 80 80 80	14
<b>Elective Option**</b> <ul style="list-style-type: none"> <li>• NURS 6910 – Independent Study: Advanced Nursing Practicum</li> </ul>	(1-4)	(40-160)	
<b>DNP Total</b>		560	33

\*Courses are to be taken in cohort manner as outlined in plan of study.

\*\*Students may complete additional practice hours to fulfill the 1000 hr DNP requirement by enrolling in NURS 6910 – Independent Study: Advanced Nursing Practicum.

\*\*\* DNP Core Course scheduled courses may be taken prior to DNP Project Seminar Courses. This will prolong the student progression by 1 year, with students joining a DNP cohort in the Spring of their 2<sup>nd</sup> Academic year.

## Appendix C – Record of Infraction

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

#### ***Student Submission of Assignment: Plagiarism***

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

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

\_\_\_ extensive use of phrases and/or sentences from work that was previously submitted by another student at North Park University

\_\_\_ extensive use of another author's phrases and/or sentences with or without a citation.

\_\_\_ other (please explain)

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

*Student:*

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

\_\_\_ received a "zero" on the assignment

\_\_\_ received a failing grade in the course

\_\_\_ was suspended from the university for duration of \_\_\_\_\_

\_\_\_ was dismissed from the university

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

\_\_\_ other (Please explain)

Instructor Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix D – Confidentiality Statement and Photography Recording Release Form

### **Confidentiality Information**

As a participant in the North Park University's Simulation Center, students will be active members and participants in simulated scenarios. Students will be discussing the scenarios during debriefing, but the Nursing faculty believes that "All that takes place in the simulation environment, will remain in the simulation environment!" Students are to maintain strict confidentiality regarding the scenarios as well as what happens during the simulation experience.

The Simulation Center is a learning environment where all scenarios, regardless of their outcomes, should be treated in a professional manner. Always treat your patients like a real person and your environment like a real environment. Even if something may border on reality, it is everyone's responsibility to make it real. Simulated situations in the lab are to be used as an educational tool and *not* to be used for humiliation of fellow students.

Students are expected to keep all events, procedures, and information used in the simulation center strictly confidential. This includes but is not limited to: patient history information obtained before the actual simulation as well as information received and used in the pre- and post-conferences. Simulation *will not* be discussed with other students, in order to maximize learning opportunities. Information is to be treated as for real patients and confidentiality for simulated patients' health information should be treated as it is for HIPAA.

Students *will not* video or audio record simulation experiences or store recorded information on personal devices, transmit recordings, information or data.

### **Photography/Audio Recording**

I am hereby informed that there is continuous digital audiovisual recording throughout the Simulation Center. I agree to continuous digital audiovisual recording while I am in the Simulation Center. I understand that, unless authorized by me, I *will not* be specifically identified and that the recordings will be shown for, but not limited to debriefing, educational purposes, presentations, faculty review, marketing and research. No commercial use of the audiovisual recordings will be made without my written authorization.

I authorize faculty and staff of the Simulation Center to publically show still photographs and/or recordings depicting me during the course of training at the Simulation Center. I understand that, unless authorized by me, I *will not* be specifically identified and that the photographs will be shown for, but not limited to debriefing, educational purposes, presentations, faculty review, and research. No commercial use of the photographs will be made without my written authorization.

By signing below, you have read and agreed to the terms under confidentiality and photography/audio recording.

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Signature: \_\_\_\_\_ Date \_\_\_\_\_

Printed name: \_\_\_\_\_

Course & Instructor's name: \_\_\_\_\_