

DNP Executive Leader Student Handbook

North Park University School of Nursing

2025 -2026

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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 ahead will be exciting, challenging, and growth-promoting. We will provide a learning environment to support your personal and professional development and prepare you to address future healthcare needs. 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 serve as a valuable resource as you progress 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 familiarizing yourself with the contents of the handbook and adhering to school policies. You are also responsible for the contents of the North Park University Undergraduate Student Handbook, which is available online.

The school reserves the right to program requirements, policies, regulations, academic schedules, and activities as deemed necessary to maintain program integrity. Students will be notified of changes as soon as possible through various means, including email and other forms of written and verbal communication. Students are responsible for ensuring their email address is correct and checking NPU 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 studies.

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 healthcare 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 that 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. In 1993, the master's degree program in nursing was initiated, and in 1995, a post-master nurse practitioner program began. In 2018, the University launched the 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 BSN and DEMSN nursing programs at North Park are approved by the Illinois Department of Financial and Professional Regulation and the 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, which 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 to 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 restoration 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 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 present with others in their experiences of health, 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.

Professional Expectations and Standards

Code of Conduct and Discipline

The faculty of the School of Nursing adheres to the standards and codes developed by the American Nurses Association (ANA). It is expected that all students will adhere to this professional code in all their nursing activities. The faculty reserves the right to recommend the withdrawal of a student, without prejudice, if they do not maintain an acceptable level of behavior, as defined in the ANA Code of Ethics (2025).

Professional Communication

The student must be respectful in all communications with faculty, staff, peers, and clinical staff. They must be open to feedback and demonstrate a willingness to incorporate feedback into their academic and clinical work.

The student must be able to communicate and exchange clinical information effectively, accurately, and in a timely manner with faculty, staff, and colleagues. The student must be able to describe the health history, patient problems, and interventions to address clinical concerns. The student must be able to offer care and communicate effectively in diverse settings and with all patient populations.

RN Work Requirement

All new RN students who have less than one year of full-time, or two years of part-time nursing experience (paid employment as an RN) must work as an RN during the program.

Change in RN License Status

All graduate nursing students must possess an unencumbered and unrestricted RN license in the state in which they are practicing throughout their program. Students with past or pending disciplinary actions against their professional licenses are advised that such actions may affect their participation in the program. Such actions include, but are not limited to, suspension, probation, or revocation by the licensing body. A past or pending disciplinary action against a professional license will not automatically disqualify a nursing student. Instead, determinations of suitability based on licensure status will be made by the Program Director or Dean of the School of Nursing. Students must notify the Program Director of any new complaints or if there is an incident that changes their licensure status while they are a student at North Park University. Failure to report a change in licensure status is considered a serious violation and could result in dismissal from the Program.

Behaviors

As in all professional environments, the following behaviors demonstrate commitment to professional standards of conduct:

- Attending each class and clinical experience
- Arriving on time and being well-prepared
- Turning off all devices and cell phones
- Being attentive to and respectful of the individual presenting information
- Being attentive to and respectful of classmates
- Being respectful of all faculty and staff involved in the administration and delivery of the program

The student must demonstrate good judgment and complete all responsibilities related to the clinical care of their patients and their families. They must be able to maintain professional relationships that are mature, sensitive, and effective under highly stressful circumstances in environments that can change rapidly in unpredictable and significant ways. The student must be able to demonstrate empathy and care for others and act with integrity in all situations.

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 distracts 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 is 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's file.
- Letter of Reprimand from the Graduate Selection and Progression Committee

- **Performance Improvement Plan**
- Failing the course grade
- Referral for counseling/psychiatric evaluation
- EARS report
- Removal from the clinical site
- Dismissal from the program.

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

***Step 1- First Episode:** Instructor meets one-on-one with student to point out what was observed, with follow-up plan; 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 the faculty, student file, and S&P committee files.
 - Behavior
 - Date behavior was observed.
- Date of the meeting with students.
 - Response by student
- Recommendations are made. and follow-up plan, as needed.
- Signatures of faculty and student

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

- Instructor meets with the student to discuss behavior
- Instructor provides a written report to the S&P committee and places a copy in the student's file (with a copy to the student)
 - The S&P committee may decide that reprimands are warranted; a letter will be developed on behalf of the S&P committee. Both the instructor and the graduate program director will meet with the student to share the letter and discuss the 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. o 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 that a Performance Improvement Plan (PIP) is warranted; the instructor then develops the plan. Both the instructor and the graduate program director will meet with the student to discuss the PIP.

*Depending on the severity of the student's behavior, the initial behavior may warrant dismissal or severe consequences.

Guidelines for meetings between students and faculty related to incivility:

- Meetings are not to be recorded.

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 by applying and translating evidence into practice.

DNP Plan of Study

The DNP curriculum is developed, implemented and revised to reflect relevant professional nursing standards and guidelines, evident within the curriculum and expected student outcomes. The DNP program incorporates The Essentials for Professional Practice; Level 2 (AACN, 2021) and the AONL, Nurse Executive competencies, 2022. Both organizations (AACN and AONL) collaborate to ensure alignment between nursing education and practice.

The AONL (American Organization for Nurse Leaders) competencies align with the AACN (American Association of Colleges of Nursing) competencies by providing a framework for nursing leadership skills, particularly focusing on the practical application of the knowledge and abilities outlined in the AACN Essentials, which define the core competencies expected of nursing graduates across different educational levels; essentially, AONL translates the AACN's theoretical competencies into actionable leadership skills needed in the practice settings.

Complementary Focus: While AACN focuses on the foundational knowledge and skills nurses should acquire during their education, AONL builds upon the foundation by detailing the leadership behaviors and competencies necessary for nurses to excel in leadership roles within healthcare organizations.

Upon completion of the Doctor of Nursing program, graduates will be able to:

DNP Program Outcomes	AANC Essentials, 2021 Domains	AONL, 2022, Executive Leader Domains
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.	#1 Knowledge for Nursing Practice #2 Patient-Centered Care	# 4 Knowledge of the Health Care Environment # 3 Communication and Relationship Management
2. Utilize knowledge of organizations and systems together with leadership skills to improve health outcomes and ensure patient safety.	#7 System-Based Practice	# 3 Communication and Relationship Management # 5 Business Skills and Principles
3. Provide leadership for the translation of research into practice.	Domain 4 Scholarship for Nursing Discipline Domain 5 Quality and Safety	# 4 Knowledge of the Health Care Environment
4. Demonstrate proficiency in the use of information systems/technology resources to implement quality improvement initiatives and to support practice and administrative decision-making	Domain 8 Informatics and Healthcare Technologies.	# 6 Leadership

5. Demonstrate leadership in the development and implementation of health policy at various levels.	Domain 2 Person-Center Care Domain 6 Interprofessional Partnership	# 3 Communication & Relationship Management #4 Knowledge of the Health Care Environment
6. Employ leadership skills with interprofessional teams to improve patient and population health outcomes.	Domain 2 Person-Center Care Domain 6 Interprofessional Partnership	# 3 Communication & Relationship Management # 6 Leadership
7. Engage in leadership to operationalize evidence-based clinical prevention and population health services for individuals, aggregates, and populations.	3 Population Health 7 Systems-Based Practice	# 2 Professionalism # 5 Business Skills and Principles # 6 Leadership
8. Demonstrate advanced clinical judgment, systems thinking, and accountability levels in designing, delivering, and evaluating evidence-based approaches to improve patient outcomes.	Domain 9 Professionalism 10 Personal, Professional, and Leadership Development.	1 Leader Within 6 Leadership

Admission, Progression & Graduation Requirements

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. A list of required courses is available in Appendix B.

The DNP degree requires a minimum of 1000 faculty-supervised baccalaureate practicum hours. The DNP program has 350 faculty-supervised practicum hours. A gap analysis will be conducted to determine if students need additional practicum hours. This may increase the time for program completion.

The DNP academic advisor will work with students to develop a course of study tailored to their individual needs and requirements.

Admission

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

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.
- 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
- Resume or CV
- Current licensure as an RN

Transfer of Credits

Students seeking a Doctor of Nursing degree in nursing may petition to transfer an equivalent of nine semester hours of appropriate non-practicum courses from an accredited Doctor of Nursing Program to North Park. Transferred courses must have a grade of "B" or higher and must be completed within five years before admission to NPU. Petitions are addressed to the Graduate Selection and Progression Committee. A petition should be submitted to the chairperson of the committee and must include:

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

An application for transfer of credit must be filed before receiving the designation of "admitted." The Graduate Academic Programs Committee will determine the transferability of a course.

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

- Post-Acceptance Requirements: After being granted admission to the University and SNHS, students are encouraged to participate in the DNP nursing virtual orientation before the beginning of classes. They will also be required to complete the University's online orientation.
- Before the start of their first semester/Quad A: Students must provide Health & Safety Compliance and malpractice documentation. 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 2 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 i3 or higher, or an equivalent AMD processor
 - ☐ CPU power of at least 2GHz and 2GB of RAM
 - ☐ RAM: 4GB
 - ☐ Hard Drive: 4GB or higher
 - ☐ Operating System: PC Windows 10 or higher; Mac 10.7 or higher
 - ☐ PDF reader recommended to view downloaded material.
 - ☐ Latest version of:
 - Google Chrome
 - Mozilla Firefox
 - Microsoft Edge
 - Safari (macOS/iOS)
 - ☐ *Wireless of 802.11n or newer for stable connection*
 - ☐ Camera, speaker 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 for use.

Practicum Hours

Practicum Hours – 1,000 faculty-supervised practicum hours are required for the DNP degree. The NPU DNP curriculum includes 350 hours of faculty-supervised practicum. 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 Commission on Collegiate Nursing Education (CCNE) Educational Standards, 2024, and the American Association of Colleges of Nursing (2006).

Students who enter the program with less than 650 faculty-supervised post-baccalaureate (licensure) hours are required to enroll in NURS 6910 Nursing Advanced Practice Practicum.

Disability Resources

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

Additional information on disability support services can be obtained at <https://www.northpark.edu/campus-life-and-services/student-success-andwellness/disability-resources/>

Registration

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

To secure enrollment in preferred class sections, students should register early. Enrollment preference is given on a "first-come, first-served" basis, and courses do have maximum capacity limitations. Continuing students register online in the Self-Service of the academic advisor.

Add/Drop Protocol

Students must complete the add/drop form to withdraw from a course through the Registrar's Office. Withdrawal from a course or the school will count from the date that formal written notice has been filed with the Registrar's Office. **Mere absence from class or notice from the instructor does not constitute withdrawal.** Please see NPU attendance and withdrawal 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.

Grading Policy

Letter grades (from A – F) will be awarded according to the School of Nursing's Grading scale, as shown below:

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

Upon completing a course, students will receive a letter grade reflecting their performance. Final grades are rounded to the nearest whole number, according to Common Mathematical Rules (e.g., 93.49% = A-, while 93.50% = A).

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% 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).

Grading Issue	Action
Second C+ or lower grade earned at the graduate level by an admitted student	Dismissed from the program
First D+ or lower grade earned at the graduate level by an admitted student	Dismissed from the program
Cumulative grade point drops below 3.0 for an admitted student	Probation
Missing required documents by deadlines for practicum courses	Cancel registration to practicum courses for the semester.

A student who is passing a course may receive an incomplete grade "I" when coursework cannot be completed by the end of the semester due to verifiable illness and/or unforeseeable circumstances. The student must request this in writing to the faculty as soon as the circumstances arise and before submitting the final grade. If a student receives an "I" (incomplete) grade, the work must be made up within one semester. Grades of "I", which are not completed in the next offered term, will be changed to a letter grade of F.

Any appeal of a course grade must occur in writing within 90 days of the course's end. Students are responsible for keeping papers and assignments to support a grade appeal. The progression of the appeal process is outlined later in the handbook.

Auditing

Students are not allowed to audit DNP-level courses.

Leave of Absence

Once students have matriculated into a graduate program, they are expected to enroll each term/semester until program completion.

Academic Leave from North Park University

Students may interrupt their education at North Park University for no more than two consecutive terms. This is accomplished by:

1. Completing and submitting an Exit and Withdrawal form with the Office of the Registrar. On the form, you indicate the term in which you plan to return to the University. If you are planning to begin your leave after the start of the semester, it is recommended that you review the refund policy
2. Notify their advisor in writing
3. If applicable, students must contact the Financial Aid Office

The catalog requirements under which you initially entered the University will continue to apply to students who either maintain continuous enrollment or who file for a leave of absence for no longer than two consecutive terms. This means that you will need to complete the academic requirements for your program outlined in that catalog to graduate, even if you take a break from your studies.

If you are absent from the University for one year or more, you must apply for readmission. In this case, the catalog under which you're readmitted to the University will govern your graduation requirements.

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

Withdrawal from University

To withdraw from North Park University, you will need to complete and submit an [Exit and Withdrawal form](#) to the Office of the Registrar. This form requires a signature from the Financial Aid Office, the SNHS Dean, the Office of the Registrar, and the Housing Office, if applicable. If you are planning to withdraw after the start of the semester, it is recommended that you review the refund policy.

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 before 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 a cumulative 3.0 GPA through graduation.
- Completion of the programs of study within five years, as determined from matriculation (i.e., enrollment in the first graduate course).

- The timely completion of the University's audit process for graduation. Students anticipating graduation must apply for graduation by the 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 be honored to wear 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 the summer semester may participate in the following 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 reviewing and following the policies outlined and applicable to graduate students within the North Park University Undergraduate Student Handbook, which is available at <http://www.northpark.edu/studenthandbook>, in addition to those in this handbook.

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. Specific policies relevant to the School of Nursing are highlighted below.

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

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

As members of the North Park faculty, we are concerned about the well-being and development of our students and are available to discuss any concerns. Faculty are legally obligated to share information with the University's Title IX coordinator in certain situations to help ensure that the student's safety and welfare are 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>

Academic Policies

Timely Submission of Coursework

Due dates are established for assignments to ensure progression through the course requirements. Content built upon previous work and the timely completion of assignments are key components 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.

The course faculty will specify due dates for all assignments and outline penalties for late submissions in the course syllabus. These penalties will be 10% of the assignment grade for each day when the assignment is late. After three days, the grade will be 0. If a student fails to complete a scheduled test or exam, the grade is 0. If the assignment is due at 11:59 PM and uploaded to Canvas at 12:15 AM, points will be deducted. Students should notify the faculty if an emergency arises. Please refer to the course syllabus for specific exceptions.

There may be legitimate reasons for assignments to be completed late. Contact your professor before the assignment is due if this applies to 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 the late submission and the pattern of timeliness for submitting assignments. If an extension is granted for a legitimate excuse, the date from which late penalties apply will be extended.

Online Live Session Protocol & Attendance

The DNP orientation is on Tuesday, the week before the new student starts. These synchronous TEAM meetings will be videotaped.

Tuesday, 6:00 PM-7:30 PM

Online Mode of Delivery

Students have chosen an online course of study. The platform on which the programs are delivered uses the best available internet technology, including discussion boards. Students will need to be proficient with distance education technology before enrolling; however, basic computer literacy, such as reading emails and accessing websites, is required. Students log in to the learning management platform (Canvas) using a secure NPU login and password. Flex-synchronous sessions are done via web video camera.

Asynchronous online learning requires students to meet specific deadlines for assignments. Courses open on Monday (12 midnight and close on Sunday at 11:59 PM). Attendance is measured by student engagement and not simply by logging into the course. Students should be engaged in courses 3-5 days a week. Check for NPU emails from faculty or team members, course announcements, and read assignment grading comments from faculty. **Faculty are required to report attendance during the first two weeks of class.**

Flex-Synchronous sessions (live) on Tuesdays for consistency in planning schedules.

Throughout the program, "Drop-in Sessions" are provided synchronously and videotaped for students to view later.

Attendance at synchronous sessions is optional but encouraged for learning, as it provides opportunities to discuss and analyze skills and knowledge applied in practice. Sessions will be

videotaped. When attending a live session, students should attend the whole session, remain undistracted, and be fully engaged. The sessions do not introduce new material.

Flex-synchronous Netiquette

Synchronous sessions assume professional behavior

Attire: fully clothed, business casual

Location: not on or in view of a bed; if there is no ceiling light, have lamps available/on

Quite area away from family members, pets, and other distractions

Be fully present and engaged

Online Testing Policy

All exams and quizzes will be administered online through Canvas, the Learning Management System (LMS). Unless otherwise instructed, students will be required to have a two-way video camera on during the exam/quiz. All students are required to sign the Graduate School of Nursing Honor Pledge before taking an exam or quiz.

Before starting the exam/quiz, students are required to complete a 360-degree room scan, as well as a scan of the desk they are working on. No phones, additional computers, or other digital devices or human assistance are allowed unless otherwise specified in the exam instructions. Students are not allowed to have people or animals (except service animals) in space. After the exam/quiz, students are once again required to complete a 360-degree scan of the room/desk they are working on. Students may not discuss, copy, or in any way reproduce exam/test questions or information.

Additionally, all exams/quizzes will be proctored via *Respondus*. *Respondus* is a software system that verifies a student's identity and automatically proctors students throughout exams and quizzes.

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 one's 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 educational 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, an appropriate citation must be provided for any outside source. This citation policy would not apply to students who are developing projects, building 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>

Violations of academic integrity include, but are not limited to:

1. Plagiarism is using another's work as one's own without giving credit to the individual. This includes using materials from the internet and use of AI tools including but not limited to ChatGPT, Grammarly, Quillbot, Google Translate, Perplexity, etc. that are not permitted by assignment instruction.
2. Copying another's answers on an examination.
3. Allowing another to copy one's answers or work.
4. Signing an attendance roster for another who is not present.
5. Working in groups and presenting results when the instructor requests individual submissions
6. Signing preceptor or faculty name.

Additional AI Guidelines

Artificial intelligence (AI) language models, such as ChatGPT, Google Gemini, MS Copilot, Open Evidence or other may be used in your course work throughout the program with appropriate APA citation for the following activities: Brainstorming and refining your ideas; Early searching and finding information on your topic. One citation only per assignment. AI composition software cannot be used for: Writing entire sentences or writing paragraphs to complete class assignments. You are responsible for the information you submit. Do not give up your authentic voice. All submitted work in this course must be properly documented and cited in order to stay within university policies on plagiarism and academic honesty.

For example, the in-text citation for ChatGPT is:

(ChatGPT, 2024) Reference list: ChatGPT. (Year, Month, day of query). Topic of query.
Retrieved from [URL of the platform where the conversation took place].

See APA for specific citation formatting.

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. Appropriately 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 to dishonestly obtain and/or distribute testable information before, during, or after an examination. Examples of dishonest activities include, but are not limited to, the following:

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

Plagiarism

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

- Using the words of a published source in a written exercise without appropriate documentation. 
- Presenting as one's original concepts, ideas, and/or arguments of another source.
- Presenting as one's work without properly acknowledging the source of material.
- Plagiarizing oneself from a paper required in another course without citing that paper. (Please note the 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).
- Using AI in a manner not permitted by assignment instructions or faculty.
- Using AI and not citing correctly showing that is not the student's work or original idea.

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 negotiate for a higher grade falsely.
- Falsifying logbook entries.
- Falsifying preceptor feedback/evaluation of the student.
- Forging a preceptor or faculty signature

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.

Consequences

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

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

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

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

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

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

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

The committee will:

1. Review of the instructor's report and the student's written request for appeal
2. Determine if an academic violation has occurred and the appropriate penalty.
3. 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.
4. Inform in writing the Office of the Provost.
5. Keep appropriate records of each case to completion.

The student may:

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

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

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

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

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

The student may:

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

Grievance Procedures

Academic grievances are student complaints involving academic issues other than allegations of academic dishonesty. The process for addressing student grievances varies depending on the subject matter of the grievance. The processes outlined below apply to any concerns involving academic issues other than allegations of *academic dishonesty* (addressed in the related section above) or issues related to *student progressions* (addressed under "progressions" in an earlier section of this Handbook). In all instances, grievances must 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 the 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
1. Course concerns, which may include the following: A. Course expectations, requirements, content B. Teacher performance C. Student performance (e.g., grade)	The student may present an appeal/issue in writing in the following order: A. Individual course instructor B. Graduate Program Director, School of Nursing C. Dean of the School of Nursing and Health Sciences D. Office of the Provost (decision is final)

Academic Final Course Grade Appeal for North Park University Graduate Nursing Programs

To complete the appeal process:

The student consults with the instructor to discuss the rationale for the grade change.

If the student is not satisfied with this resolution, they may submit a formal grade appeal in an email that lists the course name and number, final course grade, term, year, and faculty name, documenting one or more of the reasons below:

- ⑩ Make an error in the calculation of the grade or in reporting it to Student Services.
- ⑩ Student Engagement approved and documented accommodations were not met.
- ⑩ Arbitrary or prejudiced evaluation of the student.
- ⑩ Course policy created and enforced that is arbitrary or discriminatory.
- ⑩ Failure to notify (or to make a reasonable attempt to inform) the student of course requirements, policies, and/or penalties.
- ⑩ Failure to notify (or make a reasonable attempt to inform) the student promptly of failure to achieve educational objectives.
- ⑩ Infringement upon the contractual rights of the student as explained in the course syllabus, the Catalog, or other University policy documents
- ⑩ Violated the civil or human rights of the student as defined by law.

Students will send the appeal letter to: _____ and cc'ing their advisor and program director.

School of Nursing Professional and Technical Standards

The North Park University School of Nursing and Health Sciences (SON) has a responsibility to educate competent nurses to care for patients (persons, families, and/or populations) with critical thinking and clinical judgement deriving from a broad knowledge base and using safe and correct technical skills. The SON has academic and technical standards that students must meet to be successful at all levels of nursing.

Technical Standards

The SON's technical standards are adapted from the [American Association of Colleges of Nursing \(AACN\) published guidelines](#). Examples of each standard are also provided here. These are published to provide prospective and current students with a sample of the requirements to succeed in nursing school and as a nurse. These are professional and technical standards needed to complete the nursing science curriculum.

The technical standards reflect a sample of the performance abilities and characteristics that are necessary to complete SON requirements for graduation. The standards are not admissions requirements, and the following list is not all-inclusive.

Individuals interested in applying to SON programs should review these standards to develop a better understanding of the skills, abilities, and behavioral characteristics required to successfully complete the program.

Key areas for technical standards include having abilities and skills in the areas of:

- Acquiring fundamental knowledge
- Developing communication skills
- Interpreting data
- Integrating knowledge to establish clinical judgement
- Incorporating appropriate professional attitudes and behaviors into nursing practice capabilities

The SON wishes to ensure that access to its facilities, programs and services is available to all students, including students with disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities (ADA) of 1990, and the ADA Amendments Act of 2008).

SON provides reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements as outlined in the Rehabilitation Act of 1973, the ADA of 1990 and the ADA Amendments Act of 2008. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program, or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the nursing program.

To be eligible for accommodation, a student must have a documented disability of a) a physical or mental impairment that substantially limits one or more major life activities of the individual; b) a record of such impairment; or c) be regarded as having such a condition.

Program Requirements	Program Standards	Examples
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Acquiring Fundamental Knowledge	<ol style="list-style-type: none"> 1. Ability to learn in classroom and educational settings 2. Ability to find sources of knowledge and acquire necessary nursing and critical thinking knowledge 3. Ability to be a lifelong learner 4. Demonstrate innovative and adaptive thinking in complex situations 	<ul style="list-style-type: none"> • Acquire, conceptualize and use evidence-based information from demonstrations and experiences in the basic and applied sciences, including but not limited to information conveyed through online coursework, lecture, small group work, physical demonstrations of proficiency • Develop nursing care plans and responses which correctly interpret assessment and evaluation data • Apply fundamental knowledge to safe patient care • Exercise timely and proper judgement and critical thinking in providing safe patient care • Able to synthesize information, problem solve, and critically think to judge appropriate implementation of theory or assessment strategies
Developing Communication Skills	<ol style="list-style-type: none"> 1. Communication abilities for sensitive and effective interactions with patients with patients (persons, families, and/or populations) 2. Communication abilities for effective interaction with the health care team (patients, significant others, professional and interdisciplinary team members, peers, faculty, and staff) 3. Sense-making of information gathered from communication 4. Emotional and social intelligence 	<ul style="list-style-type: none"> • Able to communicate effectively and professionally with patients, staff, physicians, family members, faculty, peers, and other colleagues • Accurately elicit or interpret information: medical history and other patient information to adequately and effectively evaluate a patient or population's condition • Accurately convey information and interpretation of information using one or more means of communication (verbal, written, assisted such as TTY, and/or electronic) to patients and the health care team • Communicate effectively in teams • Determine a deeper meaning or significance in what is being expressed • Connect with others to sense and stimulate reactions and desired interactions • Demonstrate therapeutic communication in a range of healthcare settings
Interpreting Data	<ol style="list-style-type: none"> 1. Ability to observe patient conditions and responses to health and illness 2. Ability to assess and monitor health needs 	<ul style="list-style-type: none"> • Obtain and interpret information from assessments such as assessing respiratory and cardiac function, blood sugar,

	<ol style="list-style-type: none"> 3. Demonstrate capacity for computational thinking 4. Demonstrate strategies to focus and reduce unnecessary mental effort when processing information and completing tasks, reducing cognitive load 	<p>blood pressure, neurological status etc.</p> <ul style="list-style-type: none"> • Obtain and interpret information from diagnostic representations of physiological phenomena during a comprehensive patient assessment • Obtain and interpret information from assessment of a patient or population's environment and responses to health across the continuum of care • Obtain and interpret data for evaluation of responses to nursing actions • Translate data into abstract concepts and to understand data-based reasoning
Integrating knowledge to establish clinical judgement	<ol style="list-style-type: none"> 1. Critical thinking, problem solving, and decision-making ability needed to care for persons, families, and or populations across the health continuum and within their environments 2. Intellectual and conceptual abilities to accomplish the essentials of the nursing program at a basic and/or advanced level 3. New-media literacy 4. Ability to function in interdisciplinary teams 5. Developing a growth mindset 	<ul style="list-style-type: none"> • Accomplish, direct, or interpret assessment of persons, families, and/or populations • Develop, implement, and evaluate plans of care, or direct the development, implementation and evaluation of care • Prioritizes healthcare actions to provide safe patient care • Critically assess and develop content that uses new media forms and leverage these media for persuasive communication • Literacy in and ability to understand concepts across disciplines • Recognize the nursing role in interdisciplinary care, contribute the nursing perspective to interdisciplinary care teams • Represent and develop tasks and work processes for desired outcomes
Incorporating appropriate professional attitudes and behaviors into nursing practice	<ol style="list-style-type: none"> 1. Concern for others, integrity, ethical conduct, accountability, interest, and motivation 2. Acquire interpersonal skills for professional interactions with a diverse population of individuals, families, and populations 3. Acquire interpersonal skills for professional interactions with members of the healthcare team, including patients, their significant others, and interdisciplinary team members 4. Acquire skills necessary for promoting change for quality healthcare 	<ul style="list-style-type: none"> • Maintain effective, mature, and sensitive relationships with patients, families, peers, faculty, staff, and other professionals in all circumstances • Make proper judgments regarding safe and quality care • Function effectively under stress • Adapt to changing environments inherent in clinical practice • Demonstrate professional role in interactions with patients, family, peers, faculty, and interprofessional teams

	5. Cross-cultural competency 6. Virtual collaboration	<ul style="list-style-type: none"> • Operate in different cultural settings (including disability culture) • Work productively, drive engagement, and demonstrate presence as a team member • Recognize the connection between academic honesty and professional integrity by demonstrating ethical conduct consistently across academic and clinical environments
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Marks, B., & Ailey, S. (n.d.). White Paper on inclusion of students with disabilities in nursing educational programs. www.aacnnursing.org/Portals/0/PDFs/Teaching-Resources/Student-Disabilities-White-Paper.pdf

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 to decide whether to request a psychiatric evaluation of the student. All communications shall be treated confidentially.

Procedure:

When a faculty member or institutional officer concludes that a student is showing impaired performance as described above, they should 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 psychiatric evaluation. The student's 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 for 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 accommodation 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 accommodation without risk of harm to others.
9. Students may appeal a requirement to undergo an 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 practices. The list is not exhaustive.

1. Performing activities for which the student is not prepared or beyond the student's abilities.
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.

DNP Practicum Courses

During enrollment in DNP project development seminars (NURS 6110, 6120, 6130, 6140, 6150, DNP project Implementation (NURS 6205), DNP Evaluation, and evidence translation (NURS

6210) courses, students will plan clinical and scholarly practice experiences to support in-depth learning.

The practica experience fosters growth in the selected field of interest as students combine field-specific and individualized learning objectives. These experiences will afford the opportunity to apply, integrate, and synthesize the AACN Essentials: Core Competencies as well as population-specific and other Professional Standards specific to the track necessary to demonstrate the achievement of defined outcomes in an area of advanced nursing practice. For details on planning and carrying out these practicum experiences, please see the *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 expenditures, which may include costs for student health insurance, professional liability insurance, background checks, drug screening tests, and other related expenses.

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) 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.

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 photographs, videotapes, and audio recordings taken of or obtained from people/students on campus and/or at university-sponsored events for promotional, public relations, recruiting, or other purposes involving the University.

[Because some courses are videotaped, the student's attendance provides permission.](#)

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 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 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.

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.

Commented [CH1]: This does not happen. We should consider a process, but at present they are not invited to participate.

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 scholarships and research funds.

Available Resources and Services



North Park University Online Bookstore

The North Park University Online Bookstore carries textbooks for each course offered. It Texts may be purchased on-line. Information related to course texts and a link to order them can be found on the course's webpage once the student has registered for the course. For further information about textbook purchase, please check here:

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

Library Services

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

Writing Center

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

Center for Online Education

The Center for Online Education (COE) assists with the development and design of flexible course offerings and provides support for a variety of delivery methods. The COE manages Canvas, North Park's Learning Management System (LMS), and fields online learning requests, offers training and assistance, and communicates information about Canvas changes, issues, and maintenance. They also administer the New Student Online Orientation. Please explore this link for further information about the COE

<https://www.northpark.edu/academics/onlineeducation/students/#1482429127974-a00c395f-f5d6>.

Information Technology

The Information Technology (IT) department offers student support on connecting personal devices (mobile phones, computers, tablets) to the NPU network. More info is available here <https://wiki.northpark.edu:8447/display/ITKB/Wireless+Access>. Students having trouble connecting to WIFI after reviewing the WIKI info can open a Helpdesk Ticket or email it@northpark.edu. Additional info is available here <https://www.northpark.edu/campus-life-and-services/campus-services/informationtechnology/it-support/>.

myNPU

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

Enrollment Verifications

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

Photocopying Services

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

Available Resources and Services: When on Campus

Student Counseling Services

Mental health counseling is available and can be contacted via the following link:

<https://www.northpark.edu/campus-life-and-services/student-success-andwellness/counseling-support-services/>. All sessions are confidential.

Exercise & Gym Facilities

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

Campus Security - Viking Shuttle

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

More information online: <http://www.northpark.edu/About/Campus-Safety-andSecurity/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, 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 it 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/campuslife-and-services/campus-services/campus-safety-and-security/emergency-communicationsand-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.

Available Resources to Graduate Nursing Students through AACN

AACN Graduate Nursing Student Academy (GNSA) Provides resources to graduate nursing students enrolled in master's and doctoral programs at AACN member schools as they prepare for their future nursing careers. North Park University is a member of AACN.

<https://www.aacnnursing.org/students/gnsa>

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 Education773.244.4991

Security773.244.5600

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

School of Nursing Full-Time Graduate Faculty

<u>Professor</u>	<u>Building</u>	<u>Office Number</u>
Dimitra Loukissa, PhD, RN	6 th Floor, Carlson	773.244.5250
Mary Shehan, DNP, RN, NEA-BC	5th Floor, Carlson	773-244-5696
Christine Smith, DNP, FNP-C	2 nd Floor, Carlson	773.244.5736
Keith Bakken, DNP	6 th Floor, Carlson	773-244-5707
April Demito	2 nd Floor, Carlson	773-244-5711
Jovan Butler	2 nd Floor, Carlson	773-244-5706
Laura Reckamp	2 nd Floor, Carlson	773-244-4875

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: – DNP Plan of Study

Full-time students complete may complete the plan of study within 5 – 14-week semesters. Courses delivery is both 7-week quads and 14-semesters. Full-time schedules include both didactic as well as clinical courses.

Part-time students have flexibility in scheduling didactic course work prior to practicum courses: (NURS 6010, 6015, 6030, 6031, 6035 and 6040). Note that practicum courses (NURS 6110, 6120, 6130, 6150, and 6205) must be scheduled sequentially over 5 semesters. NURS 6050 is only taken in the final semester.

Students may enter the program during the Fall, Spring, or Summer Semesters. It is preferable that students complete their course work as part of a cohort, facilitating the cohesiveness of classmates.

Semester 1		Semester 2		Semester 3	
Quad 1	Quad 2	Quad 1	Quad 2	Quad 1	Quad 2
Biostat NURS 6015		Epi NURS 6010		Finance/Bus NURS 6031	Health Policy NURS 6035
Nur Leader. NURS 6030	DNP Sem I NURS 6110 50 practicum hours	DNP Sem II NURS 6120 50 practicum hours	DNP Sem III NURS 6130 50 practicum hours	DNP Sem IV NURS 6140 50 practicum hours	DNP Sem V NURS 6150 50 practicum hours
Semester 4		Semester 5			
Fall Q1	Fall Q2	Spring Q1	Spring Q2		
Health I. T. NURS 6040		Writing Publication NURS 6050			
DNP Project Implementation NURS 6205 100 practicum hours		DNP Project Eval and Evid Translation NURS 6210			

Appendix B: – Required Courses

Courses	Semester Hours	Practicum Hours	Section Total
DNP Core Courses ***			
• NURS 6010-Biostatistics	3		
• NURS 6015-Epidemiology	3		
• NURS 6030- Innovative Leadership in Health Care Organizations and Systems	3		
• NURS 6031 – Finance and Business Concepts	3		
• NURS 6035-Health Policy Development and Implementation	3		21
• NURS 6040-Health Care Information Systems	3		
• NURS 6050-Writing for Publication	3		
DNP Project and Practicum Courses*			
• NURS 6110-DNP Project Development Seminar I	2	50	
• NURS 6120-DNP Project Development Seminar II	2	50	
• NURS 6130-DNP Project Development Seminar III	2	50	
• NURS 6140-DNP Project Development Seminar IV	2	50	
• NURS 6150-DNP Project Development Seminar V	2	50	
• NURS 6205-DNP Project Implementation	2	100	
• NURS 6210-DNP Evaluation and Evidence Translation	1	0	13
Elective Option**	(1-4)	(50-200)	
• NURS 6910 – Advanced Nursing Practicum			
DNP Total		350	34

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

**Students may complete additional practice hours to fulfill the 1000-hour DNP requirement by enrolling in NURS 6910 – Advanced Nursing Practicum.

*** DNP Core Course scheduled courses may be taken prior to DNP Project Seminar Courses. This will prolong the student progression

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 confidentiality regarding the scenarios and 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 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 have* 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 the faculty and staff of the Simulation Center to publicly show photographs and/or recordings depicting me during training there. I understand that, unless authorized by me, I will not be identified and that the photographs will be shown for 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 information and photography/audio recording.

Signature: _____ Date _____

Printed name: _____

Course & Instructor's name: _____