Massachusetts College of Pharmacy and Health Sciences | School of Nursing

Doctor of Nursing Practice

Student Handbook



Table of Contents

Table of Contents 2
Welcome from the Dean of Nursing 6
Leadership, Faculty and Staff Directory 7
Approval and Accreditation 9
School of Nursing Guiding Statements 10
Philosophy 10
School of Nursing Core Competencies 10
School of Nursing Mission 11
School of Nursing Vision 11
School of Nursing Core Values 11
American Nurses Association (ANA) Code of Ethics for Nurses 12
Professional Comportment 13
School Activities and Resources 14
Student Representation on the Shared Governance Committees 14
Computer Laboratories 14
Library and Learning Resources 14
The Center for Academic Success and Enrichment (CASE) 15
Counseling Services for Online Students 15
General Policies 16
Health Insurance Portability and Accountability Act of 1996 (HIPAA) 16
Immunization Requirements 16
Good Moral Character 17
RN Licensure Requirement 18
Drug Use Policy 18
Drug Testing Requirements for Clinical Sites 18
CPR Certification 18
Physical, Technical and Professional Standards 19
Cognitive: Intellectual, Conceptual and Quantitative Abilities 19
Communication 19
Observation 19
Motor Function and Endurance 19
Behavioral 20

Physical Requirements in Clinical Setting 20
Criminal Offender Record Information (CORI) and Level 1 20
Background Check 20
Inclement Weather 20
Technology Requirements 21
Email Policy 21
Use of Social Media 21
Financial Aid 21
Academic Integrity 22
Academic Honesty and Student Discipline Procedures 22
Implementation of the Academic Honesty Policy 23
Academic Honesty Statement 23
Student Discipline Procedures for Academic Honesty Policy Violations 23
Plagiarism Prevention Service 24
Original Work 25
AI policy for Graduate School of Nursing 25
Recording 26
Remediation Opportunities 26
Academic and Progression Policies and Procedures 26
Grading Policy 26
Coursework 26
Graduate Portfolio 27
APA Writing Style 27
Progression 27
Incomplete Grades 27
Out of Sequence Status 27
Leave of Absence 27
Return from Leave of Absence 28
Probation/Dismissal 29
Academic and Clinical Warning 29
Academic Warning 29
Experiential Clinical Warning 29
Clinical Failure 30
Graduate Program Documentation of Experiential Clinical Warning/Remediation 30

Graduation 31
Communication 31
Chain of Command 31
Grade Appeals 31
Formal Complaints 31
MCPHS Online Complaint Resolution 31
Disappearing 31
Program Withdrawal 32
Attendance Policies 32
Absences in Online Program 32
Attendance Policy for Online Courses – General Statement 33
Punctuality 33
Documented Absence Policy 33
Interprofessional Educational Experiences 33
Course Descriptions 33
Doctor of Nursing Practice Program (DNP) Overview 33
DNP Admission Policies and Procedures 34
Admission Requirements 34
Geographic Eligibility 34
Application of Accrued Clinical Hours 34
Non-matriculated Entry 35
DNP Program Goals and Outcomes 35
DNP Program Goals 35
DNP Expected Program Outcomes 35
DNP Curriculum 36
Reduced Course Load 38
DNP Experiential Clinical Policies and Procedures 38
Experiential Clinical 38
Required Hours 38
Direct and Indirect Hours 38
Experiential Clinical Hour Schedule 39
Tracking Hours 39
DNP Project Site 39
Clinical Compliance 40

Clinical Experiential Evaluations 40
Experiential Clinical Dress Code 40
Clinical Onboarding Requirements 40
Immunization Requirements 41
Drug Testing 41
Criminal Offender Record Information (CORI), Level 1 Background Check 41
DNP Project 42
Project Description and Overview 42
DNP Project Team 42
MCPHS DNP Project Course Faculty Responsibilities: 42
DNP Project Team Chair 43
DNP Project Team Member 44
DNP Project Team Site Mentor 44
DNP Student Role and Responsibilities as a Member of the DNP Project Team 45
DNP Scholarly Project Progress and Associated Academic Credit 45
DNP Project Student Support and Resources 46
DNP Faculty Advisor 46
Library and Learning Resources 46
Writing Center 46
English Language Resource Center 47
DNP Student Handbook Responsibility 47
Student Responsibility for Contents of Doctor of Nursing Practice Student Handbook 47

This Handbook is not intended and cannot be construed as a contract or guaranty of any kind, express or implied, and Massachusetts College of Pharmacy and Health Sciences may change, delete, or add to it unilaterally in its sole discretion and without notice. This Handbook supersedes any previous School of Nursing DNP Student Handbook or Manual. Students are expected to know the contents of this Handbook. Students will be notified of changes in this Handbook as they occur. Additional guidelines and policies are contained in the individual course syllabi. Students are expected to know the contents of the course syllabi.

This handbook is designed to be a ready resource for Doctor of Nursing Practice students and is specific for the SON DNP Program. For general University-wide policies and information, please refer to the Massachusetts College of Pharmacy and Health Sciences Student Handbook which can be found on the University website, https://www.mcphs.edu/studentlife/student-handbook.

Welcome from the Dean of Nursing

Dear Doctor of Nursing Practice (DNP) Student:

Welcome to the School of Nursing at Massachusetts College of Pharmacy and Health Sciences (MCPHS)! Founded in 1823 as the oldest University in Boston, MCPHS is a private co-educational institution with a record of academic excellence and a distinguished tradition of innovation in teaching and learning. Our university is unique in the number of professional healthcare programs and the opportunity for interprofessional collaborative education across programs and campuses.

The Doctor of Nursing Practice (DNP) program is designed to build on graduate-level studies to prepare nurses with the highest level of practice expertise focused on systems leadership. Graduates of the DNP program will serve the needs of their community, be change-agents within their respective clinical settings, enhance quality of care delivered using scholarly evaluation and the integration of evidence-based knowledge that support patient outcomes. Each DNP student will demonstrate competency in AACN Essentials through coursework, clinical immersion and scholarly integration.

Our vision of academic excellence is achieved through an intellectually energetic environment that challenges yet supports student learning. On behalf of the entire School of Nursing Faculty and Staff, we wish you the best on your educational journey in the Doctor of Nursing Practice program.

Tammy L. Gravel
Tammy L. Gravel, EdD, MS, RN
Dean and Chief Nurse Administrator

Leadership, Faculty and Staff Directory

DNP Leadership Team

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Approval and Accreditation

The Bachelor of Science in Nursing degree program at Massachusetts College of Pharmacy and Health Sciences is accredited by the Commission on Collegiate Nursing Education http://www.ccneaccreditation.org.

The Master of Science in Nursing degree program at Massachusetts College of Pharmacy and Health Sciences is accredited by the Commission on Collegiate Nursing Education http://www.ccneaccreditation.org.

The Doctor of Nursing Practice degree program at Massachusetts College of Pharmacy and Health Sciences is accredited by the Commission on Collegiate Nursing Education http://www.ccneaccreditation.org.

Massachusetts College of Pharmacy and Health Sciences is accredited by the New England Commission of Higher Education (NECHE) through its Commission on Institutions of Higher Education. Accreditation of an institution of higher education indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one that has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

The School of Nursing (SON) at Massachusetts College of Pharmacy and Health Sciences (hereafter MCPHS or University) offers the Bachelor of Science degree in Nursing (BSN), Master of Science degree in Nursing (MSN) degree, Post-Graduate Certificate of Advanced Graduate Study (CAGS), and Doctor of Nursing Practice (DNP) programs that prepare competent, caring, and ethical nursing professionals and leaders to meet the everchanging needs of the healthcare environment. The philosophy, mission, vision, core values, goals, and outcome statements of the School of Nursing provide a guiding framework for its faculty, staff, students, and clinical partnerships.

School of Nursing Guiding Statements

The School of Nursing (SON) at Massachusetts College of Pharmacy and Health Sciences (hereafter MCPHS or University) offers the Bachelor of Science degree in Nursing (BSN), Master of Science degree in Nursing (MSN) degree, Post-Graduate Certificate of Advanced Graduate Study (CAGS), and Doctor of Nursing Practice (DNP) programs that prepare competent, caring, and ethical nursing professionals and leaders to meet the everchanging needs of the healthcare environment. The philosophy, mission, vision, core values, goals, and outcome statements of the School of Nursing provide a guiding framework for its faculty, staff, students, and clinical partnerships.

Philosophy

Congruent with the philosophy and core values of MCPHS, the SON philosophy reflects our beliefs in a set of core values that are fundamental to nursing education and shared and upheld by the nursing students, faculty, staff, and our clinical partners.

Education is a self-actualizing, creative, and lifetime endeavor involving systematic inquiry and progression from novice to expert. The educational process must be learner-centered to foster intellectual vitality, critical thinking, and responsibility for ongoing professional development. Nursing education must be academically rigorous and socially relevant, embracing multiple ways of knowing and integrating the liberal arts and sciences with professional nursing study. Weaving scholarly, professional, and practice-related activities throughout the education process creates a cohesive tapestry of caring and patient-centered care.

Nursing is deeply rooted in the science of caring and connection to others. Individuals have unique qualities and basic needs for respect and recognition of personal dignity. The universality of human rights and needs transcend the boundaries of age, gender, race, ethnicity, class, culture, language, spirituality, and religion. Human diversity and psychosocial-cultural factors influence, and are influenced by, the experience of individuals, communities, and society. Incorporation of humanity and respect is vital to the process of healing and the quality of nursing care.

The primary goals of nursing are to promote, restore and maintain health, prevent disease, and provide care and comfort throughout the lifespan, during illness, and at the end of life. The patient is the center of nursing care and may be an individual, family, group, or community in varying states of health. Nursing appreciates the patient as having distinct and unique needs that continuously change and are redefined as the patient interacts with the nurse, healthcare providers, and the environment. It is critical that a nurse anticipates and adapts to the changing needs of the patient. Identification of patient needs, the provision of nursing care, healthcare experience, and environment are fundamentally connected. The nurse helps create a healing environment for each patient by collaborating with the patient and other healthcare providers to establish mutual goals that enable the patient to attain optimal health.

School of Nursing Core Competencies

The core competencies necessary to meet the primary goals of nursing are *communication, assessment, critical thinking,* and *technical skill*. The core competencies allow the nurse to assess, plan, design, provide, and manage culturally competent, cost-effective, high quality, and direct and indirect nursing care across the lifespan to diverse populations across an ever-changing healthcare

delivery system. We strive to achieve competence in nursing practice through a thoughtful and intentional blending of theory, knowledge, and experience.

Our clinical affiliations allow for sharing of resources, knowledge, and experiences between nursing practice and academic nursing. Students, faculty and staff, along with our clinical affiliates form a dynamic triad whereby nursing practice informs nursing education and nursing education influences the practice of nursing and the delivery of healthcare. The goal of our clinical partnerships is to provide a solid, functional, and rigorous foundation for evidence-based nursing practice.

The future of nursing rests with those in the profession. Throughout the various levels of nursing education, faculty and students refine and enhance the beliefs and values that sustain nursing education. We are dedicated to the advancement of all engaged in this endeavor. We believe that the most effective, inspiring, and celebrated professionals are individuals who continue to make their personal development primary and see it as essential to professional excellence. Nurses must be willing to grow and explore outside their comfort zone both personally and professionally as it enhances their ability to innovate, increases their efficacy, and enriches their lives.

School of Nursing Mission

To provide students with a high-quality and innovative nursing education that fosters scientific inquiry, professional service, and leadership in a diverse and evolving healthcare environment.

School of Nursing Vision

To be recognized as a center of excellence in nursing education, where practice, education, scholarship, and community engagement connect to advance nursing and healthcare outcomes.

School of Nursing Core Values

Community Engagement, Belonging, Respect, Innovation, Accountability, and Excellence in Practice

American Nurses Association (ANA) Code of Ethics for Nurses

The ANA Code of Ethics and the ANA Scope and Standards of Practice serve as guiding influences in our professional culture and expectations, supporting the development of ethical and competent nurse practitioners. The Code provides a standard of practice to guide nursing professionals toward thoughtful, ethical, and high-quality nursing care. The Nursing Code of Ethics underscores all activities within the profession of nursing and adherence to the principles is a prerequisite to participation in the SON. It is an expectation that all students read and refer to the American Nurses Association (ANA) Code of Ethics (2025) located on the ANA website: https://codeofethics.ana.org/home

Provision 1: Dignity and Respect
The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2: Primary Commitment
A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.

Provision 3: Trust and Advocacy
The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.

Provision 4: Responsibility and Accountability for Practice
Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.

Provision 5: Duties to Self
The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.

Provision 6: Ethical Work Environments
Nurses, through individual and collective e ort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.

Provision 7: Knowledge Development and Social Policy
Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.

Provision 8: Collaborative Relationships
Nurses build collaborative relationships and networks with nurses, other healthcare and nonhealthcare disciplines, and the public to achieve greater ends.

Provision 9: Commitment to Society and Social Justice
Nurses and their professional organizations work to enact resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.

Provision 10: A Global Nursing Community
Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing

Professional Comportment

Professional comportment (*the manner in which one behaves or conducts oneself*) is expected of all nursing students in the School of Nursing. Professional comportment embodies the core values of MCPHS and is defined as behaving in a way that exemplifies respect for individuals including those in the academic setting, health care setting and community of practice.

Communication is an important element of professional comportment and as such should be practiced throughout the nursing program. Policies set forth in this handbook provide a framework to socialize students to behave in an ethical, responsible, and professional manner.

Students are expected to display professional demeanor, interactions and boundaries with patients and their families, clinical staff, peers, faculty and the public at all times in consideration of their representation of the profession of nursing and MCPHS (See the ANA Code of Ethics for Nurses).

Essential expected behaviors include, but are not limited to:

- Consistent display of professional demeanor and appropriate interpersonal interactions and boundaries with patients, staff, and peers; including emails to faculty and staff. Specifically, the code provides the following guidance:
    - Respect for human dignity – A fundamental principle that underlies all nursing practice is respect for the inherent worth, dignity, and human rights of every individual. Nurses take into account the needs and values of all persons in all professional relationships.
    - Relationships with colleagues and others – The principle of respect for other persons extends to all individuals with whom the nurse interacts. The nurse maintains compassionate and caring relationships with colleagues and others with a commitment to the fair treatment of individuals, to integrity preserving compromise, and to resolving conflict. Nurses function in many roles including direct care provider, administrator, educator, researcher, and consultant. In each of these roles, the nurse treats colleagues, employees, assistants, and students with respect and compassion. This standard of conduct precludes any, and all, prejudicial actions, any forms of harassment or threatening behavior, or disregard for the effect on one's actions on others. The nurse values the distinctive contribution of individuals or groups and collaborates to meet the shared goal of providing quality health service.
- Adherence to the profession's Code of Ethics;
- Timeliness and adherence to preparation, attendance, policies, and deadlines;
- Prompt notification of absence or tardiness according to the established absence policies;
- Adherence to School of Nursing professional dress guidelines;

- Exhibiting professional and responsible behavior when representing MCPHS in any manner or venue while wearing the white coat, clinical uniform, lanyard, or any MCPHS logo; and
- Displaying professional conduct in cyberspace (examples include, but are not limited to Blackboard, Email, Twitter, Pinterest, Tumblr, Facebook, YouTube, etc.).

Individuals whose behavior, in the preceptor, faculty member, or staff's opinion, is disruptive to the learning environment and or does not adhere to the SON Professional Comportment policy, may be given a corrective warning. Coaching may be given for minor infractions.

School Activities and Resources

Student Representation on the Shared Governance Committees

Students are asked to represent their cohort on various committees in the graduate program. The student representative is an integral member of the shared governance of the School of Nursing and is invited to present student feedback and recommendations to the committees. As per the SON bylaws, students have
voting privileges. Students will be notified via email and the DNP Virtual Village of the available opportunities to serve on and participate in these committees.

Computer Laboratories

All MCPHS students have access to the computer laboratories on all campuses with a valid student ID:

- **Worcester Campus: Desktop computers are on the third (3rd) floor of 25 Foster Street and in the library.** Printing is available at both locations.
- **Manchester Campus: Desktop computers are in the computer laboratory on the second (2nd) floor of 1260 Elm Street.** Printing is available at this location.
- **Boston Campus**: Desktop computers are located on the third (3rd) floor of the Matricaria Building (179 Longwood Avenue) and first (1st) floor of the Griffin Building (670 Huntington Avenue). Printing is available at both locations.

Library and Learning Resources

The MCPHS library system is available to all students and fosters research and learning. The MCPHS library provides access to electronic resources. There are over 11,655 volumes of books, journals, and multi-media; 700 serial subscriptions; around 41,500 electronic books; and 145 databases.

Online portal: https://www.mcphs.edu/library

Online students are encouraged to utilize services through the Library and Learning Resources. Jeremy Laporte, Circulation Supervisor, Library and Learning Resources, is available for research consultations, where students can:

- Discuss and narrow the topic;
- Refine searching techniques; and
- Choose the highest-quality information to use.

Contact: Jeremy Laporte, (Jeremy.laporte@mcphs.edu)

The Center for Academic Success and Enrichment (CASE)

The Center for Academic Success and Enrichment (CASE) supports students through providing a number of academic support services introducing them to the strategies that will enhance performance in their academic programs and ultimately contribute to their professional lives.

Academic Coaching

Academic Coaches work collaboratively with students by program cohort assignment and can assist students with a variety of topics ranging from time management and prioritization, study skill development, connecting with campus resources and more. The CASE staff are available to meet with students on an appointment basis Monday – Friday 9:00am-4:00pm ET. To schedule an appointment with your assigned coach/counselor visit the Student Success Hub.

For questions about CASE services, please reach out to case.wm@mcphs.edu.

University Learning Network (ULN)

The ULN is intended to support students in meeting the challenges of our health- science based programs with our resources consisting of: Subject Tutoring (Peer/Professional), English Language Resource Center (ELRC), the Writing Center, and Brainfuse.

Students can utilize the ULN's appointment-based services (Subject Tutoring, English Language Resource Center, & Writing Center) by visiting Student Success Hub. Brainfuse can be accessed through the Tools section of the course's Blackboard page.

Questions related to University Learning Network services can be directed to ULN@mcphs.edu.

Accessing CASE Support

Student Success Hub: To schedule an appointment with an Academic Coach or an appointment-based ULN service, including Subject Tutoring, the English Language Resource Center (ELRC), and the Writing Center, visit the Student Success Hub (https://www.mcphs.edu/studentsuccesshub) and navigate to the "Offices & Services" section.

CASE Worcester/Manchester On Demand: All students have access to CASE On Demand, our Blackboard organization offering academic resources, strategies, and support throughout their academic journey. Students can find study and learning strategies, program-specific resources, University information, tutoring and academic coaching resources, and guidance on academic policies and processes. Students are encouraged to utilize CASE On Demand as a resource for navigating their academic experience and supporting their success.

Counseling Services for Online Students

Online students are eligible to visit MCPHS Counseling Services for a free case management consultation. During this visit, our staff will go over how to find an off-campus provider along with tips on navigating the insurance process.

Other referral provider service for all students can also be found here: Welltrack Connect.

The main link to the online student Counseling Services: Resources for Online Students | MCPHS

To meet with Counseling Services for one session contact: counseling.worc@mcphs.edu, 508.373.571

After-hours/ urgent care telephone counseling services support is also available, please call 508.373.5718 and press 9 to be connected directly to the after-hours counselor. For emergencies, call 911, or go to your local emergency room.

Additional urgent care support for online students can be found here:

- 988 Suicide and Crisis Lifeline | MCPHS
- Mindwise Suicide Prevention Training | MCPHS

Additionally, we offer online tools including:

- Virtual Sleep Lab. The Virtual Sleep Lab has a collection of apps and books that can help improve your sleep.
- Sleep 101. Free sleep training course found in Blackboard under course catalog.
- Virtual Relaxation Space. The Virtual Relaxation Space has tips, links, videos, podcasts, and articles for students to utilize for stress management and relaxation.
- Online Screening Tool. The free and anonymous Online Screening Tool for MCPHS students who are deciding whether consultation with a counselor may be helpful.

Online students are strongly encouraged to check with their own Health Insurance provider about mental health benefits/ coverage and telehealth options/coverage.

General Policies

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

In 1996, Congress passed federal regulations to provide portability of health insurance when an employee leaves a job as a way to be able to change insurance carriers without a break in coverage. The act contains other provisions that have a major impact on the practice of healthcare providers.

The Administrative Simplification Clause of HIPAA Title II addresses Electronic Transaction Standards, Unique Identifiers, Privacy Standards and Security Standards concerning all data pertaining to the care of each individual patient in any healthcare facility. The provisions under the privacy and security standards impose strict compliance with confidentiality on the part of all who have access to patient records. All healthcare providers are required to have documented training regarding these patient privacy regulations. All SON students must attend a formalized training session on HIPAA regulations provided by MCPHS and/or by the clinical agency. Students are expected to adhere to all HIPAA provisions and standards related to patient privacy. Failure to do so may subject the student to disciplinary action under the MCPHS Student Code of Conduct.

Immunization Requirements

Please refer to the section of the MCPHS Course Catalog titled “MCPHS Immunization Policy.”

Immunization information and clearances are provided through CastleBranch, the University’s contracted vendor. Students must meet all deadlines for immunizations and testing/screening as outlined by the University. It is the student’s responsibility to confirm requirements are up to date every semester in Castle Branch.

In accordance with state law, MCPHS policy, and clinical agency requirements, students must show proof of required immunizations, unless they qualify for one of the exemptions allowed by law. Noncompliance with MCPHS immunization requirements will result in administrative withdrawal from the MCPHS or might negatively impact progression in the academic program.

Students must complete before the start of the semester of clinical courses. **Adherence to the deadline set in place by the Clinical Placement Office is required in order to attend clinical.**

Without full clearance of immunization requirements, students will not be eligible to begin clinical learning experiences and consequently may be unable to meet course or program requirements. Students who do not meet course or program requirements will be required to step out of the course. The student may be considered for the next course offering if there is space and if compliance is completed.

Some healthcare agencies and clinical education sites may have additional immunization requirements. To be eligible for clinical placements, students must meet ALL University immunization requirements, and any additional requirements imposed by the clinical agency to which the student is assigned. In cases where the clinical site does not pay for the completion of any additional immunization requirements, the student is responsible for paying any associated fees.

***Please note*:** additional screening and testing may be necessary during public health emergencies.

Good Moral Character

Many State Boards of Nursing require applicants for licensure to demonstrate "good moral character" as part of the eligibility process. This requirement applies to both initial RN licensure and advanced practice licensure (e.g., Nurse Practitioner).

While definitions vary by state, Boards of Nursing may review factors such as:

- Criminal history (including misdemeanors and felonies)
- Substance-related offenses (e.g., DUI/OUI)
- Disciplinary actions by prior licensing boards
- Academic integrity violations
- Falsification of records or applications
- Ongoing legal matters

In some cases, applicants may be required to provide court documentation, written explanations, character references, or appear before the Board for further review. This process can delay licensure or, in certain circumstances, result in denial of licensure.

Students enrolled in the graduate nursing program are strongly encouraged to:

- Review the licensure requirements of the state(s) in which they intend to seek licensure.
- Proactively disclose any legal or disciplinary history.
- Consult directly with the appropriate Board of Nursing if there are concerns about eligibility.

The University does not grant licensure and cannot override or predict Board of Nursing decisions. Students are responsible for ensuring they meet all eligibility requirements for licensure in their intended state of practice

RN Licensure Requirement

An unencumbered RN license in the jurisdiction where clinical rotations will take place, is required for admission to the SON graduate programs. In the event of disciplinary action or restriction on the student's RN licensure during their tenure in the SON program, the student must notify the Associate Dean for Clinical Education and Experiential Learning and the Associate Dean for Graduate Programs in writing within 24 hrs. of notification from the state board of nursing. A restricted RN license or disciplinary action from the state board of nursing may prohibit the student from participating in clinical experiences and subsequently affect progression or program completion.

Drug Use Policy

In accordance with the Drug Free Schools and Communities Act, MCPHS has adopted a Drug Abuse Policy the following Drug Use policy. Please refer to the Drug Abuse Policy set forth in the MCPHS Student Handbook regarding drug use.

Drug Testing Requirements for Clinical Sites

Some healthcare agencies and clinical sites may have additional drug testing requirements. To be eligible for clinical placements, students must meet any additional requirements imposed by the clinical rotations site to which the student is assigned. The student is responsible for paying any associated fees and completing drug testing at sites per clinical partner. Clinical site drug testing policies can preclude the student from attending clinical, thus unable to satisfy course and program requirements. Please refer to the Drug Abuse Policy set forth in the MCPHS Student Handbook regarding marijuana use.

CPR Certification

All students must show evidence of CPR training during the first semester in the graduate nursing programs. Students must be certified in **Basic Life Support (BLS) Healthcare Provider by the American Heart Association (AHA)**.

Acceptable AHA courses include BLS (instructor lead) or Heart Code BLS (blended online/skill sign off). American Red Cross, First Aid, and online courses will not be accepted. Students must provide a copy of the card/e-card, indicating active certification (AHA requires recertification every two years) to the Clinical Operations Coordinator for the Graduate Programs. We recommend the student verify the course in advance to ensure it is appropriate.

NOTE: The student is responsible for submitting evidence of all required annual updates of immunizations and certification renewals. Students will not be permitted to participate in clinical learning experiences until all information is received, and consequently, may be unable to meet program requirements or experience a delay in graduation.

Physical, Technical and Professional Standards

All graduate students must have abilities and skills in the following areas: *cognitive, communication, observation, motor function and endurance, and behavioral*. Reasonable accommodation may be made for some disabilities. However, students must perform independently, with or without accommodation.

Students with a recent injury that requires the use of any assistive or supportive device are **not permitted** to participate in lab or clinical activities until they are fully cleared for unrestricted participation by a licensed healthcare provider

Cognitive: Intellectual, Conceptual and Quantitative Abilities

- Follow policies and procedures of MCPHS and the cognitive requirements of the clinical sites hosting the faculty and students for learning.
- Comprehend and follow assignment directions, rubrics, and course syllabi developed by faculty
- Demonstrate ability to achieve course and program outcomes.
- Demonstrate ability to comprehend, integrate, and apply knowledge.
- Develop and refine problem-solving skills crucial to practice as a nurse.
- Access, analyze, and synthesize subjective and objective data to develop nursing diagnoses and comprehensive plans of care.
- Engage effective problem solving and accurately prioritize patient needs in a prompt and timely fashion.
- Utilize current evidence, clinical judgment, and patient preferences to systematically assess, analyze, implement, and evaluate healthcare interventions.
- Promote safe, culturally competent, quality care across the lifespan.

Communication

- Must be able to communicate effectively with patients, families, and members of the healthcare team through oral, written, and interpersonal means.
- Must be able to obtain information, describe patient situations, and perceive both oral and nonverbal communication (including ability to understand normal speech without seeing the speaker's face).
- Must be able to speak, comprehend, read, and write in English at a level that meets the need for accurate, clear, and effective communication. Examples include but are not limited to giving clear oral reports; reading watches or clocks with second hands; reading graphs; reading and understanding documents printed in English; writing legibly in English; discriminating subtle differences in medical terminology.

Observation

- Must be able to observe a patient accurately. Examples include but are not limited to listening to heart and breath sounds; visualizing the appearance of a surgical wound; detecting bleeding, unresponsiveness or other changes in patient status; detecting the presence of foul odor; and palpating an abdomen.
- Must be able to detect and respond to emergency situations, including audible alarms (e.g., monitors, call bells, fire alarms).

Motor Function and Endurance

- Must have sufficient strength and mobility to work effectively and safely with patients and carry out related nursing care.

- Must be able to complete assigned periods of clinical practice, including up to 12-hour shifts, including days, evenings, nights, and weekends.
- Must be able to respond at a speed sufficient to carry out patient assignments within the allotted time.
- Must be able to tolerate physically taxing workloads.

Behavioral

- Must possess mental and emotional health required for total utilization of intellectual abilities.
- Must be able to respond and function effectively during stressful situations.
- Must be capable of adapting to rapidly changing environments and respond with flexibility in uncertain situations.
- Must be able to interact appropriately with others (patients, families, members of healthcare team) in various healthcare contexts.

Physical Requirements in Clinical Setting

Students must meet all physical, technical and professional standards to attend classes/lab/clinical. Clinical agencies may have additional, or agency-specific technical standards, which take precedence over MCPHS standards. In such instances, the program will attempt to provide a comparable alternative learning experience but if that is not possible, students may not be able to progress in the program, or complete program requirements.

Criminal Offender Record Information (CORI) and Level 1 Background Check

Certain laws and accreditation standards require health care agencies to request Criminal Offender Record Information (CORI) about candidates for employment, volunteer, or training positions to determine if the candidate is eligible to be hired or on rotation in the agency. The majority of the clinical training sites at which MCPHS places students for educational experiences must comply with these laws.

To be eligible for clinical placements, students must be cleared through a Level 1/National background check and CORI check. Additional Level 1/National background checks and CORI's may be required prior to returning from a Leave of Absence or Out of Sequence Status.

In addition, clinical sites may require their own background check and/or CORI checks, and students may be asked to complete several release forms. In cases where the facility does not pay the charge for the background and/or CORI check, **the student is responsible for paying the fee**. If a site requires but does not provide for obtaining background check and/or CORI checks, the student can obtain them through the Clinical Placement Coordinator for the Graduate Programs and will be responsible for any associated fees.

The Level 1/National background check/CORI must be performed by the University's designated vendor due to clinical site/agency contractual requirements. Students may be required to complete annual CORI checks.

Inclement Weather

Online programming does not close due to inclement weather. We encourage students to use their best judgement when deciding whether to attend clinical experiences in inclement weather. Students should

attend clinical if safe to do so. If students are unable to attend clinical, they need to notify the site, site mentor, and faculty and clinical hours will need to be rescheduled.

Technology Requirements

To enhance the virtual classroom, the SON uses the collaborative features offered by the Learning Management System (Blackboard). MCPHS has access to two platforms, Zoom and Collaborate Ultra.

Please view the Technology Requirements at https://www.mcphs.edu/informationservices/services/computing-printing/technology-requirements to ensure that your computer or laptop meets the requirements. Review and install updates to your computer periodically to meet the technology needs. Please know that Blackboard works best with Google Chrome. A headset, microphone, and camera are required to maximize the virtual classroom.

Email Policy

All MCPHS students are required to open, utilize, and maintain (i.e., keep storage within the maximum set by the Department of Information Services) an MCPHS email account. Official University communications and notices are sent via MCPHS email accounts. All students are responsible for regularly checking their MCPHS email and for the information contained therein. Only MCPHS accounts will be used in all matters related to academics, student life, and University notifications. The University does not forward MCPHS email to personal email accounts. We encourage students to check their MCPHS email regularly (minimum of 3 times per week). Lack of response to email outreach for a length of ten business days would be considered disappearing (see Disappearing Policy).

When a student needs to contact the faculty by email, the faculty will respond to email messages in a timely manner, within 48 hours during the Monday-Friday University work week. Note that weekends and other MCPHS holidays may impact the timing of email responses from faculty.

Use of Social Media

MCPHS SON has adopted the National Council of State Boards of Nursing (NCSBN)'s policy for social media. It is the student's responsibility to review and comply with the content contained in the NCSBN White Paper on social media that can be found at: https://www.ncsbn.org/public-files/NCSBN_SocialMedia.pdf.

Students must also comply with the MCPHS Electronic Communications Policy, which is set forth in the MCPHS Student Handbook. If there is a conflict between the terms of the NCSBN White Paper on social media and the MCPHS Electronic Communications Policy, the terms of the MCPHS policy shall apply.

Students are also encouraged to review The Core Rules of Netiquette, from the book *Netiquette* by Virginia Shea. http://www.albion.com/netiquette/corerules.html

Financial Aid

Students can receive information about financial assistance through Student Financial Services at MCPHS at the following website: https://www.mcphs.edu/admission-and-aid/financial-services

Academic Integrity

The MCPHS SON's primary purpose is the pursuit of academic excellence. Teaching and learning must occur in an atmosphere of mutual trust and respect. Such trust and respect can be developed and maintained only if honesty prevails in the academic community. Moreover, it is the shared responsibility of all members of the MCPHS community to maintain this climate of honesty. Administrators, faculty, staff, and students all benefit from the pursuit of academic excellence in an environment characterized by integrity, honesty, and mutual respect. Such integrity is fundamental to, and represents, an integral component of professional nursing education.

In keeping with academic integrity, students are expected to be honest in their academic work, such as submission of coursework and materials that are their own. Examples of dishonest are included in the Academic Honesty Policy below.

Academic Honesty and Student Discipline Procedures

Academic violations or offenses include the following:

1.01 Receiving assistance, or attempting to receive assistance, not authorized by an instructor in the preparation of any assignment, laboratory exercise, report, or examination submitted as a requirement for an academic course or rotation. Unauthorized assistance includes the use of artificial intelligence resources for such coursework not approved by the course instructor.

1.02 Knowingly giving unauthorized assistance, or attempting to give unauthorized assistance, to another student in the preparation of any assignment, laboratory exercise, report, or examination submitted as a requirement for an academic course or rotation.

1.03 Plagiarism: Submitting another person's work (including words, images, and ideas) as one's own without the proper acknowledgment of source, or use of the words or ideas of another without crediting the source of those words or ideas. Plagiarism also includes submitting the same work for assignments in more than one class (copying from oneself) without prior permission from the instructor and/or appropriate citation, in the same semester or subsequent semesters.

1.04 Engaging or attempting to engage another person (student or non-student) to take one's own examination or taking or offering to or taking another students' exam.

1.05 Selling, giving, lending, or otherwise furnishing any material that can be shown to contain the questions or answers to any examination scheduled to be given at any subsequent date in any course of study offered by the University.

1.06 Taking, or attempting to take, steal, or otherwise procure in any unauthorized manner any material pertaining to the conduct of a class, including examinations.

1.07 Falsifying or presenting fictional patient information as real to fulfill requirements for work assigned by individual faculty members or clinical preceptors.

1.08 Signing in another student or requesting to be signed in by another student on a course attendance sheet or falsely recording another student's attendance (as with the use of "clicker"). Signing into an assessment for another student or providing your username and password to another individual for the purpose of signing you in to an assessment is also prohibited.

1.09 Altering or attempting to alter grades or content on any assignment, laboratory exercise, report, exam, or previously completed examination as a requirement for an academic course or rotation.

1.10 Violating the Website Posting Policy regarding faculty course lectures and other course materials set forth in the MCPHS Student Handbook.

Implementation of the Academic Honesty Policy

1. The Dean of Students or designee will review the Academic Honesty Policy, issues of dishonesty, and consequences of violating the Academic Honesty Policy during new student orientation.
2. The Academic Honesty Policy will be provided by the Office of Student Affairs to all members of the University community online through the University student handbook. All entering University students are expected to acknowledge they have read the Academic Honesty Policy via an online process coordinated by the Office of Student Affairs. Refusal to do so may result in more severe sanctions should a student be found responsible for an academic honesty violation.
3. In specific testing and/or evaluation situations, students may be required to present their University ID cards to verify identity, including situations where remote proctoring tools are used during examinations
4. Each instructor is responsible for informing students of the standards of behavior expected of students in the classroom, laboratory, clinical site, and remotely, and for consistently enforcing such standards.
5. Faculty may, at their discretion, require that students sign an academic honesty statement for exam and written graded assignments. *This statement may be defined by each School or Program for specific requirements for in-person or remote assessment methods. The statement will read as follows:*

Academic Honesty Statement

I pledge that I have neither given nor received unauthorized aid and will not give or receive unauthorized aid on any examination, paper and/or assignment.

Student Name (printed)_____

Student Signature: _____ ID Number: _____

Student Discipline Procedures for Academic Honesty Policy Violations

Preliminary procedure: The University maintains a policy of open communication among all members of the University community so that any misunderstanding can be minimized and any conflicts can be expeditiously resolved between the parties involved. Hence, the first step in attempting to resolve an alleged student violation shall ordinarily be a meeting between the faculty member and the student.

The faculty member will schedule a meeting with the student to attempt to come to a resolution. The meeting should be scheduled within seven (7) business days of the faculty member's knowledge of the alleged academic dishonesty incident.

The faculty member will give the student a copy of the MCPHS Academic Honesty Policy and Student Discipline Procedures and offer the Office of Student Affairs as a resource to discuss student rights and responsibilities.

The faculty member will provide the student with the information the faculty member has regarding the alleged incident and will provide the accused student the opportunity to respond to the presented information.

After listening to the student's response, the faculty member may do one of the following:

- Determine academic dishonesty did not occur and not pursue the incident further. **OR**
- Determine academic dishonesty did occur and discuss the academic sanction the faculty member will assign (e.g., repeat of the assignment, grade reduction, failure for the assignment or exam, failure for the course). If consequences regarding academic dishonesty are listed in the course syllabus, faculty sanctions must follow information as indicated in the syllabus.

The decision of the academic dean or program director will be provided to the student within five (5) business days following the final meeting. These appellate decisions are final.

Faculty and academic deans/program directors (or their designees) report, consult, and work collaboratively with the Office of Student Affairs regarding each alleged academic dishonesty incident.

Students should be advised that, regardless of the academic resolution, all violations of the Academic Honesty Policy will be reported to and recorded with the Office of Student Affairs. When a student has accepted responsibility for the Academic Honest Policy violation after discussion with the course faculty member or academic dean or program director (or their designee), the Dean of Students (or their designee) will send a letter to the student, faculty member, and academic dean or program director, with a copy to the Office of Student Affairs, outlining the academic sanction agreed upon among the involved parties (e.g., loss of points, change of grade, failure of exam, etc.), along with a notification of a student conduct sanction, the minimum being a disciplinary warning, to be determined by the Dean of Students or their designee in their sole discretion.

Should the Dean of Students (or their designee) determine that further action is required, based upon the disciplinary history of the student or the severity of the violation, then the matter will be processed as outlined in the Community Standards System in a hearing, as appropriate.

Complex incidents of alleged academic dishonesty that require extensive fact finding or involve a conflict of interest (e.g., the academic dean is the instructor for the course in which academic dishonesty is alleged) may be referred by the faculty member or academic dean or program director (or their designee) immediately to the Office of Student Affairs for review and disciplinary procedures as provided in the Community Standards System.

NOTE: A student may continue attending class during the resolution process for an academic dishonesty incident. If a final decision is made that a student has failed a course due to academic dishonesty, and no option for further appeal exists, the student must immediately cease attending the class in which the academic dishonesty incident occurred.

Additional policies for Academic Honesty and Integrity in a remote learning environment may be further defined by the School of Nursing or Program.

Plagiarism Prevention Service

Students are expected to abide by the University's Academic Honesty Policy as explained in the MCPHS Student Handbook. Plagiarism is considered a violation of this policy. Plagiarism is defined as submitting another person's work as one's own without proper acknowledgment or using the words or ideas of others without crediting the source of those words or ideas. To deter plagiarism and ensure appropriate

use of resources in student research and learning, the University subscribes to plagiarism prevention services.

Faculty may request students submit their written work electronically to these plagiarism prevention services to verify that when ideas of others are used, they are cited appropriately.

The graduate program at MCPHS has determined a maximum acceptable similarity index of 15% for all assignments.

Original Work

Student assignments must be original work produced during the semester calendar**. Resubmitting work from prior semesters or from other classes is considered plagiarism and will receive a "0" grade for the assignment.**

AI policy for Graduate School of Nursing

The School of Nursing encourages innovation and the responsible use of emerging technologies while upholding academic integrity, ethical standards, and professional accountability. Artificial Intelligence (AI) platforms may be ethically used as tools to support brainstorming, idea generation, grammar, organization, and translation.

Faculty reserve the right to limit or prohibit the use of AI in specific courses or assignments. When AI use is permitted, faculty will provide clear guidance emphasizing that these tools are intended to assist—not replace—students' critical thinking and original work.

Students are required to identify and acknowledge all AI-assisted content in accordance with APA 7th edition guidelines and must complete a generative AI attestation for each assignment where AI use is permitted.

Upon request, students must also provide evidence or copies of any AI-assisted work within 24 hours for faculty review.

Submitting AI-generated text, such as paragraphs, sections, or full assignments, as one's own constitutes academic dishonesty and will be addressed under the institution's academic integrity policies.

AI tools may not be used for clinical documentation or clinical decision-making unless explicitly authorized by faculty. All clinical work must reflect the student's own knowledge, reasoning, and adherence to evidence-based practice. Students must comply with the Health Insurance Portability and Accountability Act (HIPAA) and are strictly prohibited from entering any patient or protected health information into AI platforms.

Violations of this policy will be managed in accordance with institutional guidelines governing academic integrity and professional conduct.

Recording

Voice and/or video recording of meetings, class sessions, conversations, and simulations is prohibited without the awareness of all parties and prior approval of faculty or administration. Recording without permission may constitute a professional comportment, academic integrity or code of conduct violation.

Remediation Opportunities

Students are strongly encouraged to utilize the MCPHS Writing Center for support with all written assignments. The course coordinator/faculty member may refer the student to collaborate with the MCPHS Writing Center, as appropriate, to best support the student in their graduate writing responsibilities.

Academic and Progression Policies and Procedures

Grading Policy

A	4.0	100-94
A-	3.7	93-90
B+	3.3	89-87
B	**3.0**	**86-83 (minimum passing grade)**
B-	2.7	82-80
C	2.0	70-79
F	0	<69

The overall professional GPA for the MSN program is 3.0. The SON grading practice is to eliminate decimal points and to assign whole numbers as to final course graded. The “rounding up” of a final grade is based on 0.50 or above; not 0.49, 0.48, etcetera. For example, if the student grade is 82.49 or less, the student’s final grade of record is 82. Conversely, if the student grade is 82.50 or above, the student’s grade of record is 83.

For the MSN program, the minimum passing grade in any course is 83, and the overall required professional GPA remains 3.0.

Students who wish to appeal a final grade must follow the University’s grade appeal process as detailed on page 71 in the MCPHS Course Catalog.

Coursework

Assignments are due on the date specified in the course syllabus. Work submitted after the due date will be considered late and will be graded accordingly. The maximum achievable grade will be based upon a loss of 5 points per day for each calendar day including holidays and weekends that an assignment is late. For example, an assignment that is 4 days late can receive a maximum achievable grade of 80%. Any issues/concerns regarding the completion and/or submission of an assignment must be discussed with faculty before the assignment is due. Grades will not be reconsidered after they are posted.

PLEASE NOTE - Faculty, at their discretion, may allow for an individual student to have a time extension *as an approved late assignment,* with a maximum extension of 1 to 7 days. Students must submit their request for assignment extensions prior to the assignment's due date for it to be considered. In the

event an extension is granted, the student will not be penalized according to the "late assignment" policy above.

Graduate Portfolio

A portfolio is a purposeful collection of student work that reflects or provides evidence of student efforts, progress, and achievement toward attainment of learning outcomes based on articulated competence (Miller, 2009) and it is a requirement of graduate nursing programs. Students should consider the development of their portfolio as a springboard for future advanced practice and further education. DNP students develop a comprehensive portfolio throughout their tenure to showcase their achievements. Information regarding portfolio requirements is included in course syllabi.

APA Writing Style

All formal papers must conform to guidelines of the *Publication Manual of the American Psychological Association*, 7th edition (2020). In addition to the *Manual*, students may find additional resources in the APA Style section of the APA website.

Progression

Graduate students must achieve a final grade of B (GPA of 3.0) in each nursing course to progress. All courses must be taken into consideration of pre or co requisites. A change in progression may result in a change in graduation date expected for the student. Each student must also achieve a grade point average of "B" or better to graduate.

Students must complete the requirements for the DNP degree within four (4) years of starting the program. If this time limit from the date of admission to completion has lapsed and the student has not completed all degree requirements, the student must request an extension in writing and meet with the Associate Dean for Graduate Programs/Dean of Nursing, who may approve or deny the extension request. The Dean's decision is final and not subject to further appeal.

Incomplete Grades

According to the MCPHS Catalog, courses with a grade of Incomplete must be completed within three weeks of the new semester following the academic term (including summer sessions) in which the Incomplete grade was assigned, or the grade automatically becomes an F.

No student may progress to courses for which the course with an Incomplete is a prerequisite until the work is completed and the I grade is changed. No student can graduate with an Incomplete grade in any course necessary for graduation.

Out of Sequence Status

If a student fails any nursing course, or has any approved adjustments made to their program of study they will be designated as "out of sequence." The student must meet with the Associate Dean for Graduate Programs or their designee to obtain an updated program of study.

Leave of Absence

MCPHS recognizes that there are situations when a student may require a leave of absence (LOA). Such leaves are granted for a **maximum of one academic year except** those granted for military service.

The student must meet with their Program Director or the Associate Dean for Graduate Programs or designee, regarding the reason(s) for requesting the LOA, and the ramifications of taking a leave of absence. Leave of absence approval or denial is determined by the Program Director, or the Associate Dean for Graduate Programs.

After the initial meeting, the student must submit a Leave of Absence request through the Student Success Hub within 1 week (5 business days):

a. the student,
b. Academic Dean or designee,
c. Student Financial Services, and
d. Immigration Services representative (for international students).

The Associate Dean for Graduate Programs or designee will notify the student within 1 week (or 5 business days) of the Leave of Absence request with finalized LOA requirements via the student's MCPHS email account.

Students who take a leave after the designated add/drop period will receive course grade(s) of W. **For information on a Health/Medical Leave of Absence, please see the Health/Medical Leave of Absence section in the MCPHS Course Catalog.*

Students considering taking a LOA must be aware that they are subject to any curricular changes that have occurred in the Graduate Program during the LOA.

An updated Program Plan will be provided to the student upon return to the program.

Return from Leave of Absence

Students returning from a leave of absence must confirm they are returning to MCPHS with their Online Program Director or designee prior to the following dates:

- *March 1-for a summer or fall semester return*
- *October 1-for a spring semester return*
- *Online students-30 days prior to the beginning of the semester*

Students on a Leave of Absence are *not* eligible for MCPHS Services. Students who intend to return from a LOA must also review and adhere to applicable school/program specific policies in addition to the general policy outlined herein. Students who fail to return within the designated time must reapply for admission.

A student who fails to return during the granted Leave of Absence period will be administratively withdrawn from the program. The student is responsible for contacting the Graduate Program designee at least 30 days prior to the expected return. Approval of Leave of Absence is on a case-by-case basis. See the MCPHS Course Catalog for additional information.

Students who wish to return to the SON must complete the Intent to Return from Leave of Absence form and notify the Associate Dean for Graduate Programs no later than thirty (30) days from the start of the desired semester return date. An Intent to Return Form will be sent to the student and must be

completed and submitted to the graduate program designee. A review of the program of study will take place and be updated if needed.

Probation/Dismissal

For successful completion of a graduate level course, the student must achieve a minimum passing grade of "B" (GPA of 3.0).

1. Graduate students who receive a grade below a "B" (3.0) in any course will be placed on academic probation.
2. The student must repeat the course in which they received a grade below a "B" and receive a grade of "B" or higher.
3. Students will be recommended for dismissal from the graduate nursing program for:
   a. Failure of the same course twice (with a grade below "B")
   b. Failure of a total of three courses throughout the student's tenure (with a grade below "B")
4. DNP Experiential Clinical courses or Experiential Clinical components of a combined didactic/clinical course are graded as Satisfactory/Unsatisfactory. An unsatisfactory grade in clinical will result in course failure, regardless of the didactic grade.
5. Failure of the didactic portion of a DNP program course will result in failure of the entire course regardless of the Experiential Clinical grade. All elements of a course must be repeated when the course is repeated.

Academic and Clinical Warning

Academic Warning

Students who are identified as failing to maintain a minimum mid-point grade of at least a 'B' will receive a mid-semester warning per MCPHS policy. Each student is encouraged to access and utilize available resources to support their success. Resources may include but are not limited to:

- The course faculty
- The Center for Academic Success and Enrichment (academic advising and services)
- The Writing Center
- MCPHS Counseling Services

Experiential Clinical Warning

When a concern about clinical competency or a breach of professional conduct arises, faculty may place a student on clinical warning status and initiate a clinical learning contract. Examples of incidents which may lead to a clinical warning and a clinical learning contract include, but are not limited to:

- Failure to demonstrate competence consistent with the objectives of the course;
- Behavior deemed by the faculty member to be unsafe (behavior that places the student, the patient, or another staff member at risk of injury, or causes the student, the patient, or another staff member to be harmed);
- Failure to successfully complete experiential clinical assignment
- Absence or tardiness that precludes an effective learning experience
- The student does not seek appropriate consultation from the course faculty and/or Site Mentor
- Does not provide for delivery of safe patient care
- Does not abide by the ANA Scope and Standards of Advanced Practice Nursing in dealing with the patient and other health care providers

- Fails to be current with or complete experiential clinical hours or submission of clinical experience documentation. This documentation includes clinical logs, clinical notes and documentation of clinical hours and AACN Essentials/AONL Competencies narratives;
- Does not notify the site mentor and course faculty of absence or change in clinical schedule
- Does not communicate or fails to facilitate communication between course faculty, DNP Team, and Site Mentor as necessary;
- Other behavior which adversely affects patient care or does not demonstrate professionalism at all times.
- Does not meet the required experiential clinical hours in the course

Clinical Failure

Students are expected to know both the legal and ethical parameters of professional nursing practice and to demonstrate accountability and responsibility for professional practice standards throughout their course of study.

If a student's performance in a clinical setting is at any time determined to be unsafe or unprofessional in the judgment of the faculty, or if the clinical partner does not allow the student to return to the clinical site, the student will receive a failing grade for the course. Immediate action will be taken by the clinical course faculty and clinical course coordinator. The student may be immediately dismissed (sent home) from the clinical site; a grade of F will be recorded for the clinical portion of the course grade. If the student chooses to appeal the clinical failure, the student may not attend any subsequent clinical experience during the appeal process. Please note that the student who chooses to appeal the clinical failure must do so within 48 hours of being notified by the course coordinator. Students should follow the appeal procedure in the Grade Appeals section of the Grading Policies in the MCPHS Course Catalog.

Graduate Program Documentation of Experiential Clinical Warning/Remediation

The clinical learning contract will clearly specify the objectives and means to achieve them, evaluation criteria, and a timeframe by which the student must meet the contract's objectives. The evaluating faculty member will provide progress reports to the student during the contract period.

Outcomes of the clinical warning and/or contract can be successful or unsuccessful. Should the outcome be favorable for the student, documentation of the improvement will be placed in the student's record and the contract may be discontinued. Patterns of inappropriate behavior and/or weak performance may result in clinical failure.

Should the student fail to meet the prescribed objectives and timeframes noted in the clinical learning contract or if the identified behaviors persist, the result will be a clinical failure, and therefore, failure of the course and an inability to progress in the graduate program.

The clinical warning and/or clinical learning contract will be documented in the student's record. The information will indicate the date, time, place, and circumstances of the relevant incident(s). The information will be signed by the initiating course coordinator and the student and forwarded to the Associate Dean for Graduate Programs. A copy of the clinical warning/clinical contract will be given to the student. All information will be retained in the student's file for subsequent access by authorized faculty.

Graduation

MCPHS awards degrees in May, September, and December of each year. University-wide commencement ceremonies are held only in May and December. For more information, please visit the MCPHS Course Catalog for additional information and procedures.

Students with incomplete course, clinical, or program requirements inclusive of required residencies as of the date of the University semester grading deadline, will be ineligible for graduation. The student's anticipated graduation date will be adjusted to reflect the next scheduled University conferral date, or conferral date in alignment with the completion plan established between the student and the program.

Communication

Chain of Command

In the event a student in the SON needs to communicate a concern, need, or issue relating to courses/clinical expectations/experiences, the student should follow the designated chain of command as outlined below:

Step 1:	Course faculty
Step 2:	Course Coordinator
Step 4:	Associate Dean for Graduate Programs
Step 5:	Dean/Chief Nurse Administrator * The decision of the Dean/Chief Nurse Administrator is final.

Grade Appeals

Students who wish to appeal a final course grade must follow the University's grade appeal process as detailed in the MCPHS Course Catalog. Individual assignment grades are not subject to appeal.

Formal Complaints

MCPHS is firmly committed to ensuring an environment free of harassment and/or discrimination. The University Policy regarding formal complaints can be found in the MCPHS Course Catalog.

MCPHS Online Complaint Resolution

MCPHS makes every effort to resolve student complaints internally, using the policies and procedures outlined in the current MCPHS Student Handbook. Students will fully utilize all administrative procedures to address concerns and/or complaints as timely as possible.

Disappearing

Communication from the student with faculty is essential and is expected. It is not acceptable for a student to "disappear" by lack of communication for a period of ten business (10) days. Neither absence nor notification of absence relieves the student of their responsibilities to meet class/course objectives or check their MCPHS email regularly. The SON Academic Standing Committee may consider this as grounds to recommend administrative withdrawal from MCPHS.

Program Withdrawal

A graduate student wishing to withdraw from the DNP program must complete a University withdrawal request form in the Student Success Hub: http://www.tinyurl.com/UW-MCPHS

Students wishing to withdraw from MCPHS must meet with the Associate Dean for Graduate Programs or designee regarding the reason(s) for requesting the withdrawal, and the ramifications of program withdrawal.

See MCPHS handbook for policy on refunds or reach out to Student Financial Services with questions.

Attendance Policies

MCPHS supports a learner-centered environment. Completing online assignments & exams as scheduled & attendance in clinical learning experiences directly correlate with successful course completion & represents basic professional behavior. Therefore, students of the School of Nursing are responsible to engage in their own learning & professional comportment. In the event that a student anticipates missing or unexpectedly misses a course requirement such as assignment, exam, clinical day or seminar, in addition to communicating directly with the course and/or clinical faculty, the student should refer to the Documented/Excused Absence Request Policy located in the University Student Handbook, and follow the steps outlined within.

Absences in Online Program

Online coursework is asynchronous. Assignment due dates are published in advance via the course syllabus to allow ample advance notice. Students are expected to complete coursework and submit assignments on time.

Excused/Documented Absences and extensions are only granted for reasons outlined in the University Documented Absence Policy. Should an unexpected absence or need for an assignment extension occur, students are to adhere to the procedure below:

For a one-day absence: Contact the course faculty to request a documented/excused absence.

For absences lasting more than one day: Students seeking an extended documented/excused absence are encouraged to review the University policy as above and follow the online request process at https://forms.cloud.microsoft/pages/responsepage.aspx?id=F9EzdcHihkmZOlZfzqZaC501XNiW7CJFjDSI_8ucML9UMElMQzRKUU9HT0tES0VQN1NKVkFaTTFHUSQlQCN0PWcu&route=shorturl.

Social absences and travel are not approved reasons for excused absences.

In the case of illness or prolonged absence, it is the student's responsibility to notify their course faculty within five (5) days from the first date of absence. With acceptable documentation from a student, the Office of the Dean of Students may issue an official memorandum notifying faculty of an excused absence. In the case of an approved, excused absence, the course faculty will make reasonable attempts to help the student satisfy the course's requirements (e.g., make-up classes and exams).

Students are expected to abide by instructions in each course syllabus regarding student responsibilities related to class absences. Students who fail to do so may be ineligible to receive an excused absence –

regardless of the reason for the absence. With respect to completion of work missed, if an acceptable agreement between the student and professor(s) cannot be reached, the Associate Dean for Graduate Programs and/or Dean of Nursing will serve as arbitrator.

Students are responsible for all class materials, content, and assignments. Students may only make up missed class assignments, quizzes, and exams if a valid excuse has been granted. Graded work missed due to an unexcused or unapproved absence will be assigned a grade of zero (0). All course work and exams must be completed before a student can sit for a final exam in a course.

Attendance Policy for Online Courses – General Statement

Regular online class attendance is mandatory as evidenced by active participation in online discussions, meeting course requirements, and timely submission of online postings, responses, case studies, assignments, and tests. Logging into the Blackboard course site is essential to student learning and success in the course. Students are expected to attend online for as many hours as listed in the course's credit hours. A minimum of 3 hours of preparation time per credit per week is recommended to assist in the student's success.

Punctuality

Punctuality is expected of students for all classes, seminars, clinical experiences, simulations, and residencies. Neither tardiness nor leaving early will be tolerated, as it impacts adversely upon the student's learning experience and is disruptive to fellow students and faculty. Students will be held accountable for all missed material.

Documented Absence Policy

Students seeking an excused absence from a test are encouraged to review the University Documented Absence policy and follow the online request process. Social absences and travel are not approved reasons for excused absences. Proctor U testing is accessible to students who are traveling locally or internationally, provided there is appropriate bandwidth and internet connection available.

Interprofessional Educational Experiences

The School of Nursing (SON) prioritizes the development of Interprofessional collaboration through coursework, clinical activities, and experiential educational activities in accordance with the guiding documents for MSN Education. The University has an active Interprofessional Education (IPE) initiative, and many opportunities are available for members of the MCPHS community to attend. The SON prioritizes certain Interprofessional Educational (IPE) experiences. For these prioritized IPE activities, SON students are notified via email and/or blackboard announcement of the need to attend the activity.

Course Descriptions

Please refer to the MCPHS Course Catalog for a detailed description of all courses.

Doctor of Nursing Practice Program (DNP) Overview

The Doctor of Nursing Practice (DNP) program at MCPHS offers the opportunity for master's prepared nurses to gain the knowledge, skills, and competencies to directly impact healthcare. The practice-focused DNP terminal degree builds on evidence-based knowledge obtained in previous nursing degrees and utilizes a focus on organization and systems leadership to prepare nurses to deliver innovative care,

explore opportunities for quality improvement, improve diverse population patient outcomes, and advocate for policy change.

The Doctor of Nursing Practice (DNP) degree is designed for master's prepared registered nurses looking to reach the highest level of the nursing profession.

DNP Admission Policies and Procedures

Admission Requirements

- Earned a master's in nursing from a nationally accredited program
- Completed application
- Current unencumbered licensure as an advanced practice registered nurse (APRN) in the state in which practice will occur
- GPA 3.0 or above on a 4.0 scale
- Resume or CV
- Successful completion of Prerequisite Graduate research methods/statistics course minimum grade of 3.0
- Transcripts from all post-secondary institutions
- Two letters of reference: One pertaining to academic ability and professional competence and a second letter referring to leadership potential
- DNP Personal Statement Essay (prompts provided during application process)
- Zoom interview will be a part of the admission process
- Students are required to complete 1,000 clinical hours as part of DNP degree completion. A maximum of 500 hours of preceptor-supervised clinical hours earned from previous Master in Nursing (MSN) degree may be applied to this requirement with Associate Dean for Graduate Programs or dean approval.

Geographic Eligibility

Admission into the DNP Program is dependent on program availability in the state where the student is physically located at the time of matriculation. If a student moves to a different state after matriculation, continuation within the program will depend on the availability of the program within the new state where the student is physically present. It is the student's responsibility to notify the University of a change in physical presence. Program availability is subject to change. Please view the MCPHS DNP program webpage for current geographic eligibility information.

Application of Accrued Clinical Hours

Up to 500 clinical hours accrued during the completion of the MSN degree or post-master's certificate program may be applied toward the 1000-hour required DNP clinical hours upon review, verification, and written approval by the Associate Dean for Graduate Programs and/or School of Nursing Dean.

"Verification of hours can be completed in various ways, including forms sent to the student's master's degree program, transcript review, and documentation of national certification requiring academically supervised practicum hours." (AACN DNP Task Force, 2015, p. 9).

MCPHS DNP Program Applicants requesting consideration of clinical hours completed during their MSN program will be provided with a *Clinical Hour Attestation Form* from the Admissions Office to submit

with their application. The *Clinical Hour Attestation Form* requirement is waived for MCPHS MSN graduates as their hours can be verified internally.

Non-matriculated Entry

The SON supports non-matriculated students to take up to two DNP courses with approval of the Associate Dean for Graduate Programs. If later admitted to the program, course credits do not automatically apply towards degree requirements; they must have Associate Dean for Graduate Programs or SON Dean approval to transfer the coursework.

DNP Program Goals and Outcomes

DNP Program Goals

Program goals of the DNP Program align with the SON Mission and Vision and the AACN Essentials (2026). The DNP graduate will:

1. Acquire the knowledge, skill, and aptitude in organizational/systems leadership
2. Function as leaders in the dynamic healthcare arena serving diverse populations to improve healthcare quality and patient outcomes
3. Disseminate the outcomes of an evidence-based practice-focused DNP Final Project which translates a body of evidence to the practice setting for organizational/systems quality improvement and drives recommendations for further research
4. Serve as leaders in the healthcare arena to advocate for diverse population access and engagement in health policies and access to healthcare

DNP Expected Program Outcomes

The MCPHS Doctor of Nursing Practice (DNP) program prepares practice-scholars to demonstrate professional leadership integrating evidenced-based knowledge to improve health outcomes in a complex health care system.

1. Apply advanced clinical expertise and knowledge to identify systems and organizational issues and opportunities to improve healthcare outcomes for diverse populations. Domains 1, 7
2. Develop quality and safety initiatives through coordination of resources and interprofessional collaboration in complex care environments based on synthesis, translation and utilization of evidence from a variety of disciplines to transform healthcare. Domains 1, 4, 5, 6
3. Model professional nursing behaviors to establish an identity that encompasses accountability and respect through ethical and compassionate person-centered care delivery, cultural humility, reflection, and lifelong learning. Domains 1, 2, 9
4. Function as influential policy advocates and change agents by critically analyzing population health data, engaging in stakeholder dialogue, and contributing to policy formulation or application. Domains 3, 5
5. Translate evidence-based interventions into innovative practice models, utilizing quality improvement methodologies and health informatics to address complex challenges to decrease health disparities, enhance population and community health, and support the sustainability of healthcare systems.
   Domains 5, 7, 8

The DNP program prepares practice-scholars to demonstrate professional leadership integrating evidenced-based knowledge to improve health outcomes in a complex health care system and to

demonstrate professional leadership roles in practice and is consistent with the standards of the *American Association of Colleges of Nursing Essentials: Core Competencies for Nursing Education (2026).*

DNP Curriculum

The DNP program's innovative curriculum builds the foundation of graduate-level nursing knowledge, and expands the abilities and skills focused on in master's-level work.

DNP Curriculum for Students with Enrollment Date of Fall 2025 and beyond		
Semester	**Course Name**	**Credits/Experiential Learning Hours (el.)**
1	**NUR 901: Intro to Doctoral Studies, and DNP Degree Competencies** Includes 5 experiential clinical hours	**2**
	NUR 906: Evidence Based Practice Methods to Drive Quality Improvement Includes 20 experiential clinical hours	**4**
		Subtotal 6 + 25 el. hrs.
Semester	**Course Name**	**Credits/Experiential Learning Hours (el.)**
2	**NUR 940: DNP Project I: Project identification** Includes 50 experiential clinical hours	**2**
	NUR 911: Epidemiology and Biostatistics in Evidence Based Practice	**3**
		Subtotal 5 + 50 el. hours
Semester	**Course Name**	**Credits/Experiential Learning Hours (el.)**
3	**NUR 941: DNP Project II: Planning** Includes 100 experiential clinical hours	**4**
	NUR 912: Financial and Economic Principles in Healthcare Includes 10 experiential clinical hours	**2**
		Subtotal 6 + 100 el. hours
Semester	**Course Name**	**Credits/Experiential Learning Hours (el.)**
4	**NUR 942: DNP Project III: Implementation** Includes 110 experiential clinical hours	**4**
	NUR 913: Advanced Concepts in Population Health Includes 20 experiential clinical hours	**2**
		Subtotal 7 + 130 el. hours
Semester	**Course Name**	**Credits/Experiential Learning Hours (el.)**
5	**NUR 943: DNP IV: Data Analysis and Results** Includes 80 experiential clinical hours	**3**

	NUR 916: Health Policy, Ethics, and Advocacy Includes 20 experiential clinical hours	**2**
		Subtotal 5 + 100 el. hours
Semester	**Course Name**	**Credits/Experiential Learning Hours (el.)**
6	**NUR 944: DNP Project V: Project Completion** Includes 65 experiential clinical hours	**3**
	NUR 917: Health Systems Leadership and Interprofessional Collaboration for the DNP Prepared Nurse Includes 20 experiential clinical hours	**2**
		Subtotal 5 + 85 el. hours
		Total Credits 33 + 500 el. hours

DNP Curriculum for Students with Enrollment Date Prior to Fall 2025		
Semester	**Course**	**Credits**
Semester 1	NUR 900: Clinical DNP Practice Foundations *course retired	3
	NUR 910: Methods for Evidence-based Practice *course retired	3
	Total Credits/Semester	6
Semester 2	Elective 1	3
	NUR 915: Health Care Policy and Advocacy from Local to Global Issues (10 clinical experiential hours) *course retired	3
	NUR 920: Concepts in Population Health (20 clinical experiential hours)	3
	Total Credits/Semester	9
Semester 3	Elective 2	3
	NUR 905: Organizational and Systems Leadership for Quality Improvement *course retired	3
	HCM 820: Informatics and Data Analysis	3
	Total Credits/Semester	9
Semester 4	Elective 3	3
	NUR 930: Research Translation I, Assessment and Design (120 clinical experiential hours)	3
	Total Credits/Semester	6
Semester 5	NUR 931: Research Translation II, Planning and Implementation (180 clinical experiential hours)	3
	Total Credits/Semester	3

Semester 6	NUR 933: Research Translation III, Evaluation and Dissemination (170 clinical experiential hours)	3
	Total Credits/Semester	3
	Total Program Credits	36

Reduced Course Load

Students may opt to reduce the course load to one course per semester. The Associate Dean for Graduate Programs will meet with students with interest in the one course per semester option to develop an individualized curriculum sequence plan.

DNP Experiential Clinical Policies and Procedures

Experiential Clinical

Experiential hours are those hours spent by students on work that directly relates to their area of professional study. The number of hours and activities required vary by course and are described in the course syllabi.

Required Hours

The DNP Project requires a minimum of 1000 post-baccalaureate clinical hours. A maximum of 500 hours accrued during the completion of the student's MSN program may be applied toward the 1000 hour required accrual upon review and approval by the Associate Dean for Graduate Programs and/or School of Nursing Dean.

Direct and Indirect Hours

Five hundred (500) experiential clinical hours are threaded throughout the DNP Curriculum. Experiential Clinical Hours will be completed during several courses with oversight of course faculty.

Experiential Clinical Hours may include both Direct and Indirect Hours. Direct Experiential Clinical Hours are defined as hours spent at the practice site with oversight from the project site mentor. Indirect Experiential Hours are hours spent working on the DNP Project or other activities related to Core Competencies for Professional Nursing Education, Level 2 Sub-Competencies (AACN, 2026), or American Organization of Nursing Leaders' competencies (AONL, 2025), but not necessarily at the practice site. Course faculty must approve all student experiential hour activities prior to the student completing them.

Direct Experiential Clinical Hours associated with the DNP Project will be completed under the supervision and mentorship of a DNP Project Site Mentor in the student's geographic area of residence with oversight of MCPHS course faculty.

Students may be restricted from attending clinical experiential hours if it is determined that the quality of didactic course work, frequency of attendance, or frequency of communication does not support the student's preparation and ability to perform activities related to their DNP project.

Experiential Clinical Hour Schedule

Experiential Clinical Hours are to be scheduled within the confines of the semester calendar. Completion of Experiential Clinical Hours outside the semester calendar requires prior approval from the Associate Dean for Graduate Programs and is determined on a case-by-case basis.

Students will be asked to share their Experiential Clinical schedule and Site Mentor contact information with their course faculty prior to attending any DNP Project Experiential Clinical experience. Any deviation or revision of the proposed monthly schedule requires advance confirmation and approval from the course faculty member.

Students may not attend any Experiential Clinical experience without prior faculty approval. Students will submit an Experiential Clinical Site and Activity Approval Request through the clinical software. Students must receive acknowledgement and approval of their request by course faculty via the clinical software. Students who attend clinical experiences without having prior faculty approval will be subject to clinical warning and/or dismissal.

Tracking Hours

Students will log all completed DNP Direct and Indirect Experiential Clinical hours with a summary of the activity and alignment with the AACN Essential Competencies (AACN, 2026) and the American Organization of Nursing Leaders' competencies (2025) in the clinical software **within 72 hours of completion**. The required minimum of 500 hours must demonstrate progression indicators associated with AACN Essential Competencies (AACN, 2026) and American Organization of Nursing Leaders' competencies (2025). **All Experiential Clinical Hours must be approved electronically by course faculty via the designated clinical software.**

DNP Project Site

DNP students identify their chosen practice site for completion of their DNP Project. The chosen practice site will vary based on the focus of the DNP Project and may include community or public health organizations, clinical practice agencies, private practice settings, school systems, prison systems, or government healthcare related organizations in local, statewide, regional, or national levels. The DNP student must complete the DNP Project Site and Site Mentor Request form for consideration by the Course Faculty, Associate Dean for Graduate Programs and the School of Nursing Dean. Students may not complete any DNP Project Experiential Clinical Hours without an approved DNP Project Site and Site Mentor Request form, and clinical compliance clearance.

Clinical Experiential hours and the DNP Project cannot focus on nursing academia. “Practice as a nurse educator should not be included in the DNP practice hours. The focus of the DNP program, including practicum and the DNP project, should not be on the educational process, the academic curriculum or on educating nursing students.” (AACN DNP Task Force, 2026, p.13)

Students may choose to complete their DNP Project at their place of employment. When Experiential Clinical Hours are completed at a student’s place of employment, the hours must be clearly delineated from time spent as an employee. All clinical experiential hours must relate to completion of the DNP project and must include activities that meet the AACN Essentials (AACN, 2026).

"Practice experiences in the DNP program should have well defined learning objectives and provide experiences over and above the individual's job responsibilities or activities. The DNP student must have the opportunity to gain knowledge and skills beyond employment expectations and incorporate these into their nursing practice." (AACN DNP Task Force, 2026, p. 12).

Clinical Compliance

All required clinical documents must be completed prior to participating in any Direct Experiential Clinical Hours. Documents may include one or more of the following; DNP Project Site Mentor Agreement, Letter of Cooperation, and Affiliation agreements. The signed DNP Project Site Mentor agreement will be housed in the student's clinical software account and the full executed Affiliation Agreement and Letter of Cooperation Agreement will be filed with the Graduate Program Clinical Coordinator.

Clinical Experiential Evaluations

Performance during clinical experiential hours will be evaluated on a satisfactory/unsatisfactory basis. The stated course learning outcomes aligned with the AACN Essentials (2026) and the American Organization of Nursing Leaders' competencies (2025) determine the criteria for Experiential Clinical Evaluation. Evaluation is an ongoing process throughout the completion of clinical experiential hours. The DNP Project Site Mentor provides evaluative data to the course faculty. The course faculty are responsible for the final experiential clinical evaluation grade.

Experiential Clinical Dress Code

Students are expected to maintain a clean, neat, and well-groomed appearance appropriate to the affiliating organization. White coats and nametags, distributed by the SON, must be worn in the Experiential Clinical setting or per facility guidelines. Replacement coats and nametags can be ordered by contacting the Administrative and Clinical Assistant for Graduate Programs.

Clinical Onboarding Requirements

The following requirements must be completed and on file prior to entering NUR 940, DNP Project I: Project Identification. The Clinical Coordinator will prompt the collection of the onboarding requirements throughout the program tenure.

- Immunizations according to MCPHS policy and agency-specific requirements
- Unencumbered Registered Nurse (RN) license in the state in which the student intends to complete the DNP project.
- Updated Resume with active DNP program enrollment noted
- Completed CORI and Level 1 background check
- Site Mentor documents
- Successful completion of HIPAA training
- Verification of Health Insurance
- CPR Certification. All students must show evidence of CPR training during the first semester in the graduate nursing programs. Students must be certified in Basic Life Support (BLS) Healthcare Provider by the American Heart Association (AHA). Acceptable AHA courses include BLS (instructor lead) or Heart Code BLS (blended online/skill sign off). American Red Cross, First Aid, and online courses will not be accepted. Students must upload a copy of the card/e-card to the designated software indicating active certification (AHA requires recertification every two years). We recommend that the student verify the course in advance to ensure that the course is appropriate.

- The School of Nursing does not require DNP students to purchase malpractice insurance unless their approved DNP project includes direct patient care. Should a student be required to obtain individual malpractice coverage, the following criteria must be satisfied for the entire duration of the DNP project:
    - Proof of current malpractice insurance as an APRN with DNP student designation at the level of a minimum of $1 million per occurrence and $6 million aggregate coverage.
    - *Along with the student's APRN malpractice insurance policy, the University's group liability insurance policy provides coverage for liability while practicing as a student in MCPHS SON clinical activities.*

NOTE*:* It is the responsibility of the student to submit evidence of all required annual updates of licensure, immunizations and certification renewals. Students will not be permitted to participate in clinical experiences until all information is received which may result in a delay in graduation.

Immunization Requirements

Please refer to the section of the MCPHS Course Catalog titled "Immunization Policy." Immunization information and clearances are provided through CastleBranch, the University's contracted vendor.

In accordance with state law, MCPHS policy, and clinical agency requirements, students must show proof of required immunizations, unless they qualify for one of the exemptions allowed by law. Noncompliance with MCPHS immunization requirements will result in administrative withdrawal from the MCPHS or might negatively impact progression in the academic program.

Some healthcare agencies and clinical education sites may have additional immunization requirements. In order to be eligible for clinical placements, students must meet ALL MCPHS immunization requirements, and any additional requirements imposed by the clinical agency to which the student is assigned. In cases where the clinical site does not pay for the completion of any additional immunization requirements, the student is responsible for paying any associated fees. Without full clearance of immunization requirements, students will not be eligible to begin clinical learning experiences, and consequently, will be unable to meet program requirements. Immunization information and clearances are provided through the University's contracted vendor.

Drug Testing

Some healthcare agencies and clinical sites may have additional drug testing requirements. In order to be eligible for clinical placements, students must meet any additional requirements imposed by the clinical rotations site to which the student is assigned. The student is responsible for paying any associated fees. Clinical site drug testing policies can preclude the student from attending clinical, thus unable to satisfy course and program requirements. Please refer to the Drug Abuse Policy set forth in the MCPHS Student Handbook regarding marijuana use.

Criminal Offender Record Information (CORI), Level 1 Background Check

Certain laws and accreditation standards require health care agencies to request Criminal Offender Record Information (CORI) about candidates for employment, volunteer, or training positions to determine if the candidate is eligible to be hired or on rotation in the agency. The majority of the clinical training sites at which the MCPHS places students for educational experiences must comply

with these laws. In order to be eligible for clinical placements, students must be cleared through a Level 1/National background check and CORI check. Additional Level 1/National background check and CORIs may be required prior to returning from a Leave of Absence or Out of Sequence status. In addition, clinical sites may require their own background check and/or CORI checks, and students may be asked to complete several release forms. In cases where the facility does not pay the charge for the background check and/or CORI check, the student is responsible for paying the fee. If a site requires, but does not provide for obtaining background check and/or CORI checks, the student can obtain them through the School of Nursing's Clinical Placement Coordinator and will be responsible for any associated fees. The Level 1/National background check/CORI must be performed by the University's designated vendor due to clinical site/agency contractual requirements.

DNP Project

Project Description and Overview

As part of the DNP program, students engage in rigorous scholarly work to synthesize knowledge from the program's core and specialty courses, along with the immersion clinical experience, to create a meaningful project that is reviewed by an academic team. The DNP Project is based on a nursing practice experiential clinical experience, which is designed to address a nursing or healthcare problem with the goal of improving practice or healthcare outcomes. The DNP project includes proposal, implementation, and evaluation of evidence-based practice on a variety of initiatives, including practice change, quality improvement, health promotion/disease prevention, community outreach, or policy analysis. The AACN Essentials (2026) and the AACN DNP Task Force, Doctor of Nursing Practice: Current Issues and Clarifying Recommendations (2015) provide the basis for the DNP Project requirements.

DNP Project Team

The DNP Project Team will be assigned by the end of week two of the first DNP Project Course. The DNP Project Team Members include the DNP Project Team Chair, the DNP Project Team Member, the DNP Project Site Mentor, and the DNP Student. The DNP Project Team works closely with the DNP Course Faculty. The course faculty are responsible for all grading of assignments and approval and sign-off of clinical evaluations, AACN Essential (2026) and American Organization of Nursing Leaders' competencies (2025) activities, and Experiential Clinical Hours.

The DNP Project Team Chair is assigned by the Associate Dean for Graduate Programs. The DNP Project Team Member may be requested by the DNP student or assigned and must be approved by the Associate Dean for Graduate Programs. The DNP Site Mentor is chosen by the DNP student and approved by both the Associate Dean for Graduate Programs and School of Nursing Dean.

The DNP Project Team Chair will be a doctoral prepared MCPHS SON faculty member. A second doctoral prepared MCPHS faculty member will serve as a DNP Project Team Member, and a content expert will serve as the DNP Project Site Mentor (Appendix A-3).

MCPHS DNP Project Course Faculty Responsibilities:

- Evaluates clinical experiential sites and site mentors for appropriateness of learning experiences.
- Communicates with clinical site representatives and the Graduate Clinical Coordinator to ensure all required clinical documents are complete before the student participates in Experiential Clinical Hours.

- Reviews and approves all student documented Experiential Clinical Hours and AACN Essential and AONL competencies activities during DNP project courses.
- Oversees the DNP Project site experience. Collaborates, communicates, and supports the DNP Project Site Mentor. Provides Site Mentor orientation prior to the start of each DNP Project course to include AACN Essentials (2026) and AONL competencies (2025) overview, DNP Program Outcomes, Course Description, Didactic Course Objectives, Experiential Clinical Objectives, Site Mentor Role and Responsibilities and the expectations for students.
- Communicates with DNP Project Site Mentor during each DNP Project Course a minimum of the first week of the course, mid-semester, and end of course via text, phone, email or Zoom and documents DNP Site Mentor feedback.
- Reviews all mid-term and final DNP Site Mentor Evaluation of Student Performance feedback (Appendix A-3). Discusses feedback with DNP Site Mentor, approves and signs all evaluations, delivers evaluations to the DNP student.
- Oversees IRB application process and application preparation
- Assesses student project readiness for project proposal presentation. Synthesizes proposal presentation feedback, supports student completion of needed project revisions
- Leads final oral project presentation proceedings and ensures that all written paper revisions are completed; provides final sign off following completion of the DNP Project and verifies satisfactory completion of graduation requirements in collaboration with the Associate Dean for Graduate Programs and SON Dean.

DNP Project Team Chair

DNP Students will be assigned a Project Team Chair by the end of week two of the first DNP Project course. The DNP Project Team Chair might also be the course faculty or course coordinator for the DNP Project courses. The chair will be assigned by the Associate Dean for Graduate Programs. The DNP Project Team Chair does not need to be an expert in the student's area of research interest.

DNP Project Chair Responsibilities:

- Serves as DNP Project advisor to support the student throughout the DNP Project process: project development, preparation of the DNP proposal, project implementation and evaluation, data analysis, development of final written DNP Project Paper and dissemination plans.
- Communicates with DNP Project Site Mentor and Course Faculty during each DNP Project course a minimum of the first week of the course, mid-semester, and end of course via text, phone, email or Zoom and documents DNP Site Mentor feedback.
- Collaborates with the DNP student and Course faculty to schedule ongoing DNP Project Team meetings to facilitate project development, project proposal presentation date, project completion, and final project presentation date.
- Communicates effectively with the Course Faculty, DNP Project Team members, the DNP Project Site Mentor and the DNP student.
- Provides ongoing feedback to the DNP student on written drafts of scholarly paper in a timely manner.
- Guides student with IRB application process and application preparation as needed
  Assesses student project readiness for project proposal presentation. Supports student completion of needed project revisions; participates in final project presentation proceedings and ensures that all revisions are completed; provides final sign off following completion of the DNP Project.
- Serves as a mentor to the DNP student in the DNP Project findings dissemination.

DNP Project Team Member

The DNP Project Team Member contributes to the development and refinement of the DNP Project and DNP Project written Paper. The DNP Project Team Member will be chosen and invited to serve in the role by the DNP student with Associate Dean of Graduate Program approval during the first DNP project course. The DNP Project Team Member must be approved by the course faculty, the DNP Project Chair, and the Associate Dean for Graduate Programs. The DNP Project Team Member should share experience in the student's area of research interest.

DNP Project Team Member Role and Responsibilities:

- Serves as DNP Project Team Member to support the student throughout the DNP Project process: project development, preparation of the DNP proposal, project implementation and evaluation, data
  analysis, development of final written DNP Project Paper and dissemination plans.
- Serves as a second reader of DNP Project paper(s) and provides feedback to the DNP student in a timely manner.
- Collaborates with the DNP student and DNP Project Team Chair to participate in ongoing DNP Project Team meetings to facilitate project development, project proposal and project completion.
- Communicates effectively with the DNP Project Team members.
- Assesses the DNP student's project readiness for the final project presentation, attends the DNP student's final presentation, provides timely written feedback of the presentation, and supports student completion of needed project revisions.
- Serves as a mentor to the DNP student in the DNP Project findings dissemination.

DNP Project Team Site Mentor

DNP Project Site mentors are advanced clinical practice or administration professionals who are experts in the student's research focus area. The DNP Project Site Mentor will be chosen and invited to serve in the role by the DNP student during the first DNP project course. The DNP Project Site Mentor must be approved by the course faculty and the Associate Dean for Graduate Programs. The DNP Project Site Mentor may be selected from among a variety of disciplines, thereby building upon the DNP program objective to enhance the student's interdisciplinary experience. The DNP Project Site Mentor must be academically and experientially qualified, having an earned master's degree and a minimum of five years in the area of expertise.

DNP Project Site Mentor Role and Responsibilities

- Participates in the DNP Project Site Mentor orientation prior to the start of each Research Translation course to include AACN Essentials (2026) and AONL competencies (2025) overview, DNP Program Outcomes, Course Description, Didactic Course Objectives, Experiential Clinical Objectives and Site Mentor Role and Responsibilities.
- Maintains an ongoing relationship with the DNP student throughout the completion of the DNP Project, contributing to the student's development of interdisciplinary collaborative practice and leadership skills in the student's area of evidence-based practice interest.
- Supports the DNP student to facilitate opportunities for the DNP student to meet the DNP Project objectives. Directly oversees the DNP Project site experience. Supports project development and implementation at practice site
- Works Collaboratively with the DNP Project Team Chair. Communicates with the DNP Project Team Chair on a minimum of the first week of the course, mid-semester, and end of course via text, phone, email or Zoom.

- Communicates any concerns regarding the student's performance to the student and DNP Project Chair and course faculty within 48 hours; provides verbal and written documentation of concerns and works with the DNP student, the DNP Project Chair and course faculty to develop strategies for improvement.
- Completes DNP Site Mentor Evaluation of Student Performance feedback and reviews them with the course faculty in a timely manner.
- Validates student Experiential Clinical Hours spent on site.
- Provides ongoing feedback to the DNP student on drafts of DNP Project written paper in a timely manner
- Participates in the DNP student final DNP Project presentation and provides timely written feedback of the presentation to the DNP course faculty.

DNP Student Role and Responsibilities as a Member of the DNP Project Team

- Submits via clinical software the DNP Project Site and Site Mentor Request form in a timely manner, adhering to due date provided in DNP project course syllabus. The request form is subject to approval by the Associate Dean for Graduate Programs and School of Nursing Dean.
- Responds to emails and requests for completion of clinical documents by the Clinical Operations Coordinator for the Graduate Program **within 24 hours.**
- Ensures all clinical documents are complete and faculty approval has been granted prior to participation in any Experiential Clinical Hours.
- Documents Experiential Clinical Hours, AACN Essential (2026) and AONL Competencies (2025) activities in the clinical software **within 72 hours** of the completed hours and activities.
- Is receptive to course faculty and DNP Site Mentor feedback and uses recommendations as opportunities to strengthen any areas in need of improvement or for continued growth.
- Responds to DNP Project Team and Course Faculty emails **within 48 hours**. Uses MCPHS email for all email communications.
- Maintains an ongoing relationship with the DNP Project Team and Course Faculty throughout the completion of the DNP Project, contributing to development of interdisciplinary collaborative practice and leadership skills in area of evidence-based practice interest.
- Communicates any concerns regarding the ability to meet course objectives, the DNP Project site or the DNP Project Site Mentor to course faculty **within 48 hours**.
- Exhibits professional behavior at all times.

DNP Scholarly Project Progress and Associated Academic Credit

A total of sixteen academic credits and 500 Experiential Clinical Hours are associated with the DNP Project completion. The sixteen academic credits are awarded through successful completion of the course objectives in five DNP Project courses and two additional core curriculum courses under the supervision and mentorship of a DNP Project Site Mentor in the student's geographic area of residence and with oversight of MCPHS course faculty:

- NUR 901: Introduction to Doctoral Studies and DNP Competencies
- NUR 906: Evidence-Based Practice Methods to Drive Quality Improvement
- NUR 940: DNP Project I: Project identification
- NUR 941: DNP Project II: Planning
- NUR 912: Financial and Economic Principles in Healthcare
- NUR 942: DNP Project III: Implementation
- NUR 913: Advanced Concepts in Population Health

o NUR 944: DNP Project V: Project Completion
o NUR 917: Health Systems Leadership and Interprofessional Collaboration for the DNP Prepared Nurse

*Students enrolled in the DNP program prior to fall 2025:
A total of nine academic credits and 500 Experiential Clinical Hours are associated with the DNP Project completion. The nine academic credits are awarded through successful completion of the course objectives in three DNP Project courses and two additional core curriculum courses under the supervision and mentorship of a DNP Project Site Mentor in the student's geographic area of residence and with oversight of MCPHS course faculty:
o NUR 915, Healthcare Policy and Advocacy from Local to Global Issues
o NUR 920, Advanced Concepts in Population Health
o NUR 930: Research Translation I, Assessment and Design
o NUR 931: Research Translation II, Planning and Implementation, and
o NUR 933: Research Translation III, Evaluation and Dissemination

DNP Project Student Support and Resources

DNP Faculty Advisor

The DNP student will be assigned a faculty advisor upon admission to the program by the Associate Dean for Graduate Programs or SON Dean. The University and SON embrace a faculty-student advisory model. The faculty advisor advises students on academic and professional matters to assist students who have academic difficulties and/or serious personal problems by referring them to appropriate University personnel.

Library and Learning Resources

The MCPHS library system is available to all students and fosters research and learning. It provides access to electronic resources 24 hours a day. There are over 11,655 volumes of books, journals, and multi-media; 700 serial subscriptions; around 41,500 electronic books; and 145 databases. Nursing leadership and DNP project documents have been created for the DNP students to help them find resources available through the library resources on these integral topics. The School of Nursing program has a dedicated library liaison who is experienced in teaching evidence-based practice and searching appropriate nursing databases.

Online students are encouraged to utilize services through the Library and Learning Resources. Jeremy Laporte, Circulation Supervisor, Library and Learning Resources, is available for research consultations, where students can:

- Discuss and narrow the topic;
- Refine searching techniques; and
- Choose the highest-quality information to use.

Contact: Jeremy Laporte, (Jeremy.laporte@mcphs.edu)
Online portal: https://www.mcphs.edu/library.

Writing Center

The Writing Center assists in giving feedback and advice about how writing can be improved. The Writing Center will coach you through the process of drafting and revising essays, reports, presentations, etc.

Students should schedule an appointment with the Writing Center through Student Success Hub: (https://www.mcphs.edu/studentsuccesshub) and navigate to the "Offices & Services" section. https://mcphs.libguides.com/c.php?g=1070381&p=10962077

Students are strongly encouraged to utilize the MCPHS Writing Center with all written assignments. The course coordinator/faculty member may require the student to collaborate with the MCPHS Writing Center, as appropriate, to best support the student in their graduate writing responsibilities.

English Language Resource Center

The English Language Resource Center (ELRC) serves English Language Learner (ELL) or multilingual (ESL) students who wish to strengthen their English skills to study more effectively at MCPHS. ESL faculty members are available on all three campuses to work with students one-on-one or in groups. Students can get help with their grammar, pronunciation, vocabulary, reading, writing, speaking, or any English skill necessary for their classes. Students should make an appointment through the Student Success Hub by navigating to the "Offices & Services" section.

DNP Student Handbook Responsibility

Student Responsibility for Contents of Doctor of Nursing Practice Student Handbook

Upon admission to the DNP program and at the beginning of each semester, students are required to read the *MCPHS DNP Student Handbook.* Students are required to verify by electronic signature via the Blackboard platform that they have read and will abide by the policies, protocols, and guidelines described in this document.

The *MCPHS DNP Student Handbook* is reviewed and revised as needed. The student body will be informed of any major revisions via email.