Graduate Student Handbook

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North Park University

School of Nursing

2013-2014

North Park University
3225 West Foster Avenue
Chicago, IL. 60625-4895

Janice M Zeller, PhD, RN, FAAN
Director of Graduate Nursing Programs

Linda R Duncan, DNP, RN, CCRN
Gretchen Carlson Professor of Nursing
Dean, School of Nursing

Joseph Jones, PhD
Provost, North Park University

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Welcome to the School of Nursing at North Park University!

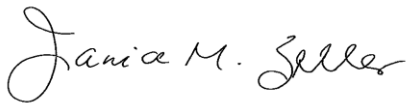
We are pleased that you have enrolled in our nursing graduate program. The months and years ahead will be exciting, challenging, and growth-promoting. We will provide you with a learning environment to support your personal and professional development and prepare you to address the health care needs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

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

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

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

Sincerely,



Janice M. Zeller, PhD, RN, FAAN

Professor and Graduate Program Director

School of Nursing, North Park University

Table of Contents

School of Nursing 4
History, Mission & Vision 4
North Park University Graduate Nursing Programs 6
Graduate Nursing Program Outcomes 6
Sample Programs of Study 8
Dual Degree Programs 9
Post-Master's Nurse Practitioner Certificate Programs 9
Certificate in Faith and Health 9
Admission, Progression & Graduation Requirements 10
Admission 10
Transfer of Credits and Post-Acceptance Requirements 11
Registration 11
Progression 13
Leave of Absence & Withdrawal from University 15
Application for Nurse Practitioner Certification Exams 16
Graduate Nursing Program Policies 16
Code of Conduct 16
Academic Integrity 16
Statement Concerning Academic Dishonesty 17
Categories and Definitions of Academic Dishonesty 17
Repercussions 18
Judicial Procedures for Cases of Academic Dishonesty in the School of Nursing 19
Professional and Technical Standards 21
Student Concerns & Appeals Process 23
Graduate Practica 24
Ethical and Safe Nursing Practice 24
Program Expenses 25
Students with Disabilities 25
Grievance Procedures: Student Accommodations 26
Organizations and Committees 27
Graduate Academic Programs Committee (GAPC) 27
Sigma Theta Tau, International Honor Society of Nursing 27
Available Resources and Services 27
Graduate Programs Communication 27
Graduate Nursing Programs Scholarships & Awards 28
Campus Resources 28
Bookstore, Library, Writing Center, IT 28
Exercise & Gym Facilities 29
Satelite Site in Arlington Heights 29
Useful North Park Numbers 30
Appendix A – Sample Program of Graduate Study: LM Track 31
Appendix B – Sample Program of Graduate Study: AGNP Track 32
Appendix C – Sample Program of Graduate Study: FNP Track 33
Appendix D – Sample Program of Graduate Study: MS/MBA 34
Appendix E – MS and Nursing Degree Completion Options 35
Appendix F – NPU Master's Nursing Programs: Required Courses for (FALL 2013) ... 36
Appendix G – Capstone Paper & Presentation: NP Students 37

School of Nursing

History

North Park University was founded in 1891 and is owned and supported by the Evangelical Covenant Church of America. Formerly a junior college, North Park graduated its first baccalaureate class in 1960, and the North Central Post-Secondary Schools initially accredited the four-year program in 1961. The university is strategically located in the heart of the city of Chicago. This urban setting provides excellent educational opportunities for all university programs. Social and cultural health care resources are highly accessible for students within the city.

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

The nursing major was approved by the university faculty in 1965. In June 1968, the first class of nine students graduated with a nursing major. In the fall of 1979, an evening program for registered nurses seeking a bachelor of science degree with a major in nursing began. General education and prerequisite courses for the nursing major as well as nursing courses were offered in the evening to facilitate attendance of working RNs. In 1993, the master's degree program in nursing was initiated and in 1995 a post-master's nurse practitioner program began. North Park University School of Nursing offers curricula leading to the degrees of Bachelor of Science (BS) and master of science (MS) both with a major in nursing. The nursing program was accredited by the National League for Nursing in 1970 and has been continuously reaffirmed. The last reaffirmation of accreditation from the Commission on Collegiate Nursing Education occurred in 2009 for the baccalaureate program and in 2005 for the master's program. The nursing programs at North Park are approved by Illinois Department of Financial and Professional Regulation and Illinois Board of Higher Education.

Mission

The mission of the School of Nursing is to prepare professional nurses for lives of significance and service through baccalaureate and graduate education within the Christian tradition.

Vision

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

Philosophy

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

Persons

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

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

Health

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

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

Environment

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

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

Community

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

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

This context provides the cultural framework and the resources with which persons: (1) develop and maintain values and belief systems, (2) mature physically, socially,

emotionally and spiritually, and (3) relate to others both inside and outside their community.

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: distinctively Christian, intentionally urban and purposefully multicultural.

North Park University Graduate Nursing Programs

Graduate Nursing Program 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 graduate nursing programs embody the Christian, urban, and multicultural distinctives of the University. The education of 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 nursing leadership and management or as a nurse practitioner. The program provides the knowledge, skills, and values achieved through scientific inquiry and practice that enhance professional expertise.

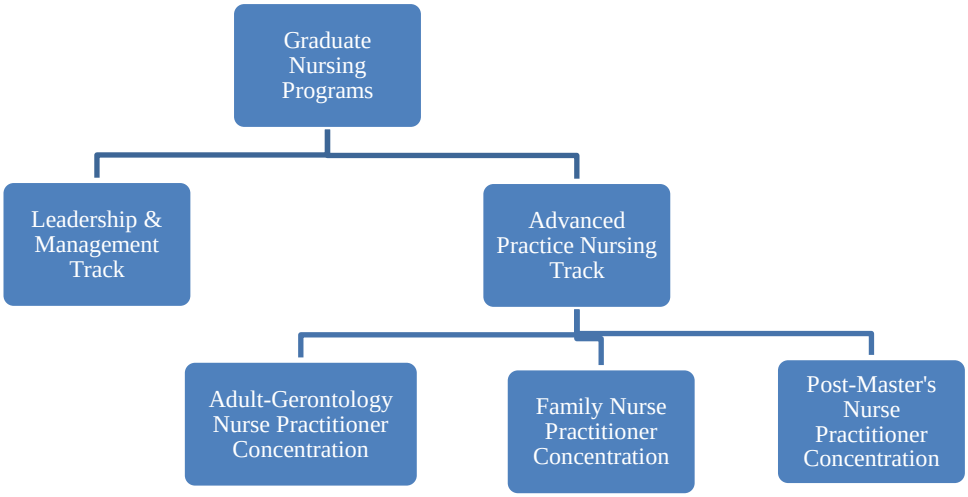
Upon completion of a graduate program in nursing, the graduate will be able to:

1. Design, deliver, and improve the quality of advanced nursing care across diverse settings based on the synthesis of nursing and related sciences.
2. Provide organizational/ systems leadership within an interprofessional team in the design, coordination, delivery, and evaluation of safe and high quality patient care.
3. Apply complexity science, systems theory, and business and economic principles to the delivery of health care.
4. Develop, implement, and evaluate quality improvement initiatives to optimize patient safety and health outcomes

5. Evaluate and implement evidence-based approaches to improve practice, health outcomes, and the care environment.
6. Manage data, health information, and communication and information technologies to support the coordination, delivery, and improvement of nursing care across multiple settings.
7. Participate in the development and implementation of health policies and employ advocacy strategies to improve health care
8. Communicate, collaborate, consult, and lead within an interprofessional team to improve patient-centered and population-based health outcomes.
9. Plan, deliver, and evaluate effective, culturally-responsive care services addressing health care disparities to improve individual and population-based health outcomes.
10. Design, implement, and evaluate educationally-sound and culturally-relevant health promotion and disease prevention education programs across populations and settings, with intentional emphasis on urban environments.
11. Integrate core scientific and ethical principles, professional values, and life-long learning into one's personal philosophy and nursing practice.
12. Use knowledge of the Christian principles of the philosophy of the School of Nursing to develop caring relationships with patients that confirm their intrinsic worth, dignity, and wholeness
13. Utilize comprehensive and systematic assessments and therapeutic relationships with patients as foundations for decision making and the promotion of patient-centered goals for care.

Master of Science with a Major in Nursing

The North Park University master of science with a major in nursing program is designed to prepare graduates with an education that is dynamic and futuristic for 21st century practice. Students select one of two tracks: Leadership & Management (LM) or Advanced Practice Nursing (APN). Within the Advanced Practice Nursing Track, students select one of two concentrations: Adult–Gerontology Nurse Practitioner (AGNP) or Family Nurse Practitioner (FNP). This relationship is displayed in the figure below:



Sample Programs of Study

The graduate nursing program was developed so that knowledge from one course is expanded upon in later courses. Initially, all students complete a series of four courses known as the master's core courses. Once these are completed, students will follow the pattern of courses designated by the track and concentration. Regardless of the track chosen, students will complete both didactic and practicum experiences. Leadership and management students must complete all core courses including electives prior to taking specialty practicum and theory courses. The NPU Graduate Catalog and the School of Nursing website list the courses within respective programs; academic advisement enables students to complete the selected program in a logical and expedient manner. Sample programs of study are shown in Appendices A – D. These samples were prepared in response to students' inquiry as to how quickly one could proceed through the program. Each plan can be tailored to address a student's personal needs and expectations.

NOTE: Plans of study will be tailored to meet the needs of students who enter into the MS program via the RN to MS option, as well as those RNs with baccalaureate degrees in non-nursing fields who chose to pursue an MS in the leadership and management track (MS Pathway). Please see Appendix E for comparisons of course requirements for students entering by the RN to BS, RN to MS, and MS Pathway options.

Dual Degree Programs

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

- MS with a major in nursing/ Master of Business Administration (MBA)
- MS with a major in nursing/ Master of Management (MM)
- MS with a major in nursing/Master of Management in Nonprofit Administration (MMNA)
- MS with a major in nursing/ Master of Human Resources (MHR)
- MS with a major in nursing/Master of Higher Education Administration (MS/MHEA)

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

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

Post-Master's Nurse Practitioner Certificate Programs

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

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

Policies, procedures, and protocols for the certificate programs are in concert with the MS degree program.

Certificate in Faith and Health

The Certificate in Faith & Health is available as a post-baccalaureate program through the seminary. The interdisciplinary Certificate in Faith and Health is designed to provide core concepts to support parish nurses, health ministers, and clergy in ministries of health.

Admission to the Certificate in Faith and Health program is managed through the North Park Theological Seminary and requires a separate application process. For additional details and to request an application, please contact the Seminary Admissions department directly at (773) 244-5530 or semadmissions@northpark.edu.

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.

ADMISSION REQUIREMENTS	MS IN NURSING L&M TRACK	MS IN NURSING APN TRACK	POST-MASTER'S APN TRACK	DUAL DEGREE***
Application	X	X	X	X
BSN/BS with a major in nursing from an accredited program or its equivalent *	X	X	X	X
Minimum of 2 years clinical experience as a nurse *	X	X	X	X
MSN/MS with a major in nursing from an accredited program or its equivalent			X	
Transcripts from all colleges and universities attended**	X	X	X	X
Cumulative GPA of 3.0/4.0 for all undergraduate courses	X	X	X	X
Cumulative GPA of 3.0 for all MS program courses	X	X	X	X
Essay	X	X	X	X
Resume	X	X	X	X
Two letters of recommendation from supervisors	X	X	X	X
Current Illinois RN license	X	X	X	X
Satisfactory completion of the following courses at the BS level or higher level:				
• statistics	X	X	X	X
• nursing research	X	X	X	X
• health assessment	X	X	X	X

Legend: * Evaluated on a case-by-case basis

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

*** Applicants to the dual degree programs need only apply to the School of Nursing; if admitted, they are concomitantly accepted into the School of Business.

Provisional Acceptance Policy

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

Transfer of Credits

Students seeking a master's degree in nursing may petition to transfer an equivalent of nine semester hours of appropriate non-clinical courses from an accredited master of science with a major in nursing program to North Park. Transferred courses must have a grade of "B" or higher and must have been completed within the five years prior to admission to NPU. Petitions are addressed to the Graduate Selection and Progression Committee. A petition should be submitted to the chairperson of the committee and must include:

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

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

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

Post-Acceptance Requirements

- After being granted admission to the university and School of Nursing, students will be required to participate in the School of Nursing orientation on campus prior to beginning classes as well as to complete the university online orientation.
- The on-campus orientation will include a writing evaluation. Based upon outcome, students may be asked to complete a 1sh writing course during their first semester of study.
- Also, students will need to provide Health & Safety Compliance documentation when initiating practicum (clinical course) planning. Further information on practicum requirements is provided in Graduate Practicum Planning Manual.

Registration

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

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

Certain courses (e.g., NURS 5530 and 5535) are co-requisites and must be taken together. As noted below, if students receive a “C+” grade or lower in one of these courses, they will need to repeat both that course and its co-requisite.

Once NP students begin clinical practicum courses, they must enroll each fall and spring semester in a practicum course. Students who choose to take NURS 5540 (Adult Health II) without the corresponding population-focused practicum course(s) will register for 1 sh independent study in a specialty practice to maintain clinical skills.

Add/Drop Protocol

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

Progression

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

Percent	Letter Grade
100-94	A
93-91	A -
90-88	B+
87-84	B
83-81	B -
80-78	C+
77-74	C
73-71	C -
70-68	D+
67-64	D
63-61%	D -
<61%	F

Some courses (e.g., NP and LM practicum courses) or components within courses may be designated as pass/fail.

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). No more than one C+ or lower course grade may be earned in the graduate nursing program. Should a C+ or lower be earned in any graduate level course, the student MUST repeat that course. The repeated course must be taken in the next semester in which it is offered. The student may NOT register for any additional graduate courses until the course of concern is remediated with a minimum grade of "B." **(Please note, a "B-" grade is <u>not</u> sufficient.)** If this student then earns a Grade of C+ or lower in another course, the student will be dismissed from the program.

If a student earns a grade of C+ or less in any theory course that is a co-requisite to a practicum course or earns a C+ in any practicum course, both the practicum course and its co-requisite theory course must be repeated. For example, a student who earns a C+ in either *Adult Health Management 1* (theory course) OR in its practicum course, *Practicum: Adult Health Management 1,* must repeat BOTH courses in the next semester. All graduate nursing students are required to maintain a cumulative grade point average (GPA) of 3.0 on a 4.0 scale. Students whose cumulative GPA falls below 3.0 will be placed on academic probation. The student on academic probation will be given the opportunity to complete an additional six semesters hours of graduate study in order to raise his or her cumulative GPA to 3.0 or higher. ***Academic probation is NOT extended to any students who have earned a cumulative GPA of lower than 3.0 due to earning a second C+ or lower in the program.*** If a student has earned a grade of C+ or less in a course, that student must repeat the course within the next

semester. The student will be dismissed from the program if the cumulative GPA is not raised to 3.0 upon completion of these six semester hours.

Repeated withdrawal from courses is disruptive to professional development. Students may be dismissed from the MS program upon withdrawal from classes three or more times. Students are strongly encouraged to meet with their advisors when considering course withdrawal.

Grading Issue	**Action**	**Grievance Process**
First C+ or lower grade earned at the graduate level by an admitted student	No progression	Retake the course during the next semester and earn a grade of B or higher. Appeal to the Graduate Selection & Progression Committee.
Second C+ grade earned at the graduate level by an admitted student	Dismissed from the program	Appeal to the Graduate Selection & Progression Committee.
Withdrawal from third graduate level course	Dismissed from the program	Appeal to the Graduate Selection & Progression Committee.
Cumulative grade point drops below 3.0 for admitted students	Probation	Student must raise the cumulative grade point to 3.0 within the next 6 semester course hours. Appeal to the Graduate Selection & Progression Committee.
Missing required documents by deadlines for practicum courses	Cancel registration to practicum & corresponding didactic courses for the semester.	Appeal to the Graduate Selection & Progression Committee.

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

Auditing

Only students in the nursing MS 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

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

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

Withdrawal from University

To withdraw from North Park University, the student needs to complete a withdrawal form with the Office of Student Administrative Services. This form requires a signature from the Financial Aid Office, Dean of Students, Student Administrative Services, and Housing Office, if applicable. If one is planning to withdraw at the start of a semester, it is recommended that the student review the refund policy on the Student Accounts webpage.

Graduation/Program Completion

In order to be awarded a Master of Science (MS) degree with a major in nursing or a certificate of a post-master's program, the following requirements must be fulfilled:

- Completion of the specific program requirements as indicated in the NPU catalog. All coursework and program requirements (Appendix F) including the capstone project and presentation must be completed prior to program completion. (See Appendix G).
- Demonstration of a cumulative 3.0 GPA at the beginning of the final semester. Graduate students must maintain the cumulative 3.0 GPA through graduation.
- Completion of the programs of study within a maximum of five years for MS degree requirements and three years in the post-master's programs.
- Completion of the university's process for graduation. Students anticipating graduation must submit an application for graduation by university designated due dates (posted on the academic services website).

A criterion for the designation of distinction varies among schools of the University. Graduate nursing students whose cumulative grade point average is 3.9 or higher by the beginning of their final semester receive a MS Degree with Distinction and will have the honor of wearing gold cords at graduation. The distinction designation will appear on the diploma. If this GPA is achieved at the end of the program it will also appear on the diploma. Candidates for graduation are expected to attend the public commencement. Degree candidates participating in commencement are required to wear the prescribed academic regalia. Students are responsible for arrangements for regalia use. Information related to ordering, receiving, and returning regalia is distributed with graduation information.

Application for Nurse Practitioner Certification Exams

Students are free to select the organization from which they will seek certification. NP faculty would be happy to discuss the certifying organizations and assist with student application to the desired organization. If required to have program endorsement, students must submit the completed form to the APN Program Coordinator. Approximately three weeks after graduation, students may request an official transcript through the Records Office. Post-master's students will be required to submit a letter of verification of completion of the program in addition to the official transcript. That letter may be requested through the NP Program Coordinator.

Graduate Nursing Program Policies

Code of Conduct

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

- Giving appropriate attention to graduate level work
- Employing civility in academic activities
- Exhibiting academic humility and receptivity to learning
- Attending classes, arriving on time and participating as a fully engaged member of the class
- Accepting personal responsibility and accountability for own actions, interactions, and communications with peers, faculty, and staff
- Exhibiting self-reliance and accountability as a graduate student

Academic Integrity

All students and faculty are expected to possess a high standard of conduct and personal integrity in academic work. Academic dishonesty runs counter to the goals and ideals of every educational institution and will not be tolerated at NPU. Academic dishonesty is defined as any act of deception in an academic setting. Deception may take many forms including, but not limited to cheating, unauthorized use of any resources or materials in an academic exercise, inventing information, plagiarizing the work of another and representing them as one's own, and others (see the North Park

University Catalog on the policy regarding academic integrity). All work done for a course must be original for that course unless student has received prior permission from the instructor. Anytime a student uses work from a previous paper or assignment, appropriate citation must be provided as for any outside source. Falsifying practicum hours is considered academic dishonesty and is subject to failure of the course and dismissal from the program. University policies related to academic dishonesty can be found in the NPU catalog.

Statement Concerning Academic Dishonesty

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

Categories and Definitions of Academic Dishonesty

Cheating on Quizzes, Tests, and Examinations

Individual or group activity for the purpose of dishonestly obtaining and/or distributing testable information prior to, during, or after an examination. Examples of dishonest activities include, but are not limited to, the following:

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

Plagiarism

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

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

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 in order to falsely negotiate for a higher grade.

Sabotage

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

- Stealing, destroying or altering another's academic work (such as an artwork, a computer program, a lab experiment or report, a paper).
- Hiding, miss-shelving, mutilating, or otherwise abusing library materials to keep others from using them.

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 homework assignments for another student.

Repercussions

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

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

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

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

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

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

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

The committee will:

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

The student may:

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

Upon timely appeal, the Academic Judicial Committee shall be convened at a time determined by the Academic Dean. The committee shall consist of three faculty members appointed by the Academic Dean. At least one of these faculty members shall be from among faculty not currently teaching the charged student. At least one of these faculty members shall be from the department or school offering the course. The committee shall also include three student members nominated (together with two alternates) by the president of the Student Association. A seventh member of the committee shall be the vice chair of the faculty, who shall preside and cast a vote in the event of a tie. The charged student has the right to challenge one student and one

faculty member on the committee; this challenge must be exercised within 24 hours of the student's receipt of the list of the members on his/her committee. The student may have one advisor (student or faculty) of his/her choosing to sit with them throughout the hearing. Witnesses will not be present for the entire hearing. The hearing will not be public.

The Academic Judicial Committee may:

- Reverse the finding and dismiss the case.
- Confirm the finding and the penalty imposed.
- Confirm the finding and alter the penalty.

The student may:

- Accept the decision of the Academic Judiciary Committee.
- Appeal to the Provost of the University.

The decision of the Provost shall be final.

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

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

(North Park Student Handbook, 2013-2014)

School of Nursing
Professional and Technical Standards

The School of Nursing at North Park University offers academically rigorous programs in nursing. The purpose of each program is to educate students to meet standards for comprehensive nursing care established by the American Association of Colleges of Nursing (2009). Inherent in the standards and the professional and technical standards of the School of Nursing, is that students be held to high standards of competency in order to perform responsible, safe care. This requirement is clearly described in all course syllabi and clinical evaluation tools.

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

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

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

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

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

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

Professional Integrity and Ethical Standards:

The School of Nursing recognizes the link between honesty in the academic area and professional integrity. The student is referred to the student nurse handbook and the policy for Ethical and Safe Nursing Practice.

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

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

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

Student Concerns & Appeals Process

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

AREA OF CONCERN	PROCEDURE
1. Concerns in a specific course, which may include the following: A. Course expectations, requirements, content B. Teacher performance C. Student performance	The student may present an appeal/issue in writing, in the following order: A. Individual course instructor B. Director of Graduate Programs, School of Nursing C. Dean of the School of Nursing
2. Grade appeal	The student may appeal a grade, **in writing**, in the following order: A. Individual course instructor B. Director of Graduate Programs, School of Nursing C. Selection and Progression Committee for Graduate Nursing Programs D. Dean of the School of Nursing If the student wishes to pursue the appeal further, the student may follow the University guidelines, (i.e., beginning with the Student Academic Standing Committee, then the Academic Dean).
3. Selection and progression issues/concerns	If a student does not meet all requirements for admission and progression within the nursing major, appeals may be made in writing to the Selection and Progression Committee for Graduate Nursing Programs.
4. General curricular concerns	Contact the appropriate student representative to the Graduate Academic Programs Committee of the School of Nursing. The representative will submit agenda items to the chairperson of the committee.
5. Non-curricular concerns related to the nursing program track	See academic advisor.
6. General concerns about campus life	Contact the Dean of Students of North Park University.

Graduate Practica

Students in the graduate nursing programs will complete two or more semesters of clinical experiences known as practica. Each practicum experience fosters growth in the selected field of interest as students combine field-specific and individualized learning objectives. Given the integrative nature of these experiences, practica are initiated after completion of the master's core courses (which includes the elective courses for students in the Leadership and Management track). Students are required to attend a practicum orientation in the semester prior to the intended enrollment in a practicum (e.g., fall of 2013 if the initial practicum will occur in spring of 2014). At that session, the protocol for planning and applying for practica will be addressed. Additional information is provided in the *Graduate Practicum Planning Manual.* Practica are graded on a Pass/Fail basis. ***Deadline for submission of all practicum-required materials (e.g. documentation of proof of liability insurance, clinical contract, etc.) are July 15 for fall semester and Dec 15 for spring semester.***

To ensure NP students begin their practica in a timely manner and to reduce last minute scrambling for practicum sites, faculty will NOT accept NP clinical contracts after the first week of classes. These students will be dropped from the clinical course and its co-requisite. Also, if contracts are not in by the "official stated" deadlines, July 15 and Dec 15 of each year, students will be levied a "handling fee" of $200.

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

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

Participation in practicum carries the responsibility for conduct as a graduate nursing student and advanced level professional. Clinical attire will reflect professionalism and is to be consistent with the attire of the agency and preceptor. The student ID badge will be worn while in practicum. Adherence to university, school, agency, and practice protocols is expected.

Ethical and Safe Nursing Practice

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

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

1. Performing activities for which the student is not prepared or which are beyond the abilities of the student.

2. Performing activities that fall outside the legal realm of professional nursing practice.
3. Recording or reporting inaccurate patient data.
4. Failing to recognize and/or report and record own errors.
5. Having mental, physical or cognitive limitations which endanger the safety of a patient.
6. Violating HIPPA regulations.
7. Behaving in a disrespectful manner towards patients, families, faculty or other members of the health care team.
8. Attending clinical experiences while under the influence of alcohol or drugs, including prescriptive medication which may impair performance. The clinical faculty member must be notified immediately of any prescriptions which may impair performance taken before or during clinical.

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

1. Immediate dismissal from the clinical area.
2. Assignment of additional learning activities to assist the student to meet the clinical objectives.
3. Written contract with a student which specifies the criteria and/ or the activities the student must complete in order to change the unsafe behavior.
4. Suspension from the clinical area if the student repeats the unsafe or unethical nursing behavior. This will result in failure of the course.

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

Program Expenses

The regular academic year is comprised of fall and spring semesters. Some courses may also be offered in summer and/or interim sessions. Tuition and other financial obligations for all terms of enrollment are governed by University policies. Terms and additional information are available through the Financial Aid office. Graduate tuition for 2013-2014 is $730 per credit hour. A $200 fee is added to each NP core and specialty course to cover Typhon, simulated clinical experiences, and other program-related expenses. Other courses with large lab component (e.g., NURS 5030, 5515, 5530, 5560 and 5570) also have $200 fees attached.

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

Students with Disabilities

With respect to students with disabilities, the Center for Academic Services at North Park University holds the following mission: “to provide and coordinate support services and reasonable accommodations to aid students with disabilities in the transition to

post-secondary education and the independent use of existing resources." The ADA considers three categories of people with disabilities:

1. A person who has a physical or mental impairment that substantially limits one or more of the major life activities of that person;
2. A person who has a record of such an impairment; and
3. A person who, while not actually disabled, is regarded as having such an impairment.

Major life activities may include: walking, speaking, seeing, hearing and working. Disabilities covered by legislation include, but are not limited to cancer, cerebral palsy, head injuries, hearing impairment, learning disabilities, psychiatric disorders, speech impairments and visual impairments. North Park University and the School of Nursing seek to provide an environment and community where each person may develop academically, socially and spiritually. North Park University is committed to full inclusion and participation of people with disabilities in all aspects of university life. As a result, the university is willing to relocate programs, services or activities to make the event accessible. Please allow at least 4 business days for accommodations. Depending on the nature of the program, service or activity, accommodations may take longer or be able to be coordinated in less time.

If you have questions about accommodations or accessibility to programs, services or activities offered on campus please contact:
Academic Services Learning Specialist
North Park University
3225 W. Foster Ave.
Box 24
Chicago, IL 60625
773-244-8500
Advising@northpark.edu

Grievance Procedures: Student Accommodations

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

Additional information may be found at www.northpark.edu/Newly-Admitted-Students/Disability-Services-for-New-Students

Organizations and Committees

Graduate Academic Programs Committee (GAPC)

Graduate nursing students are invited to participate on the Graduate Academic Programs Committee. Participation occurs through two means: students forward information to the committee for consideration and action, and through student representation on the committee. Academic and student life issues are GAPC meetings. Students should address concerns through their representatives to this Committee. One student from each concentration may be elected to serve on the committee with full voice and vote for one academic year.

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 *Image*, *The Journal of Nursing Scholarship*, and access to scholarship and research funds.

Available Resources and Services

Graduate Programs Communication

Emails to all students in the graduate nursing program are sent out to alert students to new information. It is the students' responsibility to check their North Park email at least twice weekly for any new information sent out by the School of Nursing. Course cancellation due to inclement weather or other emergencies will be transmitted to students via email. Students may arrange with the university (please refer to Information Technology department) to have their NPU email forwarded to a personal email account.

Additional resources, including the electronic version of this handbook, are available on the School of Nursing Graduate webpage under student resources.

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

Graduate Nursing Programs Scholarships & Awards

The University and SON make an effort to recognize outstanding academic performance. Academic scholarships and awards are provided to the greatest extent possible. At the graduate nursing student level, award scholars must carry a minimum of 6 semester hours each semester. Information on the University-sponsored Presidential and Dean's Scholarship can be found in the Graduate Nursing section of SON website under "Scholarships and Tuition." Visit this page for the most up-to-date information regarding financial aid and scholarships.

Campus Resources

North Park University Bookstore

The North Park University Bookstore carries textbooks for each course offered. It is located in the basement of Carlson Tower. Texts may be purchased in person or on-line. Information related to course texts and a link to order them can be found on the course's Moodle page once the student has registered for the course.

Library Services

The NPU library provides an atmosphere conducive to study and research. Books and articles are often placed on reserve and may be accessed with a current I.D. card. The internet and internet-based databases are available to students through the library and may be accessed from home with current identification. The library hours are posted on their website which can be accessed through the home page of North Park University.

Writing Center

Writing is a critical component of graduate level education. Society holds high expectations for the written communication skills of graduate program students and graduates. For writing assistance inquiries, please contact Dr. Carol Martin at 773-244-4918.

Computer Services

The student computer lab is located in the library on the second floor. This computer lab contains Macintosh and PC computers and printers. Student IDs are required to access computer programs on campus. Hours for labs can be found on the NPU website.

Photocopying Services

Photocopying machines may be accessed on the main floor of the library and in the lounge on the first floor of Magnuson Hall.

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.

Quick facts about PaperCut:

Students will start out with a $20 credit each semester (Fall, Spring, and Summer), enough for 200 free sides while printing or copying on University printers and copiers (in the library, Magnuson campus center, residence hall lobbies, etc.).

After the $20 balance is depleted, students can add more money to their accounts online to pay for printing or copying at 10¢ a side.

The system accepts VISA, MasterCard, Discover, and American Express credit and debit cards.

For more information, visit http://www.northpark.edu/Campus-Life-and-Services/Information-Technology

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.

Satellite Site in Arlington Heights

Busse Center for Specialty Medicine, Northwest Community Healthcare
800 W. Central Road, Arlington Heights, IL 60005

North Park's satellite site in Arlington Heights is located on the Northwest Community Hospital campus. It is bordered by West Central Road on the south and Kirchoff Road on the north. Both roads provide access to the campus. Courses are taught in the Learning Center, on lower level of the Busse Center for Specialty Medicine. Students can park for free in the Busse Center Garage which is attached to the hospital and readily accessible to the Learning Center. If you park on the main floor of the garage, there is a direct access to the building. The entrance to the Learning Center is just past the elevators. Please contact your instructor for additional information on classroom location.

Useful North Park Numbers

School of Nursing Main Office ……..…773.244.5736

Student Administrative Services (Records) ……773.244.5560

Campus Writing Center ……773.244.6261

Financial Aid (Annette Miley) ……773.244.5507

Brandel Library ……773.244.5580

Health Services ……773.244.4897

North Park Bookstore ……773.244.4570

Computer Services ……773.244.5540

Security ……773.244.5780

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

School of Nursing Full- Time Graduate Faculty

Professor	Building	Office Number
Ching-Eng Wang, PhD, RN	2nd Floor, Carlson	773.244.5694
Christine Smith, DNP, RN	2nd Floor, Carlson	773.244.5736
Dimitra Loukissa, PhD, RN	5th Floor, Carlson	773.244.5250
Jan Zeller, PhD, RN FAAN	5th Floor, Carlson	773.244.5699
Janet Cullen, M.D.	Basement, Carlson	773.244.5785
Mary Chase-Ziolek, PhD, RN	Seminary Building	773.244.6201
Sandra Gaynor, PhD, RN	5th Floor, Carlson	773.244.5698
Trudy DeWaters, DNP, PhD, RN	5th Floor, Carlson	773.244.5693

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

Appendix A – Sample Program of Graduate Study: LM Track

Sample Program of Study: LM Track (37 hr)

Year 1

Fall (6hr)	Spring (8hr)	Summer (6hr)
NURS 5015 (4hr)	NURS 5010 (4hr)	Electives (6hr)
NURS 5030 (2hr)	NURS 5020 (4hr)	

Year 2

Fall (8hr)	Spring (9hr)
NURS 5430 (3hr)	NURS 5440 (3hr)
NURS 5432 (3hr)	NURS 5442 (4hr)
Elective (2hr)	NURS 5590 (2hr)

Core (14hr) + Capstone (2hr)	*Specialty (13 hr)*
NURS 5010: Scientific Inquiry (4)	*NURS 5430: Management (3)*
NURS 5015: Health Care Services (4)	*NURS 5432: M Practicum (3)*
NURS 5020: Populations (4)	*NURS 5440: Leadership (3)*
NURS 5030: Comm & Collaboration (2)	*NURS 5442: L Practicum (4)*
NURS 5590: Capstone (2)	*(+8 hr business electives)*

****PLEASE NOTE: All students are required to complete WRIT 5000: Writing for the Professions (1hr) during the first semester of study, unless they test out.*

Also, students may choose to move more quickly or slowly through the program. Please consult your advisor about developing a personalized study plan.

(Edited jmz, 07.16.12)

Appendix B – Sample Program of Graduate Study: AGNP Track

Sample Program of Study: AGNP Track (54 hr; 585 clinical hours)

Year 1

Fall (8hr)	Spring (9hr)	Summer (5hr)
NURS 5015 (4hr)	NURS 5010 (4hr)	NURS 5510 (3hr)
NURS 5020 (4hr)	NURS 5030 (2hr)	NURS 5610 (2hr)
	NURS 5505 (3hr)	

Year 2

Fall (7hr)	Spring (8hr)	Summer (2hr)
NURS 5515 (4hr)	NURS 5530 (3hr)	NURS 5503 (2hr)
NURS 5520 (3hr)	NURS 5535 (5hr)	

Year 3

Fall (7hr)	Spring (8hr)
NURS 5540 (3hr)	NURS 5780 (6hr)
NURS 5620 (2hr)	NURS 5590 (2hr)
NURS 5625 (2hr)	

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

APN Core (17hr)	*Population Focus (17hr)*
NURS 5503: Role (2)	*NURS 5530: Adult H I (3)*
NURS 5505: Patho (3)	*NURS 5534: Adult H I Practicum (5)*
NURS 5510: Pharm (3)	*NURS 5540: Adult H II (3)*
NURS 5515: Health A (4)	*NURS 5620: Gero II (2)*
NURS 5520: Wellness (3)	*NURS 5625: Gero Practicum (2)*
NURS 5610: Gero I (2)	*NURS 5780: Adult-Gero Residency (6)*

****PLEASE NOTE: All students are required to complete WRIT 5000: Writing for the Professions (1hr) during the first semester of study, unless they test out.*

Also, students may choose to move more quickly or slowly through the program. Please consult your advisor about developing a personalized study plan.

(Edited jmz, 07.16.13)

Appendix C – Sample Program of Graduate Study: FNP Track

Sample Program of Study: FNP Track (64 hr; 675 clinical hours)

Year 1

Fall (8hr)	Spring (9hr)	Summer (5hr)
NURS 5015 (4hr)	NURS 5010 (4hr)	NURS 5510 (3hr)
NURS 5020 (4hr)	NURS 5030 (2hr)	NURS 5610 (2hr)
	NURS 5505 (3hr)	

Year 2

Fall (7hr)	Spring (8hr)	Summer (4hr)
NURS 5515 (4hr)	NURS 5530 (3hr)	NURS 5503 (2hr)
NURS 5520 (3hr)	NURS 5535 (5hr)	NURS 5546 (2hr)

Year 3

Fall (8hr)	Spring (7hr)	Summer (8hr)
NURS 5540 (3hr)	NURS 5570 (3hr)	NURS 5790 (6hr)
NURS 5560 (3hr)	NURS 5575 (2hr)	NURS 5590 (2hr)
NURS 5565 (2hr)	NURS 5620 (2hr)	

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

APN Core (as above for AGNP) (17hr)

Population Focus (27hr)

NURS 5530: Adult H I (3)	*NURS 5560: Pediatrics (3)*
NURS 5535: Adult H I Practicum (5)	*NURS 5565: Pediatrics Practicum (2)*
NURS 5540: Adult H II (3)	*NURS 5570: Women's Health (3)*
NURS 5546: Family Centered Care (2)	*NURS 5575: WH Practicum (2)*
NURS 5620: Gero II (2hr)	*NURS 5790: Family Practice Residency (6hr)*

****PLEASE NOTE: All students are required to complete WRIT 5000: Writing for the Professions (1hr) during the first semester of study, unless they test out.*

Also, students may choose to move more quickly or slowly through the program. Please consult your advisor about developing a personalized study plan.

(Edited jmz, 07.25.13)

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

Sample Program of Study: MS/MBA (61 hr)

Year 1

Fall (8hr)	Spring (8hr)	Summer (6hr)
NURS 5015 (4hr)	NURS 5030 (2hr)	SBNM 5110 (2hr)
NURS 5020 (4hr)	NURS 5010 (4hr)	SBNM 5111 (2hr)
	SBNM 5010 (2hr)	SBNM 5210 (2hr)

Year 2

Fall (8hr)	Spring (8hr)	Summer (6hr)
SBNM 5211 (2hr)	SBNM 5411 (2hr)	SBNM 5040 (2hr)
SBNM 5212 (2hr)	SBNM 5610 (2hr)	SBNM 5041 (2hr)
SBNM 5310 (2hr)	SBNM 5611 (2hr)	SBNM 5250 (2hr)
SBNM 5311 (2hr)	SBNM 5991 (2hr)	

Year 3

Fall (8hr)	Spring (9hr)	
SBNM 5510 (2hr)	NURS 5440 (3hr)	*Core Nursing (as for LM) (14)* + capstone (2hr)
NURS 5430 (3hr)	NURS 5442 (4hr)	*Specialty Nursing (as above for LM) (13)*
NURS 5432 (3hr)	NURS 5990 (2hr)	*(Please note WRIT 5000 requirement as above)*

MBA Required (24 hr)

SBNM 5010: Organizational Bhv/Ethics (2)
SBNM 5110: Financial Accounting (2)
SBNM 5111: Managerial Accounting (2)
SBNM 5210: Macroeconomics (2)
SBNM 5211: Global Economics (2)
SBNM 5212: Microeconomics (2)
SBNM 5310: Managerial Finance (2)
SBNM 5311: Financial Decision Making (2)
SBNM 5411: Quantitative Decision Making (2)
SBNM 5610: Marketing Anal/Consumer Bhv (2)
SBNM 5611: Adv Marketing Mgement (2)
SBNM 5991: Ethical Strategic Management (2)

MBA Electives (selected sample) (8)

SBNM 5040: Manage Diversity/Conflict (2)
SBNM 5041: Negotiation/Influence (2)
SBNM 5250: Healthcare Econ/Finance (2)
SBNM 5510: Healthcare Management (2)

(Edited jmz, 07.16.12)

Appendix E – MS and Nursing Degree Completion Options

Program/Course	RN to BS	RN to MS	MS Pathway	MS
Supporting Courses: (e.g., psychology, sociology, anthropology, microbiology, anatomy/ physiology , chemistry, math, statistics)	X (Also take courses from NPU Core Curriculum)	X (Also take courses from NPU Core Curriculum)		
Prerequisites: -statistics -research -pathophysiology -health assessment		 X	 X X	 X X X X
NURS 3000 – Pathophysiology: RN (2 hr)	X	X		
NURS 3030 – Health Assessment (2 hr)	X	X		
NURS 3210 – Concepts of Professional Nursing: RN (4 hr)	X	X	X	
NURS XXXX – Nursing Transition Course (4 hr)			X	
NURS 3540 – Ethics in Health Care (2 hr)	X	X		
NURS 4240 – The Research Process in Professional Nursing (2 hr)	X	X		
NURS 4510 – Community Health Nursing: RN (6 hr)	X	X		
NURS 4530 – Management/ Leadership in Nursing: RN (6hr)	X	X		
MS Courses: Core:				
NURS 5010 – Res, EBP		X	X	X
NURS 5015 – HCS		X	X	X
NURS 5020 – Populations*			X	X
NURS 5030 – Comm/Coll*			X	X
Other course offerings are track dependent (options noted below)		X	X	X
FNP or AGNP		X		X
Leadership/Management		X	X	X

* Students who move into MS coursework within two years of completion of a BS in nursing degree at North Park University in the conventional BS, RN to BS, or RN to MS program will receive advanced placement in the MS program (will not need to take NURS 5020 or 5030).

Appendix F – NPU Master's Nursing Programs: Required Courses for AGNP, FNP & LM (FALL 2013)

Courses	Semester Hours	Clinical Hours	Section Totals
Core Courses for all Masters Students • NURS 5010 Scientific Inquiry • NURS 5015 Health Care Systems • NURS 5020 Population Based Health Care • NURS 5030 Professional Communication & Collaboration	4 4 4 2		14
APN Core Courses for all NP Students • NURS 5503 APN: Role Concepts & Transitions • NURS 5505 Advanced Pathophysiology • NURS 5510 Advanced Pharmacology • NURS 5515 Advanced Health Assessment • NURS 5520 Health & Wellness Promotion • NURS 5610 Advanced Practice in Gerontologic Nursing I	2 3 3 4 3 2		17
Specialty Courses: Adult-Gerontology NP • NURS 5530 Adult Health Management I • NURS 5535 Practicum: Adult Health Management I • NURS 5540 Adult Health Management II • NURS 5620 Adv Prac in Gerontologic Nursing II • NURS 5625 Adv Prac in Gerontologic Nursing II: Practicum • NURS 5780 Adult-Gerontology Residency • NURS 5990 Capstone	3 5 3 2 2 6 2	225 90 270	19
ANP/GNP Total		585	50
Specialty Courses: FNP • NURS 5530 Adult Health Management I • NURS 5535 Practicum: Adult Health Management I • NURS 5540 Adult Health Management II • NURS 5620 Advanced Practice in Gerontologic Nursing II • NURS 5546 Family-Centered Care • NURS 5560 Pediatric Health Management • NURS 5565 Practicum: Pediatric Health Management • NURS 5570 Women's Health Management • NURS 5575 Practicum: Women's Health Management • NURS 5790 Family Practice Residency • NURS 5590 Capstone	3 5 3 2 2 3 2 3 2 6 2	225 90 90 270	29
FNP Total		675	60
Specialty Courses: Leadership and Management • NURS 5430 Strategic Nursing Management • NURS 5432 Strategic Nursing Management: Practicum • NURS 5440 Transformational Nursing Leadership • NURS 5442 Transformational Nursing Leadership: Practicum • SBNM Electives (School of Business) • NURS 5590 Capstone	3 3 3 4 8 2		23
L/M Total			37

Appendix G – Capstone Paper & Presentation: NP Students

(Please note, guidelines for LM students will be made available by LM Program Coordinator)

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

Topic Selection: Each student selects a phenomenon of interest associated within the chosen concentration. Ideally, exploration and research for this paper began with the topic developed for study in Nursing 5010. The practicum is the fertile ground for the student to question current practices and identify promising alternatives. The topic needs to be relevant to clinical practice and reflective of the complexity of the concentration as experienced in the practicum.

Paper Preparation: Fulfillment of a capstone paper is required for program completion. The report will be submitted as a unified document adhering to the regulations outlined in The Publication Manual of The American Psychological Association (6th edition).

Paper Format: There is no page length requirement, although 10-15 pages is a reasonable target. Significant length is needed to identify the issue/practice of concern, synthesize evidence, and identify solutions for problem. Papers are to be organized in the sequence specified below.

1. *Abstract.* Provide a concise (120 word or less) abstract summarizing the paper. Content should include purpose, findings, implications, and conclusions.
2. *Introduction*. The body of the paper begins with presentation of the specific phenomenon under investigation. This section should address why exploration of this phenomenon is important and implications of the exploration. A purpose statement and rationale should be delineated. Finally, the potential for advancing nursing knowledge or practice should be identified.
3. *Review of literature*. Provide an integrative review of pertinent empirical and theoretical literature. Assess gaps or limitations in current knowledge.
4. *Implications.* Formulate specific nursing implications as a result of completion of the phenomenon exploration. Discuss these implications within the context of the literature and the nursing concentration. How might this exploration influence clinical reasoning or patient management skills?
5. *Conclusions.* Evaluate achievement of the purpose of the paper. Discuss the contribution of this paper to the synthesis and advancement of nursing knowledge.

6. *References.* (This section does not count towards the paper page length). At least 20 references are required. Only the following peer-reviewed references are allowed: 1) primary research reports; 2) evidence-based practice guidelines and algorithms; 3) systematic reviews and meta-analyses; and 4) professional websites with supportive references. One or two general review articles to introduce the problem from peer-reviewed journals are acceptable. This literature is to be synthesized and integrated through-out the paper. The following are NOT acceptable: Wikipedia, websites without identified authors, websites with ".com," textbooks or encyclopedias (online or offline), patient education brochures or website that were meant for consumer information. Government sites are acceptable only if material is targeting professionals, are authored, and include references.
7. *Appendices*. (This section does not count towards the paper page length). No more than four appendices are to be included. These may include summary tables or useful diagrams to support the paper.

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

Component	**Characteristics**
Paper	
Abstract: 5 pt	-Summary; reference is made to *Introduction, Review of Literature, Implications, and Conclusions*
Introduction: 15 pt	- Identification of problem - Purpose and rationale: Why examination of problem is important/why need for change in practice - Potential for advancing nursing knowledge
Review/Analysis of Literature: 35 pt	- Comprehensive review of literature/quality of references - Applicability to problem identified - Strength and validity of reports/evidence - Presented as integrative review
Implications for Practice/ Conclusions: 20 pt	- Reference made to practicum experience involving a selected patient or problem (or hypothetical situation) - Relevance to your future practice - Contribution of project to advancement of nursing knowledge or practice
Academic Quality: 10 pt	- Clarity, organization, grammar, punctuation, spelling - APA format
Presentation: 15 pt	- Clarity, organization of presentation - Time and pacing - Quality of slides/supportive materials

Steps in Developing a Capstone Project

1. ***Select a topic of interest.*** You may choose to learn more about the topic you proposed for study in Nursing 5010 and consider how it might be explored in the context of your nursing concentration. Or you may want to follow up on a situation/problem that intrigued you when completing your practicum courses. NP students need to consider whether the topic of interest is relevant to nursing practice in primary care. You will want to steer clear of an issue that is too specialized and may necessitate patient referral to a specialist management.
2. ***Meet with the nursing capstone facilitator.*** Through discussions, identify a specific phenomenon for study. Develop a ***timeline*** for project completion.
3. ***Gather information, develop an outline of your project plan, and pull together a list of references.*** Share with facilitator.
4. ***Consult with practicum instructor as needed to clarify literature under review and importance of the project question/purpose.***
5. ***Review and critically analyze current literature pertinent to the project.***
6. ***Develop draft of the paper following above guidelines.*** Share with facilitator.
7. ***Finalize paper.*** Check for grammar, spelling, logical progression of ideas, and correct use of APA format. Submit to facilitator for final approval.
8. ***Develop a draft of powerpoint slides.*** Submit to facilitator for approval.
9. ***Submit final paper and powerpoints to facilitator.*** Schedule presentation practice session with facilitator and other students.

Sample Timeline**

During final semester of study:

1. Weeks 1-2: Gather references focusing on reviews/meta-analyses; identify phenomenon for study
2. Week 3: Meet with capstone facilitator to discuss project question/purpose and assure references are acceptable
3. Weeks 4-5: Refine project purpose/question; continue to gather references/resources (including primary research reports) and critique; consult with practicum instructor as needed
4. Week 6: Outline one-page project plan; submit to facilitator with reference list
5. Week 7: Meet with facilitator for suggestions/approval of project plan.
6. Weeks 8-9: Continue to gather and analyze references; complete solid first draft of paper. Submit for review to facilitator.
7. Week 10: Meet with facilitator for feedback on paper.
8. Weeks 11-12: Finalize paper with feedback from facilitator; develop draft of powerpoints. Submit to facilitator for review.
9. Week 13: Meet with facilitator for final feedback; schedule presentation practice time for Week 14.

*****It would be wise to carry out many of these activities prior to final semester of study.***