

The Jacquelyn Wilson Fegley '71 College of Nursing



Doctor of Nursing Practice Student Manual *2026-2027*

NFO Approved
Developed: 7/25 ADW, JN, 5/28/26 JN

Letter from Administration

Dear Doctor of Nursing Practice Nursing Student:

Welcome to Neumann University and the Jacquelyn Wilson Fegley '71 College of Nursing. We hope that you will have an exceptional learning experience in the College of Nursing, as well as within the larger University. We know that committing to doctoral nursing studies is a significant commitment for you and your family. Faculty and staff are here to support your professional and educational experience and growth. Our hope and prayer is that you have a challenging, rewarding and enriching educational experience with us.

This manual was prepared as a supplement to the current *University Graduate Catalog* and the *University Student Handbook (2026-2027)*. The *University Student Handbook (2026-2027)* and this manual serve as important sources of information about academic policies and should be referred to whenever you have questions. Please take the time to review both documents in their entirety.

Please feel free to contact any member of the faculty or staff should you have questions or concerns. It is our privilege to foster your educational experience. We wish you the best as you pursue your graduate nursing studies.

Warm regards,

Anne Dabrow Woods

Anne Dabrow Woods, DNP, RN, CRNP, ANP-BC, AGACNP-BC, FAAN
Assistant Professor and DNP Program Coordinator

Judy Neubauer

Judy Neubauer, DNP, CRNP, AGPCNP-BC
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INTRODUCTION & ACCREDITATION

Introduction

The purpose of the ***DNP Student Manual*** is to provide students with additional information and guidelines specific to the Program and to facilitate the student's personal and professional learning experience.

Students are responsible for using the manual as a resource when questions arise and as a guide to academic and nonacademic policies and procedures. Please note that as a graduate student you are responsible for:

- a. Reading the manual in its entirety
- b. Reviewing and understanding any changes made to the Manual during the entire time you are enrolled as a student in the College of Nursing.
- c. Recognizing that changes made to the policies and procedures may impact you as a student.

The Nursing Program reserves the right to modify the program of studies, policies, procedures, and/or guidelines presented in these documents to meet students' academic and/or professional needs. Modifications/revisions are reviewed and approved by the Nursing Faculty organization. Modifications or revisions are communicated to the students via an addendum to the handbook, course announcements, or student emails.

Nursing Program Accreditation and Approval

Effective 5/29/2025, the Doctor of Nursing Practice nursing program at Neumann University located in Aston, Pennsylvania, is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on 5/29/2027. The Accreditation Commission for Education in Nursing (ACEN) is located at 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326. Phone: (404) 975-5000.

SECTION I: GENERAL INFORMATION

College of Nursing Mission

Aligned with Neumann University's Mission and Vision, our nursing programs are dedicated to advancing the practice of nursing within the Franciscan tradition, offering high-quality education that allows our graduates to care for persons from diverse backgrounds across various settings. Rooted in Franciscan values and robust liberal arts and professional education, our undergraduate and graduate programs aim to equip graduates with the essential knowledge, skills, and attitudes for competent and ethical nursing practice. We are committed to nurturing lifelong professional growth, preparing our graduates for clinical practice and advanced nursing studies, and empowering them to meet both professional and societal obligations with integrity and compassion.

College of Nursing Philosophy

Rooted in the core values of reverence, integrity, service, excellence, and stewardship (RISES), Neumann University's (NU) Nursing Programs embody a holistic approach to nursing education, blending the art and science of nursing within a supportive academic community. Our nursing curriculum, grounded in the NU core experiences and sciences, cultivates clinical judgment, ethical practice, professionalism, and a deep respect for human dignity.

At the heart of our philosophy is a commitment to Franciscan values, guiding our students to deliver compassionate, evidence-based care across many diverse, multicultural contexts which may occur on a local, regional, national, or global level. We recognize the multifaceted nature of people, acknowledging their physical, psychological, sociocultural, and spiritual needs in our pursuit of equitable care. Our programs are responsive to advancements in nursing, inter-professional practices, and technology, aiming to promote health, prevent disease, and provide care across varied settings and stages of life.

Nursing education at Neumann University equips students with the foundation for clinical judgment, effective communication, advocacy, and leadership. Our undergraduate program lays the groundwork for professional practice, while our graduate programs prepare nurses with the advanced knowledge, skills and attitudes to be successful healthcare providers and nursing leaders. Graduates of the NU Nursing programs are prepared to practice to the full extent of their educational preparation. They have the tools to lead and advance the nursing profession and to influence health care practices in increasingly complex and diverse environments.

Non-Discrimination Policy

Neumann University seeks to promote and integrate Catholic Social Teachings:

- We honor as sacred the worth and dignity of each person
- We celebrate our relationship as sisters and brothers with one another and all creation
- We create a compassionate, welcoming, and reconciling community.

We respect religious, ethnic, racial, and cultural diversity and seek to reconcile divisions of any kind. We promote communications which are meaningful, honest, and inclusive by listening reflectively to one another and encouraging varying points of view.

Neumann University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions.

SECTION II: STUDENT SERVICES & RESOURCES

Computer Facilities and Media Services

Distance learning students have access to more than 100 computers in general and special purpose computing labs to run Microsoft Windows software, with Microsoft Office (Word, Excel, Access, and PowerPoint) as the standard productivity suite. Software related to academic disciplines, such as statistical and scientific software, can be found in the Computing Center (in the basement of the Bachmann Main Building) and various computing labs. In the Digital Media Lab, students can record and edit audio and video projects. Computer labs and classrooms throughout the University are equipped with computers and video projectors for instructor use.

Distance learning technologies (primarily the Canvas Learning Management System) are supported and maintained by ITR's Academic Technology group. This group also provides training for Neumann University faculty on advanced instructional delivery systems and related academic software.

The Media Services component of ITR manages the University's audiovisual resources, including instructional and presentational equipment for ongoing academic use and special events. Media Services also maintains the equipment in the University's television studio, radio station, and the Mirenda Center broadcast facility. Students can record, edit, broadcast, or be a part of the production teams in each of these areas.

The Administrative Computing group of ITR manages the University's student information system and provides access to it for student financial and academic services through the Self-Service portal. Secure accounts for Self-Service and for university email and network services are provided to all incoming students.

For additional information, please visit the Computing Services pages on the Neumann website or call the ITR Help Desk at 610-558-5620.

Library Services

The Neumann University Library is located on the first floor of the Bachmann Main Building and provides a welcoming, student-centered space for study for all university students.

The library contains a balanced collection of resources to satisfy information needs across the disciplines. The library media collection contains approximately 3,000 assorted films and compact

discs. The rapidly expanding book collection combines print, electronic, and audio formats and currently numbers around 200,000 individual items.

Neumann University Library also provides access to approximately 50 electronic databases that contain hundreds of thousands of resources including scholarly journal articles, popular magazine articles, newspapers, dissertations and theses, full-text reference books, government documents, music libraries, and statistical data. *JSTOR*, *Up to Date*, and *EBSCOhost* databases such as *Academic Search Complete*, *Business Source Premier*, and *CINAHL* are just a few of those databases that collectively provide full-text article access and indexing hundreds of thousands of online journals. A brief list of resources provided by the Library is noted below:

Library resources include:

- One-on-one research assistance in-person, online, and by appointment
- 24/7 digital assistance via a robust collection of Research Guides
- Customizable in-person and online information literacy instruction
- Access to print and electronic collections: books, journals, newspapers, films, and popular reading
- Study spaces for individual and group work and 30 public computers
- Device chargers and board games available for check-out
- Unique programming in support of student academic success, intellectual curiosity, and general social and mental well-being
- Daily hours of operation

There are general and specialized Subject guides that are filled with research tips, video tutorials, recommended scholarly resources, and technology suggestions to help innovate research writing and presentations. Students, faculty and staff can ask questions with just a click of the "Ask Us" button on the library web page. Questions are answered promptly by professional Neumann librarians, and the resulting question and answer session will live as part of an organic FAQ knowledge base. Questions can also be submitted by telephone, email, or addressed by appointment or in person.

Librarians strive to keep faculty and students growing increasingly more information literate by keeping abreast of emerging technologies and actively collaborating with faculty to create the best educational experiences. Librarians provide instructional sessions and online tools help students better identify their information needs, efficiently locate reliable information sources, and ethically interpret and synthesize their findings with their own thoughts and hypotheses.

To further supplement its resources, the library is a member of several academic consortia. Neumann University is a founding member of SEPCHE (The Southeastern Pennsylvania Consortium for Higher Education) and receives the benefit of resource sharing with other member libraries. SEPCHE member libraries provide on-site access to resources and extend borrowing privileges to students, faculty, and staff. The eight SEPCHE institutions are: Arcadia University, Cabrini College, Chestnut Hill College, Gwynedd-Mercy College, Holy Family University, Immaculata University, Neumann University, and

Rosemont College. The SEPCHE collaboration makes available nearly one million volumes, scores of electronic databases, and several special collections on various subjects. The materials and services of more than 42 area libraries are also made available through the library's consortium membership in the Tri-State College Library Cooperative. As an active member of OCLC (Online Computer Library Center), the library is also able to provide interlibrary loan service to both students and staff, bringing in outside resources from both near and far.

The library is open seven days a week and provides plenty of tables and study carrels to satisfy the needs of students who want to work collectively as well as those who prefer to study alone. The staff is professional, well-informed, and completely service centered. The atmosphere is friendly, and the space bustles with equal parts of scholarly activity and peer interaction.

Academic Advising

Upon acceptance to the DNP program, students are assigned to the DNP Program Coordinator as their advisor and they will meet to develop the student's Plan of Study. The DNP Advisor and students are expected to meet annually to review progress. All students are encouraged to talk with the DNP Program Coordinator/Advisor to discuss progress.

Academic advisement is a collaborative endeavor between the individual graduate student and his/her academic advisor. This arrangement continues for as long as the student is enrolled in the specific program. It is the *student's* responsibility to notify the academic advisor of any change in course schedule or program plan. It is the *advisor's* responsibility to notify the student in case of a course schedule or program change necessitated by the Dean, Program Coordinator/Director, faculty, or University.

Accessibility Services

The Accessibility Services Center, located on the ground floor of the Bachmann Main Building in Room G-030 B/C, works to ensure equal access to academic programs and campus life for students with documented disabilities. The office partners with students and faculty to implement reasonable accommodations and promote inclusive learning environments.

Services include:

- Coordination of academic, housing, and dining accommodations
- Support for students with physical, learning, psychological, and chronic health conditions
- Consultation with faculty regarding inclusive practices
- Ongoing support to help students navigate their academic responsibilities and disability related needs.

Student Health Services

Student Health Services, located on the second floor of the Bachmann Main Building in Room 235, provides accessible, on-campus medical care to support students' physical health during the

academic year. Services are delivered by a registered nurse, nurse practitioner, and medical director.

Services include:

- Care for minor illnesses and injuries
- Health assessments and referrals
- Coordination with campus wellness initiatives

All Neumann students, both graduate and undergraduate, also have 24/7/365 access to TimelyCare, an online platform offering fully staffed, licensed physical and mental health support, providing on-demand and scheduled medical and counseling appointments as well as abundant self-care content.

Knights' Pantry & Closet

Located on the fifth floor of the Rocco A. Abessinio Building, the Knights' Pantry & Closet supports all Neumann University students, including full-time and part-time, undergraduate and graduate, residential and commuter students, by addressing basic needs in a confidential, welcoming, and dignified environment. The program reduces barriers to student success by providing access to essential resources that allow students to focus on their academic, professional, and personal goals.

Services include:

- Free, nutritious food and essential hygiene items; students can visit once per week
- Professional clothing available at no cost
- Confidential support in a welcoming and inclusive space
- Emergency food assistance through bundled food supplies in the residence halls and lockers

Writing Center

The Writing Center is available to assist students with the technical aspects of preparing and writing formal expository and scientific papers. Staff members are most willing to assist students who have writing problems to improve their scholarly communications. Three different types of appointments are available for students: In-person (Face-to-face in the Writing Center), Drop Box (Document upload & review- no need for the student to be present), Live Online (Accessible, remote session with a shared whiteboard space). The Writing Center is physically located on the ground floor of the Bachman Building in the John C. Ford Student Success Center at The HUB.

SECTION III: GENERAL POLICIES

Communication in the College of Nursing

The primary communication tool used by the University is student email. Students must regularly check their Neumann University email accounts to obtain important information sent out by university faculty, staff, and administration. It is the student's responsibility to ensure their university email account is functioning. It is an expectation that all graduate level students will check their Neumann email at least every 24 hours and respond back to faculty within 48-72 hours of the initial email. One reminder email will be sent to the student. If the student remains unresponsive, the Associate Dean of the Graduate Nursing Program will be notified due to a violation of the Student Conduct policy outlined in this manual. Nursing faculty utilizes Canvas LMS for every nursing course. Students are required to familiarize themselves with the workings of Canvas LMS and seek assistance from the University Information Technology support services as needed.

Netiquette Policy

Netiquette, or Internet etiquette, are guidelines for maintaining civilized, professional, and effective communication in the online environment and email exchanges. We (your faculty) expect everyone in the class to model the same standards of behavior online that you would follow in a face-to-face course.

Here are some basic guidelines:

Living Out Our RISES Values in the Online Classroom

1. Respect the privacy of your classmates and what they share in class; in so doing, we demonstrate **Reverence** for all people. Understand that disagreements and exposure to other people's opinions is part of the learning experience, maintain **Reverence** for others in your responses.
2. **Integrity** is doing the right thing when no one else is looking. At Neumann we submit work that is our own and we do not download or share course materials with others who are not part of the class.
3. **Service** to others. Use the "Ask a Question Here" discussion board to ask questions related to the class or assignments, feel free to answer a classmate's question. Instructors will answer if clarification is needed.
4. Strive for **Excellence**, in classwork and online interactions. Avoid sweeping generalizations. Back up your stated opinions with facts and reliable sources.
5. Learn to be a good **Steward** of your time. Good organizational skills are critical for students enrolled in an online course. Find a routine that works for you to get the required readings, assignments and projects done and share your tips with other students.

HIPPA

All students are expected to comply with the guidelines of the Health Insurance Portability and Accountability Act (<http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>).

Student Records

The official student record is maintained in the registrar's office. Advising records are maintained in the Self-Service portal. All Clearances and health related information for the purposes of practicum experiences are kept electronically in the clinical and experiential learning platform, Exxat. The School of Nursing will not release information to a third party without the written consent of the student.

Course Attendance Practicum and Didactic; Late Policy

Students are expected to participate in online classes and/or in person classes from the first day of each course, which includes students in practicum courses starting practicum hours at approved practicum sites. Each course assignment including discussion posts contributes towards meeting student learning and course outcomes.

Roster Verification (Attendance) will be taken in all graduate nursing classes. Students must access the course virtually within the first two (2) weeks to demonstrate participation.

Administrative withdrawals will be completed for students who fail to access the course virtually and complete assignments/assessments within the first two (2) weeks and are unresponsive to contact from the program coordinator. Refunds and/or credit will be handled by the University Registrar's Office in accordance with the University Withdrawal and Refund policy. Fees are non-refundable, except for those courses which have been cancelled by the University.

Students not participating at least weekly, or as required by the individual course instructor, are subject to being issued a Performance Improvement Contract. This is inclusive of the following:

1. Students are only allowed to miss **one week** of required discussion post due to an unforeseen circumstance/emergency as approved only by the course faculty. If more than one week is missed, the student will receive a failure for the course, be removed from the course, and be required to retake the course.
2. Students missing and/or frequently submitting late practicum work (includes preceptor/student evaluations, verified practicum hours, practicum logs, etc) that is more than 2 weeks old, risk suspension and removal from the practicum site, and will be responsible for making up the missed practicum time/hours before the last practicum day.

A student unable to meet course requirements as outlined is expected to notify the faculty member of the course as soon as they are aware of the potential conflict. Faculty are not obligated to give credit or make concessions for students during missed time and/or work.

Assignments turned in late without previous approval will receive a five (5) point deduction for every day late, including weekends and holidays. Discussion posts submitted late are graded using the discussion rubric criteria which is posted in each course.

Students in practicum courses are required to complete **112 or 168 practicum practice hours per semester**. Practicum **hours should be completed weekly and at a minimum of 50% by the mid semester point**.

Expectations For Distance Education

Distance education is designed as an interactive and collaborative learning environment that requires students to actively and effectively participate in class discussions with respect and understanding for various points of view. Students are expected to participate in distance education classes from the first day of each course. A student unable to meet course requirements for a specific distance education course is expected to notify the instructor as soon as the student is aware of the potential conflict. The student's grade will reflect incomplete work for the week if communication was not initiated with the faculty member. It is the discretion of the faculty member in each course to determine what concessions would be provided to the students for each unit.

Students are expected to:

1. Follow the Professionalism and Student Conduct policies as outlined on the University website and the *Graduate DNP Student Manual*.
2. Utilize the Neumann University email system (neumann.edu) as the primary means of communication for university issues between the student, faculty, staff and university. To ensure a quality classroom experience students are expected to check their emails every 24 hours and respond to faculty within 48-72 hours of the initial email.
3. Maintain high ethical standards in the preparation and submission of assignments. Please see the Academic Integrity policy in this manual.
4. Adheres to the Netiquette Policy throughout each course by demonstrating respect for the personal and professional growth of oneself and others through verbal and written interactions with peers, faculty, and university staff.
5. Demonstrate respect for faculty, peers, and staff regardless of gender, ethnicity, sexual orientation, religious, moral, or political beliefs.
6. Assure that computer hardware is setup and required, if applicable is installed.
7. Notify the office of Accommodations for specialized learning needs as soon as they are identified.
8. Assume a self-motivated, independent, and engaged learning role
9. Actively participate in all online activities including discussion forums, discussion questions, and open and read all current content.
10. Adhere to posted course deadlines.
11. Access the online syllabus and reference throughout the course
12. Respect copyrighted course materials and use them within accepted guidelines.

13. Maintain confidentiality regarding information communicated as it relates to patients, employers, and other students.
14. Complete course work missed due to interruption in internet service or technology failure. Extension of assignment deadlines will be considered at the discretion of faculty.

Any action, verbal statement, or written statement that threatens or violates the personal safety of any faculty, staff, or student, or any conduct which interferes with the online educational process will be referred to the Dean of the College of Nursing.

Faculty is expected to:

1. Be prepared with all online course materials prior to the first day of class.
2. Log into the online classroom a minimum of three times per week.
3. Be engaged in the online discussion forums providing substantive discussion feedback for students on a regular basis.
4. Provide timely grades and constructive feedback for all assignments, including discussions, within 7 days for 14-week courses, via Canvas LMS.
5. Respond to student emails within 24-48 hours Monday through Friday. Weekend hours are at the individual discretion of the course faculty member.

The table below provides an overview of student & faculty responsibilities in online courses

	Student Responsibility	Faculty Responsibility
Email	Students will communicate only using Neumann University email. Students will check Neumann email daily and respond to faculty questions within 24-48 hours. University email should be accessible on mobile devices.	Faculty will communicate with students using only Neumann email addresses. Faculty will check Neumann email daily and respond to student inquiries within 24-48 hours Monday-Friday. Weekend hours are at the individual discretion of the course faculty.
Discussion Boards	The standard for discussion board posts for the 7-week mini-terms is as follows: All weekly modules will open on Monday and initial posts on Discussion Boards will be due Wednesday evenings by 11:59pm and cross-posts will be due by 11:59pm (EST) on Sunday evenings.	Faculty will respond to students in the discussion forum once the assignment has closed.
Graded Assignments	Students will submit required assignments on Canvas by 11:59pm (EST) on Sunday. Students are responsible to make sure they have allowed enough time to use the Turn It In plagiarism check and revise papers, if needed,	Faculty will provide graded results to students utilizing posted rubrics within 1 week of assignment submissions.

	to ensure that papers are submitted by the posted Due-Dates.	
Virtual Office Hours	Students should email faculty to schedule a meeting during posted Office Hours.	Faculty will have virtual office hours posted (4 hours per week) on each syllabus. Faculty will send students a link to join a virtual conference room during office hour posted times.
Q&A Board	Students may have questions related to specific assignments, or questions related to content on the course board. Please post all questions in the course Q&A board, and faculty will respond to this forum daily, but if other students know the answer, please feel free to jump in and answer your classmate's question!	Faculty will check the course Q&A board daily and respond to inquiries daily.

Academic Honesty/Integrity Policy

Neumann University highly values honesty. Honesty with self and others is an essential condition of Christian Humanism. An environment which is characterized by honesty is necessary if the following broad objectives of the University are to flourish.

- To place the quest for truth as the highest value.
- To encourage a cultured response to the aesthetic treasures of the past, present and the promise of the future.
- To sharpen social awareness and responsibility to the needs of others.
- To provide a solid foundation for graduate study.
- To prepare for intelligent, competent, dedicated service to the professions.

Honesty is expected in all aspects of living. It is, however, neither possible nor desirable for others to monitor honesty in all of its dimensions. This activity is the primary task of the individual for personal benefit to fellow human beings-all made in the image of their Creator.

There are, however, specific acts of dishonesty, defined in the [Academic Honesty Policy GR1.05](#) that you should read and understand. Such infractions are subject to specific sanctions.



The Jacquelyn Wilson Fegley '71 College of Nursing Academic Honesty/Integrity Statement

All research depends on some extent on the work of others who have come before you. Other researchers' ideas and results are often the *starting point* of your own work, but it is important to properly acknowledge the work of others to avoid one of the most serious forms of academic misconduct: plagiarism.

Neumann University's policy on plagiarism includes "the using, in written or oral assignment or project, the ideas or words of another without acknowledging the source."

Plagiarism is the most common form of violation at the graduate level (Masters & Doctorate). The definition of plagiarism does not differentiate between deliberately using someone else's work without attribution and doing so unintentionally. **Both are plagiarism!**

Some common forms of plagiarism are:

- Directly reproducing or paraphrasing someone else's work (published or unpublished), including insights and opinions, without attribution, regardless of length.
- Failing to clearly identify quoted material by using quotation marks (for short sections) or block text (for larger sections).
- Directly quoting your own text from previous projects or papers, without attribution. Plagiarism also includes using someone else's ideas, art, figures, tables, maps, charts, diagrams, and so forth, even if you recreate or reformat the material.
- Using Artificial Intelligence technology in an unauthorized way and presenting the material as if it were your own.

An exception is made for material that is common knowledge. If information is readily available from general reference sources in the chosen field, or if the information appears undocumented in several sources, it may be common knowledge. Whether material is common knowledge is often a judgment call. If in doubt, err on the side of caution and cite the source. Never copy text *of any kind* and appropriate it as your own.



**The Jacquelyn Wilson Fegley '71 College of Nursing
Charge of Graduate Academic Honesty/Integrity Violation**

(To be completed by Faculty Member)

The following student is being charged with a violation of the Academic Integrity Policy.

Student: _____ NU ID # _____

Course/Section # _____

Summary of Violation (additional documentation may be attached):

Faculty Signature

Date

Student Signature

Date

(Signature is acknowledgement of charge and not an admission of guilt or innocence).

Faculty: Attach Turnitin® report (or equivalent) and/or other supporting documentation/evidence.

Copy to: Student record and Dean, School of Nursing & Health Sciences

Turnitin ®

The College of Nursing uses Turnitin ® software as a formative process to help students develop and improve scholarly writing skills, while promoting academic honesty.

The Turnitin ® service which identifies matching text with online databases of written works is available for use in selected LIVE and ONLINE nursing courses of the Canvas learning management system. The software produces an Originality Report which contains a similarity index. This guides instructors and students to identify matching text that could lead to violation of academic honesty in the form of plagiarism. The software cannot identify or interpret plagiarized material—it can only report on similarity of matches in text. Sources for matching in the Originality Report as noted in the similarity index include internet (current and archived web pages), publications (journals, chapters of books, and other specific reports), and student papers. The reports become formative feedback and can aid in the development of scholarly writing skills.

Students are required to check the assignment folders of each course to see if Turnitin® is integrated into the LIVE assignment folder tool and required in that class. An icon will appear in the assignment folder area next to each assignment as appropriate. Once the student submits the assignment and Turnitin® is integrated into the LIVE Assignment folder similarity reports are automatically produced for any submissions. This option provides student the ability to improve the level of original scholarly writing.

Multiple submissions are allowed in the Assignment folder to produce new Originality reports on each assignment. Students must allow additional time for processing the reports before assignment due dates. Extensions on assignments and excusal from the Academic Honesty/Integrity policy will not be awarded based upon late submissions to the Assignment folder and Originality Reports not being received for review. The time frame for receiving a report can be 15 minutes to 24 hours.

The Originality Report contains a similarity index. Assignments should be scored at 24% and less and have a green or blue score attached. A similarity score of less than 24% is satisfactory and required for the final submission. It is at the discretion of the faculty to accept any score higher than 24% based upon the review of the similarity report. The similarity index is according to the following:

BLUE- no matching text

GREEN- One word to 24% matching text

YELLOW- 25-49% matching text

ORANGE- 50-74% matching text

RED- 75-100% matching text

Students are expected to use the Originality Report to correct deficiencies and lower their percentage scores from the similarity index with their subsequent submissions of assignments to the Assignment

folder and Turnitin®, until a similarity index of 24% or less is received. Once the deficiencies have been corrected by the student, and the similarity index is 24% or less, nothing further needs to be done with the assignment. The faculty member will correct the last assignment submission and Originality Report as attached.

Various resources are available to students and can be found under the [Writing Resource Center link](#). Students are encouraged to use the resource before submitting any written papers.

Unauthorized Use of Class Materials

There are many fraudulent websites claiming to offer study aides to students but are cheat sites. They encourage students to upload course materials, such as test questions, individual assignments, and examples of graded material. Such materials are the intellectual property of instructors, the university, or publishers and may not be distributed without prior authorization. Students who engage in such activity are in violation of academic conduct standards and may face penalties.

Practicum Affiliation Agreements

All practicum facilities must have an active Practicum Affiliation Agreement for the students to begin practicum hours. An affiliation agreement is an Official Legal Document. All agreements are reviewed by Neumann University's legal department and signed by the Dean of the College of Nursing, the University Provost, and an administrator from the practicum location.

Establishing a new practicum affiliation agreement takes on average 6-8 weeks. Every year, agreements must be reviewed by the University and School administrators. This process takes on average 4 weeks. Submitting the paperwork by the deadline is imperative to allow adequate time for legal review.

While every effort will be made to enter into a practicum/clinical contract with the practicum site, we cannot guarantee an agreement will be executed. If a Practicum Agreement is not able to be executed, the student will be informed as soon as possible. If an agreement is not able to be started by the start of the residency semester, the student may be required to secure another practicum location.

Dropping a Course

It is the students' responsibility to follow through with dropping a course within the College of Nursing and according to the drop date posted on all syllabi. Classes that are not dropped become incomplete and later convert to an "F." Please see the Office of the Registrar for deadlines. Students must meet (virtually or in person) with the DNP Program Coordinator for any changes to the Plan of Study.

Incomplete Grades

Neumann University students are expected to complete a course during the academic term in which the course was taken. However, a student, for reasons beyond their control may be unable to complete the

coursework and thus, may have the opportunity to obtain an incomplete (“I”) for the course under specific conditions and guidelines.

The assignment of the grade of incomplete is a limited privilege. The decision to honor a student's request for an incomplete grade is at the discretion of the course instructor at the time the incomplete is requested. The student and the instructor must enter into a contract that delineates the requirements for the student to make up the outstanding course material.

Disciplinary Action on Licenses After Program Enrollment

Students are required to report to their advisor as soon as they are aware of any impending or new disciplinary action on their nursing licenses, after the time of student enrollment. The advisor will then report to the Associate Dean of Graduate Nursing. Students with encumbered licenses will be removed from the program, as the condition of enrollment is the maintenance of an unencumbered license. Failure to report impending or new disciplinary occurrences will result in immediate dismissal from the university.

Technological Requirements for Online Learning

As an online learner, your computer and internet access are vital to your success. While some programs or courses may have specific technical requirements, there are standard minimum requirements that apply for all students.

All learners will require regular access to a personal computer with a strong internet connection to successfully complete online courses. High speed broadband access (LAN, Cable or DSL) is highly recommended for the optimal learning experience.

Windows PC and Mac*

- Compatible Operating System: Windows 11 or greater
- Web Browser: Firefox, Chrome, Internet Explorer 11, Microsoft Edge, or Safari
- Good hardware specifications:
- Intel i5 or equivalent processor
- Minimum 8 GB of RAM
- 250 GB solid state hard drive (SSD)
- Wireless 802.11ac
- USB 3.0
- Webcam and microphone

*For Mac users, some courses may require a Windows emulator or partition. Mac users can submit a ticket to Neumann University’s Information Technology Resource Center for assistance as needed.

Mobile Devices

Students are encouraged to download the Canvas mobile app for their smartphones. Students can access and interact with most course elements, readings, multimedia, email, and discussions through tablets and smartphones. While tablets, smartphones and other mobile devices may allow for some completion of coursework, they are not guaranteed to work in all areas. We recommend that students ***do not*** attempt quizzes when using a mobile device, such as a smartphone or tablet, due to compatibility issues. Please do not expect to rely only on a mobile device for success in our online learning courses, you should ensure you have a PC or Mac based computer available to complete your coursework.

****Further Canvas LMS computer requirements can be found here****

Technology Privacy Policies

The University has a firm commitment to protecting the privacy rights of its students. Any use of student records and information in this course will comply with the [Family Educational Rights and Privacy Act \(FERPA\)](#), including third party tools and services used in this course.

Grievance Policy

Each graduate student at NU is accorded with all the rights and privileges as set forth in the University's *Graduate Catalog*. It is the responsibility of each student to familiarize himself/herself with all the academic policies, procedures, and protocols which pertain to the student's academic life at the University. Academic grievances can only be initiated either during the semester in which the alleged grievance occurred or the semester immediately afterwards. Beyond this time frame, no academic grievance will be permitted. An exception to this time limitation required the approval of the University Provost.

Should a difficulty occur with regard to the application/implementation of academic policy, a question of instructional delivery (and the determination of a final grade), or an issue with a specific faculty member, the student should seek to resolve the problem with the specific person involved. If no satisfactory resolution occurs at that level, the student should then contact the Dean and petition his/her intervention in an attempt to resolve the issue.

If, after appropriate dialogue and pursuit of a resolution through these designated channels of communication, the particular problem is still not resolved, the student may initiate an Academic Grievance by utilizing the following procedures.

1. The student submits a statement of the difficulty to the University Provost and requests that the issue be resolved through this Student Academic Grievance Procedure. This statement should be no longer than two pages and should concentrate on the facts of the case in question.

2. The University Provost reviews the facts/case, communicates with the person(s) involved, and attempts to resolve the difficulty in question without convening an Academic Grievance Review Board.
3. If the University Provost is convinced that the issue cannot be resolved through the designated channels of communication, the Vice President convenes a non-partial Academic Grievance Review Board, which consists of the Registrar (Chair), one administrator, two faculty members, and two students (one of whom is chosen by the faculty/or member being grieved and the other to be selected by the student who is grieving). The Board's sole take us to review the facts of the grievance, arrive at appropriate recommendation(s) for resolving the grievance, and communicate recommendation(s) to the University Provost for final disposition of the issue. The decision of the University Provost is final and binding on all parties.

The Nursing Program adheres to the grievance procedures set forth by the University; the full policy can be located in the University Graduate Catalog. There may be unique situations in the Nursing Program for which a student may request a review and/or exception to policy. Students are directed to meet with the DNP Program Coordinator to discuss the procedure for submitting his/her request for a hearing by the Nursing Admissions and Progression Committee. The Committee meets regularly during the academic year.

Student Support Services

Neumann University offers a wide range of student support services for all students. All services are available to the fully online Post-Master's DNP student. See the table below for a description and contact information for each service available.

Support Service and Availability of Published Information	Services Provided
Office of Financial Aid Counselors assigned to students upon enrollment.	Aids prospective and current students at Neumann University. The office is committed to providing every eligible student the best options to make a Neumann University education affordable.
Office of the Registrar Joel Natale Registrar 610-558-5524 natalej@neumann.edu	Coordinates registration, grading, degree audit/certification of graduates, and the development of class schedules as well as maintains the University's student database. Handles transcript inquiries and certifies Veterans Administration forms.
Office of Information Technology and Resources Dr. Richard Hartwell Chief Information Officer and AVP of Institutional Research & Planning hartwelr@neumann.edu	Provides technology-based solutions and services that support the academic, service, and administrative activities of Neumann University.

Campus Safety Lee Strofe Director Campus Safety strofel@neumann.edu	Provides a safe, secure and peaceful environment to learn, live, work and visit. Staffed by SunStates Security and operates 24 hours a day, 7 days/week and is committed to working in partnership with the Neumann community to protect and preserve the human and physical assets of the institution.
Office of Mission and Ministry Sr. Kathy Dougherty, OSF dougherk@neumann.edu	Supports student success, well-being, and the development of servant leaders through comprehensive programs and services connected to our Rises Values that foster a vibrant and inclusive campus community.
On-Site Student Counseling Services Bonnie Yake Assistant Dean of Students-Counseling, Health & Well-Being yakeb@neumann.edu	Promotes students' well-being within a safe and confidential environment through a range of supportive services.
On-Site Student Health Services Dan Rival, MSN, CRNP Coordinator Student Health Services studenthealth@neumann.edu	Attends to students' physical and informational health needs, enabling them to attain their highest potential in all aspects of life. All students have access to TimelyCare, the telehealth service that provides on-demand physical and mental health services.
Neumann University Library Tiffany McGregor Director mcmgregot@neumann.edu	Provides instructional services, electronic databases, interlibrary loan services and computing services. Virtual appointments are available and can be accessed through the Library app on the My Portal page.
Campus Ministry Guilherme Lopes Director Campus Ministry lopesg@neumann.edu	At the heart of Neumann University's Campus Ministry is the Franciscan Tradition, inspired by St. Francis of Assisi. This tradition encourages simplicity, humility, and a strong sense of community. Campus Ministry embodies these values by offering a space where students and faculty can explore their faith, participate in service projects, and reflect on Franciscan ideals.
The Knight's Pantry and Closet Guilherme Lopes Director Campus Ministry	Available to all students. The mission of the Knights' Pantry is to provide resources to alleviate food insecurity, improve health and wellbeing, ensure a reduction in food waste, and promote sustainability on campus. The Knight's Pantry is located on the 5 th floor of the Rocco Abessinio Building.
Office of Accessibility Services	Assists students that have a documented learning disability, medical disability, or a psychiatric disability that may require support in managing their academic life at Neumann University. The office is committed to providing equal education opportunities to all qualified students with disabilities.
The Writing Center	All writers, new, developing, and established, can visit the Writing Center to brainstorm, plan, draft, and revise their writing or to simply talk through assignments, ideas, and feedback. Our goal is to build a community of confident, knowledgeable, and responsible

	writers. Virtual appointments with professional tutors are available for graduate students.
Center for Career and Professional Development	Provides comprehensive resources to support professional development at all stages of education. Services available to current students and alumni.

Appointments with the Faculty/Dean

Faculty post scheduled office hours on all syllabi. Appointments with faculty members can be made individually by the student. Appointments with the Dean are scheduled with the Dean's secretary (Room 245) or by calling 610.558.5561.

SECTION IV: STUDENT ACTIVITIES

Student Representatives to Committees

The Graduate Nursing programs within the College of Nursing offer opportunities for students to participate as non-voting representatives on the Graduate Nursing Program Committee. The Dean may also extend an invitation to select graduate nursing students to participate in the Nursing Advisory Board, which meets twice per year.

Representatives to each of the committees are invited to participate with nursing faculty to discuss issues related to the function of the specific committee. Invitations to the Graduate Nursing Program are posted on the Graduate Nursing Students SharePoint site. Students interested in attending a meeting are directed to contact the Associate Dean of Graduate Nursing who will provide meeting schedules and connect the students with the Chair of the appropriate committee. Invitations to join the Nursing Advisory Board are sent out via email from the Dean and/or Associate Dean.

Note: Committee roles are advisory to the total Nursing faculty.

SECTION V: Online Post-Master's Doctor of Nursing Practice Program

Doctor of Nursing Practice Program Overview

The online, asynchronous, 34-credit program is designed for nurses that have a Master of Science degree in Nursing. The program provides 504 practicum hours which are obtained during the design, implementation, and dissemination phases of the DNP Project.

There are 3 specialty options in the DNP Program which include a focus on APRN Leadership, Healthcare Systems Leadership, or Education Leadership.

The **APRN Leadership Option** is for post-master's prepared students who are advanced practice nurses who wish to gain leadership knowledge and competency on working and collaborating with other disciplines, to become a leader in practice management, and at the bedside.

The **Healthcare Systems Leadership Option** is for post-master's prepared students who wish to gain leadership knowledge and competency on working and collaborating within a healthcare system at the manager, director, or chief nursing officer level.

The **Educational Leadership Option** is for post-master's prepared students who wish to gain leadership knowledge and competency working as faculty within academia and/or working in professional development in a practice setting.

The DNP Project is designed, implemented, and evaluated in a practicum setting and results are disseminated in the specialty courses.

End of Program Student Learning Outcomes for the Doctor of Nursing Practice Program

Upon completion of this program, the graduate will earn a Doctor of Nursing Practice and will be able to:

1. Synthesize knowledge from nursing, the humanities and the sciences to create improvement plans to address healthcare outcomes for populations of diverse individuals.
2. Integrate ethical decision-making processes, evidence-based practices, and quality improvement science to address systems improvements which can positively affect patient health care outcomes.
3. Collaborate with members of other health care disciplines to design, implement, and evaluate processes and/or policies that focus on outcome improvement for populations of diverse individuals.
4. Integrate communication technologies and informatics processes to manage and address safe, quality-based, patient-centered health care.
5. Develop a leadership role in an organizational system to transform care processes which focus on the improvement of patient outcomes.
6. Propose organizational systems improvements that are patient centered and demonstrate respect for the diversity and inclusion of populations.

Plan of Study Doctor of Nursing Practice Program

SEMESTER	COURSE	CREDIT HOURS
Fall Semester 1: Mini-semester 1 and mini-semester 2	NUR 800 - Executive Leadership and the Doctor of Nursing Practice Role (3) NUR 801- Understanding the Business of Healthcare (3)	6
Spring Semester 2: Mini-semester 1 and mini-semester 2	NUR 802 – Management of Populations for Decision Making in Complex Organizational Systems (3) NUR 803- Integration of Evidence using Quality Improvement Techniques in Organizational Systems (3)	6
Summer Mini-Semester 1 and mini-semester 2 (112 practicum hours)	NUR 804 – Data Analysis and Outcomes Assessment for Quality Improvement Projects (3) NUR 805 – Project Management for the Doctor of Nursing Practice (3) (112 practicum hours)	6
Fall 1 Mini-semester 1	NUR 806 – APRN Leadership: Topics in Advanced Practice Leadership 1 (APRN Leadership Option) (3) OR NUR 820 – Healthcare Systems Leadership: Topics 1 (Healthcare Systems Leadership Option) (3) OR NUR 830 - Educational Leadership: Topics 1 (Educational Leadership Option) (3)	3
Fall 2 Mini-semester 2	NUR 807 – APRN Leadership: Topics in Advanced Practice Leadership 2 (APRN Leadership Option) (3) OR NUR 821 – Healthcare Systems Leadership: Topics 2 (Healthcare Systems Leadership Option) (3) OR NUR 831 – Educational Leadership: Topics 2 (Educational Leadership Option) (3)	3
Spring (168 practicum hours)	NUR 808 – APRN Leadership Residency 1: Project Implementation (APRN Leadership Option) (4) OR NUR 822 – Healthcare Systems Leadership Residency 1: Project Implementation (Healthcare Systems Leadership Option) (4) OR NUR 832 - Educational Leadership Residency 1: Project Implementation (Education Leadership Option) (4)	4
Summer (112 practicum hours)	NUR 809 – APRN Leadership Residency II: Data Analysis and Synthesis of Results (APRN Leadership Option) (3) OR NUR 823 – Healthcare Systems Leadership Residency II: Data Analysis and Synthesis of Results (Healthcare Systems Leadership Option) (3) OR NUR 833 - Educational Leadership Residency II: Data Analysis and Synthesis of Results (Educational Leadership Option) (3)	3
Fall (112 practicum hours)	NUR 810 – APRN Leadership Residency III: Scholarship and Dissemination (APRN Leadership Option) (3) OR NUR 824 – Healthcare Systems Leadership Residency III: Scholarship and Dissemination (Healthcare Systems Leadership Option) (3) OR NUR 834 – Educational Leadership Residency III: Scholarship and Dissemination (Educational Leadership Option) (3)	3
Total	Practicum hours: 504	34 Credits

Progression/Retention/Graduation Requirements

Progression in the DNP Program is based on academic achievement, practicum performance, and professional behavior.

The Code of Ethics for Nurses (American Nurses Association, 2025) is a cornerstone of the nursing profession, establishing the ethical standard for Nursing students and Nurses. It identifies the ethical values, duties, and commitments of professional practice in nursing, underscoring the importance of ethical conduct in our field. All students in any of our Nursing Programs must adhere to the ten provisions of this Code, as it guides our actions and decisions in patient care, at the bedside and in leadership roles. This emphasizes the commitment of nursing as more than a profession. It is all-inclusive of actions, behaviors, attitudes, and commitment to ourselves, others, and our global society. Ethical and clinical decision-making is identified in the following key relationships of the profession:

1. nurse-to-patient
2. nurse-to-nurse
3. nurse-to-self
4. nurse-to-profession
5. nurse-to-others
6. nurse/nursing- to-society
7. nurse-to-global community

The Code emphasizes:

1. Compassion and respect for others.
2. Professional relationships and boundaries.
3. Protection of the rights of others.
4. Personal accountability and responsibility.
5. Integrity and duties to self and others.
6. Ethical behavior and values at the local, national, and global level.

Any violation of the Code constitutes grounds for course failure or dismissal from the Nursing Program, reinforcing the Code's significance and its role in shaping our professional conduct.

To progress toward earning the Doctor of Nursing Practice Degree the student must:

- Maintain a minimum cumulative GPA of 3.0. If the student's GPA falls below 3.0 the student has one semester to increase the GPA to 3.0 or higher in the next enrolled semester. Failure to increase the cumulative GPA to 3.0 or higher will result in the student's dismissal from the Graduate Nursing DNP Program.

- If a student earns less than a “B” in any program course, the course must be repeated.
- Required courses may be repeated only one time, whether the repetition is a consequence of student withdrawal from a course, institutional withdrawal from a course or a course grade of less than “B”.
- Students seeking to repeat a course will only be enrolled after all students registering for the first time are accommodated. Enrollment of students repeating the course is dependent upon availability of practicum facilities, preceptors, and/or faculty availability, and cannot be guaranteed.
- Understand that a withdrawal, for any reason, from 2 courses will result in dismissal from the program.
- Understand that the application of theory to practice is integral to learning in all graduate nursing practicum courses. The course grade in any course with a practicum experience is based upon the assessment of two areas:
 - Theory component: the student’s knowledge of theory.
 - Practicum component: the student’s ability to apply theory to practice.

The student must successfully meet the requirements of these two components in each course with practicum experiences; that is, earn a minimum grade of “B” in theory and a “satisfactory” rating in the laboratory and/or practicum components.

DNP PROJECT

The DNP Project is the final graduate program project, which demonstrates the student’s cumulative knowledge from doctoral-level coursework. The project is divided into two parts, the final comprehensive paper and the scholarly poster presentation. Students will select a quality improvement topic relevant to a clinical issue, a healthcare systems issue, or an educational leadership issue. All topics chosen must be supported by evidence-based research and can be used to educate colleagues, staff, and the public. All topics must have specific, measurable, achievable, relevant, and timely goals, and must be approved by the DNP Program Coordinator. See *DNP Project Guidelines Handbook* for further details.

The goal of the DNP Project is to allow the student the opportunity to demonstrate mastery of the needs assessment, implementation, analysis, synthesis, and application of advanced nursing concepts/theories acquired throughout the DNP program. It is expected that the student will explore a quality improvement topic that will promote improvement of outcomes.

When considering a topic for the DNP Project, students should think about:

- a. How the information that they learn from the topic will be disseminated (e.g. colleagues within their unit and/or clinical agency where employed, nurses within the community, at a local, state, or national conference, etc.)
- b. How the project would be implemented and what effects it might have.
- c. Is there enough evidence in the literature to support the chosen topic and propose changes/interventions that will be presented in relation to the topic?

- d. Are there evidence-based clinical practice guidelines to support the topic being Investigated?
- e. Students will be required to obtain faculty approval of the phenomenon of interest prior to beginning work on this project.

Maximum Period of Candidacy/Graduation Application Process

The maximum period of candidacy spent in pursuit of the Doctor of Nursing Practice Degree in Nursing is five years. Exception to this time limitation must be applied for in a written request to the College Dean.

Graduation Information

Neumann University holds a Commencement ceremony twice a year in May and December. DNP students who are eligible to graduate will do so at the December ceremony. DNP students must complete a Graduation Application found in Self-Service by the deadline posted by the Registrar each fall.

Student Surveys

As part of the quality improvement process for the DNP program, students will receive a survey one year after graduation which inquires how the DNP program did/did not meet the student's professional or personal goals. Students are asked to complete the survey and return it to the University.

SECTION VI: DNP PRACTICUM POLICIES

DNP Practicum Requirements

All DNP students are advised that agency and preceptor availability require practicum attendance during weekdays and may include weekends to ensure that all who are registered for a specific course meet the practicum objectives during the semester of enrollment.

Professional License

RNs must provide evidence of a current unencumbered RN license for Pennsylvania and/or other practicum states; a multistate license is acceptable. Students in the APRN (NP) Leadership Option must also provide evidence of NP licensure and board certification.

Professional Liability Insurance

RNs must provide annual evidence of Professional Liability Insurance.

Basic Life Support Certification

Prior to the first clinical course, each DNP student is required to present proof of certification in Basic Life Support for the Health Care Provider or higher certification through the American Heart Association. Certification must be maintained throughout the program and must be presented annually. Thereafter, evidence of current recertification must be presented to the designated secretary in the nursing department. Failure to provide evidence of certification will prevent participation in clinical experiences.

Confidentiality

Confidentiality is both an ethical and legal responsibility of all professional nurses. Students must maintain confidentiality of all patients. Individually Identifiable Information as defined by the Health Insurance Portability and Accountability Act of 1996 includes but is not limited to any patient's identity, diagnosis, treatment, family problem or lifestyle and is considered confidential (PL 104-191, 1996). This information should not be discussed or otherwise passed on to any individuals outside the agency or class/clinical conferences. Patient identification must be safeguarded during discussions in class/practicum conferences.

Health Requirements:

Health Requirements must be completed and submitted to the Clinical and Experiential platform by the date noted on the Practicum Practice Requirements Packet. These Health Requirements apply to all Graduate Nursing majors. Required immunizations and lab reports must be completed prior to the start of the first practicum semester. If proper health forms are not submitted, the student will not be permitted to participate in clinical practicums.

The following is a list of Health Requirements:

- TST-PPD 2- STEP (1x Only) A two-step TST-PPD includes the initial administration of PPD and it is read and recorded within 48 hours of administration. Then students must have the PPD administered again (within a 1 to 3 weeks period) read and recorded. The School of Nursing will also accept a QUANTIFERON GOLD BLOOD TEST in lieu of the two step PPD (Annually)
- If the TST-PPD or QuantiFERON Gold test is positive, students must have a chest x-ray and a letter annually from a physician stating the date and results of the x-ray indicating no active TB is present.

Bloodwork: (1x Only)

- Mumps Titer
- Measles Titer
- Rubella Titer
- Varicella Titer
- Hep B Surface Antibody Titer

Immunizations:

- Flu Shot (Mandatory) Annually
- Pertussis/Diphtheria/Tetanus booster (Tdap Tetanus, reduced diphtheria and Acellular Pertussis or Adacel). (Lasts for 10 Years) .

The medical form must be filled out completely and signed by your provider including contact information.

DNP Practicum Preceptor Requirements

The relationship between preceptors and students cannot be underestimated. Their contribution to Neumann's DNP Program is invaluable to the continued success of our students. The requirements for DNP preceptors are as follows:

1. Preceptors must be doctorally prepared nurses. If the preceptor has a doctoral degree that is not a DNP, the student will be assigned a DNP Mentor starting in NUR 805: Project Management for the DNP Student.
2. Preceptors must meet the licensure and certification requirements of the state in which they practice.
3. The preceptor should have at least 1 year of practice experience.
4. The preceptor must have a current Board Certification if they are a nurse practitioner.
5. Current Curriculum Vitae will be needed.

Student Practicum Placement and Academic Affiliation Agreements

The responsibility to identify preceptors and initiate the request to work with a preceptor is a shared responsibility between the student and the DNP Coordinator and faculty. Students may identify preceptors by networking via the work environment, professional organizations, or community contacts. All preceptors must possess the qualifications outlined in this manual. Students must receive permission for all preceptor placements.

All preceptor requests must be made by completing the Neumann University Preceptor Request form (see Appendix A) and submit this to the DNP coordinator, at least 1 semester before the expected practicum start date. Once the preceptor has been approved by the DNP coordinator, the student and preceptor must sign and return the Neumann University Preceptor Agreement form (see Appendix B). It is important to note that any hours accumulated under non-approved circumstances will not be counted toward practicum hours required for the practicum hour completion.

Students are permitted to use their place of employment to complete their practicum hours; however, the following guidelines must be adhered to:

1. The student may not perform practicum hours while being compensated.
2. Practicum hours may not be performed during a scheduled workday.
3. The student may not perform practicum hours in the unit in which they are employed, unless discussed and approved by the DNP Coordinator.
4. The student may not have a preceptor who is in direct line of report (i.e., manager, clinical director) and/or that is a family member.
5. Students may not complete practicum in a setting in which a family member is employed.
6. The student is responsible for providing documentation to the DNP Program Coordinator stating the above criteria.
7. The document must be signed by the student, manager, and preceptor.
8. The student must provide contact information of the preceptor for verification.

Conduct of Students in Clinical/Practicum Settings

Students are required to:

1. Wear a Neumann University ID badge in practicum settings, when representing Neumann University.
2. Practice personal hygiene and grooming of a standard that ensures the safety and comfort of clients; this includes minimal makeup; no perfumes or scented lotion.
3. Arrive in the practicum location with all the required equipment necessary.
4. Arrive in the practicum areas on the negotiated dates and times.
5. Limit cell phone and mobile devices to professional use only for accessing evidence-based practice applications. Texting and answering personal calls is unacceptable during the negotiated practicum hours.
6. Adhere to all HIPAA guidelines of patient confidentiality, including discussion of patient encounters on social media networks. Students violating patient confidentiality on social media networks are at risk for immediate dismissal from the graduate nursing program.

Practicum Suspension (temporary removal from practicum site)

A student may be suspended from clinical for:

1. Unsatisfactory practicum performance including, but not limited to, lack of preparation and irresponsible, unsafe, impaired, or unprofessional conduct; or
2. Falling behind in the submission of their required practicum deliverables including, but not limited to: practicum logs, student papers/assignments, and/or preceptor, and/or student practicum evaluations. Any missed practicum hours due to the practicum suspension are the sole responsibility of the student to make up before the last clinical date. No practicum extensions will be granted for students who have been suspended from a practicum environment.

Procedures for Practicum Suspension

Faculty may exercise the option of removing students temporarily from the practicum setting in isolated and infrequent instances.

Prior to removal, the faculty will email and/or have a meeting with the student concerning the behavior causing the suspension. An action plan will be implemented during this meeting. The faculty will complete and sign the **Performance Improvement Contract** form which will detail the remediation steps necessary for the student to successfully complete the course, and forward it to the student. The student should read the contract, sign it, and return the signed copy back to the faculty member. The form will be retained by the faculty member for the duration of the course and a copy of the completed form will be placed in the student record. The faculty member will email the student's preceptor to alert them of the suspension. If the student fails to follow through with the need for remediation, submission

of all missing clinical deliverables, or if similar incidents recur, a student may be placed on disciplinary probation or may fail the clinical component of the course and therefore receive an “F” in the course.

If it is decided that the student may return to the practicum site, the faculty member will document this in the “Resolution” section of the **Performance Improvement Contract**. The student will be made aware that they may return to the practicum site, and the faculty will email the preceptor alerting them of the student’s return to practicum date.

All DNP Project Data will be De-Identified

Safe Harbor Method for De-Identification:

The following identifiers of the individual or of relatives, employers, or household members of the individual, are removed:

- A. Names
- B. All geographic subdivisions smaller than a state, including street address, city, county, precinct, ZIP code, and their equivalent geocodes, except for the initial three digits of the ZIP code if, according to the current publicly available data from the Bureau of the Census:
 - i. The geographic unit formed by combining all ZIP codes with the same three initial digits contains more than 20,000 people; and
 - ii. The initial three digits of a ZIP code for all such geographic units containing 20,000 or fewer people is changed to 000.
- C. All elements of dates (except year) for dates that are directly related to an individual, including birth date, admission date, discharge date, death date, and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older.
- D. Telephone numbers
- E. Fax numbers
- F. Email addresses
- G. Social security numbers
- H. Medical record numbers
- I. Health plan beneficiary numbers
- J. Account numbers
- K. Certificate/license numbers
- L. Vehicle identifiers and serial numbers, including license plate numbers
- M. Device identifiers and serial numbers
- N. Web Universal Resource Locators (URLs)
- O. Internet Protocol (IP) addresses
- P. Biometric identifiers, including finger and voice prints.

- Q. Fill-face photographs and any comparable images
- R. Any other unique identifying number, characteristic, or code, except as permitted by paragraph (c) of this section [Paragraph (c) is presented below in the section “Re-identification”]; and
 - i. The covered entity does not have actual knowledge that the information could be used alone or in combination with other information to identify an individual who is a subject of the information.

Practicum Dress Code: Dress for the practicum is professional.

Clothing, Shoes, Neumann ID Badge: Clothes should fit properly. Specifically, the student is to wear professional dress (no jeans), no leggings, with baby doll tops, no miniskirts, closed toe shoes (no sneakers; flip flops, no open toed sandals of any kind), and a lab coat with the Neumann University ID clipped to the lapel or collar of the lab coat.

Lab Coats: When worn the lab coat is to be white, three-quarter length. No scrub jackets.

Fingernails; Jewelry: In all clinical settings fingernails should be short, clean and without polish, gels, or acrylic nails. You may wear a wedding band, watch and one small pair of stud-earrings in each ear lobe.

Body Piercing; Body Art: Body piercing jewelry is to be worn in the earlobe only, that is no tongue studs, eyebrow, or nose jewelry; visible tattoos are to be covered.

Hair: Hair should be neatly groomed and off the collar.

Transportation: Each graduate Nursing student is responsible for transportation to and from practicum practice sites through the entire program. Transportation requires that each student has personal access to their practicum practice site.

SECTION VII: GRADUATE STUDENT COMPLIANCE

Clearances

Students will be required to submit to substance abuse screening prior to practicum placement, and random screenings during practicum experiences in selected health care agencies or if there are behaviors of concern associated with substance abuse. Students testing positive will be referred to Counseling and Health Services for assistance with their substance abuse problem. Such referral, however, will not preclude the University from taking other disciplinary actions, up to, and including, removal from the clinical placement (which may result in failure to meet degree requirements) and/or expulsion from the program/University, depending upon the circumstances. RN students with a positive substance abuse screening will be reported to the State Board of Nursing, as required by state law. Students are responsible for costs incurred from these screenings. For additional information, please contact the Dean of Nursing and Health Sciences.

Students are also required to apply for, obtain, and present to the Dean of the Division of Nursing and Health Sciences a current *FBI Fingerprint Clearance*, a *Pennsylvania Child Abuse Clearance*, and a *Pennsylvania Criminal Background Clearance*, prior to their participation in practicum courses. Child Abuse Clearance, Elder Abuse Clearance and Criminal Background Checks are also required in other practicum states. A criminal record and/or a history of child or elder abuse may prohibit clinical placement and, subsequently, result in failure to meet degree requirements.

State Boards of Nursing may deny or revoke licensure when the applicant “has been convicted, has pleaded, has entered a plea of *nolo contendere*, or has been found guilty by a judge or jury of a felony or crime of moral turpitude; or received probation without verdict, disposition in lieu of trial or an Accelerated Rehabilitative Disposition in the settlement of felony charge.” Similarly, “possession, use, acquisition, or distribution of a controlled substance or caution legend drug for other than an acceptable medical purpose” may be cause for denying application for professional licensure (Commonwealth of Pennsylvania, *Professional Nursing Law, Act 69, Section 14*).

Substance Abuse Policy:

It is the policy of the College of Nursing, and a mandate of clinical agencies, that students complete an annual drug screen. Neumann University prohibits unlawful drug use or possession on campus and during university programs, including clinical and internship programs off-site. In cases where drug or alcohol abuse or addiction is indicated, the University offers programs to assist students in finding resources for treatment and rehabilitation.

Any clinical agency or the Nursing & Health Sciences Programs may require the student to submit and pass a random drug and/or alcohol screening with or without suspicion of drug or alcohol use.

Random periodic screening will occur at unspecified intervals throughout the year. Students are responsible for reporting to the designated testing site within 24 hours of notification.

When substance use or abuse is suspected in the classroom, laboratory, or clinical area, the student shall be transported by university personnel or designee to the location for substance collection and returned to the University upon completion of the collection.

A refusal to submit to substance screening will be considered a positive substance abuse screening and will result in immediate dismissal from the Program. A positive substance screening will make the student ineligible for classes, laboratories, and/or clinical placement.

The University will not be notified if the initial substance screening is positive. Quest Diagnostics or another certified substance testing provider, if designated by the University, will forward all positive substance screenings to a federally compliant Medical Review Officer (MRO), who is an independent and impartial physician responsible for receiving and reviewing test results and determining whether there is a legitimate medical explanation for a positive substance screening. The student will be contacted by the MRO for additional information. If the MRO evaluation indicates that the screening level results are consistent with prescribed medication or other legitimate medical explanation, the University will receive a negative report. If the MRO evaluation indicates a finding of substance abuse, the unlicensed student may be subject to disciplinary action up to, and including, dismissal from the Nursing or Health Sciences Programs and/or the University.

If the MRO evaluation supports a finding of substance abuse, the licensed LPN or RN student may be subject to disciplinary action up to, and including, dismissal from the Nursing or Health Sciences Programs or University. Furthermore, the University may be required by law to report the finding of substance abuse to the State Board of Nursing.

Any student convicted of or pleading guilty or nolo contendere to any criminal drug or alcohol statute violation, including Driving While Intoxicated or Driving Under the Influence, is required to notify the Dean or Associate Dean no later than five days after conviction. RNs and LPNs are reminded that state statutes require notification of the state licensing board for arrests/convictions. Failure to do so may result in immediate dismissal from the Nursing or Health Sciences Programs or University.

PROTOCOL

1. All students must provide a routine and/or random viable urine specimen (or other sample, if required) to be tested for substances, consistent with government and industry standards.
2. Refusal to submit to substance screening will be considered a positive substance abuse screening and will result in immediate dismissal from the Program.

3. Testing will occur at a federally certified laboratory that is specified by the University.
4. Confidentiality of the student as well as the integrity of the urine or other sample will be protected.
5. The collection procedure will follow Department of Transportation guidelines and chain of custody procedures.
6. The following may be screened including, but not limited to, alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, hydrocodone, marijuana, methadone, opiates, oxycodone, hydrocodone, phencyclidine (PCP), propoxyphene. The screening may be expanded to additional drugs at the discretion of the University.
7. Annual and random testing will be at the expense of the student.
8. Once the sample is analyzed by a screening assay and confirmation, positive tests will be sent to the federally compliant Medical Review Officer (MRO) selected by the School of Nursing & Health Sciences. The MRO is an independent and impartial physician responsible for receiving and reviewing testing results and determining whether there is a legitimate medical explanation for a positive substance screening.
9. The student will be responsible for any expense related to the MRO review.
10. Failure to sign the Release of information form will be considered an illegitimate medical explanation for a positive substance abuse screening and will result in immediate dismissal from the Program.
11. Any and all academic activities (classroom, laboratory, and/or clinical) will be immediately suspended pending the outcome of the inquiry and further assessment.
12. If the MRO confirms the presence of a prescribed drug is within the prescribed limits and the level does not indicate abuse, the student will be required to obtain a written statement from the prescribing health care provider that the drug will not interfere with participation in academics or safe practice in the clinical area. The student will have one week to submit this information. The student will not be allowed to participate in clinical during this time and will be required to make up this time.
13. If the MRO confirms the presence of alcohol, illegal drugs, or levels of a prescribed drug that exceeds prescribed limits, the student must be evaluated for substance use by a specialist in abuse and addictions and must sign a Release of Information (ROI) form allowing the evaluator to report findings and recommendations for treatment related to substance use to the Dean, School of Nursing & Health Sciences.
14. If the student with a positive drug screen refuses to obtain a substance use evaluation or sign a ROI form allowing access to the recommendations from the evaluation, the student will be dismissed from the Program.
15. If the result of the substance use evaluation of a positive drug screen indicates that no formal treatment is needed, the University will require that the student sign a ROI form from the professional conducting the evaluation. The student will be referred to the Center for Counseling and

Wellness for identification of educational programs related to substance use and abuse, such as those for alcohol or opioid use. Participation in identified educational programs and a negative drug screen will be required to return to any academic experience. As a condition of return to the program the student will be subject to annual and random substance screenings through the remainder of his or her program.

16. When the results of the substance use evaluation indicate the need for treatment, the University will require that the student sign a ROI form from the health professional conducting the treatment. The University will request recommendations from the health provider, compliance with the treatment plan, as well as a negative drug screen for the student to return to any academic experience. As a condition of return to the program the student will be subject to annual and random substance screenings through the remainder of his or her program.
17. The student will be responsible for any expense related to the educational program(s) and/or formal treatment plan(s).
18. Failure to participate in identified protocols, educational programs, formal treatment plan, and a subsequent positive routine or random substance screening results will result in immediate dismissal from the Program.

The University/Program reserves the right to determine the student's standing in classroom, laboratory, or clinical activities based upon individual circumstances. A student's standing includes, but is not limited to, determinations as to course(s) failure, program dismissal, academic withdrawal, or listing student performance in a course or program as incomplete.

All students have the right to appeal the outcome(s) associated with this policy. These appeals may be forwarded to the Vice President for Academic Affairs, whose decision is final.

Reviewed by General Counsel. 01/2022 Update 06/2022

Appendix A

GRADUATE PRECEPTOR REQUEST FORM FOR STUDENTS

Course Number: NUR_____

Semester: _____

Location of Practicum:

STUDENT INFORMATION:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ *Work Phone:* _____

Mobile: _____ Neumann Email Address: _____

DAY(s) of week at site: _____

PROPOSED PRECEPTOR INFORMATION:

Secure a Business Card from the preceptor

(In this spot)

That includes:

Name, Title, Employment Site Address

Telephone #, Fax, E-mail address.

Corporate Identification

Name/Title: _____ *Work*

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Mailing Address (if different from above): _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Office Manager: _____

Provide the following information regarding the person authorized to enter into an agreement for this site

Name/Title: _____

Mailing Address: _____

E-mail Address: _____ Phone: _____

For SON use Only

____ Approved _____ Not Approved

Program Coordinator Signature: _____ Date: _____

Preceptor Agreement Form

Site Information:

Site Name: _____
Address: _____
City: _____ State: _____ Zip: _____

Preceptor Information:

Preceptor Name with Credentials: _____
Graduate or Professional School: _____
Degree and Date of Completion: _____
Preceptor License #: _____
License Expiration Date: _____ Board Certified: _____ Yes _____ No
Certifying Board: (ANCC/AANP) _____
Copy of certification MUST be on file with SON: _____ Yes _____ No
Specialty Board Certification (For MD/DO preceptors): _____ Preceptor's
E-mail Address: _____

*****Please submit CV/Resume if one is not already on file with SON***

*****Please submit a copy of specialty NP certification (if applicable)***

Term: _____ Year: _____ Start Date: _____

I agree to work with _____, a DNP student at the Jacquelyn Wilson Fegley '71 College of Nursing, for _____ hours. My relationship will assist the student to achieve clinical/practicum objectives that are part of the course requirements in which he/she is enrolled. I agree to provide direct supervision and guidance to the student and to participate in his/her clinical evaluations at midterm and final times.

☐

Check here if you received the preceptor packet.

Preceptor Signature: _____

Date: _____

Appendix C
The Jacquelyn Wilson Fegley '71 College of Nursing
Consent For Drug Testing Policy and to Obtain and Release Information

You understand that health care or other agencies where you have scheduled clinical programs may require information including your social security number, academic history, FBI fingerprinting, state criminal records, child/elder abuse reports, health history, physical examinations, tuberculin skin tests (Quantiferon blood test) and /or chest x-ray results, immunization records, blood titers for communicable diseases and substance abuse testing.

You understand that you may be required to submit to substance abuse screening prior to clinical placement, or during clinical experiences. If you test positive, you may be referred to Counseling and Health Services for assistance with a substance abuse problem. Such referrals, however, will not preclude the University from taking other disciplinary actions, up to and including removal from the clinical placement (which may result in failure to meet degree requirements) and/or expulsion from the program/University, depending upon the circumstances. RNs or LPNs with a positive substance abuse screening will be reported to the State Board of Nursing, as required by state law. You understand that you are responsible for costs incurred for these screenings. (Please contact the Dean of Nursing and Health Sciences for additional information.)

Your signature below confirms that you give permission to Neumann University to: undertake all necessary actions to obtain the information listed above, including background investigations (i.e. FBI fingerprinting, state criminal records, child/elder abuse reports), substance abuse testing and medical screening; to receive the results of any such investigations, testing or screening; and to release the results of such investigations, testing or screening at the request of affiliated clinical agency or their representatives. Please understand that other forms of consent may be required for particular investigations, tests and screenings and you will be required to execute those forms also.

You understand that, if you refuse to consent to these investigations, testing or screening, and/or if you interfere with the process of obtaining accurate and truthful results in any way, you will be ineligible to participate in the clinical program, and, therefore, be unable to meet course requirements. You also understand that a clinical agency may deny you access to the facility based on the information provided, making you ineligible to participate in the clinical program, and, therefore unable to meet course requirements.

You understand the Drug Testing Policy of Neumann University, and the School of Nursing and Health Sciences are published in the University Student Handbook and the Nursing Handbook.

I give my consent as described herein: _____ **Initials**

I do not give my consent as described herein: _____ **Initials**

IF YOU HAVE CONSENTED ABOVE, YOU UNDERSTAND AND AGREE THAT YOU RELEASE, FOREVER DISCHARGE AND AGREE TO HOLD HARMLESS NEUMANN UNIVERSITY AND ANY AND ALL SUBSIDIARIES, AFFILIATES, RELATED ENTITIES, AGENTS, DIRECTORS, OFFICERS AND EMPLOYEES FROM ANY AND ALL LIABILITY AND CLAIMS ARISING OUT OF OR IN CONNECTION WITH THE INVESTIGATIONS, TESTING AND SCREENING REFERENCED HEREIN.

Print Name

Date

Signature

Drug Testing Policy. 08/2005 -Approved by General Counsel Rev - 8/2009-Approved by General Counsel Rev 1/2022, 6/22