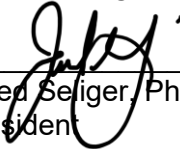


**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 2/10, 10/12, 5/14, 3/18, 1/19,
11/22

No: 2-O-900-02
Last Review Date: March 2026
Required Review Date: May 2030
Administrative Unit: Graduate Curriculum Committee
Approved By:



Jared Seiger, PhD, CNMT
President

SUBJECT: MSN and DNP Program Outcomes Assessment & Summative Evaluation

PURPOSE: To provide a uniform method for review and reporting of progress toward the accomplishment of MSN and DNP program outcomes and to provide a summative evaluation of the student at the time of graduation.

EFFECTIVE FOR: MSN and DNP faculty, staff and students

POLICY:
The Graduate Faculty members shall function as both internal and external reviewers of student progress toward accomplishment of program outcomes. This aggregate data will be used by the program and institution to identify possible needed changes. This outcomes assessment process is not used to determine whether students may progress through the program.

PROCEDURE:

1. Outcomes Assessment Review Process:
 - a. The Program Outcomes Summative Evaluation form shall be completed each semester students are enrolled in the graduate program.
 - b. Individual course faculty and students shall review and evaluate select course assignments using the Program Outcomes Summative Evaluation form.
 - c. Students are responsible for saving the form each semester and continuing to update and maintain the same form through the entirety of the program.
2. Summative Evaluation Process:
 - a. It is the responsibility of the faculty advisors to facilitate completion of the Program Outcomes Summative evaluations for each of their assigned academic advisees.
 - b. During the semester of graduation, the student shall be asked to return the completed Program Outcomes Summative Evaluation form to the faculty advisor no later than 2 weeks prior to graduation.
 - c. Faculty advisors will review and sign the completed summative evaluations prior to submission of the forms to the Dean of the School of Nursing for placement in the students' permanent academic files.