



College of Nursing

Doctor of Nursing Practice Program

Student Handbook

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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 in Huntsville Graduate 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 BSN, MSN and Joint DNP programs are accredited by the Commission on Collegiate Nursing Education (CCNE). The independent DNP program is presently under review for accreditation by CCNE and may be contacted at:

Commission on Collegiate Nursing Education
655 K St. NW, Suite 750
Washington, D.C. 20001
202.887.6791

The undergraduate program is also approved by the Alabama Board of Nursing.

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.

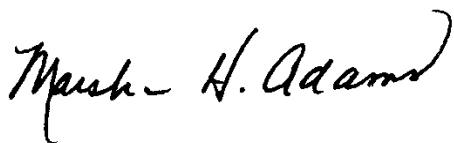
Nursing is one of the largest graduate majors on the UAH campus. The College offers a traditional baccalaureate program, an RN to BSN, a master's program with specialties in family nurse practitioner, acute gerontology nurse practitioner, nursing administration as well as the DNP. Two certificate programs are offered including family nurse practitioner and nursing education.

You will also have opportunities to participate in a DNP 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,

A handwritten signature in black ink that reads "Marsha H. Adams". The signature is written in a cursive style with a large, sweeping initial 'M'.

Marsha Howell Adams PhD, RN, CNE, ANEF, FAAN
Dean and Professor
Phone: 256.824.6345
Email: marsha.adams@uah.edu



Mission

Educate and inspire individuals to become nurse leaders who act with integrity, discover through scientific methods, and advocate for the best health care experiences of people and communities in a complex and evolving health care environment. In collaboration with our university colleagues and community partners, we are committed to excellence through our teaching, scholarship, practice, and service.

Vision

To have a global reputation for transforming health care through innovative nursing practice, education, and research.

Core Values

- **Integrity - Resolutely adhering to moral, ethical, and professional standards.**
- **Inspiration - Encouraging, role-modeling, and mentoring others to pursue their professional dreams.**
- **Caring - Acting with compassion and respecting all persons by embracing cultural humility, diversity, and person-centered care.**
- **Excellence - Pursuing and achieving goals of the highest caliber.**
- **Wellness - Maximizing well-being in different states of health.**



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 to become the Leadership in Health Care System and revised again in 2017 to become Nursing Administration. 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 Nurse Specialist track which was deactivated in 2016. 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 was 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 DNP Program was approved as an independent program in summer 2016 with two pathways: post-baccalaureate to DNP and post-master's to DNP. The first class admitting students to the post-baccalaureate to DNP and independent post-master's to DNP was in fall 2016.

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 and Technology 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 was completed 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.

Doctor of Nursing Practice Program

The University of Alabama in Huntsville College of Nursing offers both the Post-Master's of Science in Nursing (MSN) to DNP and the Post-Bachelor of Science in Nursing (BSN) to DNP pathways. The added content in the post-BSN to DNP pathway will allow a seamless progression from the completion of a baccalaureate degree to advanced practice. Advanced practice specialty training at the doctoral level is needed to address the growing complexity of patient care and health care systems. In addition, expanding accountability of clinical expert nurses in advanced practice roles requires competencies in population-based care, leadership, health policy, health system improvement, research and evidence-based practice.

DNP Program Objectives

The Doctor of Nursing Practice Program builds upon the baccalaureate and master's degrees and prepares the individual for advanced nursing practice at the doctoral level. 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 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.
8. Deliver evidence-based care using clinical reasoning and analysis of complex healthcare issues to improve patient outcomes.

Professional Nursing Standards and Guidelines

Professional nursing standards and guidelines provide a framework for the 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 413A
256.824.6345

Dean
Senior Administrative Assistant

Dr. Marsha Howell Adams
Ms. Dee Polk

Office of the Associate Dean for Undergraduate Programs

Nursing Building, Suite 227
256.824.6742

Associate Dean
Staff Assistant
Director of Undergraduate Admissions/Advisement
Academic Advisor

Dr. Karen Frith
Ms. Karen West
Ms. Laura Mann
Ms. Janiece Smith

Office of the Associate Dean for Graduate Programs

Nursing Building, Suite 214
256.824.6669

Associate Dean
Staff Assistant
Director of Graduate Admissions/Advisement
DNP Program Coordinator

Dr. Haley Hoy
Ms. Kim Lassiter
Mr. Charles Davis
Dr. Ellise Adams

Learning and Technology Resource Center

Nursing Building, Third Floor
256.824.2181

Director LRC
Healthcare Simulation Technician
Learning Resource Center Specialist

Dr. Lori Lioce
Ms. Kelly Haas
Ms. Jessica James

Faculty Secretary

Nursing Building, 326, 256.824.6512

Ms. Louise Clark

Budget Analyst

Nursing Building, Room 415
256.824.6213

Ms. Carol Reeve

Nursing Accreditation and Regulation Coordinator

Nursing Building, Room 227G
256.824.6550

Ms. Melodie Cates

Director of Instructional Technology

Nursing Building, 209C
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 serving on the DNP Program Coordinating Committee, providing oversight for meeting accreditation standards and University Graduate School guidelines, and advising students.

Directors of Undergraduate/Graduate Admissions/Advisement

The Director of Undergraduate Admissions and Advisement and the Director of Graduate Admissions and Advisement 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, and second floor. Administrative offices, including the Office of the Dean, Office of Undergraduate Programs, and Office of Graduate Programs are on the second and fourth 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 and Technology Resource Center

The LTRC 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 the Nursing Building. Faculty members post weekly office hours on their offices, in course syllabi 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. Faculty may also be reached through email within the Canvas, learning management system. All students are issued a University email account which is the official email contact. Students are responsible for monitoring the official UAH email account for information concerning courses, the DNP Program and University information and announcements.

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 256.824.6604.

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, <https://uah.instructure.com/courses/2160>. Some resources may be accessed through the College's webpage at <http://www.uah.edu/nursing/students/student-resources> under Services.

Respondus Lock-Down Browser

The College of Nursing uses Respondus Lock-Down Browser for online testing to ensure test security. Students are responsible for downloading and installing this software onto their personal computer prior to the first online test. Instructions for use with online testing will be available in each Canvas course.

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 at <http://libguides.uah.edu/hours> or the Circulation/Information Desk at 256.824.6530. Reference librarians also are available by online chat during hours of operation.

The Salmon Library has 5 group study rooms and 8 smaller rooms. The group study rooms, which seat from 4-8 people depending on the room, include a table, chairs, whiteboard, a computer, and a wall-mounted monitor. Students can check out study rooms at the User Services Desk. Students can also check out markers for the whiteboard and equipment for the computer - such as keyboard and mouse and cables. Each study room can be checked out for a three hour block. Reservations are not available. Renewals are possible if there is no one waiting to check out a study room. Study rooms are closed one hour prior to shut down. More information about Library study rooms may be found online at <http://www.uah.edu/library/services/study-rooms>.

For DNP online learners, the M. Louis Salmon Library may also be accessed online at <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 or to the UAH email account.

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>. 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 DNP Program. The library databases are located at <http://www.lib.ua.edu/databases/>. Students can log in with their Charger ID username and password.

Parking Tags

Students must have a parking tag when parking at UAH. Because DNP students are rarely on campus, a temporary parking permit should be requested from UAH Police for each visit to campus. Student may request up to 5 temporary permits at a cost of \$5.00/permit. Students can call UAH Police at 256.824.6594 for more information or visit <http://www.uah.edu/police/parking>.

Charger Cards

Students may obtain a Charger Card in the Charger Union, Room 131. 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/vpsa>, contact any of the staff members, or visit their offices to find out more about the great resources they have available.

Campus Recreation	Charger Union 208	256.824.7529
Counseling Center	Wilson Hall 329	256.824.6203
Dean of Students Office	Charger Union 223	256.824.6700
Disability Support Services	Wilson Hall 128	256.824.1997
Fraternity & Sorority Life	Charger Village 118	256.824.6108
International Services	Student Services Bldg, Suite 218	256.824.6055
Leadership Programs	Charger Union 223	256.824.5420
Orientation and Parent/Family Programs	Student Services Bldg, Suite 106	256.824.2740
ROTC	Charger Union 223D	256.824.6561
Special Events	Charger Union 201	256.824.6375
Student Activities	Charger Union 201	256.824.6375
Student Conduct	Charger Union 223	256.824.6701
Student Engagement & Transitions	Charger Union 201	256.824.6235
Student Government Association	Charger Union 213	256.824.2730
Student Health Center	Wilson Hall 325	256.824.6775

Student Success Center

The Student Success Center provides academic support programs that empower individuals to realize their potential as self-directed learners and professionals, <http://www.uah.edu/ssc> . 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 Student Success Center through the Writing Center offers consultations in order to help students become stronger, independent writers.

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 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. For more information go to <http://www.uah.edu/health-and-wellness/counseling-center>. To schedule an appointment, contact the Counseling Center at 256.824.6203 or go to Wilson Hall Room 329.

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 256.824.1997.

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 UAH 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 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 Services

The Office of International Services 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 OIS 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 OIS may be reached by telephone at 256.824.6055.

Office of Diversity and Multicultural Affairs

The Office of Diversity and Multicultural Affairs (ODDMA), 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 UAH 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 256.824.4600 (diversity@uah.edu).

STUDENT ACTIVITIES IN THE COLLEGE OF NURSING

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, and the UAH Nursing and Space Life Sciences Committee. Student representatives on the Curriculum Committee may be involved in the following activities: recommend changes in the 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.

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 purpose 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 inducted 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.

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.

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/diversity/programs-resources/clubs-and-organizations>.

FINANCIAL AID AND SCHOLARSHIP INFORMATION

University Financial Aid

The University Financial Aid Office located in the Student Services Building, Room 124, telephone 256.824.6650 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 214C 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).

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 Six Educator Classes are Required for the Nurse Faculty Loan Program
Graduate Certificate in Nursing Education

<i>Course Number</i>	<i>Course Name</i>	<i>Credit Hours</i>	<i>Level Offering</i>	<i>NFLP Required</i>
NUR 640	Curriculum Development in Nursing	3	DNP and MSN	Yes
NUR 641	Teaching/Learning in Nursing	3	DNP and MSN	Yes
NUR 642	Testing and Evaluation in Nursing Education	3	DNP and MSN	Yes
NUR 643	Faculty Role Development	3	DNP and MSN	No, but encouraged
NUR 644	Practicum in Teaching Nursing	3	DNP and MSN	No, but encouraged
NUR 645	Capstone Certificate Course	3	DNP and MSN	No, but encouraged

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 UAH College of Nursing applies for a limited number of traineeships for graduate students. When allocated, 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 of 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

For policies regarding enrollment requirements, refer to the CON website at <http://www.uah.edu/nursing/degree-programs/dnp/grad-enrollment>. For policies regarding document requirements, refer to our website at: <http://www.uah.edu/nursing/degree-programs/dnp/grad-health>.

NOTE: All required documents are at the student's expense.

Canvas

The DNP Program at The University of Alabama in Huntsville is an online program with two required on-campus activities, orientation and The Joint UA System DNP Intensive. 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, a 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 Agency Selection and Contracts

University and Board of Nursing regulations require signed contracts with all clinical 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 or the DNP Project committee chair. 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 clinical mentors and preceptors (for BSN-DNP students).

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 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 adviser. 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 Associate Dean for Graduate Programs. 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.

Graduate Post-BSN-DNP Certification and Early Exit Policy

For students enrolled in the post-baccalaureate to DNP pathway and complete their master's degree, the expectation is to obtain national certification, when applicable, as soon as possible after completion of coursework and required paperwork (see Appendix H). Students are expected to obtain national certification, where applicable, prior to the completion of 24 DNP credit hours.

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.com 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.

Graduate and Doctoral Department Transfer of Credit

Students are responsible for requesting a transfer of credit review, if appropriate, from the CON Director of Graduate Admissions and Advisement and for providing documentation as outlined in Appendix I along with the written request. The maximum transferable credit hours is 12 for graduate and doctoral programs.

Academic Policies

Academic Advisement Procedure

DNP students are assigned a faculty adviser during the first semester through the Office of Graduate Programs; the adviser serves until the student has selected a faculty chair for his or her DNP Project. Students are expected to consult with their assigned advisers prior to each registration and at other times as needed. Faculty advisers post office hours on course syllabus. Times other than those posted may be scheduled on an individual basis. In addition, the Director of Graduate Admissions and Advisement and the DNP Program Coordinator can assist in academic advising and may be reached at 256.824.6669.

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. DNP Program Coordinator
4. Associate Dean for Graduate Programs, College of Nursing
5. Dean, College of Nursing
6. 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. Advisers/mentors should be informed of this fact and students should be encouraged to discuss with their advisers/mentors 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 duty of these programs and the Office of Student Records to ensure that students participating in these programs are aware of any such requirements.

DNP PROGRAM CURRICULUM

The Doctor of Nursing Practice (DNP) is a program offered by The University of Alabama in Huntsville. The purposes of the 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:

Programs of Study

Independent Post-MSN to DNP

Course Number	Course Name	Credit Hours	Pre- or Co- Requisites	Semester
NUR 700	Clinical Data Management and Analysis	3		Variable-see carousel
NUR 701	Writing for Publication	3		Variable-see carousel
NUR 737	Interdisciplinary Leadership and Role Development for Practice Excellence	3		Variable-see carousel
NUR 731	Philosophical, Theoretical, and Conceptual Foundations for Advanced Practice Nursing	3		Variable-see carousel
NUR 729	Evidence-Based Practice Design and Translation	3		Variable-see carousel
NUR 740	Health Policy and Politics: Implications in Health Care	3		Variable-see carousel
NUR 735	Population Health in Advanced Practice Nursing	3		Variable-see carousel
NUR 743	Evidence-Based Practice Strategies	3	NUR 729 (Pre-) NUR 738 (Co-)	Variable-see carousel
NUR 734	**Advanced Experiential Clinical (if needed)	1-4		Variable-see carousel
NUR 733	Informatics for Advanced Practice Nursing	3	NUR 700 (Pre-)	Variable-see carousel
NUR 742	Program Evaluation Methods	3	NUR 738 (Pre- or Co-)	Variable-see carousel
NUR 738	DNP Project Development	3	NUR 742 (Pre- or Co-) NUR 743 (Pre- or Co-) Min of 24 credits (Pre-)	Variable-see carousel
NUR 739	DNP Project	7 *	NUR 738 (Pre- or Co-)	Variable-see carousel
	Total Credits	40		

*Taken over several semesters as determined by Graduate Faculty Adviser or faculty chair.

** NUR 734 is added for Nursing Administration or any APN lacking 500 clinical hours from MSN Program of Study group to meet requirements for DNP (1000 clinical hours).

Independent Post-BSN to DNP, Nurse Practitioner, Full-Time

Nurse Practitioner			
Course Number	Course Name	Credit Hours	Semester
Year 1			
NUR 610 or 620	Advanced Practice Nursing Clinical Course I	6	Fall 1
NUR 606	Advanced Pathophysiology	3	Fall 1
NUR 605	Advanced Health Assessment	3	Fall 1
NUR 611 or 621	Advanced Practice Nursing Clinical Course II	6	Spring 1
NUR 729	Evidence-Based Practice Design and Translation *** for NUR 602:Scholarly Inquiry Advanced Nursing Practice	3	Spring 1
NUR 607	Advanced Pharmacology	3	Spring1
NUR 612 or 622	Advanced Practice Nursing Clinical Course III	6	Summer 1
NUR 735	Population Health in Advanced Practice *** for 500-600 level elective 1	3	Summer 1
NUR 701	Writing for Publication *** for 500-600 level elective 2	3	Summer 1
Year 2			
NUR 613 or 623	Advanced Practice Nursing Clinical Course IV	6	Fall 2
NUR 737	Interdisciplinary Leadership and Role Development for Advanced Practice Nursing	3	Fall 2
	* MSN degree awarded		

NUR 700	Clinical Data Management and Analysis	3	Spring 2
NUR 731	Philosophical, Theoretical, and Conceptual Foundations for Advanced Practice Nursing	3	Spring 2
NUR 733	Informatics for Advanced Practice Nursing	3	Spring 2
NUR 743	Evidence-Based Practice Strategies	3	Summer 2
NUR 740	Health Policy and Politics: Implications in Health Care	3	Summer 2
NUR 742	Program Evaluation Methods	3	Summer 2
Year 3			
NUR 738	DNP Project Development (previously named Scholarly Seminar)	3	Fall 3
NUR 739	DNP Project (previously named Scholarly Project)	7**	Fall 3
Total Credits		73	

*MSN degree awarded after completion of Fall 2.

**Generally taken over several semesters.

***The 700 level courses are substituted for 600 level courses in this program of study.

NUR 740 Health Policy and Politics: Implications in Health Care may be taken as elective as well if preferred.

Independent Post-BSN to DNP, Nurse Practitioner, Part-Time

Nurse Practitioner			
Course Number	Course Name	Credit Hours	Semester
Year 1			
NUR 606	Advanced Pathophysiology	3	Fall 1
NUR 605	Advanced Health Assessment	3	Fall 1
NUR 729	Evidence-Based Practice Design and Translation *** for NUR 602:Scholarly Inquiry Advanced Nursing Practice	3	Spring 1
NUR 607	Advanced Pharmacology	3	Spring 1
NUR 735	Population Health in Advanced Practice *** for 500-600 level elective 1	3	Summer 1
NUR 701	Writing for Publication *** for 500-600 level elective 2	3	Summer 1
Year 2			
NUR 610 or 620	Advanced Practice Nursing Clinical Course I	6	Fall 2
NUR 611 or 621	Advanced Practice Nursing Clinical Course II	6	Spring 2
NUR 612 or 622	Advanced Practice Nursing Clinical Course III	6	Summer 2
Year 3			
NUR 613 or 623	Advanced Practice Nursing Clinical Course IV	6	Fall 3
NUR 737	Interdisciplinary Leadership and Role Development for Advanced Practice Nursing	3	Fall 3

	* MSN degree awarded		
NUR 700	Clinical Data Management and Analysis	3	Spring 3
NUR 731	Philosophical, Theoretical, and Conceptual Foundations for Advanced Practice Nursing	3	Spring 3
NUR 743	Evidence-Based Practice Strategies	3	Summer 3
NUR 700	Clinical Data Management and Analysis	3	Summer 3
Year 4			
NUR 737	Interdisciplinary Leadership and Role Development for Advanced Practice Nursing	3	Fall 4
NUR 742	Program Evaluation Methods	3	Fall 4
NUR 733	Informatics for Advanced Practice Nursing	3	Spring 4
NUR 738	DNP Project Development (previously named Scholarly Seminar)	3	Spring 4
NUR 738	DNP Project (previously named Scholarly Project)	7**	Summer 4
Total Credits		73	

*MSN degree awarded after completion of Fall 3.

**Generally taken over several semesters.

***The 700 level courses are substituted for 600 level courses in this program of study.

NUR 740 Health Policy and Politics: Implications in Health Care may be taken as elective as well.

Independent Post-BSN to DNP, Nursing Administration, Full-Time

Nursing Administration/Leadership			
Course Number	Course Name	Credit Hours	Semester
Year 1			
NUR 630	Foundational Concepts for Nurse Administrators	3	Fall 1-1
NUR 629	U.S. Health Care Systems	3	Fall 1-1
NUR 631	Leadership in Resource Management	3	Fall 1-2
NUR 647	Strategic Planning	3	Fall 1-2
NUR 729	Evidence-Based Practice Design and Translation *** for NUR 602:Scholarly Inquiry Advanced Nursing Practice	3	Spring 1 (15 weeks)
NUR 649	Quality, Safety, and Risk Management	3	Spring 1-2
NUR 632	Health Care Finance and Economics	3	Spring 1-2
NUR 735	Population Health in Advanced Practice *** for NUR 648: Concepts of Health Promotion for Nurse Leaders	3	Summer 1
NUR 701	Writing for Publication	3	Summer 1
Year 2			
NUR 634	Internship in Nursing Leadership	3	Fall 2-1
NUR 733	Informatics for Advanced Practice Nursing *** for NUR 638:Informatics for Nurse Administrators	3	Fall 2-1
NUR 737	Interdisciplinary Leadership and Role Development for Advanced Practice Nursing	3	Fall 2 (15 weeks)

	*MSN Degree Awarded		
NUR 731	Philosophical, Theoretical, and Conceptual Foundations for Advanced Practice Nursing	3	Spring 2
NUR 700	Clinical Data Management and Analysis	3	Spring 2
NUR 740	Health Policy and Politics: Implications in Health Care	3	Spring 2
NUR 734	Advanced Experiential Clinical	1-7	Spring 2
NUR 743	Evidence-Based Practice Strategies	3	Summer 2
NUR 742	Program Evaluation Methods	3	Summer 2
Year 3			
NUR 738	DNP Project Development (previously named Scholarly Seminar)	3	Fall 3
NUR 739	DNP Project (previously named Scholarly Project)	7**	Fall 3
Total Credits		61 + (1-7) for 734	

*MSN degree awarded after completion of Fall 2.

**Generally taken over several semesters.

***The 700 level courses are substituted for 600 level courses in this program of study.

NUR 734 is added for Nursing Administration or any APN lacking 500 clinical hours from MSN Program of Study group to meet requirements for DNP (1000 clinical hours).

Independent Post-BSN to DNP, Nursing Administration, Part-Time

Nursing Administration/Leadership			
Course Number	Course Name	Credit Hours	Semester
Year 1			
NUR 630	Foundational Concepts for Nurse Administrators	3	Fall 1-1
NUR 631	Human Resource Management	3	Fall 1-2
NUR 729	Evidence-Based Practice Design and Translation *** for NUR 602:Scholarly Inquiry Advanced Nursing Practice	3	Spring 1 (15 weeks)
NUR 632	Health Care Finance and Economics	3	Spring 1-2
NUR 735	Population Health in Advanced Practice *** for NUR 648: Concepts of Health Promotion for Nurse Leaders	3	Summer 1
NUR 733	Informatics for Advanced Practice Nursing *** for NUR 638: Informatics for Nurse Administrators	3	Summer 1
Year 2			
NUR 629	U.S. Health Care Systems	3	Fall 2 -1
NUR 647	Strategic Planning	3	Fall 2-2
NUR 649	Quality, Safety, and Risk Management	3	Spring 2-2
NUR 634	Internship in Nursing Leadership	3	Summer 2
NUR 701	Writing for Publication	3	Summer 2
	* MSN Degree Awarded		
Year 3			
NUR 734	Advanced Experiential Clinical	1-7	Fall 3-1

NUR 731	Philosophical, Theoretical, and Conceptual Foundations for Advanced Practice Nursing	3	Spring 3 (15 weeks)
NUR 740	Health Policy and Politics: Implications in Health Care	3	Spring 3
NUR 743	Evidence-Based Practice Strategies	3	Summer 3
NUR 700	Clinical Data Management and Analysis	3	Summer 3
Year 4			
NUR 737	Interdisciplinary Leadership and Role Development for Advanced Practice Nursing	3	Fall 4
NUR 742	Program Evaluation Methods	3	Fall 4
NUR 738	DNP Project Development (previously named Scholarly Seminar)	3	Spring 4
NUR 739	DNP Project (previously named Scholarly Project)	4**	Spring 4
NUR 739	DNP Project (previously named Scholarly Project)	3**	Summer 4
Total Credits		61 + (1-7) for 734	

*MSN degree awarded after completion of Summer 2.

**Generally taken over several semesters.

***The 700 level courses are substituted for 600 level courses in this program of study.

NUR 734 is added for Nursing Administration or any APN lacking 500 clinical hours from MSN Program of Study group to meet requirements for DNP (1000 clinical hours).

DNP Orientation

Orientation is a required experience for all newly admitted DNP students. It is offered as an online option. Orientation provides students with an opportunity to meet their classmates, professors and staff members- viturally. These early connections are critical for online learners. Students learn skills that will help them be efficient in searching library databases for relevant literature, archiving published articles and reports, and formatting papers correctly. Practice with other software required by the 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
 - Canvas, Learning Management System
 - Calendars
 - Bookstore
 - SPSS
 - Typhon
 - Online libraries at UAB, UAH, and UA
 - EndNote
5. Overview Program of Study and
6. Overview of DNP 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 UA System DNP Intensive is the highlight of the academic year for DNP students and faculty. The Intensive is scheduled during the spring semester each year and rotates among the campuses of the UA System DNP Program: UA, UAB, and UAH. However, one day of the Intensive is held at students' home campus. 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:

<i>Location</i>	<i>Activity</i>	<i>Start and End Times</i>
Host campus	Reception	5:00 pm to 7:00 pm
Host campus	Podium and Poster Presentations	9:00 am to 4:00 pm
Home campus	DNP Project Final Presentations, Course meetings with faculty, DNP Project advisement	9:00 am to 4:00 pm

Student Advisement and Selection of a Faculty Chair and Committee for the DNP Project

The DNP Coordinator assigns a faculty adviser to newly enrolled DNP students. The faculty adviser provides academic guidance to students, including suggestions about possible faculty chairs for the DNP 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 DNP Project.

UAHCON faculty can also be active in the process of helping students find appropriate faculty chairs through networking at orientation and the UA System DNP Intensive, sending messages to students in the Learning Management System, sending e-mails 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 DNP Project occurs no later than a student's enrollment in NUR 738, but is encouraged by the student's 3rd semester of enrollment.

The faculty chair advises the student on classes and guides the student to develop an appropriate topic and approach to the DNP Project. The faculty chair and student follow the DNP Project Implementation Guidelines (see Appendices), Guidelines for the DNP Project and Clinical Hours Guidelines (see below).

DNP Project Committee

DNP Project Committee is composed of a minimum of three members: (1) the DNP student, (2) faculty chair, and (3) a doctorally-prepared clinical mentor who is an expert in the DNP Project's area of study. The clinical mentor must be appointed as an adjunct faculty by the Graduate School and therefore the faculty chair submits Adjunct Faculty Nomination Form (see Appendix) to the Appointment, Promotion, and Tenure committee chair. The DNP Project Committee will supervise the student's DNP Project as described in the DNP Project Implementation Guidelines (see Appendices), Guidelines for the DNP Project and Clinical Hours Guidelines (see below).

DNP Project Guidelines

The Doctor of Nursing Practice (DNP) is distinguished by the completion of a DNP 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 DNP 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 DNP 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 DNP Project. Broadly, DNP education prepares individuals for advanced practice leadership with interdisciplinary, information systems, quality improvement, and patient safety expertise.

Characteristics of DNP Projects

DNP Projects at the UAHCON are considered to be translation science and directly relate to improving the health outcomes of specific populations. The DNP 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 DNP Project should represent a synthesis of all classroom and clinical learning experiences that together demonstrates the student's achievement of program competencies. Thus the DNP Project should reflect those outcomes that the DNP Program prepares them to meet.

Types of DNP Projects

DNP 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 DNP 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 mentors and faculty chair.

To give you some ideas of DNP 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.

The DNP 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 address 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)

Student Responsibilities

1. The student will make a request to a faculty to be their DNP Project committee chair making sure they match in area of clinical focus.
2. The student will work with the DNP Project committee chair to select a clinical mentor who is doctorally prepared. If the desired clinical mentor is not doctorally-prepared, see Clinical Mentor Responsibilities.
3. The student will consult with their DNP Project committee chair to ascertain if the clinical mentor has adjunct status. If not, see DNP Project committee chair Responsibilities.
4. The student will provide the clinical mentor with The CON Clinical Mentor packet.
5. The student will consult with his or her DNP Project committee chair to ascertain if the College has a clinical contract with the agency where the student plans to complete the project. If there is no agreement, see DNP Project committee chair Responsibilities.
6. The student will confer with the DNP Project committee chair periodically about coursework and progress in refining the DNP Project concept.
7. The student will develop a proposal during NUR 738, DNP Project Development Seminar, to meet project guidelines and course requirements.
8. The student will complete clinical hours associated with NUR 738 and 739 and document the hours in Typhon.
9. The student works with the DNP Project committee chair to set a timeline for all milestones in the DNP Project development.
10. The student gives all committee members at least 2 weeks for review and feedback on documents associated with DNP Project.
11. The student will work with the DNP Project committee chair to set a proposal implementation review (PIR) date. The DNP Project committee chair will submit Notification of Oral Defense, to School of Graduate Studies 2 weeks before PIR date.
12. The student will prepare and submit to UAH IRB, with the approval of the DNP Project committee chair, an application for IRB approval of the DNP Project and any approvals required by the agency where the project is conducted if necessary.
13. The student will complete clinical hours to implement and evaluate the DNP Project. The student will document hours in Typhon. The student will work with the DNP Project committee chair to choose a DNP Project Final Presentation (PFP) date from the two pre-determined UAH CON dates (all University deadlines must be followed). The DNP Project committee chair will submit Notification of Oral Defense to School of Graduate Studies (see Appendices) 2 weeks before PFP date. The student will submit, in written form, the outcomes of the DNP Project in the form of the DNP Final Project Paper Template to DNP Project committee chair and Clinical Mentor two weeks prior to deadlines set by Graduate Studies. The student will revise according to committee recommendations and submit final copy to Graduate Studies by the Graduate Studies deadline. A total of 540 clinical hours are required for the DNP Project. These hours

are documented in Typhon for hours completed NUR 738 and each semester that a student has taken NUR 739.

DNP Project Committee Chair Responsibilities

1. The faculty will agree to chair the student's DNP Project Committee making sure their areas of clinical interest match.
2. The DNP Project committee chair will work with the student to select a clinical mentor to complete the DNP Project Committee.
3. The DNP Project committee chair will ascertain if the clinical mentor has adjunct status. If not, fill out an Adjunct Faculty Nomination (see Appendices) and get a CV from the clinical mentor and submit to Chair of Appointment, Promotion and Tenure Committee (APT). The DNP Project committee chair will verify that adjunct status has been granted to the clinical mentor by the School of Graduate Studies.
4. The DNP Project committee chair will ascertain if there is a clinical contract with the agency. If not, fill out and submit Request for Clinical Experience Agreement (see Appendices) to the Nursing Accreditation and Regulation Coordinator.
5. The DNP Project committee chair will confer with the student periodically about coursework and progress in refining the DNP Project concept.
6. The DNP Project committee chair will assist the student in developing the products that are required for the successful completion of the DNP Project proposal.
7. The DNP Project committee chair along with the DNP Project Committee will review the proposal and submit Notification of Oral Defense to the Associate Dean of Graduate Programs (see Appendices) in the College of Nursing and to School of Graduate Studies 2 weeks before PIR date.
8. The DNP Project committee chair will request a meeting space within the UAHCON to conduct the PIR. Ms. Kim Lassiter @ 256-824-6669 can assist with meeting space confirmation. NOTE: the PIR may be conducted with remote access if one or more of the committee members cannot be physically present.
9. After the PIR exam, the DNP Project committee chair obtains signatures from the committee on 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.
10. The DNP Project committee chair will assist the student in preparing and submitting an application for IRB approval of the project to the UAH IRB and any necessary approvals required by the clinical agency where the project is conducted.
11. The DNP Project committee chair assist the student in collaboration with the clinical mentor in all aspects of the DNP Project to include implementation of any interventions, data collection, data analysis, results generations, writing of the final project paper and presentation of results.
12. The DNP Project committee chair along with the student and committee sets a PFP date. All University deadlines must be followed. The DNP Project committee chair submits Notification of Oral Defense (see Appendices) to the Associate Dean of Graduate Programs in the College of Nursing and to the Graduate School 2 weeks before PFP date.
13. After the DNP Project committee chair obtains signatures from the committee on Report of Oral Exam, and forwards the form to the Associate Dean of Graduate Programs in the College of Nursing and to the Graduate School.

14. The DNP Project committee chair will request from the student the outcomes of the DNP Project in the form of the DNP Final Project Paper Template (see Appendices) to Faculty Adviser & Clinical Mentor two weeks prior to deadlines set by the Graduate School.
15. The DNP Project committee chair reviews a clinical hours in Typhon associated with the DNP Project. A total of 540 hours are required for the DNP Project (clinical hours are only logged in NUR 738 and 739).
16. The DNP Project committee chair is responsible for completing the Clinical Evaluation Form (see Appendices) in collaboration with the Clinical Mentor and submits to the CON Office of Graduate Programs. NOTE: This evaluation includes a review of the clinical hours as logged in Typhon.

Clinical Mentor Responsibilities

1. The clinical mentor will agree to serve on the student's DNP Project Committee. NOTE: if the clinical mentor is not doctorally-prepared, the student will need to add a fourth member to the committee. The fourth member will be a UAHCON DNP faculty member.
2. The clinical mentor will provide the student and chair with a current resume or curriculum vitae to accompany the Adjunct Faculty Nomination Form.
3. The clinical mentor will review the CON Clinical Mentor packet.
4. The clinical mentor will meet periodically with the student to provide guidance for the development of the student's DNP Project Proposal.
5. If the clinical mentor is associated with the clinical agency, they will facilitate the student's entry into the agency by providing pertinent information for the Clinical Contract. The clinical mentor will apprise the student of any special agency requirements.
6. The clinical mentor will meet periodically with the student to provide guidance during the implementation phase of the DNP Project.
7. The clinical mentor will work with the DNP Project Committee to resolve any difficulties of the project.
8. The clinical mentor works with the DNP Project Committee to evaluate the student's DNP Project.
9. The clinical mentor signs appropriate forms for Graduate Studies and the front pages of the DNP Final Project paper.
10. The clinical mentor will attend all examinations either in person, by remote access (Skype, Zoom, etc.) or by telephone.

Note: Clinical mentors must be granted adjunct faculty status through the College and Graduate School *prior* to serving on a DNP Project Committee and completing duties as outlined above.

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 preferred doctoral degree (minimum of master's degree) and at least annual participation in student learning. Appointments may be one to three years. Benefits of being an adjunct faculty include University library privileges, access to the College Learning Technology Resource Center, and listed in the University catalog. The process to nominating a person to adjunct faculty status includes:

1. The recommending faculty (the DNP Committee Chair) completes Adjunct Faculty Nomination Form (see Appendices) based on personal knowledge and resume/curriculum vitae and forwards to Appointment, Promotion and Tenure Committee.
2. The APT Committee reviews the nomination by faculty and recommends approval 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.

The DNP student, in collaboration with their faculty chair will identify an appropriate clinical agency. If NUR734 is required, a clinical agreement will be initiated by the chair with the clinical agency and sent to the DNP Coordinator.

Clinical Hours Guidelines

The 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).

In the post-baccalaureate to DNP pathway, 600 level specialty course clinical hours are taught prior to DNP courses requiring clinical hours. The post-master's clinical hours are completed in courses such as NUR 610 (Family Nurse Practitioner I) or NUR 620 Adult-Gerontology Acute Care Nurse Practitioner I) where a minimum of 168 clinical hours are completed each semester. A total of 672 clinical hours (minimum of 500 directly supervised) are completed in both of the nurse practitioner tracks. Throughout the clinical courses, clinical faculty and students in engage in clinical conferencing as a method of discussing cases and situations that arise in the clinical setting.

The clinical hours represent a clinical immersion that occurs in the planning, implementation, evaluation, and dissemination of the DNP Project. These are *not* precepted hours providing clinical care to patients as are typical in an undergraduate or graduate program for advanced practice. Clinical hours may be logged for activities that are associated with only two courses: 1) 120 clinical hours may be logged in NUR 738 for course assignments associated with the student's project; and 2) 420 clinical hours associated with project implementation and completion may be logged for activities in NUR 739. NOTE: Students must be registered in these courses to be accrue clinical hours. Faculty are responsible for evaluating the student in consultation with the clinical mentor using the DNP Clinical Evaluation Form (see Appendices). 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 DNP 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 DNP Project
- Participation in sanctioned clinical activities that will support the DNP Project
- Writing of the DNP Project Proposal

- Creating recruitment materials, consent forms, evaluation materials, educational materials, etc. that are association with the DNP Project.
- Writing 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 DNP Project Proposal (Faculty approval must be obtained prior to attendance at event)
- Development of Posters/Poster Presentations
- Revising review of literature
- Drafting elements of the DNP Project Final paper.

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 agency personnel
- Writing of DNP Project Final paper to include a manuscript for publication to report findings. NOTE: the student will use the DNP Project Final Paper Template (see Appendices)
- Attendance at conferences/programs/workshops/seminars that will directly contribute to the student's development, implementation, and/or evaluation of the DNP 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 DNP Program 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 DNP Program. Students receive an email (to the UAH issued address) 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.

It is recommended that students watch the Student Data Entry video to understand what is required when using this Typhon system. This requires logging into the Typhon system.

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 DNP Project. It does need to be specific and detailed, so the faculty adviser and clinical mentor will have enough detail about the time recorded as clinical hours for that day. Faculty Committee Chairs 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 adviser, students can attend a conference that specifically helps with the DNP 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 “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 “DNP 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 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. If entered the program fall 2014 or after, a minimum of 40 semester hours of graduate coursework and 1040 clinical hours (500 from MSN Program and 540 from DNP Program) are required.

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>. This application is good for one year. There is a fee associated with this application.

Commencement

University Commencement is conducted at the end of the fall and spring semesters. Approved caps and gowns are available for purchase through the University Bookstore. For more information go to <http://www.uah.edu/registrar/commencement/>

Date Approved: 11/20/14; Semester and Year Effective: Fall 2014; Date Reviewed/Revised: 11/20/14;
Semester and Year of Next Mandatory Review: Fall 2019; By: Graduate Faculty

**The University of Alabama in Huntsville
College of Nursing**

**Doctor of Nursing Practice Program
Appendices**

Appendix A

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	
1a. APPLICANT NAME Last: <u>type</u> First: <u>type</u> MI: <u>type</u>	2. SOCIAL SECURITY NUMBER (SSN) - - -
1b. OTHER NAMES USED Last: <u>type</u> First: <u>type</u> MI: <u>type</u>	3. DATE OF BIRTH (Month/Day/Year) <u>MM/DD/YYYY</u>
4. CURRENT ADDRESS Street Address 1: <u>type</u> Street Address 2: <u>type</u> Apartment Number: <u>type</u> P.O. Box Number: <u>type</u> City: <u>type</u> State <u>type</u> Zip Code: <u>type</u>	5a. DAYTIME PHONE (Area Code/Number) () -
	5b. EVENING PHONE (Area Code/Number) () -
6. EMAIL ADDRESS <u>type</u>	7. DRIVER'S LICENSE NUMBER AND STATE <u>type</u>
8. DEGREE PROGRAM: Name of Degree: <u>type</u> Expected Graduation Date: <u>type</u>	9. EDUCATION LEVEL: Master's <input type="checkbox"/> Doctoral <input type="checkbox"/>

10. PERSONAL REFERENCES -- Friend(s) and/or Relative(s)

Name: type
Address: type
City: type
State: type
Zip Code: type

Name: type
Address: type
City: type
State: type
Zip Code: type

SECTION II

11. ACKNOWLEDGEMENT

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.

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.

Applicant Name: type

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

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/RuralAdviser/RuralHealthAdviser.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.

Appendix B

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.

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.

Date Approved: Fall1997

Effective Date: Fall 1997

Date Reviewed/Revised: Spring 2001; Fall 2009; Spring 2015

Next Mandatory Review: Spring 2020

By: Name of Committee: Appointment, Promotion, and Tenure Committee

Appendix D
The University of Alabama in Huntsville
College of Nursing
Memorandum of Understanding Request Form

Agency Name:

Agency Type: 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:

Fax:

Name, position, and email of person signing agreement:

Contact person name, position, and email if different than the person signing the agreement (Ex. administrator, office manager):

Student name and email:

Faculty name, course, and semester:

Preceptor name, credentials, and email:

Type of Program: MSN Admin DNP

Return this completed form to Melodie Cates, NUR 227G

melodie.cates@uah.edu

O: 256.824.6550

F: 256.824.2850

Date submitted:

Date sent:

Date completed:

Follow up dates:

Standard agreement signed:

Agreement Number:

Appendix E
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
GRADUATE SCHOOL
NOTIFICATION OF ORAL EXAMINATION/DEFENSE

TO: _____ Committee Chair
 _____ Adviser (if different from above)
 _____ Graduate School Observer

FROM: Dean of Graduate School

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. Adviser

This examination is the _____ first _____ second attempt by the student.
 Signatures:

 Committee Chair: _____ Date

 Adviser [if different from _____ Date
 above]:

 Department Chair: _____ Date

 Dean, Graduate _____ Date

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

Distributi Observe Departm Studen Committee

Appendix F
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
GRADUATE SCHOOL
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):

Requirements for pass	Satisfied	Not Satisfied
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	Signature	Date
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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: _____ Instructor signature

 Committee Chair Date

 Adviser [if different from above] 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 reached.

Appendix G
The University of Alabama in Huntsville
College of Nursing
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: _____
 Last Name _____ First Name _____ Date _____

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

Outcomes	Comments	Rating				
		1	2	3	4	5
Synthesize scientific evidence for the development of clinical interventions for practice.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate policy, care delivery, and organizational systems for current and future health care needs.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrate intra and interprofessional collaboration to address health disparities and to improve health care quality across diverse populations and cultures.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Incorporate knowledge of current and emerging health technologies to improve care delivery and organizational systems.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Translate scientific, theoretical, and ethical principles into health care for individuals, families, and populations.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Advocate for social justice, equity, and ethical policies in health care.		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
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Additional Comments

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Signature of Faculty Chair
Date

Printed Name of Faculty Chair

Title

Appendix H
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
COLLEGE OF NURSING
Graduate Post-BSN-DNP Certification and Early Exit Policy

I. Purpose

This document describes the policy for national certification and early exit for graduate nursing students enrolled in the DNP program, post-baccalaureate to DNP pathway who complete their master's degree while enrolled.

II. Assumptions

1. Students who complete their master's degree are expected to obtain national certification, where applicable, as soon as possible after completion of coursework and required paperwork.
2. Students are expected to obtain national certification prior to completion of 24 DNP credit hours. Students may continue to be enrolled in DNP coursework while obtaining certification.
3. In the rare instance that a student chooses to discontinue enrollment after the completion of their master's degree (early exit), they must submit a letter of extenuating circumstance to the Associate Dean of Graduate Programs in the College of Nursing.

III. Procedure

1. Students will notify the Associate Dean of Graduate Programs when they receive an authorization to test for national certification as well as test results.
2. Students must submit proof of national certification to the Director of Graduate Admissions and Advisement prior to enrolling in additional DNP coursework once 24 DNP credit hours have been obtained.
3. Should a student choose to discontinue enrollment in the post-baccalaureate to DNP pathway after attainment of the master's degree (early exit), students must submit a letter of extenuating circumstance to the Associate Dean of Graduate Programs. Readmission to the DNP program would then require reapplication to the DNP program.

DATE APPROVED: Fall 2017
EFFECTIVE DATE: Spring 2018
DATE REVIEWED/REVISED:
NEXT MANDATORY REVIEW: Spring 2023
BY: Associate Dean of Graduate Programs

Appendix I

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE COLLEGE OF NURSING Graduate and Doctoral Departmental Transfer of Credit Policy

I. Purpose

This document describes the transfer credit policy for the graduate and doctoral nursing programs where applicable. Transfer credit is defined as “any course accepted for credit taken at a non-UAH, regionally accredited college or university.”

II. Assumptions

1. Students who have completed course work at a non-UAH, regionally accredited college or university may request an evaluation for transfer credit.
2. Courses taken at other universities will be considered for transfer credit only if a grade of "B" or higher is obtained in the course.
3. Courses taken at other universities will be considered for transfer credit only if the date of course completion is less than six years old prior to the date on which the graduate degree is to be awarded. Some courses (i.e. pharmacology) may be deemed ineligible for transfer credit if the content is considered to have significantly changed.
4. The maximum transferable credit hours is 12 for graduate and doctoral programs.

III. Procedure

- A. The student must complete and submit the Graduate Student Request Form indicating what credit is being requested for transfer and submit to the Director of Graduate Nursing Admissions and Advisement. The following information must accompany the request:
 1. A course transcript to include final grade earned.
 2. The institution's accreditation status where course was taken.
 3. The institution's grading scale system where course was taken.
 4. The course syllabi to include course description and course objectives.
 5. The course topical outline with clear delineation of topics.
 6. Any course materials that would provide more detailed information about the course.
- B. The student may, at any time, email or call the Director of Graduate Nursing Admissions and Advisement to inquire about the completeness of their information or the status of their transfer credit. It is the student's responsibility to make sure transfer request packet is complete.
- C. The Director of Graduate Nursing Admissions and Advisement will forward the request form and information to the Program Coordinator for review.
- D. A decision will be made and communicated to the student in writing within five working days.
- E. If the transfer credit is approved, it will be documented in the student's file and a CAPP adjustment form will be submitted to the Registrar's office.

DATE APPROVED: Fall 2017
EFFECTIVE DATE: Spring 2018
DATE REVIEWED/REVISED:
NEXT MANDATORY REVIEW: Spring 2023
BY: Associate Dean for Graduate Programs