Grading policies and academic regulations for post-graduate APRN Certificate students are consistent with those previously described in the masters’ degree program pages and Graduate Student Handbook.
## TABLE OF CONTENTS

General Information .................................................................................................................. 3  
Overview of the Programs ........................................................................................................ 3  
Mission and Vision ................................................................................................................... 3  
Outcomes of Graduate Programs .............................................................................................. 6  
Communication ....................................................................................................................... 7  
- Publication and Announcements .......................................................................................... 7  
- Bulletin Board Communication ............................................................................................ 7  
- Fax Number ......................................................................................................................... 8  
School of Nursing Faculty ....................................................................................................... 8  
Professional Organization ....................................................................................................... 9  
- Sigma Theta Tau, Zeta Nu Chapter ...................................................................................... 9  
College Committees ............................................................................................................... 9  
Course Requirements ............................................................................................................ 10  
Course Prerequisites .............................................................................................................. 10  
Academic Regulations .......................................................................................................... 12  
Academic Policies .................................................................................................................. 14  
Admission Criteria .................................................................................................................. 14  
Financial Aid .......................................................................................................................... 23  
Teaching Practicum .................................................................................................................. 25  
Faculty List ............................................................................................................................ 26  
Administrative List ................................................................................................................. 26  
Project and Thesis Chair and Committee List ........................................................................ 27  
Appendix A- NP Clinical Policies ............................................................................................. 28  
- Process for Students Requesting Clinical Preceptors and Sites  
- Student, Preceptor, and Faculty Responsibilities for Clinical Rotation  
- Clinical Practicum Hour Requirements  
- Expectations for Professional Conduct for Students in the NP Programs  
- Standards for Professional Appearance and Clinical Dress Code for NP Students  
Appendix B- Technical Standards ............................................................................................  
Appendix C- Title IX ...............................................................................................................  

Revised 4/28/2017 DD/AC/pq
GENERAL INFORMATION

The Graduate Nursing Handbook is designed to provide graduate nursing students, both masters' and APRN-Certificate, with specific information about the nursing program, regarding policies and procedures specific to the graduate programs, and sample forms required in the 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

Several graduate programs in nursing are offered. Current program options include a Master of Science in Nursing as a family nurse practitioner and a psych-mental health nurse practitioner. See Doctor of Nursing Practice Handbook for doctoral offerings. Emphasis of the family nurse practitioner is on managing health care of individuals across their lifespan. Emphasis of the psych-mental health is to prepare clinicians to provide psychotherapy and pharmacotherapy to individuals, families, and groups across their lifespan. The Nurse Practitioner programs can also be completed as a post graduate certificate program.

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 will be 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 so that:

1. Baccalaureate education is viewed as preparation for the nurse to function as a generalist with a comprehensive approach to health care within both acute care and community settings. The entry level to professional practice is the baccalaureate degree.

2. Graduate education is focused on the refinement of the knowledge and practice base acquired through baccalaureate nursing education. This level of education is viewed as the foundation for a wide variety of advanced practice roles, including clinical nurse specialists and nurse practitioners.
The **Master of Science Degree in Family Nurse Practitioner** specializes in providing health care to individuals across the lifespan. The **Master of Science Degree in Psych-Mental Health Nurse Practitioner** specializes in preparing clinicians to provide psychotherapy and pharmacotherapy to individuals, families, and groups across their lifespan. Clinically, the nurse practitioner will assess, diagnose, and prescribe treatments for individuals and families in need of care, within the legal and ethical parameters of the nurse practitioner role.

3. **Doctor of Nursing Practice** involves in-depth research adding to the knowledge base obtained at the masters level and is perceived as the terminal degree.
OUTCOMES OF GRADUATE PROGRAMS

Graduates of the master’s programs will be able to:
1. Use advanced theoretical and empirical nursing knowledge as the foundation for advanced nursing practice.
2. Demonstrate expertise in nursing diagnosis and treatment responses necessary for promoting, maintaining, and/or restoring health of individuals, families, groups, and/or communities.
3. Practice as culturally competent advanced practice clinicians in a variety of health care settings.
4. Evaluate proposed new methods for providing safe, efficient, and cost-effective nursing care, including informatics, to meet societal demands.
5. Demonstrate leadership roles in advanced nursing practice.
6. Participate in research to improve nursing practice, quality of care, and improve patient outcome.
7. Demonstrate a commitment to advancement of the nursing profession.
8. Demonstrate advanced communication skills through professional presentations and publications.
9. Demonstrate moral, ethical, legal, political, environmental, and economic principles applicable to advanced nursing practice.
10. Embrace a plan for professional growth and lifelong learning.

ADDITIONAL COMPETENCIES FNP MS/CERT. PROGRAMS

1. Competently obtain patient history.
2. Perform comprehensive and focused physical examinations.
3. Develop appropriate differential diagnoses.
4. Prescribe treatment plans.
6. Determine the effectiveness of care.

ADDITIONAL COMPETENCIES PMHNP MS/CERT. PROGRAMS

1. Completely obtain histories for individuals, families, and groups perform comprehensive mental health assessment.
2. Perform advanced clinical skills in psychotherapy modalities.
3. Develop appropriate diagnoses including the ability to diagnose mental health conditions and comorbid medical disorders.
4. Prescribe treatment plans in concert with client concerted care perspective.
5. Evaluate responses to treatment for individuals, families, and groups.
6. Determine the effectiveness of care including psychotherapy modalities and pharmacologic interventions.

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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 September, 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 and the learning management system.

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.

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

Bulletin Board Communications
College publications provide access to much of the information students need within the School of Nursing.

Official announcements, such as policy changes, events, deadlines, requirements, and advisors are posted on the following bulletin boards. Please note that students will not receive general information by mail; therefore, these bulletin boards must be scanned regularly (weekly) by nursing students.

Sigma Theta Tau, Zeta Nu Chapter (Nursing Honor Society) - Next to elevators – 5th floor – Alt Building

Student Nurses Association - Across from the elevators - 5th floor – Alt Building

Online sites are also used for communications. Students should check the Graduate Nursing Forum on the Learning Management System several times each week for updates and announcements.

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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 FACULTY
Majority of the School of Nursing offices are located on the 5th floor in the ALT building.

School of Nursing Dean – Dr. Judith Lewis, EdD, 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 716.829.7856

School of Nursing Chair – Dr. Ann Caughill, EdD, 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 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. Persons wanting to meet with Dr. Mitchell may do so by making an appointment with her through the School of Nursing Graduate Secretary at 716.829.7783.

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

Clinical Coordinator – DeLaOkuira (Lea) Smith
Ms. Smith assists with graduate clinical placements and contract and can be contacted at 716-829-7992 or smithde@dyce.edu. She is also located in room ALT 519.
PROFESSIONAL ORGANIZATION

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 College. The Zeta Nu Chapter was charted 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.

Students in Graduate Programs
1. Definition – Graduate program is defined as an accredited program of graduate study in nursing including master, post-master, doctoral, and post-doctoral.
2. 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 students must obtain a GPA rank in the top 10% of the graduate program graduating class. GPA requirements vary on a yearly basis.
3. Curriculum – Students shall have completed a minimum of one-half of the required graduate curriculum.
4. 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, 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 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.
Graduate Nursing Committee
This Committee includes graduate nursing faculty and one graduate nursing student. The committee meets monthly to advise on program concerns and to recommend curriculum and academic policy revisions pertaining to the graduate nursing program.

COURSE REQUIREMENTS

Course requirements for specific nursing programs can be found in the current edition of the D’Youville College Catalog via online.

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. The following list includes the common advice given to students in the School of Nursing.

Family Nurse Practitioner

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 600</td>
<td>No Pre-requisite required</td>
</tr>
<tr>
<td>NUR 601</td>
<td>No Pre-requisite required</td>
</tr>
<tr>
<td>NUR 631</td>
<td>Pre-requisite: Completion of a baccalaureate-level health assessment course or equivalent; Active, unrestricted RN license in New York State or Ontario. Co-requisite: NUR 631L</td>
</tr>
<tr>
<td>NUR 631L</td>
<td>Pre-requisite: Completion of a baccalaureate-level health assessment course or equivalent; Active unrestricted RN license in New York state, or Ontario. Co-requisite: NUR 631</td>
</tr>
<tr>
<td>NUR 632</td>
<td>Pre-requisite: Completion of a baccalaureate-level pharmacology course or equivalent</td>
</tr>
<tr>
<td>NUR 633</td>
<td>Pre-requisite: Completion of a baccalaureate-level pathophysiology course or equivalent</td>
</tr>
<tr>
<td>NUR 634</td>
<td>Pre- NUR 631/631L; Pre or co-requisite: NUR 633; NUR 632</td>
</tr>
<tr>
<td>NUR 635</td>
<td>Pre- NUR 631/631L; Pre or co-requisite: NUR 633; NUR 632</td>
</tr>
<tr>
<td>NUR 637</td>
<td>Pre- NUR 631/631L Pre or co-requisite: NUR 632, NUR 633</td>
</tr>
<tr>
<td>NUR 638</td>
<td>Pre-requisite: NUR 631, NUR 631L, NUR 632, NUR 633, NUR 634</td>
</tr>
<tr>
<td>NUR 639</td>
<td>Pre-requisite: NUR 631, NUR 631L, NUR 632, NUR 633, NUR 635</td>
</tr>
<tr>
<td>NUR 640</td>
<td>Pre-requisite: NUR 631, NUR 631L, NUR 632, NUR 633, NUR 637</td>
</tr>
</tbody>
</table>

Project Option:
| NUR 610 | Pre-requisite: NUR 600 and NUR 601 |
| NUR 629 | Pre-requisite: NUR 610 |

Thesis Option
| GRA 610 | Pre-requisite: GRA 600 and GRA 601 |
| GRA 629 | Pre-requisite: GRA 610 |

Revised 4/28/2017 DD/AC/pq
**Family Nurse Practitioner Post-Graduate Certificate**

<table>
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<tr>
<td>NUR 631</td>
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</tr>
<tr>
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<td>Pre- NUR 631/631L Pre or co-requisite: NUR 632, NUR 633</td>
</tr>
<tr>
<td>NUR 638</td>
<td>Pre-requisite: NUR 631, NUR 631L, NUR 632, NUR 633, NUR 634</td>
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**Psych-Mental Health Nurse Practitioner**

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<td>NUR 633</td>
<td>Pre-requisite: Completion of a baccalaureate-level pathophysiology course or equivalent</td>
</tr>
<tr>
<td>NUR 672</td>
<td>Pre-requisite: Completion of a baccalaureate-level pathophysiology course or equivalent</td>
</tr>
<tr>
<td>NUR 673</td>
<td>Pre-requisite: Completion of a baccalaureate-level pathophysiology course or equivalent</td>
</tr>
<tr>
<td>NUR 706</td>
<td>Pre-requisite: NUR 631/631L, NUR 632, NUR 633</td>
</tr>
<tr>
<td>NUR 707</td>
<td>Pre- or co-requisite: NUR 631/631L, NUR 632, NUR 633</td>
</tr>
<tr>
<td>NUR 708</td>
<td>Pre- or co-requisite: NUR 631/631L, NUR 632, NUR 633</td>
</tr>
<tr>
<td>NUR 714</td>
<td>Pre-requisite: NUR 631/631L, NUR 632, NUR 633, NUR 706</td>
</tr>
<tr>
<td>NUR 715</td>
<td>Pre-requisite: NUR 672, NUR 673, NUR 707</td>
</tr>
<tr>
<td>NUR 716</td>
<td>Pre-requisite: NUR 672, NUR 673, NUR 708</td>
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**Project Option:**

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**Thesis Option**

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Psych-Mental Health Nurse Practitioner Post-Graduate Certificate

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<td>Pre-requisite: NUR 672, NUR 673, NUR 707</td>
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<td>NUR 716</td>
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ACADEMIC REGULATIONS

Academic Integrity
D'Youville College School of Nursing adheres to the college Policy on Academic Integrity which is described in full in the Graduate Catalog.

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 at 716.829.7728.

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 and students who violate HIPAA will be dismissed from the program. Refer to School of Nursing policy on use of social media.
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. 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:


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 medial 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, Jeffrey Platt; BFC 101).


Students whose grievance involves departmental policy must first appeal to the School of Nursing Chairperson (716.829.7701). The appeal then proceeds as outlined above.

The specific steps in the process should be adhered to for each grievance. For issues that cannot be resolved between a student and faculty member or student and SON Chair and/or Dean, nursing students also have access to the Nursing Student Conduct Committee. This committee is composed of undergraduate and graduate nursing faculty representatives. The functions of this committee are to: a) Maintain open communication among faculty and students; b) Encourage prompt resolution of student concerns as they arise; c) Define legitimate channels for direction of student concerns; d) Make recommendations to the School of Nursing for the development and revision of student related policies and procedures; e) Receive referrals from department chairperson/administrator for recommendations for appropriate actions or sanctions related to student academic and/or professional misconduct; f)
Meet and deliberate on case based on published standards of conduct; g) Make recommendations to department chairperson/administrator for appropriate actions/sanctions.

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
See Appendix C for Title IX information

Admission Criteria
Applicants to the School of Nursing must satisfy the general admission requirements of all graduate programs at D’Youville College. Applicants are further evaluated on criteria specific to the School of Nursing, including the following:

1. Academic performance based on official college or university transcripts.
2. Successful candidates for admission should be prepared to show evidence of capability to succeed in a graduate program.

Admissions Requirements for Current Academic Programs
1. A baccalaureate degree, an entry-level masters, or entry-level doctoral degree in nursing from an approved or accredited school of nursing with a cumulative undergraduate GPA of at least 3.0

2. A baccalaureate degree in nursing plus a master’s degree in another field from an accredited college or university with an overall GPA of at least 3.5.
3. Baccalaureate level health assessment, pathophysiology, and pharmacology courses or equivalent are required for acceptance to the NP programs.
4. An undergraduate course in applied statistics of at least 3-4 credits, with a grade of C or better. An undergraduate course in computer science, or its equivalent, to demonstrate computer literacy.
5. An active unrestricted license to practice professional nursing in the state of New York or in Ontario, Canada.
6. Evidence of current certification in cardio-pulmonary resuscitation. Evidence of certification must be updated and maintained continually throughout the program.
7. Two letters of reference that include comment on the applicant’s clinical performance (preferably from a supervisor and colleague).
8. A written statement of approximately 500 words clearly articulating the applicant’s goals for master’s education.
9. At least one year of practice as a registered professional nurse is recommended.
10. Submission of required health and immunization records to the D’Youville College Health Office, and clearance by the health office, are required prior to registration for courses.
11. A personal interview will be conducted following admission, prior to registration for the first semester courses.
12. A student who meets the entry requirements and is currently enrolled in a Nurse Practitioner programs at another college or university must obtain a letter from that School of Nursing stating the student is in good standing, not on probation, and able to register for classes.

**Advisement**

Academic advisement takes place each semester during a specified time before registration. Students have the responsibility of making an appointment with their assigned advisor for an academic conference.

**Advisors**

On admission to a program, students are assigned faculty members from their major program to serve as academic advisors. Advisors are responsible for giving curriculum advisement—assisting with the choice of courses, offering direction in the program of study, and assessing the student’s progress within the program.

Students should feel free to contact their advisors to discuss concerns related to their studies. Faculty members hold office hours weekly at times posted on their doors; appointments can also be arranged. Messages for advisors can be left with the program secretary, or on the advisor’s voice mail or e-mail. Students wishing to change advisors should see the director of their graduate program. Occasionally advisors might be changed for administrative reasons.

**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 in the registrar's office.

Change of Program
Any student who changes majors (including changing from one graduate program to another, changing from certificate to masters, or changing from masters to certificate) must complete a change of major form available in the registrar’s office or online. 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 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 MS Degree Requirements
In addition to coursework, graduate students matriculating in programs that lead to a master’s degree (regardless of whether the program leads to both bachelor’s and master’s degrees, or master’s degree only) are expected to complete graduate research in the form of either a thesis or project.

Generally, a full-time graduate load is 9 to 12 credits per semester. For financial aid purposes, government regulations specify 12 credit hours or fewer credits per semester. Summer sessions are not counted as semesters for purposes of full- and part-time status. Students are expected to complete the program within a maximum of FOUR ACADEMIC YEARS for coursework and TWO YEARS for thesis or project. A gap of more than 1 year requires repetition of GRA 610 or NUR 610. Students are required to demonstrate successful defense of a thesis or project and present their graduate research findings at a thesis or project presentation.

Students who do not complete their programs within their respective time frames described here must petition for an extension of the time limit by submitting a completed “Request for Extension of Time to Complete the Master of Science Program” form, available in the graduate studies office. The completed form is to be submitted to the graduate studies office via the student’s graduate program director.

Thesis students must also submit an approved copy of the thesis to the vice president for academic affairs to receive final formatting approval.

CPR Certification
All graduate nursing students taking clinical nursing courses 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 is 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, nursing students are required to complete a written 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 thesis presentation day, just prior to the presentations, and is mandatory. 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 Master of Science Program form (see appendix) available in the Graduate Studies Office.

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.

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 graduate nursing programs are expected to maintain a cumulative and semester GPA of 3.0. Students who do not maintain this GPA will be reviewed by Graduate Progression and Retention.
2. Students must maintain a minimum grade of B in all courses required in the major (all clinical courses).
3. No more than a total of two supporting courses with grades lower than B (B-, C+, C) is applicable toward the degree.
4. A grade of C- is not applicable to the degree.
5. A grade of U is equivalent to a failing grade for progression/retention decisions.

GRA 629/NUR 629 Grades
Graduate students receiving a second consecutive grade of unsatisfactory (“U”) in GRA or NUR 629 will be dismissed from the program. Students who earn a grade of “U” in GRA/NUR 629 should meet with their advisor to discuss options. To complete degree, it would be necessary to submit a new application.

GRA 629/NUR 629 Registration
Registration in GRA 629 or NUR 629 is required for those students completing a thesis or project. Following completion of GRA 610 or NUR 610, students must begin GRA 629 or NUR 629 within...
the next two semesters. A gap of more than 1 year requires repetition of GRA 610 or NUR 610.

Those who have completed all coursework including successful completion of the programs’ minimum number of thesis or project advisement credits but who have not completed the thesis or project must continue to register for one credit in GRA 629 or NUR 629. (Graduate students must be registered during the semester in which they receive their graduate degree).

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
Approximately two weeks after the close of the semester, grade reports are available to students via the D'Youville Web site under the current students Learning Management System. 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.

There is one commencement ceremony each May at which time the prior December, current May, and anticipated August graduates are honored. 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. 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.

Students completing projects usually have an additional few days to submit Form # 4 Certification of Approval of All Graduate Non-Course Requirements for Graduation but should check bulletin boards for exact dates because this extended date varies from semester to semester.

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 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.
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, e.g., 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 in ALT 108.

**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](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)**
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. 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 must show proof of liability insurance prior to taking clinical courses and the teaching practicum. A copy of the proof is placed in the student's file.

**Licensure**
All graduate nursing students must show proof of being currently licensed 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 takes very seriously the D’Youville College policy on academic integrity. Students are advised to review and abide by this policy. (See Policy on Academic Integrity and Procedures for Alleged Violations of the Policy on Academic Integrity in Graduate Catalog).

Probationary Standing and Dismissal
1. A student who has less than a 3.0 GPA in either semester or cumulative, at any time 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 or semester GPA is a minimum of 3.0, the student will be automatically removed from probation.
2. If the student does not achieve the 3.0 cumulative or semester 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 3.0 GPA (cumulative or semester) 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.
5. Students receiving a second consecutive grade of unsatisfactory (“U”) in GRA 629 or GRA 610 or NUR 629 or NUR 610 will be dismissed from the program.

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”. 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.

Progression Requirements
1. Nurse practitioner students are required to receive at least a B in courses that prepare them for clinical practice and in each clinical practicum (NUR 631, NUR 631L, NUR 634, NUR 635, NUR 637, NUR 638, NUR639 and NUR 640). Students must also receive a grade of “S” in each continuing practicum and grades of “U” in continuing practice will be considered as a grade below B. Students who receive less than a B, including B-, C+ and C, or “U” will be required to repeat the course, will be placed on probation and limited to six credits while on probation. If an NP student who receives a grade below B in a clinical practicum course is otherwise eligible to progress into the next clinical course (i.e. received a grade of B or higher in the didactic pre-requisite and has a semester and overall GPA of at least 3.0) he or she may elect to progress into ONE clinical practicum within their six credit limit. If a student elects to progress into another clinical practicum, the student MUST register for the clinical practicum in which the grade below B was earned in the next semester the practicum is offered. Failure in either NUR 631 or NUR 631L requires repetition of both courses.
2. A student who receives less than a C in a supporting course or fails in an S/U course must repeat the course unless he or she has been dismissed.
3. A course may be repeated one time only.
4. A student who maintains a minimum of a 3.0 average but receives a third grade of C or lower will be reviewed by the program graduate committee and may be
5. 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.

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 GRA 610 or NUR 610, the student must repeat the course prior to doing project or thesis advisement (NUR 629 or GRA 629). 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.

Prior to registration, the student must consult with the academic advisor and clear with the student accounts office. At the time of registration the student must be in compliance with New York state health laws.

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:

Revised 4/28/2017 DD/AC/pq
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 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 thesis proposal, thesis proposal presentation, IRB application, thesis,
   thesis defense, and Thesis Presentation Day;
   Or
   Completion of the project and its related activities.
3. APA Review and approval of the thesis manuscript by the Office of Graduate Studies
   Outside Reader;
   Or
   Approval of the project by the project director.
4. Submission of signed required documents to the Office of Graduate Studies
   with all required documentation and receipts.

Thesis/Project Presentation
As part of the fulfillment of the graduate degree requirements, nursing students must present
their graduate research findings at a thesis or project presentation. Students doing a thesis
must present their findings in a 10 minute oral presentation to peers and faculty. Students doing
a project will provide a poster presentation to peers and faculty. Theses/project presentations
are conducted twice a year in Fall and Spring. When approved by project/thesis chair, the
student is responsible to notify the School of Nursing secretary that he/she will be presenting,
along with the title and indication if it will be a thesis or project presentation.

U Grade Policy
Grades of U (or Unsatisfactory) are considered to be failing grades 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.

Revised 4/28/2017 DD/AC/pq
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 Koessler Administration Building (KAB), Fourth Floor (Room 207) or call (716) 829-7774. Students should be aware that the writing tutor is not to be consulted for the sole purpose of editing their papers.

**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](http://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](http://www.fafsa.ed.gov)
   
   **Eligibility Criteria**:
   a. must be a continuing student
   b. must demonstrate significant financial need
   c. must be enrolled for at least six graduate credit hours for each semester of scholarship award

3. **Nurse Traineeship Grants**: When available 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. All nurse traineeship recipients must complete a FAFSA form, available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

**Payment Deferred payment**
See the Graduate Catalog.

Stafford Loan Refunds
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.

TEACHING PRACTICUM- Health Related Professions

Nursing students must apply for the teaching practicum one semester prior to starting the GRA 608/NUR 618 Teaching Practicum. Students will complete 180 hours with a preceptor. Experiences will include classroom teaching, clinical or field supervision, and participation in faculty committees.

Before registering for this course, students must complete GRA 606/NUR 606 and GRA 607/NUR 607. The Application for Teaching Practicum forms can be received from the graduate clinical coordinator.
# GRADUATE NURSING FACULTY LIST 2016-2017

*Dr. Judith Lewis, EdD., R.N.  Dean, School of Nursing
ALT 505 -7856  lewisj@dyc.edu

*Dr. Ann Caughill, EdD, APMHCNS  Chair, School of Nursing
ALT 509 -7892  caughill@dyc.edu

DIRECTOR OF PSYCH-MENTAL HEALTH NURSE PRACTITIONER PROGRAM

<table>
<thead>
<tr>
<th>Full-time Faculty</th>
<th>Room #</th>
<th>Phone # 829-</th>
<th>E-Mail Address</th>
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</thead>
<tbody>
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<td>DIRECTOR, FAMILY NURSE PRACTITIONER AND DOCTOR OF NURSING PRACTICE PROGRAMS</td>
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<tr>
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# GRADUATE NURSING FACULTY LIST FOR PROJECT &
# THESIS CHAIR AND COMMITTEE 2016-2017

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APPENDIX A

NP Clinical Policies
D'Youville College
School of Nursing

Process for Students Requesting Clinical Preceptors and Sites

Students are responsible to identify potential preceptors and sites. During their acceptance interview with the director of the Family Nurse Practitioner program, students are informed of this responsibility and encouraged to begin thinking about future preceptors and clinical settings. Suggested avenues to identify preceptors include current professional colleagues in the work environment, community contacts and professional organizations such as the Nurse Practitioner Association of New York State which students may join. Students are encouraged to consider arranging clinical rotations at least one semester prior to beginning the experience.

The National Organization of Nurse Practitioner Faculties (NONPF) and the Commission on Collegiate Nursing Education (CCNE) dictate standards for acceptable preceptors which include:

1. Preceptors must hold an active, unrestricted professional or provincial license
2. Preceptors must have a minimum of 1-year of professional practice in his or her specialty
3. Preceptors must be certified in his or her specialty
4. Nurse practitioner preceptors should hold a masters or doctoral degree from CCNE or ACEN accredited institution (*in certain circumstances preceptors, such as midwives, may not hold terminal degrees; the program director will determine if those preceptors meet standards).

Students submit the name and professional contact information of potential preceptors to the Graduate Clinical Placement Liaison -this can be done in person by completing a "blue sheet" and putting it in the mailbox of the Clinical Placement Liaison. Students may also complete the fillable PDF on the Graduate Student Forum posted on the LMS and the form is delivered electronically to the Clinical Placement Liaison. If the preceptor has agreed to this clinical request and the college already has a contract with that organization, the contract process is generally accomplished in 4-6 weeks. New contracts will take longer.

The Graduate Clinical Placement Liaison will notify all students when they may begin their rotations. NO rotations may begin before a contract is in place.

Organizations may ask for additional health records such as immunizations. Certain health care providers (such as the VAMC) require completion of online learning and security clearance in advance of considering students for placements. Some preceptors require students to send in their CV and interview with the organization before beginning the rotation. Students should be prepared to articulate their skills in a succinct manner and have their CV updated.

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D'Youville College
School of Nursing

Student, Preceptor and Faculty Responsibilities for Clinical Rotations

**Student Responsibilities for Clinical Rotations:**

Students must provide any additional information to the clinical agency prior to beginning each rotation. License and CPR must be up to date and a hard copy must be in your file.

It is crucial that students are prepared for clinical rotations. Reviewing common health problems in standard texts and pocket references is essential to be prepared for clinical rotations.

Students will complete 200 hours in pediatrics, 200 hours in women’s health and 300 hours in an adult health setting for a total of 700 clinical hours throughout the FNP program. In the PMHNP program, students will complete 120 hours in Community Based care and 420 hours in Behavioral Health settings for a total of 540 hours.

Students will deliver a copy of the Clinical Evaluation Form to the preceptor to complete. Any rotation of more than 40 hours will require a Clinical Evaluation to be completed by the preceptor.

Students will log all encounters on the Clinical Log and have the preceptor initial the logs for each clinical day. The preceptor’s signature should be on one of the pages.

All NP students are adult learners and expected to critique their learning needs, strengths, and weaknesses.

Students must coordinate their clinical site visit with the college faculty and clinical site. Preceptors should not alter their schedules on the day of the clinical site visit- faculty can see students in any setting with any patient type.

Students should notify the assigned clinical faculty of any issues that arise in the clinical setting. No more than 100 subspecialty hours may be done throughout the entire program and the subspecialty hours are generally done during the adult rotation. With permission of clinical faculty, 50 subspecialty hours may be done in either pediatrics or women’s health. Again, the total number of subspecialty hours may not be more than 100 for the entire program.

Complete an Evaluation of the Site and Evaluation of Preceptor for each rotation.

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**Preceptor Responsibilities for Clinical Rotations:**

Agree to precept the student in the clinical setting- this role involves serving as a clinical expert and role model for the student.

Preceptors (or an associate) will provide a brief orientation to the clinical site and provide space for the student’s clinical experience.

Provide the student with feedback on performance of their evolving clinical skills including history taking, physical examination, assessments, refining differential diagnoses and discussion of treatment plans (with medication management, prescribing, referrals, diagnostics, coding).

Preceptors mentor NP students on their journey from novice to expert into a new role.

Communicate with clinical faculty with any clinical or professional concerns or issues that arise.

Agree to a site visit by clinical faculty member at the setting. The site visit is generally no longer than one hour and should not interfere with the normal work flow of the office.

**Faculty Responsibilities for Clinical Rotation**

Collaborate with preceptor to maximize student learning during the clinical experience.

Monitors students’ progress to assure meeting benchmarks for evaluation.

Arranges and completes site visit(s) as necessary.

Evaluates students’ overall clinical performance and provides constructive feedback.

Awards final grade for each rotation.
Clinical Practicum Hour Requirements

Clinical Hours
The following are the existing prescribed clinical hours for the FNP programs divided among the three foci areas:

- Pediatrics  200 clinical hours
- Women’s Health  200 clinical hours
- Adult Health  300 clinical hours

700 clinical hours

The following are the existing prescribed clinical hours for the PMHNP programs divided among the three foci areas:

- Community Based Care  120 hours
- Practicum 1 Individual  180 hours
- Practicum 2 Family/Group  240 hours

540 hours

Minimum clinical hours per week: Students are expected to work an average of at least 10-12 hours per week for each rotation in order to complete hours within the prescribed timeframe.

Conference hours: Students may apply approved CME hours toward clinical practicum totals:

- Pediatrics  8 hours
- Women’s Health  8 hours
- Adult Health  16 hours

32 total seminar hours may be applicable

For the PMHNP Program:

- Community Based Care  8 hours
- Practicum 1 Individual  8 hours
- Practicum 2 Family/Group  16 hours

32 total hours

CPR, ACLS, ATLS, PALS or other certifications are not applicable toward seminar hours.
Seminar hours are expected to reflect areas of primary family health care. You should speak to your clinical faculty member prior to a seminar to see if the hours are applicable.

*Students are require to work 4 additional clinical hours for each 1-hour seminar absence

**Specialty Hours:** Students *may elect* to complete up to 100 hours in a medical or surgical or behavioral health subspecialty over the course of their entire program. **Specialty hours are not required.**
Expectations for Professional Conduct for Students in the NP Programs

Students are expected to conduct themselves as professionals at all times. Serious violations of accepted standards in professional conduct are grounds for immediate withdrawal from class, failure of the class (with F grade) and dismissal from the program.

General guideline for class/seminar: behavior and professional conduct:

1. In class, professional behavior is expected from all students when interacting with professors, ancillary department personnel (secretaries), guest speakers and classmates.
   a. Professional behaviors include focusing upon pertinent topics for clinical discussion and refraining from personal and unrelated conversation during class.
   b. Chronic tardiness interferes with quality classroom learning. Students who are frequently tardy may be penalized with points deducted from the final grade.
   c. Students are expected to remain in attendance for the entire classroom lecture or seminar. If circumstances warrant leaving class early, notify the instructor.
   d. Students are responsible for obtaining materials including lecture notes or handouts for any time they are absent. Each 1-hour of seminar absence requires 4 additional hours of clinical time.

General guideline for behavior and professional conduct during clinical rotations:

2. In the clinical setting, you represent D'Youville College and are a guest in each setting. Respect toward the preceptor as well as their staff is expected. Appearance, dress, hygiene, behavior and preparation should reflect professional standards. (See Standards for Professional Appearance for NP Students for additional details).

3. Unprofessional clinical behavior of any kind, that is reported by the community preceptor or is observed by the college faculty, will result in class failure (grade of F) and dismissal from the program regardless of grades for other course requirements.

4. Lab coats are required for FNP clinicals but may not be required in behavioral clinical settings-the coat may be short or long. The DYC logo must be sewn on either sleeve. Professional dress is required for all clinical rotations.

5. Hair is neatly groomed for all students and be pulled back if it falls into the examination field.

6. NO artificial nails will be allowed. Nails should be short and if nail polish is used, only solid, clear polish is allowed and no nail designs will be permitted.
7. Students are expected to remain in clinical for the entire shift. If circumstances warrant leaving clinical early, this must be communicated to the preceptor.

8. At the completion of each clinical practicum, every student is expected to thank his/her preceptor and office staff in writing.

9. Cell phones and pagers must be turned off during classes AND in clinical settings. In the clinical setting, Smartphone usage should only be related to the clinical practicum. Texting is not appropriate in clinical. No ear phone devices are to be worn in class or in the clinical setting. If you must return an emergency call, you should leave the classroom or clinical setting without disrupting others.

   a. Students will follow the institution's policy regarding the appropriate area for cell phone usage if phone calls must be placed. Sending and receiving personal texts and other media messages while in clinical will be deemed unprofessional behavior.

10. Violations of the School of Nursing Social Media Policy will be deemed unprofessional behavior. References that identify students as attending D'Youville College and contain profanity, images of drug or alcohol abuse, explicit sexual conversation, comments that defame faculty or comments that are detrimental to the college or the School of Nursing will result in a grade of "F" for the course.

11. Health care facilities are smoke free. NP students are not permitted to smoke on the campus of any clinical site.
Standards for Professional Appearance and Clinical Dress Code for NP Students

Nurse practitioners must exhibit professionalism during interactions with the public, patients and their colleagues. Nurse practitioner students should begin to model professional behaviors during their education in preparation for their new role. This preparation includes professional dress.

The following guidelines have been developed to assure that NP students at D'Youville College adhere to the standards required for their evolving role in clinical practice. The following requirements for clinical practice include:

1. Lab coats (short or long) with the D'Youville College patch sewn onto either the front placard or either arm must be worn unless in peds or behavioral health.
2. Official D'Youville College NP Student Name Tags must be worn and be visible.
3. Women are to wear generally accepted business clothing. This may include slacks - no shorts, jeans or Capris are to be worn in clinical. Skirts or dresses must be knee length.
4. Men are to wear pants, shirts, ties and shoes. No T-shirts, jeans or sneakers are appropriate for clinical rotations.
5. Nails should be well groomed and no longer than Y4 inch from the tip in length and without decoration. Polish, if used, should be solid, pale and clear in color. NO artificial nails or nail tips are allowed. This requirement begins upon first course attendance. A student with artificial nails will not be allowed in clinical until the nails are removed.
6. All tattoos must be covered.
7. Beards and mustaches must be kept short, neat and trimmed.
8. Hair color, hair style and ornamentation must be professional. No facial rings or metal body art may be worn in clinical. Hair color should be natural. Any hair dyes including but not limited to pink, green, red, blue, orange and yellow are not appropriate for clinical practice settings during rotations for nurse practitioner students.
9. Opaque or dark sunglasses are not to be worn in class or clinical areas.
10. Cosmetics and fragrances should be conservative.

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APPENDIX B

Technical Standards
According to the New York State Department of Education, a nurse practitioner (NP) is a registered professional nurse who has earned a separate license as an NP through advanced clinical education, usually a masters’ degree. Nurse practitioners are independent practitioners who may diagnose, treat, and prescribe patient conditions that fall within their specialty area/s of practice. During their graduate programs, nurse practitioner students must develop professional behaviors, skills and standards that prepare them for entry level to future independent practice. Certain fundamental skills are essential for nurse practitioner students to deliver safe, competent, ethical and compassionate care. This skillset includes but is not limited to the following:

**Intellectual skills:** Nurse practitioner students must be able to independently engage in problem solving including the ability to read (exam questions, case studies, assignments) and interpret complex information related to patient scenarios in order to choose treatment plans that are consistent with professional standards. Students must be able to read, recall, reason, analyze, synthesize and draw conclusions using assigned health care and foundational science material. Students must be able to access information in texts and electronic references, including EMRs to make appropriate clinical decisions; students should be prepared to discuss the logic of their decision-making and support treatment decisions they propose.

**Communication skills:** Nurse practitioner students must be able to read, write and speak in English at a level of proficiency required to safely obtain a detailed history and collaborate with patients on the most appropriate course of action. Students must be able to communicate clearly with other members of the health care team who are involved in patient care plans.

**Sensory skills:** Students must possess the visual acuity and distance vision to observe patient attributes which are important to formulating differential diagnoses. Students must have the hearing acuity to discern whispered voice and adequate sense of smell.

**Behavioral and professional skills:** Nurse practitioner students are expected to display professional behaviors at all times including situations that are stressful. Students must exhibit good judgment and intellectually sound decision-making skills under difficult conditions. The School of Nursing expects that students adhere to standards of ethical behavior.
**Psychomotor skills:** Students must be able to engage in a spectrum of clinical activities required in various practice settings. Nurse practitioner students must possess the ability to independently conduct full physical examinations including skills to observe, palpate, percuss and auscultate. Students must possess fine and gross motor movement to complete all clinical skills including diagnostic testing techniques. Students must be able to stand for long periods of time and walk independently in clinical settings. Clinical motor skills also include the ability to bend, lift over the head, reach across an examination table, lift at least 25#, push and pull when necessary to achieve safe patient outcomes.

*Clinical partners (hospitals, clinics, private practitioner offices) who precept students are assured by clinical contract language that the college has checked that students meet the minimum standards for placement such as immunizations, licensure, CPR and a physical examination showing they are fit for duty. Students with a permanent or temporary disability that restricts their ability to fully and safely engage in clinical practice, including the ability to meet Infection Control measures, will not be allowed in a clinical setting until such restrictions are removed. Temporary disabilities can include situations such as surgery, childbirth, accidents, casts, splints and braces which may pose safety hazards to patients, staff or students. To return to clinical practice following disability, students must submit written documentation to the program director from a medical professional stating “the student can return to full duty without restriction”. Professional resources used to develop these technical standards include:

1. AANP Standards of Practice for Nurse Practitioners
2. NONPF Core Competencies and Family Competencies
3. CCNE Masters’ Essentials
4. Technical Standards in Nursing – Drexel University
5. Technical Standards in Nursing – Georgetown University
6. Technical Standards in Medical Practice – Stanford University
7. Family Nurse Practitioner Technical Standards – Samuel Merritt College
APPENDIX C

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/departamental 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 (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](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 cohabiting 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 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

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• 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.

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 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 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:
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