



DYOUVILLE

PATRICIA H. GARMAN SCHOOL OF NURSING

Graduate Nursing

Student Handbook

2026-2027

Grading policies and academic regulations for post-graduate APRN Certificate students are consistent with those described in the Masters' degree program pages and Graduate Student Handbook.

Table of Contents

Table of Contents.....	3-5
General Information	6
Overview of the Programs	6
Nursing Introduction.....	8
Outcome Competencies of the Graduate Programs	10-12
Communication: Publications and Announcements	13
Professional Organizations.....	13
Sigma Theta Tau, Zeta Nu Chapter, Nursing Honor Society.....	13
Committees	14
Course Requirements.....	14
Academic Regulations.....	14
Policy on Nursing Students with Disabilities	14
Required Essential Abilities for Academic & Clinical Environments.....	15
Process of Reasonable Accommodation.....	16
Temporary Accommodations	17
Drug Policy.....	17
Health Agency and HIPAA Regulations.....	17
Professional Behavior and Conduct (see <i>Appendix A</i>).....	18
Social Media Policy	18
Academic Policies	19
Chain of Command.....	19
Appeals.....	20
Accessibility to Records.....	20
Title IX & Campus Sexual Misconduct Victim's Bill of Rights	20
Graduate Program Admission Criteria.....	20
Admission Requirements for Current Academic Programs.....	21
GPA for Admissions Decisions.....	21
Additional Criteria for FNP Students.....	22
Advisement.....	22
Gap Between Didactic and Clinical Practicum Courses	22

Change of Name, Address and Phone	23
Change of Program.....	23
Change of Registration (Drop/Add Procedure).....	23
Completion of MS Degree Requirements	23
CPR Certification	23
Criminal History Policy	24
Directed Study	24
Final Examinations	24
Grade and GPA Requirements	24
Incomplete Grade (I)	25
Withdrawal from a Course	25
Grade Change	26
Graduate Completion.....	26
Withdrawal from D'Youville University.....	26
Health Requirements.....	26
Independent Study (Graduate)	27
International Students	27
Leave of Absence (LOA).....	27
Liability Insurance.....	27
Licensure	27
Academic Integrity	28
Artificial Intelligence Policy.....	28
Testing Policy.....	28
Exam Review Policy.....	29
Probationary Standing and Dismissal.....	29-30
Progression Requirements.....	30
Recency of Coursework	31
Registration	31
Repeating a Course	31
Scheduling Courses	32
Scholarly Activities	32
Sequence for Completing Program Requirements	31
Financial Aid	32

Financial Aid Application Process.....	32
Grants and Scholarships	32
APPENDIX A: Clinical Policies.....	33
Clinical Preceptors and Sites.....	33
Student, Preceptor and Faculty Responsibilities for Clinical Rotations	35
Expectations for Professional Conduct in the Graduate Nursing Programs	37
General Guidelines for Behavior & Professional Conduct During Class/Seminar	37
General Guidelines for Behavior & Professional Conduct During Clinical Rotations..	38
Standards for Professional Appearance and Clinical Dress Code.....	39
Appendix B: Technical Standards for DYU Nurse Practitioner Students	41
APPENDIX C: Patricia H. Garman School of Nursing Leadership Team.....	43
AFFIRMATION OF RECEIPT SCHOOL OF NURSING GRADUATE HANDBOOK and ACADEMIC SCHEMA 2026-2027	44

GENERAL INFORMATION

The Graduate Nursing Handbook is provided to graduate nursing students with specific information about policies and procedures of D'Youville University's graduate programs. Other publications and announcements found on the Graduate Forum via SharePoint, provide additional essential information for all D'Youville University students. It is the responsibility of each student to obtain these publications as they become available.

OVERVIEW OF THE PROGRAMS

Several graduate programs in nursing are offered. Current program options include a Master of Science in Nursing as a Family Nurse Practitioner, 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.

Graduates of the Nursing Management & Quality Leadership program 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, application of competencies, and working with various populations. The Nurse Practitioner programs can also be completed as post graduate certificate options to qualified candidates.

MISSION, VISION, GOALS, VALUES

The **Mission** of D'Youville University's Patricia H. Garman School of Nursing is to educate nurses who are prepared to embrace the ever-changing healthcare environment through their commitment to lifelong learning, patient-directed care, principles of social justice, and dedication to caring for and serving the global community. Graduates will be leaders across all healthcare settings: responsible, compassionate, ethical, and accountable members of the nursing profession, committed to the pursuit of excellence in practice, communication, innovation, research, lifelong service, and learning. A D'Youville University nurse will demonstrate excellence in interprofessional collaboration and advocate for a diverse patient population in all healthcare settings.

Vision: Prepare versatile nursing professionals to embrace a variety of healthcare opportunities and contribute to the collective excellence of the nursing profession.

Goals:

- Facilitate maximum achievement in all undergraduate, graduate, and doctoral nursing programs.
- Promote the Recruitment and Retention of a Diverse Student, Faculty, and Staff Population to enhance patient centered care.

- Incorporate the use of novel instructional modalities in nursing curricula to improve ability in clinical judgment and enhance student learning outcomes.
- Position the School of Nursing as a key partner in caring for diverse backgrounds and populations in the local and global community.
- Promote research and scholarship in the School of Nursing by encouraging more student and faculty involvement.
- Incorporate the use of caring as a universal approach to the nursing profession and life-long learning.

Values:

- Professionalism: Displaying respect, inclusiveness, and accountability.
- Caring: Providing empathetic care to the local and global communities.
- Compassion: Using a holistic approach in supporting all needs.
- Integrity: Remaining truthful and honest.
- Innovation: Opening new doors and opportunities for all.
- Service: Never refusing to serve.
- Excellence: Striving for the highest level of distinction in all that we do.

Nursing Introduction

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.

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:

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. 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. Doctoral Nursing Practice involves in-depth research, adding to the knowledge base obtained at the master's level; and the DNP is a terminal nursing degree.

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

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

The patient or recipient of nursing care may be an individual, family, group (aggregate) or

community. Nurses consider support, personal belief systems and other environmental or cultural influences when delivering care. Nursing is a primary health care profession that exists to promote, maintain, and restore the health, wellbeing, and quality of life (including, when necessary, nurturing a peaceful death) of all people, irrespective of socioeconomic class, age, sex, lifestyle, health status, religion, ethnicity, and/or cultural background.

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 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.

Outcome Competencies of the 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 for 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 centered care perspective.
6. Evaluate responses to treatment for individuals, families, and groups.
7. Determine the effectiveness of care including psychotherapy modalities and pharmacologic interventions.

Additional Competencies of the NML MS Program

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.

Additional Competencies of the NEC MS Program

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 collaborating with patients, families, groups, organizations, and communities.

Additional Competencies for the DNP Program

Graduates of the DNP program will be able to:

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

Communication

Publications and Announcements

Administrative Announcements

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

E-mail Accounts

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

Catalog

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

<https://catalog.dyouville.edu/courses/>

1. Sigma Theta Tau, Zeta Nu Chapter (Nursing Honor Society):
<https://www.sigmanursing.org/>
2. 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.
<https://dyc0.sharepoint.com/sites/NursingGraduateForum>
3. The School of Nursing FAX number is 716-829-8159. Should any documentation need to be faxed, please use a cover page identifying the intended recipient.

Professional Organizations

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

Qualifications for Graduate Student Membership

1. Sigma Theta Tau International does not discriminate. Candidates are qualified for membership so long as eligibility requirements are met.
2. Student candidates shall have demonstrated superior academic achievement, academic integrity, and professional leadership potential.
3. Definition – Graduate program is defined as an accredited program of graduate study in nursing including master, post- master, doctoral, and post- doctoral.
4. 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.

5. Exceptions – Exceptions may be made at the discretion of the chapter's governance committee following the guidelines adopted by the International Board of Directors.
6. 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 University School of Nursing believes that student representation on School of Nursing committees fosters progress toward program outcomes by opening an additional forum for faculty-student communication.

The role of the graduate student representative is important, providing a unique opportunity for students' views to be heard, considered, and acted upon in an official forum. By assuming this responsibility, students join with faculty members and administrators in making decisions that form the policies and procedures of graduate programs.

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

Course Requirements

Course requirements for specific nursing programs can be found in the current edition of the D'Youville University Catalog

<https://catalog.dyouville.edu/courses/>.

Academic Regulations

POLICY ON NURSING STUDENTS WITH DISABILITIES

Disability Services: disabilityservices@dyc.edu or 716-829-7688

Coordinator for Accessibility Resources - Kevin Diver: diverk@dyc.edu

Testing accommodations will be sent to DYU faculty formally after student meets with office.

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 University 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 University or affiliating agencies, or jeopardize the health or safety of the individual or others.

Please also review *Appendix B: Technical Standards*

Required Essential Abilities for Academic & Clinical Environments

Becoming a Nurse Practitioner requires the completion of a nursing education program that is both intellectually and physically challenging. To be successful in completing the requirements for a Master of Science degree in nursing at D'Youville University, 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, handwrite 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 extended periods of time.

Sensor- 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 qualified students with disabilities are given reasonable accommodation. 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: <https://www.dyu.edu/academics/academic-resources/office-accessibility-resources> to begin the process for documenting their disability and determining eligibility for services prior to the start of the program.

Notice of Accommodations must be filed in the Office of Accessibility Resources (OAR) each

semester, within the first week of classes, if possible. It is the student's responsibility to fill out a Testing Accommodations Request in the OAR at minimum ONE WEEK prior to each exam. While the process can be initiated at any time, reasonable accommodations cannot be implemented retroactively, so timeliness in requesting accommodations is essential.

Temporary Accommodations

Students in need of temporary accommodations due to an injury or after a surgery or procedure, planned or unplanned, must register with the Office of Accessibility Resources. Students must complete an intake appointment, provide documentation from a medical provider, and attend any follow-up appointments with the Office of Accessibility Resources to receive temporary accommodations. Accommodations and their effective dates will be determined based on the limitations set by the medical provider.

Planned Surgeries/Procedures

Student must schedule an intake appointment before the surgery/procedure date. Documentation from the medical provider must be provided before surgery/procedure date describing limitations and list expected expiration date of limitations.

Unplanned Injuries/Surgeries/Procedures

Student must schedule an intake appointment and provide documentation before temporary accommodations can be provided. Documentation from the medical provider must describe limitations and list expected expiration date of limitations.

Pregnancies

Pregnancies are covered under the ADA when there are complications during or after the pregnancy that would warrant the need for temporary accommodations. Documentation from the OB/GYN stating the limitations and expected expiration date of limitations would be required as soon as possible.

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.

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 University 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 A)

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 University, 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.

Social Media Policy

The D'Youville University Patricia H. Garman School of Nursing promotes the use of social media in the school setting to encourage and support learning. This policy includes all internal and external social media platforms and 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 University 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: <https://www.nursingworld.org/social/>. All students are expected to 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 University, 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*.

The School of Nursing will use social media to investigate any student suspected of improper use of 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 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.

Academic Policies

Chain of Command

The Patricia H. Garman School of Nursing is committed to addressing student concerns promptly, professionally, and with appropriate attention to student well-being and success. Most concerns will be acknowledged and resolved within **10 business days** of the initial communication.

Step 1: Reach out to your faculty member first if you are having difficulties or concerns.
 Step 2: If you are unsatisfied with your faculty members' response, you may reach out to the Director of your program.
 Step 3: Reach out to the Associate Dean on the occasion that you are still unsatisfied.
 Note: if your concern is with/arises from, one of the steps/individuals within the chain of command, move on to the next step
 *If the chain of command is not followed you will be sent to the Unprofessional Conduct Committee.

Timeframe

- **Step 1: Faculty Member (Days 1–3)**
 Faculty will acknowledge the concern within **2 business day** and work toward resolution within **3 business days**.
- **Step 2: Program Director (Days 4–6)**
 If unresolved, the concern may be escalated to the Program Director, who will respond within **1 business day** and seek resolution within **3 business days**.
- **Step 3: Associate Dean (Days 7–10)**
 If the concern remains unresolved, the Associate Dean will provide a final review and determination within the remaining timeframe.

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 University) without first obtaining the student's written authorization to release such information.

Policy for Accessibility to Records:

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

Title IX

<https://dyc0.sharepoint.com/sites/ResidenceLife/SitePages/Title%20IX-Information.aspx>

Campus Sexual Misconduct Victim's Bill of Rights

<https://dyc0.sharepoint.com/sites/StudentHealthInformation/SitePages/Sexual-Assault-Response-Policy.aspx>

Graduate Program Admission Criteria

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

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

Admissions Requirements for Current Academic Programs

A minimum of a baccalaureate degree in nursing from an approved or accredited institution with a cumulative undergraduate GPA of at least 3.0.

GPA for Admissions Decisions:

- GPA of 3.0 (on a 4.0 scale) or greater is required for unconditional admission to master's programs.

- GPA of 2.75-2.99 is eligible for *provisional admission* status. Students will be allowed to register for and must successfully complete two faculty determined graduate courses with a grade of B or better in the first semester to attain full admission in the second semester of study. Students who earn a grade less than B will not be permitted to repeat the course and will be ineligible to continue in the program.
- Students with provisional admission status must complete the following courses for progression. Provisionally admitted students must take both courses in the first semester. If a student withdraws from one, they must withdraw from the other. The courses for each track are as follows:

NUR-600 and NUR-633 for FNP, PMHNP which includes Masters and Cert.

NUR-600 and NUR-613 for Nursing Leadership

NUR-616 and NUR-600 for Nurse Educator

- 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.
- 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.
- A current CPR certification with a psychomotor component course must be completed in-person and equivalent to America or Canadian Red Cross Certification.
- Two references on clinical performance with one reference from a professional holding an advanced degree (MD, or NP for nurse practitioner programs) attesting to clinical knowledge, skills, leadership, and the applicant's overall ability to be successful in a graduate program (optional).
- A written statement of approximately 500 words (1-2 pages) clearly articulating the applicant's goals for Graduate education (optional).
- 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. For PMHNP applicants, one year includes mental health experience.
- All D'Youville University students are required to submit a health form and immunization records through our partner Complio.
<https://dyc0.sharepoint.com/sites/StudentHealthInformation/>
- A student who meets the entry requirements and is currently enrolled or has been enrolled in a Nursing Graduate or Doctoral program at another college or university

must obtain a letter from that School of Nursing stating the student is in good standing, indicating the student is not on probation, and able to register for classes.

- Applicants who work full time are encouraged to extend their plan beyond the two-year completion of the Family Nurse Practitioner or Psychiatric Nurse Practitioner tracks. It may not be possible to dedicate the time and effort to studies, required of the program if working full time.

Additional Criteria for FNP Students

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

- Sign the Online FNP Clinical and Course Progression Agreement. This form will assure students acknowledge they must attend a planned on campus immersion experience and or a Canadian Immersion experience. This experience is a required component to this program. Students who do not attend will not progress in the program. This immersion (NUR 800) will be **mandatory** prior to starting Women's Clinical. A fee will be required to attend.
- A Nursing Supply Fee will be added to your student account for students taking NUR 631/631L. The fee is \$110 and will be divided into 2 semesters, \$55 for 1 semester and \$55 for the other. This fee cannot be waived. These courses **MUST** be taken together.

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.

Gap Between Didactic and Clinical Practicum Courses

Graduate students are expected to progress from mastering didactic content to applying their knowledge in clinical rotations. Students with a **gap of longer than one year** between finishing a didactic course and beginning the associated clinical course must *re-take* the didactic course before taking the clinical course.

Change of Name, Address and Phone

Each student is responsible for notifying D'Youville University, in writing, of any change of name, address or phone number. Forms are available on the registrar's online webpage: <https://dyc0.sharepoint.com/sites/SolutionsCenter/SitePages/Registrar.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: <https://dyc0.sharepoint.com/sites/SolutionsCenter/SitePages/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. Once the drop/add period is over- you will not be reimbursed for any amount previously paid.

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 rapid review of literature or quality improvement project.

Full time graduate load requirements can be found in the graduate catalog.

<https://catalog.dyouville.edu/courses/> Summer sessions will be considered for progression and retention purposes.

Students must complete the program within four years, including coursework.

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.

CPR Certification

All graduate nursing students are required to maintain their 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.

Criminal History Policy

All graduate and undergraduate nursing programs require completion of clinical hours. Applicants to any of the nursing programs who have a criminal history including felony convictions, must be aware that such a history may impact their ability to complete clinical rotations with community agencies and therefore students may be unable to complete nursing program and/or licensure requirements.

Community agency requirements often change without notice and may include background checks in the future. Applicants should also be aware that some existing community agencies

mandate background checks prior to beginning clinical rotations.

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, such as:

- As a candidate for graduation whose program requires the course.

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/Shared%20Documents/Forms/Order.aspx?id=%2Fsites%2FSolutionsCenter%2FShared%20Documents%2FRegistrar%2FForms%20Test%2FDirected%20Study%2Epdf&parent=%2Fsites%2FSolutionsCenter%2FShared%20Documents%2FRegistrar%2FForms%20Test>

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

- 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.
- Students must maintain a minimum grade of a B (83%) in all didactic and clinical courses.
- A grade of U is equivalent to a failing grade (grade below B) for progression/retention decisions.
- Grades cannot be appealed, concerns with grade prior to final grades need to be discussed with course/clinical faculty member.
- Grades are not rounded to assure the highest level of comprehension and fairness to all students there will be no exceptions.

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 University catalogue for

additional information <https://catalog.dyouville.edu/policies-disclosures/policies-procedures-all-students/grading/>

Withdrawal from a Course

To withdraw from a course, a student must complete a course withdrawal ("Add/Drop/Withdraw from a Class Request") form 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.

Failure to follow this procedure will result in an academic penalty and will be reviewed by the Progression and Retention Committee at the end of each semester. A student found in violation of this policy will be placed on academic probation for the next semester and required to repeat the course they withdrew from.

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. Be advised that if this procedure is not followed and you receive a "W" after the drop/add period, it will count as a first attempt 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:

<https://dyc0.sharepoint.com/sites/SolutionsCenter/SitePages/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.

Graduate Completion

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.

<https://dyc0.sharepoint.com/sites/SolutionsCenter/SitePages/Forms.aspx>

Withdrawal from D'Youville University

A student intending to withdraw from D'Youville University must contact the department chair in writing and submit the proper withdrawal forms to Solutions

<https://dyc0.sharepoint.com/sites/SolutionsCenter/SitePages/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 University health form. In addition, all students will be responsible for creating an account with Graduate Nursing Complio to monitor required documentation compliance 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 by Complio. All students must satisfy NY State and agency or regulatory immunization requirements.

*If new to the program or you do not have a current Graduate Nursing CastleBranch (DY07) account – you will need a Graduate Nursing Complio account in the place of CastleBranch. This account is good for (2) years and then you must renew. Please see the Graduate Nursing Forum page for directions on setting up a Complio account.

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 University. 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 University are eligible.

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: <https://www.dyu.edu/admissions/international-and-canadian-admissions>. Should you have any questions regarding this process please email: GlobalEngagement@dyc.edu

Leave of Absence (LOA)

Students can request a leave of absence for one or two consecutive semesters. Students who need additional semester(s) of leave must receive approval from the vice president for academic affairs or dean, as appropriate. Students on a leave of absence for more than 180 days may enter loan repayment. To obtain permission for a leave of absence, graduate students must contact their primary academic advisor and complete a request form available on the Registrar's page. 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 University.

<https://dyc0.sharepoint.com/sites/SolutionsCenter/SitePages/Forms.aspx>

If a leave of absence is greater than or equal to one year between didactic and clinical courses, the didactic must be repeated prior to the student entering the clinical. If a student has a leave of absence and returns greater than or equal to one year in the research sequence, they will need to repeat the sequence.

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 elsewhere.

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 must consistently be professional 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.

Artificial Intelligence Policy

Artificial Intelligence (AI), and all similar programs are considered a form of plagiarism. These programs are prohibited for all assignments in the SON. All submitted assignments/papers /projects must be the students' own original work. Faculty may use computer-based software to identify plagiarism. The academic integrity policy will apply.

Testing Policy

- Students are expected to take the exam on the day the exam is scheduled. The student is responsible for notifying the instructor, in advance, if an exam will be missed. If a student must miss a scheduled exam due to an extenuating circumstance (acute illness, death in the family, etc.) this must be communicated to faculty member as soon as possible. **Make-up**

exams are scheduled at the discretion of faculty. Documentation must be provided for all extenuating circumstances at the time of the request. If an exam is missed, an official (MD, NP, and PA) excuse may be required. If make-up exams are not completed on the date the exam is rescheduled the student will receive a grade of zero for that exam.

- If a student must talk aloud during the exam (e.g. read questions and answers out loud) and or move around (e.g. stretch, stand up, use the bathroom), you must first go through the chain of command in the department to notify the necessary faculty members of the situation, and second, register with the Office of Accessibility Resources to receive accommodations.
- A complete room scan must be performed prior to beginning the exam as demonstrated in the video [How to Perform a Room Scan](#). Failure to perform a complete room scan as demonstrated in the video is considered a violation of academic integrity and can result in a grade of zero for that exam.
- Students are required to sign an attestation that they reviewed and understand the content within the how to perform a room scan video. However, if the attestation is incomplete, but the student continues with the exam, the inference will be made that the student is familiar with the room scan requirement and understands that failure to conduct the appropriate room scan can result in a grade of zero for that exam.
- **Students must be sitting at a desk or table to take the exam. The students full face must be visible during the entire exam and the microphone must be on. There should be absolutely no talking during the exam. Phones must be turned off and placed outside of the testing area as demonstrated in the how to do a room scan video. All watches are to be taken off prior to starting the exam and placed with your phone. This must be demonstrated when performing the room scan.**
- The time in which the exam opens and remains open is at the discretion of the faculty member. Please plan work/life around the exam dates posted at the beginning of the semester as these dates will not change.
- Students should not wait until the last minute to take the exam. Allow ample time to complete the exam within the allotted time. Any student actively taking an exam at the scheduled close time, will automatically be logged out of the exam. If the exam closes while the student is taking it, points will be lost for any questions that are left unanswered. Exams will not re-open once they are closed.
- Note that it is a violation of academic integrity to discuss contents of the exam with students who have not taken the exam. Any violations of academic integrity will result in a grade of zero for that exam.
- Faculty reserves the right to require students to take exams in person if there is any suspicion of an academic integrity violation in the online environment. In this case, students will be required to come to campus for exams. There will be no exceptions to this rule.

Exam Review Policy

It is expected of each faculty member to provide exam concept review sessions via Zoom following each exam. Zoom sessions will be provided once all students have taken the exam. Those who fail to take the exam in a timely manner will prolong this process. It is critical that if

a student must receive an accommodation for testing, it is completed in a timely manner. To ensure academic integrity, a review session will only include concepts surrounding the exam content and will not look at specific questions and/or the entirety of the exam itself. The date and time of an exam concept review session will be at the faculty members' discretion and will be fixed to a single day and time.

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 Graduate Progression and Retention committee will review the student's file. 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.

Dismissal

Students who have not met the course requirements and have been notified that they have been dismissed from their program, can not apply for another program within the SON. They may apply for another program within the University. It is recommended that you reach out to your advisor prior to dismissal as you might have other opportunities.

Progression Requirements

1. Graduate students are required to receive at least a B in all courses.
2. If a student successfully passes NUR 631 (Advanced Health Assessment) but does not achieve a passing outcome in NUR 631L (Advanced Health Assessment Lab), it indicates that the student has demonstrated satisfactory mastery of the theoretical foundations, scholarship, and clinical philosophy underlying advanced health assessment. In such cases, additional support may be needed to strengthen the application of these concepts in the hands-on laboratory environment.

Accordingly:

- The student will not be required to repeat the didactic course (NUR 631).

- The student will be required to retake the laboratory component (NUR 631L) in order to demonstrate competency in the applied clinical skills essential to advanced practice nursing.

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 (B-, C+ and C) in a course:
 - a. Will be required to repeat the course at D'Youville University.
 - b. Will be placed on probation and recommended to limit their course load to six (6) credits while on probation.
5. 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.
6. A late withdrawal from any course counts as one attempt (late withdrawal dates will be specified at the beginning of each semester).

*Students should note that, if repeating 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 third 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 recommendation. If a student elects to progress into the clinical practicum, they MUST register for the clinical practicum where the grade below B was earned in the next semester.

Recency of Coursework

Some academic programs require that relevant clinical coursework be completed within a specific timeframe prior to conferral of the degree. Students who have taken a leave of absence, decelerated their program of study, received an extension to complete the graduate degree, or who have been dismissed and readmitted to a program may be required to retake coursework even if previously completed successfully. If 1 year or 2 consecutive semesters have lapsed after initial completion of NUR 600 and NUR 601, the student must repeat the course

prior to NUR 622. Similarly, a gap of more than one year (two consecutive semesters) between didactic and/or clinical coursework will require repeating 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. Students are expected to maintain continuous registration once they begin their program at D'Youville University.

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 (<https://catalog.dyouville.edu/courses/>).

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 University may replace the failure only by taking/passing the course at D'Youville University.

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 (<https://catalog.dyouville.edu/courses/>) 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: Complete coursework, including internships or practicum, concurrently with the following activities. Completion of all research components in sequence.

FINANCIAL AID

The Financial Aid Office is in the D'Youville University Success Center and helps students obtain 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 University-based aid for which students are eligible through regular assistance programs.

APPENDIX A

Clinical Policies

D'Youville University
Patricia H. Garman School of Nursing

Clinical Preceptors and Sites

1. Following acceptance to the individual graduate program, the director/coordinator will inform students of their 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.
2. Students may not change a clinical site without the full process being followed which includes permission from the clinical liaison and faculty.
3. 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, may not hold terminal degrees; the program director will determine if those preceptors meet standards). Nurse Midwives must have NP degree to precept DYU students.
 - f. NE and NM preceptors should hold a master's or doctoral degree from CCNE or ACEN accredited institution. In certain circumstances preceptors with 10 or more years of experience with a title of NE or NL with a BSN might be considered.

***Students are not permitted to have a preceptorship with any relation to them (e.g., significant other, family members, coworkers, friends, and other).**

4. 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: wolcotts@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: wolcotts@dyc.edu

b. <https://dyc0.sharepoint.com/sites/NursingGraduateForum/Shared%20Documents/Forms/AllItems.aspx?viewid=7c95cc4a%2D090d%2D46ec%2D9070%2Dea9c11953dea&id=%2Fsites%2FNursingGraduateForum%2FShared%20Documents%2FClinical%20Forms>

5. Clinical Request Forms MUST be typed and delivered electronically to the Graduate Clinical Liaison. A Preceptor Resume (CV) MUST be attached as well. If the preceptor has agreed to this clinical request and D'Youville University already has a contract with that organization, the contract process is accomplished in 4-6 weeks. New contracts will take longer.

6. The Graduate Clinical Liaison will notify all students when their clinical site has been approved. **No rotations may begin before a contract is in place and before the liaison receives the preceptor's CV, current license number and expiration date, and board certification(s). To attend clinical, all students must be registered for a clinical course. If you are not registered for a clinical course, the hours will not count. The graduate clinical coordinator will communicate with the student regarding their clinical status.**

A. *For PMHNP Students - clinical hours including orientation cannot be started until the beginning of the semester. Any hours before will not count. Only 40 telehealth hours are permitted in the entire program.*

B. *For Students completing clinicals in Pediatrics, Adult Health, & Women's Health - you cannot physically start going to a site until after you attend your first seminar of the class you are registered for.*

****There will be NO carry over in hours or starting clinical rotations early.***

7. ***Students in NE and NM must have approval by the faculty member teaching the course prior to submitting any paperwork to the Graduate Clinical Liaison.***

8. Organizations may ask for additional health records such as specific 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.

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

Student, Preceptor, and Faculty Responsibilities for Clinical Rotations

Student Responsibilities for Clinical Rotations:

1. Students must provide any required information, including their planned schedule, to the agency where they will complete clinical hours before starting a clinical rotation. In addition, graduate nursing students should have all required documents uploaded and approved in CastleBranch DY07 or Complio if new to the program before they will be cleared to begin clinical hours. Preceptors are paid, the fee is set by the University. Students are not allowed to pay extra for a preceptor/site.

*** Please note, the School of Nursing does not support the practice of charging students directly or “up front” for preceptorship, but leaves the choice to enter such an agreement up to the student. Should a practice/provider enter into an agreement with the student for direct payment, no further compensation will be offered from D’Youville University.**

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 350 clinical hours in an adult health setting for a total of **750** clinical hours.
- b) In the PMHNP program, students will complete NUR 700-240 clinical hours, NUR 710-360 clinical hours, NUR 715 with 180 clinical hours for a total of **780** clinical hours.
- c) In the NEC program students will complete 120 in Community Based care and 180 hours in a teaching practicum. Total of **300** clinical hours.
- 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 15 hours per week for rotations requiring less than 200 hours total and at least 20 hours per week for rotations requiring 200 or more hours in order to complete hours within the semester they are registered.

5. Clinical evaluations are 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.
6. Student Evaluation of the Site and Student Evaluation of the Preceptor are necessary for each clinical rotation.
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/>. Please check the Graduate Nursing Forum page for new updates regarding e-Logs.
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.
10. Clinical practicums are offered during the semester and cannot be attended during D'Youville University breaks or holidays. Please see the D'Youville University Academic Calendar at <https://www.dyu.edu/academics/academic-calendar>
11. When taking clinicals, you cannot do the clinicals at the same place that you are employed. You can also not be paid to work by the site when taking your clinicals.

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 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).
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 behavior and professional conduct during class/seminar:

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 guidelines for behavior and professional conduct during clinical rotations:

- 1. In the clinical setting, students represent D'Youville University 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 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 each clinical practicum's completion, every student must 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 University and contain profanity, images of drug or alcohol abuse, explicit sexual conversation, comments that defame faculty or comments that are detrimental to D'Youville University, 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, vape, or consume alcohol on the campus of any clinical site.

Standards for Professional Appearance and Clinical Dress Code:

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 University adhere to the standards required for their evolving role in clinical practice. **Students who are in a zoom setting must wear professional clothing such as lab coat, scrubs or other. (You may be asked to leave zoom if not in acceptance with guidelines) No lounge wear will be allowed. 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 University logo must be sewn on either sleeve. Professional dress is required for all clinical rotations. Please contact the bookstore for patch.
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 University Graduate Nursing Student Name Tags must be worn and be visible.
5. Students are to wear 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.

For FNP students -

Required to have a white coat, DYU patch and FNP ID card. It identifies you as a student, and you should receive a coat after completion of NUR631/NUR631L.

You are required to wear it for your final.

Business casual attire is required unless preceptor requires you to wear scrubs.

For NLM and NE students -

Lab coats with the DYU patch if the site required.

Student ID is needed and whatever the requirements of the site.

For PMHNP students -

Business casual attire with DYU ID badge on their person.

Lab coats only if required by preceptor.

APPENDIX B

Technical Standards for D'Youville University Nurse Practitioner 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 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 communicate clearly with other members of the health care team involved in patient care plans.

Sensory Skills

Students must possess 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 voices and adequate sense of smell.

Behavioral and Professional Skills

Nurse practitioner students are expected to always display professional behaviors 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 be able 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 extended 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 University 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 engage in clinical practice fully and safely, 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. CCNE DNP Essentials
5. Technical Standards in Nursing – Drexel University
6. Technical Standards in Nursing – Georgetown University
7. Technical Standards in Medical Practice – Stanford University
8. Family Nurse Practitioner Technical Standards – Samuel Merritt College

APPENDIX C

Patricia H. Garman School of Nursing Leadership Team

Dean of the Patricia H. Garman School of Nursing

Dr. Shannon McCrory-Churchill, DHEd, CPNP-PC, CNE

Responsible for the oversight and organization of the School of Nursing under the leadership of the Vice President of Academic Affairs. Dr. McCrory-Churchill sets academic excellence standards, oversees program development and evaluation, and supervises accreditation of the program. She can be reached through the **Administrative Assistant to the Dean, Sharon Cefaratti, at 716-829-7613 or cefarats@dyc.edu.**

Associate Dean of Graduate Nursing

Dr. Abigail Mitchell at mitchela@dyc.edu

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 Associate Dean of Graduate Nursing may do so through the School of Nursing **Administrative Assistant for Graduate Programs, Kaleigh Kropidlowski at kropidlk@dyc.edu**

Director of Nursing Management & Quality Leadership

Dr. Abigail Mitchell at mitchela@dyc.edu

Director of Nursing Education with a Choice of Focus

Dr. Abigail Mitchell at mitchela@dyc.edu

Director of Family Nurse Practitioner Program

Dr. Jason Kiszka at kiszka@dy.edu

Oversees the FNP program. Students who wish to contact him may do so through the School of Nursing **Administrative Assistant for Graduate Programs Kaleigh Kropidlowski at kropidlk@dyc.edu**

Director of the Psychiatric-Mental Health Nurse Practitioner Program

Professor Scott Clark at clarks@dyc.edu

Oversees the Psychiatric Mental Health Nurse Practitioner Program. Students who wish to contact her may do so through the School of Nursing **Administrative Assistant for Graduate Programs, Kaleigh Kropidlowski at kropidlk@dyc.edu**

Director of the Nursing DNP Program

Dr. Crystal Butski at butskic@dyc.edu

Oversees the DNP Programs. Students who wish to contact her may do so directly or contacting the School of Nursing **Administrative Assistant for Graduate Programs, Kaleigh Kropidlowski at kropidlk@dyc.edu**

**AFFIRMATION OF RECEIPT: SCHOOL OF NURSING GRADUATE
HANDBOOK and ACADEMIC SCHEMA
2026-2027**

NAME (Printed): _____

STUDENT ID #: _____

My signature below affirms that I have received notice that the current Graduate Nursing Handbook 2026-2027 has been made available to me and I have been guided on how to find the handbook on the D'Youville University Nursing Website.

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 am also aware that each course has a syllabus with course expectations that must be followed.

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

I additionally understand that if I take a Leave of Absence, I must adhere to the policies included in the new handbook for the semester in which I return.

In addition to the handbook, I affirm that I have received a copy of the schema for my academic program and understand that it is my responsibility to adhere to that schema and reach out to my program director or my academic advisor if I have any questions or concerns.

SIGNATURE (Handwritten): _____

DATE: _____

Please complete this affirmation and email it to Administrative Assistant of Graduate Programs, Kaleigh Kropidlowski at kropidlk@dyc.edu