Touro University Nevada
Graduate Student Handbook

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INTRODUCTION:
This handbook is a reference intended to provide accurate information to students and others regarding the Touro University Nevada School of Nursing. It contains information about the organization of the University, academic matters, policies and regulations, student services and student activities.

The provisions of the handbook are subject to changes as a result of official actions of the administration. Such changes may be without notice and will apply to all enrolled students. The student should not consider this handbook to represent a contract between Touro University Nevada and the student. The university disclaims any misrepresentations or omissions that may have occurred as a result of error in preparation or typing.

Each student must recognize that he/she is responsible for knowledge of current academic regulations, general and specific requirements, student operational policies contained in this handbook, School Policies and Procedures, university catalogs, and other official announcements and published documents of the Programs and University.

THE SCHOOL OF NURSING AT TOURO UNIVERSITY NEVADA

A History of the School of Nursing: Touro University is a Jewish-sponsored independent institution of higher and professional education founded by Bernard Lander, PhD, LHD. The institution derives its name from Judah and Isaac Touro, leaders of colonial America who represented the ideal upon which we base our mission. Lander was inspired by the democratic ethos enunciated by George Washington when in 1790 he visited the Touro Synagogue at Newport, Rhode Island. The Touro brothers provided major endowments for universities, the first free library in this continent, community infirmaries in the new United States of America, and pioneering settlements in Israel.

Touro was chartered by the State of New York in 1970. The first students enrolled in 1971; the class consisted of 35 liberal arts students. Since those early days, the institution has experienced substantial growth.

Touro College/University embraces the following schools: The Lander College of Liberal Arts and Sciences (Men's and Women's Divisions); The Jacob D. Fuchsberg Law Center; The Graduate School of Jewish Studies; The School of Health Sciences; The School of General Studies; The School of Lifelong Education; The International School of Business and Management; The Graduate School of Education and Psychology; and The School of Career and Applied Studies.

Touro operates degree programs in Israel, Germany, France, and in Russia. Agreements for exchange of students and faculty have been established with the People's Republic of China. Touro has long been interested in medical education. In 1983, Touro established the Center for Biomedical Education, a cooperative program leading to an M.D. from the Technion-Israel Institute of Technology, Israel's premier school of applied sciences. Success in this and other related programs led Touro to explore the possibility of establishing a college of osteopathic medicine. Touro sought incorporation in the State of California, and in 1995 located a campus in the San Francisco bay area. The campus was moved to Mare Island, California in 1997. Touro University California includes the Touro University College of Osteopathic Medicine, the College of Health Sciences, the
College of Pharmacy, and the College of Education.

As Touro College looked to other potential sites for a college of osteopathic medicine, Nevada was chosen as a potential site due to the current physician shortage in Nevada and the rapidly growing population within Nevada and the surrounding community. The branch campus, TUN College of Osteopathic Medicine, accomplished matriculation of its first class in August of 2004. Simultaneously, TUN initiated its first Masters in Physician Assistant Studies in 2004. TUN founded the College of Health and Human Services in 2005 which includes the Schools of Occupational Therapy, Nursing, Education, and Physical Therapy.

A regional needs assessment indicated a looming crisis in the availability of nurses to provide care in Southern Nevada for the burgeoning population, many of whom were of retirement age. A strategic plan was implemented to provide Clark County with a nursing school that would provide graduate level education for students who hold a baccalaureate degree in another discipline or for registered nurses seeking to further their education in the functional areas of nursing administration or nursing education. Efforts were begun in January 2005 to initiate the School of Nursing by hiring the school’s director and by beginning the accreditation process by the Western Association of Schools and Colleges (WASC), as well as the Nevada State Board of Nursing approval process. Space designated for the School of Nursing included a 3600 sq. ft. skills lab, classrooms, seminar rooms, physical assessment rooms, faculty offices, and work stations. This project was completed in November of 2005.

**MISSION, VISION, OBJECTIVES AND GOALS**

**MISSION:**

The mission of the Touro University Nevada School of Nursing is to prepare students to become outstanding nurses at all levels who uphold the values, philosophy and practice of the nursing profession and who are committed to care for patients within an ethical, culturally diverse and evidenced based framework. The programs are student centered and serve their students and society through pre-licensure, baccalaureate, graduate, advanced practice and doctorate education, research, and community service.

**VISION:**

The vision of the Touro University Nevada School of Nursing is to foster the development of professional nurses at all levels who excel in practice, research, education, and leadership that will deliver patient centered care to meet the needs of our diverse society.

**AMERICAN NURSES ASSOCIATION CODE OF ETHICS**

The SON subscribes to the tenets identified in The Code for Nurses published by the American Nurses Association as revised in 2015.
1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.

9. The profession of nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

**STUDENT POLICIES**

This information is a reference intended to provide accurate information. Each student is responsible for adhering to current academic regulations.

**Communication:**
Students and faculty will interact and communicate using a variety of techniques, including email. Faculty members maintain office hours online or by phone. Emails and phone calls are responded to within 24 hours on normal business days and 48 hours on weekend days, unless a faculty member informs student of a temporary variation in this timeline (due to illness, travel, etc). Messages left on school holidays will be responded to on the next business day. **Touro University Nevada operates Monday through Thursday 8am to 5pm and Fridays 8am to 3pm PST. We are closed on university holidays. See University Calendar for details concerning holidays.**

**School Schedule:**
The MSN/DNP programs follow the SON schedule, which is published on the TUN website.
**Student Evaluation/Grading:**
The faculty of the Touro University Nevada School of Nursing is charged with the responsibility of educating students and evaluating their knowledge, skills, and attitudes (KSAs) throughout the program.

The faculty reserves the right, and has the responsibility, to recommend the academic or disciplinary dismissal of a student when appropriate.

Faculty members maintain the academic freedom to assign course grades that reflect student's performance within the confines of established evaluation criteria.

The following grading system is used throughout the MSN/DNP programs:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 – 100%</td>
<td>3.65 – 3.80</td>
<td>A</td>
</tr>
<tr>
<td>90 - 92%</td>
<td>3.50 – 3.60</td>
<td>A-</td>
</tr>
<tr>
<td>87 - 89%</td>
<td>3.35 – 3.45</td>
<td>B+</td>
</tr>
<tr>
<td>83 - 86%</td>
<td>3.15 – 3.30</td>
<td>B</td>
</tr>
<tr>
<td>80 - 82%</td>
<td>3.00 – 3.10</td>
<td>B-</td>
</tr>
<tr>
<td>77 - 79%</td>
<td>2.70 – 2.90</td>
<td>C+</td>
</tr>
<tr>
<td>73 - 76%</td>
<td>2.30 – 2.60</td>
<td>C</td>
</tr>
<tr>
<td>70 – 72%</td>
<td>2.00 – 2.20</td>
<td>C-</td>
</tr>
<tr>
<td>69% or below</td>
<td>0.00</td>
<td>U</td>
</tr>
</tbody>
</table>

A cumulative GPA of 3.15 is required to progress in the program and to graduate. A grade of B (83%) or higher is required to complete a course successfully. If a student earns a grade below 83% as the final course grade for any course, the student is dismissed from the program and must reapply. If the student is accepted for readmission, they will be readmitted on academic probation and must earn a cumulative GPA of 3.15 or higher by the end of the first session following readmission. Failure to earn a cumulative GPA of 3.15 or higher by the end of the first session following readmission will result in permanent dismissal from the program.

**Disability Accommodations:**
See TUN catalog.

**Withdrawing From a Course:**
See TUN catalog.

**Leave of Absence:**
A leave of absence (LOA) may be granted, at the student’s request. See the University Catalog for additional details regarding this process. Students must request the LOA in writing from the Program Director prior to the start of the session for which the leave is requested. The following restrictions apply to students granted an LOA:

1. The LOA may not exceed one semester (or two DNP terms).
2. It is the student’s responsibility to notify the Program Director and the Office of the Registrar of their anticipated reentry at least two weeks prior to the session start date.
3. Students may only reenter on a space available basis and it is possible that reentry cannot be accommodated, resulting in dismissal from the program. Reapplication will be required.

Program Evaluation:
The School of Nursing and the MSN/DNP Program support a continuous self-evaluation process. It is the expectation of multiple accreditation agencies that a process to gather information is in place. Students complete a course and faculty evaluation at the end of each course throughout the program. Student responses are aggregated and anonymous. The data obtained is used to guide course and curriculum change.

Letters of Reference:
Writing a letter of reference is per the discretion of the individual faculty member.

Academic Integrity
Academic behavior is addressed in the TUN Student Conduct Code in the TUN Catalog.

Touro College and University System is a community of scholars and learners committed to maintaining the highest standards of personal integrity in all aspects of our professional and academic lives. Because intellectual integrity is a hallmark of scholarly and scientific inquiry as well as a core value of the Jewish tradition, students and faculty are expected to share a mutual respect for teaching, learning and the development of knowledge. They are expected to adhere to the highest standards of honesty, fairness, professional conduct of academic work and respect for all community members. Academic dishonesty undermines our shared intellectual culture and our ability to trust one another. Faculty and administration bear a major responsibility for promoting a climate of integrity, both in the clarity with which they state their expectations and in the vigilance with which they monitor students. Students must avoid all acts of dishonesty, including, but not limited to, cheating on examinations, fabricating, tampering, lying and plagiarizing, self plagiarizing, as well as facilitating or tolerating the dishonesty of others. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend on the knowledge and integrity of our graduates.

The Touro College and University System views violation of academic integrity with the utmost gravity. Such violations will lead to appropriate sanctions, up to and including expulsion from the college community. We commit ourselves to the shared vision of academic excellence that can only flourish in a climate of integrity.

Academic Appeal:
Please refer to the TUN Catalog for university policies regarding academic appeals.

Grade Appeal:
See TUN Catalog.

Violation of Student Conduct Code:
See TUN Catalog.

Student Complaints:
Student complaints follow a chain of command. The student should first address the issue with the faculty member directly. If the faculty member cannot resolve the complaint or is unaware of appropriate resources to assist the student, the faculty member may involve the Course Lead and/or the FNP Coordinator and/or the Program
Director. Complaints will be investigated and resolved according to university policies and procedures. Student Affairs may assist in the process. Students may report any suspected Title IX violations (discrimination including age, gender, racial) anonymously on Touro’s website https://tun.touro.edu

Faculty Complaints:
If a faculty member has a complaint regarding student behaviors, they are to report to the Course Lead and/or the FNP Coordinator and/or the Program Director. If the faculty member has a complaint about unfair treatment or work conditions, they should report it to Human Resources personnel. The faculty member may always ask Student Affairs questions regarding complaint procedures. The faculty member must report any suspected Title IX violations (discrimination including age, gender, racial) anonymously on Touro’s website https://tun.touro.edu

Continuous Enrollment:
Students must maintain continuous enrollment, unless on an approved Leave of Absence, throughout the entire program. Failure to maintain continuous enrollment results in program dismissal. Reapplication is required.

Graduation Requirements:
A student will be recommended for degree conferral under the following conditions:

1. Satisfactory completion of all academic requirements, including Knowledge, Skills, and Attitudes (KSAs).
2. Has earned a cumulative GPA of 3.15 or higher.
3. Has fulfilled all legal and financial obligations to Touro University Nevada.
4. **DNP SPECIFIC**: Successful completion and approval of the DNP Project and a cumulative total of 1000 post-baccalaureate hours.

Drug Testing & Criminal Background Check Policy:
The School of Nursing adheres to the stipulations and guidelines of the Drug Testing Policy and Criminal Background Check Policy of TUN. See TUN Catalog for details.

Tuition Refund and Withdrawal Dates:
Refer to the TUN Catalog and the Financial Aid office.

Transfer Credit & Credit by Examination:
See TUN Catalog and MSN Specific Policies below.

Health Insurance:
See TUN Catalog.

Immunizations:
See TUN Catalog.

Health Requirements:
See TUN Catalog.

Professional Liability Insurance:
See TUN Catalog.
**Standard Precautions:**
See Occupational Exposure in TUN catalog.

**Student Conduct Code:**
See TUN Catalog.

**Student Appearance:**
See TUN Catalog.

**Attendance & Participation:**
Students must meet attendance requirements in all MSN/DNP courses and active participation is required. Failure to meet attendance requirements will result in course failure. Failure to meet participation requirements will impact the course grade. Specific information is located in each course syllabus. **In addition to any TUN Catalog Attendance policies, online students in the MSN/DNP must log into their course at least 3 SEPARATE DAYS PER WEEK.** This is a Department of Education requirement to verify attendance in online courses. This requirement also means that students must post their discussions during the course week the discussion is assigned (i.e. students may not post discussions prior to the week they are assigned or after the week they are assigned.).

**Nursing Licensure**
The student and the practicum mentor must hold current unencumbered licensure as a Registered Nurse in the state where the practice site is located and in any state where the student is engaging in practicum activities for the duration of the course. FNP students must also hold a current unencumbered Registered Nurse license in Nevada to fulfill the on-campus Clinical Intensive course requirements.

Documentation of the above is required in specific course sections where applicable. Failure to submit proper documentation within the designated time period noted in the syllabus may result in dismissal from the course.

**Social Media Use:**
Social media should not be used to discuss or post images of anything school related. Social media use among students related to their university program on a non-sanctioned university platform, such as a cohort Facebook page, could result in a Conduct Code violation. Be aware that nothing posted online is truly private. This includes comments about university policies and procedures, course work and assignments, other students, and faculty. Any of these comments may be deemed inappropriate. Additionally, there is no acceptable use of patient-related information or data from the clinical setting/practice site, or anything that could be construed as a HIPPA violation. This includes, but is not limited to, images of patients, any image that could be identified as an item belonging to a patient, or any information that could lead to the identification of a patient. Please see ANA Social Media Principles Toolkit for additional instructions regarding social media use.

**Technology:**
See TUN Catalog. In addition to TUN Catalog policies, online students must log into their course at least 3 separate days per week. If a student does not participate in the first week of a class, they may be withdrawn from the course and the registrar will be notified.
**Blackboard:**
Library academic resources are accessible online. Library staff and personnel are available to assist students; however, students are expected to possess advanced library utilization skills.

Students utilize the Blackboard learning platform to access class materials, syllabi, and to participate in discussions/communications, as required.

Reliable broadband Internet access is required at all times. At the time of publication, MAC computers are not supported by the TUN IT Department or the Helpdesk.
MSN Specific Procedures

Faculty Advisors:
The faculty will be available to the student for consultation in regards to matriculation, progression, any disruptions or possible termination from the academic program. A faculty advisor will be assigned to a student upon matriculation to the MSN program.

Transfer Credit:
See TUN catalog.

Academic Portfolio Requirements:
Each student will have and be required to maintain an academic portfolio. The portfolio will highlight the student’s most important educational experiences. It will also document the student’s development as a nursing professional and serve as a useful resource for the student, faculty and future employers. The student is responsible for updating, tracking, adding the appropriate documents and updating their Curriculum Vitae online as they matriculate through their designated program. The portfolio will need to be updated at the end of each Trimester. Specific requirements will be outlined within individual course syllabi.

Examinations and Assignments:
The student is expected to turn in assignments and complete examinations on the date and times scheduled. The student is responsible for completing all required coursework on time. If there is a conflict, the student will need to contact the instructor ahead of time to make other arrangements.

Grading:
The student may expect to receive course assignment grades within one calendar week of submission unless otherwise notified by course teaching faculty.

HIPAA:
The student must adhere to all HIPAA guidelines at all times. The student is prohibited in sharing, posting, photographing or violating a patient’s rights of privacy at any time. For details, please refer to the Student Conduct Code (see TUN Catalog).

MSN/FNP Specific Program Policies

Clinical Practicum: See the TUN MSN/FNP Program Practicum Handbook
DNP Specific Policies

Advising:
Upon admission to the program each student is assigned an Academic Mentor (AM), which is traditionally referred to as a faculty advisor. The assigned AM will work with the student throughout the program. Students are required to meet with the AM at least once during each session and as requested by the AM or as deemed necessary by the student. It is the student’s responsibility to keep the AM informed of any issues that might impact their ability to succeed or progress in the program of study. It is the AM’s responsibility to maintain written documentation of mentoring activities in the student’s academic file.

Academic Mentor and Course Instructor in Project Courses:
See TUN DNP Project Handbook.

DNP Practicum Hour Requirements:
To be eligible for a doctoral degree in nursing, a total of 1000 post-baccalaureate practicum hours will be required. This DNP program has 528 practicum hours embedded in the curriculum. As such, each student is allowed up to 472 practicum hours to be transferred for credit. Transfer practicum hours can be evaluated through various methods. If a student does not have 472 practicum hours for transfer, the student will be required to complete an alternate curriculum plan which will be evaluated for approval by the DNP coordinator. In order to facilitate completion of 1000 post-baccalaureate hours, this plan will include enrollment in NUR 756 for additional practicum hour completion. Students are eligible to enroll in NUR 756 at any point after completion of DNP II. See APPENDIX D for additional details.

DNP Total Credit Requirements
The DNP Program at TUN consists of 33 semester credits throughout the duration of the program. The state of Nevada requires a total of 70 graduate credits to earn a Doctorate degree. Individual student transcripts are subject to evaluation by the office of the registrar and the DNP Program Director. Accordingly, individual students may be required to complete an alternative curriculum plan incorporating additional credit hours to meet graduation requirements.

Practice Site
Throughout the DNP Program at Touro University Nevada (TUN), students will enroll in 4 different courses which will allow an opportunity to gain practicum experiences. These courses include Leadership Practicum (96 hours), DNP Project I (144 hours), DNP Project II (144 hours), and DNP Project III (144 hours). The three project courses and the leadership practicum course require the student to obtain a practice site prior to the start of the course. Additionally a Project Mentor must be obtained for the DNP Project courses and a Practicum Mentor is required for the Leadership Practicum course. Practice sites may include a diversity of settings including various healthcare organizations including community centers, acute care facilities, long term care facilities, prison systems, school systems, corporations (addressing employee health), non-governmental organizations and public health organizations. The student will complete a variety of assignments at the practice site throughout their course of student encompassing all DNP Essentials.
Affiliation Agreements
Touro University Nevada does not require affiliation agreements for DNP Practicum Experiences. However, it is the responsibility of the student to obtain an affiliation agreement with any host site which requires such. In compliance with these standards, each student must submit a signed waiver or agreement in the designated week of the appropriate courses. Should a site require an affiliation agreement, please contact the DNP Program Coordinator for more details on this process.

DNP Project Ethics and Human Subjects Protection
All DNP Projects are subject to the highest standards for human subject protection, confidentiality, and ethical practice. Each student should work with their project team, and any regulatory officials at their project/practice site to ensure the highest standards for human subject protection, confidentiality, and ethical practice.

Students whose projects meet criteria for IRB exemption determination application or full IRB application submission will be required to submit such to the IRB for review and official determination. Criteria for each of these applications are explained in detail on designated IRB forms. The School of Nursing DNP Project Committee will support any decisions and/or recommendations of the TUN IRB Committee in this regard.

Students are also subject to any regulatory requirements of the practice/project site including the possibility of additional IRB application(s) within the host organization. It is the responsibility of the student to be aware of such regulations and be compliant with these standards.

Project Resources
In completion of a successful DNP project, students will be required to seek out various internal and external resources in their professional community. In some cases, delays in the project timeline may occur when a specific resource is unavailable or difficult to obtain. Project due dates may be adapted as needed to allow for student progression where appropriate, provided that the student can show they have given due diligence to obtain such.

Full IRB Review
If a student’s DNP Project is subject to full IRB review, delays may occur in the project timeline. In this situation, provided the student has completed all necessary applications in a timely fashion, the student will be permitted to continue in the DNP Program course of study. In this situation, at the end of DNP Project III, if the students project is not complete the student will be granted an “Incomplete” to allow the project to be completed to satisfaction. Incomplete grades are subject to the regulations of the TUN University Catalog.

Communication with Faculty
Students are invited to arrange phone conferences with faculty on an as needed basis. In order to facilitate a phone conference, please contact the faculty member via email and request a phone conference. You will receive a calendar invite with an appointment time, call-in number and conference code. Faculty will respond to your request within one to two business days.
Students are advised to utilize their TUN email when interacting with faculty concerning course work. In order to protect student privacy, emails sent from students’ personal email accounts will not be responded to except to direct the student to use TUN email for faculty interaction.

**Late Assignment Policy:**
Assignments are due by midnight of the assigned due date which is generally on the final day of the weekly module (Tuesday at midnight). Late assignments will receive a 10% reduction for each partial/full day after class on the due date. **No assignment will be accepted that is more than three (3) days late. Individual accommodations may be considered for extenuating circumstances with prior approval of the course instructor or with approval of the Program Director.**

**Meditrek Logs**
Each week Meditrek logs will be submitted to record practicum hours spent for all practicum based courses. Please submit these logs under the individual course instructor’s name. A minimum of 5 hours should be recorded each week for each course where practicum experiences occur. Please see practicum hour’s guideline for additional information regarding qualifying practicum hours. At the end of the semester the student must have the number of hours designated in the course syllabus in order to receive a final grade in the course. Failure to complete these hours will result in an incomplete grade for the course.

**DNP Portfolio Submission**
Each course requires submission of specific assignment(s) to the DNP Portfolio in Meditrek. This assignment should be submitted with instructor feedback after a grade is received. This portfolio serves as evidence of the breadth of student experience throughout the DNP program throughout the program and upon graduation.

**ADDITIONAL INCOMPLETE GRADE REQUIREMENTS FOR DNP STUDENTS**
In some circumstances, DNP students may not be able to complete all elements of the course. An incomplete grade may be awarded when at least 75% of the required course work has been completed and the student is passing the course. In this circumstance, an alternative curriculum plan will be arranged through the direction of the course instructor and Program Director. The student is required to initiate the process of obtaining an incomplete and forming an alternative curriculum plan. If the student fails to complete the conditions set forth in the alternative curriculum plan, a grade of U – unsatisfactory – will be recorded, and the GPA will be adjusted accordingly. This may result in dismissal from the DNP program.

As faculty, we are committed to promoting student success. Students should be aware that taking an incomplete grade for a course may have short and long term repercussions with program progression, financial aid, and other factors. As such, prior to requesting an incomplete grade students are advised to contact the Office of the Registrar and the Office of Financial Aid should they have any questions concerning these matters. For more information about specific student accommodations related to personal life circumstances or disability, please contact the Department of Student Affairs.

**Rematriculating of DNP Students**
In the case that a student re-matriculates into the DNP program at any point for reasons including failure of a course, withdrawal from a course, leave of absence, or applying for re-admission, the student is subject to any and all standards and policies of the cohort to which they matriculate into. In accordance with this policy, students who enter into a new cohort for any reason may be subject to re-evaluation of transfer practicum hours.
APPENDIX A:

Practicum Experience Guidelines
Throughout the DNP Program at Touro University Nevada (TUN), students will enroll in 4 different courses which will allow an opportunity to gain practicum experiences. These courses include Leadership Practicum (96 hours), DNP Project I (144 hours), DNP Project II (144 hours), and DNP Project III (144 hours). During the DNP Project courses, students will carry out a practice-application oriented DNP Project. Throughout these courses, students will engage with their Project Mentor and key members from the inter-professional team in various integrative-practice activities with the goal of creating a quality DNP Project that will contribute to the body of nursing and/or healthcare. Students are encouraged to pursue leadership practice experiences during this time that will address the DNP Essentials, the TUN DNP Program Outcomes, and lead to mastery of the advanced practice nursing specialty of Scholar-Practitioner and Nurse Leader.

Students are encouraged to have a diversity of practice experiences that relate to all of the DNP Essentials, program outcomes, and enable the application of didactic teaching and scholarly evidence to practice experiences. In practicum experiences, students are encouraged to engage in the following activities:

1. Employ inter- and intra-professional collaboration with members of the healthcare team.
2. Interact with other doctoral student specialties including PhD, DNP, and any other applicable specialties including engineering, public health, business professionals, and healthcare administration.
3. Engage with experts in nursing and other disciplines to facilitate mentorship and meaningful student engagement and education.
4. Participate in a wide variety of learning activities that bring about application, synthesis, and expansion of knowledge at the doctoral level.
5. Share in meaningful learning experiences within various practice environments that utilize nurse leaders.
6. Spend practicum hours in the practice environment related to the final DNP Project. This can be accomplished in a number of ways including shadowing a Project Mentor, collaborating with stakeholders regarding the project, attending and participating in administrative meetings pertaining to the DNP Project in the practice setting, etc.

Additional Information:

Students should consider the following when considering practicum experiences:

1. Practicum experience may be allowed in the student’s place of work provided the experiences are not a part of the individual’s job duties and they are not being financially reimbursed for performing such duties.
2. Hours spent in the DNP Project development, implementation, and evaluation can appropriately be considered practicum hours provided these hours are spent engaging with the project team and occur in the practice environment. Although many hours will be spent writing the project proposal, these hours are not
considered practicum experience. Approximately 20 hours of practicum experience can be counted toward Literature Review in DNP Project I.

3. Other practice activities related to the DNP Project are counted toward practicum hours provided they meet the criteria listed in section 1.

Practicum Experiences should not include:

1. Practice as a nurse educator including educating nursing students, engaging in the educational process, and experiences in academic curriculum cannot be counted toward practicum activities and cannot be the focus of a student's DNP Project.
APPENDIX B:  

School of Nursing  

Doctor of Nursing Project (DNP) Program  

Project Mentor Guideline  

All students must have a primary project mentor (PM). The PM will work with the student throughout their academic career at Touro University Nevada to help them gain practical experience in a nursing leadership practice environment as well as guide the student in the DNP Project experience. The PM must meet the criteria listed in these guidelines. Students may also select up to three additional content experts. Students are required to submit the same information about content experts but a content expert may be someone who possesses a Master’s degree or higher and works or is educated in a related field to the students’ project. Adding additional content experts is recommended to ensure quality of the project and also to include stakeholders in the project process, but is not required. 

When choosing a PM you should consider the following guidelines:  
1. Ideally, you will choose someone that can provide mentorship throughout the entire program. Keep in mind that this individual must be available to assist you with the practice component of the program, which centers on completion of your DNP scholarly project. The individual you select must possess an adequate content understanding related to your topic area. The topic area must have a leadership focus and must expand beyond your normal work requirements. The PM serves in a mentor role and may assist you in the manner you both agree upon to:  
   a. Gain access to practicum experience.  
   b. Troubleshoot issues that arise during the planning, implementation, and evaluation of your project.  
   c. Provide encouragement and support during the project phase of your education.  
   d. Share expertise regarding your project topic.  
2. The PM must have an earned doctoral degree (Phd, EdD, DNP).  
3. The PM must be a registered nurse with an unencumbered license in the state where practicum experiences are completed.  
4. The PM is not responsible for grading work and is not a voting member of the DNP Project Committee.  
5. The PM may not be the student’s supervisor.  
6. The PM must possess adequate technology skills to read and respond to emails, and to communicate with you in a timely fashion.  
7. The PM must provide a copy of their curriculum vitae (CV) or resume for review by the course instructor and inclusion in your assignment submission for the applicable week in the project course. The CV must reflect adequate leadership experience and a doctoral level education.
APPENDIX C

School of Nursing

Doctor of Nursing (DNP) Program

DNP 764 Leadership Practicum Experience Guideline

Practice Site
Leadership Practicum (DNP 764) requires the student to obtain a practice site and a practicum mentor prior to the start of the course. Practice sites may include a diversity of settings including various healthcare organizations including community centers, acute care facilities, long term care facilities, prison systems, school systems, corporations (addressing employee health), non-governmental organizations and public health organizations. The student must be able to complete a variety of assignments at the practice site throughout the semester.

Affiliation Agreements
Touro University Nevada does not require affiliation agreements for DNP Practicum Experiences. However, it is the responsibility of the student to obtain an affiliation agreement with any host site which requires such. In compliance with these standards, each student must submit a signed waiver or agreement in week one of the course. Should a site require an affiliation agreement, please contact the DNP Program Coordinator for more details on this process.

Nursing Licensure
The student and the practicum mentor must hold current unencumbered licensure as a Registered Nurse in the state where the practice site is located and in any state where the student is engaging in practicum activities for the duration of the course. Documentation of the above is required within seven days of the course start date. Failure to submit proper documentation within this time period may result in dismissal from the course.

Practicum Mentor
All students must choose a practicum mentor who works at their practicum site and meets all TUN requirements. The PM will work with the student throughout DNP 764 Leadership Practicum to help them gain practical experience that encompasses all of the DNP Essentials in a nursing leadership practice environment. The PM must meet the criteria listed in these guidelines.

When choosing a PM, consider the following guidelines:
1. This individual will provide mentorship throughout the duration of DNP 764. This individual should be available to assist the student with the practice component of this course, which centers on completion of various practicum activities that address all DNP Essentials. The PM must have adequate nursing leadership knowledge and experience to aid the student in the practicum activities within the course. The PM serves in a mentor role and may assist in the manner both parties agree upon to:
   a. Gain access to practicum experience.
b. Troubleshoot issues that arise during the planning, implementation, and evaluation of your various practicum activities.

c. Network to find individuals who may serve as content experts for various practicum assignments in the course.

d. Share expertise regarding the practice of nursing leadership.

2. The PM must have an earned doctoral degree (PhD, EdD, DNP). In some circumstances, a master’s prepared nurse may be considered where there are few feasible alternatives.

3. The PM must be a registered nurse with an unencumbered license in the state where practicum experiences are completed.

4. The PM is not responsible for grading work but may advise the student in coursework as he/she deems appropriate.

5. The PM may not be the student’s supervisor.

6. The PM must possess adequate technology skills to read and respond to emails, and to communicate with you in a timely fashion.

7. The PM must provide a copy of their curriculum vitae (CV) or resume for review by the course instructor and inclusion in your assignment submission for week one in the practicum course. The CV must reflect adequate leadership experience and a doctoral level education. In the case that a master’s prepared nurse is approved as a PM, the CV must reflect outstanding leadership experience.

**Instructional steps to acquiring a PM.**

1. Choose a potential PM and/or content expert and contact them.

2. Provide the individual with information regarding the course content, length, timeline and responsibilities.

3. Request professional CV, proof of licensure from individual. Licensure validation may be done through an internet search by the student provided it comes from a trusted website and can be validated.

4. Submit to assignment drop-box including all applicable forms signed and dated.

5. The course instructor will review the assignment submission and approve the PM as appropriate. If a master’s prepared nurse is selected, two faculty members will take part in this approval.

**Final steps.**

1. Student verifies with clinical agency if an affiliation agreement is required or if proof of enrollment and student’s liability coverage is sufficient for the organization.

2. If affiliation agreement is required, student submits request to the DNP Coordinator. If this is required, it is recommended that several months are allowed for this process to prevent a delay in student experiences.
   (When the legal arrangement is negotiated, the course instructor is notified. DNP Coordinator notifies student that the clinical site is approved). If this is required, it is recommended that several months are allowed for this process to prevent a delay in student experiences.

**First Week Required Submission Grading Criteria for DNP 764**

Because all of the activities provided above are required for successful progression through this course, all documents listed below are required for this course prior to starting practicum experiences. Failure to appropriately submit these documents may result in dismissal from the course.

1. Student submits potential preceptor’s CV, license verification.
2. Student submits their personal registered nurse license verification in the state where the practice experiences will take place.
3. Student submits completed and signed PM agreement.
4. Student submits verification of clinical agreement or statement that an agreement is not needed.
5. Student submits in writing the reason the Practicum Mentor was selected and her or his appropriateness to the focus of this course.
APPENDIX D:

Practicum Hours Transfer Evaluation Policy

To be eligible for a doctoral degree in nursing, a total of 1000 post-baccalaureate practicum hours will be required. This DNP program has 528 practicum hours embedded in the curriculum. As such, each student is allowed up to 472 practicum hours to be transferred for credit. Transfer practicum hours can be evaluated through various methods including:

1. An official letter confirming number of practicum hours completed at the regionally accredited institution the student attended. These hours may be completed during a masters or doctorate degree in nursing.
2. Proof of national certification in an area of advanced practice nursing or certification in nursing that requires a graduate degree in nursing and additional practice hours.
   a. Students who meet either these criteria are eligible for up to 250 transfer practicum hours.
3. Transcript evaluation may be utilized as a method of practicum hour’s evaluation.
   a. In the case that the transcript provides the number of hours completed, these hours will be accepted as transfer practicum hours.
   b. If a transcript does not state actual hours of practice, the student will be awarded 48 practice hours for every 1 credit hour of practicum or project courses in which the student has received a passing grade.

All students are required to complete the 528 practicum hours embedded in TUN’s DNP program. Students who do not complete these hours are not eligible for completion of the DNP degree.

No more than 472 practicum hours can be transferred for credit.

The student is encouraged to supply evidence of practicum hour completion via items 1 and 2 as described above. If no communication is received by the end of DNP I, practicum hours will be evaluated using methods described in item 3. All students will receive communication from the DNP coordinator regarding their practicum hours transfer evaluation by the end of DNP II.

If a student does not have 472 practicum hours for transfer, the student will be required to complete an alternate curriculum plan which will be evaluated for approval by the DNP coordinator. In order to facilitate completion of 1000 post-baccalaureate hours, this plan will include enrollment in NUR 756 for additional practicum hour completion. Students are eligible to enroll in NUR 756 at any point after completion of DNP II.