

SCHOOL OF NURSING

Doctor of Nursing

Practice (DNP)

HANDBOOK

**DYOUVILLE**

2020-2021

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## GENERAL INFORMATION

The Doctor of Nursing Practice Handbook is designed to provide doctoral nursing students with specific information about the program, especially 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 review 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 masters' degree in an advanced practice specialty who seeks to enhance their knowledge and professional future in an ever-evolving, integrative healthcare system.

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 and
2. generate systems of care based on the generation, application and evaluation of new science to improve health care outcomes;
3. demonstrate refined assessment skills and practice based on biophysical, psychosocial, behavior, sociopolitical, cultural, economic and nursing science.
4. 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) 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.

## 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 Will you add the language Used for the grad handbook here?

#### 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 the D'Youville network to keep the college community informed. Again – add language about grad nursing forum?

#### 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 – is that now IT? and link?.

College Catalog

Program and course descriptions for all graduate programs in nursing, are listed.

The School of Nursing FAX Number

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

**PATRICIA H. GARMAN SCHOOL OF NURSING LEADERSHIP TEAM – will you make this the same as the graduate handbook?**

**Dean – Dr. Christine Verni, EdD, FNP-BC, APRN**

Dr. Verni is responsible for the oversight and organization of the School of Nursing under the leadership of the Vice President of Academic Affairs. Dr. Verni sets academic excellence standards, oversees program development and evaluation, and supervises accreditation of the program. Dr. Verni can be reached through her Administrative Assistant at 716-829-7856.

**Chair of Graduate Nursing- Dr. Denise Dunford, DNS, FNP-BC, ENP-BC, APRN**

Dr. Dunford serves as the liaison between graduate students and the faculty, supervising all academic activities of the graduate programs offered by the School of Nursing. Students who wish to contact the Chair of Graduate Nursing may do so through the School of Nursing Graduate Secretary at 716-829-7783.

**Chair of Undergraduate Nursing- Dr. Michelle Bork**

Dr. Bork serves as the liaison between undergraduate students and the faculty, supervising all academic activities of the undergraduate programs offered by the School of Nursing. Students who wish to contact the Chair of Undergraduate Nursing may do so through the School of Nursing Undergraduate Secretary at 716-829-7613.

**Director of the RN-BSN Program – Professor Kendra Schmitz, MSN, RN**

Professor Schmitz oversees the RN-BSN program within the School of Nursing. Students who wish to contact Professor Schmitz may do so through the School of Nursing Undergraduate Secretary at 716-829-7613.

**Director of Family Nurse Practitioner Prog – Prof. Rebecca Roloff, FNP-BC, MS, APRN**

Professor Roloff oversees the FNP program. Students who wish to contact Professor Roloff may do so through the Graduate Secretary at 716-829-7783.

**Director of the Psych-Mental Health Nurse Practitioner Program- Dr. Danielle Simmons**

Dr. Simmons oversees the Psychiatric Mental Health Nurse Practitioner Program. Students who wish to contact Drs. Simmons may do so through the Graduate Secretary at 716-829-7783.

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**Director Nursing Management Quality Leadership Prog- Prof. Colleen Dowd, MSN, RN**

Professor Dowd runs the Master of Science Nurse Management and Quality Leadership program. Students who wish to contact Professor Dowd may do so through the Graduate Secretary at 716-829-7783.

### **Director of Nursing Education with a Clinical Focus – Dr. Denise Dunford**

Dr. Dunford oversees the Master of Science Nursing Education with a Clinical Focus program. Students who wish to contact Dr. Dunford may do so through the Graduate Secretary at 716-829-7783.

### **SIGMA THETA TAU, ZETA NU CHAPTER, NURSING HONOR SOCIETY**

In 1979 Sigma Theta Tau, the National Honor Society of Nursing was introduced at D'Youville. 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**

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.
  - a. Definition – Graduate program is defined as an accredited program of graduate study in nursing including master, post-master, doctoral, and post-doctoral.
  - b. Academic Achievement – Students in graduate programs shall be eligible for membership if they have achieved excellence according to the standards approved by the Society and Zeta Nu Chapter. Graduate/Doctoral students must obtain an overall GPA of 3.5 and have completed 25% of their graduate program.
  - c. Exceptions – Exceptions may be made at the discretion of the chapter's governance committee following the guidelines adopted by the International Board of Directors.

Membership is open to all faculty, alumni nurse leaders, and students meeting the requirements. Zeta Nu collaborates with other local Sigma Chapters and District 1 NYSNA 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/doctoral 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 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**

*-format into one line please*

### 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

NUR 613 Nursing Leadership and Communication

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

**TOTAL CREDITS** ..... **34\***

\*An individual gap analysis 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.

## COURSES REQUIREMENTS POST-MASTERS' PMH

DNP- one line please?

### NURSING 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
NUR 800	Continuing Clinical Practicum Residency .....	2
NUR 900	Continuing Capstone Project Advisement .....	1

*Make one line-Total Credits in area  
of concentration .....28*

### INTERDISCIPLINARY CONCENTRATION – make as above for FNP

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	
	<i>Total Credits Interdisciplinary component.....</i>	<i>9</i>

**TOTAL CREDITS..... 37\***

\*An individual gap analysis 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.

## 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:** (see Academic Policy below)

## **POLICY ON STUDENTS WITH SPECIAL NEEDS**

### **Introduction**

In accordance with the federal laws and regulations, including the Americans with Disabilities Act (ADA) of 1991 and Rehabilitation Act of 1973, Section 504, D'Youville is committed to providing equal educational opportunities for individuals with disabilities (e.g., permanent or temporary sensory, physical, or psychological disabilities). The School of Nursing welcomes students with disabilities. To ensure equality of access for students with disabilities, reasonable accommodations are made including but not limited to auxiliary aids and modifications to courses, programs, services, activities and/or facilities.

Accommodation(s) made cannot fundamentally alter the nature of the curriculum including the didactic component, laboratory sessions, and clinical experiences, cause undue hardship for D'Youville or affiliating agencies, or jeopardize the health or safety of the individual or others.

### **Essential Abilities**

Becoming a Registered Professional Nurse requires the completion of a nursing education program that is both intellectually and physically challenging. To be successful in completing the requirements for a Doctoral degree in nursing at D'Youville, students must be able to fully participate in both the academic and clinical environments.

Full participation in the academic and clinical environments requires that students possess certain essential sensory/motor functional and interpersonal-communication/cognitive/emotional abilities. Details regarding these essential abilities are as follows; they are not intended to be all inclusive.

### **Sensory/Motor Functional Abilities**

Adequate motor and sensory abilities are required to provide safe and effective nursing care and perform a variety of nursing activities.

- Mobility/gross motor skills including the ability to: stand and maintain balance, bend, twist, stoop/squat, reach above shoulders, reach to floor, move within confined spaces, move with coordination and safe speed.
- Fine motor skills including the ability to: pinch/pick-up objects with both hands, grasp small objects with hands/fingers, twist with hands, write with pen or pencil, and use electronic equipment.
- Physical strength and endurance including the ability to: carry equipment and supplies, transfer/transport patients, and sit and stand for long periods of time.
- Sensory including the ability to:
  - Tactile: feel vibration, detect temperature, feel differences in surface characteristics.
  - Hearing: hear, normal speaking level sounds, faint body sounds, and auditory alarms.
  - Visual: distinguish letters at 12-point font and objects both close and distant, use depth perception, use peripheral vision, and distinguish color and intensity of color.
  - Olfactory: detect smoke and odors.

### **Interpersonal-Communication/Cognitive/Emotional Abilities**

- Interpersonal-Communication skills including the ability to:
  - Read, write, speak and understand English at a level consistent with successful course completion.
  - Participate in classroom and laboratory discussions and activities.
  - Develop therapeutic patient and family relationships.
  - Establish professional relationships with faculty, other students, staff of affiliating agencies, and members of the community.
  - Express feelings and ideas in a professional manner.
  - Provide and accept feedback respectfully.
- Critical thinking skills including the ability to:
  - Participate in intellectual activities requiring critical thinking, judgment, and analysis.
  - Demonstrate arithmetic competency.
  - Solve problems and plan care within reasonable time frames within a complex environment.
- Emotional health including the ability to:
  - Fully use cognitive abilities
  - Adapt to unexpected changes and stressful situations.
  - Exercise good judgment
  - Provide safe and competent care.
  - Complete program responsibilities within a timely manner.
  - Establish and sustain mature, effective, and sensitive relationships with patients and colleagues.
  - Empathize with the feelings and situations of others.

### **Process of Reasonable Accommodation**

The School of Nursing is committed to ensuring that otherwise qualified students with disabilities are given reasonable accommodations. Students who wish to request these accommodations due to the effects of their disability should refer to the Office of Student Accessibility Resources webpage at: <http://www.dyc.edu/academics/student-resources/accessibility-resources/> to begin the process for documenting their disability and determining eligibility for services prior to the start of the program. While the process can be initiated at any time, reasonable accommodations cannot be implemented retroactively so timeliness in requesting accommodations is essential.

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### **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. Ingestion or use of CBD products or tobacco products in classroom, lab and clinical agency settings is prohibited by this policy. The definition of tobacco products includes cigarettes, loose cigarettes, cigars, bidis, gutka, chewing tobacco, powdered tobacco, nicotine water, herbal cigarettes, shisha, smoking paraphernalia and e-cigarettes (vaping) and similar devices. Graduate students who violate this policy will be asked to leave the class or clinical setting, will be marked as absent for that experience, will lose one point from their final average and be subject to review by the Graduate Progression and Retention committee. 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 at <https://www.dyc.edu/campus-life/support-services/docs/student-resource-guide.pdf> .

### **Health Agency and HIPAA Regulations**

**HEALTH AGENCY:** 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 and adhere to these policies during their time in the program.

**HIPAA:** All students (undergraduate and graduate) in the School of Nursing at D'Youville College must comply with federal confidentiality regulations. This governs all individually identifiable health information, communication and electronic medical records. Under no circumstances will students be permitted to copy any part of a patient's record and remove it from an institution. This federal regulation also requires that health professionals limit discussion of patients to appropriate areas. For questions, click this link:

<https://www.hhs.gov/hipaa/for-professionals/privacy/index.html?language=es>. Students who violate this federal policy will receive a grade of "F" for the course and will be ineligible to progress in their program.

### **Professional Behavior and Conduct (see appendix)**

Students in the nursing program are expected to exhibit professional behavior, demonstrating responsible and mature conduct in both the academic and clinical environments. Students in the clinical setting should also review clinical course syllabus for detail. Students who engage in bullying, harassment, or activities which defame the college, the faculty or staff, or their academic program will be reviewed by progression and retention committee and penalties may include being ineligible to progress in their current program.

*\*Background check: Some clinical sites may require background checks and/or fingerprinting –any cost associated with these requirements is at the student's expense.*

### **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. This policy includes any and all internal and external social media platforms as well as all digital means of communication. These forms of media can be used to maximize a student's 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:

<http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social-Networking-Principles-Toolkit/6-Tips-for-Nurses-Using-Social-Media-Poster.pdf>

It is expected that all students will use professional judgment when using all forms of social media. Students must refrain from any form of **harassment** of other students, faculty, staff or preceptors. Any episode of harassment related to classroom teaching, online teaching, clinical settings or social online platforms will result in review by the Graduate Progression and Retention Committee and may lead to ineligibility to progress in the current program.

Students who engage in activities which **defame** the college, the faculty or staff, or their academic program will be reviewed by the Graduate Progression and Retention Committee and penalties may include being ineligible to progress in their current program.

Students must not upload any images of themselves in a clinical environment – these could be in breach of HIPAA, code of professional conduct and lead to potential ineligibility to progress in the program. Any student who posts or references personally identifiable health information related to patient care will be immediately removed from their graduate program and not allowed to progress. Students are expected to review and abide by these policies and review the Procedures for Alleged Violations of Academic Integrity in *Graduate Catalog*.

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: [https://www.dyc.edu/campus-life/support-services/health-center/docs/hippa\\_notice\\_of\\_privacy\\_practices.pdf](https://www.dyc.edu/campus-life/support-services/health-center/docs/hippa_notice_of_privacy_practices.pdf)

In addition to policies outlined in the catalog, School of Nursing handbook and course syllabi, any student who photocopies, photographs, scans, records or uses another media source to copy ANY exam material OR who receives OR distributes (in-person or virtually) such copies of exam materials, including electronic files, **will receive a grade of F and be ineligible to progress in the program regardless of grades earned.** Exam materials include but are not limited to any current means of potential evaluation including paper exams, online exams, oral presentations, lab re-demonstrations and other formats that evolve over time in educational settings.

### **Procedure for Academic Appeals**

See Appendix C for Academic Appeals information

## **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.

### **Title IX**

<http://www.dyc.edu/disclosures/title-ix.aspx>

**Campus Sexual Misconduct Victim's Bill of Rights**

<https://www.dyc.edu/disclosures/docs/campus-sexual-assault-victim-bill-of-rights.pdf>

**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, unencumbered license as a professional registered nurse and advanced practice nurse in New York State or Ontario.
7. Current CPR certification with psychomotor component.
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 program director.
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
17. A student who attended or is attending another doctoral nursing program must submit a letter from the school of nursing stating that they are in good academic standing.

**Advisement**

Academic advisement takes place each semester during a specified time before registration. Notice of advisement periods are posted on the D'Youville network. Students have the responsibility of making an appointment (on-person or virtual) 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.

**Audit**

Permission to audit a course must be obtained beforehand from the graduate program director after consultation with the instructor. The request to audit must be made at the time of registration and is not reversible. Credit is not given for audit courses; a notation of AU appears on the transcript in place of a grade. The fees for auditing are equivalent to those for regular credited courses, except for alumni as indicated in the fee schedule.

**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 on the registrar's online webpage: <http://www.dyc.edu/academics/registrar/forms.aspx>

**Change of Program**

Any student who changes majors (including changing from one doctoral program to another) must complete an application to the new program. Students must meet original admission criteria for any program to which they request a change.

**Change of Registration (Drop/Add Procedure)**

Students may change their course selection through their self-service portal. Matriculating students need an advisor's signature on the drop/add form when adding or deleting a course after the Add/Drop period. 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.

**Completion of DNP Degree Requirements**

In addition to coursework, graduate students matriculating in programs that lead to a doctoral degree are expected to complete research in the form of a capstone project.

Full time doctoral load requirements can be found in the college graduate catalog <http://www.dyc.edu/catalog/current/>. Summer sessions are not counted as semesters for purposes of full- and part-time status.

Students are expected to complete the doctoral program within **FOUR ACADEMIC YEARS** for coursework and **TWO YEARS** for capstone projects. Students are required to demonstrate successful defense of a capstone project and present their doctoral work at project presentation day.

### **CPR Certification**

All graduate nursing students taking clinical nursing courses are required to maintain current certification for the duration of their time in a doctoral nursing program in Cardiopulmonary Resuscitation (CPR). Continuing CPR courses must include a psychomotor re-demonstration component of skills.

### **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 is unavailable because of the course scheduling rotation. The student must receive approvals as indicated on the directed study forms available at <http://www.dyc.edu/academics/registrar/forms.aspx>

### **Exit Interview**

Upon completion of the program, doctoral students are required to complete an exit interview. This interview is the first of a variety of long-term evaluation surveys that request information from students regarding the program. Completion of requested surveys is particularly important for continued improvements to the graduate nursing program.

### **Extension to Complete Graduate 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 the Doctor of Nursing Practice form (see appendix) available on the Graduate Studies webpage (<http://www.dyc.edu/academics/student-resources/graduate-studies/>).

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.

### **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 dates listed in the graduate 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.

### **U Grade Policy**

Grades of U (or Unsatisfactory) are considered to be failing grades (below B) for all S/U courses. Doctoral 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 after drop-add period, 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. 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 FX 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.

### **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.

### **Graduation**

Commencements ceremonies are held in May for spring graduates and anticipated summer graduates and in December for fall graduates.

Graduate 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 (<http://www.dyc.edu/academics/registrar/forms.aspx>). Notification of the completion of requirements other than course work (Form # 4: Certification of Approval of All Graduate Non-Course Requirements for Graduation) 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.

### **Health Requirements**

All doctoral students must submit a completed D'Youville health form. In addition, all students will be responsible to create an account with Castlebranch to monitor required documentation compliance in order to be approved for any clinical assignments. No student will be admitted to a capstone experience, clinical course, management internship, or teaching practicum without a completed health form and clearance from Castlebranch. All students must satisfy NY State immunization requirements. Newly admitted students may not register for courses until cleared by CastleBranch.

### **Independent Study (Graduate)**

A doctoral 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, e.g., NUR 679IS. The title will reflect the course content.

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

(<http://www.dyc.edu/catalog/current/policies-procedures/independent-study-graduate.aspx>).

### **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 International Student 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 at (716) 829-8114.

### **Leave of Absence (LOA)**

Doctoral 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 (<http://www.dyc.edu/academics/registrar/forms.aspx>), and submit the form to the appropriate department chair. Ordinarily, a student may not request a leave of absence after the 12<sup>th</sup> week of the semester. Special consideration is given for illness or other extenuating circumstances. The vice president for academic affairs must give permission in these cases. If a student does not return at the time stipulated, the leave automatically becomes a withdrawal. The student must then apply for readmission to return to the college.

### **Liability Insurance**

Students in nursing will be assessed a fee for liability insurance when enrolled in any clinical courses and teaching practicum.

### **Licensure**

All doctoral nursing students must show proof of holding an unencumbered RN 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.

### **Academic Integrity**

The School of Nursing views violations of academic integrity, professional conduct and ethical behavior very seriously. All students must abide by the current SON Doctoral Handbook and D'Youville College's catalog policy on academic integrity and plagiarism. See the college catalog or (click this link to view on an electronic device

[https://www.dyc.edu/academics/catalog/docs/graduate\\_catalog.pdf](https://www.dyc.edu/academics/catalog/docs/graduate_catalog.pdf)) can you update this link?

Students are expected to be professional at all times and in all settings. In addition to those policies outlined in the catalog, School of Nursing Doctoral handbook and course syllabi, any student who is found cheating, who photocopies, photographs, scans, records or uses another media source to copy ANY exam material OR who receives OR distributes (in-person or virtually) such copies of exam materials, including electronic files, will receive a course grade of F, will be ineligible to continue in their current program and will be reviewed by Graduation Progression and Retention Committee for ineligibility to continue in their program from the program regardless of grades earned. Exam materials include but are not limited to any current means of potential evaluation including paper exams, online exams, oral presentations, lab re-demonstrations and other formats that evolve over time in educational settings.

### **Probationary Standing and Dismissal**

1. A doctoral student who has less than a 3.25 GPA in either semester or cumulative, at any time will be placed on academic probation for the next semester or summer session. At the end of the probation period, the student's file will be reviewed by the program Graduate Progression and Retention committee. If the student's cumulative or semester GPA is a minimum of 3.25, the student will be removed from probation.
2. If the student does not achieve the 3.25 cumulative or semester GPA after a first probation, the graduate progression and retention committee may consider a second semester of probation. If a minimum of 3.25 GPA (cumulative or semester) is not achieved after a second probation, the student will automatically be ineligible to continue in their program.
3. A student will be allowed probationary status for no more than two semesters during the entire doctoral program. The student will automatically be ineligible to continue in their program if in excess of two semesters.
4. Students receiving a second grade of unsatisfactory ("U") in NUR 711, 712 or 713 will be ineligible to progress in their current doctoral program.

### **Program of Study Completion Form**

Doctoral 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" (<http://www.dyc.edu/academics/student-resources/graduate-studies/>). The form, with all signatures, must then be received in the 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.

## **GRADUATE NURSING FACULTY LIST**

<u><b>Full-time Faculty</b></u>	<u><b>Room #</b></u>	<u><b>Extension</b></u>	<u><b>E-Mail Address</b></u>
Dr. Christine Verni, Dean	ALT 505	8447	<a href="mailto:vernic@dyc.edu">vernic@dyc.edu</a>
Dr. Denise Dunford, Chair of Graduate Nursing	ALT 549	7607	<a href="mailto:dunfordd@dyc.edu">dunfordd@dyc.edu</a>
Prof. Linda Bush	ALT 515	7518	<a href="mailto:bushl@dyc.edu">bushl@dyc.edu</a>
Prof. Colleen Dowd	ALT 543A	8202	<a href="mailto:dowdc@dyc.edu">dowdc@dyc.edu</a>
Dr. Connie Jozwiak-Shields	ALT 515	7896	<a href="mailto:shieldsc@dyc.edu">shieldsc@dyc.edu</a>
Dr. Susan Lombardo	ALT 543A	8203	<a href="mailto:lombardo@dyc.edu">lombardo@dyc.edu</a>
Dr. Sharon Mang	ALT 532	8376	<a href="mailto:mangs@dyc.edu">mangs@dyc.edu</a>
Dr. Shannon McCrory-Churchill	ALT 529	7829	<a href="mailto:mccrorys@dyc.edu">mccrorys@dyc.edu</a>
Prof. Christine Nelson-Tuttle	ALT 513	8495	<a href="mailto:tuttlec@dyc.edu">tuttlec@dyc.edu</a>
Prof. Rebecca Roloff	ALT 510	8344	<a href="mailto:roloffr@dyc.edu">roloffr@dyc.edu</a>
Dr. Danielle Simmons	ALT 519	8345	<a href="mailto:simmonsd@dyc.edu">simmonsd@dyc.edu</a>
Dr. Paul Violanti	ALT 510	7855	<a href="mailto:violanti@dyc.edu">violanti@dyc.edu</a>

### **ADMINISTRATIVE STAFF**

Emily Jacob-Zysman	Secretary, Graduate Nursing	ALT 507	7783	<a href="mailto:zysmane@dyc.edu">zysmane@dyc.edu</a>
Valerie McCulley	Secretary, Undergraduate Nursing	ALT 507	7613	<a href="mailto:mcculley@dyc.edu">mcculley@dyc.edu</a>
Tina L. Rimbeck	Administrative Assistant to the Dean	ALT 506	7856	<a href="mailto:rimbeckt@dyc.edu">rimbeckt@dyc.edu</a>
Sharon Ross	Student Affairs Coordinator	ALT 550	8428	<a href="mailto:rossh@dyc.edu">rossh@dyc.edu</a>
Amanda White-Krischan	Graduate Clinical Coordinator	ALT 526	7992	<a href="mailto:krischaa@dyc.edu">krischaa@dyc.edu</a>

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## **GRADUATE NURSING FACULTY LIST FOR CAPSTONE PROJECT COMMITTEE**

- Dr. Denise Dunford [dunfordd@dyc.edu](mailto:dunfordd@dyc.edu)
- Dr. Connie Jozwiak- Shields [shieldsc@dyc.edu](mailto:shieldsc@dyc.edu)
- Dr. Susan Lombardo [lombardo@dyc.edu](mailto:lombardo@dyc.edu)
- Dr. Sharon Mang [mangs@dyc.edu](mailto:mangs@dyc.edu)
- Dr. Shannon McCrory-Churchill [mccrorys@dyc.edu](mailto:mccrorys@dyc.edu)
- Dr. Abigail Mitchell [mitchela@dyc.edu](mailto:mitchela@dyc.edu)
- Dr. Christine Nelson-Tuttle [tuttlec@dyc.edu](mailto:tuttlec@dyc.edu)
- Dr. Christine Verni [vernic@dyc.edu](mailto:vernic@dyc.edu)
- Dr. Paul Violanti [violanti@dyc.edu](mailto:violanti@dyc.edu)

**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.

**Registration**

Graduate students are expected to register during the periods specified in the academic calendar. Prior to registration, the student must consult with the academic advisor and clear with the student accounts office.

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 when applicable. Certain courses are only offered in the spring or fall semesters. Course descriptions may be found in the *Graduate Catalog* (<http://www.dyc.edu/catalog/current/>).

**Repeating a Course**

1. Graduate students may opt to repeat any course only once. The original grade will be replaced by the second grade earned, whether higher or lower when calculating the GPA. 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.

**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 defense, IRB application, thesis final capstone defense, and Project Presentation Day;
3. Submission of signed required documents to the Office of Graduate Studies with all required documentation and receipts.

**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 to articulate your project to those attending presentation day 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. Attend the group exit interview and submit a completed end of program exit survey

**Readmission Policy**

Students who are dismissed from a doctoral nursing program may be readmitted only with approval from the Graduate Nursing Committee.

## Appendix A

### Doctoral Mentor Request Form

# DYOUVILLE

PATRICIA H. GARMAN SCHOOL OF NURSING

Doctoral Mentor Request Form

Course (Please Select One):

NUR 711 NUR 712 NUR 713 NUR 800 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 Graduate Clinical Liaison, via e-mail, a copy of a business card or letterhead indicating correct spelling, address, and title of the contact person and preceptor**

## 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 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@dyc.edu](mailto:owensde@dyc.edu) (716.829.8198, College Center room 111) or Linda Moretti who may be reached at [moretil@dyc.edu](mailto:moretil@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

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

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

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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 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.

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3. Otherwise adversely affects an individual's educational or employment opportunities.

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 POLICY**

### **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

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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 commits 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](mailto:owensde@dyc.edu) 716.829.8198

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, 26<sup>th</sup> Floor  
New York, NY 10005-2500

Telephone: 646.428.3900  
FAX: 646.428.3843; TDD: 877.521.2172  
Email: [OCR.NewYork@ed.gov](mailto: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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