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GENERAL INFORMATION

The Doctor of Nursing Handbook is designed to provide doctoral nursing students with specific information about the nursing program, regarding policies and procedures specific to the doctoral program. Other college publications and announcements provide additional important information for all D’Youville College students. It is the responsibility of each student to obtain these publications as they become available.

OVERVIEW OF THE PROGRAMS

As demand for healthcare services has grown, advanced practice nurses have become increasingly important care providers. D’Youville’s Doctor of Nursing Practice (DNP) degree program is designed for nurses with a master’s degree in an advanced practice specialty who seeks to enhance their knowledge and professional future in an ever-evolving, integrative healthcare system.

Graduated of the DNP Program will be able to utilize nursing science and science-based theories and concepts to implement new practice approaches to health care delivery and generate systems of care based on the generation, application and evaluation of new science to improve health care outcomes. Graduates will be able to demonstrate refined assessment skills and practice based on biophysical, psychosocial, behavior, sociopolitical, cultural, economic and nursing science. Graduates also will be able to evaluate and address ethical, regulatory and legal issues within healthcare systems, such as influencing policy make changes through active participation on committees, boards, or task forces at the institutional, local, state, regional national and or international levels to improve healthcare delivery and outcomes.

MISSION AND VISION

The mission of the School of Nursing is to educate competent, compassionate, knowledgeable professional nurses who provide patient directed health care to a culturally and spiritually diverse population in a variety of settings. Graduates will be responsible, ethical, and accountable members of the nursing profession committed to the pursuit of excellence in practice, communication, innovation, research, and lifelong learning.

The School of Nursing is a leader in educating nurses who will be advocates for change within the health care system, promote a healthier society, improve nursing practice, and preserve and enhance human dignity and self-determination.

The School of Nursing shares beliefs about the major concepts of patient, health, society, nursing care and nursing roles in the health care system and education.

The patient or recipient of nursing care may be an individual, family, group (aggregate) or community. Nurses consider support and personal belief systems and other environmental or cultural influences when delivering care.

Nursing is a primary health care profession that exists to promote, maintain, and restore the health, wellbeing, and quality of life (including, when necessary nurturing a peaceful death)

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of all people, irrespective of socioeconomic class, age, sex, lifestyle, health status, religion, ethnicity, and/or cultural background.

The nursing profession is a constitutive component of a larger complex health delivery system, which in turn exists within a great complex society. Nursing practice is therefore influenced by internal professional values and the societal, environmental, educational, religious, cultural, legal, economic, and political values and forces of the external health care system.

**Nursing care** (the art and science of nursing) is an expression of nursing, scientific, and humanistic knowledge, which has as its intention and foundation, compassionate human concern and caring as core moral values. As professionals, nurses are accountable to themselves, patients, the nursing profession, and society. At the professional and societal levels, nurses advocate socially and politically for changes in the health care system that will produce a healthier society, improve nursing, and advance and preserve human dignity and self-determination. Community based and community health nursing are interwoven in the very fabric of our society and nurses deliver care in hospitals, clinics, nursing homes, patient homes, schools, work places, crises sites, and a multitude of other community and organized health care settings. Nursing provides essential human services and those services should be directly available to the public, particularly the underserved, wherever and whenever human health care needs exist.

**Nurses** contribute and function in roles at multiple levels (e.g., primary health care) within the complex **health care system**. They contribute their professional knowledge and skills through providing direct patient care as well as shaping and influencing the greater system by utilizing management and leadership skills. As direct care providers, nurses in partnership with their patients and other health care professionals, plan, deliver, and evaluate nursing care directed towards facilitating healing and wholeness. Nurses promote self-responsibility and empowerment through teaching and counseling. These services assist patients in clarifying personal beliefs, values, and perceptions about health, quality of life, and treatment decisions or choices available. Because these decisions may have profound implications, nurses must be insightful about moral and ethical issues and know how to advocate effectively for patients. As case managers and members and leaders of the health care team, nurses identify and measure processes and outcomes of care. They plan how care can be delivered in ways that promote both quality and cost effectiveness, and coordinate and manage staff in the delivery of care.

The primary **role of nursing educators** is to assist students in acquiring knowledge and skills that will allow them to have a strong professional identity and to be able to deliver creative, compassionate, humane, and flexible nursing care in an ever-changing health care delivery system. Learning is greatly enhanced when the relationship between student and faculty is an interactive partnership, with the faculty functioning as facilitator. **Students** must be prepared to function competently in multiple roles and multiple settings. This expectation demands that students acquire a broad liberal arts and science foundation; develop interpersonal and communication skills; learn to think critically and creatively; interpret, utilize, and support research efforts; problem solve; evaluate their own learning needs; and become lifelong learners.

We believe that the level of sophistication of application of nursing knowledge varies with the obtained level of education and skills of each individual.

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OUTCOME COMPETENCIES OF DNP PROGRAM

Graduates of the DNP program will be able to:
1. Utilize nursing science and science-based theories and concepts to implement new practice approaches to health care delivery.
2. Function as leaders in ensuring quality health care through the integration of communication, business, finance and culturally sensitive principles.
3. Generate systems of care based on the generation, application and evaluation of new science to improve health care outcomes.
4. Demonstrate refined assessment skills and practice based on biophysical, psychosocial, behavioral, sociopolitical, cultural, economic and nursing science.
5. Evaluate and address ethical, regulatory and legal issues within health care systems.
6. Use information technologies to design, select, use and evaluate programs to monitor care outcomes and quality improvement in care and care systems.
7. Demonstrate leadership in the analysis and development of health policy at multiple levels.
8. Facilitate inter-professional practice through collaborative team functioning and effective communication.
9. Provide leadership and advocacy in the conceptualization and implementation of clinical prevention and population health for individuals, aggregates and populations.

COMMUNICATION

Publications and Announcements

D'Youville College Calendar, Planner, and Resource Guide
This publication notes events, deadlines, meetings, and useful information. In addition, it includes information about student services, committees, student rights, parking, housing, policies and procedures, etc. It is distributed in orientation packets in August, and is available in the Connections Office located in the Bauer Academic Center.

The Catalyst
The Catalyst is the student newspaper. It provides a forum for students to express their opinions and keeps students informed of current campus issues. It is published monthly and is available in offices and racks throughout the campus.

Administrative Announcements
Letters and announcements from various offices are posted on bulletin boards to keep the college community informed. Announcements are also available via e-mail.

E-mail Accounts
All registered students are assigned a D'Youville College e-mail account. Students are required to sign into their account and create a password. This is imperative because official online communications between faculty and student will occur via the D'Youville College email address only. If assistance is needed, contact the Academic Computing Center.

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College Catalog
Program and course descriptions for all graduate programs, including the combined bachelors/masters degree in nursing, are listed.

The School of Nursing FAX Number
The Department of Nursing may be reached by FAX number 716.829.8159. Be sure to include the faculty member's name on the cover sheet.

SCHOOL OF NURSING ADMINISTRATION
School of Nursing offices are located on the 5th floor in the ALT building.

School of Nursing Dean – Dr. Judith Lewis, Ed.D. R.N.
Dr. Lewis is responsible for oversight and organization of School of Nursing under the leadership of the VPAA. Dr. Lewis sets academic excellence standards, oversees program development and evaluation, and supervises accreditation of the program. Dr. Lewis can be reached through her secretary 716.829.7613

School of Nursing Chair – Dr. Ann Caughill, Ed.D, APMHCNS
The School of Nursing Chair serves as the liaison between the students and faculty, supervising all academic activities of the School of Nursing within the framework of the philosophy and overall policies of the College. Students who wish to contact the School of Nursing Chair may do so by making an appointment with the School of Nursing secretary, 716-829-7701.

Director of the Psych-Mental Health Nurse Practitioner Program- Dr. Ann Caughill, EdD., APMHCNS
Please see above information for Dr. Ann Caughill. Applicants or students with interest in or concerns related to this program can reach Dr. Caughill at 716.829.7701.

Director of the Family Nurse Practitioner Program & Director of DNP – Dr. Denise Dunford, DNS, FNP-BC, APRN Applicants or students with interest in or concerns related to this program can reach Dr. Dunford at 716.829.7607.

Director of the Graduate Nursing Programs - Dr. Abigail Mitchell, D.H.ED., MSN, RN, CNE
The Director of the Graduate Nursing programs administers the graduate programs in nursing. These include the Master of Science in Community Health Nursing, Family Nurse Practitioner. Persons wanting to meet with Dr. Mitchell may do so by making an appointment with her through the School of Nursing Secretary at 716.829.7783.

PROFESSIONAL ORGANIZATION

Sigma Theta Tau International (STTI), Zeta Nu Chapter, Nursing Honor Society
In 1979 Sigma Theta Tau, the National Honor Society of Nursing was introduced at D'Youville College. The Zeta Nu Chapter was chartered in 1981. Zeta Nu is dedicated to the advancement of nursing as a profession and a science, and to the goal of nurses assuming leadership positions in research, scholarship, and public policy.

Qualifications for Graduate Student Membership

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1. Sigma Theta Tau International does not discriminate. Candidates are qualified for membership so long as eligibility requirements are met.
2. Student candidates shall have demonstrated superior academic achievement, academic integrity, and professional leadership potential.

Membership is open to all faculty, alumni, and students meeting the requirements. Zeta Nu collaborates with other local Sigma Chapters and District 1 PNANWNY in sponsoring an annual research conference.

COLLEGE COMMITTEES
Student Membership on College Committees
The D’Youville College School of Nursing believes that student representation on School of Nursing committees fosters progress toward program outcomes by opening an additional forum for faculty-student communication. The role of the graduate student representative is important, providing a unique opportunity for students’ views to be heard, considered, and acted upon in an official forum. By assuming this responsibility, students join with faculty members and administrators in making decisions that form the policies and procedures of graduate programs.

Student representatives should be able and willing to serve for one academic year.
Students selected should be in good academic standing. Students may self-nominate.

COURSE REQUIREMENTS POST-MASTERS’ FNP to DNP

NURSING AREA OF CONCENTRATION
NUR 701 Health Literacy and Population Health Outcomes ........................................3
NUR 702 Evidence Based Practice and IT in Health Care Delivery ..................................4
NUR 703 Biostatistics for Advanced Nursing Leaders ..................................................2
NUR 704 Community Based Care of the Aging Population ...........................................3
NUR 705 Ethical Topics in Advanced Nursing Practice Seminar ....................................3
NUR 709 Advanced Practice Role for Doctoral Nursing Leaders ....................................3
NUR 711 Translational Capstone I (Identify Project) ......................................................2
NUR 712 Translational Capstone II (Design/ Pilot Project) .............................................2
NUR 713 Translational Capstone III (Implementation/ Evaluation) .................................3

Total Credits in area of concentration ...........................................................................25

INTERDISCIPLINARY CONCENTRATION
HSA 653 Health Care Law: Legal and Ethical Issues .....................................................3
HSA 652 Health Care Economics and Policy Making ..................................................3
OR
HSA 648 Introduction to Financial Management: Health Care Budgeting
HSA 705 Leadership Through Communication ............................................................3
OR
HSA 670 Health Care Consulting

Total Credits Interdisciplinary component .................................................................9

TOTAL CREDITS ........................................................................................................ 34*
NUR 800 Continuing Clinical Practicum Residency (1-3cr)
NUR 900 Continuing Capstone Project Advisement (1-3cr)

*An individual assessment will be made of each applicant’s transcripts to determine what additional courses or clinical hours may be needed for the DNP degree, clinical or capstone requirements.

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COURSE PREREQUISITES

Some courses have no prerequisites. Other must be taken in a particular order. Still others should be taken at a particular time. By checking the College Catalog description of a course, it is possible to find out if there are any necessary prerequisites.

ACADEMIC REGULATIONS

Academic Integrity
D'Youville College Department of Nursing adheres to the college Policy on Academic Integrity which is described in full in the current edition of the Graduate Catalog. Students may download a copy from the DYC website.

Accommodations for Disability
D'Youville College attempts to assist students on individual concerns while enrolled at the college. Students who have documented disabilities may request reasonable accommodations to assure access, independence and full participation in their experience at D'Youville College. For further information and to request disability services, contact the coordinator of disability services.

Drug Policy
Use of any kind of drugs may be cause for legal actions and/or cause for prohibiting a student from continuing in the graduate nursing program. Students who have a problem should seek help from the College Health Office immediately. For further information about the D'Youville College Drug Policy please refer to the College Calendar, Resource Guide and Planner.

Health Agency and HIPAA Regulations
Students are expected to comply with all health, safety and privacy regulations governing their practice. It is expected that they will orient to agency policies and procedures before the initiation of any course-related clinical practicum. It is never acceptable to copy clinical records or any portion thereof. Refer to School of Nursing policy on use of social media.

Professional Behavior and Conduct
Students in the nursing program are expected to exhibit professional behavior, demonstrating responsible and mature conduct in both the academic and clinical environments. Clinical students should also review clinical course syllabus for detail.

Social Media Policy
The D'Youville College School of Nursing promotes the use of social media in the school setting to encourage and support learning. Various venues of social media include, but are not limited to: Moodle, D'Youville Webmail, Facebook, Twitter, You-Tube, MySpace, Flickr, and You Stream. These media can be used to maximize a students' educational experience, and are recommended when used for this purpose.

Use of social media by D'Youville College nursing students is expected to be consistent with professional guidelines established by the American Nurse Association. A summary of these guidelines may be accessed at the following website:

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It is expected that all students will use professional judgment when using social media, and refrain from harassment or defamation in the classroom and clinical setting. Do not upload any images of yourself in a clinical environment – these could be in breach of your code of conduct and lead to potential dismissal from the school. Social media will be used by the School of Nursing to investigate any student who is suspected of improper use of any such sites during their class or clinical settings. (Please see the College’s policy regarding HIPPA)

Improper use of social media will result in disciplinary action. Any student who posts or references personally identifiable health information related to patient care will be immediately dismissed from their respective program and face possible removal from the school.

Student Grievances
Students who feel they have a grievance involving academics should meet with the college Grievance Officer (Associate Vice President for Student Affairs. Please refer to the D’Youville College current edition or the College Calendar Resource Guide and Planner for a detailed description of the grievance procedure. Students whose grievance involves departmental policy must first appeal to the School of Nursing Chairperson. The appeal then proceeds as outlined in the graduate catalog.

ACADEMIC POLICIES

Accessibility to Records
According to the Family Educational Rights and Privacy Act (FERPA) of 1974, student records shall not be released to another individual, agency, or organization (except college personnel with a legitimate educational interest as determined by the college) without first obtaining the student’s written authorization to release such information.

The only information the college can release without the student’s written authorization is directory information. Directory information includes the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Directory information may be released upon request unless the registrar receives a written statement from the student directing otherwise.

According to FERPA, information contained in the educational records of students who are 18 years of age or older or enrolled in post-secondary institutions may be sent to the parent without the written consent of the student only if the student is a financial dependent of the parents. The term dependent is defined in section 152 of the Internal Revenue Code as an individual (son, daughter, stepson, or stepdaughter of a taxpayer) who receives over half of his or her support from the taxpayer during the given calendar year.
Admission Criteria for Doctorate of Nursing Practice (D.N.P.)

1. A completed application package including application form

2. Completion of a baccalaureate degree in nursing or an entry-level masters or doctoral degree in nursing from a CCNE or NLNAC accredited program at a college or university (or CNO in Ontario).

3. Completion of a master's degree with specialty preparation as an advanced practice nurse (nursing practitioner, clinical nurse specialist, nurse anesthetist or nurse midwife) from a CCNE or NLNAC accredited program at a college or university (or CNO in Ontario)

4. Minimum graduate grade point average of 3.25 (based on a 4.0 system)

5. Official transcripts from each college or university attended; this must include all undergraduate and graduate work

6. Copy of an active, unrestricted license as a professional registered nurse and advanced practice nurse in New York State or Ontario.


8. Copy of current national certification (or exam eligibility) as an advanced practice nurse in a specialty area (where applicable)

9. Documentation of the number of clinical hours completed in prior master's degree program from college or university (use verification of clinical hours form).

10. At least two years of relevant professional experience

11. Current resume or curriculum vitae

12. Evidence of active membership in at least one professional organization

13. Favorable review with a panel of D'Youville College nursing faculty members.

14. Three letters of reference; the faculty prefer that one come from a college-level professor if possible and at least one from an employer or colleague with an advanced or terminal degree, focusing on the applicant's potential for success in the doctoral program.

15. A written personal statement outlining how the applicant expects this degree to assist in achieving specific career goals.

16. Any applicant may choose to submit GRE scores if they believe their application does not adequately reflect their potential to succeed in a doctoral program

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Advisement
Academic advisement takes place each semester during a specified time before registration. Notices are posted in the lobby of ALT. Students have the responsibility of making an appointment with their assigned advisor for an academic conference before enabling them to register on line. Appointments with advisors generally need to be made at least one week in advance of the actual advisement period.

Advisor
Dr. Dunford, DNS, FNP-BC, APRN
Director Family Nurse Practitioner and DNP program
Alt 549

Challenge Exam Policy
No graduate courses may be challenged.

Change of Name, Address and Phone
It is the responsibility of each individual student to notify D'Youville College, in writing, of any change of name, address or phone number. Forms are available in the registrar's office.

Change of Registration (Drop/Add Procedure)
Students may change their course selection by submitting a completed drop/add form to the registrar's office during the scheduled drop/add period at the beginning of each semester. Matriculating students need an advisor’s signature on the drop/add form when adding or deleting a course. If a student merely wishes to change the section, but retain the same course, only the student's own signature is needed on the form. Students may not “force register” by appearing in a class. During the drop/add period students who have been closed out of a course may have their name placed on a waiting list in the registrar's office. Students are notified should space become available.

Completion of Doctoral Degree Requirements (see Sequencing of DNP requirements)

CPR Certification
All graduate nursing students must be certified in Cardiopulmonary Resuscitation (CPR) Continuing CPR courses must include hands-on practice of skills throughout the entire program.

Directed Study
In unusual circumstances, a student may be permitted to take a course in the regular curriculum on a directed study basis. Reasons for giving this permission are commonly related to the student’s status (a) as a candidate for graduation whose program requires the course or (b) as a transfer into the major for which the course in unavailable because of the course scheduling rotation. The student must receive approvals as indicated on the directed study forms available in the registrar's office.

Exit Interview
Upon completion of the program, doctoral nursing students are required to complete a doctoral exit interview form. This interview is the first of a variety of long-term evaluation surveys that request information from students regarding the program. A group exit interview is also conducted with the faculty of the graduate nursing program. The exit interview is conducted on

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Extension to Complete Doctoral Degree
A petition for an extension of time to complete the graduate degree must be accompanied by a completed Request for Extension of Time to Complete their program form (see appendix).

The form is to be forwarded to the Graduate Studies Office via the student's graduate research director. The form will then be forwarded to the chairperson of the Graduate Certification, Policies, and Standards Committee. The chairperson of the Graduate Certification, Policies, and Standards Committee forwards the committee recommendation to the Graduate Council.

Copies of the form with the final disposition will be given to the graduate research director, program chair, and the Vice President for Academic Affairs, with the original placed in the student's division file. The student must notify the registrar's office of changes to anticipated graduation date.

Final Examinations
Final examinations are scheduled by the registrar at the end of the semester. The final examination period commences after study days as noted in the college calendar. Normally, final examinations are scheduled for Monday evening and all day Tuesday through Friday following the end of classes. Examinations for Saturday classes are announced by the professor.

Grade and GPA Requirements
1. Students in the DNP program are expected to maintain a cumulative GPA of 3.25.
2. A grade of less than B in any course is not applicable to the DNP degree.
3. A grade of U is equivalent to a grade of below B for progression/retention decisions.

Grade Change
Grades that have been recorded in the registrar’s office can be changed only through consent of the faculty member and with the permission of the vice president for academic affairs. Forms for this purpose are available to faculty in the registrar’s office.

Grade Reports
Grade reports are available online. If a mailed grade report is requested for employment or health insurance verification, it will be sent to the permanent address provided by the student.

Graduation
There is one commencement ceremony each May at which time the prior December, current May and anticipated August graduates are honored. Doctoral students must clear for graduation with the Registrar and file their intent to graduate no later than 6 months prior to their graduation in December, May, or August. Notification of the completion of requirements other than course work (Certification of Approval of all Graduate Non-Course Requirements-Old Green Sheet) must be received in the Registrar's Office with all signatures no later than May 1, August 1, or December 1, for students completing a thesis or the student's graduation date is moved to the next conferral period. Students completing projects usually have an additional few days to submit these forms but should check with the Graduate Office for exact dates because this extended date varies from semester to semester.

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Health Requirements
All graduate students must submit a completed D'Youville College health form. No student will be admitted to a clinical course, management internship, or teaching practicum without one. All students must satisfy NY State immunization requirements. Health records must be on file in the D'Youville College Health Office, located on the first floor of Marguerite Hall; staff may be reached at (716).829.7698 if you have any questions regarding your health requirements. Newly admitted students may not register for courses until cleared by the health office.

Incomplete Grade (I)
The grade of incomplete (“I”) is used when the instructor is not prepared to give a final mark for the semester, either because of the student’s illness or some other justifiable delay in the completion of the course requirements.

Application for an “I” grade must be made on a form issued by the registrar’s office and must include the instructor’s signature. Students who do not follow this policy and have not satisfactorily fulfilled the requirements for the course will receive a grade of “F”.

The grade of “I” becomes “F” if the work is not completed by the deadline in the college catalog. “I” grades in pre-requisite courses must be resolved by the end of the drop/add period. Exceptions to the provision may only be granted by the vice president for academic affairs.

Students who complete work for a course in which they have received an “I” grade may request a revised grade report from the registrar’s office.

Independent Study (Graduate)
A student pursuing an independent study is able to delve into some special area of interest that is beyond the scope of current course offerings at D'Youville. Graduate students in good standing with a minimum cumulative GPA of 3.0 and successful completion of at least 12 graduate credit hours at D'Youville College are eligible. The graduate student undertaking such a project should have an appropriate background preparation in the subject. Independent study courses will be designated by the discipline code letters, the numerals 679 (fall offering) and 680 (spring offering) and the initials" IS" (NUR 679IS). The title will reflect the course content.

The graduate student must complete a written proposal of the study and obtain the approvals as indicated on the independent study application form for graduate students available in the Graduate Studies Office.

International Students
Please note all Canadian and International students must complete and submit the student financial form for student visa purposes prior to registering for courses. Specific instructions can be found directly on the office website at http://www.dyc.edu/iso/immigration/index.aspx. Should you have any questions regarding this process please contact the International Student Office directly.

Leave of Absence (LOA)
Graduate students who wish to interrupt their studies through a leave of absence may only do so for a maximum of four individual or consecutive semesters. In order to obtain permission for a leave of absence, graduate students must complete a request form, which is available in the registrar’s office, and submit the form to the appropriate department chair. Ordinarily, a student may not request a leave of absence after the 12th week of the semester.

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Special consideration is given for illness or other extenuating circumstances. The vice president for academic affairs must give permission in these cases. In the event that a student does not return at the time stipulated, the leave automatically becomes a withdrawal. The student must then apply for readmission in order to return to the college.

**Liability Insurance**

Students in nursing clinical courses will have malpractice/liability insurance by registering for the clinical courses or the teaching practicum.

**Licensure**

All doctoral nursing students must show proof of an active, unrestricted license to practice nursing in New York State or Ontario.

**Non-Matriculated Status**

Non-matriculated students have not been formally accepted into the college. Non-matriculating students may take up to a total of 6 credit hours of graduate courses. In order to do so, they must hold a bachelor’s degree in the appropriate discipline and meet all course prerequisites. Also, prior to registration, students must confer with and obtain the signatures of both the chair of the program in which the course is offered and the vice president for academic affairs.

**Probationary Standing and Dismissal**

1. A student who has less than a 3.25 GPA in either a semester or cumulative, will be placed on academic probation for one semester. At the end of the probation semester, the student's file will be reviewed by the program graduate committee. If the student’s cumulative and semester GPA is a minimum of 3.25, the student will be automatically removed from probation.

2. If the student does not achieve the 3.25 cumulative GPA, the program graduate committee will either dismiss the student from the program immediately or continue the student on probation for one more semester.

3. If a minimum of 3.25 is not then achieved, dismissal is automatic.

4. A student will be allowed probationary status for no more than two semesters during the entire graduate program. Dismissal will result if in excess of two semesters.

**Progression Requirements**

1. A student who receives less than a B in a course or fails in an S/U course must repeat the course unless he or she has been dismissed.

2. A course may be repeated one time only.

3. A doctoral student who maintains a minimum of a 3.25 average but receives a third grade of less than B will be reviewed by the program graduate committee and may be dismissed.

4. Students may not register for a course for which a prerequisite has been established, if a grade of incomplete (“I” or “IA”) has been received in the prerequisite course and has not been replaced by an acceptable grade before the course begins or by the end of the drop/add period.

**Program of Study Completion Form**

Graduate students, in addition to clearing for graduation with the registrar, must notify the graduate studies office of the completion of requirements other than course work, by completing the “Certification of Approval of All Graduate Non-Course Requirements for Graduation” (old green sheet). The form, with all signatures, must then be received in the

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registrar’s office from the graduate studies office no later than May 1, August 1, or December 1, or the student’s graduation date is moved to the next conferral period.

**Public Presentation of Capstone Project**
As part of the fulfillment of the doctoral degree requirements, students will:

1. Obtain permission from project director to present his or her completed capstone
   - Register with the graduate secretary to be placed on the program
2. Prepare a 15-20 minute presentation related to the capstone including:
   - Introduction and Background
   - Review of the Literature
   - Theoretical Framework
   - Identification of Research Question or Hypothesis
   - Protection of Human Subjects (if applicable)
   - IRB approval
   - Methodology (may be amended for certain approaches such as quality improvement)
   - Setting and Subjects
   - Procedure for Data Collection and Tools
   - Results (include data analyses with rationale for selection of statistical tests).
   - Conclusion and Implications for Future Practice
3. Students will have 20-minutes for their presentation, this include questions/answers
4. Attend the group exit interview and submit a completed end of program exit survey

**Readmission Policy**
Students who are dismissed from a graduate nursing program may be readmitted only with approval from the Graduate Nursing Committee.

**Recency of Coursework**
Some academic programs require that relevant clinical coursework be completed within a specific timeframe prior to conferral of the degree. Students who have taken a leave of absence, decelerated their program of study, received an extension to complete the graduate degree, or who have been dismissed and readmitted to a program may be required to retake coursework even if previously completed successfully. If 1 year or 2 semesters have lapsed after completion of their capstone project proposal defense. Students should check with the director of their graduate program for more information.

**Registration**
Graduate students are expected to register during the periods specified in the academic calendar. Registration by mail or fax can be accomplished only through prior arrangement with the individual’s department. Graduate students must be registered during the semester in which they receive their graduate degree.

Prior to registration, the student must consult with the academic advisor and clear with the student accounts office. Students must obtain their access PIN number from their academic advisor to register online. At the time of registration the student must be in compliance with New York state health laws.

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Once officially registered, the individual is responsible for payment of tuition and fees. No one will receive credit for a course unless officially registered for it. Graduate students must register for courses following the prerequisites. Certain courses are only offered in the spring or fall semesters. Course descriptions may be found in the Graduate Catalog.

It is especially important for graduate students to register for courses as early as possible so that the broadest range of courses (and course times) is made available to students. Also see the Graduate Catalog.

Repeating a Course
1. Students may opt to repeat any course once. Special permission must be obtained for a second repeat of any course; forms are available in the registrar’s office. In each case, the original grade will be replaced by the second grade earned, whether higher or lower, when calculating the GPA. Students must complete and submit the appropriate form at the time of registration for a second repeat of a course. Students should take note that, if the repetition is not required by the college, New York state will not allow the credit-hours for the course to determine the minimum course load required for financial aid purposes.
2. Students who fail a course or do not meet minimum course requirements for a department or program at D’Youville College may replace the failure only by taking/passing the course at D’Youville College. Only by special permission would a student be allowed to register off-campus for a course failed at D’Youville College according to the following conditions:
   a. Permission must be secured beforehand.
   b. Permission must be recommended by the department chair and forwarded to the vice president for academic affairs for final action.

Scheduling Courses
Students must schedule courses following prerequisites. A grade of incomplete in a prerequisite course must be completed before admission to the next course. Certain courses are offered only in spring or fall semesters. The Graduate Catalog specifies the prerequisites and the semesters the courses are usually offered.

Scholarly Activities
Although not an academic requirement, all graduate students are strongly encouraged to subscribe to relevant journals and to seek membership in professional nursing organizations.

Sequence for Completing Program Requirements
Students are expected to complete their program in the following sequence:
1. Complete coursework, including internships or practicum, concurrently with the following activities.
2. Completion of the capstone proposal, capstone proposal presentation, IRB application, capstone defense, and Capstone Presentation Day;
3. Follow the procedure for APA Review and approval of the capstone manuscript by the project director and committee members.
4. Submit professional doctoral portfolio to program director (see portfolio guidelines)
5. Submission of signed Completion of Approved Graduate Research and Approval of all Graduate Non-course Requirements form to the Office of Graduate Studies with all documentation and receipts.
U Grade Policy
Grades of U (or Unsatisfactory) are considered to be failing grades (below B) for all S/U courses. Students who receive a grade of U must repeat the course and will be placed on academic probation in the next semester after receiving the U grade (see college catalog and school of nursing graduate handbook for academic probation policies).

Withdrawal from a Course
In order to withdraw from a course at any time, a student must complete a course withdrawal ("drop/add") form, obtain the signature of the advisor and return the form to the registrar’s office before the end of the tenth week of the semester. Students are advised to be aware of the periods for withdrawal without financial and/or academic penalty.

A grade of W appears on the transcript when the student withdraws after the end of the drop/add period. Students who do not follow this procedure and merely stop attending class will receive a grade of F for the course.

DISCONTINUANCE OF ATTENDANCE OR NOTIFYING THE INSTRUCTOR ALONE DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL. A GRADE OF “F” IS RECEIVED FOR A COURSE FROM WHICH A STUDENT DOES NOT OFFICIALLY WITHDRAW.

Withdrawal from the College
A student intending to withdraw from D'Youville must contact the department chair in person or in writing and submit the proper withdrawal forms to the registrar’s office. Withdrawal will be considered effective on the date the written intent of withdrawal is received. The procedure is not complete until the written intent has been properly filed with the college. If the withdrawal procedure is completed mid-semester, courses for which the student is currently enrolled will be assigned the grade of W. No tuition refund will be made after the fifth week of the semester or after dates stated in the summer session brochure.

Discontinuance of attendance, notifying instructors, or mere telephone contact with college personnel DOES NOT constitute an official withdrawal. Students remain both academically and financially responsible for all courses for which they have enrolled until the withdrawal procedure has been finalized with the registrar's office. Students withdrawing from a graduate program must have an exit interview and should see the director of their graduate program for additional information.

Writing Tutor
A graduate writing tutor is available to guide students on their individual assignments, projects, and theses. Students are encouraged to meet with a tutor early in the process. For assistance, students may visit the graduate writing office in KAB 409-415 or call (716) 829-7773 or 7717. Students should be aware that the writing tutor is not to be consulted for the sole purpose of editing their papers.

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FINANCIAL AID

Financial Aid
The financial Aid Office is the key to obtaining the aid possible to meet college expenses. Financial Aid personnel help students determine which types of aid to apply for and explain deadlines, requirements, and conditions. See the Graduate Catalog.

Financial Agreements and Arrangements
See the Graduate Catalog

Financial Aid Application Process
See the Graduate catalog.

Employer Tuition Assistance
See the Graduate Catalog

Federal Aid
Federal Perkins Loans
Federal Stafford Loans and Refunds
Federal Work Study
See the Graduate Catalog

Grants and Scholarships
The Financial Aid Office provides all students with information about government and D’Youville-based aid for which students are eligible through regular assistance programs.

The Career Services Center also offers extensive files with information on outside and private foundation sources of scholarships and financial aid. Students can also consult the D’Youville college library or the public library. Sources of aid available to nursing students are:

1. Program Merit Scholarships: this non-renewable scholarship is awarded to students with strong undergraduate academic records for the first year of graduate study. U.S. students applying must complete a FAFSA form, available online at www.fafsa.ed.gov

   Eligibility Criteria:
   a. Must be a new student
   b. Must have a strong undergraduate academic record
   c. Must have a minimum GPA of 3.25
   d. Must be enrolled for at least six graduate credit hours for each semester of scholarship award.

2. Retention Scholarships: a renewable scholarship awarded on the basis of significant financial need and is designed to aid enrolled students to continue their graduate studies. D’Youville College provides retention scholarships for both Canadian and US students. U.S. students applying must complete a FAFSA form, available online at www.fafsa.ed.gov

   Eligibility Criteria:
   • must be a continuing student
   • must demonstrate significant financial need

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• must be enrolled for at least six credit hours for each semester of scholarship award

3. **Nurse Traineeship Grants**: these are funded by the U.S. Department of Health and Human Services. The awards are made to U.S. graduate nursing students by the graduate nursing department director when funds are available. All nurse traineeship recipients must complete a FAFSA form, available online at www.fafsa.ed.gov

**Deferred payments**
See the *Graduate Catalog.*

**Stafford Loan Refunds**
See the *Graduate Catalog.*

**State Aid**
See the *Graduate Catalog.*

**Tuition and Fees**

**Tuition Assistance Program (TAP)**

**Tuition Reduction for Canadian Students**

**Tuition Refunds**

**Veterans Benefits**
See the *Graduate Catalog: Graduate Nursing Students are advised to confer with the Financial Aid Office and to watch for periodic announcements about current availability of grants and scholarships.*
# DOCTORAL NURSING FACULTY LISTING 2016-2017

<table>
<thead>
<tr>
<th>Full-time Faculty/ Specialty Area</th>
<th>Room #</th>
<th>Phone # 829-</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Dr. Ann Caughill</td>
<td>ALT 514</td>
<td>7892</td>
<td><a href="mailto:caughill@dyc.edu">caughill@dyc.edu</a></td>
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<tr>
<td>Community Mental Health Nursing</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>*Dr. Denise Dunford</td>
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<td><a href="mailto:dunfordd@dyc.edu">dunfordd@dyc.edu</a></td>
</tr>
<tr>
<td>Family, Ambulatory, Emergency Nursing, Health Literacy, Access to Care</td>
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<tr>
<td>*Dr. Judith H. Lewis</td>
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<td>7856</td>
<td><a href="mailto:lewisj@dyc.edu">lewisj@dyc.edu</a></td>
</tr>
<tr>
<td>DEAN</td>
<td></td>
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<tr>
<td>Dr. Connie Jozwiak-Shields</td>
<td>ALT 515</td>
<td>7896</td>
<td><a href="mailto:shieldsc@dyc.edu">shieldsc@dyc.edu</a></td>
</tr>
<tr>
<td>Immigrant and Refugee Health, NIH Clinical Trials</td>
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<tr>
<td>*Dr. Kathleen Mariano</td>
<td>ALT 513</td>
<td>7855</td>
<td><a href="mailto:marianok@dyc.edu">marianok@dyc.edu</a></td>
</tr>
<tr>
<td>Child Health Nursing, Developmental Disabilities</td>
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<tr>
<td>Dr. Susan Lombardo</td>
<td>ALT 543</td>
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<td>ALT 548</td>
<td>8447</td>
<td><a href="mailto:vernic@dyc.edu">vernic@dyc.edu</a></td>
</tr>
<tr>
<td>Emergency Care; Electronic Health Record Design, Electronic Prescribing</td>
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</table>

* May chair and/or participate on projects

## ADMINISTRATIVE STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Room #</th>
<th>Phone # 829-</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Valerie McCulley, Secretary, Undergraduate Nursing</td>
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<td>8428</td>
<td><a href="mailto:rossh@dyc.edu">rossh@dyc.edu</a></td>
</tr>
<tr>
<td>DeLaOkuira Smith, Grad. Clinical Placement Liaison</td>
<td>ALT 519</td>
<td>7992</td>
<td><a href="mailto:smithde@dyc.edu">smithde@dyc.edu</a></td>
</tr>
</tbody>
</table>

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Appendix A

Doctoral Mentor Request Form
Course (Please Select One): NUR 711, NUR 712, NUR 713, NUR 900

PERSONAL INFORMATION:

LAST NAME: 
FIRST NAME: 
STUDENT ID: PHONE NUMBER: 
EMAIL ADDRESS: 

SITE CONTACT INFORMATION (Person signing the contract: ie. office manager, administrator)

NAME OF SITE: 
CONTACT NAME & TITLE: 
STREET ADDRESS: 
CITY: 
STATE: ZIP CODE: 
PHONE NUMBER: FAX NUMBER: 

MENTOR CONTACT INFORMATION

MENTOR NAME & TITLE: 
STREET ADDRESS: 
CITY: 
STATE: ZIP CODE: 
EMAIL ADDRESS: 
PHONE NUMBER: FAX NUMBER: 

START DATE: END DATE: 
DAYS, HOURS AND/OR TIMES: 

CANADIAN STUDENTS: Please provide an estimated number of hours you will be in the clinical setting on a monthly basis. This is to meet the required compliance piece for WSIB coverage

Please submit to DeLaOkuira (Lea) Smith, via fax or via e-mail, a copy of a business card or letterhead indicating correct spelling, address, and title of the contact person and preceptor

PLEASE ADDRESS CLINICAL PLACEMENT QUESTIONS AND CONCERNS TO:
DeLaOkuira (Lea) Smith – Graduate Clinical Liaison Email:smithde@dy.edu Fax# 716-829-8159
Appendix B

Title IX
D'YOUVILLE COLLEGE
General Conduct Expectations

D'Youville College expects its students to obey all applicable federal, state, and local laws, to behave in moral, ethical, professional, civil, and courteous ways, and to observe the specific policies, procedures, regulations, rules, and standards that are declared by D'Youville College for conducting its own affairs.

Schools and/or departments within the College may insert additional policies, regulations, rules in keeping with their professional standards, within their own student handbooks. It is expected that students within these schools and/or departments will abide by these additional policies, regulations and rules as set forth in their school/departmental handbook.

Listed below are some of the basic rules governing a person’s behavior on campus, non-campus property used by the college and at functions sponsored by the college or any group affiliated with the college. Violation(s) of these rules, or other conduct which reflects unfavorably on the student or the college, may result in disciplinary action up to and including dismissal from the college. The following is PROHIBITED:

1. Violence, including assault, sexual assault/misconduct or the threat of violence, against any person.
2. Intimidation or harassment which has the intent or effect of preventing a person from performing his/her legitimate role at D'Youville College, to include, but not limited to, bullying, cyber-bullying, and harassment.
3. The use, possession, sale, or purchase of any type of unlawful drug. Possession, consumption, or sale of drugs is a serious offense which is subject to severe penalties. Additional information related to federal penalties at the US Drug Enforcement Administration can be found at: http://www.justice.gov/dea/index.htm and information on services rendered through the New York State Office of Alcoholism and Substance Abuse Services (OASAS) website: http://www.oasas.state.ny.us/index.cfm
4. As a matter of policy, the College will cooperate fully with all law enforcement agencies in the investigation and prosecution of substance abuse and drug trafficking cases. Violations of these regulations will cause the student to be subject to criminal prosecution, disciplinary action, or both. Distribution, sale, or use of drugs will ordinarily result in immediate disciplinary action by college officials. Prohibited drugs are defined as including, but not limited to:
   - marijuana
   - cocaine/crack
   - LSD
   - D.M.T.
   - barbiturates
   - mescaline
   - opiates
   - amphetamine
   - psilocybin
   - tranquilizers
   - rohypnol (the “date rape” drug) and similar substances and all other drugs which are either outlawed outright or illegal when not prescribed by a

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physician (a more extensive list can be found at the USDEA website link above)

5. While on campus or participating in D’Youville College activities, possession or use of explosives, firearms, fireworks, knives, incendiaries, or other dangerous weapons including gas or air guns.

6. Tampering with fire alarms and/or other fire safety equipment or otherwise hindering the proper function of the college’s fire and/or safety procedures. No fires may be set by students for any reason.

7. Abusive or disruptive behavior on campus or at any college activity or event (on or off campus), the effect of which might bring discredit to D’Youville College.

8. Disregard of the rights of other members of the campus community and/or their guests.

9. Failure to follow the directive of an official of the college or his/her representative.

10. Giving false information to any college official or office.

11. Gambling in any form, except legal raffles, lotteries or casino gambling conducted by recognized student organizations and approved by the college.

12. Destruction, damage, or defacement of college property or that of students, vendors or guests of the college.

13. The use, possession, sale or purchase of alcoholic beverages by students under the legal age of 21.

14. Violation of any other college policies, procedures and/or regulations.

SEXUAL MISCONDUCT

Sexual misconduct/assault/harassment is illegal under both federal and state law and is also a form of sex discrimination which is also illegal under federal laws Title VII (employees) and Title IX (students) and the New York State Human Rights Law. The Title IX coordinators are Debbie Owens, who may be reached at owensde@dyce.edu (716.829.8198, College Center room 111) or Linda Moretti who may be reached at morettii@dyc.edu (716.829.7811, Niagara St. room 206). Pursuant to the aforementioned laws, in keeping with the Clery Act, the Violence Against Women Reauthorization Act of 2013, and other applicable law and in keeping with our institutional values the college has established a sexual misconduct policy. The policy, in its entirety may be found at: http://www.dyc.edu/campus-life/support-services/safety-and-security.aspx

Affirmative Consent

Consent to sexual activity must be affirmative consent. Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the

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degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Consent may be initially given but withdrawn at any time. When consent is withdrawn or can no longer be given, sexual activity must stop.

**Student Bill of Rights**

1. Make a report to campus safety, local law enforcement and/or state police; to be assisted by campus authorities in notifying law enforcement or to decline to notify law enforcement.
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

**Definitions**

Sexual misconduct is a term used to encompass unwanted or unwelcome conduct of a sexual nature that is committed without valid consent, including sexual assault, stalking, dating violence and domestic violence. Sexual misconduct may occur between people of the same sex or between people of different sexes. Sexual misconduct can include both intentional conduct and conduct which results in negative effects, even if those negative effects were unintended.

Domestic Violence: includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an

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adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: The length of the relationship The type of relationship The frequency of interaction between the persons involved in the relationship

**Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others; or suffer substantial emotional distress

**Sexual Assault:** offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient; falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling and attempted rape

**Confidentiality**
Confidentiality may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to institution officials in a manner consistent with state and federal law. Licensed mental health counselors, medical providers and pastoral counselors are examples of employees who may offer confidentiality.

**Privacy**
Privacy may be offered by an individual when such individual is unable to offer confidentiality under the law but shall not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with federal, state and local laws, including informing appropriate institution officials.

**Support Persons**
The Impacted Party and Respondent may have a support person accompany him or her through the process. A support person may not speak for the Impacted Party or Respondent, present evidence or question witnesses. The Impacted Party and Respondent are responsible for presenting evidence on their own behalf. Support persons may speak privately to their advisee during the investigation process. Either party may request a recess from an investigatory meeting to consult with their support person which will be granted at the discretion of the Title IX Coordinator or his/her designee.

**D’Youville Sanctions**
College officials will work in close cooperation with the impacted party(s) and local law enforcement agencies to address any violations of the college’s sexual misconduct policy. The college will change an impacted party’s academic and living situations after an alleged sex offense if these changes are requested by the impacted party.

If, after an investigation, the respondent is found responsible for sexual misconduct appropriate sanctions will be imposed to address the misconduct, prevent its reoccurrence and remedy its effects while supporting the college’s educational mission and Title IX

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obligations. Sanctions may also serve to promote safety or deter students or employees from similar future behavior.

Sanctions include:

- Termination from the college or college employment
- Expulsion
- Suspension
- Reprimand/warning
- Mandatory leave of absence
- Probation
- Counseling
- Restitution
- Community Service
- Housing reassignment
- Removal from student housing or otherwise restricting access to college facilities or activities
- Permanent Transcript Notation: For Code of Conduct violations and crimes of violence, including, but not limited to, hazing, murder, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, and arson, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), the University shall make a notation on the transcript of students found responsible after a conduct process that they were “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.” The notation will be applied along with the date it was imposed. For the respondent who withdraws from the college while such conduct charges are pending and declines to complete the disciplinary process, institutions may make a notation on the transcript of such students that they “withdrew with conduct charges pending.” The College may also choose to adjudicate such cases in a student’s absence. A suspended student may petition removal of a transcript notation only after the student’s suspension term has ended. A student transcript may be subject to a “disciplinary sanction” notation for other serious violations.

The college will, upon written request, disclose to the impacted party the results of any disciplinary proceeding conducted by the college against the respondent. If the impacted party is deceased as a result of such crime or offense, the next of kin of such individual shall be treated as the impacted party for the purposes of this statement.

Other Unlawful Harassment

Unlawful harassment is defined as verbal or physical conduct which denigrates or shows hostility or aversion to an individual because of his/her race, color, gender, sexual orientation, age, religion, national origin, marital status, veteran status, disability, genetic predisposition, carrier status or status as a victim of domestic violence, or that of his/her relatives, friends, or associates, and which:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment.
2. Has the purpose or effect of unreasonably interfering with an individual’s performance.
3. Otherwise adversely affects an individual’s educational or employment opportunities.

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Any harassment of D'Youville College employees, students or applicants in violation of these rules is absolutely prohibited and will not be tolerated. Interim protective measures may be made while a complaint is investigated. Both complainant and alleged offender shall be treated equitably throughout the investigation.

**ALCOHOL/DRUG POLICIES**

**Alcohol**
D'Youville College complies with federal, state and local laws regarding the possession, use and sale of alcoholic beverages and controlled substances. The college’s policies pertain to students and employees and include the following prohibited actions:

- Distribution, possession or use of any illegal drug or controlled substance or drug paraphernalia.
- The misuse and/or sharing of prescription drugs and other products being used other than as intended.
- Providing alcoholic beverages to individuals under the age of 21.
- Possession or consumption of alcoholic beverages by individuals under the age of 21.
- Illegal possession of an open container of an alcoholic beverage.
- Unauthorized consumption of alcoholic beverages in public space.
- Public intoxication.

**Drugs**
There are several Federal and New York State laws prohibiting the use and/or sale of controlled and/or synthetic substances. Examples include and are not limited to, marijuana, heroin, cocaine, PCP, LSD, methamphetamine, fentanyl, bath salts, medphedrone, anabolic steroids and embutane. A conviction for violation of federal and state laws can result in a substantial fine and/or a lengthy imprisonment.

Members of the college community who violate this policy will be subject to discipline. Taking into account the circumstances of each case, sanctions for students and employees may range from warnings to termination. At the direction of the college, as an alternative to, or in addition to any disciplinary action taken, students or employees may be required to participate in and to satisfactorily complete an appropriate counseling or rehabilitation program. Records of such discipline may be maintained in a student’s record or an employee’s personnel file. Enforcement of these sanctions will be through the college’s existing disciplinary procedures for students and employees of the college as appropriate.

**Amnesty for Alcohol and/or Drug Use Violations**
The health and safety of every student at the college is of utmost importance. The college recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence (including but not limited to domestic violence, dating violence, stalking, or sexual assault) occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The college strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to college officials. A student who is a bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence,
stalking, or sexual assault to the college’s officials or law enforcement will not be subject to
disciplinary action by the college for violations of alcohol and/or drug use policies occurring
at or near the time of the commission of the domestic violence, dating violence, stalking, or
sexual assault.

**BIAS RELATED CRIMES/HATE CRIMES**

In compliance with the New York State Education Law, section 6436, Bias Related Crime
Act of 2000, the following information is designed to outline to the D’Youville College
Community the applicable laws on bias related crimes and the penalties for the commission
of bias related crimes, the procedures for reporting crimes and the nature of and common
circumstances relating to bias related crimes.

**Applicable Laws, Ordinances and Regulations on Bias Related Crimes:** New York
State Penal Law, Article 485 Hate Crimes: 485.00 Legislative findings.

“...the legislature finds and determines as follows: criminal acts involving violence,
intimidation and destruction of property based upon bias and prejudice have become more
prevalent in New York State in recent years. The intolerable truth is that in these crimes,
commonly and justly referred to as hate crimes, victims are intentionally selected, in whole
or in part because of their race, color, national origin, ancestry, gender, religion, religious
practice, age, disability or sexual orientation...our laws must be strengthened to provide
clear recognition of the gravity of hate crimes and the compelling importance of preventing
their recurrence.”

**New York State Penal Law; 485.05, Hate Crimes:**

A person commits a hate crime when he/she commits a specified offense and either
intentionally selects the person against whom the offense is committed or intentionally
accepts the act or acts constituting the offense in whole, or in substantial part because of a
belief or perception regarding the race, color, national origin, ancestry, gender, religion,
religious practice, age, disability or sexual orientation of a person regardless of whether the
belief or perception is correct

**Title IX Statement: Nondiscrimination & Equal Opportunity Policy**

D’Youville College is committed to compliance with its obligations under Title IX of the
Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964,
Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age
Discrimination in Employment Act, Executive Orders, the New York State Human Rights
Law and other applicable anti-discrimination laws.

It is the policy of the college to provide all students, applicants and employees equal access
to all programs, facilities and employment opportunities without regard to race, color, sex,
sexual orientation, age, religion, national origin, marital status, veteran status, disability,
genetic predispositions, carrier status, or status as a victim of domestic violence.

Furthermore, the college will not discriminate against any individual with respect to the
application of college policies, terms and conditions of employment, or the criteria for the
successful completion of any course or program on the basis of race, color, sex, sexual
orientation, gender identity, age, religion, national origin, marital status, veteran status,
disability, genetic predisposition, carrier status, or status as a victim of domestic violence.

To the extent required by law, the college will also take affirmative action to ensure that
qualified women, minorities, veterans, and persons with disabilities are provided full
employment opportunities. This includes administrators, faculty, staff, students, contractors and vendors.

Any questions concerning this policy and any complaints of discrimination should be communicated to the appropriate Title IX Coordinator at: owensde@dyc.edu 716.829.8198 (students) or morettil@dyc.edu 716.829.7810 (employees).

A student also has the right to file a complaint of discrimination with the Office for Civil Rights (OCR) of the U.S. Department of Education. Complaints are to be filed within 180 calendar days of the alleged act of discrimination and may be made to the regional office of OCR:

New York Office
Office for Civil Rights
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500

 Telephone: 646.428.3900
 FAX: 646.428.3843; TDD: 877.521.2172
 Email: OCR.NewYork@ed.gov

For a complete overview of all college polices please go to: http://www.dyc.edu/campus-life/support-services/safety-and-security.aspx
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