NORTH PARK UNIVERSITY

School of Nursing

Baccalaureate Nursing Student Handbook

Prelicensure Program

2026 - 2027

NORTH PARK UNIVERSITY

3225 WEST FOSTER AVENUE

CHICAGO, IL 60625-4895

REVISED AUGUST 2026

NORTH PARK UNIVERSITY
CHICAGO

Welcome to the baccalaureate nursing program. Our vision is the creation and maintenance of a culture of excellence in nursing grounded in the compassion of Christ. As Chief Nurse Administrator (CHIEF NURSING ADMINISTRATOR OR DESIGNEE), I am honored to be a part of this faculty and staff whose mission is to prepare nurses for lives of significance and service within the Christian tradition. North Park University's Christian, City-Centered, and Intercultural institutional values help inform our programs and learning environments. Our philosophy of nursing builds on the mission and vision statements of North Park University. Our beliefs about persons, health, environment, community, and nursing are based on a Christian perspective rooted in a Trinitarian understanding of God.

We believe that the essence of nursing is a caring relationship with others that requires professional competence, compassion, and a trusting relationship in which the dignity and worth of the other are confirmed. We believe the caring relationship is motivated and empowered by God's love for all persons. Its model is the love, compassion, and lifework of Christ and is a response to Christ's commandment to love one another, as exemplified by the Good Samaritan. In this caring relationship, the nurse is genuinely present with others in their experiences of health and illness, joy and suffering. This experience of caring communion leads to mutual confirmation of dignity and worth. Our faculty integrate dynamic teaching and clinical best practices into educational experiences that develop ethical and compassionate graduates committed to nursing care that is patient-centered, clinical expertise, and competent.

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

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

Thank you for choosing North Park's nursing program.

Patty Peebles, DNP, RN Chief Nurse Administrator
Associate Professor
School of Nursing and Health Sciences

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NORTH PARK UNIVERSITY'S

SCHOOL OF NURSING AND HEALTH SCIENCES LEADERSHIP CHART

Dr. Francisco Gaytan

Provost

Dr. Patty Peebles

Chief Nursing Administrator

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Baccalaureate Program Director

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

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

1. 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.

2. Vision

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

3. Nursing Philosophy

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

Persons

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

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

Health

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

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

Environment

We believe that 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 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.

4. History of the School of Nursing at North Park University

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

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

In 1965 the nursing major was approved by the university faculty. The first class of ten students graduated with a nursing major In June of 1968. In the fall of 1979, an evening program for registered nurses seeking a Bachelor of Science degree with a major in nursing began. General education and prerequisite courses for the nursing major as well as nursing courses were offered in the evening to facilitate attendance of working RNs. In 1993, the master's degree program in nursing was initiated and in 1995 a post-master's nurse practitioner program began. In 2018, the university rolled out a Doctor of Nursing practice (DNP) program. North Park University School of Nursing currently offers curricula leading to the degrees of Bachelor of Science in Nursing (BSN), Master of Science in Nursing (MSN), and Doctor of Nursing Practice (DNP). In 2014 the School of Nursing became the School of Nursing & Health Sciences (SNHS), adding a division of Health Sciences.

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

1. Accreditation

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

School of Nursing and Health Sciences at North Park University is accredited by the Commission on Collegiate Nursing Education American Association of Colleges of Nursing One Dupont Circle, NW, Suite 530

Washington, DC 20036 Phone: 202-463-6930 Fax: 202-785-8320

The Nursing Program within School of Nursing and Health Sciences at North Park University is approved by Illinois Department of Financial and Professional Regulation and Illinois Board of Higher Education.

2. Illinois Nurse Practice Act

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

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

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

Section I.C: Program Regulations for Nursing Students

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.

1. 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	Ability to learn in classroom and educational settings Ability to find sources of knowledge and acquire necessary nursing and critical thinking knowledge Ability to be a lifelong learner Demonstrate innovative and adaptive thinking in complex situations	Acquire, conceptualize and use evidence-based information from demonstrations and experiences in the basic and applied sciences, including but not limited to information conveyed through online coursework, lecture, small group work, physical demonstrations of proficiency Develop nursing care plans and responses which correctly interpret assessment and evaluation data Apply fundamental knowledge to safe patient care Exercise timely and proper judgement and critical thinking in providing safe patient care Able to synthesize information, problem solve, and critically think to judge appropriate implementation of theory or assessment strategies
Developing Communication Skills	Communication abilities for sensitive and effective interactions with patients with patients (persons, families, and/or populations) Communication abilities for effective interaction with the health care team (patients, significant others, professional and interdisciplinary team members, peers, faculty, and staff)	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

	Sense-making of information gathered from communication Emotional and social intelligence	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	Ability to observe patient conditions and responses to health and illness Ability to assess and monitor health needs Demonstrate capacity for computational thinking Demonstrate strategies to focus and reduce unnecessary mental effort when processing information and completing tasks, reducing cognitive load	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 population's environment and responses to health across the continuum of care Obtain and interpret data for evaluation of responses to nursing actions Translate data into abstract concepts and to understand data-based reasoning
Integrating knowledge to establish clinical judgement	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 Intellectual and conceptual abilities to accomplish the essentials of the nursing program at a basic and/or advanced level New-media literacy Ability to function in interdisciplinary teams Developing a growth mindset	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 sues 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	Concern for others, integrity, ethical conduct, accountability, interest, and motivation Acquire interpersonal skills for professional interactions with a diverse population of individuals, families, and populations Acquire interpersonal skills for professional interactions with members of the healthcare team, including patients, their significant others, and interdisciplinary team members Acquire skills necessary for promoting change for quality healthcare Cross-cultural competency Virtual collaboration	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

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

Students will have access to confidential medical records and sensitive information regarding patients, families, and community agencies while providing nursing care as a student. Students must agree to maintain the highest standards of professional integrity regarding this information and comply with all requirements regarding the privacy of patient records. This includes but is not limited to written, oral and electronic social-networking transmission of information. For more information students are referred to HIPPA Privacy Rules .

After being admitted to the nursing major, 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 Enrichment and Support Services and the School of Nursing on an individual basis using the above Technical Standards. The accommodation needs to be in place prior to the start of the program or mayresult in a delay in starting. North Park University provides reasonable accommodations to those students who qualify under the Americans with Disabilities Act, as amended (ADA). Appropriate documentation will be required to determine eligibility to receive accommodations. It is the student's

responsibility to contact the Office of Student Enrichment and Support Services and request accommodation in a timely manner.

2. School of Nursing Psychological Fitness Policy

Policy: The Office of the Chief Nursing Administrator or Designee (Administrative Council) of the School of Nursing and Health Sciences (SNHS) can require a student to undergo psychiatric evaluation if the student exhibits disturbances in thinking, communication, mood, or behavior that impairs didactic, clinical, or social performance or if the student's behavior potentially places other students, faculty, staff, patients, or others at risk. Risk is defined as behavior that poses a danger of causing harm to others, property damage, or impeding the lawful activities of others.

Input from relevant sources (persons who have observed the disturbances or impaired performance and those familiar with the student's performance history) will be used in deciding to request a psychiatric evaluation of the student. All communications shall be treated in a confidential manner. Nothing in this policy prevents encouraging students to voluntarily seek counseling or treatment believed to beneficial to the student.

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

- A member of the SNHS Administrative Council (Chief Nursing Administrator or Designee, , director of the graduate program or director of the undergraduate programs) will interview the student. Pertinent information will be gathered as needed.
- Following step one, the member of the Administrative Council in consultation with the Selection and Progression Committee of the student's program will determine that no action be taken, o refer the student for a psychiatric evaluation. The student academic progress may be suspended pending completion of the evaluation.
- If an evaluation is recommended the Baccalaureate Program Director will:
    - Seek immediate intervention if the student's behavior poses a danger of harm to others.
    - Notify the Office of the Vice President for Student Engagement.
    - Notify the student in writing of the committee's decision.
- The student will meet with 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.
- A signed release will be obtained from the student so that the clinician may report the results of evaluations and any recommendations.
- 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.
- 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.
- 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.

- 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.

3. Pre-Adverse Action Disclosure

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

4. Representing the School of Nursing

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

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Section II: Academic Curriculum

1. Summary of the BSN Program
2. Degree Requirements
3. Baccalaureate Learning Outcomes
4. Lab Credit Equivalency for Clinical Education
5. Degree Requirement Passing the Comprehensive Exam
6. Capstone Content Review/NURS4901

Section II: Academic Curriculum

1 . Summary of the BSN Program

The Bachelor of Science in Nursing is the fruition of the mission and vision of the School of Nursing at North Park University, the curriculum of this four- year program is based on a "caring philosophy." Successful completion of the program qualifies the graduate to apply for the professional nurse licensing examination, NCLEX-RN. The curriculum consists of three parts: general education, nursing prerequisites, and courses in the nursing major. Together these courses provide the student with the knowledge and skills needed for beginning practice in professional nursing.

2. BSN Degree Requirements

Core Curriculum Courses In addition to the nursing courses, students are required to complete the University's Core Curriculum requirements for graduation as listed in the University Catalog. Many nursing prerequisite courses also meet Core Curriculum requirements. The Core Curriculum is defined in 4 parts, Foundations Courses (26SH), Explorations Courses(16SH), Writing Curriculum Requirements(8SH) & Keystone Courses (4SH). More Information can be found here.

Foundations Courses: Cornerstone Seminar (4SH), Biblical Studies (4SH), Health and Well-Being (2SH) Analytical and Quantitative Reasoning (4SH), Global Histories (4SH) and Modern Languages (8SH) *2 courses in the same language to meet proficiency requirement*.

Explorations Courses: Aesthetic Interpretation and the Arts (2SH), Christian Life and Thought (4SH). Life Science (2SH), Physical Science (2SH), and Culture and Society (4SH) is fulfilled by prerequisite courses for the nursing major. Ethical Reasoning (2SH) is fulfilled by a course within the nursing major.

Writing Curriculum Requirements (8SH) & Keystone Seminar (4SH) are fulfilled by courses within the nursing major. Full core curriculum details can be found in the University Catalog.

Semester Hours Needed

A total of 120 semester hours are required to graduate with a Bachelor of Science in Nursing degree from North Park University. Included in this total are the core nursing courses that comprise 51 semester hours (52 with supporting courses), the prerequisite courses that comprise 45 semester hours, and the additional general education courses not covered by the prerequisite courses that comprise 24 semester hours. Elective courses may be needed to complete the 120 semester hours. See the North Park University Catalog for further clarification.

Grade Point Average

As stated in the admissions requirements, a cumulative grade point average of 2.75 along with a separate Science GPA of 2.75 on a 4-point scale is needed for admission into the nursing major. This calculation includes science courses transferred into North Park University. The student must maintain a GPA of 2.0 in nursing courses and an overall GPA of 2.0 to progress through the program and to graduate.

3.Baccalaureate Learning Outcomes

1. Use knowledge of the Christian principles of the School of Nursing's philosophy to develop caring relationship with self, patients, families, the community, as well as interprofessional team that confirm the intrinsic worth, dignity, and wholeness of all beings.
(Domains 1, 6, 9 &10)

2. Provide compassionate and professional nursing care to individuals, families, and communities, based on the integration of concepts, theory, and knowledge from nursing science, and liberal arts education to form the basis of clinical judgment and innovation in nursing practice.
(Domains 1 & 2)

3. Demonstrate evidence-based, holistic person -centered care focused on the social determinants of health for the individual, family, and communities from prevention to disease management to provide spiritual, cultural, safe, quality, equitable, and inclusive care to diverse populations.
(Domains 2, 3, 4 & 5)

4. Demonstrate inquiry and analysis in applying patient care technologies and information systems to improve health and support safe quality nursing practice for the patient, family, community, and population in accordance with best practice and professional and regulatory standards.
(Domains 1, 4, 5 & 8)

5. Demonstrate effective communication, collaboration, and coordination with the interprofessional care team and health care consumers within a complex system in accordance with health care policy to provide safe, quality, and equitable care to diverse populations.
(Domains 2, 5, 6 & 7I)

6. Exhibit a professional nursing identity that incorporates ethical principles, values, attitudes, and characteristics that includes life-long learning.
(Domains 9 &10)

7. Employ leadership principles to promote collaboration with traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government agencies, and others for the improvement of equitable population health outcomes.
(Domains 3, 4 & 10 QSEN Team and Collab, QI)

4. Lab Credit Equivalency for Clinical Education

Nursing is a practice discipline; therefore, the education of professional nurses is a combination of classroom experience and experiential opportunities. These experiential opportunities will include work in the nursing learning resource center (NLRC), the simulation center, and in health care agencies in the greater Chicago area. The credit for these laboratory experiences is 1:3, meaning for each semester of course credit the student will spend 3 hours in the clinical environment.

5. Degree Requirement: Passing the Comprehensive Exam

All graduating students take a standardized comprehensive exam in their final semester.

Successful passage of this exam is defined as achieving a predicted probability of passing the NCLEX-RN of 94-95%, as outlined in the ATI Policy. Successful completion of exam is required for graduation and will be posted as

a grade from the course number NURS 4901.

6. Capstone Content Review/NURS4901 Comprehensive Exam

The ATI Capstone Content Review will be utilized as a resource in the preparation of the Comprehensive Exam and ultimately the NCLEX-RN. This review has been integrated into the NURS 4901 Comprehensive Predictor Exam course.

Before completion of the Nursing Program, students are required to pass the ATI Comprehensive Predictor. The ATI Comprehensive Predictor will serve as the comprehensive exam for the Baccalaureate Nursing Program (BSN). To pass the assessment the student must achieve a 94% -95% predicted probability of passing the NCLEX-RN, based on the RN Comprehensive Predictor Expectancy Table.

Students will be given two opportunities to take the comprehensive assessment during the final weeks of the fourth semester of the program. A different form of the ATI Comprehensive Predictor will serve as the repeat assessment for students not successfully meeting the 94%-95% predictability on the first opportunity.

Students unable to pass the second assessment will receive a grade of "Incomplete" for NURS 4901. The student will then be required to complete and document participation in an external NCLEX Review Course at their own expense. The student will be retested for a 3rd time or until the student achieves the 94-95% predictability. For each repeat test starting with test three, **the student will pay for the cost of the assessment directly to ATI.**

As the comprehensive predictor is a requirement for graduation for the nursing major. A student's graduation will be posted in the term in which degree requirements, including submission of supporting documentation, which includes passing the comprehensive predictor, have been met. Although course work may have been completed in a prior term, the degree will be awarded only for the term in which all academic and administrative requirements have been fulfilled.

If a student receives an "Incomplete" grade in NURS 4901 NCLEX Success that is resolved within four weeks of graduation, your academic record will be re-audited. Once the "Incomplete" is resolved, your graduation will be officially recorded for the term that you just completed. If you have specific questions about how this process works or how it might impact your graduation timeline, you might want to reach out to your academic advisor or the registrar's office for detailed information.

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Section III: Professional Responsibilities and Opportunities of Nursing Students

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Section III: Professional Responsibilities and Opportunities of Nursing Students

1. Professional Nursing Philosophy

- We believe that professional nursing, as one of the health professions, serves a unique, specialized and essential function for society. The professional nurse participates in health promoting and health restoring activities, provides evidence-based care, and collaborates with other health professionals in evaluating nursing practice. Nursing leaders and researchers work with others for the advancement of the profession and of health care for all persons.
- We believe that the essence of nursing is a caring relationship with others that requires professional competence, compassion, and a trusting relationship in which the dignity and worth of the other is confirmed. We believe the caring relationship is motivated and empowered by God's love for all persons. Its model is the love, compassion, and lifework of Christ, and is a response to Christ's commandment to love one another as exemplified by the Good Samaritan. In this caring relationship the nurse is truly present with others in their experiences of health and illness, joy, and suffering. This experience of caring communion leads to mutual confirmation of dignity and worth.

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

2 . The Professional Opportunities Available to Nursing

A. Students Eligibility for Certified Nursing Assistant (CNA) - Illinois

- Nursing students may be eligible to apply for certification as a Certified Nursing Assistant based on their nursing school education. In the state of Illinois, students who have completed 40 hours of supervised clinical and a fundamentals of nursing course, such as NURS 3020, are eligible to apply to take the CNA certification exam. The process for the exam is now 100% electronic.
- Students who wish to apply should email the Baccalaureate Program Coordinator who will send their name and necessary information to the state. They will then receive an email with next steps. Students who wish to apply for to be a CNA or its equivalent in another state will need to look up that state's requirements.

B. Eligibility for Licensure as a Registered Nurse

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

C. Applying to Take the NCLEX

To work as a registered nurse, a student must first obtain a license to practice in the field. Licensure by Examination involves applying to become a registered nurse via a national exam, known as the NCLEX (National Council Licensure Examination). After passing the NCLEX, the state in which the student applied will grant licensure to practice as a registered nurse.

The information on this page is intended to guide current students and upcoming graduates through the process of applying to take the NCLEX. For any questions, students should contact the Baccalaureate Nursing Director at North Park University's School of Nursing and Health Science.

D. Determining the State in Which to Work

RN licensure is granted on a state-by-state basis, and a student may only sit for one state examination at a time. Therefore, the first step is for the student to decide where they would like to work immediately after graduation. This may be straightforward for some, while others may need additional guidance. Students are encouraged to seek advice if they are uncertain.

Once the student obtains RN licensure in one state, they can apply for licensure in another state through a process known as Licensure by Endorsement. This process typically involves completing paperwork and paying a small processing fee but does not require taking another examination. However, students should be aware of potential delays between obtaining licensure in the first and second states, making it crucial to carefully consider their initial state of application.

The Nurse Licensure Compact (NLC) is an agreement between 41 U.S. states and territories allowing nurses to hold a multistate license. This means that nurses who live in a compact state can practice in other member jurisdictions without having to obtain additional licenses.

The NLC was created by the National Council of State Boards of Nursing (NCSBN) in 2008 to increase access to care by making it easier for nurses to practice in multiple states. The NLC also helps to protect patients by maintaining high standards of care and facilitating communication between member states.

Currently, Illinois is not part of the compact, although there is pending legislation in the state of Illinois General Assembly to become part of the NLC. To obtain a compact (multi-state) license, students must legally reside in a compact state and declare that state as their primary state of residence. Thus, it is important for students to choose the appropriate state for their NCLEX examination.

E. General Timelines for Getting Started

Students generally do not need to start the NCLEX application process until their final semester. It is recommended that in-state students submit their completed applications two weeks before graduation. For out-of-state students, who require an official transcript, it is advisable to complete all application paperwork within one month of graduation.

F. Steps to Take the NCLEX in Illinois

Step One: Apply for Degree Conferral

North Park University recommends that students apply for degree conferral one year prior to their anticipated graduation date to ensure enough time for the graduation process and for the completion of

any outstanding requirements. The following table may be helpful:

Expected Graduation:	Graduation Application due by:
December 2025	December 2024
May 2026	May 2025
August 2027	August 2025

For assistance with degree conferral applications, students should contact their academic advisor or Student Engagement. Please follow this link for the graduation application process https://www.northpark.edu/campus-life-and-services/office-of-the-registrar/graduation/how-to-apply-for-graduation-for-undergraduate-students/#1486050918763-9e7f5463-7d5d

Step Two: Order Fingerprints

Students should find an approved fingerprint vendor in Illinois through the IDFPR website and schedule an appointment https://idfprapps.illinois.gov/licenselookup/fingerprintlist.asp

The fee, around $70, covers both state and federal costs. It is essential to confirm whether the vendor sends fingerprints to Continental Testing and to save the receipt. If the vendor does not send the fingerprints, students must mail a copy of the receipt to Continental Testing Services at:

Continental Testing Services
P.O. Box 100
LaGrange, IL 60525

Fingerprints must be timed with the application to the State Board of Nursing, as they are valid for only 60 days before application submission.

Step Three: Apply to the State Board of Nursing

Students must apply for RN licensure by examination through Continental Testing. This can be done in the final semester of the program. To do this, they should:

- Visit the Continental Testing home page. https://www.continentaltesting.net/
- Click on State of Illinois Examination
- Under IL Division of Professional Regulation Select "041 – Registered Professional Nurse (RN)."
- Scroll to the bottom of the page and click "Online Professional Registered Nurse Application."

There is a $107.00 fee payable by credit card, certified check, or money order.

North Park University School of Nursing and Health Science Baccalaureate (BS) NCLEX school code is US49509800. Students should take particular attention to the fact that they are using the correct code and ignore any other codes.

After submitting the application, students will receive the "ED-NUR" form to confirm that they have completed all program requirements. North Park university utilizes an alternative process that submits confirmation of graduation directly to the state, therefore, graduates do not need to complete this form. North Park University will process confirmation of graduation on the Wednesday following graduation.

Step Four: Register with Pearson Vue

Pearson Vue is the testing vendor for the NCLEX. Students can register for the exam at https://portal.ncsbn.org , and clicking the "Registration Process" button at the top of the page. Students will pay a $200.00 fee by credit card and receive a receipt. Students can choose any Pearson Vue testing location, regardless of their state of licensure application.

After completing all the application steps, students should receive an Authorization to Test (ATT) email from Pearson Vue about two weeks after t. They should schedule their exam date, time, and location on the Pearson Vue website. If the application is submitted late, the ATT may arrive approximately 30 days after the last application materials are submitted.

G. Steps to Take the NCLEX Outside of Illinois

Apply for Degree Conferral - Students should apply for degree conferral as described previously.

Notification of Intent - Out-of-state test-takers must confirm their intent to test out-of-state by meeting with the Baccalaureate program Director by week 8 of the he application is submitted.

Review the Requirements for the Chosen State - Each state has specific application requirements. Students should review the instructions for the state in which they plan to test and complete any additional requirements, such as fingerprinting or signed documentation from the North Park University School of Nursing and health Science.

Apply to the chosen State Board of Nursing - Students must complete the application for RN licensure in the state they plan to practice. Application instructions and fees vary by state. Students should follow the specific instructions provided by their chosen state board.

Register with Pearson Vue - As with Illinois, students should register with Pearson Vue at https://portal.ncsbn.org and pay the $200.00 fee. They can choose any Pearson Vue location to take the exam.

Request an Official Transcript - Most states require an official transcript showing degree conferral. Students should request their transcript through the registrar's office only after their degree has been conferred. If additional paperwork is required, students should inform the registrar's office. https://www.northpark.edu/campus-life-and-services/office-of-the-registrar/graduation/how-to-apply-for-graduation-for-undergraduate-students/#1486050918763-9e7f5463-7d5d

After Receiving Authorization to Test, Register for Exam Time/Location - Students should expect to receive an Authorization to Test email from Pearson Vue after completing all required steps. They can then schedule their exam on the Pearson Vue website. Timelines for receiving the ATT and scheduling may vary by state.

H. Frequently Asked Questions

What is the difference between Licensure by Examination and Licensure by Endorsement?

Licensure by Examination is the process of applying to becoming a registered nurse, otherwise known as taking the NCLEX. Upon passing the NCLEX, the state to which one applied will grant licensure. Licensure by Endorsement is reserved for those who already hold RN licensure in one state but wish to practice in a second state. Licensure by Endorsement requires the completion of paperwork and a small fee (usually around $50) but does not require the completion of a second NCLEX. All states have different requirements that must be completed for both forms of application.

Are there multiple test sites available?

Yes, candidates can take the NCLEX at any Pearson Professional Testing location, regardless of their state of application. In other words, if an applicant currently resides in Illinois but plans to apply for the NCLEX and licensure in New Hampshire, the applicant can sit for the exam in any state. It is important that the application is made to the state in which one wants to practice.

How should a student decide which state to test for?

There is no one answer to this question, as there are many factors that could affect one's decision. In general, the most important question one should ask is which state one is most likely to work in or begin applying to jobs? One should strongly consider testing in whichever state you most want to work in, as there may be a significant time delay before one is able to receive licensure in a second state. The exception to this would be for states in the Nurse Licensure Compact. Illinois currently does not participate in the Nurse Licensure Compact, however,

legislation is moving through the Illinois General Assembly to add this option.

Can a student take a test for multiple states at once?

No, students can only apply for one state examination at a time. They can apply for additional states through Licensure by Endorsement after obtaining initial licensure. Once one has achieved licensure as an RN it is much easier (and cheaper) to apply for licensure by endorsement in a second state.

What is the Nurse Licensure Compact?

The Nurse Licensure Compact allows nurses licensed in one compact state to practice in other compact states without additional licenses. Illinois is not currently a compact state, but legislation is pending.

Can a student change their state of testing after submitting their application?

Yes, but there is a $50 change fee. Students should contact the state board of nursing for assistance with making changes.

What should a student do if their Authorization-to-Test has not arrived?

The delay is often due to timing. Students should check the submission date of their application and contact the state board of nursing if necessary.

What is the earliest a student can take the NCLEX?

In Illinois, students can often take tests as early as three weeks after graduation. Out-of-state timelines vary.

How long does a student have to schedule a test after receiving Authorization-To-Test?

Students must test within the validity dates of the ATT, which vary by state. In Illinois, the validity period is 90 days. If you do not test within the validity dates, you will have to re-register and pay all exam fees again.

Is it better to take the NCLEX as soon as possible?

Research indicates that students who take the NCLEX early perform significantly better than those who wait. Our own data supports this research.

What should a student do if they applied to take the NCLEX but will not graduate this semester?

NCLEX registrations are valid for up to 365 days, so applications remain valid even if graduation is delayed.

When will a student's degree be conferred?

North Park University typically confers the degree the Wednesday after graduation. Although U.S. schools are required to confer degrees within one month of the last day of the academic term.

How does a student send their fingerprints to Continental Testing?

Some fingerprint vendors are set up to automatically send fingerprints to Continental Testing on behalf of students. To determine which vendors offer this service, students should check the vendor's website or contact them directly https://idfprapps.illinois.gov/licenselookup/fingerprintlist.asp Even if a vendor sends the fingerprints, it is still advisable for students to save their receipt. For vendors that do not send fingerprints, students will need to mail a copy of their receipt directly to Continental Testing at the following address:

Continental Testing Services
P.O. Box 100
LaGrange, IL 60525

Why does the application for Continental Testing list two school codes for North Park University School of Nursing and Health Sciences, and which one should a student choose?

Students should take care to select the **North Pak University BSN school code US49509800.** This is the code

for the Baccalaureate Nursing Program. The other code is for the pre-licensure Direct entry Master of Science in Nursing Degree (DEMSN).

What is the ED-NUR form for Illinois, and does a student need to fill it out?

The ED-NUR form is used in Illinois to confirm that graduates have completed all program requirements. Although the name may seem unusual, it is not related to a historical figure. The School of Nursing completes this form for all graduates, except those who test out of state. Students do not need to complete this form themselves.

Who should a student contact if they are confused about the requirements for their state?

Students should contact the North Park University School of Nursing and Health Sciences Baccalaureate program Director to schedule an appointment. The requirements can be confusing, and the director will assist in reviewing and clarifying them.

If a student's state requires a form to be signed and sealed by someone in the School of Nursing, who should they direct this to?

Students should send any forms to nursingcoordinator@northpark.edu with clear instructions. It is important to note that the university cannot confirm a degree until after graduation. Additionally, the requirement for a school seal may delay the processing of the form, so students should submit their forms early to ensure timely processing.

How can a student obtain an official transcript?

All transcript requests must be submitted through North Park's Transcript Ordering Center.

Transcripts can be sent either electronically or as hard copies, depending on state requirements. It is important to note that if a transcript is ordered before the degree has been conferred, it will not display the degree.

III.C. The Responsibilities of the Nursing Student to the Profession

A. Professional Liability Insurance

Undergraduate students in the basic nursing program are covered by liability insurance provided by the University and the School of Nursing and Health Sciences.

B. CPR Certification

American Heart Association, Basic Life Support (BLS) for the Health Care Provider

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

C. Drug Screening

To uphold the highest standards of the nursing profession and as stated in the North Park University Undergraduate Student Handbook, students must remain free from the use of alcohol or any illegal or decriminalized (marijuana) drug while participating in clinical experiences with any of its affiliated agencies.

Students must have a negative screening to a 10-panel urine test completed prior to the start of the nursing program. Students will go to a Castle Branch designated location to give their drug screening sample. After creating their online account students will be able to access their drug screening chain of custody form. The

student will take this form to the drug screening location to give their sample, the cost of which is included in the original package purchase.

If student results raise concerns related to the nursing program, the student will be contacted by the Baccalaureate Program Coordinator or Director and may be asked to complete additional screening. If any faculty member suspects a student is under the influence of a substance while engaged in any educational activity, clinical, lab, simulation or the classroom, the program may require the student to pass random drug screening(s) to remain in the program. The School of Nursing and Health Sciences reserves the right to require additional drug screening of any student when appropriate.

D.Health Screening Requirements

All undergraduate nursing students must submit documentation of student health requirements. To participate in clinical experiences, students must always have complete records on file. This is required by all health care facilities affiliated with North Park University's School of Nursing and Health Sciences and specified in the agency affiliation agreements. Students will not be placed in clinical until their medical repository is current without any outstanding documentation. Failure to complete these documents will result in a clinical and course failure. Failure to follow requirements will make students ineligible for participation in clinical. Which may require that a student step out of the semester or program or result in a clinical failure. All student health records must be submitted online to the student's secure a CastleBranch account. Documentation must be legible and include the student's name, item name, date item was administered, and any other pertinent information.

All students will purchase an account on CastleBranch, a one-time fee that includes the background check, finger printing, drug test, and online document tracker for the academic year. Please note specific clinical sites may require an additional drug screening or background check during the second year of the program which would be an additional cost to you. All CastleBranch records are reviewed by the Baccalaureate Program Coordinator & Baccalaureate Program Director and remain strictly confidential.

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

i. Medical History Form

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

ii. Physical Examination

Students are required to complete the School of Nursing & Health Sciences physical exam within one year prior to the start of the program. Documentation must state that students may participate in clinicals and be completed by a qualified primary care provider.

iii. Negative TB Screening

Students must provide a QuantiFERON Gold Blood Test. TB tests are valid for only one year and must be renewed each year.

If positive, student should follow up with their primary health care provider for appropriate treatment and submit a radiological report of a chest x-ray.

iv. Vaccinations:

- **Measles Mumps Rubella (MMR)** 2 doses of vaccine and IGG titer showing immunity to measles, rubella, and mumps.
- **Varicella (Chickenpox) 2** doses of vaccine and IGG titer showing immunity to varicella. If titer

does not show immunity to varicella students are required to receive the vaccination series prior to participation in clinical. Students must wait 1 month after the first varicella dose to receive the second varicella dose.

- **Hepatitis B -** 3 doses of vaccine and IGG titer showing immunity to hepatitis B.
- **Tdap** - All students are required to show documentation of Tdap (Tetanus, Diphtheria, and Pertussis) booster within the past 10 years. Students may need to renew their tetanus documentation while in the program as the shot is valid for only 10 years.
- **Influenza** (flu) Flu shots documentation is due October 1st every year. Flu shot documentation must be from the current flu season and include the lot number.
- **COVID-19 Vaccination** – at this time we have clinical partners that still require COVID vaccination, therefore, all students in the nursing program are required to be fully vaccinated for COVID-19 and show documentation of vaccination with the CDC vaccination card. The administration dates and the manufacture for each dose of the vaccine must be listed on the card.

v. Health Insurance

Students are responsible for having health insurance throughout their time in the nursing program. Students must upload proof of health insurance each semester that they are in the program. Proof of health insurance may be a copy of their insurance card. If their name is not on their insurance card, then they may upload a note from the company showing they have insurance. Often this can be found on the insurance company's website under who is covered under this plan. Students are financially responsible for any personal health care related needs including but not limited to vaccinations required to participate in clinical as well as any clinical-incident related care. Students are responsible for the costs involved for any accident or injury to themselves while engaged in any educational activity including clinical, lab, simulation, or the classroom and should be treated as a member of the public when seeking medical assistance. Health Insurance must include emergency coverage. It is important to remember students are not covered by workers compensation as they are not employees of the University or the clinical facility.

vi. Health Insurance Portability and Accountability Act of 1996 (HIPAA)

For HIPAA training students are required to complete the ATI HIPAA module found under the Skills Modules tutorials in ATI and upload documentation of their posttest. Documentation must include date completed, score of 100%, and student name. HIPAA training is valid for one year and must be renewed each year the student is in the program, please upload the documentation of the subsequent year's posttest.

vii. Occupational Safety and Health Act (OSHA)

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

viii. Background Check

Students must successfully complete a background with finger printing check prior to start of the nursing program. Background checks process automatically upon purchase of the student's

Castle Branch account, the cost of which is included in the original package purchase. If student results raise concerns related to the nursing program, the student will be contacted by the Baccalaureate Program Coordinator or Director and may be asked to complete additional screening.

ix. Drug Screen

All nursing students are required to complete a negative drug screen through the school's designated vendor prior to participating in clinical experiences. Positive results, unless supported by verifiable prescription documentation, or refusal/failure to complete the screening, will result in ineligibility for clinical placement and dismissal from the program. Clinical sites may require additional or random screenings at any time.

4. Modeling Professionalism as a Nursing Student

A. Appearance and Dress Code Policy for the Nursing Student

The purpose of these guidelines is to provide a uniform dress code, which applies to all students in the nursing major at North Park University and avoids any distracting apparel.

The student is required to always present a professional appearance and that clearly identifies as a North Park University Student Nurse.

The following are the requirements for the **Nursing Uniform** for Acute Care Facilities:

- The nursing uniform shirt is a blue, nursing scrub top with the North Park logo on it. It is worn with blue uniform scrub pants, socks, and shoes that meet OSHA guidelines.
- The lab coat is white and knee length with the North Park logo.
- A blue warm-up jacket with the North Park logo may be used in the clinical setting. The student's
- nursing deposit includes two tops, two pair of pants, and one lab coat.
- Uniforms are freshly laundered for each clinical experience. Uniforms are worn for clinical experience only. Uniforms and shoes worn to clinical should not be worn outside the clinical area.
- No long sleeve tee shirts will be worn under the uniform shirt. Students may wear ¾ length sleeves that cover the elbow.
- Students will wear name badges at all times in the clinical area.
- Wearing perfume, jewelry, head apparel (except where mandated by religion), sweatpants, clogs (eg. Backless clogs), sandals, sling backs, or high heels is prohibited.

For Community Health Experiences, Psychiatric Clinical, and Geriatric Internships the student will follow the specific agency policy for dress, appearance, and uniforms.

Personal Appearance:

- Strict personal hygiene is required.
- Nails are to be maintained at a shorter length (1/4 inch from fingertip) and are to be kept in clean and healthy condition. Artificial nails are prohibited.
- No false or fake eyelashes.
- Hair is off the collar or controlled by a hair-restraining device (e.g., hair tie). Un-natural hair (not

occurring in the natural hair color spectrum, for example but not limited to pink, fuchsia, purple, crimson, burgundy, and blue) colors are not permitted.

- Visible tattoos are not permitted.
- Jewelry is limited to a watch with second hand and minute demarcation, wedding band, and post or single-button earrings. No visible body-piercing hardware is allowed.
- Students must abide by any special requirements of the clinical facilities regarding dress.

Clinical faculty will maintain and enforce the dress code.

B. Transportation Requirements

Transportation is both a requirement of the program and the student's responsibility. The School of Nursing and Health Sciences cannot guarantee that students will be placed at hospitals or agencies near public transportation. The student will assume the cost of transportation to and from the clinical agencies.

C. Clinical Availability Survey

Prior to the start of each Fall and Spring semester the School of Nursing and Health Sciences will send students an email invitation to complete a Clinical Availability Survey. We strongly encourage that you complete the survey in advance of each semester that you are a student in the nursing program. The survey is used to collect information about students' transportation and changes to transportation to clinical sites along with class schedules. Survey responses collected each semester are not saved and are deleted after use.

D. Approximate Program Expenses and Necessary Items Itemized Fees for Prelicensure Students

- A laboratory fee is charged for each clinical nursing course. This fee covers educational resources for the course as well as annual liability insurance.
- A clinical fee is charged for each major clinical course. This cost is due to the increased institutional costs associated with the delivery of these courses.
- Payment for the ATI testing program. There is a one-time fee skills module fee assessed the first semester. If the student must repeat a clinical course, they will have to pay the additional ATI fee. If the Comprehensive Predictor Assessment must be taken beyond the two allowed prior to graduation the student will assume the cost for each assessment, they take.
- There is a one-time fee for MyClinicalExchange.com that provides access to Lurie Children's Hospital, Northwestern Memorial, and Advocate Lutheran General Hospital.
- Graduation fee (required of all North Park graduates).
- Please note, there will be occasions in the nursing program when hospital and agency partners require additional onboarding requirements such as additional background checks, drug screenings, or finger printing. Students are financial responsible for covering the costs of these additional requirements.
- CTA UPASS (all full-time, traditional undergraduate students) is assessed per semester.
- For the most current list of fees, see our website: http://www.northpark.edu/tuition

Additional Items Needed for Lab or Clinical Practice:

- Stethoscope with bell and diaphragm
- Nurse-Packs – provided by from the School of Nursing, included in deposit.

- Watch with second hand and minute demarcations.
- Students purchase uniforms through ScrubIn.com.

E. Ethical and Safe Nursing Practice

The North Park University School of Nursing and Health Sciences (SNHS) baccalaureate nursing program is committed to an education that includes the acquisition of knowledge and skills in the nursing profession that builds character and independence through a spirit of curiosity, truthfulness, awareness, and respect. Civil and ethical behavior is the cornerstone of the shared mission and value statement of the school. Each member of the SNHS community, student, faculty, and staff, holds themself and others to the highest standards based on the values of excellence, respect, diversity, integrity, and accountability. Students enrolled in the SNHS baccalaureate nursing program are expected to conduct themselves in a manner that upholds the values of this institution of higher education. Each student is obligated to refrain from violating academic ethics and maintaining high standards of conduct with civility which 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 addition, the School of Nursing upholds the professional code of ethics established in the Code of Ethics for Nurses (ANA, 2025) which requires all nurses to create an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and patients with dignity and respect" (p.4), students are responsible for exhibiting such behaviors in the classroom and clinical setting.

Each student is held accountable for adhering to the American Nurses Association Code of Ethics to provide quality and safe patient care.

Furthermore, nursing students are expected not only to adhere to the morals and norms of the profession, but also to embrace them as part of what it means to be a nurse. The nurse recognizes that their first obligation is to the patient's safety and that all other needs and duties are secondary; the nursing student adheres to this same value.

Any interaction with fellow classmates, university students, faculty and staff of the University, and/or the staff of our clinical partner are to be respectful and safe.

A nursing student in the North Park University SNHS baccalaureate nursing program will strive to act in a professional, ethical manner in accordance with the Code of Ethics for nurses and the NPU SNHS baccalaureate nursing program values. Each student will:

- Act with honesty and integrity in the performance of all academic assignments, examinations and in all interactions with others.
- Be responsible for his/her own learning and clinical practice and honor other students' right to learn and be successful in academic and clinical environments (i.e., develop own knowledge base through study and inquiry; recognize others' right to do well on their written work; have access to reserved material; and have access to their own preparation materials and supplies used in clinical areas).
- Engage with faculty and peers to improve others understanding of the learning needs of students. Demonstrate respect in verbal and non-verbal behaviors to all others in all clinical and academic settings (e.g., interact with others without using threats of, or commission of, physical harm, verbal abuse, unwanted sexual advances or contact, or other unwarranted physical contact. Arrive to class and clinical sites on time, etc.).
- Assess patient status carefully upon assuming responsibility for his/her care.

- Provide safe, competent care, seeking assistance when personal knowledge and/or skill are not adequate.
- Avoid use of any substances that would impair clinical ability or judgment (e.g., prepare for clinical assignment to develop required knowledge and skill; review patient's medical record; seek assistance according to course and curricular objectives).
- Provide the same standard of care to all patients and families regardless of race, ethnicity, age, sexual preference, disability, religion, economic status, employment status, or the nature of their health problem(s). Accept that others have the right to their own cultural beliefs and values and respect their
- choices (e.g., demonstrate compassion and respect for every individual; provide the best quality of care possible to all patients; be non-judgmental of cultural differences).
- Provide patient care without expectation of, or acceptance of, any remuneration (e.g., do not accept gratuities or personal gifts of monetary value). Do not share with patient/families any personal
- Document in a thorough, accurate, truthful, and timely manner data that reflects findings from one's own personal assessment, care, interventions, teaching, or the patient's and/or family's response to those activities (e.g., documentation errors are corrected in an acceptable manner, documentation is unaltered, vital signs are recorded at the time they are measured, and late entries are duly noted).
- Act in a manner that contributes to the development and maintenance of an ethical educational and practice environment. Recognize that the primary commitment in clinical practice is to the patient and that respectful interactions are expected (e.g., act as a role model for other students and colleagues; speak up if another student is speaking disrespectfully to classmates or faculty; work through appropriate organizational channels to share concerns about situations that jeopardize patient care or affect the educational environment; advocate patient safety).
- Complete legally required HIPAA training and University or clinical site requirements regarding confidentiality. Use patient data in all schoolwork, papers, presentations, research findings and in the clinical setting in a manner that is accurate, truthful, and confidential. Patient data must have a justifiable reason for its presence. Acknowledge real data gaps that may exist in written work. Identify patient in paper by initials, not full name.
- Refrain from unauthorized use or possession of school or clinical setting's equipment, patient's belongings, or items dispersed or intended for patient use (e.g., do not download University software onto a personal PC or mobile device; do not use a hospital computer terminal for personal use; do not take a patient's prescribed medication for personal use).

F. Civility Policy

The following are examples of uncivil behavior, and those serious behaviors considered beyond uncivil in the classroom, outside of the classroom, lab space, Simulation Center, and any clinical setting (list is not meant to be exhaustive):

Uncivil

- Holding conversations during class that distract others
- Making sarcastic remarks or gestures
- Making disapproving groans

- Dominating class discussions
- Acting bored or apathetic
- Refusing to answer direct questions

Serious behavior/beyond uncivil

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

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

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

I. Progressive Action Process

In the event of **uncivil or otherwise inappropriate behavior**, faculty and staff will have the option to initiate a **Performance Improvement Plan (PIP)** at any stage, including the first incident, based on severity.

Step 1: First Incident

- The instructor meets one-on-one with the student to:
  - Address the observed behavior.
  - Discuss concerns and expectations.
  - Establish a follow-up plan, if applicable.
- The instructor documents the meeting and places the report in the student's electronic file (maintained by the Chair of the S&P). A copy of the report is provided to the student.
- The incident is reported to the Baccalaureate Selection and Progress (S&P) Committee after the faculty-student meeting.
- If the behavior is considered **serious**, the **Baccalaureate Program Director** may also be involved in the meeting with the student.
- The S&P Committee may determine:
  - That a **formal letter** to the student is warranted.
  - That a **Performance Improvement Plan (PIP)** should be implemented at this stage.
  - That **dismissal from the program** is a potential consequence in extreme cases.

The **written report must include** date of the observed behavior, description of the behavior, ate of the discussion with the student, key discussion points, student's response; recommendations made; follow-up plan (if applicable); and signatures of both the instructor and the student

Step 2: Second Incident

- If a second incident occurs, the instructor confirms the previous report in the student's electronic file and meets with the student again.
- The incident is documented and placed in the student's electronic file, a copy is provided to the student, and reported to the S&P Committee.
- The instructor and Program Director meet with the student to:
  - Review the current concern.
  - Share any new formal letter issued by the S&P Committee.
  - Discuss the student's progress (or lack thereof) if a PIP was already implemented.
- The S&P Committee may revise or extend the existing PIP or move toward **dismissal from the program**, depending on the circumstances.

Step 3: Third or Repeated Incident

- If the behavior is repeated or a third incident occurs, the instructor:
  - Meets with the student.
  - Documents and reports the incident, as in previous steps.
  - Confirms prior documentation and student history.
- The S&P Committee reviews the student's file, including any letters and the PIP, and may recommend:
  - Final notice of non-progression.
  - **Dismissal from the nursing program** due to failure to meet professional conduct expectations.

All occurrences of incivility will be reviewed by the Selection and Progression Committee of the School of Nursing. Meetings are not to be taped.

For each of the above steps, faculty may choose to include another faculty, the student's advisor, or the Baccalaureate Program Director. The student has the right to the assistance of an advocate at each of these meetings. Required FERPA documentation will be required if an advocate will be in attendance. Another classmate from the cohort may not act as advocate. If a student needs assistance in finding an advocate it is recommended that they reach out to Student Engagement.

G. Unsafe Nursing Practice Policy

The faculty of the North Park University School of Nursing and Health Sciences has an academic, legal, and ethical responsibility to prepare graduates who are competent in safe nursing practice to protect health of individuals and communities. It is within this context that students are disciplined or dismissed from the North Park University School of Nursing and Health Sciences for unsafe practice or unsafe behavior that threatens or has the potential to threaten the safety of a client, a family member or substitute familial person, another student, a community, a faculty member, or other health care provider.

Practices or behaviors that warrant disciplinary action include, but are not limited to:

- Excessive use of faculty time to ensure safe practice by one student to the detriment of other students in the clinical rotation.
- Inadequate or poor preparation for or understanding of nursing care, patient's medications, or patient's nursing needs. 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 HIPAA 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.
- Uncivil behavior in the clinical setting that threatens patient safety
- Acts of omission or commission in the care of clients including, but not limited to:
    - physical abuse
    - placing clients in hazardous positions, conditions, or circumstances
    - mental or emotional abuse of others
    - failure to rescue
    - failure to use appropriate judgment in administering safe nursing care consistent with the level of nursing preparation
    - violating or threatening the microbiological safety of the client, such as by breaking aseptic technique
    - failure to use standard and transmission-based precautions in clinical procedures
    - inability to apply previously learned skills and principles in providing nursing care
    - failure to observe or report critical assessment results regarding patients in a timely fashion
    - failure to assume responsibility for completing nursing actions

Unsafe nursing practice is defined as any behavior determined to be actually or potentially detrimental to the client and/or to the health care agency.

A student may be removed from a clinical area immediately if, in the professional judgment of a faculty member, or nurse preceptor, that the student has demonstrated unsafe practice in a clinical area.

A faculty member who removes a student from the clinical area due to unsafe clinical practice during the clinical assignment is required to notify the course coordinator within 24 hours, who will consult with the Baccalaureate Program Director.

If the infraction is deemed to be critical the following actions may be taken:

- Immediate dismissal from the clinical experience resulting in a clinical failure
- Assignment of additional learning activities to assist the student to meet the clinical objectives.
- Written contract with a student which specifies the criteria and/ or the activities the student must complete to change the unsafe behavior.

Suspension from the clinical area if the student repeats the unsafe or unethical nursing behavior. This will result in failure of the course.

The faculty member will identify and document in writing the student's unsafe clinical practice, advise the student regarding the unsafe clinical performance and the requirements for addressing the deficiencies, and if appropriate, refer the student for remediation or assistance in the Nursing Skills Lab Center (NSLC).

Students are expected to respond to the remediation plan within 48 hours by contacting the designated person who will assist them with remediation. Students need to be self-directed for remediation because unsafe practice involves skills that have been previously taught. This means that the independent use of class material, practice in lab, and use of recommended resources is expected.

The faculty member's documentation of the student's unsafe clinical practice and recommended remedial action plan will be provided to the course coordinator, Selection & Progression Committee, and the Baccalaureate Program Director, and the student's file.

A student may be reinstated to the assigned clinical area only after the recommended action plan has been followed, successfully completed, and appropriately documented.

If, following the remediation plan completion, the student's clinical performance continues to remain unsafe; the Baccalaureate Program Director, in collaboration with the course faculty member, may require additional remediation or may remove the student from clinical activities which will result in a course failure.

If the same student needs to be removed from the clinical area more than one time, the student may be dismissed from the program due to unsafe behavior.

H. Clinical Incident Policy Guidelines:

A clinical incident is any event, circumstance, injury, unprotected exposure to a pathogen, or accident which occurs during a clinical practicum/placement that caused or could have caused (Near Miss) unplanned harm, suffering, loss, or damage. Promoting student and patient safety is the priority in responding to a clinical incident. In addition to clinical incidents, Near Miss events will also be tracked. According to the Intensive Care Society (2006), Clinical Incidents are usually categorized as:

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

- Staff work related ill health.
- Staff violence / abuse / harassment
- Security incident
- Other near miss

For any event that requires an incident report at the hospital or health care agency, the clinical faculty, if they are able, should get a copy of any agency documentation and submit it to the course coordinator who will keep it on file in the SNHS Office. Follow the hospital guidelines regarding the follow-up of the incident, including, but not limited to, completing the institutions incident report and any required follow-up with an appropriate practitioner.

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

Along with any agency documentation, clinical faculty should write a short summary of the occurrence on the Clinical Incident Form (this form is available on the Nursing Clinical Faculty Office 365 OneDrive available through the North Park University email system). If the clinical faculty is unable to receive a copy of the agency documentation due to it being a part of the EMR system or other HIPAA reasons, please provided a detailed description of the incident to the Course Coordinator. PLEASE return this form to the course coordinator as soon as possible. An example of the form can be found in the Appendix.

Clinical Incident Procedures:

- Any injury requiring **immediate,** emergency care should be treated at the nearest emergency facility at the student's expense. Please notify the course coordinator as soon as possible. The course coordinator will notify the SNHS as soon as possible to report the incident and to ask for help, if needed, for the student.
- When a student is exposed to a blood or body fluid pathogen, the agency clinical coordinator/ employee health RN, and the SNHS are to be notified. If an employee health department is available, follow OSHA guideline and hospital/agency policy for **immediate** treatment.
- Students are required to have their own health insurance and should be referred to their own health care provider for recommendations for follow-up treatment. **Students are financially responsible for any costs incurred for any care that is required as a consequence of the incident.**

Section IV: Student and Academic Services, Campus Safety, and Program Recognition

Section IV.A. Student and Academic Services

1. Academic Resources for Students
    A. Academic Advising
    B. Nursing Learning Resource Center (NLRC)
    C. Kathy Holmgren Simulation Center
2. ATI Policy: Comprehensive Assessment Review Program -ATI
3. Technology Requirements
4. Financial Aid and Student Accounts

Section IV.B. Campus Safety and Security

1. Viking Shuttle
2. LiveSafe Campus Security System
3. Emergency Communications

Section IV.C. Program Recognition

1. White Coat Ceremony
2. Graduation
3. Pinning Ceremony
4. Senior Awards

Section IV.A: Student and Academic Services

1 . Academic Resources for Students

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

A. Academic Advising

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

B. Nursing Learning Resource Center (NLRC)

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

C. Kathy Holmgren Simulation Center

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

2 . ATI Policy: Comprehensive Assessment Review Program - ATI

The North Park University School of Nursing and Health Science (SNHS) partners with the Assessment Technologies Institute (ATI) to provide each student with the tools for growth and enhancement of one's nursing education. The Comprehensive Assessment Review Program by ATI is an NCLEX preparation program that addresses the uniqueness of each student and particular needs of their nursing education. ATI offers a diverse system that enables the students to take control of their education and learning. Tools are provided within the ATI system that are designed to teach each individual in the manner in which they learn best. As a faculty we strongly encourage that students explore and utilize all the different tools that ATI provides to assist a student's learning.

All prelicensure nursing students in the SNHS participate in the Comprehensive Assessment Review Program. The program offers a Content Mastery Book for each specialty area and standardized computer testing (assessments) at the end of each major clinical area of study. These **Content Mastery Assessments,** offered through ATI, are standardized tests that assess a student's understanding of the material via NCLEX-RN style questions. The assessments provide feedback to students as they progress through the nursing program, assessing students' areas of strengths and areas needing more focused study. The ATI program helps prepare students for passing the NCLEX-RN exam upon graduation. Information about the **Content Mastery Proctored and Practice Assessments** along with the **Proctored Assessments** can be found in the **Appendix** of this Handbook. The ATI program helps prepare students for passing the NCLEX-RN exam upon graduation.

3. Technology Requirements

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

4. Financial Aid and Student Accounts

North Park University offers comprehensive information about Financial Aid, Scholarships, and billing through Student Accounts. If you have any questions or are seeking information about these areas, please visit the university's Financial and Tuition webpage.

Section IV.B. Campus Safety and Security

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

1. Campus Security - Viking Shuttle and Campus Escort Service

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

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

2. LiveSafe – Campus Security Application

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

3. Emergency Communication

The safety of all members of the campus community is of utmost importance. It is important to review emergency information posted on campus and the additional details provided on the University website. Please review the information at Emergency Communications and Procedures for a discussion of the emergency alert system, website, social media and other communication channels, in addition to the emergency procedures to be followed under different circumstances Always call 9-1-1 immediately in a

life-threatening situation. When safe to do so, inform Campus Security of all emergencies by calling 773-244-5600.

Section IV. C. Program Recognition

1. White Coat Ceremony

The White Coat Ceremony is a rite of passage for first semester nursing students that occurs prior to the students' first day of clinical. It serves to welcome students to the nursing program and to elevate the value of humanism as the core of healthcare. It provides a powerful emphasis on compassion in combination with scientific excellence. Students pledge an oath in front of family members, school leadership, and their peers to acknowledge their central obligation of caring for the patient. Then students with the help of faculty don their white coats to mark their ceremonial transition to becoming nursing students.

2. Graduation

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

3. Pinning Ceremony

The Pinning Ceremony is held on the Friday of commencement weekend to honor nursing students in the graduating class. Students who purchase the School of Nursing pin will receive it during this ceremony. Guidelines, prices, etc., for the School of Nursing pin will be reviewed with the students during their final semester of the program.

4. Senior Awards Designated by the School of Nursing

The following awards are selected each semester by the faculty and presented to graduating seniors during the pinning ceremony.

Dr. Ralph Erickson award for Excellence in Academic or Clinical Performance

- Requirements: Minimum GPA of 3.5 and Faculty recommendation

Delores H. Johnson award for Outstanding Academic & Clinical Excellence & Significant Contribution to Campus Life

- Requirements: Minimum GPA of 3.5 and Faculty recommendation

Section V: Academic Affairs, Student Affairs, Academic Standing, and Electronic Communications Policies

Section V.A. Academic and Student Affairs

1. Student Privacy Policy
    A. Confidentiality Statement and Photography/Audio Recording Release
    B. Video recordings
    C. North Park Rights
2. Felony and Criminal Records/Convictions
3. ADA Policy
    A. Accomodation Policy
    B. Grievance Procedure for Accomodations
4. Attendance Policy
    A. General Expectations
    B. Definitions
    C. Didactic Classroom
    D. Clinical, Lab, and Simulation (CLS)
    E. Extended Absences
    F. Additional Notes
    G. Administrative Actions
    H. Return to Class/Clinical After Significant Illness
    I. Inclement Weather
5. Handling Health Issues and Sick Days
6. Leave of Absence
7. Withdrawing from the University
8. FERPA
9. Title IX
10. Performance Improvement Plan (PIP) Policy
11. Code of Conduct
12. Academic Integrity
13. Utilization of AI-Generated Content in Nursing Education
14. Statement Concerning Academic Dishonesty

15. Judicial Procedure for Academic Dishonesty
16. Repercussions
17. Student Grievances & Appeals Process in the School of Nursing
18. University Grievance Procedure

Section V.B. Progression and Retention

1. Academic Standing and Grading Policies
2. Sequencing/Out of Sequence

Section V.C. Electronic Devices, Email, and social media

1. Program Communication
2. Electronic Devices
3. Email Policy
4. Social Media Policy

Section V.A. Academic and Student Affairs

Section V: Academic Affairs, Student Affairs, Academic Standing, and Electronic Communications Policies

Section V.A. Academic and Student Affairs

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

1. Student Privacy Policies

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

A. Confidentiality Statement and Photography/Audio Recording Release

Forms for North Park University's Simulation Center are retained until the student graduates from the Undergraduate program. If the student starts in the undergraduate program, graduates, and then begins the graduate program, he/she will sign the confidentiality statement again.

B. Video recordings

Video recording made in the simulation center will be deleted two weeks after the semester ends unless otherwise indicated in writing by the course faculty.

C. North Park Rights

NPU reserves the right to use photograph(s), videotape(s), and audio recording(s) taken of or obtained from people/students on campus and/or at university-sponsored events for the purpose of promoting, publicizing, recruiting, or public relations involving the University. For more information, contact University Marketing and Communications.

2. Felony and Criminal Records/Convictions

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

3. Americans with Disabilities (ADA) Policy

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

A. Accommodation Policy

The North Park University School of Nursing and Health Sciences complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which ensure that reasonable accommodations are

provided for students with documented disabilities. Based on documentation from a qualified practitioner, the University will determine on a case-by-case basis whether a need exists and, if so, what accommodation is appropriate. The Americans with Disabilities Act (ADA) of 1990 requires an institution of higher education to provide reasonable accommodations to a qualified individual with a documented disability, provided that this accommodation does not create an undue hardship on the institution. An undue hardship refers to any accommodation that would be unduly costly, expensive, substantially disruptive, or that would fundamentally alter the nature of the program. Please reach out to the Access Specialist Coordinator in Student Engagement at ada@northpark.edu

The faculty and staff of the School of Nursing and Health Sciences are committed to the support of students with accommodations to ensure the success of all our students in the baccalaureate nursing program. In furtherance of our commitment, students with accommodations will be required to submit their accommodation letters to the course faculty no later than four weeks prior to the start of the semester in order for the appropriate arrangements for the accommodation to be made.

Upon admission to the nursing program, or at the initiation of an accommodation plan, students will be required to request a meeting with their nursing advisor and the Baccalaureate Program Director to develop a plan of success for the classroom, lab, simulation center, and clinical setting. Students will not be able to participate in lab, simulation, or the clinical setting until the plan of success is initiated.

If you have questions about accommodations or accessibility to programs, services, or activities offered on campus please contact:

Division of Student Engagement
North Park University
3225 W. Foster Avenue Box 24
Chicago, IL 60625
(773) 244-5737

Or contact the disability access specialist directly at ADA@northpark.edu

B. Grievance Procedure for Accomodations

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

4. Attendance Policy

The Nursing Program has established a comprehensive attendance policy to promote professional behavior and ensure the development of the knowledge, skills, and attitudes essential for safe patient care (Agency for Healthcare Research and Quality, 2019) and long-term success in the nursing profession. Professionalism is expected across all learning environments, including the didactic classroom, and clinical, lab, and simulation (CLS) settings.

Nursing education is fast-paced, interactive, and rooted in professional practice. Any missed instructional time, whether in the classroom or CLS, can be detrimental to learning and may directly

impact patient safety. For this reason, attendance in all components of the nursing program is mandatory. The program also upholds the principles of civility in nursing education and practice (Altmiller, 2012), recognizing attendance and punctuality as essential professional behaviors. Students are expected to be present for every scheduled class, lab, simulation, and clinical experience, and to arrive prepared and on time.

A. General Expectations

- Students must attend every scheduled class, lab, simulation, and clinical experience on time and for the full duration.
- Professional behavior includes punctuality, active participation, and prompt notification to faculty of unavoidable absences.
- Faculty will maintain accurate attendance and tardiness records.
- Students must submit written documentation (e.g., healthcare provider's note) to the Baccalaureate Program Director for absences or late arrivals due to illness, family emergency, jury duty, or other extenuating circumstances.
- Students are responsible for contacting their faculty when unavoidable absences and tardiness occur and maintaining contact as necessary during an absence
- Requests for religious accommodation must be submitted to the Baccalaureate Program Director by October 31 for Spring semester and May 1 for Fall semester.

B. Definitions

Excused absence: Documented illness, family death, jury duty, religious observance (with prior approval), or other approved circumstances.

Unexcused absence: Any absence without appropriate documentation or prior approval.

Tardiness: Arrival five or more minutes after the scheduled start time.

Early departure: Leaving before the scheduled end time without prior approval.

C. Didactic Classroom

Violation	Threshold	Consequence
Unexcused absences, tardiness, or early departure	≥13% of scheduled class time (e.g., 2 missed classes, including leaving early). This is combined with any time missed in CLS.	10% deduction from final course grade
Tardiness	2 or more occurrences of 5+ minutes late	10% deduction from final course grade
Absences in 4th semester courses	2 or more class sessions missed	10% deduction from final course grade
Extended absence in 8-week course	Absent 2 or more weeks	Referral to Selection & Progression Committee for progression decision

D. Clinical, Lab, and Simulation (CLS)

Violation	Threshold	Consequence
Unexcused absence, tardiness, or early departure	≥13% of scheduled CLS hours in a semester. This is combined with any time missed in the didactic classroom.	Clinical failure and/or 10% deduction from final course grade
Tardiness to CLS	Arrival >5 minutes late	Recorded as tardy
Late arrival to clinical	Arrival ≥15 minutes late	Sent home; counted as absence
Late arrival to lab/simulation	Arrival ≥15 minutes late	Recorded as absence; student may remain for learning experience
Dismissal from clinical for safety, unprofessionalism, or unpreparedness	N/A	Counted as absence and referred to Selection & Progression Committee

E. Extended Absences

Extended absence in 8-week course	Absent 2 or more weeks	Referral to Selection & Progression Committee for progression decision

F. Additional Notes

- Students are responsible for initiating course withdrawals via the process outlined on the Student Administrative Services webpage and completing the required Add/Drop Form.
- Absences are calculated per semester and do not carry over to subsequent semesters.
- CLS attendance policies are enforced to protect patients' safety and uphold professional standards.
- Students must notify the faculty member directly regarding any lateness or absence; asking a classmate to relay the message is not acceptable.
- Students are responsible for completing all missed work. Absence from a lab may restrict participation in certain clinical activities for safety reasons. Absence from a clinical site will require an equivalent make-up assignment, but the missed hours will still be recorded on the student's attendance record and counted toward total absences.

G. Administrative Actions – Didactic, Clinical, Lab, and Simulation Attendance

Written Warning –If a student misses a CLS, or leaves early (unexcused), or is late, the student will receive a written warning and may receive a Performance Improvement Plan (PIP.)

Course Failure - Courses have prescribed clinical hours where students must demonstrate clinical competencies. When a student has more than13% of clinical through any combination of absences, late arrivals, extended break times, or early leaves during a scheduled clinical experience, the student is subject to fail the clinical portion of the course, which would result in failing the course. A failing course grade will not permit the student to advance in the program until successful course completion is achieved. Repeat

patterns of poor attendance will result in the student being dismissed from the program.

H. Return to Class/Clinical After Significant Illness

- An update is needed for health issues that develop after enrollment in the nursing program i.e. illness, injury, surgery, prior to, or during the clinical experience
- Submit written medical approval to return to class/clinical from a health care provider to the Baccalaureate Program Director and clinical faculty to return to clinical practice.
- The note must document student's ability to function as a student nurse, at full capacity, in the acute care or community health setting.
- For injury sustained a medical clearance note from a health care provider is required form done need medical clearance.

I. Inclement Weather and Clinical Attendance

Clinical is in session unless notified specifically by your clinical faculty or course coordinator. If the university closes because of a snow day or for other dangerous weather conditions, clinical will be canceled. Snow day closures are posted on the main university website. Students and clinical faculty will be notified by the course coordinator via email. If you are already at the clinical site when severe inclement weather is impending, your clinical faculty will make the decision to dismiss early.

5.Handling Health Issues and Sick Days

When do I stay home from clinical if I am sick?

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

You should notify your clinical instructor and leave a message with the unit where you are scheduled as soon as you make the determination that you are too ill to attend clinical.

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

It will help if you have a thermometer on hand to check your temperature if you are feeling ill.

Students should not attend clinical if they:

- Have a fever (temperature above 100.9o F)
- Students should be free of fever for a full 24 hours before returning to clinical.
- Have an open wound.
- Have vomiting &/or diarrhea.
- Have an undiagnosed rash on exposed skin.
- Are on medications that cause significant drowsiness or make them unsafe to drive.
- Have been on antibiotics for less than 24 hours for a communicable bacterial infection
- Students in OB cannot attend clinical if they have any cold sores or other herpetic infection that are visible.
- Are required to wear a brace, cast, or assistive ambulatory device (check with the Baccalaureate Program Director if you unsure if a device you have qualifies)

6. Leave of Absence from the Nursing Program

A student may take a leave of absence from the nursing program.

- Students returning the following semester will resume the coursework from which they withdrew without remediation.
- Students returning after one year (two semesters) must appeal to the Selection and Progression Committee, which will determine whether any previously completed coursework must be repeated.
- Students absent for more than four consecutive semesters must reapply to the program.
- Additional details about Academic Leave are available through Student Administrative Services .

7. 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, Chief Nursing Administrator or Designee of Students, Student Administrative Services, and Housing Office, if applicable. If one is planning to withdraw at the start of a semester, it is recommended that the student review the refund policy on the Student Accounts webpage. Information on withdrawal for financial aid recipients can be located at Policies for Withdrawn Students.

8. Federal Educational Rights and Privacy Act of 1974 (FERPA)

North Park University reserves the right, as allowed under the Federal Educational Rights and Privacy Act of 1974, as amended, to disclose educational records or components thereof without written consent to parents pof dependent students as defined according to the Internal Revenue Code of 1954, Section 152 (as amended). All undergraduate students, other than those matriculated in the registered nurse continuation and SPS programs, will be assumed to be "dependent" unless a student notifies the Center for Student Engagement in writing within 10 calendar days after the commencement of any term that he or she considers himself to be "independent." A certified copy of the parent's most recent Federal Income Tax Form establishing the student's dependent status shall be required before any educational records or components thereof will be released to the parent of a student who has properly notified North Park University of his or her "independent" status.

A student cannot declare himself or herself as "independent" for the purposes of non-disclosure of educational records to parents and still claim to be "dependent" for the purposes of receiving financial aid.

For more information, please see North Park University's webpage

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

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

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

Education Amendments Act of 1972.

10.Performance Improvement Plan (PIP) Policy

Purpose: The purpose of this policy is to identify students with AT RISK behaviors who are in danger of failing a nursing course due to academic, clinical, or professional issues. The goal of this policy is to identify areas of improvement and assist the student in facilitating the development of their professional self. The

Performance Improvement Plan (PIP) will outline behaviors that the student must improve upon in the nursing program, clinical area, or in the classroom.

Policy: When a student is NOT meeting expectations, they are considered AT RISK, and a PIP may be initiated by any instructor within the School of Nursing and Health Sciences. A PIP will clearly identify the problem area(s) and outline a remedial plan of action for the student to follow. Clinical instructors will collaborate with the course coordinator before initiating a PIP with a student.

Procedure: The instructor should complete the PIP form that will include the following:

- Objective(s) that have not been met.
- The circumstances and unsatisfactory behavior(s) that led to the PIP.
- Goals and/or expected outcomes of the PIP along with the date of expected improvement on the area that has been identified in need of improvement.
- Strategies and/or interventions to achieve the goals.
- The consequences of meeting or not meeting the goals.
- The date that the student and faculty will meet to evaluate the student's response to the PIP.
- The date and signatures of the student and initiating faculty upon meeting.
- The instructor initiating the PIP should meet with the student in person to initiate the PIP and on the evaluation date to determine the effectiveness of the PIP. A copy of the initial completed PIP form (and any additions to it) should be retained by the initiating faculty, and copies should be provided to the following: the student, the student's file, the course coordinator, the student's advisor, the Selection and Progression Committee Chair, and the Baccalaureate Program Director.

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

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

11.Code of Conduct

Faculty work to create an atmosphere of value-based education. All students who enroll in these programs

are expected to accept the responsibilities of university citizenship and to show consideration and respect for personal freedom and property rights of members of the academic community. Students are expected to abide by ethical, professional, and academic standards that are conducive to a positive learning environment. These expectations include, but are not limited to:

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

12. Academic Integrity

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

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

13. Utilization of AI-Generated Content in Nursing Education

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

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

BSN Syllabus Statement

AI composition or editing software (for example: ChatGPT or Grammarly) may not be used for assignments in this course unless specifically stated in the assignment. Using AI tools without the course instructor's permission puts your academic integrity at risk. When this use has been permitted, the content generated or modified by AI must be properly attributed and cited.

Original work may not be submitted in a PDF format.

Faculty use of AI may include, but is not limited to, enhancing rubrics, revising case studies, and refining exam questions.

Please refer to North Park University AI Generative AI Guidelines.

North Park University AI Syllabus Statement

Students who use AI tools must do so responsibly by properly citing any information generated and following the syllabus guidelines. Any act of plagiarism resulting from the use of AI tools without proper citation will be subject to penalties as defined in the university's plagiarism policy.

14. 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 Baccalaureate Nursing Student Handbook and North Park University Undergraduate Student Handbook. The School of Nursing strongly recommends that you review the university's Statement Concerning Academic Dishonesty and the Categories and Definitions of Academic Dishonesty from the university Student Handbook.

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

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

- b. Notify the student of the charge against him or her.
- c. Report the findings to the Baccalaureate Program Director and the appropriate Selection and Progression Committee chair.
- d. A student or staff or faculty member who has knowledge of academic dishonesty should report this knowledge to the instructor of the course and to the appropriate committee chair.

The Baccalaureate Program Director, upon receipt of the instructor's report, shall:

- Convene a meeting with the instructor and student.
- Evaluate the instructor's evidence and hear the student's response.
- Determine if an infraction has occurred and if so, the appropriate penalty, taking into consideration the instructor's recommendations.
- Inform the student of their right to appeal.
- Inform and provide a written copy of the final report to the Chief Nursing Administrator or Designee of the School of Nursing and Health Sciences and the Dean of Students and Dean or Designee in the Office of the Provost.
- Keep appropriate records of each case to its completion.

16. Repercussions

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

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

The student may:

- Accept the decision and the penalty
- Appeal the decision in writing to the appropriate Selection and Progression Committee. The appeal must be received within five days of the decision.

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

- Accept the decision and the penalty.
- Appeal the decision in writing to the Office of the Chief Nursing Administrator or Designee of the School of Nursing and Health Sciences. The appeal must be received within five days of the decision.

The Chief Nursing Administrator or Designee of the School of Nursing and Health Sciences may:

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

The student may:

- Accept the decision of the Chief Nursing Administrator or Designee of the School of Nursing.
- Appeal the decision to the University Dean within five days of notice of the decision of the Chief Nursing Administrator or Designee of the School of Nursing and Health Sciences.

The policy can be found in the North Park Student Handbook.

17. Student Grievances & Appeals Process in the School of Nursing

Academic grievances are student complaints involving academic issues other than allegations of academic dishonesty. The process for addressing student grievances varies depending on the subject matter of the grievance. The processes outlined below apply to any concerns involving academic issues other than allegations of academic dishonesty (addressed in the related section above) or issues related to student progression (addressed under "progression" in an earlier section of this handbook). In all instances, it is important that grievances be presented promptly. Any appeal of the concerns outlined below must be initiated in the academic year of the occurrence. However, any appeal of a course grade must occur within five 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.

AREA OF CONCERN	PROCEDURE
Concerns in a specific course, which may include the following: • Course expectations, requirements, content • Teacher performance • Student performance	**1.** The student may present an appeal/issue, in writing, in the following order: **2.** Individual course instructor **3.** Course coordinator **4.** Baccalaureate Program Director, School of Nursing **5.** Chief Nursing Administrator, School of Nursing
Grade appeal	The student may appeal a grade, in writing, in the following order: **1.** Individual course instructor **2.** Course coordinator **3.** Selection and Progression Committee for Undergraduate Programs **4.** Chief Nursing Administrator, School of Nursing **5.** University Dean in the Office of the Provost

Selection and progression issues/concerns	If a student does not meet all requirements for progression within the nursing major, appeals may be made in writing to the Selection and Progression Committee for Undergraduate Programs within five days of the posted grade.
General curricular concerns	Contact the appropriate student representative to the Baccalaureate Academic Programs Committee of the School of Nursing. Each class representative will submit agenda items to the Chairperson of the committee.

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

18.University Grievance Procedure:

The process outlined below applies to any grievance involving academic issues other than allegations of academic dishonesty and can be found in North Park Student Handbook. The procedure for addressing allegations of academic dishonesty is set forth in the section on academic integrity.

Step One: The aggrieved student must first confer with the staff member, faculty member, or student involved in an attempt to resolve the problem. If the student is not comfortable with first addressing the staff or faculty member you may skip to step two. You may also choose to report any non-academic grievance through the self-referral system (EARS).

Using EARS to report a non-academic grievance:

1. Log in to EARS using your North Park email address and password.
2. From the Launchpad, click the life preserver icon labeled Ask for Help.
3. On the New Referral page, fill out your contact information at the top.
4. In the Referral section, click the drop-down menu and select Report a Non-Academic Grievance – Student Form.
5. Fill out each field with as much detail as possible to give the University enough information to properly address your complaint.
6. Click Preview and review your responses. When you are ready, click Submit to complete your report.

Step Two: Unresolved complaints shall be filed in writing by the student with the appropriate staff or faculty member's supervisor and/or human resources. In the case of a complaint against a student, the written complaint shall be presented to the Chief Nursing Administrator or Designee of students. In consultation with the assistant vice president of human resources, Dean of students and/or the supervisor, an inquiry will be conducted and an attempt to resolve the matter impartially and as quickly as possible. This step is generally concluded within ten (10) business days of the date the complaint was received.

Step Three: If the student is dissatisfied with the prior decision, the student can present the grievance, in writing, to the vice president, provost, or University Dean, as appropriate. The grievance should be presented promptly and in no event, later than five business days after the Step two decision. The grievance must summarize the decision, action, or other matter being grieved and explain why it is being challenged. Copies of any related documentation shall be attached. The vice president, provost, University Dean receiving the grievance, or a designee to whom they assign responsibility for resolving the grievance, will conduct any investigation deemed necessary, including joint meetings among the student grievant, the person who is the subject of the grievance, if any, and a university official responsible for any policy or procedure at issue. In the event of a meeting, both the grievant and any person who is the subject of the grievance may request the assistance and presence of another member of the North Park community. The appropriate vice president, provost, University Dean or designee will promptly render a decision.

Step Four: If the student is dissatisfied with the decision at step three, the student may appeal to the president of the university. The appeal must be taken no later than five business days after the prior decision and shall be in writing. The appeal must summarize the decision, action, or other matter at issue, explain why it is being challenged, and describe any prior steps of the grievance process, including the determination. Copies of any related documentation shall be attached. The president shall determine the appeal based upon the record presented, and any additional investigation the president deems appropriate. The decision of the president shall be final and binding.

Section V.B. Progression and Retention Academic

1. Academic Standing and Grading Policies

A cumulative grade point average of at least 2.0 must be maintained. Continuation in the major requires a minimum grade of "C" (76%) in each nursing course and a PASS in clinical for courses having a clinical component. Students must obtain a total grade of 76% or better on exams and quizzes in order to pass the theory portion of a class. Additional assignments will not be computed in the grade if 76% or better on the exams has not been obtained.

If a grade below 76% is achieved in the theory portion of a course, both theory and clinical must be repeated. If a student does not pass the clinical portion of a course both theory and clinical must be repeated. A grade of F will be given in a course in which a student fails clinical.

Grade Rounding Policy - Grades on course assignments and examinations which are determined by percentages involving decimals will not be rounded up to the next whole number when equal to 0.5 or greater.

A student may repeat only one nursing course one time throughout the major. Dropping a course in which the student is not achieving a passing average shall be considered a "repeat". This decision may be appealed to the undergraduate Selection and Progression Committee of the School of Nursing and Health Sciences.

Unexcused Absences from an Exam

Students are expected to complete all examinations on the scheduled date and time. An absence is considered unexcused when the student does not notify the course faculty before the examination or when the reason does not meet the NPU SON criteria for an excused absence.

For an unexcused exam absence:

- The student may be permitted to complete a make-up examination. The score earned on the make-up examination will be multiplied by 75% to determine the grade recorded for the examination. For example, if a student earns 80% on the make-up examination, the recorded

grade will be 60% (80% × 75%). The maximum grade that can be recorded for a make-up examination is 75%.

- The make-up examination may differ in format and content from the original examination while assessing the same course objectives.
- The make-up examination must be completed at a faculty-determined date and time.
- Failure to complete the make-up examination by the established deadline will result in a grade of zero.
- Repeated exam absences may result in a student–faculty conference, an academic success plan, and referral to the nursing program director.

Syllabus statement:

A student who misses a scheduled examination without an approved, excused absence may be permitted to complete a make-up examination. The maximum grade that can be recorded for a make-up examination is 75%. The score earned on the make-up examination will be multiplied by 75% to determine the grade recorded for the examination. For example, if a student earns 80% on the make-up examination, the recorded grade will be 60% (80% × 75%). The make-up examination may use an alternate format and must be completed at a date and time determined by the course faculty. Failure to complete the make-up examination by the established deadline will result in a grade of zero.

The grading scale employed in the School of Nursing:

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

2.Sequencing/Out of Sequence

Students who are out of the nursing program or interrupt the clinical sequence of courses for one quad or more will need to see the Baccalaureate Program Director and their advisor prior to resuming the nursing course sequence. Individual assessment of current knowledge and clinical skills will be made prior to

placement of the student in the appropriate level within the nursing program.

Students who drop or withdraw from a nursing course are required to see the Baccalaureate Program Director the semester prior to repeating the course so that placement can be planned. Immediate placement in a specific clinical class is not guaranteed.

Section V.C. Electronic Devices, Email, and social media

1.Program Communication

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

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

2. Use of Electronic Devices

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

3. Email Policy

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

The University recommends that students use the University's email system. Individuals having their email electronically redirected to another email address do so at their own risk. The University will not be responsible for the handling of email by outside vendors. Redirecting email does not absolve an individual from the responsibilities associated with communication sent to their official email address.

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

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

4. North Park University Social Media Policy and Guidelines

North Park University recognizes that social media is a relevant means of communication for students, faculty, staff, alumni and friends in our community. When used properly, social media posts demonstrate concern for members of the community and encourage growth, learning, and development. While North Park encourages the use of social media, all users should remember that social media tools are a powerful form of communication that can have a significant impact on organizational, professional, and individual

reputations. In addition, the healthcare setting and HIPAA laws can put a student, albeit unintentionally, at risk for violating the University's Social Media Policy and maybe a HIPAA violation that could result in serious consequences within the Nursing and Health Sciences and with our partnered clinical agencies. For this reason, we have included the entire North Park Social Media Policy for all members of the community to ensure compliance from our students.

Stop! Collaborate, and Listen!

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

Is It Newsworthy?

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

Photos, Videos, Paid-Ads:

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

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

Paid Social Media Ads: As you know, the number of social media users is in the billions. If you're wanting to have a paid-ad run through our main social media accounts, follow the process below.

- Identify the event or program you are wanting to promote.
- Have a budget of $200 or more.
- Submit a Jira ticket at least one month in advance and allow for one month of full completion for the ad to run. Include the name, all copy and links needed, and the date and time if applicable. Only one ad per month can be submitted.

Follow Us on Social Media:

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

Students have the opportunity to develop friendships, discover talents, and explore the world through many of these popular online channels. For faculty and staff, online channels allow thoughtful, purposeful engagement.

For these reasons, North Park is committed to utilizing social media alongside traditional classwork as we all learn and grow together.

While North Park University encourages the use of social media, all users should remember that social media tools are a powerful form of communication that can have a significant impact on organizational, professional, and individual reputations. Lines between personal and professional content, and between public and private content, are often blurred. Whether participating on behalf of the University, a University-related group, or personally, all users must follow the same behavioral standards online as they would in face-to-face or one-on- one interactions. Remember that the internet is not anonymous, nor does it forget.

Guidelines for Use

Unacceptable Posts That Will Be Removed

Complaints and Reporting Violations

Faculty and Staff: Personal Profiles

Employee and Student Groups Posting on University Sponsored Sites

Posting on Behalf of the University

Non-Interference with Applicable Laws

Questions About This Policy

Guidelines for Use:

- Take Responsibility and Be Transparent
- You are responsible for anything you write or do online.
- The speed of being able to publish your thoughts is both a great feature and a common downfall of social media. The time to edit or reflect must be self-imposed.
- If in doubt over a post, or if something does not feel right, allow time for reflection before posting or ask a friend or colleague to review and provide feedback before posting.
- Remember that satire and sarcasm are often misunderstood. Be careful how you use them.
- Never underestimate the power of photographs and videos. They can help communicate your message in a creative, compelling way, but may also be easily misinterpreted, so use sound judgment in making selections.
- Quality matters. Use a spell-checker.
- Practice academic integrity.
- Never post content that invites academic dishonesty. Remember both the enabler and the student taking advantage of the material are equally guilty.
- Do not plagiarize—give proper attribution.
- Practice personal integrity.
- Do not make or endorse recklessly or maliciously false statements.

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

Respect Your Audience and Your Colleagues:

- Abide by the ethical, moral, and professional standards of North Park University as outlined in the North Park University Undergraduate Student Handbook. In particular, this includes the Policy Against Discrimination, Harassment, Sexual Misconduct, Relationship Violence, and Retaliation.
- Do not express, communicate, or link to libelous, defamatory, harassing, or pornographic content, even by way of example or illustration.
- Never make statements or post photos or video that directly or indirectly threaten harm (whether through violence, economic intimidation, exclusion, or other means) to an individual, group, or the University.
- Do not promote illegal conduct such as sexual violence, vandalism, underage drinking, or involvement with controlled substances.
- Think about the consequences of what you are posting.
- Assume your writings will spread.
- When responding to a negative post, first confirm facts, consider whether the poster deserves an apology for any reason, and consider responding offline, it may be a more effective way to resolve disagreements.

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

Respect the Property of Others:

- Respect intellectual property rights.
- Do not distribute copyrighted materials without the permission of the copyright owner.
- Do not use trademarks or logos without the owner's permission.
- Adhere to the user agreements (terms and policies) for each social media site with which they engage.
- When using North Park University-owned computers or the campus network to access social media sites, comply with the Acceptable Use Policy.

Respect Confidentiality:

- Respect personal boundaries and individual privacy rights. Public disclosure of private facts may cause serious emotional or psychological injury.
- Do not post sensitive personal identifying information (such as social security numbers, student identification numbers, addresses, or birth dates). Such information may enable identity theft.
- Do not post any information about another person that is protected from disclosure by law orvprofessional standards (such as medical information or student education records). Check with your program or department to determine whether it has a specific social media usage protocol to

ensure compliance with professional and privacy requirements of particular fields or governing/accreditation body.

Respect the University's Interests:

- Do not post anything that interferes with your work, the University's educational mission, or the welcoming and diverse environment the University promotes as a Christian, city-centered, and intercultural institution.
- Do not use the University's "brand" to endorse or promote a non-University product, opinion, cause, or political candidate. Avoid any statement that would make the reader think that the opinions you endorse or promote reflect the views of the University.
- If you find negative posts by a third party about the University, its faculty, staff, or students that you believe needs a response by the University, contact the Office of Marketing and Communications.

Be Wary:

- People who communicate with you online may not be who they claim to be. They may have an improper motive or seek information to which they are not entitled.
- Posted information is often repeated and linked to other sources—anything you post may go viral, including your off-hand comments.
- Unacceptable Posts Will Be Removed.
- Actions that are unacceptable in other settings are also unacceptable on University social media channels. Posts or interactions that violate our community standards and policies will be removed at the discretion of the University. These include, but are not limited to, the following:
    - Harassment in any form.
    - Failure to respect the rights of others, such as the right to privacy.
    - Forgery or other misrepresentation of one's identity.
    - Distribution of copyrighted materials without the permission of the copyright owner.
    - Posts containing personal attacks, profanity, nudity, hate speech, illegal material or that otherwise violate the Social Media Guidelines.
    - Advertising/soliciting for non-University-sponsored products, programs, and events.
    - Spam
    - North Park sponsored online forums should be used for discussion of general interests and issues relating to North Park, not specific individuals and situations.

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

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

Complaints and Reporting Violations

- If you feel that you have been harassed or victimized by another individual's social media use, please report it following the complaint procedures outlined in the University's Policy Against Discrimination, Harassment, Sexual Misconduct, Relationship Violence, and Retaliation.

- If the individual you have a complaint against is another member of the North Park community, the University will take all steps possible to help you come to an appropriate resolution to the complaint.
- Most social media channels offer a method for reporting offensive or harassing posts. For North Park sponsored sites, contact the Office of Marketing and Communications.

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

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

Posting on Behalf of the University

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

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

NORTH PARK UNIVERSITY
CHICAGO

Section VI: Appendix

1. **Admissions Requirements**
2. **The BSN Program Four Year Academic Schedule**
3. **ATI Policy: Content Mastery Proctored and Practices Assessment**
4. **ATI Policy: Proctored Assessments**
5. **ATI Policy: Proposed ATI Schedule**
6. **Testing Policy**
7. **Technology Requirements Check List**
8. **Performance Improvement Policy and Form**
9. **Clinical Incident Policy Guidelines and Procedure and Form**
10. **Grade Appeal Process and Form**

1, Admissions Requirements for Prelicensure Nursing Program

Prelicensure Nursing Program: The procedure for admission to the University is described in the North Park University Catalog. The School of Nursing reviews and admits only those students who have been admitted by the University. In addition to meeting all University requirements, students applying to the School of Nursing must meet the following additional requirements:

- Completion of all prerequisite courses for the nursing major with a grade of C or better; a grade of C- is not acceptable.
- A cumulative grade point average of 2.75 along on a 4-point scale is needed for admission into the nursing major.
- Passage of the Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) with an academic preparedness level of Proficient.
- A student may repeat a total of two prerequisites courses, only one of which may be a science course. The Prerequisite science courses are the following: CHEM 1021, CHEM 1031, BIOL 1250, BIOL 1260, BIOL 2910, BIOL 2930, and NURS 3240.
- Letter of Recommendation which directly speaks to the student's suitability to the profession.
- Completion the formal application to the major.

Application decisions are made the semester prior to the student's intended start date of the program.

Applicants are evaluated on the above criteria and selected for admission by the Undergraduate Selection and Progression Committee of the School of Nursing. All acceptances are considered pending while students complete any remaining prerequisite courses or any other requirements of the School of Nursing, such as the background check and drug test.

Prerequisite Courses: To graduate the student must fulfill the University Core Curriculum requirements as specified in the North Park University Academic Catalog. In addition, the following courses or their equivalents must be successfully completed with a grade of C or better prior to admission into the nursing major:

BIOL 1250 Intro to Human Anatomy

BIOL 1190 Survey of Cell Biology

BIOL 2360 Medical Terminology

BIOL 2910 Microbiology

BIOL 2930 Advanced Human Physiology

CHEM 1021 Survey of Organic Chemistry

CHEM 1031 Survey of Biochemistry

CORE 1000 Cornerstone Seminar

NURS 2100 Survey of Nursing

NURS 2540 Applied Nutrition or EXS 3180 Nutrition

NURS 3240 Pathophysiology**

PSYC 1000 Introduction to Psychology

PSYC 2700 Human Lifespan Development

SOC 1910 Introduction to Sociology

HSC 1490 Healthcare Statistics

The following courses may be considered for transfer credit with a grade of "C" or higher, pending review by the Baccalaureate Program Director:

NURS 2150: Math for the Generalist Nurse

NURS 3540: Ethics in Health Care

NURS 4240: Research in Professional Nursing

NURS 4540: Health Policy and Politics

Transfer credits are not accepted for the following core nursing courses:

NURS 3240: Pathophysiology

NURS 2100: Survey of Professional Nursing

NURS 3020: Introduction to Professional Practice

NURS 3030: Health Assessment

NURS 3220: Pharmacology

NURS 3201: Nursing of Adults I

NURS 3500: Nursing of Childbearing Families

NURS 3520: Nursing of Children

NURS 4201: Nursing of Adults II

NURS 4202: Gerontologic Concepts

NURS 4203: Internship of Gerontologic Concepts

NURS 4200: Psych/Mental Health Nursing

NURS 4500: Community Health Nursing

NURS 4520: Synthesis of Nursing Practice

NURS 4550: Leadership and Management in Nursing

NURS 4901: NCLEX Success

Students who have been enrolled in a nursing program within the past five years must submit an NPU BSN and DEMSN Nursing Record Form from the chief nursing administrator of their transfer institution when applying to the baccalaureate nursing program. Students who were enrolled in a nursing program more than five years ago should submit a personal letter detailing why they did not complete the program, what they learned from the experience, any changes they have made since participating as a student in the previous program, and how they plan to succeed if admitted to the BSN program at North Park.

PRE-LICENSURE NURSING PROGRAM

2. SEMESTER BY SEMESTER PLAN OF STUDY - TYPICAL 4-YEAR STUDENT

To the left of each course name is the abbreviation of the department that offers the course and the course number. To the right of the course name is the number of credits. Symbols (+) and (*) denote if a course is a university core curriculum requirement or a nursing prerequisite. Many courses meet both requirements.

+ University Core Curriculum Requirement = CC course

*** Nursing Prerequisite or Required Supporting Course**

NOTE: Plans may vary per student as university core curriculum requirements (CC) may be taken in a different order, but **science courses have a specific sequence.** To be able to complete all nursing prerequisites and core curriculum requirements prior to applying to the major, students should register for 16 credits minimum each semester during their first two years of pre-nursing studies at North Park. Course selections should be made with the advice and consent of your School of Nursing academic advisor.

YEAR	FIRST SEMESTER		SECOND SEMESTER
20__ First Year, **PRE-NURSING** 32 SH	BIOL 1190 Survey of Cell Biology 2 *+ BIOL 2360 Medical Terminology 2*+ CORE 1000 Cornerstone Seminar 4 *+ SOC 1910 Intro to Sociology 4 *+ CC course: Language 1010 4 + **16 credits**		BIOL 1250 Intro Human Anatomy 4 *+ CHEM 1021 Survey Organic Chemistry 2 *+ CHEM 1031 Survey Biochemistry 2 * PSYC 1000 Intro to Psychology 4 * CC course: Language 1020 4 + **16 credits**
	THIRD SEMESTER		**FOURTH SEMESTER**
		NEXT: Prepare to	BIOL 2910 Microbiology 4 *

20____ Second Year, **PRE-NURSING** 33 SH	BIOL 2930 Advanced Human Physiology 4 * HSC 1490 Stats for Health Professionals 4 *+ NURS 2540 Applied Nutrition (or EXS 3180) 2 * CC course: BTS 1850 Intro to the Bible 4 + CC course: Art & Aesthetics/ Health & WB 2 + (choose one of these two core curriculum courses/ might take the other one during the nursing program) **16 credits**	**apply to the major. Must apply to the nursing program one full semester before the intended start of the cohort.**	PSYC 2700 Human Life Span Dev 4 * NURS 2100 Survey of Professional Nursing 2 * NURS 3240 Pathophysiology 3 * CC course: HIST-1000 or Christian Life & T 4 + (choose one of these two core curriculum courses; might take the other one during the nursing program) **17 credits**
	MUST BE ACCEPTED to the Nursing Program before registering for any of the following courses.		
20____ Third Year **(First Year of NURSING Program)** 25 -29 SH	NURS 3020 Intro Prof Nursing Practice 4 NURS 3030 Health Assessment 2 NURS 3201 Nursing of Adults I 4 NURS 3220 Pharmacology 2 NURS 2150 Math for the Generalist Nurse 1 **13 credits required nursing**		NURS 3500 Nursing of Childbearing Family 4 NURS 3520 Nursing of Children 4 NURS 3540 Ethics in Health Care 2 NURS 4240 Research in Prof Nursing 2 *Core Curriculum 2 or 4 credit course, if needed* **12 credits required nursing** **or 14-16 credits if CC courses are needed**
20____ Fourth Year **(Second Year of NURSING Program)** 25 -29 SH	NURS 4201 Adult Health II 4 NURS 4202 Gerontological Concepts 2 NURS 4203 Internship in Gerontological Concepts 1 NURS 4200 Psych/Mental Health Nursing 4 NURS 4540 Health Policy and Politics 2 *Core Curriculum 2 or 4 credit course, if needed* **13 credits required nursing** **or 15-17 if CC courses are needed**		NURS 4500 Community Health Nursing 4 NURS 4520 Synthesis of Nursing Practice 5 NURS 4550 Leadership & Management 2 NURS 4901 NCLEX Success 1 **12 credits required nursing**

Students may take (pre-nursing or core curriculum) courses during the SUMMER to lighten the load during the fall and spring semesters. Consult with your pre-nursing advisor.

3. ATI Policy-Content Mastery Proctored and Practice Assessments

Practice Assessments:

ATI provides practice assessments to help students identify content that they know as well as to help recognize areas that need further review. Areas assessed as requiring further Guided Learning Activities are identified as Topics to Review.

Guided Learning Activities

Guided Learning Activities is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Guided Learning Activities tools within ATI are intended to help the student review important information to be successful in courses and on the NCLEX®. The student's individual assessment report will contain a listing of the Topics to Review. It is required that students remediate assessments using the Focused Review tool available within ATI after completion of any practice/proctored tests. The Focused Review contains links to ATI eBooks, media clips, and active learning templates. Faculty has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students are not limited to the use of the tools provided in the Focused Review. The student is encouraged to utilize It is highly recommended that students also utilize the use of textbooks, review books, videos, animations, graphics, tutorials to name a few additional resources. Students will be required to provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page in addition to submission of the written Guided Learning Activities Templates as described below. These documents will be uploaded on the course Canvas platform.

Guided Learning Activities will consist of the following: Guided Learning Activities of missed content with focused review using textbooks, review books with videos, animations, graphics, tutorials, and completing all Active Learning Templates suggested in Focused Review (specific to content missed). Completed Active Learning Templates will be uploaded on the course Canvas platform. The "ticket" to take the ATI Proctored Assessment is the submission of the Focused Review of the Practice Assessments A and B. If the Focused Review is not submitted a student will earn a 0 on the Proctored ATI Assessment.

PRACTICE ASSESSMENTS (8/24)	
Practice Assessment A	Practice Assessment B
You will complete the RN XX Assessment A by the due date assigned. You will select your 5 weakest areas/topics from your results/focused review and complete 5 handwritten** Active Learning Templates. Please indicate at the top of the worksheet which area of the focused review you are completing. If you are not prompted with a focused review, please reach out to the course faculty who will assign you the 5 cumulative weakest areas of the class.	You will complete the RN XX Assessment B by the due date assigned. You will select your 5 weakest areas/topics from your results/focused review and complete 5 handwritten** Active Learning Templates. Please indicate at the top of the worksheet which area of the focused review you are completing. If you are not prompted with a focused review, please reach out to the course faculty who will assign you the 5 cumulative weakest areas of the class.

*The review materials are developed based on the results of the student's assessment. The test score will be taken into account when considering the amount of time spent in Guided Learning Activities as a lower score will require more time as focused materials will be generated based on a student's performance on the test

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

4. ATI Proctored Assessments:

STANDARDIZED PROCTORED ASSESSMENT				
Proficiency Level	Proficiency Level III	Proficiency Level II	Proficiency Level I	Proficiency Below Level I
**Required ** **	Complete a minimum of one-hour* Focused Review that will include the completion of 3 handwritten** Active Learning Templates. Please submit a transcript (documentation) of the time spent in Guided Learning Activities in addition	Complete a minimum of two-hours* Focused Review that will include the completion of 5 handwritten** Active Learning Templates. Please submit a transcript (documentation) of the time spent in Guided Learning Activities in addition	Complete a minimum of three-hours* Focused Review that will include the completion of 8 handwritten** Active Learning Templates. Please submit a transcript (documentation) of the time spent in Guided Learning Activities in addition	Complete a minimum of four-hours* Focused Review that will include the completion of 10 handwritten** Active Learning Templates. Please submit a transcript (documentation) of the time spent in Guided Learning Activities in addition

	to the Active Learning Templates	to the Active Learning Templates	to the Active Learning Templates	to the Active Learning Templates
% of Score Applied to the Final Exam*	Score applied to final exam grade – 100%	Score applied to final exam grade – 86%	Score applied to final exam grade – 76%	Score applied to final exam grade – 58%

The ATI Proctored Assessments will constitute 10% of the final exam score

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

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

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

ATI CUT SCORES RN CMS 2023

Proctored Assessments	**LEVEL 1 Cut Score**	**LEVEL 2 Cut Score**	**LEVEL 3 Cut Score**
Adult M/S (90 items)	56.7% to 68.8%	68.9% to 82.1%	82.2% to 100.0%
Community Health (50 items)	58.0% to 73.9%	74.0% to 83.9%	84.0% to 100.0%
Fundamentals (60 items)	50.0% to 64.9%	65.0% to 81.6%	81.7% to 100.0%
Leadership (60 items)	60.0% to 76.6%	76.7% to 89.9%	90.0% to 100.0%
Maternal Newborn (60 items)	55.0% to 66.6%	66.7% to 81.6%	81.7% to 100.0%
Mental Health (60 items)	56.7% to 66.6%	66.7% to 84.9%	85.0% to 100.0%
Pediatric Nursing (60 items)	51.7% to 64.9%	65.0% to 78.2%	78.3% to 100.0%
Nutrition (60 items)	48.3% to 66.6%	66.7% to 83.2%	83.3% to 100.0%
Pharmacology (60 items)	53.3% to 71.6%	71.7% to 86.6%	86.7% to 100.0%

RN CONTENT MASTERY SERIES 2023 PROFICIENCY LEVEL DEFINITIONS*

LEVEL 1

Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a

student as likely to just meet NCLEX-RN® standards in this content area. ATI advises these students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.

LEVEL 2

Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review in order to improve their knowledge of this content.

LEVEL 3

Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content.

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

Capstone Content Review/Comprehensive Exam

The ATI Capstone Content Review will be utilized as a resource in the preparation of the Comprehensive Exam and ultimately the NCLEX-RN. This review has been integrated into the NURS 4901 Comprehensive Predictor Exam course.

Before completion of the Nursing Program, students are required to pass the ATI Comprehensive Predictor. The ATI Comprehensive Predictor will serve as the comprehensive exam for the Baccalaureate Nursing Program (BSN). To pass the assessment the student must achieve a 94% -95% predicted probability of passing the NCLEX-RN, based on the RN Comprehensive Predictor Expectancy Table.

Students will be given two opportunities to take the comprehensive assessment during the final weeks of the fourth semester of the program. A different form of the ATI Comprehensive Predictor will serve as the repeat assessment for students not successfully meeting the 94%-95% predictability on the first opportunity.

Students unable to pass the second assessment will be required to complete and document participation in an external NCLEX Review Course. The student will be retested for a 3rd time or until the student achieves the 94-95% predictability. For each repeat test starting with test three, **the student will pay for the cost of the assessment directly to ATI.**

As the comprehensive predictor is a requirement for graduation for the nursing major. A student's graduation will be posted in the term in which degree requirements, including submission of supporting documentation, which includes passing the comprehensive predictor, have been met. Although course work may have been completed in a prior term, the degree will be awarded only for the term in which all academic and administrative requirements have been fulfilled.

5. ATI Policy-Proposed ATI Schedule

Semester	Assessment	Course

Semester 1	Critical Thinking	Pre-program Orientation
Semester 1	RN Fundamentals 2023	NURS 3201 Adult Health I
Semester 1	No ATI	NURS 3020 Introduction to Professional Nursing for Spring 2021
Semester 2	RN Maternal Newborn 2023	NURS 3500 Nursing of the Childbearing Family
Semester 2	RN Nursing Care of Children 2023	NURS 3520 Nursing of Children
Semester 3	RN Mental Health 2023	NURS 4200 Psych/Mental Health Nursing
Semester 3	RN Nutrition 2023	NURS 4201 Adult Health II (effective Fall 2021)
Semester 4	RN Leadership 2023	NURS 4550 Leadership and Management in Nursing
Semester 4	RN Community Health 2023	NURS 4500 Community Health
Semester 4	RN Adult Medical Surgical 2023	NURS 4520 Synthesis (effective Spring 2022)
Semester 4	Critical Thinking Exit Test	NURS 4901 Nursing Comprehensive Exam, P/F
Semester 4	RN Comprehensive Predictor 2023	NURS 4901 Nursing Comprehensive Exam, P/F
Semester 4	RN Pharmacology 2023	NURS 4901 Nursing Comprehensive Exam, P/F

6. Testing Policy

North Park University School of Nursing and Health Sciences prepares nurses who are emboldened to embody the standards of the nursing profession that promote critical thinking to ensure patient safety. The testing policy is to ensure that students and faculty align with legal requirements, the ethical standards of the nursing profession, and the mission of the university.

Each baccalaureate student will attest to the following statement of Academic Integrity for each exam:

I affirm that this exam represents my own work, without the use of any unpermitted aids or resources. I understand that there will be no tolerance towards academic dishonesty and that cheating can and will lead to automatic failure from the class as well as a report to the Selection and Progression committee. If I witness cheating by a classmate, ***I will report the cheating to the course faculty****. By taking this exam I acknowledge the above statement as my truth.*

In addition, everyone should follow the same procedures, the following are not an option:

- Exams are given in person and will utilize Respondus – Lockdown Browser with video camera and screen capture. (Some faculty may opt to use ATI to administer exams)
- The student is responsible for ensuring that the computer is up to date to allow for this necessary access prior to the start of the exam. (Please reach out to IT for assistance in updating the computer, if necessary. IT is located in the basement of Caroline Hall.)
- The screen brightness on a student's screen will be at a level that is easily observable by the exam proctor, dimmed screens that are not visible to the exam proctor may result in a 0 on the exam
- Students will place all belongings, i.e. coats, bags, drinks, and food at the front of the room
- Only a computer, a piece of paper and writing implement, if necessary, may be on the desk.
- All surrounding space should be empty

- Scratch paper will be supplied by exam proctor and collected at the end of the exam
- Each student must place their phone and smartwatch facing down on the desk/table at the front of the room
- There should be a phone for each student present, phones may not be stored in a bag
- The exam will not be made available until all phones are accounted for.
- If a student requires a phone to log them into lockdown browser, this can be done at the front of the room.
- Students will not need to their ID for the webcam for in-person exams
- A calculator, if needed, is included in both Canvas and ATI testing platforms.
- Students are seated with adequate spacing as the room allows.
- Exam proctors will circulate around the room during the exam
- Permission to reschedule an exam for <u>any</u> reason <u>must</u> be obtained from the course coordinator <u>prior</u> to the exam time. Failure to follow this protocol will result in a grade of zero for that exam.
- Any form of cheating (using an extra electronic device, clicking outside the browser, looking at other students' screens, talking in class, etc…..) will result in a 0 for the exam, and the student will be reported to the University Dean .

Unexcused Absences from an Exam

Students are expected to complete all examinations on the scheduled date and time. An absence is considered unexcused when the student does not notify the course faculty before the examination or when the reason does not meet the NPU SON criteria for an excused absence.

For an unexcused exam absence:

- The student may be permitted to complete a make-up examination. The score earned on the make-up examination will be multiplied by 75% to determine the grade recorded for the examination. For example, if a student earns 80% on the make-up examination, the recorded grade will be 60% (80% × 75%). The maximum grade that can be recorded for a make-up examination is 75%.
- The make-up examination may differ in format and content from the original examination while assessing the same course objectives.
- The make-up examination must be completed at a faculty-determined date and time.
- Failure to complete the make-up examination by the established deadline will result in a grade of zero.
- Repeated exam absences may result in a student–faculty conference, an academic success plan, and referral to the nursing program director.

7. Technical Requirements Checklist

Computer Hardware Requirements

Students will need access to a laptop device, which can be a PC or Mac that meets the following <u>minimum</u> specifications.

- RAM: 8 GB
- Hard Drive: 256 GB or higher (SSD preferred)
- Operating System:
- PC Windows 10 Min resolution 1024 x 600
- Mac 13.4 or above Min resolution 1024 x 600
- Adequate Ethernet and wireless capacity * you may need to check with your internet provider
- Webcam 320 x 240 VGA resolution
- Power cord
- Microphone or earbud with microphone

*Note - Android tablets, Chromebooks, and iPad does not support all Canvas and ATI functionalities.

Computer Software Requirements

Microsoft Office

All assignments must be submitted as a Microsoft Office Document. Students receive Office 365 through North Park, which includes Microsoft Office Suite (Word, Excel, and PowerPoint). Please contact Information Technology for further information.

Internet Browsers

Google Chrome is the most compatible browser with the products utilize throughout the program. The links to obtain the Chrome is below.

Google Chrome for PC and Mac users:

https://support.google.com/chrome/answer/95346?hl=en

Internet Requirements

Students must have high-speed internet access to complete this course. A minimum download speed of 1.5 Mbps is required, which is commonly the speed associated with a basic DSL or a cellular/satellite connection. A faster connection, such as cable or fiber service, will further enhance your online experience.

Respondus Monitor System-The following are the requirements needed to run the *Respondus Monitor System*. Please ensure that your computer has the following requirements:

- Windows: 10
- Mac: OS X 13.4 or higher
- Web camera (internal or external) & microphone
- A broadband internet connection
- Windows 10S mode is not a compatible operating system, nor can LockDown Browser be obtained via the Windows App Store. At present, support for Windows 10 S mode is not on the roadmap for LockDown Browser.
- Memory: Windows or Mac: 2 GB of RAM (minimum of 4 GB available RAM is necessary when taking an exam using the Respondus lockdown browser hard disk space when using a webcam.
- Hard Disk space: Windows or Mac requires 200 MB of free hard disc space

8. PERFORMANCE IMPROVEMENT (PIP) POLICY and Form

To ensure nursing students develop the knowledge, skills, and attitudes needed to deliver safe, effective, high-quality, patient-centered care, faculty assess and evaluate student progress throughout the BSN program.

The purpose of this plan is to identify academic or clinical issues that, if unaddressed, place a student at risk of:

- Failing a course or clinical
- Being dismissed from the program

PIPs are proactive, working documents designed to **empower students** to take steps toward improvement and success in their academic, clinical, or professional performance with targeted actions. They provide **specific, actionable feedback** on areas requiring improvement or mastery before progression is allowed.

Students with **more than one PIP** during the BSN are at **increased risk** for course failure and/or program dismissal.

A PIP may be initiated when:

1. The student is not progressing toward achievement of BSN learning outcomes
2. The student would benefit from targeted remediation of skills or other learning activities
3. The student fails to meet one or more courses or program learning outcomes
4. The student engages in behaviors that violate the code of conduct, civility, or academic integrity policies

The goal: help you strengthen your knowledge, skills, and attitudes to provide safe, effective, high-quality, patient-centered care — and succeed in the program.

When a PIP May Be Initiated when a student:

- Is not progressing toward BSN learning outcomes
- Would benefit from targeted remediation or extra skill practice
- Fails to meet one or more courses or program learning outcomes
- Demonstrate behaviors that violate the code of conduct, civility, or academic integrity policies

What the PIP Does:

- Gives specific feedback on what needs improvement
- Outlines measurable goals and timelines
- Lists support strategies and resources
- Monitors your progress toward mastery

Why It Matters? Having more than one PIP in the BSN program puts you at increased risk for:

- Course failure
- Program dismissal

Your Role in the PIP:

- Engage actively with the plan
- Complete assigned learning activities or remediation
- Seek help early if you're struggling
- Meet deadlines and performance expectations

The Process:

Step 1 – Faculty identifies concern and meets with you

Step 2 – PIP is developed with clear goals, timelines, and supports

Step 3 – You work on the plan and check in regularly

Step 4 – Faculty reviews progress and determines next steps

Please note, a PIP is not a punishment — it is a second chance. A chance to turn things around, build confidence, and get back on track.

NORTH PARK UNIVERSITY SCHOOL OF NURSING AND HEALTH SCIENCES
BACCALAUREATE NURSING PROGRAM
PERFORMANCE IMPROVEMENT PLAN

Student Name:	
Faculty Initiating PIP:	
Date of Initial Meeting:	
Date(s) of at-risk behavior(s):	
Minimum standards and/or requirements for satisfactory performance are not being met in **NURS**	Explain:

Student behavior requiring PIP in the CLASSROOM	**Related Course Objectives/ Clinical Tool Evaluation objectives/ Student Handbook Policies**	**Action Plan**
☐ Score below 76% on exam		☐Exam wrapper ☐ Self-reflection on study habits ☐Review of test taking strategies ☐ Discussion of stress management ☐Discussion of time management ☐Refer to university counseling services
☐Level 1 or Below Level 1 on ATI Proctored assessment ☐Remediation not completed in 48 hours ☐Practice assessment remediation not completed/unable to sit for Proctored assessment		☐Complete ATI remediation
☐Score below 76% on assignment ☐Significant issues with scholarly writing skills ☐Citing and referencing ☐Use of critical thinking and clinical judgement ☐Academic integrity violations		☐Incorporate faculty feedback into next written assignment ☐Schedule meeting with Writing Center staff ☐ Edit written assignments to ensure correct APA formatting on future assignments
☐Late turning in assignment		☐Strategies for improving time management ☐Maintain calendar of assignment deadlines
☐Unprepared for class ☐Non-attendance ☐Punctuality		☐Complete pre-class work and assignments ☐Review professional communication standards ☐Review civility and code of conduct information in Student Handbook by :

☐Classroom behavior and/or communication ☐Incivility ☐Unprofessional oral or written communication		☐Review giving/receiving constructive feedback Identify:
☐Describe behaviors from above:		
☐Other, list specific issue:		☐Other, list action plan:

Student behavior requiring PIP in the CLINICAL, SIMULATION, or LAB	**Related Course Objectives/ Clinical Tool Evaluation objectives/ Student Handbook Policies**	**Action Plan**
☐Score below 81% on care plan or other clinical assignment		☐Review rubric for care plans, clinical assignments ☐Implement instructor feedback Refer to university counseling services
☐Skill performance/technical proficiency ☐Patient safety ☐HIPAA violation ☐Therapeutic communication ☐Isolation protocols ☐Knowledge deficit in pathophysiology		☐Review and practice skill: ☐Attend Open Lab practice session(s): ☐Demonstrate proficiency in identified skills by: ☐Complete:
☐Medications: MOA, indications, adverse effects, interactions, nursing implications ☐Medication calculation ☐Safe medication administration		☐Complete active learning templates on the following medications: By: ☐Demonstrate correct medication calculation on: ☐Verbalize safe medication administration steps by: ☐Demonstrate safe medication practices on:
☐Late completion of clinical assignment		☐Strategies for improving time management ☐Maintain calendar of assignment deadlines
☐Unprepared for clinical: ☐Punctuality ☐Accountability ☐Uniform issues (i.e.. missing stethoscope, worked shift before clinicals) ☐Unable to implement clinical judgement model/nursing process		☐Articulate plan for clinical preparation (uniform, ID badge, setting alarm, leaving earlier from home etc.) ☐Verbalize professional accountability in clinical setting ☐Organize care for patient(s) by: ☐Demonstrate self-directed time management in clinical setting

☐Organizational skills/Time management ☐Lack of initiative ☐Integrity ☐Flexibility		☐Demonstrate safe patient care during the next clinical days
☐Describe behaviors from above:		
☐Clinical professional behavior/ communication ☐Incivility ☐Unprofessional oral or written communication ☐Utilizing personal cell phone in clinical setting or patient room ☐Unethical behavior		☐Review giving/receiving constructive feedback
☐Describe behaviors from above:		
☐Other, list specific issue:		☐Other, list action plan:

Students must meet all clinical and course objectives, follow policies and conduct as listed in the student handbook, and demonstrate all behaviors and indicators including areas of knowledge, assessment, planning, implementation, evaluation, coordination of care, communication, collaboration, informatics and professionalism as listed in clinical evaluation tool.

Any student actions that adversely impact or threaten the health, welfare, or safety of self or others may lead to dismissal from the BSN program. Unsafe classroom and/or clinical practice or patterns of behavior that demonstrate a lack of professional comportment will lead to a review by the Selection and Progression committee in accordance with policies outlined in the current Student Handbook.

Written documentation (e.g. times, place, people, clinical evaluation) may be attached.

Initial Meeting:

This document has been reviewed with me, and I understand that the identified objectives, measures, and/or outcomes must be met in order for me to pass. Failure to meet these objectives may result in not progressing in the BSN track and could include dismissal from the BSN.

Plan Follow Up Meetings:

Date/Time/Location
Date/Time/Location

Student Signature: _____

Date:

Faculty Signature: _____

Date:

Final Meeting/Determination

Resolution:

☐Student issues have been resolved – does not require another meeting with the student but they should be sent a final copy of the resolved PIP indicating it has been resolved

☐Student Issues have not been resolved. Another meeting with the students is required.

Further plan of action:

Student Signature: _____

Date:

Faculty Signature: _____
Date:

9. Clinical Incident Policy Guidelines and Procedures and Form

Guidelines for Clinical Incident:

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

incident. In addition to clinical incidents, Near Miss events will also be tracked.

According to the Intensive Care Society (2021), Clinical Incidents are usually categorized as:

- Clinical incident / near miss
- An event or omission has arisen during clinical care and has caused physical or psychological injury to a patient
- Potential physical or psychological injury to a patient could have been caused by an event or omission
- Matters of communication or consent to treatment which give cause for concern
- Drug errors (failure of proper identification, inaccurate dosage etc.) which cause actual or potential harm to the patient
- Failures or weaknesses in clinical procedures and/or guidelines
- Slips, trips or falls
- Medication error / near miss
- Patient accident / incident / near miss
- Staff accident / incident / near miss
- Staff work related ill health
- Staff violence / abuse / harassment
- Security incident
- Other near miss

For any event that requires an incident report at the hospital or health care agency, the clinical faculty, if they are able, should get a copy of any agency documentation and submit it to the course coordinator who will keep it on file in the SNHS Office. Follow the hospital guidelines regarding the follow-up of the incident, including, but not limited to, completing the institutions incident report and any required follow-up with an appropriate practitioner.

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

Along with any agency documentation, clinical faculty should write a short summary of the occurrence on the Clinical Incident Form (this form is available on the Nursing Clinical Faculty Office 365 OneDrive available through the North Park University email system). If the clinical faculty is unable to receive a copy of the agency documentation due to it being a part of the EMR system or other HIPAA reasons, please provided a detailed description of the incident to the Course Coordinator. PLEASE return this form to the course coordinator as soon as possible.

Clinical Incident Procedures:

Any injury requiring **immediate,** emergency care should be treated at the nearest emergency facility. Please notify the course coordinator as soon as possible. The course coordinator will notify the SNHS as soon as

possible to report the incident and to ask for help, if needed, for the student.

When a student is exposed to a blood or body fluid pathogen, the agency clinical coordinator, if necessary, agency employee health, and the SNHS are to be notified. If an employee health department is available, follow OSHA guideline and hospital/agency policy for **immediate** treatment. If an employee health department is not available, you can contact North Park University Health Services at 773.244.4897 who will assist the student in setting up a referral to Swedish Covenant Hospital for evaluation and treatment, if necessary. Institute any necessary treatments that should be carried out on site.

Students are required to have their own health insurance and should be referred to their own health care provider for recommendations for follow-up treatment. **Students are financially responsible for any costs incurred for any care that is required as a consequence of the incident.**

North Park University School of Nursing and Health Sciences
Baccalaureate Nursing Program
Clinical Incident Form

Student:
Hospital/Unit:

Date/Time:

Clinical Faculty/ Course Coordinator:

Course NURS:

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

Was the unit Nurse Manager Notified? ☐Yes ☐No

Nurse Manager name/phone: _____

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

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

Document any follow-up action indicated at this time:

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

Clinical Course Coordinator notified (date/time)

Clinical Instructor Signature:

10. North Park Univeristy School of Nursing and Health Sciences

Baccalaureate Nursing Program Grade Appeal Process and Form

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

In the case of a grade appeal, the Selection and Progression committee will consider an appeal if one of the following can be demonstrated (please indicate the appropriate selection by checking the box):

☐Student Engagement approved and documented accommodations were not met (student with accommodations are to meet with their advisor and the Baccalaureate Program Director to discuss reasonableness of the accommodation).

Please explain in detail:

☐An arbitrary or prejudiced evaluation of the student was made.

Please explain in detail:

☐Faculty created and enforced course policy that is arbitrary or discriminatory.

Please explain in detail:

☐Faculty failed to notify the student of failure to achieve clinical outcomes.

Please explain in detail:

☐The contractural rights of the student were infringed upon as otherwise explained in the course syllabus, the Catalog, or other University policy documents.

Please explain in detail:

☐A students civil or human rights were violated as defined by law.

Please explain in detail:

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

Name of Student:	
Student ID#:	
Student E-mail:	
Student Cell Phone numbers for ready accessibility:	
Name of Adviser:	
Course faculty:	
Course:	
Student's signature/Date:	
The student may submit additional materials as indicated below: ☐I choose to submit additional evidence of my performance, noted here or attached. ☐I choose not to submit additional evidence of my performance. ☐I request that the following pertinent materials be obtained by the review committee from the course faculty	

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

The Selection and Progression Committee recommendation based on evaluation of appeal will be either:

☒Assigned grade remains

☐Course instructor is asked to reconsider grade based on the information gathered. This reconsidered grade will be final

☐Grade change to (enter new grade) is warranted

Chair of Selection and Progression Committee Signature & Date:

Baccalaureate Program Director Signature & Date:

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

References

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North Park University (2022). Student handbook and community standards. https://www.northpark.edu/campus-life-and-services/student-success-and-wellness/student- handbook-and-community-standards/

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