

**PATRICIA H. GARMAN
SCHOOL OF NURSING
GRADUATE HANDBOOK**

DYOUVILLE

2020-2021

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

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GENERAL INFORMATION

The Graduate Nursing Handbook is designed to provide graduate nursing students with specific information about the policies and procedures specific to D'Youville's graduate nursing programs. Other publications and announcements provide additional important information for all D'Youville students. It is the responsibility of each student to obtain these publications as they become available. The policies in this handbook apply to both on campus and distance formatted programs.

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, Psychiatric-Mental Health Nurse Practitioner, Nursing Management & Quality Leadership, and Nursing Education with a Clinical Focus*. See Doctor of Nursing Practice Handbook for doctoral offerings. Emphasis of the Family Nurse Practitioner program is on managing health care of individuals across their lifespan. Emphasis of the Psychiatric-Mental Health program is to prepare clinicians to provide psychotherapy and pharmacotherapy to individuals, families, and groups across the lifespan.

The Nurse Practitioner programs can also be completed as post graduate certificate options to qualified candidates. Graduates of the Nursing Management & Quality Leadership will be specifically prepared to lead the team and/or ensure that inpatient, outpatient, and community settings provide safe and competent care to diverse populations. Nursing Education with a Clinical Focus candidates are prepared to be knowledgeable about teaching principles and skilled clinical educators.

MISSION AND VISION

Mission

Educate competent, compassionate, knowledgeable, professional nurses who provide patient- directed healthcare to a culturally and spiritually diverse population in a variety of settings without setting limits or parameters in its scope of compassionate care.

Vision

Preparing future nursing professionals to work collaboratively to transform healthcare.

Philosophy

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, well-being, 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, workplaces, 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 further 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.

PATRICIA H. GARMAN SCHOOL OF NURSING LEADERSHIP TEAM

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

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

Assistant Dean - Dr. Denise Dunford, DNS, FNP-BC, ENP-BC, APRN

Dr. Dunford is responsible for the oversight and organization of the School of Nursing under the leadership of the Dean. Dr. Dunford assists the Dean with all academic matters, providing leadership while fostering collaboration, and corporation of all nursing faculty to ensure all curricula are current and consistently delivered in a manner that achieves superior student outcomes while promoting the mission of the school of nursing and D'Youville. Dr. Dunford can be reached through her Administrative Assistant at 716-829-7856.

Chair of Graduate Nursing- Dr. Christine Nelson-Tuttle.

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

Chair of Undergraduate Nursing- Dr. Michelle Bork

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

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

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

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

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

Director of the Psych-Mental Health Nurse Practitioner Program- Interim Dr. Denise Dunford

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

Director of the Nursing Management and Quality Leadership Program- Professor Colleen Dowd, MSN, RN

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

Director of Nursing Education with a Clinical Focus – Dr. Susan Lombardo

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

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.

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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.
3. **Doctor of Nursing Practice** involves in-depth research adding to the knowledge base obtained at the Masters' level and the DNP is perceived as a terminal degree.

OUTCOMES OF GRADUATE PROGRAMS

Graduates of the Masters' 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 FOR 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
5. Evaluate patient responses to treatment
6. Determine the effectiveness of care

ADDITIONAL COMPETENCIES PMHNP MS/CERT. PROGRAMS

1. Completely obtain histories for individuals, families, and groups to perform comprehensive mental health assessments
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. Treat acute and chronic psychiatric disorders and conditions.
5. Prescribe treatment plans in concert with client concerted care perspective
6. Evaluate responses to treatment for individuals, families, and groups
7. Determine the effectiveness of care including psychotherapy modalities and pharmacologic interventions

Outcomes of Nursing Management and Quality Leadership

1. Demonstrate leadership roles in various healthcare organizations
2. Utilize evidence-based practice to assist the healthcare team, patients, and other stakeholders

3. Analyze information to develop strategies to improve patient outcomes which could include quality & safety, cost containment, leadership, and organizational responsibilities
4. Implement a leadership environment that supports the healthcare team, patients, and stakeholders
5. Use leadership theoretical nursing knowledge to advance as a leader

Outcomes of Nursing Education with a Clinical Focus

1. Apply knowledge from the basic, social, and nursing science literature to plan and implement quality educational programs.
2. Possess a deeper understanding of the relationship between the theoretical underpinnings of teaching pedagogies and the application of these concepts in clinical settings.
3. Develop competence in designing and implementing curricular techniques across the spectrum of health care settings to include academia, clinics, organizations, community care models
4. Collaborate on inter-professional teams to assure quality nursing education
5. Initiate appropriate teaching strategies to achieve health care outcomes working with patients, families, groups, organizations, and communities.

COMMUNICATION

PUBLICATIONS AND ANNOUNCEMENTS

D'Youville's Calendar, Planner, and Resource Guide

<https://www.dyc.edu/campus-life/support-services/docs/student-resource-guide.pdf>

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.

The School of Nursing newsletter, "The Pulse", is published monthly and available electronically.

Administrative Announcements

Announcements and letters are available electronically to keep the D'Youville community informed.

E-mail Accounts

All registered students are assigned a D'Youville 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 email address only.** If assistance is needed, contact the Academic Computing Center.

Catalog

Program and course descriptions for all graduate programs, are listed in the catalog. <http://www.dyc.edu/catalog/current/> Publications provide access to much of the information students need within the School of Nursing.

Other valuable sources of information for nursing students:

1. Sigma Theta Tau, Zeta Nu Chapter (Nursing Honor Society)- <https://www.sigmanursing.org/>
2. Student Nurses Association – Information located in the student lounge – located on the 5th floor of the Alt Building
3. The Graduate Nursing Forum is the School of Nursing's online forum used for communications to students. Students should check the Graduate Nursing Forum several times each week for updates and announcements.

THE SCHOOL OF NURSING FAX NUMBER

The School of Nursing FAX number is 716-829-8159. Should any documentation need to be faxed, please use a cover page identifying to whom the fax is intended for.

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. The Zeta Nu Chapter was chartered in 1981. Zeta Nu is dedicated to the advancement of nursing as a profession and a science, and to the goal of nurses assuming leadership positions in research, scholarship, and public policy.

Qualifications for Graduate Student Membership

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

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

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

COMMITTEES

Student Membership on Committees

The D’Youville 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 Faculty Committee

This Committee includes graduate nursing faculty and one graduate nursing student. The committee meets regularly 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 Catalog <http://www.dyc.edu/catalog/current/> .

COURSE PRE- or CO-REQUISITES

Some courses have no prerequisites. Others must be taken in a particular order. Still

others should be taken at a particular time. By checking the Catalog description of a course, it is possible to find out if there are any necessary prerequisites. Prior to registering, students meet with academic advisors. The following list includes the common advice given to students in the School of Nursing.

Family Nurse Practitioner (FNP)

<u>Course</u>	<u>Requirements</u>
NUR 600	No Pre-requisite
required NUR 601	No Pre-requisite required
NUR 631	Pre-requisite: Completion of a baccalaureate-level health assessment course or equivalent; Active, unencumbered RN license in New York State or Ontario. Co-requisite: NUR 631L
NUR 631L	Pre-requisite: Completion of a baccalaureate-level health assessment course or equivalent; Active unencumbered RN license in New York state, or Ontario. Co-requisite: NUR 631
NUR 632	Pre-requisite: Completion of a baccalaureate-level pharmacology course or equivalent
NUR 633	Pre-requisite: Completion of a baccalaureate-level pathophysiology course or equivalent
NUR 634	Pre- requisite: NUR 631/631L; Pre or co-requisite: NUR 632, NUR 633;
NUR 635	Pre- requisite: NUR 631/631L; Pre or co-requisite: NUR 632, NUR 633;
NUR 637	Pre- requisite: NUR 631/631L; Pre or co-requisite: NUR 632, NUR 633
NUR 638	Pre- requisite: NUR 631, NUR 631L, NUR 632, NUR 633, Pre-req: NUR 634
NUR 639	Pre- requisite: NUR 631. NUR 631L, NUR 632, NUR 633. Pre-req: NUR 635
NUR 640	Pre- requisite: NUR 631, NUR 631L, NUR 632, NUR 633, NUR 637
NUR 641	Pre- requisite: NUR 640.

Project Option:

NUR 610	Pre-requisite: NUR 600 and NUR 601
NUR 629	Pre-requisite: NUR 610

Family Nurse Practitioner Post-Graduate Certificate

An individualized Gap Analysis will be done upon acceptance into the post-graduate certificate program. Students will follow the same course pre- and co-requisites as above under FNP.

Psych-Mental Health Nurse Practitioner (PMHNP)

Course Requirements

NUR 600	No Pre-requisite
required NUR 601	No Pre-

requisite required

NUR 631	Pre-requisite: Completion of a baccalaureate-level health assessment course or equivalent; Active, unencumbered RN license in New York State or Ontario. Co-requisite: NUR 631L
NUR 631L	Pre-requisite: Completion of a baccalaureate-level health assessment course or equivalent; Active unencumbered RN license in New York state, or Ontario. Co-requisite: NUR 631
NUR 632	Pre-requisite: Completion of a baccalaureate-level pharmacology course or equivalent
NUR 633	Pre-requisite: Completion of a baccalaureate-level pathophysiology course or equivalent
NUR 672	Pre or Co- requisite: NUR 632
NUR 673	Pre or Co- requisite: NUR 633
NUR 706	Pre-req: NUR 631/631L. Pre or co-req: NUR 632 and NUR 633
NUR 707	Pre-requisite: NUR 631, NUR 631L, NUR 632, NUR 633, NUR 672, NUR 673.
NUR 708	Pre- req: NUR 631, NUR 631L, NUR 632, NUR 633, NUR 672, NUR 673, and NUR 707
NUR 714	Pre- requisite: NUR 706, NUR 632, NUR 633. Pre or co-requisite: NUR 672 and NUR 673.
NUR 715	Pre- requisite: NUR 707
NUR 716	Pre- requisite: NUR 708 and
NUR 715	<u>Project Option:</u>
NUR 610	Pre-requisite: NUR 600 and NUR 601
NUR 629	Pre-requisite: NUR 610.

Psych-Mental Health Nurse Practitioner Post-Graduate Certificate

An individualized Gap Analysis will be done upon acceptance into the post-graduate certificate program. Students will follow the same course pre- and co-requisites as above under PMHNP.

Nursing Management & Quality Leadership

<u>Course</u>	<u>Requirements</u>
NUR 600	No Pre-requisite required
NUR 601	No Pre-requisite required
NUR610	Pre-requisite: NUR 600 and NUR 601
NUR 613	No Pre-requisite

NUR 614	No Pre-requisite
NUR 615	Pre-requisite: NUR 613 and NUR 614
NUR 621	Pre-requisite: NUR 613 NUR 626 No Pre-requisite
NUR 629	Pre-requisite: NUR 610
NUR 650	Pre-requisite NUR 613
NUR 651	Pre-requisite: NUR 613
NUR 652	No Pre-requisite

Nursing Education with a Clinical Focus

<u>Course</u>	<u>Requirements</u>
NUR 600	No Pre-requisite
NUR 601	No Pre-requisite
NUR 610	Pre-requisite: NUR 600 and NUR 601
NUR 613	No Pre-requisite
NUR 616	No Pre-requisite
NUR 617	Pre-requisite: NUR 616
NUR 618	Pre-requisite: NUR 616 and NUR 617
NUR 619	Pre-requisite: all didactic course work
NUR 627	Pre-requisite: NUR 616
NUR 629	Pre-requisite: NUR 610
NUR 631	Completion of a BSN health assessment course or equivalent Co-Req: NUR 631L
NUR 631L	Co-requisite NUR 631.
NUR 632	Pre-requisite: Completion of a baccalaureate-level pharmacology course or equivalent
NUR 633	Pre-requisite: Completion of a baccalaureate-level pathophysiology course or equivalent
NUR 706	Pre-requisite: NUR 631, NUR 631L, Pre or Co-req: NUR 632 and NUR 633
NUR 714	Pre-requisite: NUR 706, NUR 632, NUR 633. Pre or Co-req: NUR 672 and NUR 673.

ACADEMIC REGULATIONS

ACADEMIC INTEGRITY: (see Academic Policy below)

POLICY ON NURSING STUDENTS WITH SPECIAL NEEDS

Introduction

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

Accommodation(s) made cannot fundamentally alter the nature of the curriculum including the didactic component, laboratory sessions, and clinical experiences, cause

undue hardship for D'Youville or affiliating agencies, or jeopardize the health or safety of the individual or others.

Essential Abilities

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

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

Sensory/Motor Functional Abilities

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

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

Interpersonal-Communication/Cognitive/Emotional Abilities

- Interpersonal-Communication skills including the ability to:
 - Read, write, speak and understand English at a level consistent with successful course completion.
 - Participate in classroom and laboratory discussions and activities.
 - Develop therapeutic patient and family relationships.
 - Establish professional relationships with faculty, other students, staff of affiliating agencies, and members of the community.
 - Express feelings and ideas in a professional manner.
 - Provide and accept feedback respectfully.

- Critical thinking skills including the ability to:
 - Participate in intellectual activities requiring critical thinking, judgment, and analysis.
 - Demonstrate arithmetic competency.
 - Solve problems and plan care within reasonable time frames within a complex environment.

- Emotional health including the ability to:
 - Fully use cognitive abilities
 - Adapt to unexpected changes and stressful situations.
 - Exercise good judgment
 - Provide safe and competent care.
 - Complete program responsibilities within a timely manner.
 - Establish and sustain mature, effective, and sensitive relationships with patients and colleagues.
 - Empathize with the feelings and situations of others.

Process of Reasonable Accommodation

The School of Nursing is committed to ensuring that otherwise qualified students with disabilities are given reasonable accommodations. Students who wish to request these accommodations due to the effects of their disability should refer to the Office of Student Accessibility Resources webpage at:

<http://www.dyc.edu/academics/student-resources/accessibility-resources/> to begin the process for documenting their disability and determining eligibility for services prior to the start of the program. While the process can be initiated at any time, reasonable accommodations cannot be implemented retroactively so timeliness in requesting accommodations is essential.

Drug Policy

Use of any kind of drugs may be cause for legal actions and/or cause for prohibiting a student from continuing in the graduate nursing program. Ingestion or use of CBD products or tobacco products in classroom, lab and clinical agency settings is prohibited by this policy. The definition of tobacco products includes cigarettes, loose cigarettes, cigars, bidis, gutka, chewing tobacco, powdered tobacco, nicotine water, herbal cigarettes, shisha, smoking paraphernalia and e-cigarettes (vaping) and similar devices. Graduate students who violate this policy will be asked to leave the class or clinical setting, will be marked as absent for that experience, will lose one point from their final average and be subject to review by the Graduate Progression and Retention committee. Students who have a problem should seek help from the Health Office immediately. For further information about the D'Youville Drug Policy please refer to the *Events Calendar, Resource Guide and Planner* at <https://www.dyc.edu/campus-life/support-services/docs/student-resource-guide.pdf> .

Health Agency and HIPAA Regulations

HEALTH AGENCY: Students are expected to comply with all health, safety and privacy regulations governing their practice. It is expected that they will orient to agency policies and procedures before the initiation of any course-related clinical practicum and adhere to these policies during their time in the program.

HIPAA: All students (undergraduate and graduate) in the School of Nursing at D'Youville must comply with federal confidentiality regulations. This governs all individually identifiable health information, communication and electronic medical records. Under no circumstances will students be permitted to copy any part of a patient's record and remove it from an institution. This federal regulation also requires that health professionals limit discussion of patients to appropriate areas. For questions, click this link: <https://www.hhs.gov/hipaa/for-professionals/privacy/index.html?language=es>. Students who violate this federal policy will receive a grade of "F" for the course and will be ineligible to progress in their program.

Professional Behavior and Conduct (see appendix)

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

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

Social Media Policy

The D'Youville Patricia H. Garman School of Nursing promotes the use of social media in the school setting to encourage and support learning. This policy includes any and all internal and external social media platforms as well as all digital means of communication. These forms of media can be used to maximize a student's educational experience and are recommended when used for this purpose.

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

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

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

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

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

Social media will be used by the School of Nursing to investigate any student who is suspected of improper use of any such sites during their class or clinical settings. Please see the policy regarding HIPAA: <https://www.hhs.gov/hipaa/for-professionals/privacy/index.html?language=es>.

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

Procedure for Academic Appeals

Please see the policy for Academic Appeals information: <https://catalog.dyouville.edu/policies-disclosures/policies-procedures-all-students/academic-appeals-procedure/>

ACADEMIC POLICIES

Appeals

Information regarding appeals can be found at the following link:

<https://catalog.dyouville.edu/policies-disclosures/policies-procedures-all-students/academic-appeals-procedure/>

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 personnel with a legitimate educational interest as determined by D'Youville) without first obtaining the student's written authorization to release such information.

Please see the policy for Accessibility to Records:

<https://catalog.dyouville.edu/policies-disclosures/policies-procedures-all-students/ferpa/>

Title IX

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

Campus Sexual Misconduct Victim's Bill of Rights

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

ADMISSION CRITERIA

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

1. Academic performance based on all 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 minimum of a baccalaureate degree in nursing from an approved or accredited institution with a cumulative undergraduate GPA of at least 3.0.
2. Completion of a baccalaureate degree in nursing from a CCNE or NLNAC (ACEN) accredited program at a college or university in the US, or by the CNO in Ontario.
3. Baccalaureate level health assessment, pathophysiology, and pharmacology courses or equivalent are required for acceptance to FNP, PMHNP and Nursing Education with a Clinical Focus programs.
4. An undergraduate course in applied statistics of at least 3 credits, with a grade of C or better. An undergraduate course in computer science, or its equivalent, to demonstrate computer literacy.
5. An active unencumbered RN license to practice professional nursing in the state of New York and the province of Ontario, Canada. Students from Ontario must submit a copy of their original certificate of registration and their current annual registration. Students in online programs may have additional license requirements.
 - Students enrolled in online programs must have an active unencumbered RN license to practice nursing in the state where their practicum will take place.

6. Evidence of current certification in cardio-pulmonary resuscitation with hands-on psychomotor re-demonstration. Evidence of certification must be updated and maintained continually throughout the program.
7. Two references on clinical performance with one reference from a professional holding an advanced degree attesting to clinical knowledge, skills, leadership and the applicant's overall ability to be successful in a graduate program.
8. A written statement of approximately 500 words clearly articulating the applicant's goals for Masters' education.
9. One year of practice is required for the Nurse Practitioner tracks. At least one year of practice as a registered professional nurse is recommended for all other nursing programs.
10. All D'Youville students are required to submit a health form and immunization records through our partner CastleBranch. <http://www.dyc.edu/campus-life/support-services/health-center/submit-health-records.aspx>
11. A personal interview will be conducted following admission, prior to registration for the first semester courses. Online programs will have phone or web contact with advisor.
12. A student who meets the entry requirements and is currently enrolled or has been enrolled in a Nursing Masters'/Doctoral program 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.
13. Applicants who work full time are not eligible for planned two-year completion of the Family Nurse Practitioner or Psychiatric Nurse Practitioner tracks.

Additional Admission Criteria for Online FNP

In addition to meeting admission criteria for the college and the masters' Family Nurse Practitioner programs, applicants to the Online-FNP must also:

1. Live greater than 75 miles from D'Youville campus based on permanent home address
 - a. Change of address after admission to the program must be discussed with the Program Director or Assistant Dean and may impact the ability to remain in the online program.
2. Complete a background check prior to the admission interview and submit to CastleBranch.
3. Submit evidence of verified clinical placements for pediatric (NUR 638), women's health (NUR 639), and adult health (NUR 640/641) rotations prior to the admissions interview (see FNP-Online schema for planning)
4. Sign the Online FNP Clinical and Course Progression Agreement. This form will assure students acknowledge they must:
 - a. Follow the Online FNP curriculum schema – any deviation from the curriculum plan

[i.e. probation, LOA (except military LOA), etc.] will render the student ineligible to continue in the online program. The student may apply to the on-campus FNP program provided they are academically eligible for such a change in programming.

- b. Attend required on campus immersion experiences:
 - a. Immersion experiences are a required component to this program. Experiences will be planned in each semester. Friday 12n-5pm followed by Saturday 8am-4pm.

Advisement

Academic advisement takes place each semester before registration. During advisement, courses are “planned”, and students are not officially registered until the courses are “accepted” by the student.

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 lieu of a grade.

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, in writing, of any change of name, address or phone number. Forms are available on the registrar’s online webpage: <http://www.dyc.edu/academics/registrar/forms.aspx>

Change of Program

Any student who wishes to change or add majors to a different School of Nursing program, must apply and be accepted into to that respective program. (including changing from one graduate program to another, changing from certificate to Masters'). Students must meet original admission criteria for any program to which they request a change: <http://www.dyc.edu/academics/registrar/forms.aspx>

Change of Registration (Drop/Add Procedure)

Students may change their course selection through their self-service portal during the drop/add period. Matriculating students need an advisor's signature on the drop/add form when adding or deleting a course after the drop/add period. Students may not "force register" by appearing in a class.

Completion of MS Degree Requirements

In addition to coursework, graduate students matriculating in programs that lead to a Masters' degree, are expected to complete graduate research in the form of either a thesis or project.

Full time graduate load requirements can be found in the graduate catalog <http://www.dyc.edu/catalog/current/>. Summer sessions will be considered for progression and retention purposes.

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 in progression of the graduate project requires repetition of 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. Similarly, a gap of more than one year between didactic and/or clinical coursework will require successful completion of a content examination and/or audit of the didactic course.

Students who do not complete their programs within the respective time frame described above 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 on the Graduate Studies webpage

(<http://www.dyc.edu/academics/student-resources/graduate-studies/>). The completed form is to be submitted to the graduate studies office via the student's graduate program director.

List of DYC School of Nursing Certified Graduate Faculty Members

Faculty	Research Interests	Area of Clinical Expertise	Can Act as Project Chair	Can Act as 2 nd Committee Member
Dr. Michelle Bork		Education, oncology, critical care, emergency care	Yes	Yes
Dr. Denise Dunford, DNS, FNP-BC, ENP-BC, FNP, Director DNP, PMHNP programs, Assistant Dean	Emergency Care Advanced Care Planning Health Literacy Falls Prevention Community Dwelling Elders Uninsured Populations Access to Care Issues	Emergency Care Barriers/Access to Health Care Health Literacy	Yes	Yes
Dr. Connie Jozwiak-Shields, PhD, ANP-BC, RN	Adult Health Care of Refugee Populations	Adult Health Geriatric Care NIH and Research	Yes	Yes
Dr. Susan Lombardo	Urinary incontinence in community dwelling post-menopausal women; issues of race, class and gender, and home care safety	Community Health Home care, Gerontology	Yes	Yes

Dr. Sharon Mang, DNP, RN	Critical Thinking of Nurses	Medical – Surgical Nursing Physical Rehabilitation	Yes	Yes
Dr. Shannon McCrory-Churchill, DHEd, RN, PNP	Professionalism in Nursing Cultural Competence Technology in Education	Pediatrics	Yes	Yes
Dr. Abigail Mitchell, DHEd, MSN, RN, CNE	Mentoring Bedside Nursing Pet Therapy Curriculum Development	Community Health Nursing Leadership Mentoring Critical Care	Yes	Yes
Dr. Janice Pennington, ANP, RN			Yes	Yes

Dr. Diane Stonemetz,		Women's Health including Menopause, Contraception and Osteoporosis	Yes	Yes
Dr. Christine Verni, Ed.D, FNP-BC Dean, SON	Clinical Informatics in Health Care Patient Safety Patient and Provider Education	Emergency Medicine Pediatrics	Yes	Yes
Dr. Paul Violanti, DNP, PNP, FNP	Refugee and Immigrant Health Care	Global Health Refugee/Immigrant Health Medical Mission Care TB surveillance and treatment adherence		

CPR Certification

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

Directed Study

In unusual circumstances, a student may be permitted to take a course in the regular curriculum on a directed study basis. Reasons for giving this permission are commonly related to the student's status.

- a) As a candidate for graduation whose program requires the course.
- b) As a transfer into the major for which the course is unavailable because of the course scheduling rotation. The student must receive approvals as indicated on the directed study forms available at [https://dyc0.sharepoint.com/sites/SolutionsCenter/SiteAssets/SitePages/Form s/directed_study.pdf](https://dyc0.sharepoint.com/sites/SolutionsCenter/SiteAssets/SitePages/Form%2Fs/directed_study.pdf).

Exit Interview

Upon completion of the program, nursing students are required to complete an exit interview. Completion of requested surveys is particularly important for continued improvements to the graduate nursing programs.

Final Examinations

Final examinations are scheduled by the registrar at the end of the semester and will be announced by the course 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 committee for academic consequences.

2. Students in the Family Nurse Practitioner and Psych Mental Health Nurse Practitioner programs (masters and certificate) must maintain a minimum grade of a B in all courses required for the major.
3. No more than a total of 6 credits in non-clinical courses with grades lower than B (B-, C+, C) are applicable toward non-clinical nursing masters' degrees.
4. A grade of C- is not applicable to any graduate nursing degree.
5. A grade of U is equivalent to a failing grade (grade below B) for progression/retention decisions.

NUR 629 Registration

Registration in NUR 629 is required for those students completing a thesis or project. Following completion of NUR 610, students must begin NUR 629 within the next two semesters.

NUR 629 Grades

Graduate students receiving two unsatisfactory ("U") NUR 629 grades will be ineligible to continue in their nursing program.

Graduate students must be registered during the semester in which they receive their graduate degree.

Incomplete Grade (I)

The grade of incomplete ("I") is awarded when the instructor is not prepared to give a final grade for the course, either because of the student's illness or some other justifiable delay in the completion of the course requirements. See the D'Youville catalogue for additional information <https://catalog.dyouville.edu/policies-disclosures/policies-procedures-all-students/grading/>.

U Grade Policy

Grades of U (or Unsatisfactory) are failing grades (below B) for all S/U courses. Students who receive a grade of U are eligible to repeat the course once and will be placed on academic probation in the following semester.

Withdrawal from a Course

In order to withdraw from a course, a student must complete a course withdrawal ("drop/add") form, obtain the signature of the advisor and submit the form to Solutions before the end of the tenth week of the semester. Students are advised to be aware of the periods for withdrawal without financial and/or academic penalty.

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

Discontinuance of attendance or notifying the instructor alone does not constitute official

withdrawal. A grade of “F” is received for a course from which a student does not officially withdraw. Student can access various forms at:

<http://www.dyc.edu/academics/registrar/forms.aspx>

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 Dean.

Grade Reports

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

Graduate students must clear for graduation with the Registrar and file their intent to graduate no later than 6 months prior to their graduation in December, May, or August (<http://www.dyc.edu/academics/registrar/forms.aspx>). Notification of the completion of requirements other than course work (Form # 4: Certification of Approval of All Graduate Non- Course Requirements for Graduation) must be received in the Registrar's Office with all signatures no later than May 1, August 1, or December 1, for students completing a thesis or the student's graduation date is moved to the next conferral period.

Students completing projects must submit Form # 4 Certification of Approval of All Graduate Non-Course Requirements for Graduation (<https://dyc0.sharepoint.com/sites/NursingGraduateForum>) for exact dates because this extended date varies from semester to semester.

Withdrawal from D’Youville

A student intending to withdraw from D’Youville must contact the department chair in writing and submit the proper withdrawal forms to Solutions (<http://www.dyc.edu/academics/registrar/forms.aspx>). 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. If the withdrawal procedure is completed after drop/add, courses for which the student is currently enrolled will be assigned the grade of W.

Discontinuance of attendance, notifying instructors, or mere telephone contact with 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.

Health Requirements

All graduate students must submit a completed D’Youville health form. In addition, all students will be responsible to create an account with CastleBranch to monitor required documentation compliance in order to be approved for any clinical assignments. No student will be admitted to a clinical course, management internship, or

teaching practicum without a completed health form and clearance from CastleBranch. All students must satisfy NY State immunization requirements.

Independent Study (Graduate)

A student pursuing an independent study can delve into an area of special 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 are eligible. 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 independent study and obtain the approvals as indicated on the independent study application form for graduate students available in Solutions (<https://dyc0.sharepoint.com/sites/SolutionsCenter>).

International Students

Please note all Non- U.S. 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/admissions/international/international-student-office/>. Should you have any questions regarding this process please contact the Center for Global Engagement 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 here:

(<https://dyc0.sharepoint.com/sites/SolutionsCenter/SitePages/Forms.aspx>), and submit the form to the appropriate department chair. 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. If a student does not return at the time stipulated, the leave automatically becomes a withdrawal. The student must then apply for readmission to return to D'Youville.

Liability Insurance

Students in nursing will be assessed an additional fee for liability insurance when enrolled in clinical courses and teaching practicums.

Licensure

All graduate nursing students must possess an active unencumbered RN license to practice nursing in New York State or Ontario.

Non-Matriculated Status

Non-matriculated students have not been formally accepted at D'Youville. 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. 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 Dean.

Academic Integrity

The School of Nursing views violations of academic integrity, professional conduct and ethical behavior very seriously. All students must adhere to school and institutional policies regarding academic integrity.

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

Probationary Standing and Dismissal

1. A student who has less than a 3.0 GPA in either semester or cumulative, at any time will be placed on academic probation for the next semester or summer

session. At the end of the probation period, the student's file will be reviewed by the program Graduate Progression and Retention committee. If the student's cumulative or semester GPA is a minimum of 3.0, the student will be removed from probation.

2. If the student does not achieve the 3.0 cumulative or semester GPA after a first probation, the graduate progression and retention committee may consider a second semester of probation. If a minimum of 3.0 GPA (cumulative or semester) is not achieved after a second probation, the student will automatically be ineligible to continue in their program.
3. A student will be allowed probationary status for no more than two semesters during the entire graduate program. The student will automatically be ineligible to continue in their program if in excess of two semesters.
4. Students receiving a second grade of unsatisfactory ("U") in NUR 629 or NUR 610 will be ineligible to progress in their current graduate 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" (<http://www.dyc.edu/academics/student-resources/graduate-studies/>). The form, with all signatures, must then be received in the registrar's office from the graduate studies office no later than May 1, August 1, or December 1, or the student's graduation date is moved to the next conferral period.

Progression Requirements

1. Graduate students are required to receive at least a B in all courses.
2. Failure in either NUR 631 or NUR 631L requires attendance in both courses in the next semester offered.
3. Students must receive a grade of "S" in each continuing practicum and grades of "U" in continuing practice will be considered as a grade below B.
4. Students who receive less than a B including B-, C+ and C, or "U") in a course requiring minimum of B to progress:
 - a. Will be required to repeat the course at D'Youville.
 - b. Will be placed on probation and limited to six credits while on probation.
5. A student who receives less than a C in a supporting course or fails in an S/U course must repeat the course.

6. A course may be repeated only once. The original grade will be replaced by the second grade, whether higher or lower when calculating the GPA. Students should note that, if the repetition is not required, financial aid may not cover the cost.
7. A graduate student who maintains a minimum of a 3.0 average but receives a fourth grade below B will be reviewed by the graduate progression and retention committee for ineligibility to continue in the student's academic program.
8. 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.

If a graduate student receives a grade below B in a clinical practicum course and is otherwise eligible to progress into a clinical course (i.e. received a grade of B or higher in the didactic prerequisite and has a semester and cumulative 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 the 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.

Regency 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 consecutive semesters have lapsed after initial completion of NUR 610, the student must repeat the course prior to doing project advisement (NUR 629). Similarly, a gap of more than one year between didactic and/or clinical coursework will require successful completion of a content examination and/or audit of the didactic course. 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 be cleared for registration by Solutions.

Once officially registered, the individual is responsible for payment of tuition and fees. No one will receive credit for a course unless officially registered for it. Graduate students must register for courses following the prerequisites when applicable. Please note that courses may only be offered in specific sessions throughout the year. Course descriptions may be found in the *Graduate Catalog* (<http://www.dyc.edu/catalog/current/>).

Repeating a Course

1. Graduate students may repeat any course only once. The original grade will be replaced by the second grade earned, whether higher or lower when calculating the GPA. Students should take note that if the repetition is not required, 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 may replace the failure only by taking/passing the course at D'Youville.

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. Please note that courses may only be offered in specific sessions throughout the year. The *Graduate Catalog* (<http://www.dyc.edu/catalog/current/>) 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 project proposal, project proposal presentation, IRB application, project, project defense, and Project Poster Presentation Day;
3. 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.

Project Presentation

As part of the fulfillment of the graduate degree requirements, nursing students must present their graduate research findings at a project presentation. Online students will provide a 10-minute oral presentation to their committee members. Students doing a project will provide a poster presentation to peers and faculty. Online students will provide a poster presentation to committee members, peers and faculty during presentation day.

Project presentations are conducted each semester. When approved by project 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 project presentation.

Writing Tutor

Graduate writing assistance may be available to guide students with assignments and projects. Please visit the Learning Center at <http://www.dyc.edu/academics/student-resources/learning-center/>.

Financial Aid**Financial Aid**

The Financial Aid office is located within the D'Youville Solutions Center and assists students in obtaining the aid possible to meet expenses. Financial Aid personnel help students determine which types of aid to apply for and explain deadlines, requirements, and conditions. See the *Financial Aid and Scholarships* <http://www.dyc.edu/admissions/financial-aid-scholarships/>

Financial Aid Application Process

Apply for Aid <http://www.dyc.edu/admissions/financial-aid-scholarships/apply-for-aid.aspx>

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.

APPENDIX A

Clinical Policies

D'Youville
Patricia H. Garman School of Nursing

Clinical Preceptors and Sites

1. During the interview following acceptance to the individual graduate program, the director/coordinator will review students of these responsibilities and encourage them to begin thinking about future preceptors and clinical settings. Clinical rotations must be secured at least one semester prior to beginning the clinical practicum.
 - a. Planned clinical rotations for students enrolled in the FNP online program must be confirmed in writing at the time of program entry.
2. The National Organization of Nurse Practitioner Faculties (NONPF) and the Commission on Collegiate Nursing Education (CCNE) dictate standards for acceptable preceptors which include:
 - a. Preceptors must hold an active, unrestrictive professional or provincial license
 - b. Preceptors must have a minimum of 1-year of professional practice in his or her specialty
 - c. Preceptors must be certified in their specialty where applicable.
 - d. According to the New York State Education Department preceptors must be a physician or nurse practitioner.
 - e. 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).
3. Students are required to submit the name and professional contact information of all clinical preceptors for Graduate practicums to the Graduate Clinical Liaison for the graduate programs at: graduatenursing@dyc.edu.
 - a. These fillable Clinical Request Forms can be found at the link below and must be delivered electronically to the Graduate Clinical Liaison at: graduatenursing@dyc.edu.
 - b. [https://dyc0.sharepoint.com/sites/NursingGraduateForum/Shared%20Documents/Forms/AllItems.aspx?viewid=7c95cc4a%2D090d%2D46ec%2D9070%](https://dyc0.sharepoint.com/sites/NursingGraduateForum/Shared%20Documents/Forms/AllItems.aspx?viewid=7c95cc4a%2D090d%2D46ec%2D9070%2D)

[2Dea9c11953dea&id=%2Fsites%2FNursingGraduateForum%2FShared%20Documents%2FClinical%20Forms](#)

4. Students may complete the fillable form which is delivered electronically to the Graduate Clinical Liaison. If the preceptor has agreed to this clinical request and D'Youville already has a contract with that organization, the contract process is generally accomplished in 4-6 weeks. New contracts will take longer.
5. The Graduate Clinical Liaison will notify all students when they may begin their rotations. *No rotations may begin before a contract is in place and before the liaison is in receipt of the preceptor's CV, current license and board certification(s).*
6. 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.

Student, Preceptor and Faculty Responsibilities for Clinical Rotations

Student Responsibilities for Clinical Rotations:

1. Students must provide any required information to the agency where they will be completing clinical hours prior to beginning a clinical rotation. In addition, graduate nursing students should have all required documents uploaded and approved in CastleBranch before they will be cleared to begin clinical hours.
2. 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.
3. Required Clinical Hours by Program:
 - a) In the FNP program students will complete 200 clinical hours in pediatrics, 200 clinical hours in women's health and 300 clinical hours in an adult health setting for a total of 700 clinical hours.
 - b) 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.
 - c) In the NEC program students will complete 120 in Community Based care and 180 hours in a teaching practicum.

- d) In the NLM program students will complete 180 hours in a management practicum.
4. Minimum clinical hours per week: Students are expected to work an average of at least 12 hours per week for rotations requiring less than 200 hours total and at least 16 hours per week for rotations requiring 200 or more hours in order to complete hours within the semester they are registered.
 5. Clinical evaluation is required for precepted experiences. Any rotation of more than 40 hours will require a Clinical Evaluation to be completed by the preceptor. Preceptors receive a link to these forms, but students may access them at:
<https://dyc0.sharepoint.com/sites/NursingGraduateForum/Shared%20Documents/Forms/AllItems.aspx?viewid=7c95cc4a%2D090d%2D46ec%2D9070%2Dea9c11953dea&id=%2Fsites%2FNursingGraduateForum%2FShared%20Documents%2FClinical%20Forms>.
 6. Student Evaluation of the Site and Student Evaluation of the Preceptor are necessary for each clinical rotation. Students may access these forms at:
<https://dyc0.sharepoint.com/sites/NursingGraduateForum/Shared%20Documents/Forms/AllItems.aspx?viewid=7c95cc4a%2D090d%2D46ec%2D9070%2Dea9c11953dea&id=%2Fsites%2FNursingGraduateForum%2FShared%20Documents%2FClinical%20Forms>
 7. Graduate students utilize e-Logs for practicum experience. Documentation of all encounters must be entered into e-Logs site, within two weeks of the encounter date, at <https://grad.elogs.org/>
 8. Students should notify the assigned clinical faculty of any issues that arise in the clinical setting within 24 hours of an occurrence.
 9. Subspecialty, or Clinical Immersion hours may be completed in certain graduate programs. These hours must be approved in advance.

Preceptor Responsibilities for Clinical Rotations:

1. Agree to precept the student in the clinical setting- this role involves serving as a clinical expert and role model for the student.
2. Review the expectations of precepting which are included in the clearance letter sent by the Graduate Clinical Liaison, and are available at this link:
<https://dyc0.sharepoint.com/sites/NursingGraduateForum/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FNursingGraduateForum%2FShared%20Documents%2FHandbooks%2FManual%20for%20APRN%20Clinical%20Preceptors%202019%2D2020%2Epdf&parent=%2Fsites%2FNursingGraduateForum%2FShared%20Documents%2FHandbooks>

3. Provide a brief orientation to the clinical site and provide space for the student's clinical experience.
4. 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).
5. Mentor students on their journey from novice to expert into a new role.
6. Communicate with clinical faculty within 24 hours with any clinical or professional concerns or issues that arise.
7. Agree to a discussion on student progression and performance with the course faculty. This discussion may be in person or by a virtual platform and will last no more than 30-60 minutes.

Faculty Responsibilities for Clinical Rotation

1. Collaborate with preceptor to maximize student learning during the clinical experience.
2. Monitor students' progress to assure they are meeting benchmarks for evaluation.
3. Arrange and complete site visit(s) as necessary.
4. Evaluate students' overall clinical performance and provide constructive feedback.
5. Award final earned grade for each practicum course.

Expectations for Professional Conduct in the Graduate Nursing Programs

Students are always expected to conduct themselves as professionals. 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 guidelines for class/seminar: behavior and professional conduct:

1. Professional behavior is expected from all students when interacting with professors, ancillary department personnel, guest speakers and classmates.
 - a. Expected behaviors include focusing upon pertinent topics for clinical discussion and refraining from personal and unrelated conversation.
 - 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 to be completed by the student.

General guideline for behavior and professional conduct during clinical rotations:

1. In the clinical setting, students represent D'Youville and are guests in each setting. Respect toward all individuals is expected. Appearance, dress, hygiene, behavior and preparation should reflect professional standards. (See Standards for Professional Appearance for Students in the appendix for additional details).
2. Unprofessional clinical behavior of any kind will result in class failure (grade of F) and dismissal from the program regardless of grades for other course requirements.
 - a. Allegations of unprofessional student behavior will be referred to the Student Conduct Committee.
3. Students are expected to remain in clinical for the entire shift. If circumstances warrant leaving clinical early, this must be communicated to the preceptor.
4. At the completion of each clinical practicum, every student is expected to thank his/her preceptor and office staff in writing.
5. Cell phones 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 earphone 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.
6. Violations of the School of Nursing Social Media Policy will be deemed unprofessional behavior. References that identify students as attending D'Youville and contain profanity, images of drug or alcohol abuse, explicit sexual conversation, comments that defame faculty or comments that are detrimental to D'Youville or the School of Nursing will result in a grade of

"F" for the course.

7. Health care facilities are smoke free. Nursing students are not permitted to smoke on the campus of any clinical site.

Standards for Professional Appearance and Clinical Dress Code for Graduate Nursing Students

Graduate Nursing Students must exhibit professionalism during interactions with the public, patients and their colleagues. 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 Graduate students at D'Youville adhere to the standards required for their evolving role in clinical practice. The following requirements for clinical practice include:

1. Lab coats are required unless otherwise specified by the clinical partner. The coat may be short or long. The D'Youville logo must be sewn on either sleeve. Professional dress is required for all clinical rotations.
2. Hair is neatly groomed for all students and be pulled back if it falls into the examination field.
3. 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 are permitted.
4. Official D'Youville Graduate Nursing Student Name Tags must be worn and be visible.
5. Students are to wear generally accepted business clothing. No t-shirts, shorts, jeans, Capris, sneakers or open-toed shoes are to be worn in clinical. If skirts or dresses are worn, they must be knee length.
6. Students must follow the policies of the community partner/organization at which they are rotating related to hair color and body art/jewelry.
7. Beards and mustaches must be kept short, neat and trimmed.
8. Opaque or dark sunglasses are not to be worn.
9. Cosmetics and fragrances should be conservative.

APPENDIX B

Technical Standards

for D'Youville Nursing Graduate

Students

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 D'Youville 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

Patricia H. Garman School of Nursing

Family Nurse Practitioner Program- Online

Admission, Clinical and Course Progression

Agreement

Welcome to D'Youville and congratulations on your acceptance into the Family Nurse Practitioner program with online delivery format.

As a student enrolled in the online platform, it's important that you are aware of some obligations unique to this program; these are in addition to the standard statements found in the School of Nursing Graduate Handbook and the Graduate Catalog.

1. Students in the online program must live at least 75 miles from the campus; any change in address should be discussed with the Program Director or Assistant Dean to ensure you remain compliant with the distance requirement. Changes to home address locations which are less than 75 miles will result in the inability to remain in the online program however if you remain academically eligible, you would be able to move into the low residency campus based program on a space available basis.
2. Students in the online program must submit a background check to CastleBranch.
3. Students must follow the Online FNP curriculum schema in place in the semester of acceptance– any deviation from the curriculum plan (probation, repeating a course, LOA, etc.) leaves students' ineligible to continue in the online track. Affected students may apply to the on-campus FNP program provided they are academically eligible for such a change in programming and space is available.
4. All students in the online program will be required to attend on campus immersion experiences:
 - a. Immersions experiences are required every semester (Friday 12n-5p/Saturday 8am-4p.)
5. Confirmed clinical placements must be submitted to the Graduate Clinical Placement Liaison prior to the time of the admission interview.

I understand these obligations and agree to abide by the requirements for acceptance.

Name: _____

Date: _____

Signature: _____

AFFIRMATION OF
RECEIPT
*SCHOOL OF
NURSING
GRADUATE
HANDBOOK 2020 –
2021*

NAME (Printed)

SIGNATURE (Handwritten)

STUDENT ID #

My signature above affirms that I have received notice that the current Graduate Nursing Handbook 2020-2021 has been posted to the D'Youville Nursing Website and shown how to find the site.

I affirm that I know how to access the Graduate Nursing Handbook, and that I have been notified that I am accountable for both the general policies/information and the date-of-entry specific policies presented in the handbook.

I understand that any critical updates to the handbook will be communicated to students.

I understand that in order to receive my advisement and register for Spring 2021, I must have submitted this completed and signed affirmation form to the School of Nursing Graduate Secretary.

DATE
