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COLLEGE OF NURSING

Welcome and Accreditation Information

The University of Alabama in Huntsville College of Nursing Dean, faculty, and staff welcome you! This handbook provides information pertaining to policies, procedures, and activities within the College. It is intended to be used in conjunction with the University of Alabama in Huntsville Student Handbook, the University of Alabama in Huntsville Graduate Catalog, and the University of Alabama Graduate Student Handbook. We are here to assist you in the successful completion of your program of study leading to a Doctor of Nursing Practice degree. We wish you much success in the attainment of your educational and professional goals.

The College of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the Alabama Board of Nursing (ABN) and may be contacted at:

Commission on Collegiate Nursing Education  
One Dupont Circle, NW, Suite 530  
Washington, D.C. 20036  
202.887.6791

Alabama Board of Nursing  
P.O. Box 303900  
Montgomery, Alabama 36130-3900  
800.656.5318

The University of Alabama in Huntsville is an equal opportunity/affirmative action institution and does not discriminate with respect to race, color, religion, sex, age, national origin, or handicap status in any education program or activity.
Letter from the Dean of Nursing

Dear DNP Student:

Welcome! I am very glad that you have chosen the University of Alabama in Huntsville (UAH) College of Nursing for your Doctor of Nursing Practice (DNP) education. I look forward to working with you, and I hope that you will be an active participant in your academic learning. While this DNP program is delivered online, you will have the opportunity to come to campus for an initial orientation to the program and then again to attend the DNP Intensive. Of course, you are always welcome to visit our beautiful campus.

Nursing is one of the largest graduate majors on the UAH campus. The College also offers a traditional baccalaureate program, RN/BSN/MSN, a master’s program with specialties in family nurse practitioner, acute gerontology nurse practitioner, and leadership in healthcare systems. Two certificate programs are offered including family nurse practitioner and nursing education.

You will also have opportunities to participate in a scholarly practice project. Faculty and practice partners will provide you with guidance, support, and clinical expertise during your project.

The College of Nursing wants you to be successful! Our major purpose is to provide high quality nursing education in a manner that is respectful and supportive of our students. While the courses in which you enroll are fundamental in meeting that purpose, other student services are also of major importance. In this student handbook, you will be provided with information and resources that will support your success including information about online support personnel, online library resources, and email accounts for you. If you have ideas about ways in which the College can improve, please email your suggestions to me, the Office of Graduate Programs, or the DNP Program Coordinator. All suggestions receive careful attention.

When on campus, I invite you to stop by my office and introduce yourself to me. I look forward to talking with you.

Sincerely,

[Signature]

Dean and Professor
Phone: 256.824.6345
Email: marsha.adams@uah.edu
Mission Statement

The fundamental purpose of the College of Nursing is to prepare clinically excellent baccalaureate and graduate level nurses to deliver healthcare services to a culturally diverse population within a variety of healthcare settings. Our graduates practice as professionals, able to utilize critical thinking skills for therapeutic interventions, disease prevention and health promotion. The graduate, undergraduate and continuing education programs provide opportunities for participation in collegial, interdisciplinary learning activities that promote intellectual development and life-long learning. In support of the mission of the University, the College of Nursing, through its graduates, faculty activities and programs, contributes to the health and well-being of the community.

Philosophy

The College of Nursing Faculty believes that nursing is both an art and a science. We believe nursing focuses on holistic health and wellness among individuals, families, and communities in the context of cultural, environmental, and spiritual diversity. The College promotes nursing knowledge through teaching, research and services. The diversity and complexity of changing healthcare systems requires critical thinking and life-long learning.

Nursing education occurs within a broad theoretical and research-based curriculum to address healthcare issues for individuals or groups with emphasis on delivery systems or health promotion and disease prevention. Implicit in this is an understanding and appreciation of human diversity in health and wellness.

The faculty serve as facilitators and models of competence in nursing practice. We are dedicated to advancing the art and science of nursing. We participate in teaching, research and service to our students and community. We maintain the advancement of new knowledge through research.
History of the College

The University of Alabama in Huntsville is the only institution offering BSN, MSN, and DNP programs in north Alabama. The School of Nursing was established by an act of the Alabama Legislature in 1971. The School of Nursing was designated a College of Nursing in 1987.

Dr. Kathryn Crossland, the first Dean, was appointed in September 1971, and the first students were admitted to the professional nursing curriculum for the fall of 1972. Thirty-six students were graduated in 1974. That same year the School of Nursing baccalaureate program was granted initial accreditation by the National League for Nursing. The Master of Science in Nursing degree was approved by the Board of Trustees of The University of Alabama System in 1978. The first students were graduated in 1980 and the program received initial accreditation from the National League for Nursing in 1982. The program initially prepared graduates as specialists in family nursing.

A major curriculum revision, begun in 1980, resulted in the development of a two track option: Adult Acute Care and Family Nurse Practitioner. A third track in Home Health Care Administration was added in 1988. In the fall of 1995, that track was modified to become a broader Nursing Administration track. The track was revised again in 2005 and is now the Leadership in Health Care System. This track is offered online with two three-day residencies scheduled at the beginning of each fall semester. An Acute Care Nurse Practitioner track was added in 1994 and the Adult Acute Care track was modified and updated in 1998 resulting in an Adult Health Clinical Specialist track. A post-master’s Family Nurse Practitioner track was initiated in 1994. A certificate program in Nursing Education was begun in 2003. The Clinical Nurse Leader track began in the fall of 2006. The Joint Doctor of Nursing Practice program was approved with the first class admitted in the fall of 2008 and the first graduating class of nine in the fall of 2009. The DNP is offered as a joint program with the University of Alabama in Birmingham School of Nursing and The University of Alabama Capstone College of Nursing.

The College is housed in a centrally located building that was first occupied in 1976. The four-story structure houses a state-of-the-art Learning Resource Center, lecture rooms, distance learning classrooms, and laboratories for teaching nursing. The building also contains faculty and administrative offices as well as lounges and study areas for student support. The unique design of the Nursing Building promotes interaction among faculty and students and it supports the concept of a dynamic open system that is reflected in the philosophy of the programs of the College. A new wing of the Nursing Building was completed in Fall 2014, and renovation of the original building is scheduled for completion in Fall 2015. The building is in close proximity to the M. Louis Salmon Library, the Charger Union, and other academic buildings, providing opportunities for faculty, staff, and students to be an integral part of the University community.
Joint DNP Program Objectives

The Joint Doctor of Nursing Practice Program builds upon the baccalaureate and master’s degrees and prepares the individual for advanced nursing practice. The framework for practice emerges from interrelationships of theory, practice, and research. Primary roles of the DNP graduate embody dimensions of clinical expertise, evidence-based practice, consultation, collaboration, management, leadership, and teaching.

The graduate of the Joint DNP Program will:

1. Synthesize scientific evidence for the development of clinical interventions for practice.
2. Evaluate policy, care delivery, and organizational systems for current and future healthcare needs.
3. Demonstrate intra and interprofessional collaboration to address health disparities and to improve healthcare quality across diverse populations and cultures.
4. Incorporate knowledge of current and emerging health technologies to improve care delivery and organizational systems.
5. Translate scientific, theoretical, and ethical principles into healthcare for individuals, families, and populations.
6. Assume complex leadership roles to advance clinical practice and healthcare delivery at the organizational and systems level and to improve health outcomes of individuals and populations.
7. Advocate for social justice, equity, and ethical policies in healthcare.

Professional Nursing Standards and Guidelines

Professional nursing standards and guidelines provide a framework for the Joint DNP Program curriculum and assure the public that the program ensures quality education. The College of Nursing follows the American Association of Colleges of Nursing (AACN) Essentials of Doctoral Education for Advanced Nursing Practice (October 2006). A complete description of the DNP Essentials may be found online through the AACN website at http://www.aacn.nche.edu/publications/position/DNPEssentials.pdf.
College Administrative Offices

Office of the Dean
Nursing Building, Room 207
256.824.6345
Dean
Dr. Marshal Howell Adams
Senior Administrative Assistant
Ms. Lisa Thomas

Office of the Associate Dean for Undergraduate Programs
Nursing Building, Room 209
256.824.6742
Interim Assistant Dean Junior Year
Dr. Rita Ferguson
Interim Assistant Dean Senior Year
Dr. Darlene Showalter
Staff Assistant
Ms. Janiece Smith
Director of Undergraduate Admissions/Advising
Ms. Laura Mann

Office of the Associate Dean for Graduate Programs
Nursing Building, Room 208
256.824.6669
Interim Associate Dean
Dr. Haley Hoy
Staff Assistant
Ms. Kim Lassiter
Director of Graduate Admissions/Advising
Mr. Charles Davis
DNP Program Coordinator
Dr. Karen Frith

Learning Resource Center
Nursing Building, Third Floor
256.824.2181
Director LRC
Ms. Greer Eleazer
Simulation Coordinator
Dr. Lori Lioce

Faculty Secretaries
Wilson Hall, 128A, 256.824.6512
Ms. Carol Reeve
Nursing Building, 206A, 256.824.6512
Ms. Louise Clark

Resource Manager
Nursing Building, Room 207D
256.824.6251
Ms. Susan Hammond

Nursing Accreditation and Regulation Coordinator
Nursing Building, Room 207B
256.824.6550
Ms. Melodie Drewyor

Director of Instructional Technology
Nursing Building, 206C
256.824.2450
Dr. David Brown
Areas of Responsibilities

**Dean**
The Dean is the chief administrative and academic officer of the College of Nursing. Her major responsibilities are planning, operations, and leadership. The Dean is the chief operating officer of the College and has overall responsibility for instructional, research, and service programs; student services; faculty and staff personnel actions and policies; and budgetary matters. The Dean also provides leadership for the College within the University, the community, the profession, and with students and alumni. The Dean delegates responsibilities for specific components of the College's programs to other individuals and offices.

**Associate Dean for Undergraduate Programs**
The Associate Dean for Undergraduate Programs has responsibility for the day-to-day management of the College's undergraduate programs. Among these responsibilities are scheduling, teaching assignments, coordination of various parts of the programs, evaluation of programs and faculty, and management of student/faculty issues not resolved at the course level.

**Associate Dean for Graduate Programs**
The Associate Dean for Graduate Programs has responsibility for the day-to-day management of the College's graduate programs. Among these responsibilities are scheduling, teaching assignments, coordination of various parts of the programs, evaluation of programs and faculty, and management of student/faculty issues not resolved at the course level.

**DNP Program Coordinator**
The DNP Program Coordinator has responsibility for the day-to-day management of the DNP program on the UAH campus. Among these responsibilities are member of the Joint DNP Program Coordinating Committee, providing oversight for meeting accreditation standards and University Graduate School guidelines, and advising students.

**Directors of Undergraduate/Graduate Admissions/Advising**
The Director of Undergraduate Admissions and Advising and the Director of Graduate Admissions and Advising have responsibility for student service programs in the College of Nursing. Specific responsibilities include pre-admission advising, academic advisement, recruitment, admission, and non-academic student services in their respective programs.

**Course Managers**
Each course has a designated course manager. The Course Manager has responsibility for the planning, implementation and evaluation of the course within established curricular guidelines. In courses in which more than one faculty is involved, other faculty report to the Course Manager. The Course Manager is responsible for
management of all aspects of the course. Course Managers provide evaluative feedback of all course members to the Associate Dean.

**College Services**

**Nursing Building**
The Nursing Building houses the College of Nursing programs and services. Classrooms, student lounges, and study areas are located on the first floor. Administrative offices, including the Office of the Dean, Office of Undergraduate Programs, Office of Graduate Programs, and student study/lounge areas are on the second floor. The third floor houses the Learning Resource Center. The Nursing Building is open 6:00 a.m. until 6:30 p.m. Monday through Friday. However, administrative office hours are 8:15 a.m. until 5:00 p.m. In addition, the building is open on selected evenings and Saturdays based on class schedules. There is no smoking in the Nursing Building.

**Learning Resource Center**
The LRC is located on the third floor of the Nursing Building. It houses computers, audio-visual, and skills equipment with separate areas for health assessment, basic skills, obstetrics, and pediatrics for the needs of the College. It is available to nursing students for independent study and group learning activities.

**Communicating with Faculty**
Faculty may be reached by direct dialing to their offices. Faculty telephone numbers are listed on course syllabi and online in the University Directory. All faculty have voicemail so students may leave a message if the faculty member is not available. Faculty offices are located in both the Nursing Building and Wilson Hall. Faculty members post weekly office hours on their offices and are available for meetings outside their regularly scheduled office hours by making an appointment.

Faculty may also be reached by email. Faculty email addresses are available online in the University Directory and updated each semester. All students are issued a University email account which is the official email contact by Information Technology Support.
UAH RESOURCES

University Bookstore

Required textbooks, manuals, and other supplies are available in the University Bookstore located on the main floor of Charger Union. Texts for each nursing course are printed in the course syllabus. See website at http://www.uah.edu/bookstore. Texts may also be ordered online through the University Bookstore. Check the Bookstore website at the beginning of each semester for new store hours or telephone 256.824.6600.

Learning Management System

Canvas is the official online course management system for the University of Alabama in Huntsville instituted in Spring 2015. The University will send a Charger ID (universal username and password) to log into Canvas after registration for classes. Once enrolled, students will automatically be included on the online roster for their courses. Students who have problems accessing their courses on Canvas, should contact University Office of Instructional Technology (OIT) at 256.824.3333.

Canvas is also used as a permanent website for DNP students enrolled at UAH for advising, announcements, communication, and as a repository for resource materials. The site may be accessed through the College’s webpage at http://www.uah.edu/nursing/students/student-resources under Services.

Email Accounts

Every student at UAH has an email account set up by the University through Google Apps. It is important that students read UAH email regularly because the faculty and staff will often correspond with students in this manner. Students with questions about Google Apps or the email account, should contact the University Office of Instructional Technology (OIT) at 256.824.3333.

Activate the email account by following these steps:

- Go to https://apps.uah.edu/ITSPortal/.
- Enter the Charger ID (the text listed to the left of the @ sign) into the email address, and password. Select Google Apps from the menu.
- Set the Google account password to match the Charger ID password by clicking on the button.
- Accept the terms.
- Students should receive a confirmation message of activation of the Google Apps account. Students should contact OIT at 256.824.3333 they do not receive a confirmation message.
- Access the Google Apps account at http://google.uah.edu and click on the sign-in link.
M. Louis Salmon Library

At UAH, the M. Louis Salmon Library supports the instructional, research and outreach programs of the students, faculty, and staff by building both the print and electronic collections in order to provide access to resources that the University community needs to advance in academic excellence, research discovery, and information exchange. The Salmon Library is located on Holmes Avenue, just to the west of the Nursing Building. The Charger Card serves as the Library card. Although the Library has regular business hours, times may change between semesters and during breaks. Check online for an up-to-date list of hours at http://www.uah.edu/library/. Library Hours are available by calling the Hotline 256.824.6359 or the Circulation/Information Desk at 256.824.6530. Reference librarians also are available by online chat.

In addition, there is a nursing computer lab available for student use during the weekdays in Library Room 210. To enter this lab, students will be required to show their Charger IDs. There is also an area of the library downstairs that has nursing software that is available for students’ use seven days a week.

Procedure for Use of Nursing Lab, Library 210
1. The Nursing Lab (210) hours are Monday- Friday 8:00 a.m.-8:00 p.m. The five Nursing workstations in the Information Arcade on the first floor are available at all hours that the library is open.
2. Anyone signing-in to use the Nursing Lab must be a nursing student, with a UAH Charger ID and must be currently enrolled in classes.
3. Students must sign-in at the Circulation Desk to have the Lab opened and must sign-out when leaving.
4. No one may be allowed entrance into the Nursing Lab except by Library staff. The lab door will remain locked to outside access at all times. The door must never be propped open.
5. All workstations in the Nursing lab must be filled from the front row of workstations first. The last row of workstations (next to windows) is not to be used, at all, without Library staff permission.
6. Students must use their own login and password to access the computers and should never log in another student.
7. Any damages to any of the equipment or misuse of equipment or programming in the Nursing Lab will be, initially, the responsibility of any and all students who are signed into the Lab at that time and will be reported to the Deans of the Library and the School of Nursing.
8. No food or drinks are allowed in the Nursing Lab.
9. Video cameras will be used to monitor the Nursing Lab at all times.
10. Anyone found in violation of these procedures will be reported to the Deans of the Library and the College of Nursing for appropriate action, which could include suspension of Library computer privileges.
11. Any problems with computer equipment or printers in the lab should be reported to the Circulation Desk at 256.824.6530.
For DNP online learners, the M. Louis Salmon Library may also be accessed online at [http://www.uah.edu/library](http://www.uah.edu/library). Students need to know their Charger ID username and password to log in. The Salmon Library offers free interlibrary loan services and delivers all journal articles or books to students’ homes.

**Lister Hill Library**

At the University of Alabama at Birmingham, the Lister Hill Library offers DNP students access to an academic medical center library. The library is located at [http://www.uab.edu/lister/databases](http://www.uab.edu/lister/databases). Students can log in with their Charger ID username and password.

**The University of Alabama Libraries**

Access to libraries at the University of Alabama is also available to DNP students because of their enrollment in the Joint DNP program. The library databases are located at [http://www.lib.ua.edu/databases/](http://www.lib.ua.edu/databases/). Students can log in with their Charger ID username and password.

**Parking Decals**

Students must have a parking decal when parking at UAH. Because DNP students are rarely on campus, a temporary parking permit should be requested from UAH Police. Students can call UAH Police at 256.824-6596 to request a permit; there is no fee for a temporary tag.

**Charger Cards**

Students may obtain a Charger Card in the University Center, Room 147 by providing a current copy of their class schedule to staff at Charger Central, located in UC 118. The Charger Card will give students access to campus facilities and services as well as making purchases at participating locations. The card can be used to access the following campus resources:

- University Fitness Center
- Athletic Events
- Salmon Library
- Residence Halls
- Computer Labs and Classrooms
- Campus Entertainment Events
- Copy Machines and Printers
- Food Service Vendors
University Student Affairs Departments and Programs

The Division of Student Affairs supports and encourages student life and engagement through a variety of programs, services, and departments focused on student learning and development. Whether students need assistance to find the involvement opportunity that best suits their interests or students are feeling under the weather, the Student Affairs team is here to help. Students are encouraged to browse the website at http://www.uah.edu/student-affairs, contact any of the staff members, or visit their offices to find out more about the great resources they have available.

Campus Recreation Spragins Hall 256.824.7529
Counseling Center Madison Hall 136 256.824.6203
Dean of Students Office Charger Union 223 256.824.6700
Disability Support Services Madison Hall 136 256.824.6203
Fraternity & Sorority Life Charger Union 223 256.824.5603
International Engagement Madison Hall 137 256.824.2748
Leadership Programs Charger Union 223 256.824.5420
Orientation and Parent/Family Programs Charger Union 201 256.824.4720
ROTC Charger Union 223 256.824.6561
Special Events Charger Union 223 256.824.5420
Student Activities Charger Union 223 256.824.4739
Student Conduct Charger Union 223 256.824.6701
Student Engagement & Transitions Charger Union 201 256.824.6235
Student Government Association Charger Union 212 256.824.2730
Student Health Center University Center 203 256.824.6775

Student Success Center
The Student Success Center is a clearing house for several University student services. Located in the M. Louis Salmon Library first floor north wing (telephone 256.824.2478). The Center provides tutoring, academic coaching, career development, and general college advising. The Center sponsors the Peer Assisted Study Sessions (PASS) Program, which is a non-remedial academic program that provides peer-led study groups which focus on integrating course content (what to learn) with study skills (how to learn). In addition, the Student Success Center through the Writing Center offers consultations in order to help students become stronger, independent writers.

Mathematics Learning Center
The Mathematics Learning Center is located in the M. Louis Salmon Library, Room 205 and serves as the center for computer-assisted mathematics instruction at UAH. If students are looking for tutoring for any other math course, drop-in tutoring is available in the Shelby Center, Room 008. The Math Lab offers free assistance to University students with a valid ID. It is best to check the website for hours of operation at
http://www.uah.edu/science/departments/math/resources/mlc. Students can also email them at mlc@uah.edu or call at 256.824.6353.

Counseling Center
The Counseling Center, under the direction of the Dean of Students, at UAH provides specialized professional services designed to assist students in their academic, personal, and social development. Many students encounter personal difficulties that affect the course of their collegiate experience. The Counseling Center provides short-term therapy to help students cope with stress and/or learn new skills. Counseling services are available to all students currently enrolled in 3 or more credits at UAH. The staff is committed to meeting the needs of individuals from diverse backgrounds. Services are confidential and in accordance with the ethical guidelines of the American Psychological Association. Information from counseling sessions does not go on a student’s academic record and is not released to any other individuals (on campus or off) without the student’s written permission—except in rare situations as mandated by law. Students come in for a variety of concerns such as relationships, self-esteem, time management, anxiety, family concerns, depression, sleeping problems and stress management. See our webpage at http://www.uah.edu/counseling/ for more information. To schedule an appointment, contact the Counseling Center at 256.824.6203 or go to Wilson Hall.

Disability Support Services
Disability Support Services (DSS), under the direction of the Dean of Students, is committed to providing an equal educational opportunity for all qualified students with disabilities. Any student who has a documented condition that substantially limits his or her learning activities can request coordination of appropriate academic support services. DSS collaborates with students, faculty, and staff to ensure appropriate services are provided to students registered with our office.

Students must self-identify to be eligible for accommodations and other disability services on campus. The student can choose whether or not to register for services. Services are provided in accordance with federal law. To be eligible for services, students must provide documentation of the disability from an appropriate practitioner. See our webpage at www.UAH.edu/counseling/disability for more information. To schedule an appointment contact DSS through the Counseling Center at 256.824.6203.

Student Health Center
The services of the Student Health Center are available to students enrolled for the current semester. Services available include treatment of illnesses and injuries, preventive health care, lab testing, immunizations, and health counseling. There is a nominal fee for an office visit with additional minimum charges for laboratory testing, immunizations, and medications. The Student Health Center is located in Wilson Hall. The center is open Monday through Friday 8:15 a.m. until 5:00 p.m. For more information call 256.824.6775 or visit our website http://uah.edu/shc.

All new students admitted to the University of Alabama in Huntsville must provide a completed Tuberculosis Screening and Immunization Requirements form which is signed
by a physician or authorized individual. The physician’s license number or clinic stamp must also be recorded on the form for verification purposes. The form and instructions for completion can be found at the Student Health Center website at www.uah.edu/SHC. Forms along with any necessary attachments, should be submitted to the Student Health Center.

University Fitness Center
The University Fitness Center (UFC) is conveniently located on the UAH campus at 500 John Wright Drive NW, telephone 256.824.5500, and is open 7 days a week, over 100 hours per week. The UFC is the only fitness center in Huntsville that offers its members a wide variety of health, wellness, and fitness programs all under one roof. As a joint University and Community facility, the primary mission of the UFC is to provide opportunities for wholesome recreational activities that complement daily living and increase the quality of life of its members. The UFC is a comprehensive facility offering among other activities, swimming, jogging, weight training, basketball and aerobics. All students may become members free of charge.

Office of International Engagement
The Office of International Engagement prepares students, faculty, and staff for success in today’s globally interconnected world through international study, research, teaching, service, and experience and through opportunities for intercultural engagement that foster strengthened awareness and understanding among people of different cultures. The purpose of OIE is to promote campus and community internationalization and to provide central administrative support for a wide-ranging network of international initiatives. Through the Office of International Student and Scholar Services, the Intensive Language and Culture Program, and the Office of International Programs, the OIE coordinates programs and services that extend the UAH to our local and global communities. The OIE may be reached by telephone at 256.824.6055.

Office of Multicultural Affairs
The Office of Multicultural Affairs (OMA), a division of the Office of the President and Vice President for Diversity, assists the University in providing an atmosphere that is welcoming, supportive and rewarding for students from diverse cultural backgrounds. Students are encouraged to achieve and aided in attaining academic excellence while learning to be competitive with their peers. OMA endeavors to foster an understanding and a respect for cultural diversity throughout the UAHuntsville community. Programs are designed for minority as well as non-minority students in order to promote a sense of community and acceptance of multiculturalism and racial appreciation on the UAH campus. Students may contact the Office of Multicultural Affairs by telephone at 256.824.6822 (oma@uah.edu).
STUDENT ACTIVITIES IN THE COLLEGE OF NURSING

Sigma Theta Tau

Involvement with Sigma Theta Tau International Honor Society of Nursing (STTI) through the Beta Phi Chapter is encouraged for students who have already been inducted to STTI. The purposes of Sigma Theta Tau includes the recognition of superior achievement and leadership qualities, the fostering of high professional standards and creative work, and strengthening of the individual’s commitment to the ideals and purposes of the nursing profession.

DNP students who were not inducted into STTI in previous nursing degree programs, can be induced by meeting the international criteria for graduate students.

Graduate Students (Master's and Doctorate) must:
- have completed ¼ of the nursing curriculum;
- achieve academic excellence (3.5 GPA or higher);
- meet the expectation of academic integrity.

Honors

College of Nursing graduate honors are presented at the end of the fall semester in a special recognition ceremony.

CHEERS Project

The purpose of the CHEERS Project is to provide community educational experience for Registered Nurse students while using their professional expertise. It facilitates collaboration between College of Nursing and community agencies by forming a Health Care Coalition. The project actively involves RN students in assisting homebound elders in Northern Alabama to maintain activities of independent living.

Let's Pretend Hospital

Let's Pretend Hospital is UAH’s largest community service project. College of Nursing students and faculty conduct Let's Pretend Hospital each spring in cooperation with Huntsville Hospital and the hospital volunteers. Let's Pretend Hospital is designed to teach first graders about healthcare experiences and to help decrease children's anxieties about hospitalization. Approximately 3,000 children from city, county, and private schools visit Let's Pretend Hospital. The simulated hospital includes an admitting area, emergency room, radiology, patient room, play area, operating room, and business office. Several health related skills are also presented before the children enter “the hospital.” Students write the skits and use role-playing in presenting the various hospital areas.
Health Fair

Health screening activities are an important part of remaining healthy. Graduate students in the College in collaboration with the Wellness Center of the University offer an annual health fair for members of the University community. People participating in the fair can be screened for such things as hypertension (blood pressure checks) or obesity (body mass index calculated). Health information is distributed to all participants.

College Committees

Graduate students have the opportunity to participate in the shared governance of the College. Students have the opportunity to participate on the UAH Graduate Curriculum Committee, the Joint DNP Curriculum and Evaluation Subcommittee, and the UAH Nursing and Space Life Sciences Committee. Student representatives on the Joint DNP Curriculum and Evaluation Subcommittee may be involved in the following activities: recommend changes in the Joint DNP curriculum; review, revise, and update the College’s admission policies; recommend to the Graduate Curriculum Committee changes in admission, progression, and graduation policies and procedures; and plan, develop, revise, and evaluate the curriculum.

The student representative to the Nursing and Space Life Sciences Committee may be involved in the identification and implementation of strategies appropriate to the Space Nursing Initiative such as maintaining a repository for space nursing literature; collaborating with continuing education in planning and conducting conferences; seeking funding to support research and projects related to space; collaborating with government and private agencies in developing programs in space nursing; and researching and assisting with planning and implementing nursing and space life science content within the graduate curriculum. Each of the committees will meet at least once during each semester of the academic year.
STUDENT ACTIVITIES AT THE UNIVERSITY

There are many avenues for becoming involved in campus activities. Refer to the University of Alabama in Huntsville Graduate Catalog, University website, and bulletin boards for information about activities and organizations on campus.

Student Government Association

The mission of the Student Government Association (SGA) is to advocate for the students of the University of Alabama in Huntsville with representation that not only helps voice the opinions and concerns of students but also to help enhance the student experiences a whole. The Student Government Association will work with the faculty, staff, and administration to make necessary changes. The SGA provides a forum for the free and open expression of student ideas and opinions, is a liaison between the students and the university administration, works to instill a sense of community and campus involvement, and assists in creating an atmosphere conducive to a high level of academic achievement. The association is composed of a legislative and executive branch. The legislative branch is made up of senators who are elected each spring semester to represent five colleges (Business, Engineering, Liberal Arts, Nursing, and Science) as well as five classes (undergraduate freshman, sophomores, juniors, and seniors and graduate students). The SGA is governed by the SGA Constitution and SGA Bylaws.

Minority Graduate Student Association

The Minority Graduate Student Association (MGSA) is an organization formed to constitute a networking system and helps secure financial support for minority graduate students at the University of Alabama in Huntsville. Born out of the Louis Stokes Alliance for Minority Participation (LSAMP), the mission of the MGSA is to assist in the retention and recruitment efforts of UAH and to further address various overlooked elements of minority representation on campus. MGSA has been successful at bringing together minority graduate students from their respective disciplines. MGSA also serves as a resource and support network to help ensure the academic success of students through the development of educational, cultural, and social programs. For further information go online to http://www.uah.edu/student_life/organizations/MGSA/aboutus.html.
FINANCIAL AID AND SCHOLARSHIP INFORMATION

University Financial Aid

The University Financial Aid Office located in the University Center, Room 212, telephone 256.824.6241 and provides financial aid information and assists the student to meet individual needs. All students who wish to be considered for any scholarship must complete a scholarship application available in the Financial Aid Office.

Information specific to nursing scholarships may be found at the Nursing Building, Room 208 in the Office of Graduate Programs. Nursing students will be considered for endowed scholarships for which they meet the stated criteria.

Tuition Scholarships

Full tuition scholarships may be awarded to qualified students without assistantship appointments. Tuition grants are limited to a maximum of two per department at any given time.

1. Eligibility: A department may award a full tuition grant to a qualified student who must
   a. be a full-time student;
   b. be a U.S. citizen;
   c. have unconditional admission status.

2. Appointment Procedure:
   a. The faculty chooses the awardees from qualified applicants.
   b. An appointment letter (similar to the assistantship letter without duties) is written to each awardee and approved by the Associate Dean. The letter is then forwarded to the graduate dean's office along with a copy of the Summary Information Sheet (Form 1 A) for final approval before a copy is furnished to the student.

3. Tuition Request:
   Departments submit to the graduate office tuition request for the awardees on the Tuition Support Request (Form 23), along with those of the graduate assistants, by the close of the priority registration period.

Alabama Board of Nursing Scholarships

Scholarships are granted each year to graduate students attending schools in Alabama. Funding is $3,800 for full-time study for one year. Students must make application directly to the Alabama Board of Nursing. Contact Alabama Board of Nursing for deadline. They can be reached by telephone at 334.242.4060 or by mail at RSA Plaza, Suite 250, 770 Washington Avenue, Montgomery, Alabama 36130.
Nurse Faculty Loan Program

The UAH College of Nursing has been awarded the Nurse Faculty Loan Program (NFLP) from the Health Resources and Services Administration (HRSA). Therefore, UAH can award the NFLP to students who plan to teach in a nursing program after graduation.

The loan is 85% cancelable after working full-time in the same faculty position for 4 consecutive years. The loan cancellation over the 4-year period is as follows: 20% of the principal and interest may be canceled upon completion of each of the first, second, and third years of full time employment, which, after the three-year period, totals 60%, followed by the cancellation of 25% of the principal and interest upon completion of the fourth year of full-time employment as a faculty member in an accredited school of nursing.

Repayment on the remaining 15% of the loan balance is postponed during the cancellation period. NFLP loans accrue interest at a rate of 3% per annum beginning 3 months after graduation (per PHS Act Section 846A (c)(6)(A)) for loan recipients who establish employment as nurse faculty. Students can avoid any interest if they pay the 15% off within the first 3 months of graduation, essentially getting an interest-free loan.

In order to apply for the NFLP, students must:

- Be enrolled full-time or part-time in DNP program or MSN program (NP, CNS, or Leadership);
- Agree to take at least three nurse education classes as electives or in addition to established program of study (see list);
- Be in good academic standing;
- Meet citizenship requirements;
- Must NOT be in default on other Federal loans; and
- Complete the NFLP application and return it to the Office of Graduate Programs (application form may be found in Attachments at the end of this document).

The program covers expenses in Fall 2014, Spring 2015, and Summer 2015. Students must receive at least 2 semester of support to qualify for the loan. Students can get loans to cover multiple years up to 5 total years, but must apply each year to the College of Nursing for the NFLP and sign a promissory note each semester of support. Students may request loan support to cover the full or partial tuition/fees for the academic year, not to exceed $35,500 in a single year.

- NFLP loan support includes the cost of tuition, fees, books, software, laboratory expenses and other reasonable education expenses.
- NFLP loans do NOT include stipend support (i.e., living expenses, student transportation cost, room/board, personal expenses).
Three of Five Educator Classes are Required for the Nurse Faculty Loan Program

Graduate Certificate in Nursing Education

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Level Offering</th>
<th>NFLP Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 640</td>
<td>Curriculum Development in Nursing</td>
<td>3</td>
<td>DNP and MSN</td>
<td>Yes</td>
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<tr>
<td>NUR 641</td>
<td>Teaching/Learning in Nursing</td>
<td>3</td>
<td>DNP and MSN</td>
<td>Yes</td>
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<tr>
<td>NUR 642</td>
<td>Testing and Evaluation in Nursing Education</td>
<td>3</td>
<td>DNP and MSN</td>
<td>Yes</td>
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<tr>
<td>NUR 643</td>
<td>Faculty Role Development</td>
<td>3</td>
<td>DNP and MSN</td>
<td>No, but encouraged</td>
</tr>
<tr>
<td>NUR 644</td>
<td>Practicum in Teaching Nursing</td>
<td>3</td>
<td>DNP and MSN</td>
<td>No, but encouraged</td>
</tr>
</tbody>
</table>

**Interest**

The NFLP loan will bear interest on the unpaid balance of the loan at: (a) the rate of 3 percent per annum beginning 3 months after the Borrower graduates from the program, or (b) bear interest on the unpaid balance of the loan at the prevailing market rate if the borrower fails to complete the advanced nurse education program or when the Borrower fails to establish employment as full-time nurse faculty at an accredited school of nursing. Borrowers employed as full-time nurse faculty at a school of nursing for a consecutive four-year period will bear interest at the rate of 3 percent for the four-year period and the remaining six years of the “repayment period”. If the borrower ceases full-time employment as nurse faculty at a school of nursing, the NFLP loan will bear interest at the prevailing market rate.

**Cancellation**

The NFLP is a loan cancellation program with a service obligation for recipients of the loans. To be eligible for the maximum 85 percent cancellation, the Borrower must agree to serve as full-time nurse faculty at an accredited school of nursing for a consecutive four-year period following graduation from the program. Following graduation, the Borrower must submit certification of employment within a reasonable timeframe to be determined by the school. NFLP borrowers are limited to a 12-month timeframe to establish employment as full time nurse faculty at an accredited school of nursing following graduation from the program. If employment verification is not submitted within the 12-month period, the borrower will NOT be eligible for the loan cancellation provision. The school will cancel an amount up to 85 percent of the principal and interest of an NFLP loan as follows:

- Upon completion by the borrower of each of the first, second and third year of full-time employment as a faculty member in a school of nursing, the School will cancel 20 percent of the principal of and interest on the NFLP loan, as determined on the first day of employment.
- Upon completion by the borrower of the fourth year of full-time employment as a faculty member in a school of nursing, the School will cancel 25 percent of the principal of and interest on the NFLP loan, as determined on the first day of employment.
Repayment
The NFLP loan is repayable over a 10-year period beginning 9 months after the borrower completes the advanced nurse education program, ceases to be enrolled as a student in the advanced nurse education program, or ceases to be employed as full-time nurse faculty.

- Prepayment: The Borrower may, at his or her option and without penalty, prepay all or any part of the principal and accrued interest on the loan at any time.
- Acceleration: If the Borrower fails to make a scheduled repayment or fails to comply with any other term of this Promissory Note, the entire unpaid balance of the loan, including interest due and accrued and any applicable penalty charges, will, at the option of the school, become immediately due and payable.

Deferment
NFLP borrowers are eligible for deferment for up to 3 years, (1) when the borrower is ordered to active duty as a member of a uniformed service of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard, the National Oceanic and Atmospheric Administration Corps, or the U.S. Public Health Service Commissioned Corps); a borrower who voluntarily joins a uniformed service is NOT eligible for deferment, nor is a borrower who is employed by one of the uniformed services in a civilian capacity, or (2) when the borrower that graduates and is employed, and decides to return to a graduate nursing education program to pursue a doctoral degree to further their preparation as nurse faculty. During periods of deferment, interest on the loan continues to accrue at the prevailing market rate but is not required to be paid during this period. During the period of deferment, the borrower may repay the interest if they wish but is not required to do so.

Death and Disability
In the event of the Borrower’s total and permanent disability or death, the school will cancel any remaining payments on the Note.

Forbearance
The school may, in its discretion, place the Borrower’s NFLP loan in forbearance whenever extraordinary circumstances such as poor health or hardship temporarily affect the Borrower’s ability to make scheduled loan repayments. During periods of forbearance, interest continues to accrue on the unpaid principal balance of the loan.

Federal Nurse Training Grants
The College of Nursing applies annually for a limited number of traineeships for graduate students. These funds are granted to students enrolled for full-time study in a clinical major. Application forms may be obtained through the Office of Graduate Programs in the College of Nursing.
University Graduate Scholarships

A limited number of tuition scholarships may be awarded to students without graduate assistantship appointments who have unconditional admission status and are in good academic standing. Such scholarships may be awarded for up to nine hours of graduate credit hours per semester (6 hours in the summer semester). Students receiving tuition scholarships are bound by the same rules as graduate assistants with respect to course withdrawal, contingency of the award on satisfactory performance toward the graduate degree, general eligibility, and special department requirements. The departmental faculty select the proposed awardees from qualified applicants. An appointment letter, similar to a graduate assistantship letter but without assigned duties, is prepared by the department chair and sent through the college dean to the graduate dean for approval at least one month prior to the start of the semester in which the scholarship is proposed. After approval, a copy is furnished to the student. The Graduate Dean will make final decisions on awards.

Graduate Teaching Assistantships

Graduate assistantships are offered to encourage graduate work, to promote teaching, and to promote research. Graduate assistants have as their primary goal a graduate degree, and the assistantship is part of their graduate education. Any student qualified for admission to the School of Graduate Studies is eligible to apply for a graduate assistantship. Assistantships usually require 20 hours per week service to the College but may be appointed more or less than half-time in exceptional cases. Without special permission of the student’s department and the Graduate Dean, a graduate assistant may not hold other full time employment during any semester in which this assistantship is in effect. The graduate assistant must be registered for a minimum of nine semester hours and not more than ten during any semester in which an appointment is held. Further information may be obtained from the School of Graduate Studies. All students assigned as assistants must attend a mandatory University GTA workshop and must also attend GTA meetings with the Associate Dean. Tuition and fees are paid for a GTA who holds one-half time (20 hours per week) appointment and is registered for nine to ten semester hours.
POLICIES AND PROCEDURES

All University in Alabama in Huntsville academic policies are fully explained in the *Graduate Catalog*, the *Student Handbook*, and the *Graduate Student Handbook*. This section contains information on policies and procedures which apply only to students enrolled in the College of Nursing.

**General Policies**

**Enrollment Requirements**
Documentation of professional liability insurance must be provided to the College of Nursing Office of Graduate Programs prior to enrollment in a nursing class. Professional liability insurance must be maintained throughout the program and in accordance with the laws of the state in which the student is practicing.

Documentation of cardiopulmonary resuscitation (CPR) training must be provided to the College of Nursing Office of Graduate Programs prior to enrolling in a nursing class. CPR certification must be maintained throughout the program. Students entering the adult clinical nurse specialist, clinical nurse leader, or acute care nurse practitioner tracks must obtain and maintain Advanced Cardiac Life Support certification (ACLS) prior to enrolling in a clinical nursing class. Students must have proof of health insurance, recent physical exam, and current TB testing.

Students are required to undergo drug testing and criminal background check prior to enrollment in nursing courses and for cause at other points. Information and procedures are provided upon admission and prior to each academic year. If the College deems the drug testing and or background check information to be unsatisfactory, acceptance or enrollment into the College may be denied or an offer of acceptance rescinded. If a student's acceptance or enrollment is denied or rescinded based on the information obtained from a criminal background check report, the student will be advised of the name and address of the consumer reporting agency that furnished the report, and of the right to dispute the accuracy and completeness of any information contained in the report by contacting the consumer reporting agency directly. If the College decides, based upon the individual's written description, explanation and documentation about information obtained in the criminal background check, that the results of the check are deemed to be satisfactory, the individual shall be informed that the College's positive decision is not a guarantee that every clinical facility will permit the student to participate in educational clinical experiences at that facility or that any state will accept the individual as a candidate for registration, permit or licensure. Convictions or pleas of guilty of, pleas of nolo contendere (no contest) to, any criminal charges, or any pending criminal charges are ground for dismissal from the College of Nursing. Any crimes involving violence against the person including but not limited to murder, manslaughter, use of deadly force, assault and battery (other than simple), sex crimes, abuse of children or the elderly, abduction, or robbery at any time prohibit a student from admission or progression in the Nursing Program. The Associate Dean will inform any disqualified student, and the student will not be allowed to continue in any Nursing Program. Students may also be required to have criminal background checks prior to attending selected clinical agencies.
Documentation of current license to practice as a registered nurse must be provided to the College of Nursing Office of Graduate Programs prior to enrollment in a nursing class. Registered nurse students must submit proof of an unencumbered current license. If a student is permitted to meet course clinical requirements in a state other than Alabama, the student must be licensed in that state. Registered nurse students will not be allowed to continue in the program if any nursing license is placed on probation, suspended, or revoked. Licensure must be maintained throughout the program.

Essential functions define selected attributes and behaviors necessary for students to demonstrate in order to successfully complete their education and subsequently enter nursing practice. These essential functions are determined to be required for initial and continued enrollment in the College of Nursing. For a list of these functions go to [http://www.uah.edu/nursing/degree-programs/dnp/dnp-essential](http://www.uah.edu/nursing/degree-programs/dnp/dnp-essential).

**Health Requirements**
Each student is required to have a health examination by a physician or a certified nurse practitioner. Reports of the results of this examination must be submitted on forms provided by the College of Nursing and must be received by the College of Nursing Office of Graduate Programs by published deadlines. Individual clinical agencies may require additional documentation for specific health requirements which must be met by students;

Each student must be immunized for Hepatitis B. For initial enrollment, certification that the series of injections has begun or results of a recent titer must be received by the College of Nursing Office of Graduate Programs by published deadlines. Documentation of the completed series is required for continued enrollment and must be received by the College by published deadlines. Immunizations and titers are at the expense of the student;

Each student is required to be immunized against measles, mumps, rubella, rubeola, and varicella. Documentation of current immunization, physician's statement, or copy of recent titer results must be received by the College of Nursing Office of Graduate Programs by the published deadlines. Immunizations and titers are at the expense of the student;

Each student is required to have a 2-step PPD (Tuberculosis/TB) skin test less than one year old by published deadlines. Evidence of the annual testing or results of a recent chest x-ray are required. Testing expenses are the responsibility of the student. Documentation of the test results must be received by the College of Nursing Office of Graduate Programs by published deadlines;

Documentation of current health insurance must be received by the College of Nursing Office of Graduate Programs by published deadlines. Hospitals and health agencies provide emergency treatment to students for injury or illness occurring in the course of program requirements in their agencies. Such treatment will be at the expense of the student. Students are required to maintain health insurance throughout the program.

**Canvas**
The Joint DNP program at the University of Alabama in Huntsville is an online program with two required on-campus intensives. Canvas is the official online course management system for
the University, and it houses the courses in the DNP Program. Once enrolled, students will automatically be included on the online roster for DNP courses. After acceptance by UAH, Charger ID and password will be issued; these are used to log in Canvas.

Program Requirements/Course Assignments
Students are expected to fulfill program requirements as listed on the program of study and course assignments as listed on the syllabi. Requirements/assignments are due on the expected date unless the student makes prior arrangements with the faculty. Requirements/assignments turned in late may be penalized based upon the discretion of the faculty member. In addition, the faculty member has the option of not accepting the work. Faculty are supportive in assisting students in extenuating circumstances; however, students are expected to make prior arrangements with them or to notify them as quickly as possible in emergency situations. Students who accrue a significant number of missed or late requirements/assignments during any one term may jeopardize their grades. Therefore, regular access to Canvas is important.

Clinical Preceptor/Agency Selection and Contracts
University and Board of Nursing regulations require signed contracts with all agencies in which students have clinical experiences. Establishing and maintaining these contracts is the responsibility of faculty and administrators in the College. Students may not initiate the process. All arrangements for clinical experiences, including review of current contracts, are the responsibility of the faculty member responsible for the course in which the experience is to occur. Students are encouraged to consult with faculty as early as possible if there are special considerations regarding a clinical agency. Students will also have to meet any agency requirements.

Costs Incurred for Accidents or Injury
Students are responsible for costs incurred as a result of accidents or injuries in clinical or college laboratories. This may include follow-up testing and/or treatment. Students are not eligible for Workman’s Compensation Benefits from clinical agencies or the University.

Ethical Conduct
Students are expected to maintain ethical and exemplary professional behavior in all aspects of the teaching-learning process. Refer to the UAH Student Handbook for additional information.

Evaluation of Courses and Faculty by Students
Students are requested to evaluate courses, faculty, and preceptors at the end of each semester. This information is used in faculty evaluations, in revision of the courses and/or teaching methods, and in the choice of expert preceptors.

Evaluations of Student Progress
Students receive evaluations of progress toward attainment of course objectives at identified intervals throughout courses. The times and methods vary with the courses. Students are encouraged to consult with the grade-responsible faculty member any time they need validation of their progression in the course. Students receive summary evaluations at the completion of each clinical course.
Grades
The University grading system is described in the *UAH Graduate Catalog*. Grade point average (GPA) is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. At the completion of each semester a report of final grades is mailed to the address furnished by the student and is available online.

As stated in the *Graduate School Handbook*, students with cumulative grade point averages less than 3.0 at the end of each semester will have registration holds automatically placed on them for the next semester. These holds will be cleared by the Dean of the School of Graduate Studies only after approval of a written plan submitted by the student and approved by his/her advisor. This plan should clearly state the actions to be taken (including, if applicable, course repeats) to remedy the grade point average to 3.0 within a specified period of time. Failure to remedy the grade point average within the time period specified in the plan may lead to dismissal from the School of Graduate Studies, following the published policy in the *Graduate Catalog*.

In addition, DNP courses must be passed with a grade of “B” or higher. Any course grade of less than a “B” must be repeated. Multiple grades of less than a “B” may result in dismissal from the program. Any student who receives less than a “B” will be reviewed for progression by the DNP Admission and Progression Committee. This Committee will recommend either continuation in the program with repeat of the course or dismissal from the nursing program. Input from appropriate faculty will be obtained. The Committee will make recommendations to the Associate Dean.

Plagiarism
Plagiarism is defined as the use of any other person’s work (such work need not be copyrighted) and the unacknowledged incorporation of that work in one’s own work offered in fulfillment of academic requirements (*UAH Student Handbook*). Plagiarism and/or falsification of records are considered justification for failure in the course. UAH subscribes to Turnitin.com, an online collaborative learning tool for faculty and students, which supports members of the University academic community in their quest to uphold academic integrity. Turnitin.com allows the student or educator to upload a paper into the Turnitin.com database, where software will then use algorithms to create “digital fingerprints” that can identify similar patterns in text (“About Turnitin.com”). Turnitin.com creates an “originality report” that highlights any passages from the paper that might not be authentic, and lists web sites and other resources with content that matches that in the paper. To learn how to use Turnitin see http://lib.uah.edu/turnitin.

References
Students who need references from faculty members for employment or other purposes should receive permission of the faculty member prior to submitting their names. Prior to completing the program, students are requested to complete “Consent to Release Information Form.” This signed form is placed in the file and allows information to be submitted in response to reference requests received after the student has graduated.
Responsibility to Clinical Agencies
Students are responsible for complying with policies and procedures required by clinical agencies. Failure to meet any requirement may lead to exclusion from required clinical educational experiences and prevent completion of the program. Additionally, should a student cause damage to property during the course of clinical experiences, liability and cost of repair shall be the responsibility of the student.

Representation as Nursing Student
Students shall not represent themselves as nursing students or engage in patient/client care as nursing students except as part of an assigned, planned learning activity in a practice setting integral to the curriculum.

Style for Written Assignments
All papers must be typed unless otherwise specified by the faculty member. Guidelines for specific papers are given by the course instructor(s). All written work, including documentation of information sources, bibliographies and/or reference lists, submitted by students must follow the American Psychological Association Guidelines (APA), current edition. Refer to APA Guidelines in the library or purchase a copy of the Guidelines at the University Bookstore.

Academic Policies

Academic Advisement Procedure
DNP students are assigned a faculty advisor during the first semester through the Office of Associate Dean for Graduate Programs; the advisor serves until the student has selected a faculty chair for his or her Scholarly Practice Project. The faculty chair serves a dual role: academic advisor and mentor for the Scholarly Practice Project. Students are expected to consult with their assigned advisors prior to each registration and at other times as needed. Faculty advisors post office hours on their office doors. Times other than those posted may be scheduled on an individual basis.

Academic Misconduct Disciplinary Procedure
Academic Misconduct includes dishonesty in any academic work within the College of Nursing. Academic misconduct is defined in the current UAH Student Handbook and is resolved according to the procedure outlined therein.

Academic Grievance Procedure
Should a grievance arise over an academic matter, a student has the right to pursue resolution of the issue through appropriate channels. Since most grievances are resolved at the level where the problem arose, the student is urged to initiate resolution at that level. Appeals are always submitted in written form. The student shall proceed through the following channels until such time as the grievance is resolved, or the student chooses to terminate the process:

1. The faculty member immediately involved
2. Course Manager
3. Associate Dean for Graduate Programs, College of Nursing
4. Dean, College of Nursing
5. Provost and Executive Vice President for Academic Affairs

When a grievance relates to a final course grade, the student must institute the appeal process within four weeks after the end of the semester in which the grade was received. (Refer to the UAH Student Handbook, Chapter 6.11)

Course Policies

Withdrawals
Through the tenth week of the fall or spring semester, a student may withdraw from any course. It is the student’s responsibility to understand the withdrawal policies and follow UAH deadlines. Any student failing to follow the established procedure for withdrawal will continue to be enrolled in the class and may receive a failing grade. Students need to be aware that many potential employers, as well as graduate and professional schools, view an excessive number of W’s on a transcript as a flag that the student cannot be counted on to complete demanding projects. Advisors should be informed of this fact and students should be encouraged to discuss with their advisors any plans to withdraw from a course, especially after the first two weeks of the semester. For more information, see the UAH Student Handbook.

Recording of Withdrawals
If the withdrawal process is completed during the first two weeks, the withdrawing student’s name does not appear on the final rolls of the class from which the student withdrew, and that course does not appear on the student’s permanent record. If the withdrawal process is completed after the first two weeks, then the withdrawing student’s name will be on the final rolls of the class from which the student withdrew, and that course will be recorded on the student’s permanent record with a final grade of W. It is the responsibility of the Office of Student Records to inform each instructor in a timely manner (and in writing) when a student appearing on the instructor’s final class roll withdraws from that course. The University does not use grades of W to compute grade point averages. If a student fails to withdraw officially then “F” is recorded for the course.

Approvals Required
The University does not require that the student justify any course withdrawal completed before the end of the tenth week. After the tenth week, the student must give evidence of extenuating circumstances to justify withdrawal from a course. Avoidance of an undesirable grade does not justify withdrawal. It is the duty of the dean of the college in which the student is enrolled to verify that the circumstances justify withdrawal from a course. In addition, students participating in certain programs must secure approval or give adequate notification to the appropriate officers of these programs. It is the joint duty of these programs and the Office of Student Records to ensure that students participating in these programs are aware of any such requirements.
# JOINT DNP PROGRAM CURRICULUM

The Doctor of Nursing Practice (DNP) is a joint program offered by the University of Alabama in Huntsville College of Nursing (UAHCON), the University of Alabama at Birmingham School of Nursing (UABSON), and the University of Alabama Capstone College of Nursing (UACCN). The purposes of the Joint DNP program are to prepare graduates at the highest level of nursing practice to provide complex hospital and community-based care for patients and families; redesign and evaluate nursing and health care systems; and address dire shortages of clinical nursing faculty to mentor and educate new nurses. Students may elect to take courses under the full-time option or the part-time option as listed below:

## Program of Study Full-time Option

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Pre-reqs</th>
<th>Pre- or Co-reqs</th>
<th>Credit Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 700</td>
<td>Clinical Data Management and Analysis</td>
<td>Admission to DNP Program</td>
<td>NUR 701</td>
<td>3</td>
<td>Fall 1</td>
</tr>
<tr>
<td>NUR 701</td>
<td>Writing for Publication</td>
<td>Admission to DNP Program</td>
<td>NUR 700</td>
<td>3</td>
<td>Fall 1</td>
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<tr>
<td>NUR 737</td>
<td>Interdisciplinary Leadership and Role Development for Practice Excellence</td>
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<td>NUR 700</td>
<td>3</td>
<td>Fall 1</td>
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<tr>
<td>NUR 731</td>
<td>Philosophical, Theoretical, and Conceptual Foundations for Advanced Practice Nursing</td>
<td>NUR 701</td>
<td>3</td>
<td>Spring 1</td>
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<tr>
<td>NUR 729</td>
<td>Evidence-Based Practice Design and Translation</td>
<td>NUR 700</td>
<td></td>
<td>3</td>
<td>Spring 1</td>
</tr>
<tr>
<td>NUR 740</td>
<td>Health Policy and Politics: Implications in Health Care</td>
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<td></td>
<td>3</td>
<td>Spring 1</td>
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<td>NUR 735</td>
<td>Population Health in Advanced Practice Nursing</td>
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<td>NUR 743</td>
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<td>NUR 731 NUR 729</td>
<td></td>
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<td>Summer 1</td>
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<tr>
<td>NUR 733</td>
<td>Informatics for Advanced Practice Nursing</td>
<td>NUR 729</td>
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<td>NUR 742</td>
<td>Program Evaluation Methods</td>
<td>NUR 700 NUR 743</td>
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<td>NUR 738</td>
<td>Scholarly Seminar</td>
<td>NUR 729 NUR 743</td>
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<td>NUR 739</td>
<td>Scholarly Practice Project</td>
<td>NUR 738</td>
<td></td>
<td>7</td>
<td>Spring 2</td>
</tr>
</tbody>
</table>

**Total Credits**: 40

Students who are required to take 12 hours per semester to meet financial aid requirements may take electives. Students should talk to their advisors about electives and see the Attachments at the end of this document for guidance on independent studies.
## Program of Study Part-time Option

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Pre-reqs</th>
<th>Pre- or Co-reqs</th>
<th>Credit Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 700</td>
<td>Clinical Data Management and Analysis</td>
<td>Admission to DNP Program</td>
<td>NUR 701</td>
<td>3</td>
<td>Fall 1</td>
</tr>
<tr>
<td>NUR 701</td>
<td>Writing for Publication</td>
<td>Admission to DNP Program</td>
<td>NUR 700</td>
<td>3</td>
<td>Fall 1</td>
</tr>
<tr>
<td>NUR 731</td>
<td>Philosophical, Theoretical, and Conceptual Foundations for Advanced Practice Nursing</td>
<td>NUR 701</td>
<td>NUR 729</td>
<td>3</td>
<td>Spring 1</td>
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<tr>
<td>NUR729</td>
<td>Evidence-Based Practice Design and Translation</td>
<td>NUR 700</td>
<td>NUR 731</td>
<td>3</td>
<td>Spring 1</td>
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<tr>
<td>NUR 735</td>
<td>Population Health in Advanced Practice Nursing</td>
<td></td>
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<td>3</td>
<td>Summer 1</td>
</tr>
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<td>NUR 743</td>
<td>Evidence-Based Practice Strategies</td>
<td>NUR 731</td>
<td>NUR 729</td>
<td>3</td>
<td>Summer 1</td>
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<td>NUR 733</td>
<td>Informatics for Advanced Practice Nursing</td>
<td>NUR 729</td>
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<tr>
<td>NUR 737</td>
<td>Interdisciplinary Leadership and Role Development for Practice Excellence</td>
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<tr>
<td>NUR 740</td>
<td>Health Policy and Politics: Implications in Health Care</td>
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<td>Spring 2</td>
</tr>
<tr>
<td>NUR 742</td>
<td>Program Evaluation Methods</td>
<td>NUR 700</td>
<td>NUR 729</td>
<td>3</td>
<td>Spring 2</td>
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<td>NUR 743</td>
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<td>NUR 738</td>
<td>Scholarly Seminar</td>
<td>NUR 729</td>
<td>NUR 743</td>
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<td>Summer 2</td>
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<td>NUR 742</td>
<td></td>
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<td>NUR 739</td>
<td>Scholarly Practice Project</td>
<td>NUR 738</td>
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<td>NUR 739</td>
<td>Scholarly Practice Project</td>
<td>NUR 738</td>
<td></td>
<td>3</td>
<td>Spring 3</td>
</tr>
</tbody>
</table>

**Total Credits** 40

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**Joint DNP Orientation**

Orientation is a required on-campus experience for all newly admitted DNP students. Typically held a few days before the semester begins, orientation provides students with an opportunity to meet their classmates, professors and staff members. These early connections are critical for online learners. Students learn skills that will help them be efficient in searching libraries, archiving published articles and reports, and formatting papers correctly. Practice with other software required by the Joint DNP program is also a feature of orientation. Finally, the faculty
who teach classes for the first semester discuss the goals and objectives for their classes, and they describe the assignments in each class. Information typically discussed in orientation is listed below:

1. Pictures and collection of required documents
2. Welcome and national perspective of DNP Degree
3. Introduction of faculty and students
4. Overview of electronic resources
   - Registration
   - CAPP
   - Email
   - Learning Management System
   - Calendars
   - Bookstore
   - SPSS
   - Typhon
   - Online libraries at UAB, UAH, and UA
   - EndNote
5. Overview Program of Study and
6. Overview of Scholarly Practice Project
7. Overview of Clinical Hours
8. Overview of DNP courses for the first semester of enrollment
9. Nurse Faculty Loan Program (open for students who want to teach full-time as faculty)

**Joint DNP Intensive**

The Joint DNP Intensive is the highlight of the academic year for DNP students and faculty. The Intensive is scheduled for spring semester each year and rotates among the campuses of the Joint DNP Program: UA, UAB, and UAH. However, one day of the Intensive is held at students’ home campuses. Attendance at the DNP Intensive is required at least once during enrollment in the DNP program. Most students find the Intensive to be so meaningful that they attend each year! The UAH College of Nursing provides information to students about the dates, locations, agendas, and lodging.

A typical schedule for an Intensive is shown below:

<table>
<thead>
<tr>
<th>Location</th>
<th>Activity</th>
<th>Start and End Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host campus</td>
<td>Reception</td>
<td>5:00 pm to 7:00 pm</td>
</tr>
<tr>
<td>Host campus</td>
<td>Podium and Poster Presentations</td>
<td>9:00 am to 4:00 pm</td>
</tr>
<tr>
<td>Home campus</td>
<td>Course meetings with faculty</td>
<td>9:00 am to 4:00 pm</td>
</tr>
<tr>
<td></td>
<td>Scholarly Practice Project advisement</td>
<td></td>
</tr>
</tbody>
</table>
Student Advisement and Selection of a Faculty Chair and Committee for the DNP Scholarly Practice Project

The Associate Dean for Graduate Programs assigns a faculty advisor to newly enrolled DNP students (typically the advisor is the UAH DNP Coordinator). The faculty advisor provides academic guidance to students, including suggestions about possible faculty chairs for the Scholarly Practice Project Committee. The chair must 1) be a full time UAH CON faculty member, 2) be a member of the graduate faculty, and 3) be an appropriate match for the designated Scholarly Practice Project.

UAHCON faculty can also be active in the process of helping students find appropriate faculty chairs by attending orientation and the Joint DNP Intensive, sending messages to students in the Learning Management System, sending e-mail to students via UAH email, hosting webinars about their research interests and inviting DNP students to attend, or posting Panopto recordings about their research and work with other DNP students in the Learning Management System.

Students can talk with faculty members at the UAHCON at any point in their enrollment by sending e-mails or calling for appointments with faculty members to discuss their possible topics and explore the faculty-student match. Selection of a faculty chair for the Scholarly Practice Project occurs no later than a student’s enrollment in NUR 738.

Once a faculty member agrees to become the Scholarly Practice Project Committees Chair, the faculty chair submits Form A to the Associate Dean for Graduate Programs. The student is then re-assigned to the new faculty chair as the academic advisor. The faculty chair advises the student on classes and guides the student to develop an appropriate topic and approach to the Scholarly Practice Project. The faculty chair and student follow the Scholarly Practice Project Checklist (found in the Attachments at the end of this document), Guidelines for the Scholarly Practice Project and Clinical Hours Guidelines (see below).

Scholarly Practice Project Committee

Scholarly Practice Project Committee is composed of a minimum of three members: (1) faculty chair, (2) UAH CON faculty member who is also a member of the UAH Graduate Faculty, and (3) a clinical mentor who must be appointed as an adjunct faculty by the School of Graduate Studies. The faculty chair submits Form B to the Associate Dean of Graduate Programs for approval of the composition of the Scholarly Practice Project Committee. The committee will supervise the student’s Scholarly Practice Project as described in the Scholarly Practice Project Checklist (found in the Attachments at the end of this document), Guidelines for the Scholarly Practice Project and Clinical Hours Guidelines (see below).

Scholarly Practice Project Guidelines

The Doctor of Nursing Practice (DNP) is distinguished by the completion of a Scholarly Practice Project that demonstrates synthesis of the student’s coursework and lays the groundwork for
future scholarship. Because the DNP is focused on mastery of advanced practice in a specialty area, the Scholarly Practice Project should demonstrate the achievement of that mastery. The practice doctorate focuses heavily on practice that is innovative and evidence-based, reflecting the application of credible research findings, through an integrative practice experience. The criteria for the Scholarly Practice Project should reflect the Essentials of DNP education as outlined in the 2006 AACN document and listed below:

1. Scientific Underpinnings for Practice
2. Organizational and Systems Leadership for Quality Improvement and Systems Thinking
3. Clinical Scholarship and Advanced Analytics
4. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
5. Health Care Policy for Advocacy in Health Care
6. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
7. Clinical Prevention and Population Health for Improving the Nation’s Health
8. Advanced Nursing Practice

The Essentials should be reflected in and define the scope of the Scholarly Practice Project. Broadly, DNP education prepares individuals for advanced practice leadership with interdisciplinary, information systems, quality improvement, and patient safety expertise.

Characteristics of Scholarly Practice Projects

The Scholarly Practice Project documents the outcomes of the student’s doctoral education experience, providing a measurable medium for evaluating the mastery of and growth in knowledge and clinical expertise. As noted above, the Scholarly Practice Project should represent a synthesis of all classroom and clinical learning experiences that together demonstrates the student’s achievement of program competencies. Thus the Scholarly Practice Project should reflect those outcomes that the DNP program prepares them to meet.

Types of Scholarly Practice Projects

Scholarly Practice Projects are related to advanced practice in the nursing specialty and are designed to benefit a group, population, or community rather than an individual patient. Projects evolve from an identifiable practice problem and are done in partnership with another entity, e.g., clinical agency, health department, government agency, community group.

Types of Scholarly Practice Projects* that are acceptable include but not limited to:

- Practice change initiatives
- Program evaluation
- Quality improvement initiatives (care processes, patient outcomes)
- Implementation and evaluation of evidence-based practice guidelines
- Health care policy analysis; develop, implement, evaluate or revise policy
- The design and use of databases to retrieve information for decision-making, planning and evaluation
- The design and evaluation of new models of care/practice models
- Designing and evaluating health care programs
- System change project
• Financial/cost analyses to compare care models and potential cost savings
• Implementation and evaluation of innovative uses of technology to enhance/evaluate care
• Collaboration on evidence-based legislative change
• The design, implementation, and evaluation of new evidence-based interventions
• *Projects are selected and evolve through student collaboration with clinical and faculty mentors.

To give you some ideas of Scholarly Practice Projects, a few topics are listed below. The list of topics is by no means exhaustive, but illustrates the various ways in which projects can reflect the DNP essentials in various clinical problems, settings and groups/populations.

Translate Research into Practice Application
• Quality improvement (care processes, patient outcomes)
• Implement and evaluate evidence-based practice guidelines
• Design and use databases to retrieve information for decision-making, planning and evaluation
• Conduct financial analyses to compare care models and potential cost-savings
• Implement and evaluate innovative uses of technology to enhance/evaluate care
• Design and evaluate new models of care
• Design and evaluate evidence-based programs

Evaluate Interventions, Innovations in Care Techniques
• Obtain baseline data, design an evidence-based intervention and plan, implement and evaluate
• Capture data on common problems and effectiveness of treatments with recommendations for change
• Evaluate management of the care of a specific group of patients (e.g., protocols, medications, metabolic monitoring, etc.)
• Evaluate peer led support groups and their impact
• Evaluate pain control methods in palliative care
• Promote patient safety by reducing errors in medications
• Evaluate home care comparing satisfaction with physician and NP care

Health Promotion and Community Health
• Compare strategies for health promotion/disease prevention with various populations/groups (community, schools, churches, etc.)
• Identify trends in patient visits, outreach programs
• Launch collaborative new health promotion program in vulnerable community population and evaluate it
• Develop and evaluate monitoring tools or screening programs
• Evaluate screening protocols
• Evaluate programs (care, training volunteers, education)
• Evaluate community responses to disasters
• Develop and evaluate the impact of self-care models
• Develop and test transition protocols to promote continuity of care across settings
• Evaluate high risk patients and develop approaches for risk reduction (e.g., child and elder abuse) for policy or care improvement
Policy-Related Projects

- Implement new policy collaboratively by designing and evaluating HPV vaccination program for 6th grade girls to prevent cervical cancer (partnering with School, Health Department)
- Evaluate or compare nursing home policies for treating chronic pain
- Evaluate students at risk (school dropouts, depressed, substance users, pregnant) and recommend policy change, programs
- Evaluate employer policies regarding health and potential cost savings of new policies
- Evaluate the effect of evidence-based policy in NICU
- Evaluate inconsistencies in scope of practice issues and use evidence-based knowledge to recommend changes

Integration of Technology in Care and Informatics Related Projects

- Create a database for monitoring childhood injuries in urgent care and evaluate its impact
- Use technology to improve care (e.g., telehealth consultation, interactive “home” visits, etc.) and evaluate results
- Evaluate technology’s impact on care (information transfer to point of care, etc.)
- Establish protocols that integrate use of technology in patient assessment in urgent care and evaluate their impact.

Quality and Patient Safety Projects

The Scholarly Practice Project may contain the following elements:

1. Identification of the problem
   - Analyze the nature of the problem or issue that will be the focus of the project
   - Describe the environment (organization, political, cultural, and/or economic) in which the proposed project will take place
   - Describe the patient (community, population, or organization system) safety issues related to the proposed project

2. Review of evidence
   - Present an analysis of the evidence-based literature related to the proposed project
   - Describe a conceptual framework that guide the project.

3. Implementation
   - Describe the innovative actions (project plan) to ameliorate the identified problem or enhance the quality and safety of patient care delivery

4. Evaluation
   - Evaluate the efficacy of outcomes and cost of the intervention

5. Application to practice
   - Propose a plan, based on evidence of the project and evaluation to sustain the outcomes at a patient care, organizational, or policy level
   - Describe barriers encountered at any phase of the project and the strategies for overcoming them (or not)
Note: All forms may be found in the Attachments section at the end of this document.

**Student Responsibilities**

1. The student will make a request to a faculty to be their advisor/committee chair making sure they match in area of clinical focus. *Form A* will be filled out and signed by both student and advisor and submitted to the Associate Dean of Graduate Programs for approval.

2. The student will work with the faculty advisor to select two more members to complete the Scholarly Practice Project Committee. *Form B* will be filled out by the advisor and submitted to the Associate Dean of Graduate Programs for approval.

3. The student will consult with their advisor to ascertain if the clinical mentor has adjunct status. If not, see Advisor Responsibilities *Form C*.

4. The student will consult with his or her advisor to ascertain if the College has a clinical experience agreement with the agency where the student plans to complete the project. If there is no agreement, see Advisor Responsibilities *Form D*.

5. The student will confer with the faculty advisor periodically about coursework and progress in refining the Scholarly Practice Project concept.

6. The student will develop a proposal during NUR 738, Scholarly Practice Project Development Seminar, to meet project guidelines and course requirements.

7. The student will complete clinical hours associated with NUR 738 and document the hours in Typhon.

8. The student works with the faculty advisor to set a timeline for all milestones in the Scholarly Practice Project development.

9. The student gives all committee members at least 2 weeks for review and feedback on documents associated with Scholarly Practice Project.

10. The student will work with the faculty advisor to set a qualifying exam date. The faculty advisor will submit *Form E*, Notification of Oral Defense, to School of Graduate Studies 2 weeks before qualifying exam date.

11. The student will prepare and submit, with the approval of the faculty advisor, a request for IRB approval of the project and any approvals required by the agency where the project is conducted if necessary. The student will complete clinical hours to implement and evaluate the Scholarly Practice Project. The student will document hours in Typhon.

12. The student will work with the faculty advisor to set a final defense date (all University deadlines must be followed). The faculty advisor will submit *Form E*, Notification of Oral Defense (final defense of Scholarly Practice Project), to School of Graduate Studies 2 weeks before exam date.

13. The student will submit the outcomes of the Scholarly Project in the form agreed upon by the student’s committee along with documentation of plans for publication, i.e., name of journal selected, cover letter, and abstract.

14. A total of 540 clinical hours are required for the Scholarly Practice Project. These hours are documented in Typhon for hours completed NUR 738 and each semester that a student has taken NUR 739.
Faculty Advisor Responsibilities

1. The faculty advisor will agree to chair the student’s Scholarly Practice Project Committee making sure their areas of clinical interest match. Fill out and submit Form A to Associate Dean for Graduate Programs.

2. The faculty advisor will work with the student to select two more members to complete the Scholarly Practice Project Committee. Fill out and submit Form B to Associate Dean for Graduate Programs.

3. The faculty advisor will ascertain if the clinical mentor has adjunct status. If not, fill out and submit Form C (Adjunct Faculty Nomination) and get a CV from the clinical mentor. The faculty advisor submits Form C and the CV to the appropriate committee in the College of Nursing. The faculty advisor will verify that adjunct status has been granted to the clinical mentor by the School of Graduate Studies.

4. The faculty advisor will ascertain if there is a clinical experience agreement with the agency. If not, fill out and submit Form D Request for Clinical Experience Agreement to the Nursing Accreditation and Regulation Coordinator.

5. The faculty advisor will confer with the student periodically about coursework and progress in refining the Scholarly Practice Project concept.

6. The faculty advisor will assist the student in developing the products that are required for the successful completion of the scholarly proposal.

7. The faculty advisor along with the Scholarly Practice Project Committee will review the proposal and submit Form E, Notification of Oral Defense (DNP qualifying exam), to the Associate Dean of Graduate Programs in the College of Nursing and to School of Graduate Studies 2 weeks before exam date.

8. After the qualifying exam, the faculty advisor obtains signatures from the committee on Form F, Report of Oral Exam, and forwards the form to the Associate Dean of Graduate Programs in the College of Nursing and to School of Graduate Studies.

9. The faculty advisor will assist the student in preparing and submitting a request for IRB approval of the project and any necessary approvals required by the agency where the project is conducted.

10. The faculty advisor along with the student and committee sets a final defense date. All University deadlines must be followed. The faculty advisor submits Form E, Notification of Oral Defense (final defense of Scholarly Practice Project), to the Associate Dean of Graduate Programs in the College of Nursing and to the School of Graduate Studies 2 weeks before exam date.

11. After the final presentation of the Scholarly Practice Project, the faculty advisor obtains signatures from the committee on Form F, Report of Oral Exam, and forwards the form to the Associate Dean of Graduate Programs in the College of Nursing and to School of Graduate Studies.

12. The faculty advisor will request from the student the outcomes of the Scholarly Practice Project in the form agreed upon by the Committee along with documentation of plans for publication, i.e., name of journal selected, cover letter, and abstract.

13. The faculty advisor requests a report of clinical hours (Form G or reviews Typhon) associated with the Scholarly Practice Project. A total of 540 hours are required for the Scholarly Practice Project (clinical hours are only logged in NUR 738 and 739).
Committee Member Responsibilities
1. The graduate faculty member will agree to serve on the student’s Scholarly Practice Project Committee.
2. The graduate faculty member will sign all forms and return to the Chair or the Office of the Associate Dean.
3. The graduate faculty member will meet periodically (when Committee meetings are called) with the student to provide guidance for the development and implementation of the student’s Scholarly Practice Proposal and Project.
4. The graduate faculty member will work with the Scholarly Practice Project Committee to resolve any difficulties of the project.
5. The graduate faculty member will work with the Scholarly Practice Project Committee to evaluate the student’s Scholarly Practice Project. The graduate faculty member must attend the qualifying and final examinations of the Scholarly Practice Project and provides required signatures.

Clinical Mentor Responsibilities
1. The clinical mentor will agree to serve on the student’s Scholarly Practice Project Committee.
2. The clinical mentor will provide the student and chair with a current resume or curriculum vitae.
3. The clinical mentor will meet periodically with the student to provide guidance for the development of the student’s Scholarly Practice Project Proposal.
4. The clinical mentor will facilitate the student’s entry into the agency by providing pertinent information for the Clinical Experience Agreement. The clinical mentor will apprise the student of any special agency requirements.
5. The clinical mentor will meet periodically with the student to provide guidance during the implementation phase of the Scholarly Practice Project.
6. The clinical mentor will work with the Scholarly Practice Project Committee to resolve any difficulties of the project.
7. The clinical mentor works with the Scholarly Practice Project Committee to evaluate the student’s Scholarly Practice Project.
8. The clinical mentor signs \textit{Forms F and G} and the front pages of the Scholarly Practice Project.
9. The clinical mentor will attend all examinations either in person or by telephone.

Note: Clinical mentors must be granted adjunct faculty status through the College and the School of Graduate Studies prior to serving on a Scholarly Practice Project Committee.

Adjunct Faculty Nomination and Procedures
Adjunct faculty are those persons, who, on a continuing basis, contribute significantly to student learning in the classroom and/or clinical setting. This appointment is non-tenure earning and non-salaried. Criteria for adjunct faculty include a minimum of master’s degree preparation and at least annual participation in student learning. Appointment to rank is commensurate with educational and experiential background. Appointments may be one to three years. Following an initial assessment of qualifications and potential contributions, adjunct faculty status will be
reviewed at the end of the first year of service. Benefits of being an adjunct faculty include University library privileges, access to the College Learning Resource Center, and listed in the University catalog. The process to nominating a person to adjunct faculty status includes:

1. The recommending faculty completes Adjunct Faculty Recommendation Form C based on personal knowledge and resume/curriculum vitae and forwards to Career Progression Committee.
2. The Career Progression Committee reviews the recommendation and recommends rank, length of appointment, and forwards recommendation to the Dean.
3. The Dean reviews the nomination, signs, and forwards recommendation to the Office of Graduate Studies.
4. The Dean of Graduate Studies signs approval and returns to the College of Nursing.
5. The Dean sends a letter of appointment to the nominee.
6. Appointment is finalized upon receipt of written acceptance by nominee.

Clinical Hours Guidelines
The Joint Doctor of Nursing Practice (DNP) Program requires completion of a total of 1,000 clinical hours (post-bachelor’s), a minimum 540 of which must be completed during matriculation in the DNP Program (post-master’s). The clinical hours represent a clinical immersion that occurs in the planning, implementation, evaluation, and dissemination of the Scholarly Practice Project. Clinical hours may be logged for activities that occur in relation to two courses: 1) 120 clinical hours may be logged for activities in NUR 738; and 2) 420 clinical hours may be logged for activities in NUR 739. Faculty are responsible for evaluating the student in consultation with the clinical mentor using the Joint DNP Clinical Evaluation Form (found in the Attachments at the end of this document). Activities for which clinical hours may be accrued include the following:

NUR 738 (120 Clinical Hours)
- Visits to clinical sites for making arrangements for collaborations supportive of Scholarly Practice Project
- Attendance at key meetings with clinical partners/mentors
- Time spent at the clinical site to gain understanding of the clinical problem and the system to be addressed in the Scholarly Practice Project
- Participation in sanctioned clinical activities that will support the Scholarly Practice Project
- Writing of the Scholarly Practice Project Proposal
- Writing and submitting the IRB proposal for approval
- Attendance at conferences/programs/workshops/seminars that will directly contribute to the student’s development, implementation, and/or evaluation of the Scholarly Practice Project Proposal (Faculty approval must be obtained prior to attendance at event)
- Development of Posters/Poster Presentations

NUR 739 (420 Clinical Hours)
- Project implementation
- Data collection
- Data entry
- Data “cleansing”
Data base development
Data analysis
Presentations of project findings/outcomes to clinical site personnel
Writing of Manuscript reporting findings
Attendance at conferences/programs/workshops/seminars that will directly contribute to the student’s development, implementation, and/or evaluation of the Scholarly Practice Project Proposal (Faculty approval must be obtained prior to attendance at event)
Time spent at the clinical site for various activities related to the project
Development of poster/presentations of project/outcomes
Presentation of project at conferences, intensives

Typhon
The Joint DNP Programs uses the NSST Typhon Student Tracking System for documentation of clinical hours and for an e-portfolio. There is a $50 one-time fee. Students record all clinical time, activities, and notes in this system. Students will also use Typhon to develop an e-portfolio using templates approved by the Joint DNP Program. Students receive an email that provides them with a user name and temporary password to log on, information about making the purchase, and instructions about accessing the Typhon system.

Students need to watch the following video to understand what is required when using this Typhon system.

http://nursing.ua.edu/downloads/Typhon%20NSST%20Student%20Use%20Information.mp4

Below are the steps:
1. Sign on with the link provided in a separate email
2. Purchase the Typhon system ($50 one-time fee)
3. Go to “Modify Account Information” and enter information listed in that section. Agree to the End-User License Agreement. Click to “Save Data”
4. Click in the upper right hand corner to “Go to Main Menu“
5. Click to “Setup Default Choices” and enter this information. *Note, students can make changes to this later if the information changes, but the default information under “Required Defaults” must be set up first. Click to “Save Data”
6. Click in the upper right hand corner to “Go to Main Menu”
7. Click to “Change Password”. Choose a new password and then “Save Data”
8. Click in the upper right hand corner to “Go to Main Menu“
9. Click on “Program Documents/Templates.” Review which documents are appropriate and download those. These will be either the “Doctoral or Masters Essentials”, either the “DNP or MSN Program Objectives” the clinical course objectives, for each clinical course for the current semesters. *Note others documents may be added later so check back when working on the portfolio for submission. Everyone will need to download and save the “QSEN” competencies.
10. Click in the upper right hand corner to “Go to Main Menu“
11. Look under “Help” and click “Video Tutorials”. Watch Part 2, “Creating your online portfolio.” This video will show how to upload documents, video’s, pictures, and insert links into the portfolio. The video is required, and it’s 24 minutes long.
12. Click in the upper right hand corner to “Go to Main Menu“
13. When enrolled in NUR 738 and NUR 739, begin recording clinical time. Students will look under “My Time Logs” on the left hand side. Click to “Add a Daily Time Log” and complete the information and click “Continue”. At the top under “Total Shift Time” enter the total number of hours worked that day. Then categorize how much time was spent doing which activities. Do not enter ANY time into patient encounter area because DNP students are not counting direct patient care toward clinical hours. For example, DNP clinical hours may be any of the items listed on the page such as “Review of the Literature, Consultation with Preceptor, etc”…. but divide up the time recorded under “Total Shift Time” and put how much time was spent doing each item listed below it. Then click either “DNP” Clinical. Use the black box with the word “Notes” over it. This is where DETAILED and SPECIFIC information about what the activities for that day should be entered. This detailed information may include important findings in the literature, decisions made, findings, or identification of sections that were drafted or edited in the Scholarly Practice Project. It does need to be specific and detailed, so the faculty advisor and clinical mentor will have enough detail about the time recorded as clinical hours for that day. Clinical mentors will be asked to confirm the hours recorded as known to them and validate the experiences. Then click to “SAVE DATA.”

14. Click in the upper right hand corner to “Go to Main Menu“

15. With permission from the faculty advisor, students can attend a conference that specifically helps with the Scholarly Practice Project (DNP program). Students need to click on “My Conference Logs” and enter that information. Remember to save data. The hours should also be reflected in the time log.

16. Click in the upper right hand corner to “Go to Main Menu“

17. Click on “My Portfolio”. Click the box that states “Activate my public portfolio located at…” Students may enter a password, which is separate password that people outside the Typhon system would need to access the portfolio. The first section of the e-portfolio is preset and named “Home Page”. This is where the CV or Resume is inserted. It has a link to advanced practice and other certifications. The Boxes below are blank. Page 2 contains The Essentials of Doctoral Education for Advanced Nursing Practice (current edition). Students will need to complete the downloaded template and provide evidence of accomplishment of each essential. Page 3 contains the “Joint DNP Program Objectives. Students will need to complete the downloaded template and provide evidence of accomplishment of each program objective. Page 4 contains the “QSEN Competencies.” Page 5 contains the “Course Objectives.” There are templates for all these items that must be downloaded and completed from “Program Documents/Templates” in Typhon for each of these. DNP students will also upload documents including “Scholarly Practice Project,” “IRB Approval/IRB Closure,” or other documents and items as appropriate. *Remember to “Save Data” each time a page is completed in the portfolio.
GRADUATION INFORMATION

Graduation Requirements

Graduate nursing students must meet requirements for all The University of Alabama in Huntsville graduate students. In addition, requirements specific for the College of Nursing are addressed in the College of Nursing section of the *University of Alabama in Huntsville Graduate Catalog*.

Students must meet standards of professional conduct in the Code of Nursing and standards of student behavior in University handbooks. Throughout the program, students must meet health and other requirements identified in Graduate Admission and Enrollment requirements.

Registered nurse students and advanced practice nurses must maintain an unencumbered licenses in good standing in the state in which clinical experiences are completed throughout the program. They will not be eligible for continuance in the program if licensure is suspended or revoked. Students are required to notify the College of Nursing if there is a change in licensure status.

Any requests for exceptions to progression and graduation requirements must be addressed in writing to the College of Nursing Associate Dean for Graduate Programs.

Requirements for completion of the Joint DNP program are a minimum of 34 semester hours of graduate coursework and 1040 clinical hours (500 from MSN program and 540 from DNP program) if entered the program before fall 2014 and 40 semester hours of graduate coursework and 1040 clinical hours (500 from MSN program and 540 from DNP program) if entered the program fall 2014 or after.

Application for Graduation

Candidates for graduation must file an application with the Registrar at least three months prior to the time requirements are expected to be completed. Application forms may be found online through the University website at http://www.uah.edu/registrar/commencement/apply-to-graduate.

Commencement

University Commencement is conducted at the end of the fall and spring semesters. Caps and gowns are available through the University Bookstore. For more information go to http://www.uah.edu/registrar/commencement/
Joint DNP Program

Attachments
NURSE FACULTY LOAN PROGRAM (NFLP) LOAN APPLICATION  
(To be completed by the Borrower)  

This form must be completed in its entirety and returned to the UAH College of Nursing before an NFLP loan is made.  

WARNING: Any person who knowingly makes a false statement or misrepresentation in an NFLP transaction, bribes or attempts to bribe a federal official, fraudulently obtains an NFLP loan or commits any other illegal action in connection with a federal NFLP loan is subject to a fine or imprisonment under federal statute.  

SECTION I  

<table>
<thead>
<tr>
<th>1a. APPLICANT NAME</th>
<th>2. SOCIAL SECURITY NUMBER (SSN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last: type</td>
<td>First: type</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>1b. OTHER NAMES USED</th>
<th>3. DATE OF BIRTH (Month/Day/Year)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>First: type</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>4. CURRENT ADDRESS</th>
<th>5a. DAYTIME PHONE (Area Code/Number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address 1: type</td>
<td>( ) - __</td>
</tr>
<tr>
<td>Street Address 2: type</td>
<td></td>
</tr>
<tr>
<td>Apartment Number: type</td>
<td></td>
</tr>
<tr>
<td>P.O. Box Number: type</td>
<td></td>
</tr>
<tr>
<td>City: type</td>
<td></td>
</tr>
<tr>
<td>State: type</td>
<td></td>
</tr>
<tr>
<td>Zip Code: type</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5b. EVENING PHONE (Area Code/Number)</th>
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</thead>
<tbody>
<tr>
<td>( ) - __</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. EMAIL ADDRESS</th>
<th>7. DRIVER'S LICENSE NUMBER AND STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>type</td>
<td>type</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. DEGREE PROGRAM:</th>
<th>9. EDUCATION LEVEL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Degree: type</td>
<td>Master's ☐</td>
</tr>
<tr>
<td>Expected Graduation Date: type</td>
<td>Doctoral ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. PERSONAL REFERENCES -- Friend(s) and/or Relative(s)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: type</td>
<td>Name: type</td>
</tr>
<tr>
<td>Address: type</td>
<td>Address: type</td>
</tr>
<tr>
<td>City: type</td>
<td>City: type</td>
</tr>
<tr>
<td>State: type</td>
<td>State: type</td>
</tr>
<tr>
<td>Zip Code: type</td>
<td>Zip Code: type</td>
</tr>
</tbody>
</table>

SECTION II  

<table>
<thead>
<tr>
<th>11. ACKNOWLEDGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>I, the above named applicant, have been informed that I must agree to the service obligation associated with the Nurse Faculty Loan Program in order to be eligible to receive a loan under this program.</td>
</tr>
</tbody>
</table>

THE ABOVE INFORMATION IS CORRECT AND COMPLETE AND I HERBY AUTHORIZE VERIFICATION AS REQUIRED BY THE SCHOOL.  

Printed Name _______________________ Signature __________________________  
Date ________________________  

HRSA-14-072
NURSE FACULTY LOAN PROGRAM (NFLP) Survey
(To be completed by the Borrower)
Answers to questions have no bearing on the loan decision, but the federal government requires that the University report this information each year. Please complete the survey with each NFLP loan application.

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of training program:</td>
<td>☐ MSN or ☐ DNP</td>
</tr>
<tr>
<td>UAH Student A Number:</td>
<td>type</td>
</tr>
<tr>
<td>Semesters for loan:</td>
<td>☐ fall/spring ☐ spring/summer</td>
</tr>
<tr>
<td>Amount of loan per semester:</td>
<td>type</td>
</tr>
<tr>
<td>Training or awardee category:</td>
<td>☐ campus-based ☐ online ☐ hybrid program</td>
</tr>
<tr>
<td>Enrollment status:</td>
<td>☐ full-time ☐ part-time ☐ mixed ☐ leave of absence</td>
</tr>
<tr>
<td>Sex:</td>
<td>☐ male ☐ female ☐ not reported</td>
</tr>
<tr>
<td>Age in years at application:</td>
<td>type</td>
</tr>
<tr>
<td>Ethnicity:</td>
<td>☐ Hispanic or Latino ☐ Non- Hispanic or Non-Latino ☐ not reported</td>
</tr>
<tr>
<td>Race:</td>
<td>☐ American Indian/Alaskan Native ☐ Asian; Black or African American ☐ Native Hawaiian or other Pacific Islander ☐ White ☐ not reported</td>
</tr>
<tr>
<td>Rural residential background:</td>
<td>☐ yes ☐ no ☐ not reported</td>
</tr>
<tr>
<td>Disadvantaged background:</td>
<td>☐ yes ☐ no ☐ not reported</td>
</tr>
<tr>
<td>Veteran:</td>
<td>☐ active military duty ☐ reservist ☐ veteran [prior service] ☐ veteran [retired] ☐ not a veteran ☐ not reported</td>
</tr>
<tr>
<td>Received Nurse Faculty Loan (NFLP) previously?</td>
<td>☐ yes ☐ no</td>
</tr>
<tr>
<td>Number of years that you received NFLP:</td>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5</td>
</tr>
<tr>
<td>What year of graduate education are you in?</td>
<td>☐ graduate year 1 ☐ graduate year 2 ☐ graduate year 3 ☐ graduate year 4 ☐ graduate year 5 ☐ graduate year 6 ☐ graduate year 7</td>
</tr>
<tr>
<td>Primary focus area:</td>
<td>☐ Nursing—CNS—adult gerontology ☐ Nursing—FNP—adult gerontology ☐ Nursing—ACNP—acute care adult gerontology ☐ Nursing—Leadership in Healthcare Systems ☐ Nursing other ☐ type</td>
</tr>
</tbody>
</table>

Full time graduate enrollment is defined by UAH as 9 credit hours in fall and spring and 6 credit hours in summer.
Rural residential background is defined by the Health Resources and Services Administration. Go to http://datawarehouse.hrsa.gov/RuralAdvisor/RuralHealthAdvisor.aspx to determine if your county of residence is considered rural.
Disadvantaged background is defined as a citizen, national, or a lawful permanent resident of the United States or the District of Columbia, the Commonwealths of Puerto Rico or the Marianas Islands, the Virgin Islands, Guam, the American Samoa, the Trust Territory of the Pacific Islands, the Republic of Palau, the Republic of the Marshall Islands and the Federated State of Micronesia who either (1) comes from an environment that has inhibited the individual from obtaining the knowledge, skill, and abilities required to enroll in and graduate from a health professions school, or from a program providing education or training in an allied health profession or (2) comes from a family with an annual income below a level based on low income thresholds according to family size published by the U.S. Bureau of Census, adjusted annually for changes in the Consumer Price Index, and adjusted by the Secretary, HHS, for use in health professions and nursing programs.
Veteran is defined as service in one of the seven uniform services: United States: Army, Navy, Air Force, Marines, Coast Guard, Public Health Service, and National Oceanic & Atmospheric Administration Commissioned Officers Corps.
Guidelines for Developing an Independent Study

Purpose
An independent study provides the opportunity for students to study selected problems related to healthcare of individuals or groups under the direct supervision and guidance of faculty members. Independent studies do not take the place of the required courses but, in most cases, constitute electives in the curriculum.

Developing an Independent Study
NUR 650 carries variable credit of 2 to 4 credit hours. The written prospectus for an independent study should contain the following elements:

- **Problem:** A concise statement of the problem which should be related to healthcare of individuals or groups. It would be helpful for the student to indicate why became interested in the problem.
- **Purpose:** A statement of purpose which delineates the precise area of the problem to be studied.
- **Credit Hours:** The number of credit hours should be stated.
- **Objectives:** Objectives should be stated in measurable terms and based on what the student expects to accomplish during the course. The stated objectives will be used by the faculty sponsor to determine, with the student, the evaluation criteria for the independent study.
- **Plan of Action:** The plan of action which will enable the student to accomplish the objectives should be stated in narrative form. Problems that may be encountered should be projected if anticipated by the student. The plan may be practical action or literary in nature. However, observations and assessments made should be validated. It is recognized that plans should provide some flexibility for change which might occur if the situation warrants.
- **Evaluation:** The student should propose the evaluation criteria (or percentage) to be used in evaluating each objective. This should be done in percentages of 100 in order to arrive at a numerical grade specified by the College of Nursing. The faculty sponsor will make all final determinations of the percentages before signing as the sponsor of the study.
- **Signature:** The prospectus should contain an area for signature of the student and the faculty sponsor.

The student should select a member of the graduate faculty whose preparation and interest coincide with the area to be studied. The student should request the faculty member to sponsor the study, or in some instances, to refer them to another member of the faculty who may have stronger preparation and experience in the field. In any case, it is the student’s responsibility to obtain a faculty sponsor. A student may seek guidance from the Associate Dean of Graduate Programs if assistance is needed.

Students may discuss in general terms the plan for independent study with a faculty sponsor, and then they proceed with the writing of their prospectus or may submit the written prospectus to the faculty sponsor on first contact. Two copies of the signed prospectus should be made. The student and faculty sponsor each retain a copy. The faculty sponsor is responsible for notifying
the Office of Associate Dean for Graduate Programs of the student’s name, the course and section number, and the number of credit hours. The faculty sponsor will assign the appropriate grade on the grade sheet.
Scholarly Practice Project Checklist

Student information

Name: ___________________________ A# _______ Cell# _______
Address: __________________________

Program of Study

Find POS http://www.uah.edu/nursing/degree-programs/dnp/dnp-pos
Run CAPP report.
Check for pre-requisites.
NUR 734 required for admin or other students who have fewer than 500 hours (credit hours in the course depends on number of clinical hours in masters).
NUR 738 prior to or concurrently with first 739 hours.
Student records at least 120 clinical hours for NUR 738 in Typhon.

Scholarly Practice Project Advisement

Committee Members
CON faculty—must be full members of the graduate faculty __________________________
Clinical mentor ___________________________ e-mail _________

Form A to Associate Dean for Graduate Programs. Date
Form B to Associate Dean for Graduate Programs. Date
Form C (Adjunct Faculty Nomination) to Career Progression Committee Chair. Date
Form D (Clinical Contract) to Nursing Accreditation and Regulation Coordinator. Date

NUR 739

Student submits timeline for Scholarly Practice Project. Date
Student and faculty chair discuss credit hours to take for each semester (at least 2 per semester). Date
Student logs clinical hours in Typhon. Date
Student sends Clinical Mentor Manual for signatures and information. Date
Student contacts Office of Associate Dean to register for NUR 739. Date
Student registers for NUR 739 with faculty chair. Date
Student continues registration until Scholarly Practice Project is completed (excludes summer). Date
Student and faculty chair discuss clinical activities and Scholarly Practice Project plan with clinical mentor as needed. Date

Schedule Qualifying Exam

Student sends proposal to committee after faculty chair approves. Student provides at least 2 weeks for committee review. Date
Faculty chair verifies attendance or phone-in of clinical mentor. Date
Faculty chair reserve rooms with telephone. Date
At qualifying exam—faculty chair tests phone line, reminds student to send phone # of clinical mentor, if needed.

| Date | From E (Notification form) to Grad Studies (schedule 2 weeks in advance) sent by faculty chair |
| Date | Faculty chair send Report of Exam (Form F) signed by committee to Grad Studies (due 2 days post QE). |
| Date | Faculty chair reviews clinical hours in Typhon for completeness and electronic signature by clinical mentor. |

**IRB Submission**

| Date | Faculty chair approves IRB prior to submission. |
| Date | Student submits IRB after passing Qualifying Exam and on approval by faculty chair. |
| Date | Student checks with agency about IRB, IRC, or ethics committee before or immediately after IRB submission at UAH. |

**Graduation Preparation**

| Date | Student applies for graduation. |
| Date | [http://www.uah.edu/registrar/commencement/apply-to-graduate](http://www.uah.edu/registrar/commencement/apply-to-graduate) |

**Schedule Final Defense**

| Date | Student sends final paper to faculty chair 4 to 6 weeks in advance of planned final defense. |
| Date | Student sends final paper to committee at least 2 weeks in advance of planned final defense. |
| Date | Faculty chair sends Form E (Notification form) to Grad Studies (schedule 2 weeks in advance). |
| Date | Faculty chair posts announcement of defense by email to CON faculty and DNP students. |
| Date | Faculty chair verifies clinical mentor attendance or phone-in. |
| Date | Faculty chair reserve rooms with telephone. |
| Date | Faculty chair tests phone line and remind student to send phone # of clinical mentor. |
| Date | Faculty chair sends Report of Exam (Form F) signed by committee to Grad Studies (due 2 days post final defense). |
| Date | Chair signs abstract. |
| Date | Student signs page ii of project. |
| Date | Committee signs page iii of project. |
| Date | Student fills out information form from School of Graduate Studies. |
| Date | Clinical mentor completes observer survey. |
| Date | Faculty chair reviews clinical hours to verify at least 420 hours were recorded for NUR 739 in Typhon. |
| Date | Faculty chair checks for electronic signature of clinical mentor on clinical hours recorded in Typhon. |

**Final Copy**
Student checks UAH deadlines for submission of final Scholarly Practice Project paper. Student sends one copy of paper with title page, copyright, signature page, and journal author guidelines to faculty chair. Faculty chair sends final copy of paper with required signatures to CON Associate Dean for Graduate Programs. CON Associate Dean for Graduate Programs forwards paper to Dean of CON and then Dean of Graduate Studies. Student sends electronic copy of final paper to Dean of Graduate Studies. Student submits two bound copies of the Scholarly Practice Project to the CON. Go to http://thesisondemand.com.

Publication

Alumna/us works with committee to edit the final paper to ready it for publication, if needed. Alumna/us follows journal guidelines in manuscript preparation and submits manuscript and guidelines to the committee for final review. Alumna/us lists all committee members as coauthors. Alumna/us submits manuscript to journal according to journal's submission policies. The faculty chair reminds alumna/us to notify chair when published.

Revised 7/2013; 11/2014
The University of Alabama in Huntsville
College of Nursing
Joint Doctor of Nursing Practice Program
Scholarly Practice Project Faculty Advisor Appointment

__________________________________________         _________________________
Student Name       Date

__________________________________________         _________________________
Proposed Topic

__________________________________________         ___________________________
Faculty Advisor/Committee Chair Name   Date

__________________________________________         ___________________________
Associate Dean for Graduate Programs   Date

Form A: Created August 2008; Revised October 2014
The University of Alabama in Huntsville
College of Nursing
Joint Doctor of Nursing Practice Program
Scholarly Practice Project Committee Appointment

___________________________________________         ______________
Student Name       Date

__________________________________________         ________________
Faculty Advisor/Committee Chair Name   Date

__________________________________________        _________________
University Faculty Committee Member Name  Date

_________________________________________        ______________________
Agency Mentor Name      Date

__________________________________________        ______________________
Associate Dean for Graduate Programs       Date

Form B: Created August 2008; Revised October 2014
The University of Alabama in Huntsville
College of Nursing
Adjunct Faculty Nomination Form

Nominee's Name: __________________________ Title: __________________________ Credentials: __________________________

Employer or Practice Name: __________________________

Home Address: __________________________

Home Telephone Number: __________________________

E-mail Address: __________________________

Nominating person: __________________________ E-mail address: __________________________

Highlight the status of the nomination: New appointment Reappointment

Highlight the program in which the nominee teaches or precepts: Undergraduate Masters DNP

A. Contribution to the UAH CON / Rationale for Recommendation (include years of experience in nursing, medicine or other health profession and describe experience in teaching, research, or professional field, as applicable):

B. Course Number associated with the nominee’s contribution:

C. Recommended length of appointment (circle one): 1 year 2 years 3 years

D. Statements below describe the characteristics of the nominee. Using a scale of 1-5 where 1 is strongly disagree and 5 is strongly agree, circle the number that describes the nominee.

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates commitment to professional discipline</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Represents UAH in the community as a professional role model</td>
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</tr>
<tr>
<td>Contributes to student learning for the College of Nursing</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Displays expert knowledge in professional discipline</td>
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<tr>
<td>Communicates in a professional manner</td>
<td></td>
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<tr>
<td>Engages students in learning activities</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Meets qualifications for adjunct appointment</td>
<td></td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

Comments: __________________________

**Adjunct Faculty**: provides expert clinical and/or classroom teaching on a non-tenure earning and non-salaried basis. The contribution is on a continuing basis or there is intense involvement with a student’s thesis or DNP work. A bachelor’s degree is a minimum requirement for nominees working with undergraduate students, and a master’s degree is the minimum for nominees working with graduate students.

Form C: Career Progression Committee 9/1997. Revised 1/01, 10/09
The University of Alabama in Huntsville
College of Nursing
Clinical Agreement Request Form
(use when requesting new agency agreement or update changes to existing agency agreement)

Agency Name:

Agency Type (circle one): private practice, professional corporation (PC), limited liability company (LLC), professional limited liability company (PLLC), not-for profit, state agency, if other write in type_________________________________________

Physical Address:

Mailing Address (if different):

Agency URL:

Phone:     Alternate Phone:    Fax:

Name, position, and email of person signing contract:

Contact person, position, and email (Ex. administrator, office manager):

Student name, class, and semester:

Preceptors’ names, credentials, and emails:

Faculty member submitting request:

Return this completed form to Melodie Drewyor, NB 207B
melodie.drewyor@uah.edu
O: 256.824.6550
F: 256.824.6026

Date submitted:                             Date sent:                                     Date completed:

Follow up dates:

Standard contract signed:          Contract Number:

Form D
## Form E

### THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
School of Graduate Studies
NOTIFICATION OF ORAL EXAMINATION/DEFENSE

**TO:** Committee Chair
Advisor (if different from above)

**FROM:** Dean, School of Graduate Studies
Graduate School Observer

This is to advise you of the
- Masters (Thesis) Defense
- Masters (Non-Thesis) Final Examination
- DNP Qualifying Examination
- DNP Final Project Defense
- Ph.D. Qualifying Examination
- Ph.D. Dissertation Defense

**Name:**
**SID #**
**Department/Program:**
Date: __________  
Time: __________
Place (Bldg. & Room No.): __________

**Thesis/Dissertation Title, if applicable:**

For dissertation: plans for submission to refereed publication:

**Ph.D. Advisor**

This examination is the [ ] first  [ ] second attempt by the student.

**Signatures:**

Committee Chair: __________________________  Date __________
Advisor (if different from above): __________________________  Date __________
Department Chair: __________________________  Date __________
Dean, Graduate Studies: __________________________  Date __________

This form must be submitted to the School of Graduate Studies
TWO WEEKS BEFORE EXAMINATION DATE
Department distributes all copies after approval

Distribution: Observer  Department  Student  Committee
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
School of Graduate Studies
REPORT OF ORAL EXAMINATION COMMITTEE

TO: Dean, School of Graduate Studies

We report that, as an approved committee, we have examined ____________ SID # ____________

Department/Program: ____________ on (date) ____________

☐ Masters (Thesis) Defense
☐ Masters (non-thesis) Final Examination
☐ DNP Qualifying Examination
☐ DNP Final Project Defense
☐ Ph.D. Qualifying Examination
☐ Ph.D. Dissertation Defense

This examination was the ☐ first ☐ second attempt by the student, and resulted in a ☐ Pass
☐ Conditional Pass. We recommend that the following additional requirements be met☐

by the specified date:

☐ with final approval given by (name): ☐ Satisfied ☐ Not Satisfied

☐ Fail. If first attempt: We recommend that the following action be taken by the
student before another examination is given:

Enrolled

Course # Grade Course # Grade

699 ____________ 799 ____________

Signatures: ☐ Committee Chair ____________ Date

☐ Advisor (if different from above) ____________ Date

☐ Member: ____________ Date

☐ Member: ____________ Date

☐ Member: ____________ Date

☐ Member: ____________ Date

☐ Member: ____________ Date

Form to be submitted to the School of Graduate Studies within 2 days of examination date. If the result is a conditional pass, the committee should retain a copy of this form and transmit a signed copy to the School of Graduate Studies after a decision has been made whether the requirements have been satisfied.

Form F
The University of Alabama in Huntsville  
College of Nursing  
Joint Doctor of Nursing Practice Program  

NUR 738 and NUR 739  
Clinical Log Sheet

Student: __________________________

Term: ____________________________

Chair: ____________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Site</th>
<th>Activity</th>
<th>Days/hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Total Clinical hours this term: ___________

Clinical Mentor  Date

Faculty Chair  Date

Form G: Created 8/2008
The University of Alabama in Huntsville  
College of Nursing  
Joint DNP Clinical Evaluation Form

Please read instruction listed below prior to completing the form. Faculty Chair is responsible for evaluation, but consults with the Clinical Mentor. Completed forms should be submitted to the CON Associate Dean for Graduate Program.

### Student’s Name:

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Last Name</th>
<th>First Name</th>
<th>Date</th>
</tr>
</thead>
</table>

Please use this scale to evaluate the student: 1 – Never, 2--Rarely, 3—Occasionally, 4—Almost Always, 5--Consistently

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Comments</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synthesize scientific evidence for the development of clinical interventions for practice.</td>
<td></td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Evaluate policy, care delivery, and organizational systems for current and future health care needs.</td>
<td></td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Demonstrate intra and interprofessional collaboration to address health disparities and to improve health care quality across diverse populations and cultures.</td>
<td></td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Incorporate knowledge of current and emerging health technologies to improve care delivery and organizational systems.</td>
<td></td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Translate scientific, theoretical, and ethical principles into health care for individuals, families, and populations.</td>
<td></td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Assume complex leadership roles to advance clinical practice and health care delivery at the organizational and systems level and to improve health outcomes of individuals and populations.</td>
<td>○ ○ ○ ○ ○ ○ ○</td>
<td></td>
</tr>
<tr>
<td>Advocate for social justice, equity, and ethical policies in health care.</td>
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**Additional Comments**

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<th>Printed Name of Faculty Chair</th>
<th>Title</th>
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