COLLEGE OF NURSING
Student Affairs

Doctor of Nursing Practice (DNP) Program Handbook 2015-2016

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College of Nursing Overview

Introduction

The College of Nursing Doctor of Nursing Practice (DNP) Program Handbook provides information to students and faculty to facilitate DNP student advising. Students have access to an advisor who mentors and guides the student throughout the program of study regarding degree requirements and access to University and College resources. Upon admission, a faculty member will be assigned as the student's advisor. The same faculty member may continue to work with the student throughout the program, including comprehensive examinations and the DNP Project, or a different faculty member may be selected by the student to be his/her advisor as he/she progresses through the program.

General Information

This publication is for informational purposes and is neither a contract nor an offer to contract. The College of Nursing reserves the right to change any provision or requirement at any time without notice. This material supplements the University of Arizona Graduate Catalog and the Schedule of Classes. Additional information may be found at the following web sites:

The University of Arizona
The University of Arizona Graduate College
The University of Arizona College of Nursing

The DNP Program Handbook is designed as a resource for DNP students and faculty advisors. Relevant policies and procedures of the University of Arizona, Graduate College and College of Nursing are included in this handbook. Much of the information is online; therefore, the actual web sites are listed for the official information on policies and procedures. Where information is not available online, a brief description is provided. Additional information can be obtained from the Office of Student Affairs or from the faculty advisor within the College of Nursing. Students are responsible to know and adhere to all established policies and procedures.

Relationship to Other Documents

The DNP Program Handbook is intended to be used in conjunction with other University documents including, but not limited to, the University of Arizona Catalog and the Policies and Procedures of the Graduate College. Students should first consult the DNP Program Handbook and the Clinical Guidelines Handbooks from the College of Nursing, and then consult the Catalog and appropriate Graduate College policies when questions arise. The online Catalog contains essential information about University Policies and procedures. Individual colleges within the University of Arizona may alter Graduate College policies and procedures when doing so results in the strengthening of an academic program. Therefore, the policies and procedures in the DNP Program Handbook are specific to DNP students in the College of Nursing. All students, faculty and staff are expected to read the handbook and be familiar with college and university policies. The most current copy of the DNP Program Handbook is available on the College of Nursing's website for public access.

Code of Ethics for Nurses

The College of Nursing faculty subscribes to the American Nurses' Association (ANA) Code of Ethics for Nurses as approved by the ANA House of Delegates in June 2001. Students are expected to perform in accordance with this Code. The nine provisions of the ANA Code of Ethics are available free of charge via the ANA web site.

The program expects students to adopt and observe the AANA Code of Ethics. Violations of this ethical conduct standard will be regarded as professional and academic misconduct and failure to meet clinical performance objectives, and be subject to review as such.

Mission[1]

The College of Nursing, a professional college of the University of Arizona, is in accord with the purposes of the University and Arizona Health Sciences Center. The purposes of the College are education, research and scholarship, and service. Within the purpose of service is a commitment to practice as an essential element in the discipline of nursing.

The mission of the College is to provide baccalaureate and graduate education, generate and expand nursing knowledge, and provide service to the community.

The College conducts its educational mission by preparing professional nurses who function in various roles related to advancing human health in meeting the health care needs of the people of Arizona and society in general.

The College conducts its research and scholarship mission to generate and expand nursing knowledge by fostering and sustaining programs of research and scholarship directed toward advancing nursing science.

The College conducts its service mission by providing leadership in professional and health-related activities. The service mission incorporates nursing practice in meeting local, regional, national and global health needs.

Vision[2]

The College of Nursing is a learning community that is committed to excellence in teaching, research, scholarship, and service that enhances the health and well-being of the people of Arizona and society in general. The community values creativity and balance and promotes excellence through identity as nurses and recognition of social responsibility.

Healthcare Professionals' Obligation to Self-Report

Arizona law (A.R.S. § 32-3208) requires licensed health professionals and healthcare professionals seeking licensure to report certain criminal charges to their professional licensing boards within ten (10) working days after a charge is filed. Healthcare professionals subject to these reporting obligations must make these reports *irrespective of whether they believe that patient safety has been compromised or could be compromised by behavior giving rise to such charge*. Failure to make a report to the appropriate licensing board is considered unprofessional conduct.

A list of all reportable offenses can be obtained from your own professional licensing board. A partial listing of such offenses can be found at **http://www.azpharmacy.gov/pdfs/reportable%20criminal%20charges.pdf**

32-3208. Criminal charges; mandatory reporting requirements; civil penalty
A. A health professional who has been charged with a misdemeanor involving conduct that may affect patient safety or a felony after receiving or renewing a license or certificate must notify the health professional's regulatory board in writing within ten working days after the charge is filed.
B. An applicant for licensure or certification as a health professional who has been charged with a misdemeanor involving conduct that may affect patient safety or a felony after submitting the application must notify the regulatory board in writing within ten working days after the charge is filed.
C. On receipt of this information the regulatory board may conduct an investigation.
D. A health professional who does not comply with the notification requirements of this section commits an act of unprofessional conduct. The health professional's regulatory board may impose a civil penalty of not more than one thousand dollars in addition to other disciplinary action it takes.
E. The regulatory board may deny the application of an applicant who does not comply with the notification requirements of this section.

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[1] Adopted 4/89, Revised 12/93, 12/96, 11/98, 3/01, Reaffirmed 3/09
[2] Adopted 5/98, Reaffirmed 3/01

F. On request a health profession regulatory board shall provide an applicant or health professional with a list of misdemeanors that the applicant or health professional must report.

Health professionals are defined as a person who is certified or licensed pursuant to A.R.S. chapters 7, 8, 11, 13, 14, 15, 15.1, 16, 17, 18, 19, 19.1, 21, 25, 28, 29, 33, 34, 35, 39, 41 or 42 of Title 32, title 36, chapter 4, article 6, title 36, chapter 6, article 7 or title 36, chapter 17.

Nurse Practitioner (NP) Certification and Licensure

In nearly all states, national certification is one of a number of requirements to obtain a license as an NP or CRNA. Licensure is handled at the state level through the Board of Nursing. Information about the student's licensure requirements can be obtained by contacting the state Board of Nursing where the student resides and/or intends to practice. It is the student's responsibility to investigate certification and licensure requirements in the state where she/he plans to practice and to keep up to date on changes in requirements. A resource for students, Steps to Getting Certified and Licensed as a Nurse Practitioner, can be found on Doctoral Commons via D2L. For NA students, see NA supplement.

Currently, a graduate degree is required for national certification examination. Upon graduation with a DNP, students are eligible to sit for certification examination through one of the following national certifying organizations:

- American Academy of Nurse Practitioners Certification Program (Family NP)
- American Association of Critical Care Nurses Certification Corporation (Adult Acute Care NP, Adult-Gerontology Adult Acute Care NP)
- American Nurses Credentialing Center (Adult Acute Care NP, Adult-Gerontology Adult Acute Care NP Family NP, Family Psychiatric Mental Health NP and Pediatric NP)
- Pediatric Nursing Certification Board, (Pediatric NP)
- National Board of Certification and Recertification for Nurse Anesthetists (CRNA)

Academic Policies and Procedures for DNP Students

College of Nursing Academic Responsibility and Doctoral Education Statement[3]

The University of Arizona College of Nursing is an innovative academic community who believes that personal and professional integrity and excellence are paramount to student success. Therefore, we encourage each student to approach academic opportunities in their chosen field with the passion required to learn the existing theories, practices, and methods of the discipline and to apply these in their research, practice, and/or teaching. Doctoral students are expected to demonstrate integrity and ethical behavior in every aspect of their work (classroom, community, bench, and bedside) including adhering to all institutional and governmental policies.

Scholarship is an integral part of doctoral education. Therefore, our community facilitates student engagement in scholarly discourse through colloquia, seminars, and group discussions that are part of the academic program. Doctoral students should also seek opportunities that will facilitate publication and presentation of their ideas.

Doctoral education is an emotional, intellectual and time intensive endeavor. Knowledge acquisition and translation require rigorous concentration, focus, and evaluation. To ensure success, students should devote full time effort in pursuit of their academic credentials.

Our community believes that a collegial environment promotes learning and discovery. This welcoming environment is evident throughout our college and classrooms. As such, students, faculty and staff alike regard each other with mutual respect.

The College of Nursing is deeply committed to these principles of academic responsibility. In joining our community of scholars, DNP and PhD students promote the integrity of academic pursuits for themselves and the College of Nursing community, as well as for the discipline and society.

University of Arizona Non-Discrimination

The College of Nursing adheres to the University of Arizona's policies regarding non-discrimination and sexual harassment which are available on the [Office of Institutional Equity's (OIE) website](#).

University of Arizona Code of Academic Integrity

Integrity and ethical behavior are expected of every student in all academic work. This Academic Integrity principle stands for honesty in all class work, and ethical conduct in all labs and clinical assignments. This principle is furthered by the student Code of Conduct and disciplinary procedures established by ABOR Policies 5-308 through 5-404, all provisions of which apply to all University of Arizona students. This Code of Academic Integrity is intended to fulfill the requirement imposed by ABOR Policy 5-403.A.4 and otherwise to supplement the Student Code of Conduct as permitted by ABOR Policy 5-308.C.1. This Code of Academic Integrity shall not apply to the Colleges of Law or Medicine, which have their own honor codes and procedures.

[Code of Academic Integrity](#)

Student Code of Conduct

The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities. The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions to

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[3] Adopted 11/2/2012

promote their own personal development, to protect the university community, and to maintain order and stability on campus.

Student Code of Conduct
Student Code of Conduct Frequently Asked Questions

Use of Social Media

The College of Nursing adheres to the University of Arizona's standards regarding the use of social media in the workplace. The University's polices can be found linked via the Dean of Students and Human Resources.

Additionally, students in the College of Nursing should review the white paper produced by the National Council of State Boards of Nursing and the information provided by the American Nurses' Association in an eBook format and the Social Media Toolkit. Additional information regarding the use of social media in the clinical setting is provided to students in the clinical handbook.

Disruptive Behavior in an Instructional Setting

The University seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members and teaching staff have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Policy on Disruptive Behavior in an Instructional Setting

Policy on Threatening Behavior by Students

The University seeks to promote a safe environment where students and employees may participate in the educational process without compromising their health, safety or welfare. The Arizona Board of Regents' Student Code of Conduct, ABOR Policy 5-308, prohibits threats of physical harm to any member of the University community, including to one's self. Threatening behavior can harm and disrupt the University, its community and its families.

Policy on Threatening Behavior by Students

Line of Communication

The CON is committed to the creation of an environment which promotes the student learning experience. Open, respectful dialogue between students and faculty is critical to the enrichment of the learning experience.

The CON has outlined a line of communication to resolve academic issues that may arise in the classroom and/or at the clinical site to facilitate the open communication between students and faculty. Student issues or concerns need to be addressed promptly and according to the established line of communication outlined below. Dialog with the next person in the line of communication is necessary only after the prior contact does not lead to resolution.

- Course or Clinical Instructor
- Course Chair (if applicable)
- Program Director (Dr. Rene Love)
- Program Administrator (Dr. Terry Badger)
- Dean of the College of Nursing (Dr. Joan Shaver)

The Assistant Dean of Student Affairs is available to assist the student in this process. Contact the Office of Student Affairs at 520-626-3808 or 800-288-6158.

Petitions and Appeals: Other

Any situation where a student wishes to file a grievance or petition a decision, which is not covered by other policies in the DNP Program Handbook, Clinical Handbook, or Nurse Anesthesia Supplement, the grievance or petition will be subject to review by the Curriculum and Instructional Support Committee – DNP.

Process
1. The student will consult with the Office of Student Affairs, Assistant Dean, about the procedures for submission of a grievance, petition, or appeal.
2. The student will submit a written account of the circumstances and any relevant supporting documentation to the Office of Student Affairs, Assistant Dean, within 6 months of the circumstance in question.
3. The Office of Student Affairs will gather any additional information requested by the DNP committee and place the submission on the committee's next meeting agenda.
4. The DNP Program Committee will review submitted information and vote on a decision. Decisions require a majority of voting eligible members be present. Please note that additional time may be requested by the committee to seek additional information or to reach majority attendance. In these circumstances the decision will be made at the next available regular meeting.
5. Decisions will be given to the Office of Student Affairs, who will notify the student of the outcome.

Appeal of Committee Decisions
All students have the right to appeal a committee decision. In the event of an appeal, each individual or committee has two weeks to review the appeal and notify the student of a decision.
1. Appeals of committee decisions must be submitted by the student directly to the DNP Program Director within two weeks of the decision notification.
2. Appeals will be reviewed and investigated. Notification of decision made by the DNP Program Director within two weeks of receipt.
3. A student may appeal the decision of the Program Director to the Division Director.
4. A student may appeal the decision of the Program and Division Director to the Dean of the College. The decision of the Dean is final. Students may appeal to the Graduate College per university policies.

College of Nursing DNP Program Communication Policy

Students enrolled in the College of Nursing's Doctor of Nursing Practice Program are expected to conduct all communication (electronic and otherwise) in a professional manner. In addition to the policies outlined in the Essential Qualifications for Nursing Students document and the University of Arizona's Student Code of Conduct, the faculty of the College of Nursing has outlined the following expectations:

Email communications are important and encouraged. For general emails, faculty and staff will reply to general questions or concerns within 2 to 3 business days, Monday through Friday, during business hours (8:00AM-5:00PM). Emails received after 5:00PM, may not be responded to until the next business day. Emails will not be responded to on the weekend. Please also note the time zone differentials for non-Arizona residents. Arizona does not participate in Daylight Savings Time. Exceptions to this policy (e.g. faculty or staff are out of town, are ill or on leave) will be noted by an automated 'out of office response'. For course related emails, please note that individual instructors may provide additional expectations for email or discussion communication in course syllabi.

All students are expected to adhere to the University of Arizona's Official Student Email Policy. This policy applies to messages from faculty, staff and all college or university officials. Timely review and response to email messages is vital to student success. The Official Student Email Policy states that "students are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email", error in forwarding mail, or email returned to the University with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official University communications via email". The College of Nursing expects that students will reply to emails from faculty and staff within 2 to 3 business days, Monday thru Friday, during business hours (8:00AM-5:00PM). Please note that all emails sent using the

official University of Arizona email system are considered the property of the State of Arizona, and may be subject to a subpoena during legal action.

Students are expected to use appropriate etiquette when communicating with faculty and staff in the College of Nursing. This applies to in person, telephone or electronic communications (emails, discussion board posts in D2L for coursework, etc.). *Manners matter in professional communication.* Appropriate etiquette should adhere to the guidelines below:

1. Open with a salutation (e.g., Hi, Hello, Dear Dr. or Ms. X) and finish with a closing (e.g., Best, Regards, Thank you, your name). Introductory emails should address faculty and staff more formally (Dear Dr. Smith or Hello Ms. Jones) unless the faculty or staff member has given permission to use their first name. It is appropriate to include a simple, "What would you like me to call you?" or "Is it ok to call you X?" question.
2. Use complete sentences and avoid jargon, especially text-type words (e.g. C U). This is especially important when sending messages from mobile devices.
3. Be careful with humor and sarcasm; in written form humor does not always translate well. Sarcasm should be avoided.
4. Avoid typing a message in CAPSLOCK-this conveys anger or frustration just as raising one's voice conveys such emotions over the telephone or in person.
5. Do not use swear words or pejorative terms (e.g., calling someone stupid or a lousy faculty).
6. Maintain a professional tone; remain neutral when discussing an issue or problem. This helps to engage the reader in finding a solution by avoiding negative emotions. Using "please" and "thank you" are appropriate, and another way to engage the reader.
7. Include complete information about the question or concern at hand. Emails should be brief; if it takes more than 3 paragraphs to communicate about the issue or topic, an appointment to discuss on the telephone or in person is a more appropriate action.
8. Avoid sending email in anger or frustration. Walk away from the computer and wait at least 24 hours. Email communications cannot be "taken back" and the damage caused by an ill-advised email can be permanent. In high-stress or emotional situations, ask a trusted friend or colleague to provide feedback before hitting "send". Messages sent in anger may be interpreted as disruptive, abusive or threatening, making the sender subject a [Student Code of Conduct](#) violation.
9. Everyone makes mistakes. If an email was sent in frustration or anger, email an apology as soon as possible. A simple, "I am sorry and should not have sent that email. I apologize for my wording …" will go a long way to repair the damage to the relationship.
10. Proofread! Reread each email message to ensure it is clear and without grammar or spelling errors. Remember that email is simply another professional behavior and a poorly crafted message is a negative reflection on one's ability to communicate effectively.
11. Remember any email you send can be forwarded to others.
12. Use the "CC" and "reply all" functions sparingly. All students are expected to adhere to the chain-of-command communication tree outlined in the Program Handbook. Be mindful of creating excess email volume when adding additional faculty, staff or students to an email conversation.

For complaints, issues or concerns, a sample email checklist has been generated:
- Tone (respectful, using positive words)?
- Brief history or context of the problem?
- Outline of steps already taken to try and resolve the issue?
- Explanation of why this is important?
- What help is needed?

- Provide suggestions for resolutions?
- Offer to meet in person/set a phone appointment discuss the topic further?

Essential Qualifications for Nursing Students

The following qualifications are required of all students for undergraduate and Advanced practice nursing programs for successful admission, continuance, and graduation.

Motor Skills
Qualification
A student should have sufficient motor function to execute movements required to provide general care and treatment to patients in all health care settings. These movements include walking, lifting of patients, bending, twisting, pulling, pushing, carrying, reaching, typing, writing, gripping, squatting, standing and sitting. A student must be able to perform these actions repeatedly during shifts lasting up to twelve hours in duration.

Sensory/Observation
Qualification
A student must be able to acquire the information presented through demonstrations and experiences in the basic and nursing sciences. Students must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when performing nursing assessment and intervention or administering medications. The student must be capable of perceiving the signs of disease and infection as manifested through physical examination. Such information is derived from images of the body surfaces, palpable changes in various organs and tissues, and information communicated by patients and body functions. The student must be able to adhere to the standards of patient assessment and standards of nursing care, including the use of technological equipment.

Communication
Qualification
A student must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. Students must be able to express ideas, feelings, and health information clearly. A student must be able to demonstrate a willingness and ability to give and receive feedback. A student must be able to: convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. The student must be able to process and communicate information on the patient's status with accuracy in a timely manner to members of the health care team.

Cognitive
Qualification
A student must be able to measure, calculate, reason, analyze, integrate and synthesize in the context of nursing study. The student must be able to read and comprehend extensive written material. Students must also be able to evaluate and apply information and engage in critical thinking in the classroom and clinical setting. The student must be able to problem solve rapidly, consider alternatives and make decisions for managing or intervening in the care of a patient.

Behavioral/Social
Qualification
A student must possess the ability to exercise good judgment at all times, the timely completion of all responsibilities attendant to the diagnosis and care of patients and families. In addition, students must maintain mature, sensitive, and effective and harmonious relationships with patients, students, faculty, staff and other professionals under highly stressful situations. The student must have the ability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. The student must be able to exhibit empathy for the situations and circumstances of others and effectively communicate that empathy.

Professional Conduct

Qualification
The student must abide by professional standards of practice. The student must be able to engage in patient care delivery in diverse settings and be able to deliver care to all patient populations.

University Systems & Resources

UAccess Student
UAccess Student is a "self-service" portal for students which is password-protected and allows students to access personal information and transact university business via the Web. A UA NetID and password are required for login. UAccess Student enables students to view and make changes to their academic and personal information, obtain payment/refunds and check on financial aid status.

GradPath
GradPath is the Graduate College's nearly paperless process that will make tracking and monitoring the required Graduate College paperwork much easier. Students will be able to fill in and submit forms online through UAccess Student. Forms have automatic checking built in that will prevent common errors (e.g., typos in course numbers, illegible faculty names, etc.). The automated workflow engine will route the electronic forms to everyone who needs to see or approve each form (faculty advisor, program chair, etc.)—each approver is notified by email when a form is awaiting review and approval. Students may log into UAccess at any time to review the status of individual forms. GradPath FAQ's can be accessed here on the Graduate College's Website.

Completing forms in GradPath is required to progress through the DNP program, and for ultimate awarding of the DNP Degree. A full explanation of GradPath, including detailed access and use instructions, can be found in the College of Nursing's Doctoral Commons area, under Graduate Student Services.

Desire2Learn (D2L)
Desire2Learn (D2L) is a Learning Management System that is used to deliver online courses and ehance hybrid and face-to-face courses. D2L course sites allow "anytime, anywhere" access to syllabi, readings, multi-media files, electronic dropboxes, online quizzes, grading, etc.

Doctoral Commons
Doctoral Commons is the College of Nursing's resource center for doctoral students. Each DNP student will find Doctoral Commons as an ongoing course in their D2L listing. Doctoral Commons is designed to provide students with the required forms listed in the student handbook, as well as helpful guides to completing the required benchmarks. Students will also find many handouts and videos to assist them throughout the program.

College of Nursing Offices and Departments for Doctoral Students

Office of Student Affairs (OSA) & Graduate Student Services (GSS)

The Office of Student Affairs works collaboratively to support the educational mission of the College of Nursing. The Office of Student Affairs is responsible for student services including current student academic advising, recruitment, admissions, progression, academic support services, graduation, student-centered events and College of Nursing scholarships.

Graduate Student Services is located within the Office of Student Affairs in the College of Nursing. Graduate Student Services Coordinators assist students with non-academic procedures and concerns. The Coordinators complement the role of the faculty advisor to ensure students' timely completion to graduation. The Coordinators assist students with admissions and progression issues, paperwork and procedures for comprehensive examinations, dissertations/DNP projects, and graduation, as well as coordinating student events.

Students may contact the GSS via email (advanced@nursing.arizona.edu) or by calling 520-626-3808. When contacting the GSS, students should have both the Student ID number handy, the year admitted to current program, and specialty. Students are encouraged to make an appointment in person or by phone ahead of time by calling 520-626-3808 or emailing advanced@nursing.arizona.edu

Office of Strategic Initiatives and Quality Advancement

The Office of Strategic Initiatives and Quality Advancement (OSIQA) supports DNP students in the successful completion of clinical practica. The OSIQA is responsible for assuring students have current Registered Nurse licensure, a valid fingerprint clearance card, current Basic Life Support certification and have completed all required immunizations and screening tests. The OSIQI maintains this documentation on file throughout the course of a student's program of study. The Clinical Placement Coordinators are located in this office and manage all clinical placements, verifies preceptor and clinical agency suitability, contacts potential preceptors and secures contracts with the preceptors and their clinical agencies. Specific clinical policies may be found in Doctoral Commons on D2L.

Learning and HealthCare Technology Innovations (LHTI)

Learning and HealthCare Technology provides assistance to enhance the students' learning experience. The LHTI department is responsible for technology support and the development of enabling technologies for students, faculty and staff.

The LHTI Department will host an LHTI Training for incoming cohort each summer prior to RISE. The LHTI Team will be on-site during RISE to further orient students to University systems and technical issues.

The LHTI Department is primarily responsible for launching meetings requiring Web-Ex. Students requiring Web-Ex must reserve a room first through the Office of Student Affairs.

Instructional Technology Requirements

Students are required to have basic computer knowledge prior to enrolling in the DNP program. All DNP students are expected to review, and meet, the criteria on the Technology Checklist. This includes, but is not limited to:
- Basic familiarity with internet and email use
- Access to a dependable computer (iPads and tablets are not recommended) with video and webcam capabilities
- Consistent access to the internet for course completion
- Access to or ownership of a quality printer

Upon admission, all students are given an official University of Arizona email address (@email.arizona.edu). Email sent to this address can be checked remotely, or forwarded to the student's personal email or phone. This address must be checked daily, as it is the official source of communication between faculty, staff and students. Students are responsible for all program updates and requests sent to this address.

Financial Aid & Scholarship Information

Doctoral students in the College of Nursing are eligible for financial aid and scholarships. The College of Nursing offers scholarships on a yearly basis, and requires all interested students to submit an application. An email is sent to all newly admitted and current students during the spring term with relevant information. All students are encouraged to submit a [Free Application for Federal Student Aid](#) (FAFSA). Many college and university scholarships rely on information provided by the FAFSA to be awarded. Additionally, students may seek to use loans or grants to cover tuition and fees expenses. The following is a list of university resources for students with financial aid questions:

Office of Scholarships & Financial Aid: http://financialaid.arizona.edu/
The College of Nursing has one representative for students enrolled in the doctoral programs. Students may contact Lorrie Hough (lorrieh@email.arizona.edu) for assistance. Students are encouraged to use the OSFA website and FAQ prior to contacting Lorrie.

Scholarship Universe: https://scholarshipuniverse.arizona.edu/splash/splash.aspx
The University of Arizona maintains a comprehensive database of scholarships available to students in all programs and majors. Students may log in with their NetID to search for opportunities and complete applications.

The Graduate College: http://grad.arizona.edu/financial-resources
The Graduate College maintains a list of resources for graduate students, including opportunities for employment, grant writing and other types of support.

DNP Program Overview

The Doctor of Nursing Practice (DNP) Program is designed to:
- Prepare nurses with the highest level of practice expertise
- Equip doctorally-prepared APRNs to serve the needs of their communities in Arizona and beyond
- Enable doctorally-prepared APRNs to be leaders and change-agents in the clinical setting by:
    - Engaging patients, other clinicians, and administrators in scholarly evaluation of current procedures and opportunities for improvement
    - Providing the APRN with the knowledge to navigate organization culture and change processes
    - Integrating evidence-based knowledge into practice to ensure quality patient outcomes

Each DNP student will demonstrate competency in eight identified areas through coursework, clinical immersion, and scholarly integration. The College of Nursing's Competency Statements were developed from American Association of Colleges of Nursing (AACN) and National Organization of Nurse Practitioner Faculties (NONPF) documents. They are:
1. Scientific Foundations
2. Organization & Systems Leadership
3. Clinical Scholarship & Evidence-Based Practice
4. Information Technology
5. Health Care Policy
6. Interprofessional Collaboration
7. Population Health
8. Advanced Practice

All DNP students will complete a required portfolio based on these eight areas. A detailed competency chart with additional narrative and explanation is available in Doctoral Commons > Student Services for download and review. Graduation from the DNP program requires demonstrated competency via a professional portfolio and the completion of the DNP Project. See the appropriate sections below for more information.

Academic Progression

RISE & On-Campus Program Requirements

RISE is the acronym for "Resident Intensive Summer Experience." RISE is held on the University of Arizona campus in Tucson for 5 days in August during years 1 and 2 prior to the beginning of the fall term or in March during the first clinical management course. During RISE, students are immersed in intensive scholarly, role or clinical laboratory experiences punctuated with time for meeting with advisors and committee members. Students have opportunities to become acquainted with other students, faculty and staff, to learn to use a variety of instructional technologies and to learn more about their program and the College of Nursing. Students are **required** to attend RISE either two or three times, depending on their plan of study.

In addition to RISE attendance requirements, DNP students must participate in practice intensives at the College of Nursing in Tucson at other times during the year. Combined with RISE, all on-campus required events include:
- On-campus annually the week prior to the fall semester for RISE I and RISE II
- On-campus laboratory sessions and seminars during RISE II when students are taking NURS 609a Health Assessment. **The course requires a second intensive at near the end of the same semester.**
- On-campus laboratory sessions and seminars during the middle of the student's first clinical course. Depending on specialty, that would be for course NURS 615, 620b or 642b or NA courses.

Note: Completion of an advanced health assessment course is required within two (2) years of starting any clinical management course. Options include: (1) Complete NURS 609a Advanced Health Assessment with a passing grade, (2) transfer a completed graduate-level advanced health assessment course with a passing grade or (3) complete an official waiver of an advanced health assessment course if the student is a practicing

nurse practitioner. If one of the three options listed are not completed, NURS 609a Advanced Health Assessment must be completed before a student may register for any clinical management course.

Course Registration

Course registration is handled through the Outreach College for students who are not serving in Graduate Assistant or Teaching Assistant roles. Students who are GA's or TA's must contact OSA after consulting with the faculty advisor regarding course registration.

Faculty Advisor Role and Assignment

The role of the faculty advisor is to mentor and guide the student throughout the program of study. The advisor will guide the student to determine the plan for completing the degree requirements, facilitate accessing resources of the University and the College of Nursing, and assist the student in understanding relevant policies and procedures. The faculty advisor may or may not be the chairperson of the student's comprehensive examination or DNP Project committee. During the first year of study, students will be assigned a faculty advisor based on specialty.

Switching Faculty Advisors

Students may change faculty advisors as their research or professional interests change. In order to change advisors, the student must complete the DNP/PhD Program: Change of Advisor Form. The form is available in Doctoral Commons on D2L. Approval from the student's current and new advisor is required, as well as the DNP Program Director. Routing instructions are included on the form.

Grading and Program Progression

A high level of performance is expected of students enrolled in the DNP program. To remain enrolled in the DNP degree program, a student must be making satisfactory progress toward completion of the degree. In addition to Graduate College policies, the CON requires adherence to the following Graduate Academic Progression policies to reflect high standards of scholarship:

A. A student must earn an overall grade point average of 3.0 or better to be awarded the DNP degree.

B. Graduate students in the College of Nursing are expected to earn grades of "A" (4.0) or "B" (3.0). Grades below a "B" (3.0) are viewed as unsatisfactory academic performance for graduate students.

C. A student with regular status achieving less than a 3.0 grade point average at any point in the program will be placed on academic probation. Students on probation are required to meet with their Faculty Advisor to discuss steps to be taken to resolve the problem that led to probationary status and devise a written plan of action to be submitted to the Director of the DNP Program and the Graduate College.

D. Students on academic probation for two consecutive semesters will be automatically dismissed. Students must apply for readmission to a degree program once a cumulative grade point average of at least 3.0 is achieved through additional course work taken in the non-degree status. Additional course work may be taken in the College of Nursing. Readmission must be supported by the Director of the DNP Program and approved by the Dean of the Graduate College.

E. A student shall be dismissed from the program if more than two final grades of "C" are earned. All instances of "C" grades are considered in this policy, including all attempts of repeated courses.[4]

F. A student may petition the Assistant Dean of Student Affairs to repeat a graduate course if a grade of "C" is earned. No more than one course can be repeated. A final grade of "C" earned twice in the same course will result in dismissal (see item E). A grade of "C" or lower may not be earned in clinical courses (see item I). [5]

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[4] Approved by the CIS-PhD Committee 11/2011; approved by DNP Program Director (T. Rigney) and Administrator (T. Badger) March 2012.
[5] Approved by the CIS-PhD Committee 11/2011; approved by DNP Program Director (T. Rigney) and Administrator (T. Badger) March 2012.

G. A student will be dismissed from the program if a grade of "D" or "E" is earned in a graduate course. A student will be dismissed if a grade of "C" or lower is earned in a clinical course (see item I).

H. A student with provisionary admission status must achieve a grade point average of 3.0 or better in each course within the first nine credits of course work in order to be eligible for regular status. Failure to meet this requirement will result in dismissal from the program.

I. Students are expected to earn a final grade of "A" or "B" in all clinical courses. A final grade of "C", "D", or "E" in a clinical course is considered a failure, and will result in dismissal from the program.

J. A student may be dismissed at any time from a College of Nursing program for unsafe practice and/or unethical conduct in the program without having been previously warned.

Unsatisfactory Grade Notification Procedure

Midterm Notification

At midterm of each semester, the course chairperson shall report to the Program Director each doctoral student who is achieving below a "C" grade in a course. The Program Director shall notify the Office of Student Affairs, who will assist in contacting each student and the student's faculty advisor to inform both that the student is achieving below average performance. The notification will be sent in the form of an emailed letter to the student's official university email address.

Additionally, the course chairperson shall report to the Program Director each doctoral student who is achieving below a "C" grade in each course after the 10th week of the term. Each student will receive notification from the Office of Student Affairs. The notification will be sent in the form of an emailed letter to the student's official university email address.

End of Term Notification

The College of Nursing provides notification each semester to students who have earned grades of "C" in doctoral courses. Notification is provided via email to the student's University of Arizona account. Students who earn grades of "D" or "E" in core (non-clinical) courses or a "C" in a clinical management course will be provided with a dismissal notice via email to the student's University of Arizona account.

Grade Appeal

Grades given in graduate courses may be appealed on the basis of fundamental fairness. To initiate the appeal procedure, the student must contact the course instructor no later than the end of the fifth week of classes of the first regular semester after the term in which the grade was awarded. The entire procedure to be followed is described in the University of Arizona Online Catalog.

The College of Nursing has the following significant modifications:

Pending appeal or review, a student who has been awarded a failing grade in or been withdrawn from a course on the basis of failing to provide safe patient care may not attend either the theory or clinical portions of the course.

Withdrawal Grades

Withdrawal (dropping a course or from the university) processes are controlled by the university. Complete policies are available in the current university catalog. Requests for complete withdrawal from the University are initiated through the Registrar's Office. Students leaving the University without a statement of formal withdrawal will be awarded a failing grade in each course.

Students should review the current term's Registration Dates & Deadlines Calendar when considering a withdrawal. Summer courses are often dynamically dated, with non-standard start and end dates – please see the Registrar's calendars for Dates and Deadlines for Classes with Non-Standard Start Dates to verify the appropriate term deadlines.

Grades of Incomplete

The grade of "I" for "Incomplete" may be awarded only at the end of the semester <u>when all but a minor portion of the course work has been satisfactorily completed</u>. DNP students should discuss with the instructor whether or not their circumstances allow them to receive an Incomplete grade. This should be done <u>at least two weeks</u> before the end of the semester. Instructors should work with the student to document what course work must be completed by the student for the "I" grade to be removed and replaced with a grade. Documentation should include:

- Which assignments or examinations should be completed and when
- How this work will be graded
- How the student's course grade will be calculated
- Date all incomplete requirements must be met

The instructor may use the University's [Report of Incomplete Grade](#) form to document the agreement. Both the instructor and student sign this agreement and forward the agreement to the Office of Student Affairs.

DNP students have a maximum of one calendar year to remove an Incomplete, however the time frame to complete any unfinished work is at the discretion of the faculty. Most incompletes should be resolved before the end of the next semester in order for the student to satisfactorily progress. An Incomplete not removed within one year is replaced by a failing grade of "E" and counted as an "E" in determining the student's grade-point average. If the coursework cannot be completed within one year, the student may petition to extend the Incomplete. This petition must be submitted before the grade converts to an "E". A Leave of Absence does not extend the one calendar year time frame for Incomplete replacement.

If there is a possibility that the student's cumulative grade-point average will fall below 3.00 through the conversion of Incomplete grades to failing grades, the DNP degree will not be awarded.

Petitions

A student, who believes with good academic reason, that they deserve redress or exception to the University of Arizona Graduate College rules, regulations, or policies can formally petition for an exception. A petition form must be submitted to the Graduate College Degree Certification Office explaining all relevant facts. The petition form must be accompanied by supporting documents and a letter of support from the student's Faculty Advisor, Director of Graduate Studies, or Department Head. Petition forms are available from the [Graduate College](#).

Leave of Absence

Students may request a Leave of Absence (LOAs) from the College of Nursing and the Graduate College. Requests may be considered for the following types of leaves:

A. **Academic Leaves**: Academic LOAs (i.e., leaves to take course work at another university, for research, field work, internships, professional development, etc.) are handled on a case-by-case basis by the College of Nursing and the Graduate College.

B. **Medical Leaves:** With appropriate documentation from their medical provider, graduate students in degree programs may be granted a Medical Leave of Absence by the Dean of the Graduate College. Under extraordinary circumstances, LOAs may be granted retroactively for up to one year. Students will be readmitted without reapplying to the College of Nursing and the Graduate College. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from fees for that semester. Only academic services or facilities available to the general public can be used during the LOA.

C. **Personal Leaves:** Graduate students in degree programs may be granted a LOA for a maximum of one year throughout the course of their degree program by the Dean of the Graduate College. LOAs may be granted retroactively for up to one year. LOAs are granted on a case-by-case basis for

compelling reasons including birth or adoption of a child, personal or family reasons, medical reasons, military duty, or financial hardship. Students will be readmitted without reapplying to the College of Nursing and the Graduate College at the expiration of the LOA. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from fees for that semester. Only academic services or facilities available to the general public can be used during the LOA.

LOAs may affect the status of a DNP student's financial aid. Students are responsible for determining the requirements of their funding agency and / or academic unit prior to applying for a LOA.

Failure to obtain a Leave of Absence or remain in continuous enrollment will result in penalties, as described in the Graduate College's Continuous Enrollment policy requirements.

DNP students are required to notify the Specialty Coordinators of the DNP Program and Clinical Placement Coordinators of any LOA and how long the LOA will last. Because clinical placements are arranged 9-12 months in advance, students must continue to check their official UA email weekly throughout the LOA. Failure to check email weekly, submit clinical forms by the posted deadlines and communicate any clinical placement needs to the Clinical Placement Coordinators may delay clinical placement and progression in the DNP program.

The process for requesting an LOA from the College of Nursing is as follows:

1. The student should first discuss their intent with their faculty advisor and propose an updated Plan of Study to complete their coursework.
2. If the faculty advisor supports the request, the student should thoroughly complete the Graduate College Leave of Absence request form located in Doctoral Commons.
3. The form should be forwarded to Graduate Student Services in the Office of Student Affairs via email to Advanced@nursing.arizona.edu.
4. A Coordinator from Graduate Student Services will assist the student with gathering signatures to complete the required form for submission to the Graduate College. This includes the written approval of the Program Director.
5. The student will receive confirmation from the Graduate College if the request is approved.

Timelines for Satisfactory Progression & Degree Completion

The College of Nursing enforces the Graduate College's Time Limitation Policy. All requirements for the degree of Doctor of Nursing Practice must be completed within 5 years of passing the Comprehensive Examination. Should a student not finish within that time period, he or she may be allowed to re-take the Comprehensive Examination with permission of the Curriculum and Instruction Support-Doctor of Nursing Practice (CIS-DNP) College of Nursing, and then proceed to complete other requirements.

Satisfactory progression in the doctoral program is expected of all students. Students will be reviewed annually and assessed for satisfactory progression. The following performance benchmarks have been developed to assist faculty and students to determine satisfactory progression. Failure to meet these benchmarks may trigger a review by the DNP Committee. Failure to progress satisfactory may result in dismissal from the program.

- **Completion of coursework per the Plan of Study:** Students are expected to maintain enrollment and to complete their plans of study as outlined. All students must complete the Plan of Study as developed with the faculty advisor. If the student wishes to change the Plan of Study in a way that will impact the timeline to complete their coursework, the student must consult with the faculty advisor and identify a new timeline for completion
- **Timeline for coursework to comprehensive examinations:** Students are expected to successfully complete their comprehensive examinations within two academic year semesters following completion of coursework.

- **Time line for comprehensive examinations to DNP Project proposal:** Students are expected to successfully present their DNP Project proposal no later than within two academic year semesters following completion of the comprehensive examinations. Most students are expected to complete their DNP Project proposal within two semesters following the DNP Project course in spring, year 2.
- **Time line for DNP Project proposal presentation to the Institutional Review Board (IRB) process:** Students are expected to submit their DNP Project proposal for IRB approval within six months following their DNP Project proposal defense, which includes committee approval.
- **Time line for DNP Project presentation (final defense):** Students are expected to successfully present their DNP Project presentation (final defense) within two years following their proposal presentation.

Doctoral Residency Requirement

To meet the minimum Graduate College Residence Requirement, the student must complete a minimum of 30 units of graduate credit in residence at The University of Arizona (9 units of DNP Project plus 21 units of regular graded coursework taken at The University of Arizona). Regular graded coursework includes all units except for NURS 922 DNP Project units. "In residence" is defined as units offered by The University of Arizona, whether or not they are offered on campus.

Continuous Enrollment Policy / Minimum Enrollment

All students must complete a Plan of Study as developed with the faculty advisor. If the student wishes to change the Plan of Study in a way that will impact the timeline to complete their coursework, the student must consult with the faculty advisor and identify a new timeline for completion.

DNP students must maintain Continuous Enrollment as defined by the Graduate College's policy. The policy requires that the student must register for a minimum of 3 graduate units each fall and spring term until the completion of all course requirements, comprehensive examinations and the completion of 9 units of DNP Project. When the above requirements are met, doctoral students not on financial assistance and/or needing to maintain appropriate visa status must register for a minimum of 1 unit each semester until final copies of the dissertation are submitted to the Graduate College.

While DNP students are not required to maintain Full-Time Graduate Student Status, student financial aid may require full-time status. DNP Students receiving funding such as assistantships, fellowships, loans, grants, scholarships or traineeships may be required by their funding source to register for more than 1 unit to meet full-time status requirements, and should check with their program advisor regarding such requirements to ensure that they remain qualified for funding.

DNP students who have completed all coursework, comprehensive exams (Advanced to candidacy) and completed 9 units of NURS 922 may apply for Advanced Status with the university. Advanced Status allows the DNP student to be considered a full-time enrollee at 1 unit. Interested students must review the policy in the catalog, and complete the required form.

Students working with faculty and using University resources during the summer term only on comprehensive exams or DNP Projects must register for a minimum of 1 unit and obtain approval from the faculty who will be advising the student. The student and advisor should discuss the number of units required for registration, relative to the activity. Students must be registered for a minimum of 1 unit if they are defending the dissertation during a summer session.

If hired on an assistantship, students must register for six (6) graduate level units (not including audit). Successful completion of the DNP program requires substantial time commitment across the entire year, including summer. Time commitment includes time spent on homework, assigned readings, online discussion participation, clinical rotations, and in personal study. The College of Nursing uses the University of Arizona's policies on the Definition of a Unit of Credit when determining assigned credits relative to course content.

Non-Enrollment & Readmission to the College of Nursing DNP Program

Students who have been granted an approved Leave of Absence, and who return within the approved time period, do not have to apply for readmission.

Students who were previously enrolled in the DNP program who have not been officially enrolled for one regular semester or more must re-apply for admission. Readmission requires approval by the DNP Committee and the DNP Program Director or DNP Program Administrator. Only students considered in good standing academic standing according to university policy will be reviewed for readmission. The student must also reapply for admission to the Graduate College.

Students who do not enroll before the 5th week of courses for each fall and spring term may be withdrawn from the University's systems because of non-enrollment. Graduate Student Services will attempt to contact any student not on an approved Leave of Absence who does not enroll for the next term via email during the first 5 weeks of the term via email.

Students who do not respond to email contact will be sent a formal letter to their address of record in UAccess. If no response is received, the student may be dismissed from the program.

Appeal of Decision of Unsatisfactory Progress

In accordance with College of Nursing policy, the student has a right to initiate a written appeal to the DNP Committee for the unsatisfactory progress decision during the 5 week period following written notification of disqualification from the program. The second and final level of appeal is to the College of Nursing Dean / Dean's designee.

Independent Study Requests

Independent Study requests are required for any course with variable units. This includes DNP Project, Independent Study or Research Preceptorship units. Students wishing to enroll in an Independent Study are required to communicate with the supervising faculty member to finalize arrangements prior to submitting the request.

Students **MUST** submit a request through the College of Nursing prior to registering for courses through OSA or the Outreach College. The Outreach College **CANNOT** register students until approval is provided from OSA.

To ensure timely enrollment, students **must** submit an Independent Study Request for each term by the deadline provided by OSA. Late registration requests may result in irreversible late fee.

 The process for submitting Independent Study requests is as follows:

1. From the CON home page (http://nursing.arizona.edu), click on "Current Students" on the left hand side of the page under Resources.
2. Scrolling to the bottom of the page, you will see "Student Resources." Below this, please click "Independent Study Request."
3. Fill out the form completely, including detailed information regarding the objectives and outcomes, if applicable.
4. After submitting the request, the supervising faculty will have to approve the course (students should have faculty approval **prior** to submitting the request).

Once the course is approved, OSA will request enrollment. This process usually takes several business days after faculty approval to complete.

DNP Benchmarks

Committees

DNP students will establish a committee to complete the required comprehensive examinations, and the DNP Project. Students can change committee members at any time, and may alter the committee membership as scholarly interests or needs indicate. Faculty members also have the right to remove themselves from a student's committee. This may occur if the faculty member is retiring, going on sabbatical, or if the faculty member does not have the content or methodological expertise necessary to guide the student's scholarly interests.

Most DNP students will work with the same committee to complete both the DNP Project and the comprehensive examinations. However, the student has the ability to work with an initial committee to complete the comprehensive exams, and change the composition of the committee to complete the DNP Project.

The DNP Completion Committee (May be also known as the DNP Project Committee)

The DNP Completion Committee (for students using the same committee for comprehensive examinations and the DNP Project) is formed by the end of the second year of coursework. The establishment of the committee should coincide with the successful completion of the NURS 922: DNP Project Proposal Course. The purpose of the committee is to guide the student's development and defense/presentation of the DNP Project Proposal defense, completion of the comprehensive examination, and the final presentation for graduation from the DNP Program.

For this Committee, the Graduate College requires a minimum of three (3) committee members. The committee is usually comprised of the faculty advisor, one member from an advanced practice specialty area and one member representing the student's scholarly interests.

Two members, including the Chairperson, must be tenured, tenure-track, or tenure-track equivalent. The third member may tenured, tenure-track, tenure-track equivalent or a special approved member. Special members must be pre-approved by the Dean of the Graduate College. Any members beyond the third can also be tenured, tenure-track, tenure-track equivalent or special approved members. All DNP Project Committee members are expected to attend the final DNP Project Presentation (defense).

Procedures for special member approval are below. The full Graduate College Comprehensive Examination Committee Policy is available online.

DNP Project/Completion Committee Chair

Criteria for serving as chair of a DNP Project or Completion committee include current appointment as a College of Nursing faculty member, approval by the Graduate College as eligible to serve on DNP project committees, an earned research or practice doctorate, and prior membership on at least one completed DNP committee. The student's self-selected faculty advisor (identified at the end of year one) will most likely become the student's Completion committee chair. The student may also choose to ask the specialty coordinator to remain in the faculty advisor role after year one.

Special Members

Special members are either non-University of Arizona professionals or current University of Arizona employees who do not hold an active tenure-track faculty position whose knowledge, skills or experience may compliment the other members of the student's Advising/Comprehensive Examination or DNP Project Committee. Special members must be educated at a doctoral level and have applicable skills and knowledge to apply to the student's work. Special members may be faculty at other institutions or employed by other government entities or the private sector. Special members are often selected from organizations or institutions were the student plans to conduct their DNP Project. Often this person can facilitate successful completion of the project. The special member is expected to participate in the final presentation of the DNP Project.

The process for seeking Special Member approval is as follows:

1. Student must obtain the approval of the committee chair
2. The chair reviews the special member's Curriculum Vitae (CV), the faculty advisor should review the CV with the DNP Program Director or Program Administrator.
3. If the Program Director or Administrator approves of the special member request, the individual's CV is forwarded as a PDF attachment to Graduate Student Services (Advanced@nursing.arizona.edu) in the Office of Student Affairs.
4. Graduate Student Services will submit the CV and Special Member Request to the Dean of the Graduate College for final approval.
5. If approved, the Graduate College will send an email to Graduate Student Services with the decision and notification that the special member will be made available for use on relevant GradPath forms.

DNP Comprehensive Examination and DNP Project Timeline Option

As of 2014, the DNP Comprehensive Examination and DNP project options were expanded to allow students maximum flexibility in achieving the DNP degree[6]. Students must confer with the committee when deciding which option to pursue. The following three options for scheduling the DNP Comprehensive Exam, defending the DNP Project Proposal and presenting the final DNP Project are available to the student:

Option #1

Students will:
1. Take the Written Comprehensive Exam
2. Take the Oral Comprehensive Exam
3. Defend the DNP Project Proposal
4. Present the final DNP Project (required for graduation)

Option #2

Students will:
1. Take the Written Comprehensive Exam
2. Complete the Oral Comprehensive Exam and defend the DNP Project Proposal in the same meeting
3. Present the final DNP Project (required for graduation)

Option #3

Students will:
1. Defend the DNP Project Proposal
2. Take the Written Comprehensive Exam
3. Complete the Oral Comprehensive Exam and the final DNP Project presentation (required for graduation in the same meeting

DNP Comprehensive Examination

The DNP Comprehensive Examination policy is based upon the outcome of doctorally-prepared APRNs translating the knowledge from the DNP Program into the practice setting. The comprehensive examination is based on the College of Nursing's established eight competencies as identified in the handbook, and the detailed handout available in Doctoral Commons > Student Services.

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[6] Effective for all students, regardless of admission year, as of August 24, 2015. DNP students must follow the most recent program and clinical handbooks available, which will reflect any updates to clinical or DNP Project policies.

The comprehensive examination is two parts: 1) a written portion which consists of completion of the DNP Portfolio and the intergrative narrative related to each competency area and 2) an oral examination. All DNP students must complete both the written and the oral examination to obtain the DNP degree.

The Written Comprehensive Examination Policy and Procedure[7]

The written comprehensive examination consists of an evaluation of the student's DNP Portfolio and integrated narrative. The portfolio includes exemplars related to each competency area, and a succinct integrative narrative. A comprehensive checklist and table are available in Doctoral Commons for students to download and review. The DNP Completion Committee will evaluate the portfolio and narrative according to the posted rubrics. The DNP Portfolio review may be completed no earlier than the semester in which the student enrolls in NURS 693A.

Preparation for completing the Written Exam (DNP Portfolio and Integrated Narrative)

Students should meet with their Completion Committee prior to scheduling the comprehensive exam to discuss the exam content and establish timelines submission of the examination, grading and review. This meeting enables the committee to determine the student's scholarly and practice interests.

The evaluation rubric also is available to students in the Graduate Student Services section of Doctoral Commons in D2L. Reviewing the grading rubric will provide students with the criteria used for grading the DNP Portfolio.

The student must complete all forms in GradPath up to, and including, the Comp Examination Committee Appointment Form prior to scheduling the written portion of the comprehensive examination. Approval of this form is required to proceed with the DNP Portfolio review (written comprehensive examination).

Scheduling the Written Examination (DNP Portfolio and Integrative Narrative)

Students should schedule the DNP Portfolio and integrated narrative evaluation only after conferring with their Committee. The student should confirm the start date and submission date with the committee members one week prior to start date.

Completing the Written Exam

The student will assure that their DNP Portfolio and narrative is complete and ready for faculty evaluation. A complete DNP Portfolio includes all items listed on the DNP Portfolio Review Checklist in Doctoral Commons > Portfolio & Typhon. When all items are uploaded, the student must notify the committee chair. The Turnitin feature is enabled for the Portfolio Dropbox, and all documents will be reviewed for an originality report upon submission.

Evaluation of the Written Examination

The committee chair will notify the committee members that the student's DNP Portfolio and integrative narrative is available for grading. Committee members will find the evaluation rubric in the Faculty Only section of Doctoral Commons in D2L. Each committee member will complete the rubric, and submit it to the chair. The chair will tally the responses across the committee. The student must achieve no more than 2 unsatisfactory ratings from each committee member. A score sheet with more than 2 unsatisfactory ratings is considered a failure. Any student receiving a failure from 2 or more committee members will fail the written comprehensive exam (DNP Portfolio and integrated narrative).

The committee has 10 business days to review and score the student responses. After the chair receives each committee member's score, the chair will have four business days to report the results to the student.

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[7] G: Academic Affairs_ DNP Program_ DNP Comprehensive Examination Policy 3.8.10. Approved by Faculty Association 3-8-10. Rev 9-14-10. Approved by CIS-ASP_10-4-10. Admin Rev Rigney/ Badger 1-28-11, Rigney/ Badger 9-12-11, Rigney/ Badger 10-25-11. Admin rev, Gallek CIS/DNP Chair12-2-11. Admin rev, Rigney 4-5-12. Approved by DNP Committee 4-6-12. Updated by A. Gluski per the work of the DNP Taskforce 7/2015

Results of the Written Examination

The committee chair notifies the student by email or phone of the results and forwards the committee's rubrics with comments and recommendations for further study prior to taking the oral portion of the examination. Upon completing the DNP Portfolio review, the committee chair will then send the completed rubrics with comments to Graduate Student Services (Advanced@nursing.arizona.edu) where the results are saved in the student's permanent file.

Retaking the Written Exam

If the student fails the initial review of the DNP Portfolio, the student may re-submit the portfolio review. The alternate review must be taken no later than 3 months after the date of the first attempt, unless the committee requires remediation. Failure to pass the DNP Portfolio review on the second attempt will result in the student's disqualification from the DNP program for failing the written portion of the comprehensive examination twice.

Students who submit for a second evaluation of the DNP Portfolio must schedule a meeting with the committee prior to the second submittal. During the committee meeting, the student and faculty will discuss specific feedback and areas for portfolio improvement. The student and committee will create an action plan with specific outcomes. After the committee meeting, the student will schedule a date for the second review.

The Oral Portion of the Comprehensive Examination Process

The oral portion of the comprehensive examination is a synthesis of coursework, the student's portfolio, clinical work and DNP Project interests. It is expected that the student will be able to synthesize knowledge gained throughout the program and be able to answer relevant questions asked by the committee.

Scheduling the Oral Portion of the Examination

The oral portion of the examination must be taken within 3 months of successfully passing the written portion of the comprehensive examination. The student should consult with the committee to identify a timeline to and date for successful completion of the oral examination. With the committee's consent, the student may complete the oral comprehensive examination at the same time as either the DNP Project Proposal defense, or the final defense of the DNP Project. The student may schedule the dates and times for both the written and oral portions of the comprehensive examination at the same time with permission of the committee.

The student should consult with all members of their Committee to determine a date and time for the oral examination. At this time, the student and committee should establish whether the student will be physically on-campus to complete this milestone. As soon as a date and time are agreed upon, the student must notify Graduate Student Services via email (Advanced@nursing.arizona.edu) so that a room may be reserved for the examination. The student should reserve the room at least 6 weeks in advance of their scheduled examination. Students who will complete the oral examination via teleconferencing, e.g., via WebEx, must still reserve a room in the College of Nursing as required by the Announcement of Doctoral Comprehensive Examination form in GradPath. The committee chair (or one other member of the student's committee), at minimum, must be in attendance if the student is present in the College of Nursing for this milestone. If at least one member of the committee cannot be present, the exam should be rescheduled. In all cases, the Announcement form must be approved prior to the oral examination.

Taking the Oral Portion of the Examination

The oral examination will be conducted, either onsite or via teleconferencing, as arranged by the student and the committee, following procedures put forward by the Graduate College. The oral portion of the comprehensive examination must be at least one hour in length. Exams completed remotely must utilize videoconferencing so that the student and committee can see each other during the exam. All committee members must be present for the entire examination. The Graduate College Oral Comprehensive Examination Policy is available for reference and download by both faculty and student at any time. The file includes faculty instructions on recording the results of the examination. If technical issues occur, the exam should be rescheduled for a later date.

The oral examination is conducted in closed session. It is not open to the public. No books or written materials or notes of any kind may be used during the oral portion of the exam. All members must be in attendance for the entire examination which must be at least one hour in length, but not exceed three hours. At the conclusion of the Oral Comprehensive Examination (and after the student has left the room), discussion of the student's performance is initiated. Each member of the examination committee is expected to evaluate the student's performance on the basis of the examination **as a whole**, not just on a particular area of questioning or only on his/her own field of specialization.

Results of the Oral Examination
A student *passes or fails* the Oral Comprehensive Examination. Regardless of outcome, the Chair must record the results of the examination (including results of the written examination) on the Results of Comprehensive Examination form in GradPath. The Chair will receive an email with a link to this form when the student's Announcement form is approved prior to the oral examination.

If the student fails, the Committee has two options which need to be noted in GradPath. The option to be followed is determined by a majority vote of the Committee.

Option 1: Repeat the Examination
Option 2: The Committee votes not to recommend a repeat examination

Retaking the Oral Examination
The oral portion of the comprehensive examination may be repeated once if not passed initially. Failure to pass the second examination will result in the student's disqualification from the program. No student will be permitted a second attempt to pass the Oral Comprehensive Examination unless it is recommended by the examining committee. The second attempt must be completed within three months of the initial examination date.

No further coursework is required from students before a re-examination unless suggested by the committee for remediation. If a re-examination is recommended, the committee members must be the same as those present at the first examination. If changes are made in the composition of the examination committee, they must be approved by the Graduate College prior to the examination.

Appealing Results of either the Written or Oral Examination
DNP students have the opportunity to appeal the results of the comprehensive examinations if either the written or oral portions are not passed on the second attempt. If the student desires to appeal the results, the student must contact the DNP Program Director and Administrator in writing. The request must include the rationale for appeal (concerns regarding exam outcome, clarification for comments or scoring, etc.).

If approved, the student's examination would be reviewed in a blind review by three independent faculty not associated with the student's committee. The results of that review would be forwarded to the CISC-DNP committee for action. Should the student disagree with the outcome of the appeal, they may appeal to the Graduate College.

Advancement to Candidacy
When the student has an approved doctoral Plan of Study on file with the Graduate College, has satisfied all course work, and passed the written and oral portions of the Comprehensive Examination, they will be "advanced to candidacy" by the Graduate College. The student's bursar account will be billed the Graduate College's fee for candidacy, dissertation (DNP Project) processing, and archiving. This is a one-time fee and the student will not be billed again if they change their anticipated graduation date. Copyrighting is optional and carries an additional fee.

Once advanced to doctoral candidacy, students may use the term "DNP Candidate" for professional posters and slides. **DNP students may not use the "DNPc" initials on any communication while in the program.**

DNP Project Committee Appointment

All DNP students must complete the DNP Project Committee Appointment Form. Students who wish to defend the DNP Project Proposal before the completion of the DNP Portfolio and oral comprehensive exams may email Graduate Academic Student Services at the Graduate College to request the form be opened in GradPath. This form reports the student's planned DNP Project Committee, DNP Project title (subject to change) and the expected graduation term (may be updated as necessary).

At a minimum submission of the Committee Appointment Form is expected at least six months before the Final DNP Project Presentation (Final Oral Examination). The Committee Appointment Form must be submitted in GradPath prior to the Defense of the DNP Project Proposal.

DNP Project

DNP students must complete the DNP Project to graduate from the program. The DNP Project is completed in two phases: Proposal and Final Presentation (Defense).

DNP Project Proposal

The DNP Project Proposal Presentation (defense) consists of a draft of the first portion of the DNP Project (e.g., problem/purpose, background, significance, literature synthesis, and methodology), including references. The DNP Project Proposal draft must be formatted using one of the approved templates, available in Doctoral Commons > Student Services. The draft of the DNP Project Proposal will be evaluated using the rubric available on Doctoral Commons.

DNP students will complete the DNP Project Proposal in the spring of year two as part of the required NURS 922 DNP Project Proposal Course. After successful completion of the course, the student will contact the committee members to set a date for the proposal meeting. Most students will complete their proposal meetings within two semesters following the DNP Project course. The student is to provide committee members with copies of the proposal at least 2 weeks before the scheduled proposal meeting. The student must have an approved Doctoral DNP Project Committee Appointment Form on file in GradPath prior to the meeting.

When the DNP Project Chairperson has approved the student's draft of the proposal the student will contact all committee members to set a date for the proposal meeting. The student has the option of combining the DNP Project Proposal Presentation with the Oral Comprehensive Examination with the permission of the committee. Similar to the oral comprehensive exam, the committee chair (or one other member of the student's committee), at minimum, must be in attendance if the student is present in the College of Nursing for this milestone.

Following approval of the DNP Project Proposal Presentation, the Chair will complete the DNP Project Proposal Defense Form (found in Doctoral Commons > Student Services). The chair will confirm that the student has uploaded the final approved copy of the proposal to the D2L portfolio before sending the form to Graduate Student Services (advanced@nursing.arizona.edu) for inclusion with the student's official academic record. GSS will request the signature of the Program Director. Receipt of this form will allow the updating of the student's Prospectus milestone in GradPath, which is required prior to announcing the final DNP Project Defense.

Human Subjects & IRB Compliance

All students must obtain approval for the proposed study through the University of Arizona Human Subjects Protection Program. There are no exceptions to this policy. The proposed study must be reviewed and approved by the College of Nursing Departmental Review Committee before submission to the University of Arizona Human Subjects Protection Program. Students may not submit for review until the proposal is approved by the student's faculty committee. Information regarding the Human Subjects process can be found via the Office of Nursing Research's website. Students may not commence any study-related activities (recruit, enroll, etc.) until approval is received. External approval may be required, and must be accomplished in addition to standard university policies.

Completion of DNP Project

After the proposal presentation, the student continues to work on the project. The student must be registered for NURS 922 units during this process. If the student's Chair is available, the student may continue working on the DNP Project during the summer term.

The student should use the Publication Manual of the American Psychological Association (6th ed.) when completing the proposal. Students are required to use the formatting templates introduced in the DNP Project Proposal Course, and available in Doctoral Commons > Student Services. Other resources include the University of Arizona's Manual for Electronic Submission of Thesis and Dissertations.

All DNP Projects will be evaluated at completion using the rubric available on Doctoral Commons. Any deficiencies in the DNP Project noted in the pre-presentation evaluation must be addressed and reviewed by the chair and student. All deficiencies must be addressed before the post-presentation evaluation is completed.

DNP Project Enrollment Policies

DNP students must enroll for a total of 9 units of DNP Project (NURS 922) over the course of their program. If 9 units have been taken and the DNP Project is not yet completed, students must register for additional units of NURS 922 each fall, spring, and possibly summer semesters, as determined by the student and the advisor, until the DNP Project is complete.

During the first term in which students begin work on the DNP project, students will enroll in a 2-unit DNP Project Proposal Course (NURS 922). In addition, students will request enrollment for 1 unit of Independent Study with his or her DNP Project Committee Chair. This 1-unit independent study will serve as a supplement to the 2-unit DNP Project proposal course. All 922 units will count towards the total required over the course of the program.

Students must register for NURS 922 by submitting an Independent Study request. To ensure timely enrollment, students **must** submit an Independent Study Request for each term by **the deadline** provided by OSA. Late registration requests may result in irreversible late fees

Students engaged in the DNP Project should review the Continuous Enrollment Policies of the Graduate College and the University of Arizona. Students receiving funding such as assistantships, fellowships, loans, grants, scholarships or traineeships may be required by their funding source to register for more than 1 unit to meet full-time status requirements, and should check with their funding source regarding such requirements to ensure that they remain qualified for funding.

Final Oral Defense (DNP Project Presentation)

Each student is required to present the DNP Project in an open forum upon completion. The official term of "Final Oral Defense" consists of a presentation of the DNP Project, questions and a closed session for the student and committee. The closed session follows the presentation, and allows the committee to discuss the DNP Project with the student, and to identify any required revisions prior to submission. The committee chair (or one other member of the student's committee), at minimum, must be in attendance if the student is present in the College of Nursing for this milestone. If all members of the committee are remote, the chair is responsible for identifying another member of the faculty who will attend the presentation in person and host the traditional post-presentation toast for the student in the College of Nursing courtyard.

Scheduling the Final Oral Defense

The student should coordinate a time and date for the presentation with their committee as all members must be present at the final DNP Project defense. Students must adhere to the "Intent to Defend" deadline provided by the Office of Student Affairs (OSA) each term. Additionally, students may not defend after the date established by OSA. This date is set by OSA to ensure that students are also able to adhere to the Graduate College's deadline for final submission.

The process for scheduling the Final Oral Defense is as follows:

1. After a date and time consensus is reached, it is the student's responsibility to contact Graduate Student Services via email (Advanced@nursing.arizona.edu) to reserve a room and the necessary technology for the event.
2. Students are encouraged to reserve room space within the first four weeks of the semester to ensure availability. If a student delays the final presentation, reservations can be cancelled. Students defending remotely must still reserve a room. It is expected that the final defense is available for public viewing and is therefore available for live streaming.

Prior to the presentation, students must ensure that all GradPath forms are completed up to, and including, the **Announcement of Final Oral Defense (NURSDNP) Form**. Approval of this form will allow the chair to record the result of the presentation. For instructions on accessing GradPath, please visit Graduate Student Services within Doctoral Commons on D2L. Students may log back into GradPath to check the approval status of forms at any time. The routing path is available at the bottom of each form. It is important to note that the title of the DNP Project entered in GradPath is considered the official and final title, and may not be changed after the presentation. The title entered in GradPath will be used for printing in the official university commencement program.

Required Materials

The student should provide the committee members with copies of the penultimate draft of the DNP Project not less than 2 weeks prior to the scheduled date of the presentation. The penultimate draft of a DNP Project must include:

- All parts of the DNP Project: title page, table of contents, abstract, narrative, references and appendices
- Tables and illustrations typed or ready for professional drafting
- A copy of the IRB Approval Documentation

Results of the Final Oral Defense (DNP Project Presentation)

The presentation is conducted according to the Graduate College's policies, with the DNP Project Chair presiding. There is no minimum time limit for the Final Oral Examination, but the entire proceedings may not exceed three hours. Members of the committee must be present for the entire examination.

There are four possible outcomes of the examination:

- Pass
- Pass with minor DNP Project revisions (only the Chairperson needs to approve the DNP Project following revisions)
- Pass with major revisions (the entire committee needs to approve the DNP Project following revisions)
- Fail

The DNP Project Chair will record the results of the examination in GradPath on behalf of the committee.

All students have revisions to make after the final presentation. Students should allow a few weeks between presentation and final submission deadlines when scheduling a date to allow for revisions and formatting.

College of Nursing Submission Requirements

The following requirements are also emailed to the student from Graduate Student Services when a date and time for the final defense is scheduled.

1. Prior to the DNP Project Presentation, please ensure that all GradPath forms are completed up to, and including, the **Announcement of Final Oral Defense (NURSDNP) Form**. Approval of this form will allow the chair to record the result of the defense. For instructions on accessing GradPath, please visit Graduate Student Services within Doctoral Commons on D2L. Students may log back into GradPath to check the approval status of forms at any time. The routing path is available at the bottom of each

form. **If you are completing your DNP Project AND Oral Comps at the same time, please email advanced@nursing.arizona.edu so that we can open the correct forms.**

2. Students must submit a copy of the DNP Project to either Melinda Burns (gmfletch@email.arizona.edu) - Administrative Associate, Community and Systems Health Science Division or Muriel Davis (mdavis@email.arizona.edu) – Administrative Associate, Biobehavioral Health Science Division for review of formatting compliance with Graduate College/College of Nursing guidelines. **Your chair should make the appropriate referral for you.** Students are encouraged to contact Melinda or Muriel *immediately* for assistance with formatting. **Please make sure to note which format you are using (refer to formatting templates available in Doctoral Commons) when emailing Muriel and Melinda.**

3. Students must verify that the required arrangements have been made regarding Human Subjects. All signed consent documents must be submitted to the Office of Nursing Research (Dr. Alice Pasvogel; apasv@email.arizona.edu) for storage. Submit to Dr. Pasvogel a copy of the approval notice received from the University of Arizona Human Subjects Protection Program (UA IRB) or the College of Nursing. Dr. Pasvogel will let you know if additional paperwork is needed to conclude your project. Dr. Pasvogel will notify the Office of Student Affairs once IRB requirements have been satisfied. Students are encouraged to submit the required documentation prior to the defense if at all possible.

4. Students must submit an electronic copy of the final, revised DNP Project to the Office of Student Affairs (advanced@nursing.arizona.edu). The document must be submitted as one complete file in a PDF format.

5. Students must complete the online **Thesis and Dissertation Agreement on the CON website** at: http://w3.nursing.arizona.edu/scripts/ThesisLibraryAll.asp?qtype=LastName. (Click on the link called "Submit My Document" and sign in using your CON username and password.) This online form **must be** filled out and students must either grant or deny permission for their work to be included in the digital repository (online library). The Office of Student Affairs will receive auto-notification once the agreement is submitted.

6. **Students must submit the final, revised DNP Project to the Graduate College by <u>the term specific-deadline</u>**. The link for submission is included in the attached PDF document. Miss this deadline, and the DNP degree will not be awarded for the current term. Students are encouraged to submit prior to the deadline to prevent last-minute errors. Please contact Elise Bowler (ebowler@grad.arizona.edu) for any questions related to the Graduate College.

These steps must be completed in order to satisfy all College of Nursing requirements.

Graduate College Submission Requirements

The Graduate College has additional requirements for degree conferral. They are available from Graduate Student Academic Services. Students may contact Graduate Student Academic Services for assistance in meeting these requirements. **Both College of Nursing and Graduate College requirements must be met to receive the Doctor of Nursing Practice degree.**

Graduation

Graduation Ceremony Participation Policy

Graduating candidates who successfully complete requirements for their degree from the College of Nursing by the Spring semester are eligible to participate in the Spring University of Arizona Commencement and College of Nursing Convocation. Doctoral candidates who have successfully completed a DNP Project presentation or Dissertation defense during Spring semester but missed submission deadlines are also eligible to attend the Spring events (UA Commencement or College Convocation). Graduating candidates who successfully complete degree requirements during Summer or Fall are eligible to attend the next available Spring UA Commencement and the associated or any intervening College of Nursing Convocation.

Students who wish to defer College of Nursing Convocation so they may jointly attend the Spring University and College ceremonies must notify the Office of Student Affairs by the final defense/presentation

deadline. Hooding of doctoral candidates by the DNP Project or Dissertation Chair and Dean only occurs at the College of Nursing Convocation. If the student's chair is unable to attend convocation, it is the responsibility of the chair to designate another member of the committee to hood the graduating candidate. The chair is also responsible for notifying the Program Director if they will be absent from Convocation. In the notification, the chair should also include the name of the individual hooding the student.

Students must meet Graduate College filing deadlines for participation in University Commencement and to ensure their name appears in the official graduation program.

		Term of Graduation (if deadlines met)		
		Spring	Summer	Fall
Ceremony Participation Policy	University of Arizona Commencement	Spring	Next Spring	Next Spring
	College of Nursing Convocation	Spring	August or Next Spring	Fall or Next Spring

Additional Graduation Information

University of Arizona Commencement information is available online at: http://commencement.arizona.edu/.

After graduation, graduates may have access to transcripts of their academic and clinical achievements and upon their request have verified copies furnished a destination of the student's choice via the University of Arizona Registrar. A fee may be charged for photocopying or processing of all transcripts and records.

Records retained by the program after graduation may include grades, certification examination applications, special awards or honors, licenses and certifications (RN, ACLS), etc.

Graduates have the right to expect that a complete, accurate transcript of student educational experiences will be forwarded to the appropriate certification body upon graduation. It is the student's responsibility to make arrangements to take any post-graduation certification exams.

Graduate Information

Graduates may have access to transcripts of their academic and clinical achievements and upon their request have verified copies furnished to institutions, agencies, and other programs as specified by the graduate. A fee may be charged for photocopying or processing of all transcripts and records. Records retained by the program after graduation may include grades, certification exam application, special awards or honors, licenses and certifications, etc. It is the student's responsibility to make arrangements to take any national certification or licensure exams, and to submit all required paperwork and documentation in a timely manner.

DNP Program Requirements

Plan of Study

All doctoral students need to complete and submit a doctoral Plan of Study to the Graduate College by the end of the third semester of coursework. The Plan of Study includes any applicable transfer work from other institutions, intended University of Arizona Coursework and expected graduation term. The full summary of the Plan of Study is available from the Graduate College.

The Plan of Study is completed using GradPath, and requires the approval of the student's faculty advisor and the DNP Program Director before being routed to the Graduate College.

The Plan of Study Guide is a resource for students located in Doctoral Commons. Referencing the POS guide along with the appropriate Program Guide should ensure approval by the Graduate College.

Switching or Adding Additional Specialties

DNP students may decide, after consultation with the appropriate specialty coordinators and the faculty advisor, to switch clinical specialties after admission. All specialty changes should occur as early as possible during the first year of study to provide maximum flexibility for students to find clinical placements in the new specialty.

Students who wish to switch or add a specialty must follow the procedure as outlined below:
1. the student must obtain the approval of the faculty advisor.
2. After obtaining confirmation, the student will complete the Petition to Switch or Add Specialty form, located in Doctoral Commons.
3. Once complete, the student will forward the petition to the Office of Student Affairs (Advanced@nursing.arizona.edu). The student will receive email confirmation when the change has been made.

DNP students may also decide to complete a second specialty while enrolled in the DNP program. Prior to starting the second specialty, the student must have successfully completed the first specialty (including completion of NURS 693A). To enroll in the second specialty, the student must have the approval of either the faculty advisor or DNP Project chair, and the DNP Program Director. Once approval is granted, the student will complete the Petition to Switch or Add Specialty form, located in Doctoral Commons. The student will forward the completed petition to the Office of Student Affairs (Advanced@nursing.arizona.edu). OSA will work with the student to ensure enrollment in the second specialty. Students may not pursue two specialties concurrently. All applicable policies regarding clinical placement in the second specialty apply.

Transfer of Graduate Courses from Other Institutions[8]

DNP students may transfer credits from previous graduate programs for use toward the DNP degree. Students entering the DNP program with previous Master's level work may transfer in up to 9 units of coursework toward the DNP degree. Students transferring from other DNP programs are evaluated on a case-by-case basis, and may exceed the 9 unit limit.

Students who wish to transfer credit must follow the procedure as outlined below:

Prior to requesting the transfer or substitution of credits into the program, the student must review the policies in the student handbook regarding the maximum number of transferrable units. DNP students have three options for using prior coursework toward the DNP degree:
1) **Transfers:** courses from previous programs used to meet elective course requirements
2) **Substitutions:** courses from previous programs used to replace a CON-required core course

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[8] G: Academic Affairs_ DNP Program_ Transfer of Graduate Courses From Other Institutions Policy. Approved by Office of Student Affairs, Director of DNP Program & Administrator of DNP Program _9-22-11.

3) **Course waivers:** see policy (included later in the handbook). Course waivers apply only to MS to DNP students who are currently Board Certified Nurse Practitioners. *The course waiver policy is separate from the transfer and substitution process.*

Transfer and substitution requests are processed after accepting an offer of admission to the DNP program, usually prior to RISE in August. The student must fill out the **Petition to Transfer/Apply a Substitution Form** (available on Doctoral Commons in D2L, under Graduate Student Services), and provide the required course syllabi documentation. All documents must be received via email as PDF documents, or they will not be reviewed.

In order to be eligible for transfer or substitution, coursework must:
- Be less than 6 years old at the time of transfer
- Be graduate-level coursework
- Be available on the student's official transcript with a grade of "A" or "B" (grades of "P" or "S" are not accepted by the Graduate College for transfer)

The process for transfer or substitution requests is as follows:
1. The student collects the appropriate full syllabi, including textbooks, assignments, and professor contact information as a PDF document.
2. The student reviews College of Nursing course descriptions to make recommendations for substitution. Course descriptions are available via the [University of Arizona Catalog](#).
3. The student submits the Petition to Transfer or Apply a Substitution Form and appropriate syllabi to the faculty advisor. Requests submitted without syllabi will not be reviewed.
4. It is highly recommended that the student and/ or faculty advisor consult with the Program Director prior to submission.
5. The faculty advisor determines coursework that is appropriate for **transfer**.
6. The faculty advisor forwards the student's form and syllabi to Graduate Student Services (GSS) at advanced@nursing.arizona.edu.
   a. GSS will forward the form to the appropriate course chair for evaluation of **substitution** requests.
7. GSS will return the form to the student after the courses have been verified on the student's transcripts and the full evaluation is complete. GSS will save the documentation to the student's electronic file.
8. Upon notification of approval, the student will submit the Transfer Credit Form in GradPath to be approved by the Graduate College's Degree Auditor.

Decision Appeals:

There is not an opportunity to appeal transfer or substitution decisions. All decisions are final. If a student is not approved for 9 units of transfer coursework, he/she may submit additional courses for evaluation by following the above procedure.

Transfer of Graduate Courses from Other UA College of Nursing Programs

Master's Entry to the Profession of Nursing (MEPN)
Graduates of the University Of Arizona College Of Nursing's Master's Entry to the Profession of Nursing (MEPN) program may transfer the following coursework into the DNP program:
- NURS 511 (Nursing Informatics from Concepts to Practice) cannot be used as a substitution; a student may wish to transfer this course as a 2 credit elective toward program completion.
- NURS 512 (Nursing Research for Evidence Based Practice) may be substituted for NURS 652 (Methods of Scholarly Inquiry).
- NURS 513 (Leading and Managing in Organizational Systems) cannot be used as a substitution; a student may wish to transfer this course as an elective toward program completion.

Students completing the MEPN program are limited to 9 total units of transfer work, including coursework from prior College of Nursing programs.

RN-MS Clinical Systems Leadership

Graduates of the University Of Arizona College Of Nursing's RN-MS Clinical Systems Leadership program may transfer the following coursework into the DNP program:

- NURS 545 can be substituted for NURS 640.
- NURS 543 can be substituted for NURS 646.
- NURS 643 may be transferred in as an elective toward program completion.

Students completing the RN-MS program are limited to 9 total units of transfer work, including coursework from prior College of Nursing programs.

Waiver of Graduate Courses for Current Nurse Practitioners[9]

The Course Waiver policy applies only to students entering the DNP program or obtaining a post-Master's certificate who are currently practicing Nurse Practitioners seeking a different specialty. Each student petitioning to waive courses must fill out the Course Waiver Worksheet, available in Doctoral Commons on D2L. Once the course waiver form is complete, the student will email the form to Graduate Student Services (Advanced@nursing.arizona.edu). Graduate Student Services will forward the completed worksheet to the DNP Administrator or Director for evaluation.

The following courses are eligible for waiver requests:

NURS 572 Pharmacotherapeutics for Nurse Practitioners (3 hrs)
This course may be waived* if the student has taken a 3 hour graduate pharmacology course within the last three (3) years, or has prescriptive authority from their State Board of Nursing. NURS 501, or its equivalent, is a prerequisite for NURS 572.

NURS 501 Advanced Physiology and Pathophysiology (4 hrs)
This course may be waived* if the student has taken a 4 hour graduate pathophysiology course in the last four (4) years. If student has taken a 2-3 hour pathophysiology course in the last four years or their graduate pathophysiology course was taken longer than four (4) years ago, he or she may request to take an Independent Study for 1-2 credit hours from faculty teaching NURS 501, to equal a minimum of 4 hours of graduate pathophysiology coursework.

If the student has taken a graduate pathophysiology course longer than four (4) years ago and is *not* currently practicing as an NP, they must enroll in NURS 501 Advanced Physiology and Pathophysiology.

NURS 609A Health Assessment (3 hrs)
This course may be waived* if student has taken a 3 hour graduate health assessment course in the last five (5) years, or is currently practicing in a role where health assessment skills are utilized.

NURS 542 (1 unit) and 573a (1 unit)

Students, who are currently practicing and demonstrate prescriptive authority on the CV, may be eligible to waive NURS 542 and NURS 573a.

Additional Policies

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[9] Post-Master's Certificate Course Waiver Request Policy drafted 12.9.05. Approved by Associate Dean for Academic Affairs, Dr. Joyceen Boyle 12.9.05. Revised by Dr. Ted Rigney, Director, DNP Program 8.12.10. Approved by Interim Associate Dean for Academic Affairs, Dr. Terry Badger 9.12.10. Revised by Dr. Ted Rigney, Director, DNP Program 3.8.12. Approved by Dr. Terry Badger 3.8.12. Revised by A. Gluski, Office of Student Affairs 10.18.12. Approved by Drs. Terry Badger and Ted Rigney 10.18.12. Formatted/revised by A. Gluski, Office of Student Affairs 7.12.13. Updated by T. Rigney 7.13.13.

There is no University credit given for certification or experience in an Advanced practice role. Students pursuing a Post-Master's certificate or the DNP degree are seeking new certification which has new clinical and course requirements.

All clinical courses must be taken in appropriate sequence and adhere to the pre and co-requisites. For example, the sequence of courses for the FNP would be: NURS 620A/612, NURS 620B, and then NURS 693a.

Psychiatric-Mental Health Nurse Practitioner Post-Master's Certificate Program:
- If the student holds certification as an Adult Psychiatric-Mental Health Nurse Practitioner, NURS 629b may be waived.
- If the student holds certification as a Child and Adolescent Psychiatric-Mental Health Nurse Practitioner, NURS 629c and NURS 693 may be waived.

DNP Portfolio
DNP students must maintain and complete a digital portfolio. DNP portfolios are housed in the online course system, Desire 2 Learn (D2L). Each student will see their portfolio as a course in D2L. Students in the doctoral programs must complete their portfolio annually. Students are required to submit specific items as coursework is completed to demonstrate progression toward degree completion, including an Annual Self-Reflection. Students should review and complete the DNP Checklist in the DNP Portfolio at the end of every spring semester. Faculty will evaluate this portfolio annually to determine adequate progression toward degree completion.

Transferring Between Doctoral Programs within the College of Nursing
Students wishing to transfer from one doctoral program to another (PhD to DNP or DNP to PhD) must be in good academic standing in their current doctoral program. Students should first meet with their faculty advisor to discuss the transfer, and then the following documentation must be provided to the appropriate program committee for review:

A. The student provides a letter requesting the change that contains:

   a. Requested option
   b. Rationale for changing options:
   c. What the student plans to do after obtaining their doctoral degree
   d. Anticipated area of research or DNP Project
   e. Question to be answered by research or DNP Project

B. The student's advisor provides a letter of support.

C. An identified potential mentor in the "receiving" option provides a second letter of support, indicating their willingness to mentor the student.

D. Requests for transfer must be submitted no later than one month prior to the end of the semester.

E. The PhD or DNP committee will review the request at their next scheduled meeting and notify the student and advisor of their decision. The student should then notify the Office of Student Affairs of the change and schedule a meeting with their advisory committee to discuss any changes in the Plan of Study. The transfer will take effect the semester following the approval.

Procedure for Changing to Dual Degrees (DNP, PhD) Option[10]
Currently enrolled PhD or DNP students who request admission to the dual degrees (DNP, PhD) option must be in good academic standing in the currently enrolled doctoral program and must satisfy both the DNP and

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[10] Drafted 10/15/10 by Terry Badger, Judith Effken, Carolyn Murdaugh, & Vickie Radoye
Discussed and Supported by Admission and Progression of Students-Advanced Specialty Practice Subcommittee on 10/19/10

PhD admission and enrollment requirements. <u>Students should first meet with their faculty advisor to discuss their interest in seeking dual degrees</u>.

Students requesting admission to the dual degree should submit the materials listed below to Graduate Student Services (Advanced@nursing.arizona.edu) in the Office of Student Affairs. The materials will be forwarded to the appropriate committee for approval. For example, DNP students requesting admission to the dual degrees option will be reviewed by the PhD committee. PhD students requesting admission to the dual degree will be reviewed by the DNP committee.

Application Procedure

A. The student writes a letter that contains the following:

    a. Request to complete the dual degrees
    b. Rationale for requesting the dual degrees option, documenting:
        i. Career plans
        ii. How the two degrees will help attain career goals
        iii. Planned area of research
    c. Potential research advisor for the proposed research

B. The student's advisor writes a letter of support.

C. The identified potential research advisor also writes a letter of support, indicating his/her willingness to work with the student. Note: if the student's current advisor and identified research advisor will be the same person, only one letter is needed.

D. The request is submitted to the Chairperson of the appropriate committee no earlier than the first four weeks of student's second semester in the program.

E. The designated committee reviews all relevant materials at the next scheduled meeting and notifies the student, advisor, Office of Student Affairs and the other doctoral committee of the decision to recommend admission to the Graduate College to the dual degrees option.

Post-Approval Procedure

A. Contact the Office of Student Affairs Admissions Coordinator to receive instructions for submitting the Graduate College Application for Fall term admission to the doctoral program to which he/she is not officially admitted (e.g., if currently enrolled in DNP, application is for PhD or vice versa).   This means that submission of an additional Graduate College application is needed; however new transcripts may not need to be resubmitted if copies were submitted earlier to the Graduate College.

B. Contact a Graduate Coordinator in the Office of Student Affairs at advanced@nursing.arizona.edu to submit a request to be added to the added program's student listserv and receive portfolio access. A Graduate Coordinator will submit the request to a member of the LHTI team.

C. Schedule a meeting with the new advisory committee to revise the current Plan of Study to incorporate the added doctoral coursework.

Dual-Degree Program Requirements

Students pursuing the dual degree (DNP/PhD) option must adhere to additional requirements to complete the program.

Discussed and Supported by the Joint Advanced Specialty Practice and Advanced Science Committees on May 3, 2011.

Committees

Dual Degree students will have the same committee membership and structure as PhD students. Committee membership is outlined in detail in the PhD Student Handbook. Effective Spring 2012, the University will be charging students in multiple majors with program fees/differentials all applicable program fees/differentials. Students responsible for more than one program fee/differential will receive a 25 percent waiver for each program fee/differential.

Plans of Study

Dual Degree students must review the information regarding the Plan of Study, available in either the PhD or DNP student handbooks.

Because the Dual Degree student is completing both the PhD and DNP, a Plan of Study for each degree is required. If the student is seeking specialty as a Nurse Practitioner, a third document will be required. The following requirements must be met for the Doctoral Plans of Study:
- 45 units of coursework, which includes the minor units (PhD Plan of Study)
- 34 units of coursework (DNP Plan of Study; regardless of BSN or MS entry into the program)

Dual Degree students may use up to 17 units in common between both the DNP and PhD Plans of Study.

Only coursework is reported on the Plan of Study. Dual Degree students must also complete:
- 18 units of Dissertation (NURS 920)
- 6 units of DNP Project (NURS 922)

The student should complete no less than 86 units total.

Portfolio Completion

The Dual Degree student must complete both the PhD and DNP Portfolios. Specific requirements for each program's portfolios are available in the DNP and PhD Student Handbooks.

Comprehensive Examinations

The student will take a single set of comprehensive examinations to include both a written and oral portions. The written examination will consist of an evaluation of the portfolio (practice components) to document meeting the DNP competencies for practice. The second portion examines theoretical, substantive, and methodological content of both major and minor content of the minor. After successfully completing the written portion of the examination the student will schedule an oral examination to be examined using the same procedure as outlined by the Graduate College. The committee structure will be the same as any dissertation examination committee, to include faculty that represent the major and the minor. One faculty member will be a doctorally prepared Advanced practice nurse because of the combined nature of the examination. Please see the PhD Handbook for descriptions of the written and oral portions of the examination in more detail.

Dissertation (Final Project)

Dual Degree students complete the PhD Dissertation. Dual Degree students are expected to integrate clinical relevance into the dissertation, and include both DNP and PhD perspectives. See PhD Handbook for more details about the dissertation requirements.

University of Arizona BSN Honors Students Direct Admission to Doctoral Programs (PhD and/or DNP)[11]

BSN students graduating with nursing as an Honors College graduate from the University of Arizona (satisfying all Honors College graduation requirements) are guaranteed admission to the University of Arizona's College of Nursing doctoral programs (PhD, DNP, or Dual) under the following conditions:

1. Earn a BSN with Honors (satisfying all College of Nursing and Honors College graduation requirements)
2. Must complete all NURS coursework with a minimum GPA of 3.0
3. Must meet all admission requirements of the DNP or PhD program. DNP applicants must also meet all established post-admission enrollment requirements (e.g. AZ Department of Public Safety Fingerprint Clearance, unencumbered RN license, immunizations)
4. Must meet all University of Arizona Graduate College admission requirements
5. Submit a complete College of Nursing PhD or DNP Application by the published application deadline date for the term of enrollment in the doctoral program within two years following BSN graduation (two year time frame starts at the date of degree conferral and is measured by the date of application: a May 2012 graduate may apply as late as the December 1, 2013 application for Fall 2014 start)

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[11] Approved by College of Nursing Administrative Council 12/4/2014

Appendix A: Checklists

The following checklists have been designed to ensure completion of all degree-required forms and processes in a timely manner. Students should review the policy associated with each checklist prior to completing the checklist.

DNP Progression Checklist

Term	Progression Requirement
RISE I – Summer	□ Submit Transfer Course Requests
	□ Complete Responsible Conduct of Research Statement (GradPath)
	□ Submit Plan of Study
Year 1 –Term 2 (Spring)	□ Finalization of Clinical Preceptor and Site Agreements
	□ Submit Change of Advisor Form for following term (if applicable; D2L)
	□ Submit Petition to Change/Add Specialty (if applicable; D2L)
RISE II – Summer	□ Students begin NURS 609- Health Assessment
Year 2 –Term 1 (Fall)	□ Submit Plan of Study
	□ Health Assessment November Experience
	□ Finalization of Clinical Preceptor and Site Agreements
Year 2 –Term 2 (Spring)	□ First Clinical Management Course
	□ CSI (RISE III)
	□ File Master's Plan of Study (if seeking specialty)
Year 2 – Summer	□ Clinical Management Courses
Year 3 –Term 1 (Fall)	□ Final Clinical Residency
	□ File Comprehensive Exam Appointment Form (GradPath)
	□ File Announcement of Doctoral Comprehensive Exam Form (GradPath)
	□ Schedule and Complete Comprehensive Exams
	□ Schedule and Complete DNP Project Proposal Defense (if applicable)
	□ File DNP Project Committee Appointment Form (GradPath); after passing exams
	□ Submit Confirmation of DNP Project Proposal Defense Form (if applicable; D2L)
Year 3 –Term 2 (Spring)	□ DNP Project
Year 4 –Term 1 (Fall)	□ Review DNP Project Final Defense Checklist
	□ Schedule and Complete DNP Project Final Defense

*Indicates form required by the College of Nursing

Planning Your DNP Comprehensive Exams Checklist

If you are beginning a term in which you intend to take comprehensive exams, follow the steps outlined below. Students are also required to review the DNP Comprehensive Exam Policy.

Progress	DNP Comprehensive Exam Requirement
☐	Communicate with your advisory committee to determine IF you are taking exams and to reach a **consensus** of a time and date of the written and oral exam
☐	Email Advanced (Advanced@nursing.edu) no later than the **4th week of the term** a notice that you are planning to take comprehensive exams during that term. **The email must indicate:** • The time and date of the Oral Exam (approved by committee) • Your committee members (3 minimum) • If you are attending in person or remotely
☐	OSA will reserve the room and forward the room reservation confirmation. You will need a room number to complete GradPath forms even if remote.
☐	Request WebEx if needed (instructions included in room reservation confirmation)
☐	File your Comprehensive Exam Committee Form in GradPath
☐	Check to ensure all GradPath documentation is complete up to the Announcement of the Oral Comprehensive Exam

DNP Final Project Checklist

If you are beginning a term in which you intend to complete your final defense, follow the steps outlined below. Students are also required to review the DNP Project Final Defense Policy.

Progress	DNP Comprehensive Exam Requirement
☐	Email Advanced (Advanced@nursing.arizona.edu) an "Intent to Defend" Written Notice (copying Muriel Davis, Melinda Fletcher and DNP Project Chair) no later than the **4th week of defending term**
☐	Communicate with your advisory committee to reach a **consensus** of a time and date of the defense
☐	Email Advanced (Advanced@nursing.arizona.edu) to schedule a room **The email must indicate:** • The time and date of Final Defense (approved by committee) • Your committee members (3 minimum) • If you are attending in person or remotely
☐	Request WebEx if needed (instructions included in room reservation confirmation)
☐	Check to ensure all GradPath documentation is complete up to the Announcement of the Final Oral Defense *no later than 1 week prior to defense date*. This includes the confirmation of your DNP Project Proposal
☐	Verify that the required arrangements have been made regarding Human Subjects. All
☐	Print and bring *two copies* of the Page 2 document (OSA will email out) to final defense. Type in relevant information and the names of the faculty committee attending the final defense. If defending remotely, send Page 2 document to Advanced (Advanced@nursing.arizona.edu) **24 hours prior** to defense.

GradPath Form Checklist

Progress	Required GradPath Form	When to File?
☐	Responsible Conduct of Research	By the end of the first semester
☐	Transfer Credit Form	By the end of RISE I
☐	Doctoral Plan of Study	Prior to portfolio evaluation if seeking specialty
☐	Comprehensive Exam Committee Appointment Form	Prior to portfolio evaluation
☐	Announcement of Doctoral Comprehensive Exam	At time of portfolio evaluation
☐	Results of Comprehensive Exam Form	***File by Committee Chair**
☐	Doctoral Dissertation Committee Appointment Form	After completion of DNP Project /prior r to graduation
☐	Announcement of Final Oral Defense (Presentation)	At the completion of DNP Project/ prior to graduation

College of Nursing Forms Checklist

Progress	CON Required Form	When to File?
☐	Transfer Evaluation Form	By the end of RISE I if applicable
☐	Course Waiver Worksheet for Post-Master's Certificate and DNP Students	By the end of RISE I if applicable
☐	DNP Project Proposal Form	Provided to chair during proposal defense
☐	Petition to Switch or Add Specialty	By end of Year 1 if applicable
☐	DNP Portfolio	*See Portfolio Requirements in D2L