MARTIN-HEROLD COLLEGE OF NURSING & HEALTH

GRADUATE NURSING PROGRAMS STUDENT HANDBOOK

Master of Science in Nursing (MSN)
Doctor of Nursing Practice (DNP)

Academic Year 2021-2022

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Mount Mercy University

Mission

Mount Mercy is a Catholic University which provides student-focused education in the spirit of the Sisters of Mercy and welcomes people of all beliefs to join our community in pursuit of baccalaureate and graduate education and compassionate service to those in need.

We strive for excellence in accomplishing our mission through our four interdependent goals.

Goals

Using reflective judgment

The ability to think clearly and carefully, argue coherently, and evaluate competing truth claims critically are fundamental to a college education. Reflective judgment requires a knowledge of basic fact, examination and evaluation of assumptions; adequate justification for drawing a conclusion; and understanding implications of drawing that conclusion. With these skills, individuals can solve problems creatively and integrate knowledge across disciplines.

Engaging in strategic communication

Strategic communication requires selecting from a range of options in order to accomplish a chosen goal in an ethical manner. These options include construction and interpretation of messages in the written, oral and aesthetic forms using appropriate technology.

Serving the common good

The common good is at the heart of Catholic social teaching. Because people are social by nature, every individual's good relates necessarily to the common good, the sum of social conditions that allows all people to reach their human potential more fully. It includes respect for and ethical interaction with every person and the natural environment and, in the spirit of the Sisters of Mercy, service for the well-being of all humanity and action in the cause of justice in the world.

Promoting purposeful living

A liberal education enables students to achieve a greater degree of freedom upon which to act purposefully. Since development of purpose entails planning for life based on a set of priorities, Mount Mercy University provides opportunities for spiritual growth, intellectual engagement, vocational clarity, social development, physical well-being, emotional maturity and responsible community leadership.

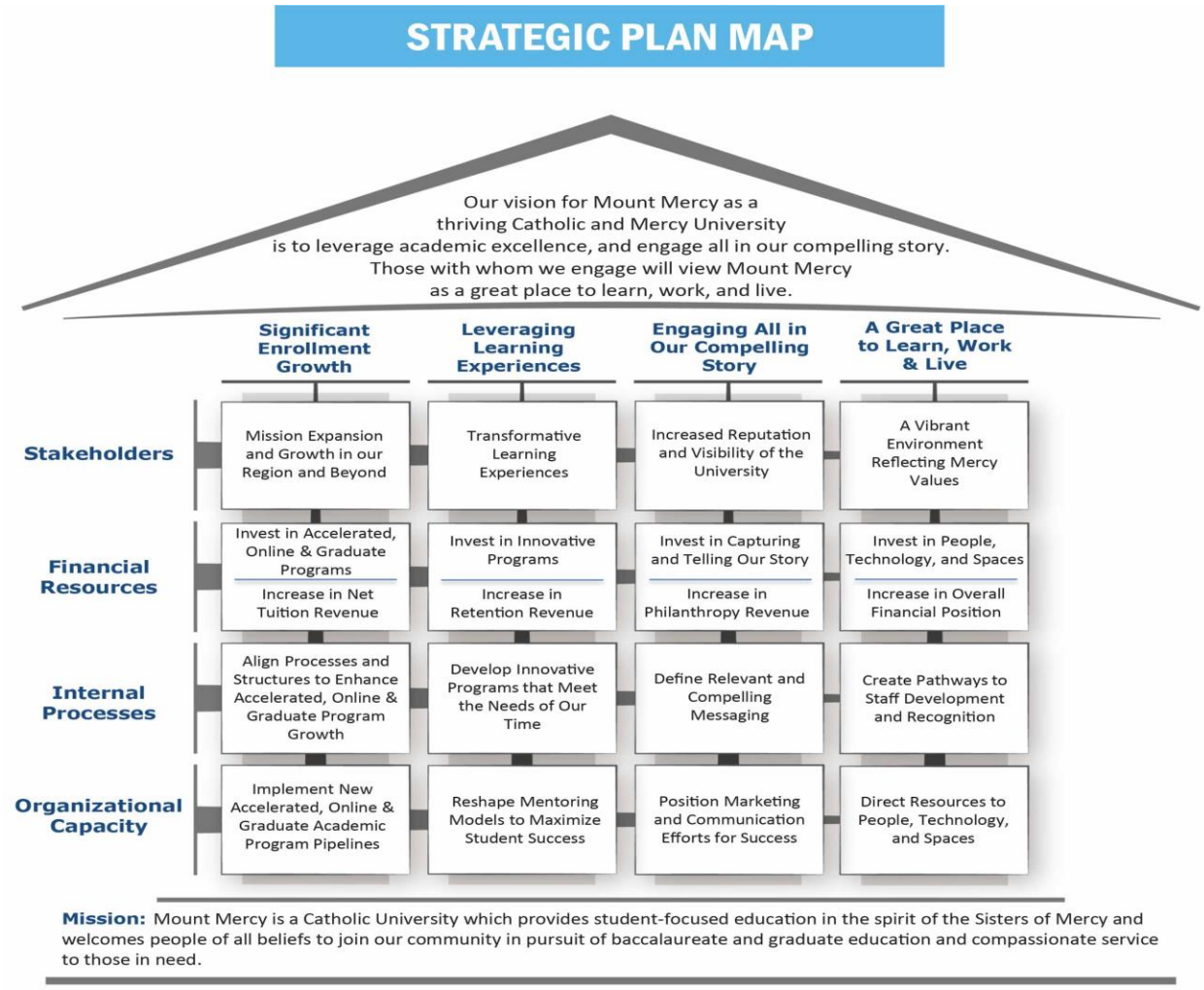
Values

As members of the Mount Mercy University community, grounded in the tradition of the Sisters of Mercy and our Catholic identity, we are committed to:

1. Lifelong learning and education of the whole person
2. Pursuit of truth and dignity
3. Commitment to students
4. Justice
5. Gratitude
6. Hospitality
7. Service

Mount Mercy University

2016-2020 Strategic Plan & Vision



This Strategic Plan Map provides a visual overview, beginning with our University mission and simultaneously working within four distinct, yet interconnected themes, to achieve objectives related to capacity, processes, resources, and stakeholders—all leading toward achieving our future vision.

Martin-Herold College of Nursing & Health (MHCNH)

Vision
Educate and inspire healthcare professionals to discover, serve, and lead.

Mission
The mission of the Martin-Herold College of Nursing and Health is inspired by the Sisters of Mercy and their dedication to service in meeting human needs where they exist. While educating nurses and other health service professionals, the MHCNH faculty strive to deliver exceptional educational experiences that prepare graduates to be visionary leaders, compassionate practitioners, self-motivated, life-long learners, and innovative practitioners in the healthcare system.

Philosophy
The faculty of the MHCNH recognize that the United States healthcare system is an ever-changing entity with multiple layers of care and numerous providers supported by a variety of regulators and payers. Despite a healthcare system that provides lifesaving care to millions of patients, many concerns with costs, quality and access persist. Knowing that this system is only as effective as those who operate within it, the MHCNH educates students through several delivery modes to be critical thinkers and decision makers, participative learners, informed providers to those in need and conscientious members of society. The faculty of the college believe that students are active learners who seek knowledge and guidance in the healthcare fields of their choice. The students' knowledge develops throughout the program and supports clinical judgment skills obtained through study, practice and demonstrations using simulation and clinical experiences. Clinical practice occurs in a variety of settings and is an essential component of all programs.

Healthy lives, as the object of all healthcare services, is the focus of the faculty and students of the MHCNH. Recognizing that health is a concept that includes physical, occupational, emotional, social, environmental, financial, intellectual or spiritual aspects, students are directed toward educational experiences that will prepare them to prevent as well as treat unhealthy states for individuals, families, communities and systems. Self-care and health are factors in each student's ability to assist others. The faculty emphasize that to be an effective provider of care one models appropriate health behaviors.

The heritage of the Sisters of Mercy is evident in the curriculum of the university and in each of the health care programs. Students respond when others are in need and recognize that service is a characteristic of a well-educated provider of healthcare.

Objectives
The graduate will:

1. Integrate knowledge derived from liberal arts, sciences, technology, and healthcare to promote evidence-based practice.
2. Exemplify values of the healthcare professionals. (Altruism, Autonomy, Human Dignity, Integrity, Social Justice)
3. Implement safe and effective client-centered services
4. Embrace the culture of professional healthcare providers.
5. Demonstrate personal and professional growth.

The MHCNH vision, mission, philosophy, and objectives were revised and approved April 18, 2019.

Graduate Nursing Programs

Vision (same as Martin-Herold College of Nursing & Health)
Educate and inspire healthcare professionals to discover, serve, and lead.

Mission (same as Martin-Herold College of Nursing & Health)
The mission of the Martin-Herold College of Nursing and Health is inspired by the Sisters of Mercy and their dedication to service in meeting human needs where they exist. While educating nurses and other health service professionals, the MHCNH faculty strive to deliver exceptional educational experiences that prepare graduates to be visionary leaders, compassionate practitioners, self-motivated, life-long learners, and innovative practitioners in the healthcare system.

Philosophy
In support of the mission of Mount Mercy, the graduate programs in nursing promote reflective judgment, strategic communication, service for the common good and purposeful living. The profession of nursing, particularly as sponsored and practiced by the Sisters of Mercy, is considered by the faculty to be founded on the belief that all members of the community are biophysical, psychosocial, spiritual beings with dignity and value. The focus on health promotion and disease prevention addresses the needs of individuals and communities through evidence-based practice, leadership, policy development, and education of professional nurses. Attention to vulnerable populations is a central focus of the program in all aspects of the curricula.

Purpose
The MMU MHCNH Graduate Programs of Nursing (MSN & DNP) will continue to extend the mission of Mount Mercy through the preparation of nurses to serve where human needs exist. Throughout the educational process, nurses will acquire advanced knowledge and skills of nursing practice and processes. Nurses will be challenged to be visionary on the impact they have on healthcare systems and the lives of clients and communities. Nurses prepared at the graduate level will be the leaders, educators, and practitioners of the nursing profession and extend their practice to provide expertise in the care of all populations.

MHCNH Objectives (same as Martin-Herold College of Nursing & Health. NOTE: MSN & DNP Programs also have specific Program Objectives and Outcomes in respective sections of Handbook).
The graduate will:

1. Integrate knowledge derived from liberal arts, sciences, technology, and healthcare to promote evidence-based practice.
2. Exemplify values of the healthcare professionals. (Altruism, Autonomy, Human Dignity, Integrity, Social Justice)
3. Implement safe and effective client-centered services
4. Embrace the culture of professional healthcare providers.
5. Demonstrate personal and professional growth.

MSN and DNP Program Approval and Accreditation
The MHCNH Master of Science in Nursing is approved by the Iowa Board of Nursing (granted December 10, 2014) and accredited by the Commission on Collegiate Nursing Education (CCNE) (granted September 19, 2016). The Doctor of Nursing Practice has interim approval by the Iowa Board of Nursing (granted July 19, 2017) and has 3 years of CCNE accreditation (granted September 11, 2019).

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students Have a Right to:	And a Responsibility to:
Be treated with respect and as a professional.	Treat others with respect and act professionally.
Equal treatment regardless of race, color, creed, age, gender, national origin, religion, sexual orientation, or disability.	Treat others equally without regard to race, color, creed, age, gender, national origin, religion, sexual orientation, or disability.
Access to their own records and confidential treatment of those records.	Respond to any University, Program, or faculty communication in a timely manner.
Have academic and advising information treated confidentially.	Actively participate in the advising process with their academic faculty advisor.
Share information regarding self, client(s), agencies, or situations to illustrate points in class in a manner that is general so confidentiality will be preserved.	Respect & maintain confidentiality of all conversations & information in class, with peers, & faculty.
Appropriate academic and career advising.	Actively participate in academic advising process with academic advisor and career advising with academic advisor and faculty.
Know and be informed of the policies for admission, progression, and graduation.	Know and abide by policies for admission, progression, and graduation as listed in the ***MMU*** Catalog and ***Graduate Nursing Programs Student Handbook.***
Learn about policy changes prior to effective date.	Evaluate policy changes on an ongoing basis giving such information through proper channels. Respond to proposed policy changes through appropriate channels prior to the effective date.
Participate in the governing actions of the University and Department of Nursing.	Know and use established communication channels. Provide student representation on committees, share information with peer students, and respond to representatives' inquiries.
Participate in curriculum development, implementation, and evaluation.	Provide student representation on committees as specified in the MSN or DNP Committee bylaws.
Accurate information about course (classroom, lab, or clinical) requirements at the onset of enrollment and changes as soon as possible.	Read course (classroom, lab, or clinical) syllabi to prepare for and actively participate using thoughtful, in-depth experience or fact based information in all classroom, clinical, and laboratory experiences.

MSN & DNP Student Representation on MSN & DNP Committees

The Student Representative is the liaison between student cohorts and their respective MSN or DNP Committees. A Student Representative will be identified (self-nomination or election by peers) in each cohort of students (MSN & DNP Programs) in the first course of the curricula. Student Representative contact information and meeting schedules are on Brightspace, Graduate Nursing Student Resources, Announcements. Student Representative contact information is removed from the Announcements once all students from the cohort have finished the program. Student Representatives seek feedback (positive and/or constructive critique) from peers and submit feedback to the Administrative Assistant of Graduate Nursing Programs prior to monthly MSN or DNP Committee meetings. Students can request their feedback be anonymous or identified by name of student. Student Representatives can attend monthly MSN or DNP Committee meetings (in person or via technology) or request a brief response from the Committee regarding the feedback the Student Representative submitted. If a Student Representative attends a MSN or DNP Committee meeting, any student sensitive information will be discussed after the Student Representative leaves the meeting. The Student Representative determines the method to share relevant MSN or DNP Committee information with their cohort. The MSN or DNP Committee bylaws will be shared with the Student Representative at the beginning of their service and if there are any changes to committee bylaws. A Student Representative can request to be removed from the role of Student Representative at any time by notifying the Director of the Graduate Nursing Program in writing. See Appendix D for MSN & DNP Student Representation on MSN & DNP Committee form.

Recognition for Graduate Nursing Students

Sigma Theta Tau International - Kappa Xi Chapter

Kappa Xi Chapter, Sigma Theta Tau International, is the honor society of nursing. It is the second largest nursing organization in the United States and among the largest and most prestigious in the world. The honor society was founded in 1922 by six nursing students at Indiana University. On April 30, 1988, the Kappa Xi Chapter was chartered at Mount Mercy University. Kappa Xi Chapter (Number 252) inducted 150 members from among outstanding alumni, students, and community nurse leaders. The chapter meets on a regular basis throughout the year, presenting programs focusing on scholarship and research in nursing.

Each fall, graduate students (master's and doctorate) that meet the following criteria are invited to accept induction:

- Have completed ½ of the nursing curriculum
- Cumulative grade point average of at least 3.5 (computed according to University policies)
- Meet expectation of academic integrity

The annual induction ceremony for graduate students is held each December at which time new members being inducted attend a formal induction ceremony. If a graduate student has been previously inducted into another Sigma Theta Tau Chapter, the student has the option to transfer Chapter membership to Kappa Xi or may opt to belong to more than one Chapter (https://www.sigmanursing.org/why-sigma/sigma-membership/membership-faqs). For further information regarding Kappa Xi and Sigma Theta Tau, inquire at the Graduate Nursing office.

Mount Mercy University Policies
Graduate Nursing Programs

Graduate students should review and are responsible for following all Mount Mercy University Policies and information in the online College Catalog (http://catalog.mtmercy.edu/) This site also allows a student to access the Graduate College Catalog. NOTE: This Graduate Nursing Student Handbook includes only a selected number of policies.

Mandatory Requirements Checklist

All students are required to comply with submission of Mandatory Requirements documents as instructed in registration appointment and/or orientation. Students will submit their documents to Medatrax for Graduate Nursing Programs to review. Students will receive instructions via email from Medatrax approximately 2 weeks before the start of the course. Students must comply by deadline for submission (before or within first block of curriculum) or they may be dismissed from the program.

Exam Policy

Exams are utilized to facilitate formative and summative evaluation of student learning and for DNP students to foster preparedness for certification examination following graduation. The following guidelines reflect how examinations are administered, results are disclosed, and students review their accomplishments.

Within the context of the classroom:

1. Faculty will remain in the classroom during examinations and will intervene if they suspect a violation of academic integrity.
2. The faculty can arrange seating for exams.
3. Students must clear away all books, notes, and bags.
4. No smart watches (or wrist electronics) or hats/caps may be worn during the exam.
5. Basic calculators will be provided by the university. Students should not use their personal calculators. Calculators may not be shared between students testing.
6. Students must turn off (not on vibrate) all electronic devices.
7. Students are not allowed to leave the room during the exam and then return to continue the exam.
8. Students may not ask questions of the faculty, except those related to typographical errors.
9. Students should put their name on paper copy of exam. The paper copy of the exam can be written on and/or highlighted but will not be utilized by faculty to verify responses.
10. Students should put their name and student ID number on the scantron form.
11. Students are responsible for checking their answer sheets for accuracy prior to submitting them to the proctor.
12. Upon completion of an exam, faculty will direct the students as to when they may leave the classroom. If students are instructed to exit the room, they should be respectful and remain quiet.
13. No discussion of test content should occur until all students have taken the test and scores are posted. Any sharing of information related to the exam with a student who has not yet tested is grounds for a zero grade for all students involved.
14. In addition to the nursing examination policy, the Mount Mercy University Academic Integrity Policy states:

    > Misrepresenting illness or personal crisis or otherwise intentionally misleading instructors as an excuse for missed or late academic work thus intentionally missing an exam is an example of academic misconduct. Testing at scheduled times is expected and can be adjusted only for clearly legitimate personal or family illness/emergency.

15. Make-up exams will be given when the student notifies the faculty prior to the scheduled exam of his/her inability to take the exam due to personal or family illness/emergency. The exam must be taken as quickly as possible at faculty discretion for scheduling (preferably within 24 hours).
    a. A student who misses an exam without notifying faculty prior to the scheduled exam period will receive a Document of Concern (DOC) with a "U" and be allowed to make-up the exam with a 50% deduction in the student's exam score. The exam must be taken as quickly as possible at the instructor's discretion for scheduling (preferably within 24 hours).
    b. A student who arrives late for an exam without notifying faculty prior to the scheduled exam period will be allowed only the amount of time remaining in the scheduled exam period to finish the exam or the student may opt to take a make-up exam with a 50% deduction in the student's exam score (See section 13a).

Rewriting Papers

Papers should be written using the course assignment directions, rubric(s) and the latest edition of the Publication Manual of the American Psychological Association (APA). Use of these writing resources is expected. Consequences of failing to achieve a minimum of 80% on any paper will be:

1. Papers earning less than 80% must be rewritten
2. The paper must be rewritten to meet all the specifications of the course assignment. If the rewritten work does not meet all the specifications of the course assignment, the student will earn the grade on the initial submission.
3. No more than 80% can be earned on any paper requiring resubmission and only one submission will be accepted.
4. Papers achieving 80% or more may not be rewritten.
5. Papers must be submitted by due date. Extensions will be given only in extreme circumstances. 10% of the total points per day can be deducted for papers submitted late without a proper extension. These points cannot be earned if the paper is rewritten. If this deduction causes the overall score to fall below 80%, the paper may not be rewritten.
6. Mount Mercy students are responsible for authenticating any assignment submitted to faculty. Mount Mercy University faculty may employ various means of ascertaining authenticity – such as Internet searches, requiring students to explain their work and/or process orally, or using "Turnitin" feature in Brightspace. Faculty using Turnitin will expect a similarity report of 24% or less (when excluding bibliographies and short matches). Students are required to be familiar with Turnitin Similarity Report. If asked, you must be able to produce proof that the assignment you submit is actually your own work. Therefore, we recommend that you engage in a verifiable working process on assignments. Keep copies of all drafts of your work, make photocopies of research materials, write summaries of research materials, keep logs or journals of your work on assignments and papers, and learn to save drafts or versions of assignments under individual file names so you can demonstrate changes from one document to another. The inability to authenticate your work, should faculty request it, is sufficient grounds for failing the assignment.
7. Academic dishonesty, such as unauthorized collusion, plagiarism and cheating, will not be tolerated. Student papers will not be re-graded (be sure to clarify any questions before you hand in your papers).
8. It is highly recommended that students make a copy of all formal papers for their own files.

Attendance

Attendance requirements in graduate courses are established by programs and individual instructors. Attendance policies are stated in each course syllabus. Official attendance will be taken on the first day of class for classes in the block schedule for purposes of validating class rosters and meeting Federal regulations. Students enrolled in MSN online courses must actively engage in the course by the end of the first Tuesday (11:59pm CST) or earlier as designated by instructor. Simply logging in to the class does not count as engagement for attendance purposes.

Late Assignments

If a student turns in an assignment late, there will be a 10% deduction for every day it is late.

Extra Credit/Bonus Points

Extra credit/bonus points can only raise a grade one level (e.g. B- to B). Extra credit/bonus points are added to the course grade after a student has achieved overall course grade of 80% or higher.

Activities outside of classroom

If students are expected to attend an off-campus activity/conference and elect not to attend they are required to complete the following alternative assignment:

- Write a 15-20-page paper – topic determined by faculty
- Minimum of 10 scholarly articles
- Due day of activity or week of activity (as determined by faculty)
- If activity/conference is more than 2 days – paper and presentation or additional supplemental work determined by faculty
- If the student does not attend the off-campus activity/conference and does not complete the alternative assignment they will receive a Document of Concerns (DOC).

Add/Drop Policy

The block calendar add/drop dates are located in the Block Academic Calendar. Students enrolled in graduate programs must drop a course prior to class beginning in order to avoid being charged for the class. If the course is dropped on or after the start of the block, but prior to the second day of class, the student will receive a grade of "W" on the academic transcript reflecting the withdrawal but will not be charged. Students dropping the course during the second day of class or thereafter, will be charged 100% of the tuition. Students who never show up to a class but do not drop the course will receive a grade of "NA" and will be charged 100% of the tuition for the course. After conclusion of the add/drop or withdrawal period, all change requests must be approved by the Program Director. Late adds and drops are limited to unusual circumstances that must be documented
in writing. If a student wishes to withdraw from a graduate course, they must do so by the fourth Sunday (11:59pm CST) of a five-week block, or the ninth Sunday (11:59pm CST) of a ten-week block to receive a "W". Students who do not withdraw from a course by these deadlines will receive a letter grade for the course.

Policy on undergraduate (BSN or RN-BSN) students taking MSN courses

- Undergraduate nursing (BSN and RN-BSN) students may take up to 13 credits of graduate study in the MSN Program as an undergraduate.
- Credits may be applied to the MSN degree at Mount Mercy so long as MSN program is started within five years of the last course completed.

BSN Students must be seniors who meet criteria determined by Director of Graduate Nursing Programs and undergraduate nursing faculty may take graduate courses for credit. Undergraduate students must follow BSN Nursing Student Handbook process and advisor guidance for approval to take MSN courses. BSN students will be held to the same standards and policies as MSN students.

RN-BSN Students must meet with the RN-BSN Program Director to determine if taking MSN courses is appropriate and feasible while completing their RN-BSN degree. RN-BSN students must follow RN-BSN Nursing Student Handbook process and advisor guidance for approval to take MSN courses. RN-BSN students will be held to the same standards and policies as MSN students.

Policy on master level students taking doctoral level courses

Mount Mercy graduate students enrolled in a Master's level program may earn a maximum of 10 credit hours of doctoral course work. Credits earned under this policy may be applied to a doctoral program only with the approval of the appropriate Program Director. Students are not permitted to pursue a master's and doctoral degree concurrently.

Admission, Progression & Graduation Policies & Procedures
Graduate Nursing Programs

Mount Mercy University Martin-Herold College of Nursing & Health aims to develop highly qualified nursing professionals at the graduate level. The graduate nursing programs recognize the heritage of the Sisters of Mercy in meeting the needs of others and therefore are dedicated to preparing graduates to lead the nursing profession while meeting the challenges of an ever-changing, complex healthcare system. Students embrace the culture of the nursing profession while engaging in experiences that promote personal and professional development. Graduate students engage in analysis and synthesis of research, policy, systems and practice using critical inquiry allowing them to implement appropriate evidence based nursing interventions. Whether employed in the community or an acute care setting, nurses will acquire the knowledge and skills related to health promotion, disease prevention, population based nursing practice, education, management and leadership to lead, teach, advocate and practice at an advanced level with individuals, families and communities.

Admission

Applicants desiring admission to the Graduate Nursing Programs must meet the graduate admissions criteria as well as Graduate Nursing Programs criteria as listed in the College Catalog. Applicants should apply through the Graduate Admissions Office (https://www.mtmercy.edu/graduate-admissions). Final admission decisions rest with the Director of Graduate Nursing Programs and the MSN or DNP Committee members. In all cases, admission requirements can be waived at the discretion of the Program Director.

Admission - International Students
Mount Mercy welcomes international students to its campus, recognizing that they enrich the educational experience for all students by contributing to the intellectual, social, and cultural diversity of the Mount Mercy community. Additional items are required for admission for international student0 can be found in the College Catalog.

Admission - Post-Graduate Emphasis
The Mount Mercy University post-master emphasis assists post-graduate nurses (MMU alumni or non-MMU alumni) seeking to enhance their expertise and gain competency in an area of nursing not previously studied. The post-master emphasis programs also strengthen the capability of master or doctoral prepared nurses who are planning on, or are already involved in, a role expansion or change.

Progression
Students are expected to progressively demonstrate improvement in their personal and professional development while enrolled in the Graduate Nursing Program. Students play a collaborative, active role in the progression through Graduate Nursing Programs.

Employment
Given the rigorous nature of graduate education, students may find it difficult to maintain full-time employment. If the students make the decision to maintain employment during graduate education, it is expected that employment will not interfere or impede any portion of the student's academic responsibilities. This includes, but is not limited to, attendance at mandatory meetings, classes, course examinations, clinical lab experiences, completion of assignments, and clinical experiences.

Repeating Courses
A student receiving a "C+", "C" or "C-" may repeat a graduate course once. For the MSN & DNP programs, a maximum of one course may be repeated. Both the original course and the repeated course remain on the transcript. The cumulative grade point average will include only the second grade.

Continuous Enrollment
NOTE: To complete the MSN and DNP program students must be enrolled in summer courses.

Withdrawal Policy
Students who choose to withdraw from a course are to follow the Mount Mercy University Withdrawal Policy as described at http://catalog.mtmercy.edu/academicpolicyinformation/.

Statute of Limitations
MSN students enrolled in a graduate program must complete all degree requirements no later than six years after the date of first enrollment in the program. A student may petition the Associate Provost for an extension for a limited period if such extension is sought before the six-year limit expires.

DNP students are required to complete a project in order to graduate. Students must continuously enroll in NU893 Innovation & Change for Future: DNP Clinical Practice Project Continuation until the project is complete and given final approval by the DNP project team.

Students must complete NU 890 Innovation & Change for Future: DNP Clinical Practice Project I, NU 891 Innovation & Change for Future: DNP Clinical Practice Project II, and NU 892 Innovation & Change for Future: DNP Clinical Practice Project III prior to graduation. Students are required to enroll in NU 893 Innovation & Change for Future: DNP Clinical Practice Project Continuation each semester after that (Fall, Spring and Summer) until the student is finished. A continuation fee, equivalent to one credit hour, will be assessed for every semester the student is enrolled in NU 893 Innovation & Change for Future: DNP Clinical Practice Project Continuation after the 3-hour requirement has been met.

An incomplete will be given in NU 892 Innovation & Change for Future: DNP Clinical Practice Project III until the final project is approved by the project team. Upon approval of the project, the grade will be changed to a Pass. If a student does not enroll in NU 893 Innovation & Change for Future: DNP Clinical Practice Project Continuation, the incomplete grade will turn to a Fail (F)

After completing 3 credit hours of NU 890 Innovation & Change for Future: DNP Clinical Practice Project I, NU 891 Innovation & Change for Future: DNP Clinical Practice Project II, and NU 892 Innovation & Change for Future: DNP Clinical Practice Project III a student has three years to complete the DNP project.

Grading Policies

Graduate courses are graded as follows:

Letter Grade	GPA Points	Percent
A	4.0	93-100
A-	3.67	90-92.99
B+	3.33	87-89.99
B	3.00	83-86.99
B-*	2.67	80-82.99
C+	2.33	78-79.99
C	2.00	75-77.99
C-	1.67	70-74.99

F Failure: no credit earned. A student earning an "F" grade may not repeat the Course for which the "F" was received without the approval of the Program Director.

I Incomplete: a temporary grade given only when extenuating circumstances prevent completion of all course work on time.

IP Incomplete in Process: a temporary grade given when a practicum and/or thesis work has not been completed on time. NOTE: An IP grade must be complete within six months of the close of the term in which it was given."

P Pass: a mark used to show satisfactory performance.

W Withdraw: A non-punitive grade which will be entered on the permanent record if a student withdraws from a class within the published withdrawal period.

NA Non-attendance

The cumulative grade point average is calculated by dividing cumulative grade points by cumulative hours graded.

NOTE:

- All NU courses must be passed with a "B-"or higher to receive credit.

- Courses with a lower grade must be repeated.
- For the MSN & DNP programs a maximum of one course may be repeated.

Graduation

Graduation Requirements

In order to be eligible to graduate, a student must meet the following requirements:

1. Minimum GPA of 3.0
2. Complete all course work with no incompletes
3. Meet all program specific requirements
4. Apply for graduation

The student is, in every case, responsible to see that he or she properly applies for graduation and meets the graduation requirements.

Awarding of Post-Master's Additional Emphasis

Students must complete all courses required for the emphasis they are seeking with a B- or above. Post-graduate emphasis programs may be completed in less than 7 months, but must be completed within 6 years. Time to completion may vary by student, depending on individual progress and credits transferred.

Tuition and Fees

Tuition

See the College Catalog for current tuition rates and graduate student fees. Graduate students are allowed deferred billing which states tuition is due the day the class starts. If you are reimbursed by your employer, and you have a completed Deferred Payment Plan Enrollment Form on file in the Student Financial Services Office, tuition is due 45 days from the end of each block.

Delinquent Accounts

All students, except those on employer reimbursement, are required to have their entire account paid in full by the last day of class. Any balance remaining after this date will be considered delinquent. Students who are reimbursed by their employers are required to have their entire account paid in full within 45 days of receiving their grade report for each class or their account will be considered delinquent. It is the student's responsibility to notify the Student Financial Services Office that s/he is eligible for employer reimbursement as well as notify them of any changes in reimbursement status. Students with delinquent accounts may be subject to the following actions until the balance is paid in full:

1. All current and future registrations will be cancelled
2. All financial aid for future terms will be cancelled
3. Official transcripts will not be made available
4. Accounts will be turned over to a collection agency unless arrangements have been made for the timely payment of the delinquent amount due.

Additional Fees

See the College Catalog for any additional fees charged by the University. Additional MSN and/or DNP program specific fees are listed in the respective sections of Handbook.

Professionalism

Academic Integrity

Mount Mercy values integrity and honesty in all aspects of academics and campus life. As part of the academic mission, the institution has Academic Integrity Definitions and Procedures (in College Catalog) for which all students are responsible. The Mount Mercy community encourages all students to carefully consider these definitions, to adhere to these standards, and to ask for guidance if in doubt. This policy applies to all students enrolled in online or on campus courses. Disciplinary procedures will be modified as appropriate if a student is taking courses from a distance and unable to participate in person.

Graduate Student Grievance Procedure

The College Catalog, describes a specific procedure for graduate student grievances. These student grievance procedures apply to all graduate students enrolled in online or on campus courses. Disciplinary procedures will be modified as appropriate if a student is taking courses from a distance and unable to participate in person.

Digital Etiquette

Mobile Devices: Mobile devices connect individuals with family, friends, work settings, and the community. The classroom should be a place apart, however briefly, from the outside world. You will learn more if you can concentrate on the course while you are in class. Students should turn off cell phones and/or other mobile devices before entering the classroom. If your phone rings, please silent the call and turn phone to vibrate or silent. If you need to take a phone call, please leave the room before starting your phone conversation. If you have a personal situation that requires you to check or respond to messages on your cell phone, please inform faculty in advance.

Laptops: Laptops or mobile devices are not required for the Graduate Nursing Programs although you may want to bring a laptop or mobile device if faculty ask you to work collaboratively or use the internet for course activities. If a faculty member poses a question and does not have the answer or expect students to answer, that is not permission to look up the answer on your laptop or mobile device. You may use a laptop to take notes during class. However, laptops also present temptations in class that many students find irresistible. You should not use a laptop during class for any reason other than immediate class activities – for example do not check email and do not submit or complete assignments. Laptops being used for non-class activities not only distracts you (meaning you will be less able to meaningfully participate in the class), they also distract anyone around or behind you. If you often seem distracted by what's on your laptop screen, faculty will ask you to put your laptop away.

Computer and Internet

You are responsible for ensuring that you have a reliable up-to-date computer, updated virus protection, and Internet connection to access the course materials and complete course activities. You need to make alternate arrangements in case of unexpected computer and Internet problems. Students should take the initiative to learn and become progressively more proficient on computer software used for course assignments.

Communication and Netiquette

Effective written communication is an important part of learning. In a face-to-face classroom, body language, verbal responses, and questions help the facilitator and participants communicate with each other. In an electronic environment misunderstandings can easily occur when participants do not follow basic rules of netiquette. Therefore, please use the following guidelines when communicating.

- Do not use all capital letters in online communication, as doing so indicates you are yelling. Limited use of capitalized words is acceptable when you need to emphasize a point.
- Use appropriate and descriptive subject line in discussion forum posts and email communication (change the subject line if needed before responding to an email).
- Think before you speak…or write! You can disagree with another person, but do so in a respectful manner and if applicable, backed with APA citation.
- Derogatory comments, ranting, and vulgar language are not acceptable in any form of communication.
- Please keep in mind that something considered offensive may be unintentional. If you are concerned about something that appears unacceptable, please inform faculty immediately.

Document of Concerns

Academic integrity, professionalism, and academic progression issues will be documented using the Document of Concern (DOC) form (***Appendix C***). A DOC is a written notification of concern completed by faculty. Academic integrity issues will also be documented using the appropriate University form which will be attached to the DOC form. The faculty member will establish a meeting for within one week of the issue for the student, faculty member, and Director of Graduate Nursing Programs. In the event the Director of the Graduate Nursing Programs is not available; a second faculty member should be invited to the meetings. The meeting will allow faculty and students to share concerns that are supported by objective data. Consequences to the student will be dependent upon the seriousness of the issue and in accordance with all University and MHCNH policies. Actions taken by the faculty may include, but are not limited to, written warning, remediation, repetition of learning experiences, failure of clinical, failure of course, dismissal from the program, and/or dismissal from the university. The Director of Graduate Nursing Programs will monitor trends of individual student behavior for repeated concerns across courses and semesters. Students earning three "U"s in the MSN Program or two "U"s in the DNP Program will result in disciplinary action or dismissal from the program. The DOC will be filed in the student's advising file until the files are purged upon student graduation.

Clinical Course Concerns

If a student is deemed inappropriate, unprepared or unsafe they may be dismissed from the clinical site.

Institutional Support & Student Resources

Academic Center for Excellence

The Academic Center for Excellence (ACE) assists students with academic skills. ACE services are personalized and flexible. ACE provides walk-in assistance during office hours and also offers one-on-one and small group guidance with regularly scheduled appointments. ACE is open to all students, free of charge. ACE is located on main campus. Phone (319) 363-1323 ext. 1204 or 1208

Busse Library
Students have access to numerous books, hard-copy and on-line journal resources, and cataloged health-care related resources including WorldCat, the library catalog, and Google Books. Once you find a book in WorldCat or Google Books, you can search for it in the Busse Library Catalog. If you don't find the title in the catalog at Mount Mercy, you can order it through Interlibrary Loan. DVD videos and video cameras are available for check out. Phone (319) 368-6465 library@mtmercy.edu

Campus Store
The University Campus Store is located on main campus. Supplies, greeting cards, clothing and personal items are available. Course books are identified by course number in the Campus Store. Students can opt in or opt out of textbooks from Tree of Life. Phone (319) 368-6461

Computer Labs
There is a computer lab at the Graduate Center and other computer labs on main campus. Assistance is available at the Help Desk Phone (319) 363-1323 ext. 4357

Copy Center
Multiple copy printing is available in the Copy Center. Color copying, 3-hole punching, binding, and large poster production services are available. Phone (319) 363-1323 ext. 1883 copyshop@mtmercy.edu

Counseling Services
Confidential counseling services are also available at the Olson Marriage & Family Therapy Clinic located in the CRST Graduate Center. Phone (319) 368-6493. Students can also use the Counseling Center, located in the University Center, Student Life suite, 2nd floor. (319) 363-1323 ext. 1257.

Student Health Services
Health Services at Mount Mercy supports the physical and psychological needs of students on campus. A registered nurse is available to students to help with specific health needs and to assist in maintaining and improving your overall well-being. Phone (319) 363-1323 ext. 1283

Email
Mount Mercy email (xsmith####@mtmercy.edu) is the required form of electronic communication, rather than personal email accounts. Students receive their e-mail address and instructions related to email account at registration. Assistance is available at the Help Desk Phone (319) 363-1323 ext. 4357

Emergencies
Fire alarms, extinguishers and fire escape route maps are in each building. Blue security phones are available in several campus locations. All hazardous conditions should be reported to Safety and Security Office. Escorts after regular hours are available upon request. Phone (319) 363-1323 ext. 1234

Good Book
The Good Book contains many policies and procedures concerning the Mount Mercy University community. Parking, academic integrity, substance abuse, harassment, and others in the Good Book can be found http://catalog.mtmercy.edu/thegoodbook/.

Brightspace
Brightspace is the MMU learning management system for courses and where you can download each course syllabus and communicate with faculty and other students. Phone (319) 363-1323 ext. 1246 brightspace@mtmercy.edu

MyMountMercy
MyMountMercy is the online connection to administrative processes such as registration, change of address, information regarding course grades, billing, and financial aid.

Parking
All students are required to display a parking permit. After the first full week of each semester students will be subject to parking tickets with varying fines for parking without the proper permit or for improper use of marked areas (such as handicapped, 30-minute limit etc.). Parking permits may be obtained from the University Center Desk. If you use an alternate vehicle you may obtain an additional parking sticker for a $2.00 fee or complete a temporary permit application available from the University Center information desk. See the Good Book for parking specifics.

Weather and Closure Policies
The University does not expect students or personnel to put themselves at undue risk. Please travel with caution on roadways. The determination to close the University will be made based on the severity of the weather, area road conditions, and campus conditions. Mount Mercy provides cancellation alerts as soon as possible to students. Be sure that your correct contact information is in MyMountMercy profile to receive these automatic alerts.
Other methods of determining if classes at MMU have been cancelled include:

- The Mount Mercy weather hotline: 319-363-1323, ext. 1532
- The Mount Mercy homepage, which will contain weather updates
- Mount Mercy student, faculty and staff e-mail accounts
- Other resources that will be notified of a closing include:
    - Television: KCRG TV9, KGAN NEWS2 and KWWL 7
    - Radio: KZIA 102.9, KHAK 98.1, KDAT 104.5, KRNA 94.1, KCCK 88.3, WMT 96.5, WMT AM 600, KMRY 1450, KNWS 101.9, and KWOF 89.1

MASTER OF SCIENCE IN NURSING (MSN) PROGRAM

The MSN Program builds upon baccalaureate nursing education to develop nurse leaders and change agents. Students engage in vibrant, dynamic classroom presentations, discussions, and activities. In addition, students are challenged to think and demonstrate beyond the nursing generalist level. The MSN curriculum is based on The Essentials of Master's Education in Nursing (AACN, 2011) and national competencies that align with each area of emphasis.

MSN applications are accepted throughout the year and reviewed by MSN Committee members at monthly meetings. Applications are valid for one year from the date of application submission. Students who are admitted can start in January or August each year. Students select an area of emphasis on the MSN application and can opt to change areas of emphasis if needed by meeting with their advisor. All students take MSN core courses and then proceed

MSN Program Objectives and Student Outcomes

MSN Program Objectives	MSN Student Outcomes
1. Integrates knowledge derived from a foundation in baccalaureate nursing education with that of the advanced knowledge of health promotion, disease prevention, nursing practice, education and leadership	Use scientific evidence and theories to innovate, initiate change, and manage practices to lead health promotion and disease prevention for populations.
2. Respects the value and dignity of human life while incorporating knowledge of cultural, ethical, economic, social and spiritual components in the care of clients.	Demonstrate cultural awareness and sensitivity with populations.
3. Implements appropriate nursing interventions as an expect practitioner and educator.	Utilize evidence-based research to support roles areas of emphasis.
4. Embraces the culture of the profession of nursing through the analysis and synthesis of nursing theory, system, policy, research, and practice.	Analyze current policy, research, and evidence based practices to improve quality, safety, and delivery of health care.
5. Engages in experiences that promote personal and professional growth as a supporter of professional development and quality of nursing services.	Incorporate professional organizational experiences and opportunities in teaching/learning.
6. Engages in critical inquiry and use an evidence-based approach to inform advanced nursing practice.	Create health care practices and education that incorporate health care core competencies.
7. Provides improvement-focused, collaborative, data-informed, evidence-based, patient-centered, safe, highest quality nursing care in area of emphasis	Collaborate with stakeholders to integrate area of emphasis competencies.

MSN Areas of Emphasis & Associated Competencies

1. Forensic Nursing – International Association of Forensic Nurses (2004)
2. Health Advocacy – Council on Linkages Between Academia and Public Health Practice (2014)
3. Nurse Administration – American Organization of Nurse Executives (2015)
4. Nurse Education – National League for Nursing (2012)
5. Nursing Informatics - American Medical Informatics Association (2017)

MSN Plans of Study

Students can start in January or August each year. Students can enroll in any plan of study by emphasis area (https://www.mtmercy.edu/msn/study-plan) as a full-time graduate student or part-time graduate student. The part-time plan of study is individualized by Director of Graduate Nursing Programs to meet the needs of the student. All courses, except NU660 Professional Practicum, are taken over a 5-week block. NU660 Professional Practicum is completed over three blocks (equal to 15 weeks). Block start and end dates and course offerings can be accessed at: http://www.mtmercy.edu/schedules-and-catalog.

MSN Courses

MSN course descriptions (core, emphasis, and electives) can be accessed at: http://catalog.mtmercy.edu/graduateprograms/curriculum/msn/#courseinventory

Post-Master Emphasis

A post-master emphasis assists post-graduate nurses seeking to enhance their expertise and gain competency in an area of nursing not previously studied. The post-master emphasis programs also strengthen the capability of master or doctoral prepared nurses who are planning on, or are already involved in, a role expansion or change. Graduate students currently enrolled in the MMU MSN program who seek to expand their areas of expertise beyond their first emphasis may also obtain an additional emphasis.

Nursing Informatics Tuition

Nursing Informatics students are responsible for paying applicable University of Minnesota tuition and fees for courses taken through the University of Minnesota and are subject to their enrollment policies and deadlines.

Additional MSN Student Expenses

Criminal Background Check	Approximately $35
Medatrax	Approximately $10 per month (when logging clinical & practicum hours)
ANA/INA Membership	Approximately $15 per month
Professional Liability Insurance	Cost per student based on provider student selects
Health Insurance	Cost per student based on provider student selects

Other costs may be incurred based on course activities and/or student and/or faculty determination.

MSN Graduation Profile

All MSN students will have final MSN evaluation using the summative "MSN Graduation Profile" form in ***Appendix A.*** The student and Director of Graduate Nursing Programs will sign the "MSN Graduation Profile" form prior to graduation.

DOCTOR OF NURSING PRACTICE (DNP) PROGRAM

The DNP Program builds upon master's nursing education to develop advanced practice nurses that function as nurse practitioners, leaders, and change agents. Students engage in vibrant, dynamic classroom presentations, discussions, and activities. In addition, students are challenged to think and demonstrate beyond the graduate nursing level. The DNP curriculum is based on The Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006) and Nurse practitioner core competencies content (NONPF, 2017) and Population-focused nurse practitioner competencies (NONPF, 2013)

DNP applications are accepted throughout the year and reviewed by DNP Committee members as received. DNP applications are valid for one year from the date of application submission. All DNP applicants are interviewed by DNP Committee members using standard questions.

DNP Program Objectives	
1. Integrate knowledge derived from a foundation in baccalaureate and master's nursing education with advanced practice of health promotion, disease prevention and management, and nursing leadership.	4. Incorporate the culture of advanced practice nursing through the analysis and synthesis of nursing theory, systems, policy, informatics, research, and practice.
2. Respect the value and dignity of human life and incorporate knowledge of cultural, ethical, economic, social and spiritual components while providing advanced nursing care.	5. Commit to personal and professional growth as an advanced practitioner and leader in nursing and healthcare.
3. Practice advanced nursing skills in healthcare systems.	6.Design and implementation of evidence based practice within interdisciplinary teams and healthcare systems.

DNP Student Outcomes	
1. Innovate approaches in advanced nursing practice and leadership using scientific evidence and theoretical concepts from nursing and other scientific disciplines.	5. Influence the development and implementation of equitable and ethical health care policy that improves health outcomes and advocates for the nursing profession within health care policy communities
2. Lead culturally-proficient, population-focused, continuous quality improvement initiatives in health care services influenced by systems thinking.	6. Employ consultative and leadership skills with intraprofessional and interprofessional teams to create change needed to improve the quality and delivery of health care for individuals and populations.
3. Critically translate best evidence from nursing and across scientific disciplines to inform quality improvement strategies aimed at safe, effective, and reliable patient-centered care.	7. Propose and evaluate interventions and care delivery models to influence improvement of individual and population health with health promotion/disease prevention based on epidemiology, ethical, cultural and environmental considerations.
4. Evaluate and communicate health care system performance outcomes resulting from the adoption of information systems and patient care technology.	8. Role model an independent advanced nursing practice using refined clinical judgment, systems thinking, and accountability in delivering and evaluating evidence based, health promotion/disease prevention health care to individuals, aggregates, and diverse populations.

DNP Program Lead

The Program Lead in collaboration with stakeholders, is accountable for three main interrelated responsibilities: curriculum content & accuracy, faculty, and community. The Program Lead responsibilities related to curriculum content and accuracy include collaborating with the academic leadership and faculty to maintain and update all relevant course content. The Program Lead responsibilities to the faculty include coordinating and collaborating with faculty to maintain team efforts that support the program. The Program Lead responsibilities to the community include coordinating and collaborating with community agencies to promote the DNP program, secure clinical sites, and maintain/foster positive relationships. The Program Lead reports to the Director of Graduate Nursing Programs with performance expectations in MHCNH Nursing Faculty Manual.

DNP Plans of Study

DNP Students (currently not NP – completing DNP-FNP or currently certified NP (in any specialty) start in August each year. DNP Plans of Study are located at https://www.mtmercy.edu/dnp/curriculum. Students can be a full-time or part-time graduate student. The part-time plan of study is individualized by Director of Graduate Nursing Programs to meet the needs of the student. All courses, except *NU890 Innovation & Change for Future: DNP Clinical Practice Project*, are taken over a 5-week block. *NU890 Innovation & Change for Future: DNP Clinical Practice Project* may be completed over several blocks based on student progress on DNP Clinical Practice Project. Block start and end dates and course offerings can be accessed at: http://www.mtmercy.edu/schedules-and-catalog.

DNP Courses

DNP course descriptions (core, emphasis, and electives) can be accessed at:
http://catalog.mtmercy.edu/graduateprograms/curriculum/dnp/#courseinventory

Agency Agreements

Agency Agreements must be established and approved by Mount Mercy University DNP Program and each agency/clinical site before a student can start clinical or DNP Project experiences.

1. Mount Mercy University DNP Program will initiate the request for the Agency Agreement using the *Mount Mercy University DNP Program Agency Agreement* template.
2. If the agency/clinical site proposes changes to the *Mount Mercy University DNP Program Agency Agreement*, Mount Mercy University Director of Graduate Programs will review and determine if feasible and/or if additional review is needed by Mount Mercy University administration or legal representative.
3. The Agency Agreement must be signed by:
    a. Mount Mercy University, Martin-Herold College of Nursing and Health, Director of Graduate Nursing Programs
    b. Mount Mercy University, Martin-Herold College of Nursing and Health, Dean
    c. Administrative authority from agency/clinical site
4. Student will be informed of and must meet all requirements identified in Agency Agreement before staring clinical or DNP Project experience.
5. Agency Agreements will be reviewed annually on August 1st or first business day after August 1st.

DNP Project Handbook

All DNP students are required to complete a scholarly DNP Project. Please see the DNP Project Handbook for details, process, and evaluation.

Additional DNP Student Expenses

Criminal Background Check	Approximately $35
Medatrax	Approximately $10 per month (when logging clinical & practicum hours)
Professional Liability Insurance	Cost per student based on provider student selects
Health Insurance	Cost per student based on provider student selects
ANA/INA Membership	Approximately $15 per month (Optional)
AANP Membership	Approximately $ 50 per year (Optional)
INPS Membership	Approximately $ 50 per year (Optional)

Other costs may be incurred based on course activities and/or student and/or faculty determination.

DNP Graduation Profile

All DNP students will have final DNP evaluation using the summative "DNP Graduation Profile" form in ***Appendix B.*** The student and Director of Graduate Nursing Programs will review and sign the "DNP Graduation Profile" form prior to graduation.

References

American Association of Colleges of Nursing (AACN). (2006). *The Essentials of Doctoral Education for Advanced Nursing Practice*. Retrieved from: https://www.aacnnursing.org/Portals/42/Publications/DNPEssentials.pdf

American Association of Colleges of Nursing (AACN). (2011). *The Essentials of Master's Education in Nursing*. Retrieved from: https://www.aacnnursing.org/Portals/42/Publications/MastersEssentials11.pdf

American Medical Informatics Association. (2017). AMIA Accreditation Committee. *Health Informatics Core Competencies*. Retrieved from: https://www.amia.org/sites/default/files/AMIA-Health-Informatics-Core-Competencies-for-CAHIIM.PDF

American Organization of Nurse Executives (AONE). (2015). *AONE Nurse Executive Competencies*. Chicago, IL: Author. Retrieved from: https://www.aonl.org/resources/nurse-leader-competencies

Council on Linkages Between Academia and Public Health Practice. (2014). *Core Competencies for Public Health Professionals.* Retrieved from http://www.phf.org/resourcestools/pages/core_public_health_competencies.aspx

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National League for Nursing. (2015). *Competencies for the Academic Nurse Educator.* Retrieved from: http://www.nln.org/professional-development-programs/competencies-for-nursing-education/nurse-educator-core-competency

National Organization of Nurse Practitioner Faculty (NONPF). (2017a). Nurse practitioner core competencies content. Retrieved from https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/competencies/2017_NPCoreComps_with_Curric.pdf

National Organization of Nurse Practitioner Faculty (NONPF). (2013). Population-focused nurse practitioner competencies. Retrieved from https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/competencies/populationcusnpcomps2013.pdf

Appendix A: MSN Graduation Profile

Mount Mercy University
MSN GRADUATION PROFILE

Name:	**Student ID:**
Preferred Email after Graduation:	
Program Completion Date: Feb 201__ May 201__ June 201__ August 201__ December 201__	**Preceptor:**
Emphasis:	
Practicum Project:	

Student Signature Printed Name Date

Director of Graduate Nursing Completes
PERFORMANCE RATING (Circle the number indicating the level of performance)
1 = Competent - satisfactory performance, safe, meets expectations
2 = Exceptional - exceeds expectations
This graduate:

1	2	1. Integrates knowledge derived from a foundation in baccalaureate nursing education with that of the advanced knowledge of health promotion, disease prevention, nursing practice, education and leadership.
1	2	2. Respects the value and dignity of human life while incorporating knowledge of cultural, ethical, economic, social and spiritual components in the care of clients.
1	2	3. Implements appropriate nursing interventions as an expert practitioner and educator.
1	2	4. Embraces the culture of the profession of nursing through the analysis and synthesis of nursing theory, systems, policy, research, and practice.
1	2	5. Engages in experiences that promote personal and professional growth as a supporter of professional development and quality of nursing services.
1	2	6. Engages in critical inquiry and use an evidence-based approach to inform advanced nursing practice.
1	2	**7. *ADDITIONALLY*, NURSING EDUCATION- graduate nursing students:** Provides improvement-focused, collaborative, data-informed, evidence-based, patient-centered, safe, highest-quality nursing education.
1	2	**7. *ADDITIONALLY*, HEALTH-ADVOCACY- graduate nursing students:** Provides improvement, collaborative, data-informed, evidence-based, patient-centered, safe, highest-quality population health.

1	2	1. ***ADDITIONALLY,* NURSING ADMINISTRATION- graduate nursing students:** Provides improvement, collaborative, data-informed, evidence-based, patient-centered, safe, highest-quality population health.
1	2	**7. *ADDITIONALLY,* FORENSIC NURSING - graduate nursing students:** Provides improvement, collaborative, data-informed, evidence-based, patient-centered, safe, highest-quality population health.
1	2	**7. *ADDITIONALLY,* NURSING INFORMATICS - graduate nursing students:** Provides improvement, collaborative, data-informed, evidence-based, patient-centered, safe, highest-quality population health.

Comments:

_____ Director of Graduate Nursing Programs _____

Faculty Signature Title Date

Appendix B: DNP Graduation Profile

Mount Mercy University
DNP GRADUATION SUMMATIVE PERFORMANCE

Name:	**Student ID:**
Preferred Email after Graduation:	
Program Completion Date: Feb 20____ Aug 20 ____ May 20____ Dec 20 ____ June 20 ____	**Curriculum completed:** ___ DNP-FNP ___ DNP
DNP Project Title:	
DNP Chair:	
Preceptor Name:	
Agency:	
Agency Address:	
Point of Contact at Agency:	
Anticipated place of Employment after graduation: **Organization:** **Unit/Department:**	

_____

Student Signature Printed Name Date

STUDENT COMPLETES ABOVE.

PROGRAM DIRECTOR COMPLETES BELOW:

Performance Rating: A student's performance regarding program outcomes is determined through a compilation of course evaluations and clinical evaluations by mentor and faculty, journals, and DNP project. All program outcomes must be met at the acceptable level for the student to graduate.

Student Learning Outcomes	Exceptional	Acceptable
1. Innovate approaches in advanced nursing practice and leadership using scientific evidence and theoretical concepts from nursing and other scientific disciplines.		
2. Lead culturally-proficient, population-focused, continuous quality improvement initiatives in health care services influenced by systems thinking.		
3. Critically translate best evidence from nursing and across scientific disciplines to inform quality improvement strategies aimed at safe, effective, and reliable patient-centered care.		
4. Evaluate and communicate health care system performance outcomes resulting from the adoption of information systems and patient care technology.		
5. Influence the development and implementation of equitable and ethical health care policy that improves health outcomes and advocates for the nursing profession within health care policy communities.		
6. Employ consultative and leadership skills with intraprofessional and interprofessional teams to create change needed to improve the quality and delivery of health care for individuals and populations.		
7. Propose and evaluate interventions and care delivery models to influence improvement of individual and population health with health promotion/disease prevention based on epidemiology, ethical, cultural and environmental considerations.		
8. Role model an independent advanced nursing practice using refined clinical judgment, systems thinking, and accountability in delivering and evaluating evidence based, health promotion/disease prevention health care to individuals, aggregates, and diverse populations.		

Comments:

_____

Approved: _____ Date: _____

Dr. Sharon Guthrie, PhD, ARNP, CPNP, NCSN, RN-BC

Director of Graduate Programs

Approved: _____ Date: _____

Dr. Angela Schadler, DNP, MHCDS, ARNP, FNP-BC, ACNP-BC

DNP Program Lead Faculty Signature

Appendix C: Document of Concern

Mount Mercy University
Martin-Herold College of Nursing & Health
Graduate Nursing Programs

DOCUMENT OF CONCERNS (DOC)

Student Name: _____

Graduate Program:
□ MSN
□ DNP

Action: **Conference held with student** regarding
□ Professionalism issue
□ Academic integrity issue (see attached University form)
□ Academic progression issue

Date of Conference: _____

Signature of Student: _____

Signature of Faculty: _____

EXPLANATION OF FACULTY CONCERN RELATED TO STUDENT PERFORMANCE	STUDENT'S PLAN OF ACTION

Copies to:
□ Student
□ Director of Graduate Nursing Program

Appendix D: MSN & DNP Student Representation on MSN & DNP Committees

The Student Representative is the liaison between student cohorts and their respective MSN or DNP Committees. A Student Representative will be identified (self-nomination or election by peers) in each cohort of students (MSN & DNP Programs) in the first course of the curricula. Student Representative contact information and meeting schedules are on Brightspace, Graduate Nursing Student Resources, Announcements. Student Representative contact information is removed from the Announcements once all students from the cohort have finished the program. Student Representatives seek feedback (positive and/or constructive critique) from peers and submit feedback to the Administrative Assistant of Graduate Nursing Programs prior to monthly MSN or DNP Committee meetings. Students can request their feedback be anonymous or identified by name of student. Student Representatives can attend monthly MSN or DNP Committee meetings (in person or via technology) or request a brief response from the Committee regarding the feedback the Student Representative submitted. If a Student Representative attends a MSN or DNP Committee meeting, any student sensitive information will be discussed after the Student Representative leaves the meeting. The Student Representative determines the method to share relevant MSN or DNP Committee information with their cohort. The MSN or DNP Committee bylaws will be shared with the Student Representative at the beginning of their service and if there are any changes to committee bylaws. A Student Representative can request to be removed from the role of Student Representative at any time by notifying the Director of the Graduate Nursing Program in writing. (Source: *2019-2020 Martin-Herold College of Nursing & Health Graduate Nursing Programs Student Handbook*, pg 9)

As a Student Representative for their respective cohort, DNP/MSN Student Representatives can solicit input or feedback from students at any time (in class, by email, or text). Any input or feedback must be sent to MSN-DNPGradAdmAssitant@mtmercy.edu by 8:00am on the third Monday of each month (September-June) so it can be shared with the DNP/MSN Committee at the monthly meeting. If you are not in one of these cohorts, please feel free to contact any of the students below to share input or feedback that will be passed along to the Director of Graduate Nursing Programs. (Source: *Brightspace, Graduate Nursing Student Resources, Announcements*)

By signing below, I agree to

- Represent my respective cohort of graduate nursing students
- Provide leadership and guidance to peers when input received and feedback given
- Submit student representative report with constructive feedback by 8:00am on the third Monday of each month (September-June) for inclusion on appropriate program committee agenda
- Be respectful and confidential of faculty discussions which may include, and not limited to, program changes and future planning
- Any communication about the meeting shared with peers after a program meeting will be via email and include the Director of Graduate Nursing Programs and Administrative Assistant.

Student Name Printed: _____ Date: _____

Student Signature: _____

Program: MSN DNP Cohort #: _____