

MSN and APRN Post-Graduate Certificate Student Handbook

North Park University School of Nursing

2025-26

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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 that supports your personal and professional development, preparing you to address the healthcare needs of the future. You have been admitted to the School of Nursing and Health Sciences because you have demonstrated a capacity for professional excellence, and we are inviting you to continue this path of excellence through further academic achievement.

This ***MSN and APRN Post-Master Certificate Student Handbook and Practicum Guide*** will be a valuable reference as you move through the program. This resource is consistent with North Park University (NPU) policies, which also govern your experience as a student here. School of Nursing policies may be more specific or directive than NPU policies and will supersede them. The ***MSN and APRN Post-Master Certificate Student Handbook and Practicum Guide*** 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 knowing the contents of the North Park University Undergraduate Student Catalog, which is available online.

The school reserves the right to make changes to program requirements, policies, regulations, academic schedules, and academic 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. It is each student's responsibility to check their NPU email at least three times a week.

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

Sincerely,

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School of Nursing Student Handbook

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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. 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 the liberal arts to the Christian faith, with 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 major in nursing. 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 for working RNs. In 1993, the master's degree program in nursing was initiated, and in 1995, a post-graduate nurse practitioner program began. In 2018, the university rolled out a Doctor of Nursing Practice (DNP) program. North Park University School of Nursing currently offers curricula leading to the degrees of Bachelor of Science in Nursing (BSN), Master of Science in Nursing (MSN), and Doctor of Nursing Practice (DNP). The nursing programs were accredited by the National League for Nursing (NLN) from 1970 to 1999. The school withdrew from NLN accreditation and sought and received accreditation from the Commission on Collegiate Education (CCNE) in the fall of 1999. The programs have been continuously reaffirmed. The last reaffirmation of accreditation from the Commission on Collegiate Nursing Education occurred in 2009 for the baccalaureate program and in 2015 for the master's program. The Doctor of Nursing Practice (DNP) program was accredited in 2019. The nursing programs at North Park are approved by 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. 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, and 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 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.

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).

Graduate faculty work to create an atmosphere of value-based education. All students enrolled in these programs are expected to accept the responsibilities of university citizenship and to demonstrate consideration and respect for the personal freedoms and property rights of members of the academic community. Students are expected to adhere to ethical, professional, and academic standards that foster 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 own actions, interactions, and communications with peers, faculty, and staff
- Exhibiting self-reliance and accountability as a graduate student

Honor Code

An important aspect of your collegiate experience at North Park University as well as your professional life as a nurse, leader or primary care provider is the importance of honor.

A biblical verse that summarizes the Judeo-Christian perspective on honor comes from Micah 6:8, "He has shown you, O Mortal, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God." In every aspect of your academic and professional journey, whether you are completing exams, writing papers, leading teams or delivering patient care, you are encouraged to embody integrity, compassion and humility. By doing so, you not only cultivate excellence but also uphold the principles outlined in the *American Nurses Association (ANA) Code of Ethics*.

The students, faculty and graduate nursing administration have agreed to accept the following responsibilities:

- Each member of the University community is responsible for maintaining a high level of civility, integrity, honesty, and trust within the community.
- Each student is responsible for presenting work of their own creation and refraining from representing their own work which is not theirs.
- Conduct in keeping with the policies outlined in this handbook and all other official University publications is expected of each member of the North Park Graduate Nursing community.

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 promptly with faculty, staff, and colleagues. The student must be able to describe the patient's health history, identify patient problems, and outline interventions to address clinical concerns. The student must be able to offer care and communicate effectively in diverse settings and with all patient populations.

Behaviors

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

- Attending each class, clinical, and on-campus learning 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 rapidly changing environments that can be unpredictable and significant. The student must be able to demonstrate empathy and caring 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", 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 from the Graduate Selection and Progression Committee
- Performance Improvement Plan
- Failing the course grade
- Referral for counseling/psychiatric evaluation
- EARS report
- Removal from clinical site
- Dismissal from the program.

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

Step 1- First Episode: Instructor meets one-on-one with student to point out what was observed, with 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 student
- Response by student
- Recommendations 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.

- 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. The instructor and 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.

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.

RN Professional License Status

All graduate nursing students must possess an unencumbered and unrestricted RN license in Illinois 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.***

MSN and APRN Post-Graduate Certificate Nursing Program Goals and Outcomes

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

Goals

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

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

The MSN curriculum is developed, implemented, and revised to reflect relevant professional nursing standards and guidelines, which are evident within the curriculum and reflected in the expected student outcomes. The MSN program tracks (Leadership/Management; Nurse Practitioner, and Post-Graduate's Certificate) incorporating The Essentials for Professional Practice; Level 2 (AACN, 2021).

Upon completion of either a master's or Post-Graduate nursing program will be able to:

MSN Program Outcomes Post-MSN Program Outcomes	AACN Essentials: Core Competencies, 2021
1. Integrate core scientific and ethical principles, advanced nursing knowledge, professional values, and clinical excellence in advanced nursing practice that reflects the Christian principles of the philosophy of the School of Nursing.	Domain 1: Knowledge for Nursing Practice Domain 2: Patient Centered Care
2. Apply leadership skills in the design, coordination, delivery, and evaluation of safe and high-quality patient care.	Domain 5: Quality & Safety Domain 6: Interprofessional Partnerships
3. Plan quality improvement initiatives to improve health outcomes	Domain 4: Scholarship for Nursing Discipline Domain 5: Quality and Safety
4. Apply evidence-based approaches to guide advanced nursing practice.	Domain 4 Scholarship for Nursing Discipline
5. Use information systems and technology to support practice.	Domain 8: Informatics and Healthcare Technologies.
6. Advocate policies to improve the health of the public and the profession of nursing.	Domain 9: Professionalism
7. Demonstrate effective communication with interprofessional partners to improve the health of individuals and populations.	Domain 2: Person-Center Care Domain 6: Interprofessional Partnerships

8. Plan, deliver, and evaluate effective, culturally responsive care to improve individual and population-based health outcomes with intentional emphasis on urban environments.	Domain 3: Population Health Domain 7: Systems-Based Practice
9. Design strategies for life-long learning that incorporate professional nursing standards and accountability for practice.	Domain 10: Personal, Professional, and Leadership Development.

Additional Professional Standards include:

MSN – Leadership and Management Track:

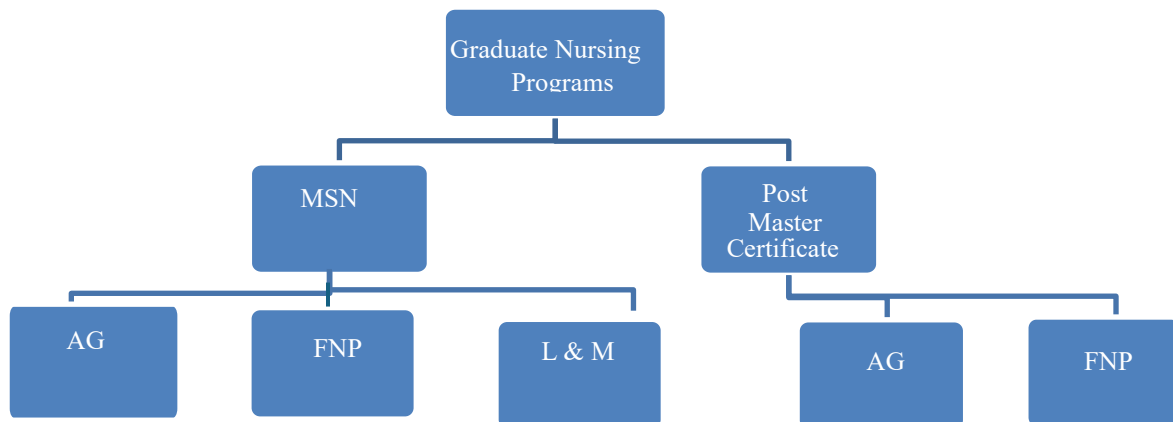
- American Organization for Nurse Leadership Competencies: Nurse Manager, 2023

MSN and Post-Graduate Certificate – APRN Tracks:

- Components of the Criteria for Evaluation of Nurse Practitioner Programs [National Task Force on Quality Nurse Practitioner Education (NTF), 2022]
- Population-Focused Nurse Practitioner Core Competencies: (NPNPF Population Focused Competencies Task Force, 2017)
- Population-Focused Nurse Practitioner Competencies, Family/Across the Lifespan (NONPF Population Focused Competencies Task Force, 2013)
- Adult-Gerontology Primary Care Nurse Practitioner Competencies (NONPF, 2016)

Master of Science in Nursing

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



Upon successful program completion, MSN and Post-Graduate students in the APRN tracks will be eligible to apply for NP certification as either primary care AGPCNPs or FNPs.

Sample Programs of Study

The graduate nursing curriculum was designed to build upon knowledge from one course in subsequent courses. Initially, all students complete a series of four core courses, collectively known as the master's core courses. Once these are completed, students will follow the pattern of courses designated by the track. Regardless of the track chosen, students will complete both didactic and practicum experiences. The NPU Graduate Catalog and the School of Nursing website list the courses within respective programs; academic advisement enables students to complete the selected program logically and expediently. Sample programs of study are shown in Appendix A.

Post-Graduate Nurse Practitioner Certificate Programs

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

- Post-Graduate adult-gerontology primary care nurse practitioner
- Post-Graduate family nurse practitioner

Policies, procedures, and protocols for the certificate programs align with those of the MSN degree program. Sample programs of study are shown in Appendix A.

On-Campus Attendance for APRN MSN and Post-Graduate Students

APRN, MSN, and Post-Graduate students have one mandatory three-day on-campus event.

Before beginning practicum, all APRN students will attend an in-person Campus Immersion and Practicum Qualification (NURS 5525 and NURS 5526). This 3-day intensive course will prepare students to transition into their practicum coursework. To be eligible for this course, students must have completed all prerequisite courses. Upon successful completion of this course, students are eligible to begin their practicum courses.

Admission, Progression & Graduation Requirements

Admission

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

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ADMISSION REQUIREMENTS	MSN IN NURSING	MSN IN NURSING	POST- GRADUATE'S
	L&M TRACK	APN TRACK	APN TRACK
Application	X	X	X
BSN/BS with a major in nursing from an accredited program or its equivalent *	X	X	X
All new RN students with 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.	X	X	X
MSN/MS with a major in nursing from an accredited program or its equivalent	X	X	X
Transcripts from all colleges and universities attended**	X	X	X
Cumulative GPA of 3.0/4.0 for all undergraduate courses	X	X	X
A cumulative GPA of 3.0 for all MSN program courses	X	X	X
Essay		X	X
Resume	X	X	X
Two references from supervisors that speak to your ability/potential to serve as an advanced practice nurse (NP applicants).		X	X
Current unencumbered Illinois RN license	X	X	X
Satisfactory completion of the following courses at the BS level or higher level:			
• statistics	X	X	X
• nursing research	X	X	X
• health assessment	X	X	X

* Evaluated on a case-by-case basis (clinical experience and educational preparation, NP students may complete clinical experience before entering the first practicum course

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

Transfer of Credits

Students seeking a master's degree in nursing may petition to transfer an equivalent of nine semester hours of appropriate non-clinical courses from an accredited Master of Science with a major in nursing program to North Park. Transferred courses must have a grade of "B" or higher and must have been completed within the five years 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 or catalog description
- Name and number of the course that the transfer course will replace.

Applications for transfer 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 used in calculating the North Park University grade point average.

Nurse Practitioner Post-Graduate students will receive a gap analysis. The process for gap analysis is outlined in Appendix B.

Post-Acceptance Requirements

- After being granted admission to the University and SNHS, students must participate in the graduate nursing orientation before beginning classes and complete the university's online orientation.
- Students will need to provide Clinical Compliance documentation when initiating practicum (clinical course) planning. Further information on practicum requirements is provided in the MSN & Post-Graduate Practicum Manual.
- Students will have access to a computer and the internet (see technology requirements).

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 to schedule an appointment with the Learning Specialist.

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 the expedient and successful completion of the program, program planning through the academic advisor must occur during the first semester of attendance and at least annually thereafter.

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

For students to change their program track, they must meet with their advisors.

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 to the instructor does not constitute withdrawal. Please see NPU 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 (e.g., NP and LM practicum courses) or components within courses may be designated as pass/fail. To pass a course, students will need to earn a "B-" grade (81- 83% of course points).

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

Repeated withdrawal from courses is disruptive to professional development.

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

Progression Policy	
Grading Issue	Action
Students who earn a "C-, C, C+" in MSN Core: NURS 5010, 5015, 5020, 5030.	Students will not be required to repeat the course.
Students who earn a D+ or lower in MSN Core: NURS 5010, 5015, 5020, 5030.	Must retake the course during the next offered semester and earn a grade of B or higher to progress in the program.
First C+ or lower grade earned at the graduate level in graduate-level NP core, population-specific, LM, and business specialty courses.	Must retake the course during the next offered semester and earn a grade of B or higher to progress in the program.
Second C+ or lower grade earned at the graduate level in any course.	Dismissed from the program
Withdrawal from the third graduate-level nursing course	Dismissed from the program
Cumulative grade point drops below 3.0	Probation Students must raise the cumulative grade point to 3.0 within the next 6 semester course hours.
Missing required documents by deadlines for practicum courses	Cancel registration to practicum & corresponding didactic 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 end. Students are responsible for keeping papers and assignments to support a grade appeal. The progression appeal process is outlined later in the handbook.

Auditing

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

Leave of Absence

Once students have matriculated into the MSN or Post-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 a [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 a 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 and the Housing 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 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 a [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

Graduation Application

Two semesters before your anticipated graduation date complete the Graduation Application. [How to Apply for Graduation for Graduate Students - North Park University](#)

To be awarded a Master of Science in Nursing (MSN) or a certificate in a Post-Graduate program, the following requirements must be fulfilled:

- Completion of the specific program requirements as indicated in the NPU catalog. All coursework and program requirements must be completed before program completion.
- Demonstration of a cumulative 3.0 GPA at the beginning of the final semester. Graduate students must maintain a cumulative GPA of 3.0 throughout their program of study.
- Completion of the programs of study within a maximum of five years for MSN degree and Post-Graduate Certificate requirements (PT) and three years in the MSN and Post-Graduate Certificate programs (FT), as determined from the time of matriculation (i.e., enrollment in the first graduate course).

- Completion of the university's process for graduation. Students anticipating graduation must submit an application for graduation by the university-designated due dates (posted on the academic services website).
- Please note that post-graduate students (who receive a certificate as opposed to a degree) may complete a graduation application and participate in the graduation ceremony.

Graduate nursing students whose cumulative grade point average is 3.9 or higher by the beginning of their final semester receive an MSN Degree with Distinction and will have the honor of wearing gold cords at graduation. The distinction designation will appear on the diploma. If this GPA is achieved by the end of the program, it will also be reflected 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 will participate in the December commencement. Degree candidates participating in commencement are required to wear the prescribed academic regalia. Students are responsible for arranging for the use of regalia. Information related to ordering, receiving, and returning regalia is distributed with graduation information.

Fitzgerald Review Course and Exit Exam

All NP students are required to complete the Fitzgerald Certification review course during their residency program.

Application for Nurse Practitioner Certification Exams

Upon successful program completion, MSN and Post-Graduate students in the APN tracks will be eligible to apply for certification as either primary care AGPCNPs or FNP through either of the following certifying bodies: ANCC-American Nurses Credentialing Center or AANPCP-American Academy of Nurse Practitioners Certification Program.

Requesting Final Transcript

To request a final transcript

<https://www.northpark.edu/campus-life-and-services/office-of-the-registrar/transcripts/> :

General guidelines: Final transcripts are usually available three weeks after the end of the semester in which the student completed their program.

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.

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 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 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

All programs will have an orientation on Tuesday, 1:00-2:30 PM the week before the semester starts. These synchronous TEAMS meetings will be videotaped.

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 must be proficient in distance education technology before enrolling; however, basic computer literacy, such as reading emails and navigating 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.

Technology Requirements

Computer and Internet Requirements:

- Students must have high-speed internet access. A minimum download speed of 2 Mbps is required, which is typically the speed associated with a basic DSL, or a cellular or 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 to review the downloaded material
 - Latest version of:
 - Google Chrome
 - Mozilla Firefox
 - Microsoft Edge
 - Safari (macOS/iOS)
 - *Wireless 802.11n or newer for a 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.
Chromebooks are not allowed- not suitable for use in exams and quizzes.

Flex-Synchronous Sessions

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

MSN and Post Graduate-licensure programs

- Attendance at live sessions is optional; all sessions will be videotaped.
- Seven-week courses have **3** synchronous weeks (weeks 1,4, and 7).
- Fourteen-week courses have **5** synchronous weeks (weeks 1,4,7,10, and 13).
- Synchronous session scheduling will be included in the registration information.

We encourage attendance to the live sessions. Attending will be beneficial as it provides opportunities to discuss, demonstrate, and analyze skills and apply knowledge. 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 no ceiling light, have lamps available and on
- Quiet area away from family members, pets, and other distractions
- Be fully present and engaged

Online Testing Policy

Examinations

All exams and quizzes will be conducted online through the LMS (Canvas). Unless otherwise instructed, you will be required to have your two-way video camera on during the online exam or quiz. All students will be required to sign the North Park Honor Pledge prior to exams.

North Park Honor Pledge for Quizzes, Tests and Exams

Throughout the program, prior to exams or assignments you will be asked to affirm that the work that you have done or will do has been done with honor, your work alone.

"I affirm that I will not give or receive any unauthorized help on this exam, and that all work will be my own."

Test/Exam Integrity Requirements

Prior to starting the exam students are required to complete a 360-degree room scan, as well as a scan of the desk they are working on.

Additionally, all exams will be proctored via Respondus. Respondus is a software system that verifies a student's identity and automatically proctors students throughout the examination. Respondus will flag any suspected violation and provide the faculty with brief video clips and screenshots if a suspected violation occurs. Examples of exam violations include, but are not limited to:

- Privacy violations (another person in the room)
- Facial obstruction/suspicion
- Outside noise/sound
- Opening additional applications
- Leaving the exam room
- Having multiple monitors or devices in the room (including cell phones/tablets/apple watch)
- Opening or running screen sharing or video chat applications (ex: TEAMS, Zoom, etc.)
- Repeatedly looking away from the screen such as looking to the side, up or down for unclear reasons

When taking exams and quizzes students are required to have the following:

- A hardwired high-speed internet connection
- A private location with no distractions
- Nothing around that could make noise
- Proper lighting so face is visible
- All browser tabs and other programs closed
- Only one keyboard, mouse and monitor connected to the computer

Unless otherwise stated, you may not collaborate with others or use any references during any examination. This means that during an exam, you may not:

- Leave the testing area/camera view
- Open another browser window or use any other method to look up an answer
- Communicate with anyone via online chat, telephone, email, text message, in-person, or any other method
- Use or have nearby any additional technology devices (phones, tablets, televisions, additional laptops)
- Have any other books, papers, notebooks, or other materials, unless permitted explicitly in written guidelines in the testing area/room.

- Have any other portable electronic devices in the room.
- Cell phones may be in the room, in a desk drawer, in case of an IT issue. However, the phone may not be on the desk for any reason. If a student encounters a testing issue and needs to retrieve a cell phone, announce this to the camera so your issue can be documented during the exam (For example, say to the camera, *"My screen just went blank and I am now getting my phone to call support..."*). Send a follow-up email to your section instructor and Course Coordinator about the incident immediately following the exam.
- **You may not use headphones or earbuds of any type.**
- Have any other computer monitors or televisions in the testing environment and if that can't be avoided, they must be powered off.
- Have pets, children, or other family members/friends in the room
- Ask someone to take the exam for you
- Copy, print, post on social media, write down or screenshot exam questions. This is a violation of the honor code.
- Read exam questions or content out loud unless you have documented accommodations from the Office of Accessibility Services (OAS).
- Use scratch paper unless you have documented accommodation from the Office of Disability Resources. If you have accommodation for the use of scratch paper, you must show both sides of the paper to the camera at the start of the exam to demonstrate it is blank. At the end of the exam, you must show both sides of the paper to the camera so all notes can be read. Nothing written down may not be shared by any means. No more than one piece of 8 in x11 in paper is allowed.

Any of the above violations will lead to either point deductions from your exam or a complete exam failure as determined by the Graduate Nursing Selection and Progression Committee. Any repetition of these violations that occur throughout the exam creates a strong suspicion of cheating or the opportunity to cheat and will be considered an academic integrity violation and will become a permanent part of the student's academic record.

It is the students' responsibility to make sure that they have the proper technology (i.e. computer, webcam, etc.) as well as reliable access to the Internet prior to synchronous sessions and exams in order to complete course work. If a student anticipates a technology issue prior to any of these situations, the student can reach out to their Instructor, IT (773-244-5540) or create a Help ticket through Student Systems HUB, "other resources", JIRWA Help desk. This should be done proactively. Exam retakes are not allowed.

All of these situations will be reviewed by the Instructor.

All students are required to review the **Respondus Student Guide** [LockDown Browser - Student Help - Respondus](#) prior to completing their first exam.

Room Scan Violations

Students who do not complete the required room scan/desk scan and/or are using scratch paper and neglect to show the camera the blank paper (both sides of the paper in full view) at the start will receive the following sanctions below:

	Room Scan
1 st Offense	5% of the exam grade
2 nd Offense	10% of the exam grade
3 rd Offense	0 on the exam grade.

*Students with accommodations for scratch paper who neglect to show the camera the blank paper (both sides of the paper in full view) at the start and then again once the exam is over, are subject to the sanctions outlined above.

*Failure to perform a room scan creates a strong suspicion of cheating or the opportunity to cheat. Repeated violations may be considered an academic integrity violation and could become a permanent part of the student's academic record.

Test/Exam Violations

Exam violations are subject to review by the Course Instructor (CI). If an exam violation is identified, the CI will notify the student and request a meeting to review the violations. The student will have the opportunity to respond during the meeting and provide any rationale for violations. Sanctions including, but not limited to, written warnings or grade deduction on the exam may be levied by the CI.

Any decision of the CC may be appealed by letter from the student to the Program Coordinator within five (5) business days after the date of decision notification. The appeal must be sent to the Program Director in writing and shall state the justification for the appeal.

Exam violations may create a strong suspicion of cheating or the opportunity to cheat. As such, violations may be referred to the Graduate Nursing Selection and Progression Committee for further evaluation and sanctions which may include written warnings, academic probation, additional assignments, grade deduction of up to a zero, or referral to the North Park University Dean of Students for cases which merit dismissal from the program.

Any decision of the Graduate Nursing Selection and Progression Committee may be appealed by letter from the student to the Dean of Nursing within ten (10) business days after the date of decision notification. The appeal must be sent to the Dean in writing and shall state the justification for the appeal. An appeal will only be reviewed if the appeal is made on the basis of bias, error in the application of policy, or lack of due process. If the Dean determines the appeal is being made on the basis of bias, an error in application of policy, or lack of due process, then the appeal will be reviewed. The decision of the Dean shall be communicated to the student in writing. The student then can appeal to the University Dean. The Decision of the University Dean shall be communicated to the student in writing and is the final decision.

Test/Exam Deadlines

Exam deadlines will be outlined in the course syllabus and may vary by course. All graduate level nursing exams will be open for 4 days, Monday 12:00 AM - Thursday 11:59 PM

All examinations must be completed by the posted due date day and time. Any examination started after the stated exam due date & time will result in an exam failure and a grade of zero

will be applied. If a student goes over the allotted exam time, any questions answered after the time allotment will be disregarded.

Examples:

- Missed date/time:
 - If the exam is due on Thursday at 11:59 pm CST and a student takes the exam at 2:00 am CST, the exam will not be counted, and the student will receive a grade of zero.
 - If the exam is due on Thursday at 11:59 pm CST and a student starts the exam at 11:00 pm CST and finishes at 12:15 am CST, questions answered after 11:59 pm CST will be disregarded.
- Going over time:
 - If there are 75 minutes allowed for an exam and the student takes 90 minutes, any questions answered from minutes 76 - 90 will not be counted, and the student will be given zero credit for those questions.

Technology Disputes

To assure consistency concerning managing technology-related disputes regarding the submission of coursework—whether it is discussion board posts, examinations, quizzes, written work, or other assignments—the only documentation that will be used to determine the outcome of any appeal will be what is provided by North Park University's review of the incident. No outside evaluations, repairs, or connectivity issues will be considered part of the review process. It is the student's individual responsibility to ensure that they have submitted all exams, quizzes, and coursework in the allotted time, and it is the student's responsibility to have alternate technology available if needed.

Test/Exam Review Process

Exam-based courses adhere to a feedback policy that includes the following components:

1. Group concept review – Within 48 hours of exam grades being published for students, the Course Instructor (CI) will post a recorded post-exam content review session. The CI will discuss areas/topics from the exam where students, in general, did not demonstrate proficiency. The discussion will be conceptual in nature, including general knowledge and application of this knowledge. The CI will provide concept review for all questions in which 40% of students got the answer incorrect. The recorded review will be posted on the Big Blue Button labeled with the exam number and will remain open for one week from the date posted, after which time the recording will no longer be accessible.
2. 1:1 exam review with CI – Any student that receives below an 81.00% on an exam is required to reach out to the CI within three days of their grade being posted to request a meeting so the student can understand the content and develop strategies for success. If a student scores 81% or greater and would like an exam review, this can be scheduled upon request.

The meeting will occur within seven (7) days from grades being posted. It is the student's responsibility to notify the faculty if they cannot attend the scheduled

meeting. A student who does not attend a scheduled exam review meeting without prior notification may forfeit the opportunity to review the exam. The purpose of the exam review is to provide clarification on concepts missed during the exam. Students are required to review the concept review video posted by the CI prior to meeting with the faculty, if the video is available. Questions and concepts from those questions will not be reviewed again, unless the student is seeking further clarification and explanation. Only concepts from missed questions will be reviewed. Students will not be permitted to view the actual question or have the question read to them. Any argumentative or unprofessional behavior displayed during the exam review will lead to a termination of the exam review. The exam review should not last longer than 30 minutes.

- When a student's exam score is below 81.00%, the faculty's goal is to help students master the content and provide guidance around appropriate study, writing, and test taking habits.
 - The faculty and the student will discuss potential reasons for poor performance and a plan for improvement.
 - Review the applicable exam area(s) to discuss the content the student was unable to master or has questions.
3. If a student feels they answered a test question correctly, but it was marked incorrect the following procedure will be followed:
- Any inquiries about an exam question should be submitted to the CI after the student reviews the post-exam review recording. Any questions must be submitted to the CI within 72 hours after the post-exam review recording has been posted to Big Blue Button. Requests made outside of that time-frame will not be accepted.
 - The CI will review the applicable exam area(s) and provide the rationale/ feedback around the question(s) to the student. The rationale will be from assigned readings, asynchronous or synchronous material.

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 to 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 unless otherwise stated in course instructions. AI composition software cannot be used for: Writing entire sentences, paraphrasing 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 on this course must be properly documented and cited 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. Appropriate designated authorities within the university will judge cases of alleged academic dishonesty according to the principles, policies, and procedures outlined in the student handbook.

Categories and Definitions of Academic Dishonesty

Plagiarism

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

- Using the words of a published source in a written exercise without appropriate documentation.
- Presenting as one's own original concepts, ideas, and/or arguments of another source.
- Presenting as one's own 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.
- Another individual completing or assisting in an assignment.

- Paraphrasing without citation.
- 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 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 violations, the following penalties may be imposed once academic dishonesty has been confirmed (previous violations will be considered in the imposition of such penalties):

- A record of the violations 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 violation record for student's file is available *see 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:

- Notify the student of the charge against him or her.
- Determine whether the student is guilty of the violation; 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 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 the notice of the decision.

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

1. Reverse the decision and dismiss the case.
2. Confirm the decision and the penalty imposed.
3. Confirm the decision and alter the penalty.

The student may:

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

Grievance Procedures

Academic grievances are student complaints involving academic issues other than allegations of academic dishonesty. The process for addressing student grievances varies depending on the subject matter of the grievance. The processes outlined below apply to any concerns involving academic issues other than allegations of *academic dishonesty* (addressed in the related section above) or issues related to *student progressions* (addressed under "progressions" in an earlier section of this handbook). In all instances, it is important that grievances be presented promptly. Any appeal of the concerns outlined below must be initiated in writing in the academic year of the occurrence. *However, any appeal of a course grade must occur within 5 days of course ending.* Students are responsible for keeping papers and assignments to support a grade appeal. A failure to comply with the timing requirements is grounds for denial of the grievance.

Student Concerns & Appeals Process: Selected Academic Issues

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

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

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

To complete the appeal process:

1. The student consults with the instructor to discuss the rationale for the grade change.
2. 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:
 - Make an error in the calculation of the grade or in reporting it to Student Services.
 - The Office of Disability Resources approved and documented accommodation was not met and was provided to the faculty.
 - Arbitrary or prejudiced evaluation of the student.
 - Course policy created and enforced that is arbitrary or discriminatory.
 - Failure to notify (or to make a reasonable attempt to inform) the student of course requirements, policies, and/or penalties.
 - Failure to notify (or make a reasonable attempt to inform) the student promptly of failure to achieve educational objectives.
 - Infringement of not following the information provided in the course syllabus, the Catalog, or other University policy documents.
 - 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). The 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 accommodations, 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
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 	<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

	<ol style="list-style-type: none"> 4. Demonstrate innovative and adaptive thinking in complex situations 	<p>group work, physical demonstrations of proficiency</p> <ul style="list-style-type: none"> • 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 professional 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 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 	<ul style="list-style-type: none"> • Obtain and interpret information from assessments such as assessing respiratory and cardiac function, blood sugar, blood pressure, neurological status, etc. • 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

		<p>population's environment and responses to health across the continuum of care</p> <ul style="list-style-type: none"> • 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 5. Cross-cultural competency 6. Virtual collaboration 	<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 • 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

Policy on Psychological Fitness* School of Nursing

Policy:

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

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 nursing students may be aware of the seriousness of his/her actions. Unethical and/or unsafe practices may result in clinical failure and/or expulsion from the nursing program.

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

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

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

- Immediate dismissal from the clinical area.
- Assignment of additional learning activities to assist the student in meeting the clinical objectives.

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

The Selection and Progression Committee of the SNHS will review all clinical suspensions.

Graduate Practica

Students in the graduate nursing programs will complete clinical experiences known as practica. Each 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 *MSN and Post-Graduate Practicum Guide Manual*.

Graduate Nursing Programs Communication

Emails are sent out to all students in graduate nursing programs to alert them 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.

Program Expenses

The regular academic year is comprised of three semesters. Some courses are offered in summer and/or interim sessions. Tuition and other financial obligations for all terms of enrollment are governed by university policies. Terms and additional information are available through the Financial Aid office. Graduate tuition and fees can be found on the [University website](#).

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

The *MSN and Post-Graduate Practicum Manual* outlines additional program-related expenditures, which may include costs for student health insurance, professional liability insurance, background checks, drug screening tests, clinical sites and other related expenses.

NPU Policies

[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 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 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>

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.

Refer to the North Park University Traditional Student Handbook for the policies below:

North Park University Traditional Student Handbook

Privacy Policies

Social Media Policy

Photography Policy

Use of Electronic Devices

Email Policy

Student Identification Cards

All registered North Park students are required to obtain a student identification (ID) card for the duration of their active enrollment at the institution. Students should get their photo ID card from the Office of Student Administrative Services during on-site orientation. Students should have their ID cards in their possession while on campus. Students must have their NPU photo ID cards visible in practicum sites and must replace them if lost, stolen, or damaged.

Organizations and Committees

Student Governance

The MSN and post-graduate nursing students participate in governance by providing programmatic input through informal communication, exit interviews, graduate exit surveys, clinical site surveys, and course evaluations. Students offer input through informal processes. Students frequently engage in discussions with faculty, advisors, and the Director of Graduate Nursing Programs related to course content, learning resources, and clinical experiences. Informal communication occurs through office hours, course discussion boards, and email. Additionally, the Dean or designee meets with students during group exit interviews to discuss program strengths and opportunities for improvement. Students input is discussed at Graduate Academic Programs Committee. Decisions or changes made based on student feedback are disseminated through news postings in LMS courses, formal letters, or email communications.

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.

Student Membership in Professional Organizations

Consider joining a professional organization while a student. There are benefits including discounted membership, applying for grants or scholarships, access to resources, assistance with obtaining clinical preceptors and mentors as well as certification discounts.

- Illinois Society for Advanced Practice Nursing: [Illinois Society for Advanced Practice Nursing | ENP Network](#)
- The American Association of Nurse Practitioners: [AANP | The American Association of Nurse Practitioners](#)
- American Organization for Nursing Leadership [Nurse Leaders | AONL](#)
- 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>

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 [online](#). 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:

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 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

North Park University uses the Canvas learning management system as a tool for online, hybrid, and face-to-face courses. When you register for an online or Canvas-enhanced course

at North Park, you will be able to log in to Canvas with your North Park account username and password, and all your course communication will go to your North Park student email account. You do not need to buy or download any additional software to use Canvas. All you need is a computer with high-speed Internet access and a Web browser like Chrome, Firefox, or Safari. Canvas enables instructors to provide supplementary readings, videos, and other course materials. In Canvas, students participate in online discussion forums, submit assignments, complete online quizzes, and engage in different learning activities. Online courses are carried out entirely on Canvas.

All questions or problems regarding Canvas should be directed to the Center for Online Education. Email coe@northpark.edu or call 773-244-5515.

Information Technology

The Information Technology (IT) department provides student support for connecting personal devices (such as mobile phones, computers, and tablets) to the NPU network. More information is available here: <https://www.northpark.edu/campus-life-and-services/campus-services/information-technology/it-support/>. Students having trouble connecting to Wi-Fi after reviewing the Wiki information can open a Helpdesk Ticket or email it@northpark.edu. Additional info is available here <https://northpark.atlassian.net/servicedesk/customer/portal/1>

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 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](#).

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.

Useful North Park Numbers

School of Nursing Main Office773.244.5736
Student Administrative Services (Records).....	773.244.5560
Campus Writing Center773.244.6261
Financial Aid773.244.5507
Brandel Library773.244.5580
Health Services773.244.4897
Information Technology773.244.5540
Security773.244.5600
For most other questions, please visit http://my.northpark.edu .	

School of Nursing Full-Time Graduate Faculty

<u>Professor</u>	<u>Building</u>	<u>Office Number</u>
Jovan Butler, DNP, FNP	4th Floor, Carlson	773.244.5706
Dimitra Loukissa, PhD, RN	6 th Floor, Carlson	773.244.5250
Laura Reckamp, MSN, AGPCNP-C	4th Floor, Carlson	773-244.4875
April Demito, DNP, RN, FNP-C	4th Floor, Carlson	773-244.5711
Keith Bakken, DNP, RN	6 th Floor Carlson	773-244-5707
Mary Shehan, DNP, RN	5 th Floor, Carlson	773.244.5695
Christine Smith, DNP, FNP-C	4th Floor, Carlson	773.244.5231

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.

REFERENCES

Clark, Cynthia. (2010). "From Incivility to Civility: Transforming the Culture". *Reflections on Nursing Leadership*, 36(3).

APPENDIX A: PLANS OF STUDY

Leadership and Management Plan of Study 32 Semester Hours

ACSR-0500-A12 Online Orientation semester 1

MSN Core Courses

NURS 5010 Scientific Inquiry & Knowledge Development (3hr)
 NURS 5015 Health Care Systems (3hr)
 NURS 5020 Population-Based Health Care (3hr)
 NURS 5030 Professional Communication & Collaboration (2hr)

Specialty Courses

NURS 5421 Introduction to Strategic Nursing Leadership/Practicum (3 hrs)
 NURS 5431 Strategic Nursing Leadership I/ Practicum (5 hrs)
 NURS 5441 Strategic Nursing Leadership II/Practicum (5 hrs)
 NURS 5990 Capstone (2hr)

School of Business Electives (select two – 3sh courses) taken before NURS 5441

SBNM 5034 HR Management
 SBNM 5051 Diversity, Equity, and Inclusion Foundation
 SBNM 5041 Negotiation & Influence
 SBNM 5061 Talent Development & Retention
 SBNM 5071 Team Leadership
 SBNM 5994 Change Leadership

	Semester 1 Quad C	Semester 1 Quad D	Semester 2 Quad C	Semester 2 Quad D	Semester 3 Quad C		Semester 3 Quad D
AY 1	NURS 5010 Scientific Inquiry (3 sh)	NURS 5020 Pop. Based Health Care (3 sh)	NURS 5030 Com. And Collab. (2 sh)		NURS 5015 Organizational Systems (3 sh)	NURS 5431 Strategic Nursing Leadership (5 sh) 180 Prac. Hours	
			NURS 5421 Introduction to Strategic Nur Leadership (3 sh) with 140 Prac. Hours				
	SOB Business Elective (3 sh)	SOB Business Elective (3 sh)	SOB Business Elective (3 sh)		SOB Business Elective (3sh)	SOB Business Elective (3 sh)	
	Semester 4						
AY 2	NURS 5441 Strategic Nursing						

NURS 5990 Capstone (2sh)						
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FNP Program of Study: Students Admitted before Fall 2025

AY	Fall Semester	Spring Semester	Summer
1	5010 Scientific Inquiry (3) 5020 Population Health (3sh)	5030 Prof Communication (2sh) Quad A 5505 Adv Patho (3sh) 5610 Gero I Quad B (2sh)	5015 Systems (3sh) 5510 Adv Pharm (3sh)
2	5515 Adv Physical Assess (4) 5520 Health/Wellness (3sh)	5531 Adult Health I (6sh) 225 clinical hours	5503 Roles (2sh)
3	5540 Adult Health II Prim Care (3sh) 5571 Women's Health (4sh) 90 clinical hours	5561 Pediatric Primary Care (5sh) 90 clinical hours 5990 Capstone (2sh)	5545 Adult Health II practicum (1sh) 90 clinical hours
4	5791 FNP Residency (3sh) 270 clinical hours.		

Post-Graduate FNP Program of Study: Students Admitted before Fall 2025

AY	Fall Semester	Spring Semester	Summer
1	5520 Health/Wellness (3sh)	5505 Adv Patho (3sh) 5610 Gero I Quad B (2sh)	5510 Adv Pharm (3sh)
2	5515 Adv Physical Assess (4)	5531 Adult Health I (6sh) 225 clinical hours	5503 Roles (2sh)
3	5540 Adult Health II Prim Care (3sh) 5571 Women's Health (4sh) 90 clinical hours	5561 Pediatric Primary Care (5sh) 90 clinical hours 5990 Capstone (2sh)	5545 Adult Health II practicum (1sh) 90 clinical hours
4	5791 FNP Residency (3sh) 270 clinical hours.		

FNP Program of Study (Students admitted Fall 2025) Total 52 semester hours and 765 practicum hours

Family Nurse Practitioner Curriculum:

ACSR-0500-A12 Online Orientation.

MS Core Courses (*Avoid all courses that include a DE-01*)

NURS 5010	Scientific Inquiry & Knowledge Development (3hr)
NURS 5015	Health Care Systems (3hr)
NURS 5020	Population-Based Health Care (3hr)
NURS 5030	Professional Communication & Collaboration (2hr)

APN Core Courses

NURS 5503	APN: Role Concepts & Transitions (2 hr) ^[06]
NURS 5505	Advanced Pathophysiology (3hr)
NURS 5510	Advanced Pharmacology (3hr)
NURS 5515	Advanced Health Assessment (4hr)
NURS 5520	Health & Wellness Promotion (3hr)

Specialty Courses

NURS 5610	Advanced Practice in Gerontologic Nursing I – Primary Care (2hr)
NURS 5530	Adult Health I Primary Care (3hr)
NURS 5540	Adult Health II Primary Care (3hr)
NURS 5560	Pediatrics Primary Care (3hr)
NURS 5570	Women's Health Primary Care (3hr)
NURS 5525	FNP Campus Immersion & Practicum Qualification (1hr)
NURS 5532	Adult Health Primary Care Practicum (3hr): <i>255 practicum hrs.</i>
NURS 5562	Pediatric Primary Care Practicum (1hr): <i>85 practicum hrs.</i>
NURS 5572	Women's Health Primary Care Practicum (1hr): <i>85 practicum hrs.</i>
NURS 5792	Family Practice Residency I (2hr): <i>170 practicum hrs.</i>
NURS 5793	Family Practice Residency II (2hr): <i>170 practicum hrs.</i>
NURS 5990	Capstone (2hr)

Total hours: 52 credit hours and 765 practicum hours.

FNP Program of Study: 8-semester plan, total 52 hours (Students Admitted Fall 2025)

AY	Semester 1				Semester 2				Semester 3			
	Course	C	D	SH	Course	C	D	SH	Course	C	D	SH
1	5010 Sci Inquiry (KB) (1,4,7)	X		3	5015 Systems (KB)		X	3	5515 Adv Hlth Asses (LR)	X	X	4
	5020 Pop Hlth (AD) (1,4,7)		X	3	5030 Prof Comm (D)	X		2	5520 Hlth&Wel (JB)	X	X	3
	5505 Adv Patho (JB) (1,4,7,10,13)	X	X	3	5510 Adv Pharm (AD)	X	X	3				
	Total			9	Total			8	Total			7
	Semester 4				Semester 5				Semester 6			

MSN and APRN Post-Master Certificate Student Handbook

2	Course	C	D	SH	Course	C	D	SH	Course	C	D	SH
	5560 Pediatrics (AD)	X	X	3	5540 Adult health 2 (CS)	X	X	3	5532 Adult Hlth Pract (JB)	X	X	3
	5610 Adv Gero (LR)		X	2	5570 Women's health (CS)	X	X	3				
	5530 Adult Hlth I (JB)	X	X	3	5525 Immersion (CS, AD)		X	1	5503 Roles (LR)	X		2
	Total			8	Total			7	Total			5
	Semester 7				Semester 8							
3	Course	C	D	SH	Course	C	D	SH	Course	C	D	SH
	5562 Peds Pract (AD)		X	1	5792 Residency (Cs)	X		2				
	5572 Women's Hlth Pract (CS)	X		1	5793 Residency (CS)		X	2				
	5990 Capstone (KB)			2								
	Total			4	Total			4	Total			

Post-Graduate FNP Program of Study
Total 41 semester hours and 765 practicum hours

Post-Graduate Family Nurse Practitioner Curriculum: (Students Admitted Fall 2025)

ACSR-0500-A12 Online Orientation.

APRN Core Courses

NURS 5503	APRN: Role Concepts & Transitions (2hr)
NURS 5505	Advanced Pathophysiology (3hr)
NURS 5510	Advanced Pharmacology (3hr)
NURS 5515	Advanced Health Assessment (4hr)
NURS 5520	Health & Wellness Promotion (3hr)

Specialty Courses

NURS 5610	Advanced Practice in Gerontologic Nursing I – Primary Care (2hr)
NURS 5530	Adult Health I Primary Care (3hr)
NURS 5540	Adult Health II Primary Care (3hr)
NURS 5560	Pediatrics Primary Care (3hr)
NURS 5570	Women's Health Primary Care (3hr)
NURS 5525	FNP Campus Immersion & Practicum Qualification (1hr)
NURS 5532	Adult Health Primary Care Practicum (3hr): <i>255 practicum hrs</i>
NURS 5562	Pediatric Primary Care Practicum (1hr): <i>85 practicum hrs</i>
NURS 5572	Women's Health Primary Care Practicum (1hr): <i>85 practicum hrs.</i>
NURS 5792	Family Practice Residency I (2hr): <i>170 practicum hrs</i>
NURS 5793	Family Practice Residency II (2hr): <i>170 practicum hrs</i>
NURS 5990	Capstone (2hr)

Total hours 41 credit hours and 765 practicum hours.

Post Graduate FNP Program of Study: 7 semester plan total 41 hours (Students Admitted Fall 2025)

AY	Semester 1				Semester 2				Semester 3			
	Course	C	D	SH	Course	C	D	SH	Course	C	D	SH
1	5510 Adv Pharm (AD)	X	X	3	5515 Adv Hlth Asse (LR)	X	X	4	5560 Peds (AD)	X	X	3
					5520 Hlth & Wel (JB)	X	X	3	5610 Adv Gero (LR)		X	2
	5505 Adv Patho (JB)	X	X	3					5530 Adult Hlth I (JB)	X	X	3
	Total			6	Total			7	Total			8
	Semester 4				Semester 5				Semester 6			
2	Course	C	D	SH	Course	C	D	SH	Course	C	D	SH
	5540 Adult hlth II (CS)	X	X	3	5532 Adult Hlth Prac (JB)	X	X	3	5562 Peds (AD)	X		1

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	5570 Women health (CS)	X	X	3					5572 Women Hlth (CS)		X	1
	5525 Immersion (CS, AD)		X	1	5503 Roles (LR)	X		2	5990 Capstone (KB)	X	X	2
	Total			7	Total			5	Total			4
	Semester 7											
3	Course	C	D	SH	Course	C	D	SH	Course	C	D	SH
	5792 Residency (CS)	x		1								
	5793 Residency (CS)		x	1								
	Total			2					Total			

Adult Gerontology Primary Care Nurse Practitioner Program of Study
Total 48 semester hours and 765 practicum hours

Adult-Gerontology Primary Care Nurse Practitioner Curriculum students admitted before 2025

AY	Fall Semester	Spring Semester	Summer
1	5010 Scientific Inquiry (3) 5020 Population Health (3)	5030 Prof Communication Quad A (2) 5505 Adv Patho (3) 5610 Gero I Quad B (2)	5015 Systems (3) TH 5510 Adv Pharm (3) W
2	5515 Adv Physical Assess (4) 5520 Health/Wellness (3)	5531 Adult Health I (6) 225 clinical hours	5503 Roles (2) (4:30-8:30) on T (7weeks) 5545 Adult Health II Practicum (1) 90 clinical hours
3	5540 Adult Health II Prim Care (3) 5622 Advan Gero II (4) 180 clinical hours	5781 Adulthood Gero Primary Care Residency (3) 270 clinical hours 5990 Capstone (2)	

Post-Graduate Adult-Gerontology Primary Care Nurse Practitioner Curriculum students admitted before 2025

AY	Fall Semester	Spring Semester	Summer
1	5520 Health/Wellness (3)	5505 Adv Patho (3) 5610 Gero I Quad B (2)	5015 Systems (3) TH 5510 Adv Pharm (3) W
2	5515 Adv Physical Assess (4)	5531 Adult Health I (6) 225 clinical hours	5503 Roles (2) (4:30-8:30) on T (7weeks) 5545 Adult Health II Practicum (1) 90 clinical hours
3	5540 Adult Health II Prim Care (3) 5622 Advan Gero II (4) 180 clinical hours	5781 Adulthood Gero Primary Care Residency (3) 270 clinical hours 5990 Capstone (2)	

Adult-Gerontology Primary Care Nurse Practitioner Curriculum (Students Admitted Fall 2025)

ACSR-0500-A12 Online Orientation

MS Core Courses

NURS 5010 Scientific Inquiry & Knowledge Development (3hr)
NURS 5015 Health Care Systems (3hr)
NURS 5020 Population-Based Health Care (3hr)
NURS 5030 Professional Communication & Collaboration (2hr)

APN Core Courses

NURS 5503 APN: Role Concepts & Transitions (2hr)
NURS 5505 Advanced Pathophysiology (3hr)
NURS 5510 Advanced Pharmacology (3hr) [OBJ]
NURS 5515 Advanced Health Assessment (4hr) [OBJ]
NURS 5520 Health & Wellness Promotion (3hr) [OBJ]

Specialty Courses

NURS 5610 Advanced Practice in Gerontologic Nursing I – Primary Care (2hr)
NURS 5530 Adult Health I Primary Care (3hr)
NURS 5540 Adult Health II Primary Care (3hr)
NURS 5620 Advanced Gerontology II Primary Care (2hr)
NURS 5526 AGPCNP Campus Immersion and Practicum Qualification (1SH)
NURS 5532 Adult Health Primary Care Practicum (3hr) 255 practicum hr
NURS 5624 Advanced Gerontology Practicum (2SH) 170 practicum hr
NURS 5782 Adult Gero Primary Care Residency I (2hr): 170 practicum hr
NURS 5783 Adult Gero Primary Care Residency II (2hr): 170 practicum hr.
NURS 5990 Capstone (2hr)

48 Total credit hours and 765 practicum hours.

AGPCNP Program of Study: 8 semester plan total 48 hours (Beginning Fall 2025)

AY	Semester 1				Semester 2				Semester 3			
	Course	C	D	SH	Course	C	D	SH	Course	C	D	SH
1	5010 Sci Inquiry (KB)	X		3	5015 Systems (KB)		X	3	5515 Adv Hlth Asses (LR)	X	X	4
	5020 Pop Hlth (AD)		X	3	5030 Prof Comm (D)	X		2	5520 Hlth&Wel (JB)	X	X	3
	5505 Adv Patho (JB)	X	X	3	5510 Adv Pharm (AD)	X	X	3				
	Total			9	Total			8	Total			7
	Semester 4				Semester 5				Semester 6			
	Course	C	D	SH	Course	C	D	SH	Course	C	D	SH
					5540 Adult health 2	X	X	3	5532	X	X	3

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2					(CS)				Adult Hlth Pract (JB)			
	5610 Adv Gero (LR)		X	2	5620 Adv. Gero II (CS)	X	X	2				
	5530 Adult Hlth I (JB)	X	X	3	5526 Immersion (LR)		X	1	5503 Roles (LR)	X		2
	Total			5	Total			6	Total			5
	Semester 7				Semester 8							
3	Course	C	D	SH	Course	C	D	SH	Course	C	D	SH
	5624 Adv Pract (LR)	x	X	2	5782 Residency (LR)	X		2				
					5783 Residency (LR)		X	2				
	5990 Capstone (KB)	X	X	2								
	Total			4	Total			4	Total			

Post Graduate AGPCNP Program of Study
Total 37 semester hours and 765 practicum hours

Post-Graduate Adult-Gerontology Primary Care Nurse Practitioner Curriculum
(Students admitted Fall 2025)

ACSR-0500-A12 Online Orientation.

APN Core Courses

NURS 5503	APRN: Role Concepts & Transitions (2hr)
NURS 5505	Advanced Pathophysiology (3hr)
NURS 5510	Advanced Pharmacology (3hr) [OBJ]
NURS 5515	Advanced Health Assessment (4hr)
NURS 5520	Health & Wellness Promotion (3hr)

Specialty Courses

NURS 5610	Advanced Practice in Gerontologic Nursing I – Primary Care (2hr)
NURS 5530	Adult Health I Primary Care (3hr)
NURS 5540	Adult Health II Primary Care (3hr)
NURS 5620	Advanced Practice in Gerontologic Nursing II – Primary Care (2hr)
NURS 5526	AGPCNP Immersion and Practicum Qualification (1hr)
NURS 5532	Adult Health Practicum (3hr) 255 practicum hr
NURS 5624	Adv Practice in Gero Nursing Practicum (2hr) 170 practicum hr
NURS 5782	Adult Gero Primary Care I Residency (2hr) 170 practicum hr
NURS 5783	Adult Gero Primary Care II Residency (2hr) 170 practicum hr
NURS 5990	Capstone (2hr)

Post-Graduate AGPCNP Program of Study: 7-semester plan, total 37 hours
(Students admitted Fall 2025)

AY	Semester 1				Semester 2				Semester 3			
	Course	C	D	SH	Course	C	D	SH	Course	C	D	SH
1	5510 Adv Pharm (AD)	X	X	3	5515 Adv Hlth Asse (LR)	X	X	4	5530 Adult Hlth I (JB)	X	X	3
	5505 Adv. Patho	X	X	3	5520 Hlth & Wel (JB)	X	X	3	5610 Adv Gero (LR)		X	2
	Total			6	Total			7	Total			5
	Semester 4				Semester 5				Semester 6			
2	Course	C	D	SH	Course	C	D	SH	Course	C	D	SH
	5540 Adult hlth II (CS)	X	X	3	5532 Adult Hlth Prac (JB)	X	X	3	5624 ADV Gero II (LR)	X	X	2
	5620 Adv. Gero II (LR)	X	X	2								
	5526 Immersion (LR)		X	1	5503 Roles (LR)	X		2	5990 Capstone (KB)	X	X	2
	Total			5	Total			5	Total			4

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	Semester 7											
3	Course	C	D	SH	Course	C	B	SH	Course	A	B	SH
	5782 Residency (LR)	x		1								
	5783 Residency (LR)		x	1								
	Total			2					Total			

APPENDIX B: GAP ANALYSIS FOR APRN POST-GRADUATE STUDENTS

Gap Analysis Documentation Form for APRN Post-Graduate Certificate Program

A gap analysis is a mechanism to assign credit for prior graduate APRN coursework to APRN Post-Graduate students. The gap analysis will be completed for all students who are APRNs. It will be completed at admission and will serve as the program of study for APRN students. A gap analysis will be completed by the Graduate Selection & Progression Committee. An APRN faculty member must be part of the gap analysis process.

Adult-Gerontology Primary Care Nurse Practitioner Track

Student Name:

Previously Completed Graduate Program Institution Name:

Previously Completed APRN Program/Population Completed:

Year of graduation:

Postgraduate APRN Program Institution:

Postgraduate APRN Population:

APRN Required Courses AGPCNP	List the course/clinical hours accepted from the student's prior graduate program that aligns with the NPU APRN courses. Add a note if the title does not fully describe the expected content.	List all course/clinical hours the student completed to fulfill the e APRN post-graduate program requirements for NPU.
APRN Core		
NURS 5503 APN: Roles, Concepts, & Transitions		
NURS 5505 Adv. Pathophysiology		
NURS 5510 Adv. Pharmacology		
NURS 5515 Adv. Health Assessment		
NURS 5520 Health & Wellness Promotion		

AGPCNP Population Focused Courses		
NURS 5530 Adult Health I Primary Care		
NURS 5540 Adult Health II Primary Care		
NURS 5610 Adv Practice in Gerontologic Nsg I		
NURS 5620 Adv Practice in Gerontologic Nsg II		
NURS 5526 AGPCNP Immersion		
NURS 5532 Adult Health Practicum - 255 practicum clock hours		
NURS 5624 Adv Practice in Gero II Practicum - 170 practicum clock hours		
NURS 5782 Adult Gerontology Residency 170 practicum clock hours		
NURS 5783 Adult Gerontology II Residency 170 practicum clock hours.		
765 total practicum clock hours		

Gap Analysis Documentation Form for APRN Post-Graduate Certificate Program

A gap analysis is a mechanism to assign credit for prior graduate APRN coursework to APRN Post-Graduate students. The gap analysis will be completed for all students who are APRNs. It will be completed at admission and will serve as the program of study for NP students. A gap analysis will be completed by the Graduate Selection & Progression Committee. An NP faculty member must be part of the gap analysis process.

Family Nurse Practitioner Track

Student Name:

Previously Completed Graduate Program Institution Name:

Previously Completed APRN or NP Program/Population Completed:

Year of graduation:

Postgraduate NP Program Institution:

Postgraduate NP Population:

APRN Required Courses FNP	List the course/clinical hours accepted from the student's prior graduate program that aligns with the NPU APRN course. Add a note if the title does not fully describe the expected content.	List all course/clinical hours the student completed to fulfill the e APRN post-graduate program requirements for NPU.
APRN Core		
NURS 5503 APN: Roles, Concepts, & Transitions		
NURS 5505 Adv. Pathophysiology		
NURS 5510 Adv. Pharmacology		
NURS 5515 Adv. Health Assessment		
NURS 5520 Health & Wellness Promotion		
FNP Population-Focused Courses		
NURS 5530 Adult Health I Primary Care		
NURS 5540 Adult Health II Primary Care		

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NURS 5610 Advanced Practice in Gerontologic Nursing I		
NURS 5560 Pediatric Primary Care		
NURS 5570 Women's Health Primary Care		
NURS 5525 FNP Immersion		
NURS 5532 Adult Health Primary Care Practicum 255 practicum clock hours.		
NURS 5562 Pediatric Primary Care 85 practicum clock hours.		
NURS 5572 Women's Health 85 practicum clock hours.		
NURS 5792 Family Practice Residency I 170 practicum clock hours		
NURS 5793 Family Practice Residency II 170 practicum clock hours.		
Total practicum hours 765		

Date revised May 2025

Appendix C– Academic Dishonesty

North Park University School of Nursing: Graduate Nurse Programs Academic Dishonesty

Student Submission of Assignment: Plagiarism

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

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

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

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

_____ other (please explain)

The situation was handled 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: _____