



# **College of Nursing**

## **Doctor of Nursing Practice**

### **Student Handbook**

**2024-2025**

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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 DNP programs are accredited by the Commission on Collegiate Nursing Education (CCNE).

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 to attend a 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, adult-gerontology acute care nurse practitioner, nursing administration, the BSN-DNP and post-master's DNP, and the Joint PhD in Nursing Science. Two certificate programs are offered including family nurse practitioner and nursing education.

The culminating work in your DNP program is the DNP Project. This DNP project is an evidenced-based project designed to positively impact health care outcomes. 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 "Karen H. Frith". The script is cursive and fluid, with the first letters of each name being capitalized and prominent.

Karen H. Frith, PhD, RN, NEA-BC, CNE  
Dean and Professor  
Phone: 256.824.6345  
Email: karen.frith@uah.edu



## **Mission**

**Educate and inspire individuals to become nurse leaders who act with integrity, discover through scientific methods, promote wellness, 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 promoting wellness and 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, DNP, and PhD 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 (CON) 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. 36 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 9 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 admitted to the post-baccalaureate to DNP and independent post-master's to DNP was in fall 2016. In summer 2019, The University of Alabama in Huntsville College of Nursing and The University of Alabama Capstone College of Nursing admitted students to the Joint Nursing Science Ph.D. program.

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 Simulation and Learning Innovation 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. 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 (UAH) College of Nursing (CON) offers both the post-Master of Science in Nursing (MSN) to DNP and the post-Bachelor of Science in Nursing (BSN) to DNP pathways. 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 Outcomes**

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 historical and theoretical foundations of nursing science for the complex care of individuals, families, communities, and populations.
2. Integrate scientific, theoretical, ethical, and legal principles to design holistic care delivery models for compassionate, person-centered care.
3. Redesign micro and/or macro systems to improve health equity of diverse communities and populations.
4. Disseminate scientific evidence to improve health outcomes and transform health care delivery.
5. Lead improvement activities to promote safe, quality, reliable health outcomes.
6. Create strategies for intra- and interprofessional communication and collaboration to improve health care access and outcomes for diverse populations.
7. Lead systems-based initiatives to improve health care for current and future needs.
8. Collaborate in the development and use of emerging health technologies to improve health care delivery.
9. Advocate for social justice, equity, inclusion, and ethical principles.
10. Mentor others in lifelong learning activities to enhance personal, professional, and leadership development.

### **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 CON follows the American Association of Colleges of Nursing (AACN) *The Essentials: Core Competencies for Professional Nursing Education (2021)*. A complete description of *The Essentials* may be found online through the AACN website at [AACN Essentials](#)

## **DNP PROGRAMS OF STUDY**

The Doctor of Nursing Practice (DNP) is a program offered by UAH. 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.

UAH's CON offers both the post-baccalaureate to DNP (BSN to DNP) and post-master's to DNP (MSN to DNP) pathways. The post-BSN to DNP pathway allows 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, and evidence-based practice. Students may elect to take courses under the full-time option or the part-time options. Students enrolled in the post-BSN to DNP degree, may select from various MSN tracks: Family Nurse Practitioner, Adult-Gerontology Acute Care Nurse Practitioner, and Nursing Administration. If a student desires to change MSN track during their program of study, a request to transfer (see Appendix A) for transfer to a different track is required.

Students enrolled in their last semester of a UAH pre-licensure BSN program who meet GPA criteria, may apply as a non-degree student for admission into a graduate program. The student can enroll into one graduate course while licensure is finalized in their first semester. Upon successful completion of licensure requirements, and before the end of that first semester, the student must apply for degree-seeking status to continue their enrollment in their selected degree track. All students must have an active and unencumbered license and be admitted as a degree seeking student at the time of enrollment for their 2nd semester. For program-specific admission details, see <https://www.uah.edu/nursing/graduate-programs>

The post-MSN to DNP pathway is offered for nurses who already have earned a Master of Science in Nursing degree. Students may elect to take courses under the full-time option or the part-time options.

The post-MSN DNP can be started in the Spring and Fall. The post-BSN to DNP (NP track) can be started in the Spring, Summer or Fall. The post-BSN to DNP (Administration track) starts in the Spring and Fall. All prospective students are encouraged to contact the Academic Advisor for Graduate Programs (256.824.2433) to discuss the appropriate program of study based on the semester of entry.

## College Administrative Offices

### Office of the Dean

Nursing Building, Room 413A

256.824.6345

Dean

Senior Administrative Assistant

Resource Manager

Dr. Karen H. Frith

Ms. Jane Armitage

Ms. Carol Reeve

### Office of Graduate Programs

Nursing Building, Suite 214

256.824.6669

Associate Dean

Staff Assistant

Director of Graduate Admissions/Advisement

DNP Program Coordinator

Dr. Louise O'Keefe

Ms. Kim Lassiter

Ms. Blakeley Hart

Dr. Darlene Showalter

### Simulation Learning Innovation Center

Nursing Building, Third Floor

256.824.2181

SLIC Manager

Simulation and Learning Innovation Center Specialist

Ms. Mary Deason

Mr. Colby Nance

### Information Systems Analyst

Nursing Building, Room 406

256.824.2450

Mr. James Cypert

### Nursing Accreditation and Regulation Coordinator

Nursing Building, Room 227G

256.824.6550

Ms. Melodie Cates

## **Areas of Responsibilities**

### Dean

The Dean is the chief administrative and academic officer of the CON. 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 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 CON Nursing Curriculum Committee, providing oversight for meeting accreditation standards and University Graduate School guidelines, and advising students.

### 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 the management of all aspects of the course. Course Managers provide evaluative feedback of all course members to the Associate Dean.

### Academic Advisor for Graduate Programs

The Academic Advisor has the responsibility for student services in the CON. Specific responsibilities include pre-admission advising, academic advisement, recruitment, admission, and non-academic student services.

## **College Services**

### **Nursing Building**

The Nursing Building houses the CON programs and services. Classrooms, student lounges, and study areas are located on the first and second floors. Administrative offices, including the Office of the Dean, Office of Undergraduate Programs, and Office of Graduate Programs are on the fourth and second floors, respectively. The third floor houses the Simulation and Learning Innovation Center and most faculty offices. 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 or use of any tobacco products in the Nursing Building.

### **SLIC: Simulation Learning Innovation Center**

The SLIC 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 email. Faculty email addresses are available online in the CON Faculty Directory and in course syllabi. 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.

Faculty may also be reached by direct dialing their offices. Faculty telephone numbers are listed on course syllabi and online in the CON Faculty 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 office hours in course syllabi and are available for meetings by making an appointment. Please follow each faculty's preferred method of communication as expressed within each individual course.

## **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 and may be found at the actual bookstore or its website at <http://www.uah.edu/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 UAH instituted in Spring 2015. The University will send each student 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 the 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 [Student Resources](#) under Services.

### **Email Accounts**

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

### **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 [LibGuides.UAH.edu](#) 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 five group study rooms and eight smaller rooms. The group study rooms, which seat from four to eight people depending on the room, include a table, chairs, whiteboard, a computer, and a wall-mounted monitor. Students can reserve study rooms at the User Services

Desk. Students can also check out markers for the whiteboard and equipment for the computer - such as a keyboard and mouse and cables. Each study room can be reserved for a three-hour block up to 30 days in advance. Renewals are possible if there is no one waiting to use a study room. Study rooms are closed one hour prior to the Library closing. More information about Library study rooms may be found online at [Library Study Rooms](#).

For DNP online learners, the M. Louis Salmon Library may also be accessed online at [Salmon Library](#). Students need to know their Charger ID username and password to log in. Reference librarians are available by phone or online chat during hours of operation. The Salmon Library offers free interlibrary loan services and delivers all journal articles or books to students' homes or to their UAH email account.

### **Parking Tags**

Students must have a parking tag when parking at UAH. Because DNP students are rarely on campus, a temporary parking permit may be requested from UAH Parking Services for each visit to campus. Students may request up to five temporary permits at a cost of \$5.00/permit. Students can call UAH Parking Services at 256.824.6595 for more information or visit [UAH - Parking Services](#).

### **Charger Cards**

Students may obtain a Charger Card in the Charger Union, Room 131 or visit [Charger Card](#) for information on a mobile ID. 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 [Vice President for Student Affairs](#), contact any of the staff members, or visit their offices to find out more about the great resources they have available.

Campus Recreation	<a href="#">University Fitness Center - Huntsville</a>	256.824.5500
Counseling Center	<a href="#">UAH - Counseling Center</a>	256.824.6203
Dean of Students Office	<a href="#">UAH - Dean of Students</a>	256.824.6700
Disability Support Services	<a href="#">Disability Support Services</a>	256.824.1997
International Services	<a href="#">UAH - Office of International Services</a>	256.824.6055
Military & Veterans	<a href="#">Military &amp; Veterans Programs</a>	256.824.2758
Special Events	<a href="#">Special Events</a>	256.824.6802
Student Activities	<a href="#">Student Life</a>	256.824.6375
Student Conduct	<a href="#">03.03.05 Code of Student Conduct</a>	256.824.6701
Student Government Association	<a href="#">Student Government Association</a>	256.824.2730
Student Health Center	<a href="#">Student Health Center</a>	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, [Student Success Center](#). 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 Tutoring service, offers consultations in order to help students become stronger, independent writers. Appointments with a member of the Writing Center can be made for online learners through Zoom, video conferencing.

### 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 three 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 [UAH Counseling Ctr.](#)

### 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 [uah.edu/dss](http://uah.edu/dss) 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 [UAH Student Health](http://UAH Student Health)

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 [UAH Student Health](http://UAH Student Health). 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 seven 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 Access Connections and Engagement (ACE)

The Office of Access, Connections, and Engagement will focus on the following initiatives to serve all students throughout their collegiate career:

- Choose UAH, a pre-collegiate initiative, where the Office will engage with the UAH Admissions Office to promote the campus to high schools throughout Alabama.
- UAH Today will help all current students to navigate and create connections across the campus community.
- Finally, Success After UAH will be geared towards helping all students access options after graduation that will lead them to a rewarding future.

The ACE office can be reached at 256.824.2332

## **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 Aerospace 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 Aerospace Committee may be involved in the identification and implementation of strategies appropriate to the Aerospace 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 into 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  $\frac{1}{4}$  of the nursing curriculum;
- achieve academic excellence (3.5 GPA or higher);
- meet the expectation of academic integrity.

## **STUDENT ACTIVITIES AT THE UNIVERSITY**

There are many avenues to 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 UAH with representation that not only helps voice the opinions and concerns of students but also to help enhance the student experiences as 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.

## **FINANCIAL AID AND SCHOLARSHIP INFORMATION**

### **University Financial Aid**

The University Financial Aid Office is 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. Please note that financial aid only covers courses required within a specified program of study.

### **Alabama Board of Nursing Scholarships**

Scholarships are granted each year to graduate students attending schools in Alabama. Funding is for full-time study for one year. More information may be found at <https://www.abn.alabama.gov/?s=scholarships>. Students must make an application directly to the Alabama Board of Nursing. Contact Alabama Board of Nursing for a deadline. They can be reached by telephone at 800.656.5318 or by mail at RSA Plaza, Suite 250, 770 Washington Avenue, Montgomery, Alabama, 36130.

### **Nurse Faculty Loan Program**

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

#### NFLP Description

The loan is 85% cancelable after working full-time in the same faculty position for four consecutive years. The loan cancellation over the four-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 of the remaining 15% of the loan balance is postponed during the cancellation period; however, NFLP loans accrue interest at a rate of 3% per annum beginning three months after graduation (per PHS Act Section 846A (c)(6)(A)) for loan recipients who establish employment as nurse faculty. There is no penalty for early payment of the remaining 15% of the loan amount.

#### NFLP Application

Interested students will complete the online UAH CON NFLP application (<https://forms.office.com/r/mrq9AgeEUW>) and Free Application for Federal Student Aid (FAFSA) application (<https://studentaid.gov/h/apply-for-aid/fafsa>). After completion, the NFLP Project Director will set up an interview to discuss the program and the requirements for service cancellation. See Appendix B for the NFLP Application Checklist.

In order to apply for the NFLP, students must:

- Be enrolled full-time or part-time in the DNP Program.
- Agree to take at least three nurse education classes as electives or in addition to an 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 online at <https://forms.office.com/r/mrq9AgeEUW>
- Complete a FAFSA application for the academic year you wish to receive funding. That application can be <https://studentaid.gov/h/apply-for-aid/fafsa>.

Students can get loans to cover multiple years but must apply each year to the CON for the NFLP and sign a promissory for the academic year and a new promissory note for summer support.

- 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). For more information, see [Nurse Faculty Loan Program](#)

#### NFLP Progression

Borrowers must continue enrollment in the DNP program and complete the degree along with three nurse educator courses (see below) in order to qualify for loan cancellation. If borrowers withdraw or are dismissed from the DNP program, repayment of the loan principal plus interest at the prevailing rate will start immediately. Borrowers who are thinking about withdrawal should discuss their plans with the DNP Coordinator and/or the Academic Advisor to inquire about the option to take a leave of absence. If approved, borrowers can receive up to one-year leave to avoid immediate repayment. If a leave of absence is approved and borrowers fail to return to the DNP program, repayment of the loan with interest starts immediately.

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>
NUR640	Curriculum Development in Nursing	3	DNP and MSN	Yes
NUR641	Teaching/Learning in Nursing	3	DNP and MSN	Yes
NUR642	Testing and Evaluation in Nursing Education	3	DNP and MSN	Yes
NUR643	Faculty Role Development	3	DNP and MSN	No, but encouraged
NUR644	Practicum in Teaching Nursing	3	DNP and MSN	No, but encouraged
NUR646	Instructional Technology in Nursing Education	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 three percent per annum beginning three 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 DNP 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 three 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 nursing school, 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 fulfill the service obligation in one of three ways:

1. employment as a full-time faculty member at an accredited school of nursing;
2. employment as a part-time faculty member at an accredited school of nursing in combination with another part-time faculty position or part-time clinical preceptor/educator position affiliated with an accredited school of nursing that together equates to full-time employment; or
3. designation of nurse faculty in a joint nurse faculty appointment serving as full-time advanced practice registered nurse (APRN) preceptor for an accredited school of nursing, within an academic-practice partnership framework.

Following graduation, the Borrower must submit certification of employment within 12-months of graduation. The school will cancel an amount of up to 85 percent of the principal and interest for borrowers who submit their employment verification. The cancellation by the school is carried out in the following way:

- 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, UAH will cancel 25 percent of the principal of and interest on the NFLP loan, as determined on the first day of employment.

If employment verification is not submitted within the 12-month period, the borrower will NOT be eligible for the loan cancellation provision.

### 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 UAH, become immediately due and payable.

#### Deferment

NFLP borrowers are eligible for deferment for up to one year, (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 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.

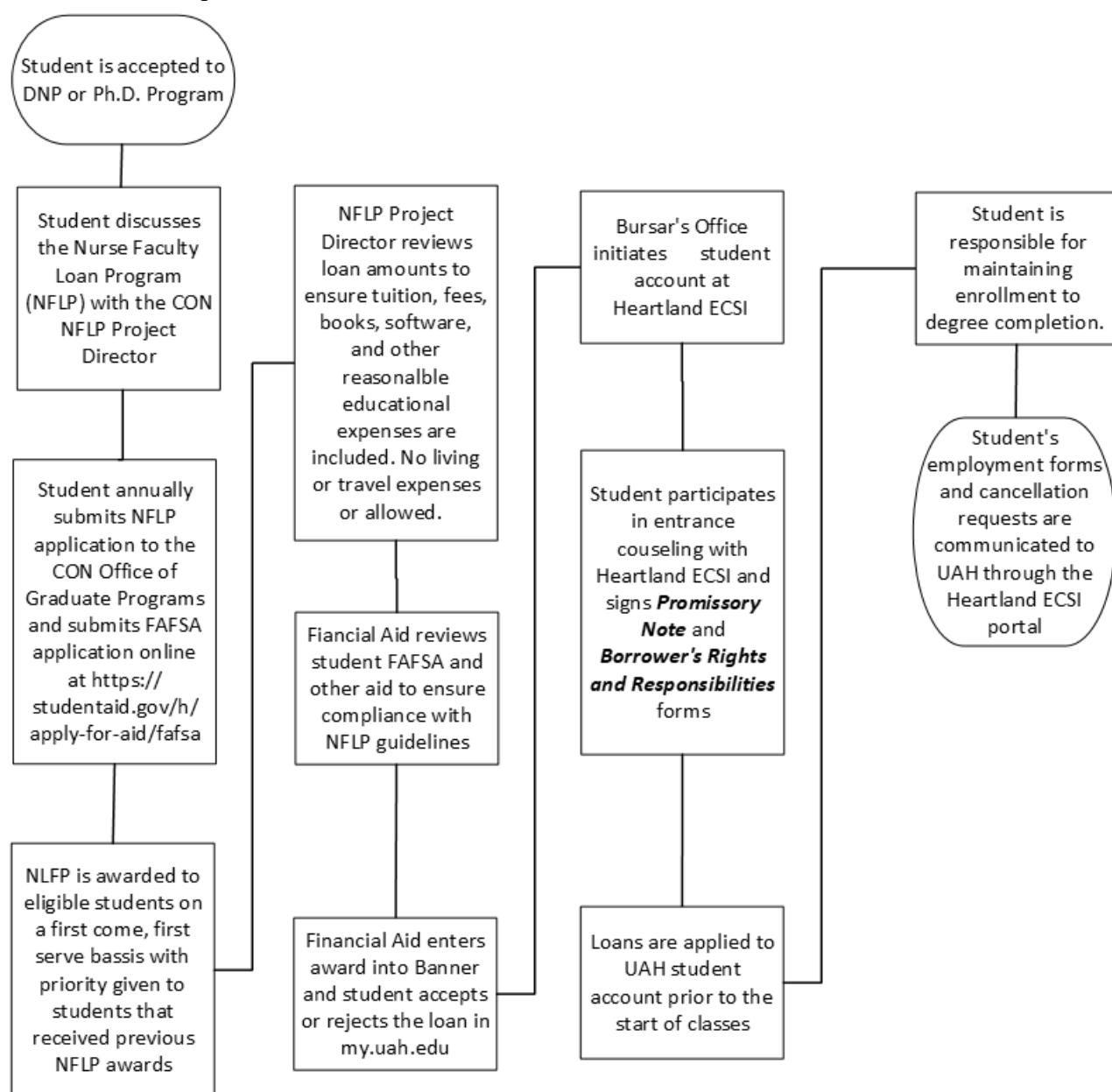
#### Death and Disability

In the event of the Borrower's total and permanent disability or death, UAH will cancel any remaining payments on the Note.

Forbearance UAH 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.



## NFLP Process Map



## 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 9 hours of graduate credit hours per semester (six hours in the summer semester). Students receiving tuition scholarships are bound by the same rules as graduate assistants with respect to course withdrawal, the 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 teaching assistants (GTA) have as their primary goal a graduate degree, and the assistantship is part of their graduate education. Any student qualified for admission to the Graduate School 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 9 semester hours any semester in which an appointment is held. In return, the university will pay for tuition and fees for up to 12 hours per semester. Further information may be obtained from the Graduate School. 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 9 to 10 semester hours.

## POLICIES AND PROCEDURES

UAH 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 CON.

### General Policies

For policies regarding enrollment requirements, refer to the CON website at [Grad Regs](#)  
For policies regarding document requirements, refer to our website at [Grad Health](#) and [Technical Standards for Students](#) The UAH College of Nursing (CON) is committed to excellence in student.  
NOTE: All required documents are at the student's expense.

#### Canvas

The DNP Program at UAH is an online program with an optional on-campus activity: The 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 to the DNP program 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 course syllabi. Requirements/assignments are due on the expected date unless the student makes prior arrangements with the faculty. Requirements/assignments turned in late will be penalized or not accepted as identified in each syllabus. Faculty are supportive in assisting students in extenuating circumstances; however, students are expected to make *prior* arrangements with faculty 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 jeopardize their academic success in the course and in the program. Therefore, regular access to Canvas and understanding of syllabus policies is important.

#### Insurance, Licensure, Certification and Other Requirements

Students are expected to provide evidence and supporting documentation for all admission requirements. In certain circumstances, students may have the opportunity to submit specific requirements after enrollment in NUR737 the Professional Roles. Student compliance with the upload and/or provision of these documents to the designated platform is required for this course. Any missing or expired health, licensure, insurance or certifications documents still outstanding at the end of NUR737, will result in a failure in this course. Criminal background check and drug testing, physical/health exam, immunization records for Tetanus, Diphtheria, Pertussis (Tdap); hepatitis B; varicella; MMR; and influenza, PPD skin test (chest X-ray, or a QuantiFERON-TB Gold blood test if indicated), AHA BLS (ACLS certification may be required if in BSN-DNP depending on MSN), student consent forms and policies, Cultural Diversity, OSHA, and HIPAA certifications, liability insurance as specified on admission, and current health insurance are all requirements for admission. Additionally, students are expected to maintain current immunizations, active insurances, certifications and licensures throughout the entirety of the DNP program. Clinical agencies may have additional requirements.

### Clinical Agency Selection, Contracts & MOU

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, the Accreditation/Regulation Coordinator and administrators in the College. The NUR734 and 739 courses require the completion of clinical hours and contracts are required to initiate rotations or project work. Faculty within the specified course or the DNP project chair will vet the clinical agency in which the experience is to occur. Students are encouraged to consult with faculty as early as possible if there are special considerations regarding a clinical agency. Students will also have to meet any agency requirements. A Memorandum of Understanding (MOU) is filled out by the student in the CORE-ELMS platform and submitted for faculty or chair review. Content of this form can be seen in Appendix C. This process is now automated through CORE and contract information will be directly submitted by the student into said platform. The University of Alabama and the agency where the project will be implemented must have signed the legal contracts prior to implementation of the DNP project. Forms must be filled out in their entirety. Partially filled documents cannot be processed. The waiting period will vary depending on legal procedures; ranging from a few weeks to several months. Students must be cognizant of their role as a student vs. their role as an employee of the agency as access to areas and data may be restricted while functioning in the student role.

### Responsibility to Clinical Agencies

Students are responsible for complying with policies, requirements, and procedures required by clinical agencies and meeting the requirements throughout the entirety of their 739 and 734 rotations. 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.

### Faculty-Student Agreement for Scholarly Work

Dissemination of the findings from the DNP project is considered the culmination of scholarly work and an expectation in this program. Dissemination of DNP project findings may be completed through various avenues such as publications, oral/podium presentations, and poster presentations. Faculty recognize and encourage the production and publication of scholarly works. Authorship is a way to award credit for contribution to a published work. All parties who collaborate on a scholarly work will read the policy Faculty & Student Agreement for Scholarly Work (FSASW) and fill out its corresponding form to establish authorship (see Appendix D).

### 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 at the end of each semester. This information is used in faculty evaluations, in the revision of the courses and/or teaching methods.

### 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.

Students with cumulative grade point average 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 Associate Dean of Graduate Programs 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 Graduate School.

In addition, DNP courses must be passed with a grade of “B” or higher. Any course with a grade less than a “B” must be repeated. Earning the first C will result in an academic warning letter and will require a *petition for continuation* by the student. Earning a second C will result in dismissal from the program. After a dismissal, consideration for reinstatement requires a *petition for reinstatement* by the student. These cases are received by the CON Graduate Office and considered by the CON Doctor of Nursing Practice Progression Committee. Recommendations will be made to the Associate Dean for Graduate Programs. If reinstatement is granted after a dismissal, the student may be required to sit-out one semester prior to registering for class.

A grade of S/U is earned in NUR739 based on timely and quality student completion of project related work. Failure to meet specified goals will yield an “unsatisfactory”. Credit hours in 739 with an “unsatisfactory” grade will not count toward the minimum of seven credit hours required for NUR739. NUR738 is another course with S/U scoring. In this course, an 80% must be earned per the course assignment specifications to earn a satisfactory grade. Unsatisfactories are synonymous to a course failure. Thus, any two course failures due to “U’s” or grades less than a B will yield a dismissal.

Students must use the correct form to petition for continuation due to an academic warning or to petition for reinstatement after a dismissal. Forms are found in Appendix E. Consideration given on a case-by-case basis, depending on warning or dismissed status, may consist of 1) continuation in the program to include a repeat of the course or 2) dismissal from the nursing program. Course faculty input and a review of course materials will be obtained by the committee.

### Graduate Post-BSN-DNP Certification and Early Exit Policy

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

### Plagiarism & Self-Plagiarism

The UAH CON Faculty use the definition of plagiarism described in the UAH Code of Student Conduct, section 1.01., which aligns with the definition found in the APA Manual 7th edition, Section 8.2, as an action committed by a person who is “...using the words or ideas of another and claiming them as original words or ideas.” Plagiarism is a form of academic misconduct, and warrants investigation that may result in a minimum deduction of 20 points on the associated assignment, course failure, and/or disciplinary action. The UAH CON Faculty use the definition of self-plagiarism found in the APA 7<sup>th</sup> edition manual, section 8.3, paragraph 1, “The use of your own previously published work as original.”. Students who use their own previously-published material must follow APA 7<sup>th</sup> edition referencing guidelines for appropriate citation of the work. As described in Section 8.3, the UAH CON faculty further define self-plagiarism as submission of content prepared for one course as an assignment for another course without permission from the current course instructor. Course assignments that permit submission of prior course work are delineated by the course instructor. Students should review assignment guidelines carefully and are encouraged to contact their course instructor for questions regarding use of content from prior course assignments. Self-plagiarism is a form of academic misconduct and warrants investigation that may result in a deduction of points on the associated assignment, course failure, and/or disciplinary action.

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 to upload a paper into the Turnitin.com database. The 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 content within the student paper.

The use of artificial intelligence models for assistance in the completion of work is strictly prohibited unless specified as acceptable within the assignment instructions and/or via faculty course communication. Students who violate this policy will be subject to disciplinary action for academic misconduct. All assignments (papers, discussion posts, etc.) are to be individually completed and must be your own words and thoughts and not generated through processing tools driven by artificial intelligence. If a specific course assignment or activity were to allow the use of AI, faculty would provide specifications and guidelines relevant to that assignment.

### 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 unless the paper is a manuscript for publication in a journal using a different style manual (AMA, Chicago, etc.). Because of the frequency of use of this resource, it is suggested that each student purchase a copy of the APA Guidelines to use throughout the program. All papers will be submitted in Word format unless otherwise stated by course faculty. The University Graduate School provides a template for all doctoral final papers (738 & 739). All students must comply with said template though it may deviate from usual CON and APA format to meet ProQuest requirements.

### Pre-grading

Faculty will not pre-grade or re-grade assignments. If students have questions about an assignment, the course instructor is available for clarification but cannot review partly complete or completed assignments prior to the due date. The course grade entered for an assignment will stand and there will be no opportunities for grade improvement through re-submission or re-grading of the assignment. In some instances, the syllabus may dictate that assignments will be submitted in stages, for example, as Draft One and Draft Two. This pre-grading and/or re-grading assignment statement does not apply to such assignments.

### Late Work

All written/assigned work must be submitted on time, electronically, as specified. If extenuating circumstances occur which require work to be turned in late, arrangements must first be made with faculty for late work to be accepted. If papers are turned in late without prior arrangement the following penalties will be applied: 10 points off for each day it is submitted late for up to three days. Assignments submitted more than three days late may result in a score of “zero”. Students must adhere to guidelines on late submission as indicated in the course syllabus.

### Graduate and Doctoral Department Transfer of Credit in to DNP

Students are responsible for requesting a transfer of credit review, if appropriate, from the CON Program Manager and Graduate Advisor for providing documentation as outlined in Appendix J along with the written request. The maximum transferable credit hours is 12 for graduate and doctoral programs. The student must specify which UAH CON DNP course they are requesting to satisfy with the transferred credit.

## **Drug and Alcohol Policies of the University of Alabama in Huntsville (UAH or University): Substance Abuse Policy**

- A. UAH Policies. All UAH CON students must become familiar with and comply with the UAH policies regarding drugs and alcoholic beverages. These policies are stated in the Student Handbook, the Code of Student Conduct, the UAH Alcoholic Beverage Usage at University Events Policy, and the Drug Free Workplace Statement Policy. These policies incorporate by reference federal, state, and local drug and alcohol laws. Under the Drug-Free Schools and Communities Act, UAH students are informed each year about these and related matters. The Code of Student Conduct standards of behavior apply both to conduct on campus and off campus.
- B. Nursing Drug/Alcohol Policy. This Substance Abuse and Drug/Alcohol Policy (the “Policy”), applying specifically to Nursing students, is intended to complement the UAH policies described above.
- I. Purpose of Policy
- A. Safe Academic and Clinical Environment. The CON recognizes its responsibility to promote a safe, efficient academic environment for Nursing students and to cooperate with affiliated clinical agencies in providing for the safe and effective care of their patients during Nursing students’ clinical experiences in the agencies’ facilities.
- B. Drugs and Alcohol. Nurses must conduct health care and educational activities only while in full control of their manual dexterity, mental faculties, judgment, and other skills. A Nursing student’s use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of Nursing students poses an unacceptable risk for patients, colleagues, the University, and affiliated clinical agencies. Preventing and/or detecting substance abuse, as defined below, is particularly critical in the Upper Division of the CON’s BSN program and its Graduate program, where Nursing students spend a considerable amount of time learning patient care in a variety of clinical settings. Accordingly, this Policy has been adopted with the following objectives and purposes:
- To proscribe substance abuse and/or activities or behaviors (a) that are prohibited by the University’s policies regarding drugs and alcoholic beverages; (b) that may subject the involved Nursing student, other individuals, and the University to legal penalties or consequences; or (c) that may negatively impact the care of patients and the Nursing educational programs.
  - To identify Nursing students in the upper division of the BSN program or in the Graduate program who may have a non-expunged drug or alcohol-related impairment or arrest, charge, and/or conviction related to a drug or



alcohol-related offense that may impact their ability to learn safe care practices or that may create unacceptable risks for the University or the affiliated clinical agencies in which students have clinical experiences.

- To cooperate with affiliated clinical agencies by requiring Nursing students assigned to clinical activities in such agencies to consent voluntarily (a) to allow those agencies to drug test the Nursing student in accordance with their policies, and (b) to disclose any drug testing results to appropriate CON Nursing officials.
- To require all Nursing students enrolled in the CON to submit to mandatory drug testing under the circumstances set forth herein.

## II. Definition of Terms

The following terms, when used in this Policy shall have the definitions indicated below.

- “Illegal drug” means any drug/chemical substance that is not legally obtainable; any drug/chemical substance that is legally obtainable but has not been legally obtained; any prescribed drug/chemical substance that has not been legally obtained; any prescribed drug/chemical substance that is not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug that is being used at a dosage level other than that recommended by the manufacturer or a health care provider or is being used for a purpose other than the purpose intended by the manufacturer; and any drug/chemical substance that is being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs/chemical substances include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances (such as marijuana and hashish), cocaine, heroin, methamphetamines, phencyclidine (PCP), and so-called designer drugs and look-alike drugs such as ecstasy or ketamine.
- “Impaired” means a person’s mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability). An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor, and attitudes as manifested in speech or actions. Impairment includes addiction to and/or physical dependence upon drugs/chemical substances and/or alcohol.
- “Nursing student” means any individual formally enrolled in the CON in pursuit of a BSN or Graduate degree, including registered nurses (RN), students taking courses via distance education, special students, or individuals in postgraduate

study, either alone or in combination with any other degree, regardless of the specific location of the student.

- “Reasonable suspicion” means a conclusion, reasonably based on credible evidence, that it is more likely than not that a person has engaged in substance abuse.
- “Substance abuse” means (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any Nursing student while enrolled in Upper division courses in the BSN program or in Graduate courses at UAH, regardless of where the illegal drug activity occurs; (b) the consumption, possession, or distribution of alcohol, unless approved by the University or clinical agency, by any Nursing student while on University or affiliated clinical site premises, or while participating in any University or affiliated clinical site-sponsored or related activity, including any Nursing course or clinical training activity; and (c) the use by any Nursing student of any drugs, including a prescribed or “over-the-counter” drug, or alcohol in such a way that the Nursing student’s performance in any Nursing course, including activities at any clinical site, is impaired.

### III. Policy Requirements

#### A. General Compliance Duty

1. All Nursing students are expected to comply with the provisions of the multiple UAH policies regarding drugs and alcohol referenced above. Nursing students are further expected to comply with all the duties and requirements established by this Policy.
2. A Nursing student must not under any circumstance participate in Nursing-related courses or clinical activities while impaired.
3. A Nursing student is expected, in all oral or written communications with the CON, to be truthful and provide accurate information.

#### B. Required Disclosures

1. Nursing students in the Upper Division of the BSN program or in the Graduate program will be required to provide (in addition to other information) a signed statement that he or she does not engage in substance abuse activities as defined herein. Such students are further required to disclose any non-expunged past criminal drug or alcohol convictions and the penalties imposed for such conviction(s). These disclosures shall be made on a form provided by the CON (see Appendix G). This form, when completed, shall be provided to the Associate Dean.

2. A Nursing student is also required to notify and disclose to the Associate Dean any “current” arrest, charge, or conviction relating to a violation of drug or alcohol laws. This notice and disclosure must be made within five (5) days of the arrest, charge, or conviction.

C. Student “Self-Disclosure”

1. A Nursing student may voluntarily disclose or “self-identify” use of an illegal drug or an impaired condition and request help to deal with the problem by contacting a member of the CON faculty or administration.
2. The Associate Dean or designee will institute the drug testing procedure as described in this Policy with respect to such self-identifying student.

D. Drug/Alcohol Testing – Affiliated Agency

1. Upon admission to the Upper Division BSN or the Graduate program, and annually thereafter, the Nursing student shall sign an agreement (a) to abide by the drug/alcohol policies and drug/alcohol testing policies of each affiliated clinical agency to which a Nursing student is assigned; (b) to submit to any drug/alcohol testing required by the affiliated clinical agency; and (c) to release a copy of any and all drug/alcohol test results and related information to the CON Associate Dean and/or other appropriate CON officials (see Appendix H). Failure to sign the consent shall be grounds for non-placement at or removal from an affiliated clinical agency and will be considered a violation of this Policy.
2. A Nursing student may be tested for drug/alcohol use in accordance with the policies of the affiliated clinical agency and pursuant to the Nursing student’s consent, as required in section D.1 above.
3. The cost(s) of all drug/alcohol testing required by affiliated clinical agencies shall be borne by the Nursing student or the affiliated clinical agency, as determined by the affiliated clinical agency. Neither the University nor the CON shall bear drug/alcohol testing costs arising out of any Nursing student’s placement at an affiliated clinical agency.

E. Drug/Alcohol Testing – College of Nursing

1. A decision to drug test based on reasonable suspicion of substance abuse may be made by a faculty member and/or the affiliated clinical agency. “Reasonable suspicion of a Nursing student’s substance abuse or impairment may be based on a variety of factors, including but not limited to the following:

- direct observation of a Nursing student's substance abuse or impairment
  - direct observation of physical symptoms or manifestations of a Nursing student's being under the influence of a drug or alcohol, such as, for example, the odor of drugs or alcohol, erratic behavior, slurred speech, staggered gait, decreased motor coordination, difficulty in maintaining balance, flushed face, dilated or pinpoint pupils, wide mood swings, marked changes in personality, deterioration of work or academic performance, or other evidence of impaired behavior.
  - the receipt of evidence or information from a credible source indicative of or consistent with a Nursing student's present or past substance abuse or impairment will be investigated by the Associate Dean in consultation with the Dean.
  - the receipt of reliable information indicating a Nursing student has caused or contributed to one or more unexplained accident(s), particularly an accident resulting in personal injury.
  - a previous positive drug/alcohol test result
  - a Nursing student's non-expunged arrest or conviction for violation of a drug or alcohol law.
2. A drug/alcohol test based on reasonable suspicion may be requested by a faculty member, using the form in Appendix I. The final decision regarding testing will be made by the Associate Dean.

#### F. Drug/Alcohol Testing Procedure

1. Drug tests will be arranged by the Office of the Associate Dean in the CON through the current vendor for drug/alcohol reporting unless the following conditions are present:
  - Testing of student requires university police intervention.
  - Testing needs to be done in collaboration with an affiliated agency.
2. The cost of a test initiated by the CON will be borne by the student.
3. The Nursing student procures a code directly from the vendor to be used at a qualified laboratory for drug/alcohol testing.
4. University police will escort Nursing students to the laboratory for testing.
5. A qualified laboratory will conduct the test, in accordance with established methods and procedures.
6. It is expected that confidentiality of the Nursing student as well as the integrity of the sample will be protected by the testing facility.
7. The procedure for collection will be determined by the testing facility and will typically involve a witness of the same gender identity as the Nursing student witnessing the voiding of the urine sample, securable urine containers, chain of

custody procedures ensuring that the samples identified to a Nursing student actually contain materials from the Nursing student, measures to protect a sample from tampering, and an analysis of the sample performed in accordance with reasonable and accepted medical standards.

8. The test shall screen for the use of drugs whose use is illegal, or that are prone to abuse, or that are reasonably suspected of being abused or used by the Nursing student, all as determined in the exercise of discretion by the Medical Review Officer of the testing facility.
9. Urine samples with a dilute negative result require retesting at the Nursing student's expense.
10. Presumed positives will be confirmed by the best currently available techniques. If the test is positive, the entirety of the available evidence, including health history, will be used to determine the presence or absence of substance abuse. Positive test results will be documented in the Nursing student's records in the CON.
11. An alcohol test may be conducted using a breath, blood, or urine analysis method, conducted in accordance with established, recognized procedures and protocols. Such tests may be performed by any facility that is qualified to do so pursuant to applicable legal requirements, or if none, by any facility that is deemed to be qualified by the Associate Dean.
12. The Associate Dean will be notified of the results of all drug/alcohol tests, whether the test was initiated or requested by the clinical agency or by the CON.
13. All drug/alcohol testing results will be treated by the CON as information received in confidence. The results will not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate University officials to perform their job functions, disclosure is needed due to compelling, overriding public health and safety concerns, or the Nursing student has consented in writing to the release of the information. The CON and the University shall have the right to use and disclose the results of drug/alcohol testing required by this Policy in connection with internal academic or disciplinary purposes and/or in connection with the defense of any Nursing student grievance or any claim filed by a Nursing student, or by his/her personal representative, in a court of law or with any state or federal administrative agency.

#### G. College of Nursing Administrative/Academic Actions

1. Violation of any general University policy or of this CON Nursing Policy relating to drugs or alcohol, or an established violation of any federal, state, or local drug and/or alcohol law will subject the Nursing student to sanctions up to and including dismissal from the CON. Violations of this Policy include, but are not limited to, a Nursing student's failure to make a disclosure required herein, failure to complete and sign any document required herein, failure to submit to a drug/alcohol test required herein, any attempt to interfere with a drug/alcohol test procedure or the integrity of a blood or urine sample taken in the

performance of such test, the providing of false or misleading information to the CON, etc.

2. If a Nursing student's drug test is positive, the Associate Dean will notify the Nursing student and provide the name and address of the reporting entity. The Nursing student will be given an opportunity to dispute the accuracy and completeness of any information contained in the test report and may contact the testing agency. If the positive test is for a prescribed drug, the Nursing student will be given the opportunity to obtain a written statement from a qualified physician indicating that the drug level is within prescribed limits and that the level does not indicate substance abuse. The physician must also state in writing that use of the prescribed drug by the Nursing student will not interfere with the Nursing student's ability to perform clinical activities in a safe manner.
3. If a subsequent drug test is negative, or if the Associate Dean decides, based upon all the circumstances, including information provided by the Nursing student, that the Nursing student's drug test results do not violate this policy the Nursing student's admission, continued enrollment, or progression in the program will proceed. The Associate Dean will inform the Nursing student of this result. The Nursing student will also be informed of the possibility that a clinical agency may not accept the Nursing student for participation in a clinical experience at its facility and/or that registration or obtaining a permit or licensure for nursing practice in a state may be affected.
4. The results of an alcohol test will be handled in a manner similar to the procedures described above regarding drug test results.
5. The decision as to the level of sanction to be imposed on a Nursing student for a violation of this Policy shall be made by the Associate Dean, who may, in making the decision, seek recommendations from any involved faculty member. The Nursing student shall also be given an opportunity to meet with the Associate Dean and provide any information deemed relevant. A positive drug/alcohol test, a refusal to submit to, or consent to the release of, a drug/alcohol test when required under this Policy, and/or a recent criminal drug or alcohol conviction will ordinarily result in dismissal from the Nursing program, though in an appropriate case a suspension for one year may be imposed.
6. An adverse decision under this Policy may be appealed by the Nursing student in writing to the Dean of the CON. The Dean's decision shall be final.
7. A licensed Nursing student who refuses to submit to drug/alcohol testing based upon reasonable suspicion or whose drug/alcohol test is positive will be reported to the appropriate state board of nursing. Full reinstatement of licensure will be required for an unrestricted return to the education program.

#### H. Procedure for Readmission after Dismissal or Suspension

1. A Nursing student who is suspended or dismissed from the CON due to a positive drug/alcohol test may request to be considered for readmission upon satisfaction of the following conditions:

- Submission of a verifiable letter from a recognized drug/alcohol treatment agency stating that the Nursing student has successfully completed a substance abuse program.
  - Submission to a drug test prior to readmission. This drug test will be at the Nursing student's expense. A positive drug test will result in the Nursing student being ineligible for readmission.
  - Submission to random drug/alcohol tests as requested by the CON or clinical agencies after readmission.
2. After the above criteria are met, then the request for readmission follows the readmission policy outlined in the Undergraduate or Graduate Student Handbook.
  3. A Nursing student who is readmitted to the Nursing program pursuant to the procedures set forth above, and who thereafter tests positive in any drug/alcohol test or who is otherwise determined to have engaged in substance abuse, will be dismissed from the program and will be ineligible to return. Furthermore, the Nursing student will not be eligible to receive a letter of good standing from the CON.

## **Academic Policies**

### Academic Advisement Procedure

The Academic Advisor for Graduate Programs provides guidance and creates custom programs of studies for DNP students. Students must communicate with this adviser to register for DNP courses and when considering a change in the program of study. In addition, the DNP Program Coordinator can also assist in academic advising. Both can be reached at 256.824.6669.

### Academic Misconduct Disciplinary Procedure

Academic Misconduct includes dishonesty in any academic work within the CON. Academic Misconduct is also defined in the current *UAH Student Handbook* ([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 the 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, CON
5. Dean, CON
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 Withdrawal Policies**

### Withdrawals

A student withdrawing from any course must follow the deadlines for withdrawal as specified by the Office of the Registrar. 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 will receive a failing grade because of failure to complete course assignments and examinations. 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. Students should be encouraged to discuss with their advisers and course faculty any plans to withdraw from a course, especially after the first two weeks of the semester. For more information, see the *UAH Student Handbook* and the Registrars calendars found at [Registrar Calendar](#).



### Recording of Withdrawals

If the withdrawal process is completed early in the semester (usually in the first week, per university policy), the 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. This is commonly known as a course "drop". If the withdrawal process is completed after the specified time period, 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. 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. A Graduate Programs Withdrawal Policy has been created to provide procedural clarity and guidance (see Appendix M)

### Approvals Required

The University does not require that the student justify any course withdrawal completed before the deadline. After the deadline, 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.

### Degree Completion

The DNP Program will be completed in six years. This timespan includes completion of the project and the final presentation. Students who approach the six-year maximum time frame for completion without completing the project must make an appointment with the Graduate Academic Advisor to file a one-year extension. The extension may be granted one time. Failure to meet the deadline may result in dismissal from the program and certain courses may need to be retaken per university policy.

### Programs of Study and LOAs

Programs of study are agreed-upon by the Graduate Academic Advisor and the student. Students should adhere to this progression plan to ensure a seamless transition throughout the program. Failure to comply with the program of study, may impact the student's ability to enroll in courses where prerequisites and corequisites are involved. Under certain extenuating circumstances, a student may be eligible for a Leave of Absence (LOA). An appointment with the Graduate Academic Advisor to file a LOA form is required. The time limit of six years for DNP degree completion, potential impact on financial aid, and possible significant changes to the program of study must be considered when thinking about this option. Return to the program is contingent on class seat availability. Students exceeding the time limit may be required to retake courses completed early in their program of study per university policy (See Appendix E)

### **DNP Orientation**

Orientation is a required experience for all newly admitted DNP students. This two-part process consists of an asynchronous Canvas-based, self-paced review of documents and tutorials and a live-synchronous Zoom-based orientation. Orientation provides students with an opportunity to access vital documents, meet their classmates, professors, and support staff in a virtual environment. These early connections are critical for online learners. Students will be provided access information about Canvas upon acceptance to the program. Though the content of the live-synchronous orientation may vary from semester-to-semester it revolves around these topics:

1. Meet and Greet
2. UAH CON DNP Program Overview
3. AACN Essentials and Outcomes
4. Progression and Programs of Study
5. Online Learning
6. Scholarly Writing
7. Resources: Campus and Canvas
8. The DNP Project and Committee
9. Q&A

### **DNP Intensive**

The CON provides an on-site experience for DNP students every one to two years. The purpose of the DNP Intensive is to build leadership expertise and promote professional growth through interactions with national healthcare leaders, networking, and student dissemination of DNP Project methods or results. Students will also meet with their project chairs during this time. Information about the DNP Intensive is provided in the DNP Resource Canvas Course. Email announcements are sent to enrolled students with enough notice for students to make travel arrangements. All students are expected to attend this event. In the event of an obstacle to indoor gatherings, such as a pandemic, the DNP Intensive would be offered as a synchronous on-line event.

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

The Academic Advisor for Graduate Programs provides general advisement to newly enrolled DNP students. However, the selection of a faculty chair to serve on the DNP committee is reserved to a NUR729 course assignment. Students should not pursue a faculty chair independently prior to this class. The committee chair must: 1) be a full-time UAH CON faculty member, 2) be a member of the graduate faculty with a completed doctorate, and 3) be an appropriate match for the designated DNP Project. Further guidance will be provided within NUR729. Attendance at the DNP intensives and review of faculty bios are opportunities to learn more about faculty research interests. Students can connect with faculty members at the UAH CON 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.

The faculty chair advises the student on the planning and closely supports the implementation and evaluation phase of the DNP project upon enrollment into 739. Throughout the various classes prior to NUR739, various course faculty will assist and mentor the student in developing an appropriate topic and approach to the DNP Project through course assignments and activities. The faculty chair and student follow the DNP Project Implementation Guidelines (see Appendix K), Guidelines for the DNP Project, and Clinical Hours Guidelines. After the student-chair connection is made within 729, it is the student's responsibility to send an email to their chair each semester communicating progression through the program and approximation to 739 and seeking guidance and support during the planning phase of the project and before enrolling into 739.

#### DNP Project Committee

The DNP Project Committee is composed 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 and could help facilitate access to the project venue. The clinical mentor must be appointed as an adjunct faculty by the Graduate School and therefore the faculty chair submits the Adjunct Faculty Nomination Form (see Appendix L) with the nominee's current curriculum vitae 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, Guidelines for the DNP Project, and Clinical Hours Guidelines. The Clinical Mentor cannot be a relative, partner, or spouse of the DNP student and should be an individual who is strategically able to support the student's navigation through agency-specific processes and promote academic success. Please note that Adjunct Faculty Appointments are not processed during June/July.

### **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 clinical area, the DNP Project should demonstrate the achievement of that mastery. The practice doctorate, or clinical doctorate, focuses heavily on the advanced practice of nursing that is innovative, evidence-based, reflective of the application of credible research findings, through an integrative practice experience. The criteria for the DNP Project should reflect the Essentials of Advanced-level Nursing Education (AACN, 2020):

1. Knowledge for Nursing Practice
2. Person-Centered Care
3. Population Health
4. Scholarship for the Nursing Discipline
5. Quality and Safety
6. Interprofessional Partnerships
7. Systems-Based Practice
8. Informatics and Healthcare Technologies
9. Professionalism
10. Personal, Professional, and Leadership Development

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 UAH CON must be consistent with the AACN Essentials and are considered to be a translation science that directly impacts health, healthcare, health systems, and/or health outcomes. 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. A clearly defined and documented problem, an evidence-based solution, and a relevant evaluation plan set the tone for a rigorous and well developed DNP project.

Consider these *critical* elements of the DNP project:

1. The DNP project must be *practice-based and relevant*. It must be related to the needs of a clinical agency, system, or population. There should be evidence using data from the clinical agency (data the agency is already collecting) that a problem exists which is impacting or has the potential to impact clinical or health outcomes. DNP projects are not created without collaboration with clinical agencies. They are developed to solve an *existing* clinical, systems, or administrative problem.
2. There must be *evidence from reputable, published literature* that the clinical or administrative problem exists beyond a specific clinical agency. In other words, to discover published literature, the clinical problem must not uniquely exist in one clinical agency.
3. There must be *evidence from reputable, published literature* for the suggested practice change or intervention(s). The suggested practice change or intervention(s) must have been implemented elsewhere with good outcomes and are a safe and efficacious practice change. A DNP project **ONLY** implements strategies that are **KNOWN** to work because there is published evidence that these strategies improve clinical or health outcomes. The DNP project *does not* test strategies that are hypothesized to solve clinical or administrative problems.
4. The DNP project has *rigorous methods*. Rigorous designs are developed with a systematic, logical, and thorough approach. These methods must be reliable and reproducible. Rigorous, reliable project methods are built upon a published conceptual or theoretical framework.
5. The DNP project uses *rigorous measures* to evaluate practice or health outcomes. Rigorous measures have a scientific foundation and are valid and reliable methods to determine the effectiveness of practice changes or interventions upon clinical or health outcomes. Development of a new instrument is not part of a DNP project. Validated tools, however, are commonly utilized as part of the assessment and evaluation portions of the project.
6. The DNP project is *sustainable*. Interventions should be continually used within the clinical agency following the completion of the DNP project. Methods of ongoing evaluation of clinical or health outcomes should be a permanent practice change within the agency. Because DNP projects are applicable in many clinical settings, the project design must be reproducible. The rigor of the DNP project ensures that the design and findings are publishable and informative to a larger healthcare audience. Because the DNP project must be sustainable, early and frequent collaboration with the stakeholders within the proposed project site should be planned. Project implementation must be planned for a sufficient length of time to allow practice change to become part of the workflow at the project site.

7. The DNP project must be **approved** prior to entry into NUR738. While enrolled in NUR743, the project components are comprehensively reviewed and approved. Students must pass the class with project approval indicating a reflection of a well-defined problem and a cohesive, rigorous, well-sequenced implementation and evaluation plan. A project may receive “conditional” approval indicating minimal updates need to be done by the student prior to entry into NUR738. Projects should not be significantly changed or updated outside of NUR743 and/or 738. Projects that change significantly from the original approval in 743, may require the student to audit 743 and seek approval of the new proposal. Students are expected to work closely with their chairs as they continue to develop and refine their project. Students are expected to keep their project chairs abreast of their project development as they progress throughout the program. [Examples of “a *significant change*” is an overall topic change such as a change from sepsis to falls or a design change from new program implementation to program evaluation. A significant change would require updates to work previously completed such as review and synthesis of the literature, the PICOT question, the table of evidence, a theory/framework, implementation methodology, and analysis plan.]

### Types of DNP Projects

DNP Projects are related to advanced practice in a clinical area, healthcare system or population and are designed to benefit a system, group, population, or community rather than an individual patient. The defined beneficiary of the practice improvement should be ethically applied and not exclude anyone based on age, race, gender, social or educational status. It, however, is acceptable to develop projects that focus on specific vulnerable and at-risk populations. Projects evolve from an identifiable clinical or health problem and are done in partnership with another entity, e.g., clinical agency, health department, government agency, community group.

A practice problem is defined as any issue that complicates or prevents the provision of effective care. The problem must be clearly defined and its key determinants or contributing factors carefully analyzed before creating a PICOT question. A well-defined practice problem should illuminate the need for the implementation of or change in practice that is consistent with national guidelines or based on the best quality recent research evidence. Other practice problems could include staffing, administrative, resource, policy and advocacy issues. Measures of practice problems may include but are not limited to staff competency, staff psychological measures such as compassion fatigue, the cost of healthcare, staff retention, or policy evaluations to determine impact. DNP students should select measurements that address the triple aim for health care improvement to have a balanced understanding of the practice problem and the effects of the DNP projects on outcomes. Go to [IHI Triple Aim](#) for more information. Though patient satisfaction is cited by IHI, a DNP project that solely focuses on that outcome would not be acceptable.

A health problem is defined as an issue that complicates or keeps patients from preventing illness or maintaining health. Health problems may include patient adherence to treatment, staff adherence to standardized guidelines, and healthcare access. Health problems are measured by determining patient improvement. Projects are selected and evolve through student collaboration with clinical mentors and faculty chair. Though various components of the project are addressed throughout various DNP courses, students will receive formal feedback in NUR743 regarding their project

plan. Projects must be approved within this course to progress into NUR738. The final proposal for the DNP project is developed in NUR738.

Types of DNP projects that are acceptable at the UAH CON DNP program include, but not limited to:

- Quality improvement
- Clinical practice change: Implementation of evidence-based practice change/clinical protocols
- New Program Implementation
- Leadership/Health Systems Change
- Informatics
- Comprehensive program evaluation (*this is reserved for students whose professional role is relevant to the program being evaluated and needs special permission from the DNP coordinator*)

NOTE: Though Telehealth is a health care delivery method that might be a component of various types of projects it is not considered to be the sole basis for a DNP project as a form of technology.

NOTE: Students are discouraged from implementing a clinical practice change project in a clinical venue where they are the sole provider. Consideration and approval of such a project is required by the Associate Dean for Graduate Programs and the DNP Coordinator while enrolled in NUR729.

Types of projects that will not be approved in the CON include, but are not limited to:

- Projects to measure educational outcomes **only**
- Projects that do not have an indirect or direct impact upon health systems, health outcomes
- Any project classified as research (qualitative/quantitative)
- Projects to measure satisfaction or perception only
- Projects that design or implement new interventions without known and proven outcomes
- Projects where a direct and linear association cannot be made between intervention and outcomes
- Projects that focus on perception and satisfaction only
- Development of new surveys, instruments, or scales
- Integrative or systematic reviews

Below are ideas of the structure of various types of DNP Projects. This list is not exhaustive but is meant to illustrate multiple ways in which projects can reflect the DNP essentials in various clinical problems, settings, and groups/populations.

The DNP Project contains the following elements:

A. Identification of the problem

- The problem is clearly defined and its magnitude and relevance to populations, systems and/or agencies must be understood.
- Impact of the problem on health equity must be expressed
- Key determinants, or factors that lead to and/or contribute to the problem are analyzed.
- Provides evidence of the nature of the problem or issue that will be the focus of the project
- The existence of the problem should be documented within the selected project venue as well as in the broader healthcare environment such as at the state and national level; must

be quantified. The project should be relevant to health, healthcare, or health outcomes beyond the selected venue.

- Describes the environment (organization, community, etc.) in which the proposed project will take place.
- Describes the patient (community, population, or organization system) safety issues related to the proposed project.

**B.Synthesis of current, peer-reviewed evidence related to the interventions chosen to solve the clinical problem**

- Present an analysis and synthesis of the evidence-based literature related to the proposed project.
- Must have a broad and extensive body of evidence supporting the desired intervention. A table of evidence pointing to high-quality and relevant supporting evidence is required.
- Best practice must be mirrored in this intervention; current literature is required.
- Describe a conceptual framework to guide the project.

**C.Implementation plan**

- Describe the innovative actions (project plan) to address the identified problem or enhance the quality and safety of patient care delivery.
- Write a complete project plan that could be replicated by an individual with little knowledge of the evidence-based intervention.
- Must be sequenced in a logical manner.
- Includes IRB consideration, stakeholder support, notifications, education, procedure, data collection, and analysis plan.

**D.Evaluation**

- Evaluate the efficacy of the intervention. This includes cost and variables associated with compliance.
- Use relevant statistical analyses to analyze data and express its relevance to healthcare.

**E.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 limitations and 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 while enrolled in NUR729.
2. It is the student's responsibility to remain in contact with their chair through an email each semester providing updates on progression and project plans, and seeking guidance and support.
3. The student must ensure the agency and stakeholders are aware and informally approve the project prior to entry into NUR743.
4. The student will work with the DNP Project committee chair to select a clinical mentor who is doctorally prepared.
5. The student will consult with their DNP Project committee chair to ascertain if the clinical mentor has adjunct faculty status. If not, see DNP Project committee chair responsibilities.
6. The student will provide the clinical mentor with The CON Clinical Mentor packet.
7. The student will consult with their DNP Project committee chair to ascertain if the College has a clinical contract (memorandum of understanding) with the agency where the student

- plans to complete the project. If there is no agreement, see DNP Project committee chair responsibilities.
8. The student will confer with the DNP Project committee chair periodically about coursework and progress in refining the DNP Project concept.
  9. The student will develop a project plan throughout coursework in the DNP program. In NUR729, 742 and 743, students will demonstrate critical elements of project planning. In NUR738: DNP Project Development Seminar, the student will write a project proposal to meet project guidelines and course requirements as a draft to submit to their committee chair.
  10. The student will complete clinical hours associated with NUR738 and 739 and document the hours in CORE-ELMS.
  11. The student works with the DNP Project committee chair to set a timeline for all milestones in the DNP Project development.
  12. The student gives all committee members at least two weeks for review and feedback on documents associated with the DNP Project.
  13. When enrolled in NUR739, the student will work with the DNP Project committee chair to set a proposal implementation review (PIR) date. The DNP Project committee chair will utilize the PIR Readiness Rubric to establish eligibility for PIR and will submit the completed rubric and Notification of Oral Examination/Defense ([Graduate School Forms](#)) to the Graduate Program Staff Assistant at least two weeks before PIR date.
  14. When enrolled in NUR739, following successful completion of the PIR and with the approval of the DNP Project committee chair, the student will prepare and submit to UAH IRB, an application for IRB approval of the DNP Project and any approvals required by the agency where the project is conducted if necessary. The agency may require their own IRB process with/without permission for reliance by UAH. The UAH IRB website should be consulted for procedural information regarding reliance and authorization agreements ([UAH.EDU/IRB/Forms](#)).
  15. The student will work with the DNP Project committee chair to choose a DNP Project Final Presentation (PFP) date from the predetermined UAH CON dates (all University deadlines must be followed). The DNP Project committee chair will submit Notification of Oral Examination/Defense to the Associate Dean of Graduate Programs ([UAH Graduate Forms](#)) two weeks before the PFP date. The student will submit, in written form, the outcomes of the DNP Project in the form of the DNP Final Project Paper, using the CON-approved DNP Paper Template in the [DNP Resources](#) Canvas course, to the DNP Project committee chair and Clinical Mentor two weeks prior to deadlines set by the Graduate School. The student will revise according to committee recommendations and submit a final copy to the office of the Associate Dean of Graduate Programs in the CON who will forward it to the Graduate School by the deadline.
  16. A total of 540 clinical hours are required for the DNP Project. These hours are documented in CORE-ELMS and completed in NUR738 and each semester that a student has taken NUR739.
  17. The student is responsible for uploading portfolio content into CORE-ELMS within specified courses:
    - a. Personal Bio- NUR743
    - b. Philosophy of Practice- NUR743
    - c. Journey Reflection- NUR738
    - d. CV- NUR738



- e. Table of competencies: AACN Essentials- NUR738
  - f. Table of competencies: UAH DNP Program Outcomes- NUR738
  - g. IRB permission letter/s- NUR739
  - h. Final Paper- NUR739
  - i. Final Presentation PPT file- NUR739
18. The student should remain continuously enrolled in 739 until completion of the program without breaks. This is done to ensure seamless implementation and completion of their project. NUR739 is to be taken through a minimum of three consecutive semesters and for a minimum of seven credit hours. The distribution of this sequence of hours is 1-3-3.

#### 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 chair will engage with the student providing feedback and guidance per student's request and will join the NUR743 project review panel to participate in the preliminary project plan review with course faculty and DNP administrators. This is a first opportunity for the selected chair to formally weigh in and provided feedback on the vision, proposed framework, and procedure for the project.
3. The DNP Project committee chair will work with the student to select a doctorally prepared clinical mentor to complete the DNP Project Committee. The clinical mentor cannot be a spouse or relative of the student.
4. The DNP Project committee chair will ascertain if the clinical mentor has adjunct faculty status. If not, they will complete an Adjunct Faculty Nomination form (see Appendix L) and get a CV from the clinical mentor and submit to the Chair of the CON Promotion, Tenure, Appointment Committee. The DNP Project committee chair will verify that adjunct status has been granted to the clinical mentor by the Graduate School. This process is usually initiated in the first credit hr of 739.
5. The DNP Project committee chair will ascertain if there is a clinical contract with the agency. If not, they will ask the student to submit a Memorandum of Understanding Request Form through CORE-ELMS (see Appendix C) to the Nursing Accreditation and Regulation Coordinator. This is usually done during the first credit hr of 739.
6. The DNP Project committee chair will confer with the student periodically about coursework and progress in refining the DNP Project concept. The clinical mentor must have received Adjunct Faculty status and a clinical contract must be signed by the venue and UAH before the student is eligible for PIR and IRB.
7. While enrolled in NUR739, the DNP Project committee chair will assist the student in developing the products that are required for the successful completion of the Planning Implementation Review.
8. Upon completion of the first credit hour of NUR739, the chair will utilize the PIR Readiness Rubric to assess student progress toward PIR and to establish why the student is not progressing so that support and guidance can be provided. This rubric will be utilized every month until the PIR is completed.
9. The DNP Project committee chair along with the DNP Project Committee will review the proposal and when the PIR Readiness Rubric is satisfactory, submit Notification of Oral Examination/Defense to the CON Graduate Office ([Graduate Forms](#)) at least two weeks before the PIR date.

10. The chair is responsible for scheduling the Project Implementation Review and ensuring all committee members are present, forms are submitted, and a link is disseminated. The Chair can invite additional faculty to attend this event, though the grade is assigned by the committee.
11. After the PIR, the DNP Project committee chair obtains signatures from the committee on Report of Oral Examination/Defense ([Graduate Forms](#)), and forwards the signed form to the CON Graduate Office.
12. 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. The chair co-signs the IRB application.
13. The DNP Project committee chair provides guidance and support 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, and preparation of the final paper and final presentation.
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 using the CON-approved DNP Paper Template (available in the Canvas Resources Course) at least four weeks prior to the semester's Project Final Presentations (PFP). In preparation for the final presentation, the paper must be completed per the required template and to the committee's satisfaction before scheduling the PFP. Though the paper must be finalized and ready for submission to the Nursing Graduate Office, students may keep their paper until immediately after their oral presentation in the event there are minor updates warranted.
15. The DNP Project committee chair, along with the student, select a date/time that is mutually agreeable for the committee within the time bracket set by the DNP program coordinator, to do the project final presentation (PFP). All University Graduate School deadlines and procedures must be followed.
16. The Chair will reserve the PFP slot at least three weeks before the presentation, though time slots are on a first-come-first-served basis and will provide Zoom links to the student and clinical mentor ensuring the entire committee is present for the PFP.
17. The chair is responsible for mentoring the student in preparing for the PFP. However, the Chair may defer the PFP to the following semester if the student's paper, PFP PPTs, or ability to present and defend project is not acceptable.
18. Upon completion of the final presentation, the DNP Project committee chair confers with the clinical mentor and obtains signatures from the committee on Report of Oral Examination/Defense (Graduate Forms), and forwards the signed form to the office of the Associate Dean of Graduate Programs in the CON and to the Graduate School.
19. Formal submission, by the chair, of a pass grade on the oral examination (PFP), must include a final submission of the paper and a manuscript to the CON Graduate Office.
20. The DNP Project committee chair reviews clinical hours in CORE-ELMS associated with the DNP Project. A total of 540 hours are required for the DNP Project (clinical hours are only logged in NUR738 and 739). Additionally, the final paper, IRB approval, and the final presentation must be included as the final components of the Portfolio in CORE-ELMS.

### Clinical Mentor Responsibilities

1. The clinical mentor will agree to serve on the student's DNP Project Committee.
2. The clinical mentor will provide the student and chair with a current resume or curriculum vitae to accompany the Adjunct Faculty Nomination Form (see Appendix L).
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, he or she 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 by attending the PIR, reviewing the proposal and final paper, and attending the PFP.
9. The clinical mentor signs appropriate forms for the Graduate School and the front pages of the DNP Final Project paper.
10. The clinical mentor will attend all examinations by remote access (Skype, Zoom, etc.)

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 doctoral degree and at least annual participation in student learning. Appointments for adjunct faculty will be for five years. Benefits of being an adjunct faculty include University library privileges, access to the College Learning Technology Resource Center, and listing in the University catalog. The process to nominate a person to adjunct faculty status includes:

1. The recommending faculty (the DNP Committee Chair) completes the Adjunct Faculty Nomination Form (see Appendix L) based on personal knowledge and resume/curriculum vitae and forwards to the Appointment, Promotion and Tenure Committee (APT).
2. The APT Committee reviews the nomination by faculty and recommends approval and forwards the recommendation to the Dean.
3. The Dean reviews the nomination, signs, and forwards the recommendation to the Graduate School.
4. The Dean of the University Graduate School signs approval and returns to the CON.
5. The Dean of the University Graduate School sends a letter of appointment to the nominee.
6. The appointment is finalized upon receipt of written acceptance by the nominee.
7. The review process pauses June-August.

### Contracts with Agency/Venue

The DNP student, early in the program and by NUR743, will identify the venue where the DNP project will be implemented. A Memorandum of Understanding (MOU) will be filled out by the

student. When reviewed and approved by the chair, the CON Contracts Manager will process the form accordingly. The student cannot begin clinical hours (734/739) until all contracts are signed. Be advised that certain agencies only process contracts at specific times of the year and signing of contracts, new or for renewal, may take as long as four to six months in certain instances. It is the student's responsibility to discuss the desired clinical location with their 734 faculty and/or project chair so as to initiate the contracts process in a timely manner.

### Clinical Hours Guidelines

The Doctor of Nursing Practice (DNP) Program requires completion of a total of 1,000 clinical hours (post-bachelor), a minimum 540 of which must be completed during matriculation in the DNP Program (post-master).

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 NUR610 (Family Nurse Practitioner I) or NUR620 (Adult-Gerontology Acute Care Nurse Practitioner I) where a minimum of 180 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 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 NUR738 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 NUR739. NOTE: Students must be registered in these courses to accrue clinical hours. Activities for which clinical hours may be accrued include the following:

#### NUR738 (120 Clinical Hours)

- Visits to clinical sites to plan for collaborations supportive of DNP Project
- Attendance at key meetings with clinical partners/mentors
- Time spent at the clinical site to gain an 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 associated 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 an event)
- Development of Posters/Poster Presentations
- Revising review of literature
- Drafting elements of the DNP Project Final paper.
- 738 is a pre or corequisite of 739 class. If the student withdraws from 738 while taking 739, they must also withdraw from 739.

#### NUR739 (420 Clinical Hours)

- Project implementation
- Data collection
- Data entry
- Data “cleansing”
- Database 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 CON-Approved DNP Project Paper Template
- Attendance at conferences/programs/workshops/seminars that will directly contribute to the student’s development, implementation, and/or evaluation of the DNP Project (Faculty approval must be obtained prior to attendance at an event)
- Time spent at the clinical site for various activities related to the project
- Development of poster/presentations of project/outcomes
- Presentation of the project at conferences, intensives
- 738 is a pre or corequisite of this class. If the student withdraws from 738 while taking 739, they must also withdraw from 739.
- The student should remain enrolled in 739 until completion of the program without breaks or LOAs. This is done to ensure seamless implementation and completion of their project. NUR739 is to be taken through a minimum of three consecutive semesters and for a minimum of seven credit hours. Students must remain registered through consecutive semesters (i.e. Spring, Summer, Fall).

#### NUR734 (60 Clinical Hours per one credit hour of enrollment)

This course is designed to validate Masters level competencies in clinical and organizational leadership. The course is required for post-masters’ DNP students who are graduates of programs in Nursing Leadership/admin with less than 600 clinical hours. The course is a prerequisite to NUR739, the Scholarly Project. The student works with a clinical preceptor in this course. This preceptor must have a minimum of a Master’s degree and does not require adjunct faculty status. The student will develop, implement, and disseminate an individualized clinical project/organizational project based on appropriate leadership and clinical competencies. The project will be developed in collaboration with and approval of the instructor. The project’s scope and depth will be associated with the total volume of credit hours of enrollment. A legal contract is required between UAH and all clinical agencies. A volume of 734 credit hours needed will be established based on the volume of clinical hours earned in the students MSN degree. All 734 clinical hours must be completed prior to enrollment in NUR738 and 739.

#### CORE-ELMS

The DNP program uses CORE-ELMS is a learning management system used for documentation of clinical hours and professional portfolio of competencies. Additionally, the clinical contracts process is initiated and tracked through this platform generating alerts and a sequential workflow until contracts are signed and procured. Students will onboard into this platform while enrolled in NUR743 where a one-time fee is incurred. Students will receive instructions from CORE

regarding setting up the account. Instructions and guidance on documents associated with this platform will be provided by course faculty and project chairs.

## **GRADUATION INFORMATION**

### **Graduation Requirements**

Graduate nursing students must meet requirements for all UAH graduate students. In addition, requirements specific to the CON are addressed in the College's 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 nursing students and advanced practice nurses must maintain an unencumbered license in good standing in the state in which clinical experiences and final projects 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 CON if there is a change in licensure status.

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

Requirements for completion of the DNP Program for students entering the program fall 2014 or after, are a minimum of 40 semester hours of graduate coursework and 1040 clinical hours (500 from MSN Program and 540 from DNP Program). Additionally, students must have successfully completed all course work, including the DNP project (NUR739), successfully presented their project outcomes, passed the oral exam (defense), and completed the DNP paper per UAH CON Graduate Program and UAH Graduate School specifications and template. College and University deadlines for graduation eligibility must be met.

### **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 [Grad Application](#). 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 doctoral caps and gowns are available for purchase and rental through the University Bookstore. For more information go to [UAH Commencement](#).

Date Approved: 11/20/14; fall 2019; Fall 2020  
Semester and Year Effective: Fall 2014;  
Date Reviewed/Revised: 11/20/14; 2017; 7//2019; 7/2020, 1/2021, 7/2023, 7/2024  
Semester and Year of Next Mandatory Review: Fall 2022  
By: DNP Coordinator

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

**Doctor of Nursing Practice Program**

**Appendices**



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

**Request to Transfer**  
**MSN Track**

Student name \_\_\_\_\_ A# \_\_\_\_\_

Current track \_\_\_\_\_ Requested track \_\_\_\_\_

Reason for request (give specific information for the request):

Explain the differences between your current track and requested track:

What skills/experience do you possess that is consistent with the requested track?

What are your professional goals (where do you see yourself working)?

Describe what you will do to be successful if your request is approved:

*continued on next page*

**Please attach your CV/Resume based on this template.**

Your Name

Street Address, City, ST ZIP Code – Phone – Email

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<b>Objective</b>	What program you are applying to and what are your career goals. (limit 100 words).
<b>Experience</b>	<p style="text-align: center;"><b>Job Title 1 (begin with current position)</b></p> <p>Company Name, City, ST  <i>Start date – End date</i></p> <p>This is the place for a brief summary of your key responsibilities and most stellar accomplishments.</p> <p style="text-align: center;"><b>Job Title 2</b></p> <p>Company Name, City, ST  <i>Start date – End date</i></p> <p>This is the place for a brief summary of your key responsibilities and most stellar accomplishments.</p>
<b>Education</b>	<p style="text-align: center;"><b>Degree obtained</b></p> <p>School Name, City, ST  Date graduated</p> <p>You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.</p>
<b>Licensure</b>	State you hold an RN license. Note if you have a multi-state license
<b>Certification</b>	Any certifications related to nursing or healthcare
<b>References</b>	<p style="text-align: center;"><b>Reference name, Company</b></p> <p>Give name and contact information of 3 supervisors, co-workers, or colleagues we can contract for additional information</p>

DATE APPROVED: 8/19/2020

DATE EFFECTIVE: Fall 2020

DATE REVIEWED/REVISED: n/a

NEXT MANDATORY REVIEW: summer 2025

BY: Associate Dean for Graduate Programs

## Appendix B

### UAH Nurse Faculty Loan Program (NFLP) Application Checklist

- Complete NFLP Application
  - Access application here: <https://forms.office.com/r/mrq9AgeEUW>
  - Complete application each academic year
  - Estimate cost for each semester of the academic year (Fall, Spring, Summer)
- Complete FAFSA Application
  - Access application here: <https://studentaid.gov/h/apply-for-aid/fafsa>
  - Complete application each academic year
    - ★ Have tax information ready
- Title IV Authorization
  - MyUAH: <https://my.uah.edu/>
    - Select “Bursar” under “Student Services”
      - Select “Process Title IV Authorizations”
        - “Authorize” UAH to apply funds to account
- Financial Aid Requirements
  - MyUAH: <https://my.uah.edu/>
    - Select “Financial Aid” under “Student Services”
      - Select “Financial Aid Self Service”
        - “Home” tab
          - Review & submit any Unsatisfied Requirements (credit hour question AND submitting... scroll down to the bottom to make sure everything is checked off/accepted/denied appropriately) (accepted=nflp ; denied=fed loan [unless you want it])
        - “Offer” tab
          - Accept offer(s)
- Entrance Counseling and Promissory Note
  - Look for email from [webmaster@ecsi.net](mailto:webmaster@ecsi.net)
    - Follow instructions to complete ECSI -
    - You must provide complete reference information for yourself, next of kin (relative), and two additional references

#### Contact Information:

<b>Jennifer Bail</b> NFLP Program Director College of Nursing <a href="mailto:Jennifer.bail@uah.edu">Jennifer.bail@uah.edu</a>	<b>Blakeley hart</b> Academic Advisor College of Nursing <a href="mailto:blakeley.hart@uah.edu">blakeley.hart@uah.edu</a>	<b>Edy Aguilar</b> Financial Aid Manager Office of Financial Aid <a href="mailto:edy.aguilar@uah.edu">edy.aguilar@uah.edu</a>
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## Appendix C

**The University of Alabama in Huntsville  
College of Nursing  
Memorandum of Understanding Request Form  
(Please use the form in CORE ELMS)**

**Instructions: Fill out all fields in this form. Partially filled forms will not be processed.**

- MOU forms for NUR734 (Clinical Hours) should be emailed to [graduate-nursing@uah.edu](mailto:graduate-nursing@uah.edu)
- MOU forms for NUR739 (DNP Project), should be emailed to your 739 chair.
- MOU forms for NUR 738 should be submitted to the course faculty.
- Faculty will submit the filled form to the Accreditation/Regulation Coordinator

1. DNP student's name and email:
2. This MOU is for (select one): ☐ NUR734 ☐ NUR739 ☐ NUR738
3. Name of course faculty:
4. When do you plan to begin your work in the agency? State the semester and year:
5. Agency Name:
6. Agency Type (check all that apply):
  - ☐ Private Practice ☐ Professional Corporation (PC)
  - ☐ Limited Liability Company (LLC) ☐ Professional Limited Liability Company (PLLC)
  - ☐ Not-for profit, State Agency ☐ Other (write in type)
7. Agency's Physical Address:
8. Agency's Mailing Address (if different than above):
9. Agency URL/website:
10. Agency's Phone:  Fax:
11. Name, position, and email of person signing agreement in the agency:
12. Contact person name, position, and email if different than the person in the agency signing the agreement (Ex. administrator, office manager):
13. Preceptor or clinical mentor's name, credentials, and email:

**Do not write below this line.**

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Date submitted:  Date sent:  Date completed:   
Follow up dates:

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

**Faculty & Student Agreement for Scholarly Work**  
**DNP Program**

**I. Purpose:**

The purpose of this policy is to promote clarity, ensure agreement, and avoid ethical dilemmas and disputes between student and faculty regarding authorship decisions and scholarly credit for works generated by both parties.

**II. Policy:**

Dissemination of the findings from the DNP project is considered the culmination of scholarly work and an expectation in this program. Dissemination of DNP project findings may be completed through various avenues such as publications, oral/podium, and poster presentations. Faculty recognize and encourage the production and publication of scholarly works. Authorship is a way to award credit for contribution to a published work.

All parties who collaborate on a scholarly work will read and execute the Faculty & Student Agreement for Scholarly Work (FSASW) to establish authorship.

According to the recommendations from the International Committee of Medical Journal Editors (ICMJE) (2020), authorship is to be based on the following four criteria ([www.icmje.org](http://www.icmje.org)):

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; and
2. Drafting the work or revising it critically for important intellectual content; and
3. Final approval of the version to be published; and
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. All individuals who fulfill the first criterion should be given the opportunity to participate in the drafting, reviewing, and approving of the scholarly work.

Individuals who meet fewer than all four of the above criteria should not be listed as authors. Although, individuals who have provided a valuable contribution to the scholarly work should be acknowledged for their contributing role, as appropriate. Those individuals whose contributions do not justify authorship may be acknowledged individually or together as a group of individuals under a single heading, and their contributions should be specified. Individuals acknowledged must agree to be so listed, preferably in writing.

Although the agreements entered into between the faculty and student in the FSASW are binding and controlling on the parties, if a dispute over authorship of a scholarly work occurs, and if the dispute cannot be resolved by the authors, the mediation of the program coordinator, Associate Dean, Dean, and Provost should be requested. Disputants should request assistance first from the most direct supervisor unless that individual is perceived to have a conflict of interest in the dispute (e.g., the individual is also an author of the publication).

Notwithstanding anything to the contrary, this policy does not override or rescind the UAH Copyright Policy, if applicable, or any other applicable university policy or procedure. Faculty and students are still required to comply with any other applicable university policies and procedures. To the extent there is a conflict between this policy and any other applicable UAH policy, the terms of UAH policy govern.

*Inventions and materials, including the development of new and useful materials, software, devices, processes, and other inventions, some of which may have potential for commercialization and qualify for patent or copyright protection, may arise through the activities of faculty, staff, or students. If such circumstances occur, students may refer to the url: [07.03.01 Patent Policy](#) for more information.*

### **III. Procedure:**

- A. Faculty will present the FSASW to the collaborating student.
- B. Faculty will discuss information related to how authorship decisions are made, the nature of professional and nonprofessional contributions to publications, and the meaning of authorship credit and author order.
- C. Contents of the FSASW will be discussed and signed by the Faculty Project Chair and student upon entry into NUR739: DNP Project but can be used prior to NUR739 if faculty and students engage in collaborative scholarly work.
- D. Each party will retain a signed copy of the FSASW for their records.

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

**Faculty & Student Agreement for Scholarly Work**

**Instructions for both the faculty and the student:** Please read the following statements and add your initials as an agreement. Then, sign at the end of the document.

The faculty project chair and the student discussed and assessed the specific abilities of each party, the tasks required to complete the scholarly publication/presentation, the extent of supervision required, and appropriate expectations. Notwithstanding anything to the contrary, this agreement does not override or rescind the UAH Copyright Policy, if applicable, or any other applicable university policy or procedure. Faculty and the student are still required to comply with any other applicable university policies and procedures. To the extent there is a conflict between this policy and any other applicable UAH policy, the terms of UAH policy govern.

The faculty and the student agree to the following agreements regarding authorship:

1. Authorship for DNP projects submitted for publication/presentation are ordered as:

- 1) Student
- 2) Faculty Project Chair
- 3) Other committee members.

Student initials: \_\_\_\_\_ Faculty initials: \_\_\_\_\_

2. Students are highly encouraged to disseminate their work worthy of publication. However, in cases where the student does not submit a manuscript within twelve months following the student's commencement date, the faculty may publish a manuscript based on the student's work. The student acknowledges that if he/she chooses not to participate in the authorship at any time during the conducting of the project, the authorship will defer to the faculty (or chair).

Student initials: \_\_\_\_\_ Faculty initials: \_\_\_\_\_

3. Agreements regarding authorship credit and order may need to be renegotiated when substantial revision is needed before submitting to the journal/venue and/or before they are accepted for publication/presentation. These revisions may require additional professional contributions beyond those necessary for the completion of the initial draft of the manuscript. Thus, when such revisions are required, and the student is not able to make those revisions, the faculty (or chair) and student will reexamine their original agreement and determine whether it needs to be modified.

Student initials: \_\_\_\_\_ Faculty initials: \_\_\_\_\_

4. If the student chooses not to participate in the authorship, consistent with existing customs, the decision to disseminate the products of DNP projects would not be considered plagiarism if the authors duly received attribution for their participation.

Student initials: \_\_\_\_\_ Faculty initials: \_\_\_\_\_

The student and the DNP Faculty Project Chair shall agree to the above items with regard to authorship in the dissemination of scholarly products generated as a result of joint work between the faculty and student.

Student signature: \_\_\_\_\_ Date \_\_\_\_\_

DNP Faculty Project Chair signature: \_\_\_\_\_ Date \_\_\_\_\_



## Appendix E

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

#### Leave of Absence or Withdrawal Request from a Graduate Program

Name of Student:		A-Number:	
Name of program:			
<p>____ I am withdrawing from the program and understand that I must reapply to the UAH Graduate School if I wish to return to complete the degree more than three semesters from now. Furthermore, I understand courses have a time limit in order to count toward degree requirements. Please refer to the <i>UAH Graduate Catalog</i> <a href="#">UAH - Catalog</a>.</p> <p>____ I am requesting a leave of absence for the following semester(s) and understand that failure to return at completion of the 3<sup>rd</sup> semester will require reapplication to the UAH Graduate School.</p>			
Check all that apply	Year		Return Semester* _____
<input type="checkbox"/> Fall			
<input type="checkbox"/> Spring			
<input type="checkbox"/> Summer			
<p>____ I acknowledge that my withdrawal/leave of absence may impact my financial aid and if I have taken the NFLP loan I will contact Dr. Karen Frith at karen.frith@uah.edu.</p> <p>____ I understand that my return to the program is contingent upon available space, and I will be required to follow a revised plan of study provided by the Office of Graduate Programs.</p> <p>*A leave of absence may be requested for up to semesters.</p>			
<b>Use this space to explain the circumstances surrounding your request for a leave of absence</b>			
<b>SIGNATURES</b>			<b>DATE</b>
Student			Date
Graduate Academic Advisor			Date
Program Coordinator			Date
Associate Dean of Graduate Program			Date
Dean of College			Date
Dean of Graduate School			Date

DATE APPROVED: 8/19/2020  
 DATE EFFECTIVE: Fall 2020  
 DATE REVIEWED/REVISED: Fall 2023  
 NEXT MANDATORY REVIEW: summer 2028  
 BY: Associate Dean for Graduate Programs

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**COLLEGE OF NURSING**  
**Office of Graduate Programs**

**Graduate Leave of Absence Policy**

**I. Purpose**

The purpose of this policy is to provide a procedural framework for student requests and programmatic consideration for a leave of absence (LOA).

**II. Policy**

1. A LOA is a temporary pause from enrollment in degree-related coursework with a documented commitment to return to the program of study for degree completion. It allows for the student to maintain their matriculation status, though enrollment privileges will no longer apply.
2. Reasons for requesting a LOA may include, but are not limited to, personal crises, illness, and military deployment.
3. An LOA may be requested only after successful completion of at least one semester of coursework. The student must be in good academic standing at the time of the request.
4. Students requesting an LOA prior to completion of their first semester of coursework will be advised to withdraw from the courses and reapply to the program upon completion of the absence.
5. A request for LOA will not be granted mid-semester. Such requests will result in advisement to withdraw per the university and college Withdrawal Policy.
6. Students who have enrolled and paid fees and are granted an LOA before the start of the semester are eligible, per university policy and deadlines, to receive a refund.
7. Students are advised that LOAs will impact their program of study progression, as well as their eligibility for housing, scholarships, assistantships/GTA status, library privileges, insurance coverage, and other student benefits.
8. Approved LOA requests will span three consecutive semesters; including summer. If the student desires to return prior to the completion of the three terms, they must seek advisement for a new program of study.
9. Upon completion of the approved LOA, the student must enroll per the new program of study. Failure to return per the specified LOA will result in the student being dropped from the degree program. The student will need to reapply for admission if the LOA term is exceeded. Students returning before the three-semester LOA expires, do not need to reapply for Graduate Admissions, but must seek advisement for an updated program of study.
10. Though students in good standing are generally eligible for one LOA during their program of study, a request for a second LOA will require personal communication with the Associate Dean of Graduate Programs accompanied by a petition associated with extenuating circumstances.

11. Years to degree completion, per each graduate program's specification, will still be enforced even if an LOA has been granted.
12. DNP: If the LOA is taken after completion of NUR743: Evidence-based Practice Strategies, the student may be required to retake this class to ensure the viability of their DNP project plan. Students enrolled in NUR739: DNP Project will only be considered eligible for a LOA under extenuating circumstances.
13. Students with military and/or veteran status are eligible for special consideration:  
<https://www.uah.edu/policies/03-01-05-active-duty-and-deployment>

### **III. Procedure**

1. Students desiring a LOA from their degree program of study will:
  - a. Submit the LOA/W request form at least two weeks prior to the start of the semester to the Graduate Academic Advisor.
  - b. Seek advisement about the impact of the LOA on their program of study and procure a new program of study.
  - c. Notify their project chair, as relevant. Students enrolled in the MSN program must notify the appropriate Program Coordinator.
2. An email will be sent to the student from the UAH Graduate School, which will include an attachment of the LOA/W request form signed by the Graduate Dean. This will indicate final approval of the student's LOA request.
3. Upon completion of the approved LOA, the student must enroll per the updated program of study.

**Petition for Continued Enrollment after Academic Warning**  
**College of Nursing**  
**Office of Graduate Programs**

Student name:
A number:
Email address:
Preferred phone number:
Graduate degree program:
Course number and name with grade less than B:

In this space, discuss the academic circumstances and your actions that resulted in a grade less than B.
Describe any extenuating circumstances that affected your academic performance.
Reflect on the progression policies in your program of study. Without copying/pasting from the student handbook or UAH Graduate Catalog, describe the consequences of a future grade less than B.
Describe, in detail, your current decisions and actions that will help you be successful in the program, if you are allowed to retake the course.

Describe the UAH resources or other sources of academic support that you used during your enrollment in the graduate program.

DATE APPROVED: 8/19/2020

DATE EFFECTIVE: Fall 2020

DATE REVIEWED/REVISED: n/a

NEXT MANDATORY REVIEW: summer 2025

BY: Associate Dean for Graduate Programs

**Petition for Reinstatement After Dismissal**  
**College of Nursing**  
**Office of Graduate Programs**

Student Name:	Date of Petition:
A number:	Graduate Program:
Email address:	Preferred phone number:
Semester and year suspended:	Semester requested for reinstatement:

A student who has been dismissed from the UAH College of Nursing may apply for reinstatement through the Office of Graduate Programs. This application may be submitted after notification of dismissal **within one year of the suspension**. The application, the student's record of performance (classroom, lab, and clinical), the student's professional behavior, the student's help-seeking behavior, and other pertinent information submitted by the student will be reviewed. The Graduate Admissions and Progressions Committee makes a recommendation concerning the application for reinstatement to the Associate Dean of Graduate Programs. Students who are dismissed a second time are permanently dismissed from the nursing program.

The student must complete the following information to be considered for reinstatement. Attach additional sheets as necessary.

Why were you unsuccessful in the most recent semester(s) in which you were enrolled? Please focus primarily on academic issues.
What things have changed that would help you be successful if you were reinstated?
Do you have any other information you want to share about your request to be reinstated in the program?

List all courses and grades in your program study below.

Reflect on your academic history in the graduate program. Write a one paragraph summary considering the following questions. In courses that you made “A’s” and “B’s” and/or scored, how did you study or manage your time? Contrast that to courses where you made a “C”, “D” or “F” – how did you study or manage your time?

Describe the UAH resources or other sources of academic support that you used during your enrollment in the graduate program.

DATE APPROVED: 8/19/2020  
DATE EFFECTIVE: Fall 2020  
DATE REVIEWED/REVISED: n/a  
NEXT MANDATORY REVIEW: summer 2025  
BY: Associate Dean for Graduate Programs

## **Appendix F**

### **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 G

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

#### Substance Abuse and Drug/Alcohol Testing Policy Student Disclosure Statement

I have read the Substance Abuse and Drug/Alcohol Testing Policy (“Policy”) of The University of Alabama in Huntsville College of Nursing, and I agree to comply with all aspects of this Policy and the related University policies referenced in it.

I understand that if I engage in substance abuse as defined in the Policy or if I violate the Policy in any other manner, I may be dismissed from the College of Nursing.

I understand that it is a requirement that all students in the Upper Division of the BSN program and in the Graduate program of the College of Nursing provide a true and accurate, signed statement indicating whether he/she does or does not engage in substance abuse activities and whether he/she has any prior criminal drug or alcohol convictions.

In compliance with the forgoing requirement, I hereby state as follows (*circle the appropriate response*):

I (am) (am not) over the age of 18.

I (am) (am not) engaged in any drug or alcohol activity that would fall within the definition of “substance abuse” as that term is used in the Policy. (See the bottom of this form for a copy of this definition and the definition of “illegal drug” and “impaired”).

I (am) (am not) personally misusing any prescribed or over-the-counter drug or alcohol in a manner that significantly impairs, or is likely to develop an impairment in, my performance in any Nursing course, including any clinical activities.

I (have been) (have not been) arrested, charged, or convicted of any violation of a federal, state, or local drug or alcohol law.

*(If appropriate, you may provide explanatory information on the reverse side of this form)*

Student’s Signature

Student’s Printed Name

Date

Witness Signature

*This form will be maintained by the College of Nursing and will be disclosed to appropriate clinical agencies upon their request.*

- “Substance abuse” means (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any Nursing student while enrolled in Upper Division courses in the BSN program or in Graduate courses at UAH, regardless of where the illegal drug activity occurs; (b) the consumption, possession, or distribution of alcohol, unless approved by the University or clinical agency, by any Nursing student while on University or affiliated clinical site premises or while participating in any University- or affiliated clinical site-sponsored or related activity, including any Nursing course or clinical training activity; and (c) the use by any Nursing student of any drugs, including a prescribed or “over-the- counter drug, or alcohol in such a way that the student’s performance in any Nursing course, including activities at any clinical site, is impaired.

- “Illegal drug” means any drug/chemical substance that is not legally obtainable; any drug/chemical substance that is legally obtainable but has not been legally obtained; any prescribed drug/chemical substance that has not been legally obtained; any prescribed drug/chemical substance that is not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the- counter drug that is being used at a dosage level other than that recommended by the manufacturer, or is being used for a purpose other than the purpose intended by the manufacturer; and any drug/chemical substance that is being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs/chemical substances include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

- “Impaired” means a person’s mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability). An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor and attitudes as manifested in speech or actions. Impairment will include addiction to and/or physical dependence upon drugs/chemical substances and/or alcohol.

Explanatory Comments (if any):

## Appendix H

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

#### Substance Abuse and Drug/Alcohol Testing Policy Student's Consent and Release Authorization - Drug/Alcohol Testing

I have read the College of Nursing Substance Abuse and Drug/Alcohol Testing Policy ("Policy"), and I understand that as a condition to assignment to or placement with an affiliated clinical agency, I will be subject to that particular agency's drug/alcohol use policies and its drug/alcohol testing policies. I further understand that, if required by the agency's policy, I may be required to submit to pre-clinical placement drug testing, random drug testing, and/or drug/alcohol testing based on reasonable suspicion of substance abuse. I understand that the cost of any drug/alcohol tests required by any affiliated clinical agency with which I may be placed shall be borne by me.

***By my signature below, I hereby give my complete and voluntary consent to submit to any such drug test(s) at a designated entity/facility as required by any affiliated clinical agency at which I am placed by the College of Nursing.***

I further understand that I may be subject to drug/alcohol tests initiated by the College of Nursing based on reasonable suspicion for substance abuse by me while I am attending any College of Nursing courses or clinical activities or while I am enrolled in the Upper Division of the BSN program or the Graduate program.

I understand that if I refuse to submit to drug testing required by the affiliated clinical agency, the College of Nursing will have no responsibility to find me another clinical placement and that I may be dismissed from the Nursing program. I understand that if I refuse to submit to drug/alcohol testing required by the College of Nursing based upon reasonable suspicion for substance abuse, I may be dismissed from the Nursing program. I further understand that, pursuant to the College's Policy, a positive drug/alcohol test may result in dismissal from the program in which I am enrolled.

I understand that the clinical agency and College of Nursing have a legitimate need to receive the results of a drug/alcohol test performed in accordance with this Policy. ***I hereby authorize any drug testing entity/facility***, and its physicians (including the Medical Review Officer), employees, and representatives, that conducted a drug/alcohol test pursuant to this Policy and that has control over any documents, records, or other information pertaining to my drug/alcohol test, ***to furnish originals or copies of any such documents, records, or other information to the appropriate official(s) of the affiliated clinical agency (if it requested the test) and/or of the College of Nursing (if it requested the test)***, and ***I hereby give my consent in advance thereto.*** I further authorize and consent to any drug testing entity/facility, and its physicians, employees, and representatives, to answer questions and

inquiries from appropriate officials or employees of the clinical agency or of the College of Nursing concerning those documents, records, and other information, including, without limitation, drug testing results, related medical records and medical reports, analyses, questionnaires, and other materials that may have been made or prepared pursuant to or in connection with my drug/alcohol tests.

***I waive, release, and discharge*** forever the drug/alcohol testing entity/facility, and its physicians, employees, and representatives, that conducted drug/alcohol tests requested by the clinical agency or by the College of Nursing under this Policy, and I waive, release, and discharge the clinical agency, its employees and representatives, and the University, its trustees, officials, and employees (including those in the College of Nursing) from any and all liability or claims of whatever kind and nature arising out of, associated with, or related in any way to the drug/alcohol tests and the subsequent release, furnishing, disclosure, inspection, and use of the results of such tests and the documents, records, or other information pertaining to such tests, all under this Policy.

Student's Signature

Student's Printed Name

Date

Witness Signature

*This form will be maintained by the College of Nursing and will be disclosed to appropriate clinical agencies upon their request.*

## Appendix I

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

#### Substance Abuse and Drug/Alcohol Testing Policy Report of Reasonable Suspicion of Drug/Alcohol Use

*Completed by the faculty member supervising the Nursing student to be tested.*

1. Name and social security number of Nursing student suspected of substance abuse as defined in the UAH Substance Abuse and Drug/Alcohol Testing Policy.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

2. State the information/evidence based on which you have developed a reasonable suspicion that the student has engaged in substance abuse. *Be as specific as possible.\* Include the times and dates when incidents occurred or unusual behavior was observed, the identity of any particular substance suspected of abuse, if known, and the names and whereabouts of those witnessing the incidents/behavior. If necessary, use additional sheets, stapled to this form.*

Based on the information and evidence noted above, it is my opinion that there is reasonable suspicion that this student has engaged in substance abuse.

Faculty Member's Signature

Faculty Member's Printed Name

Date

Faculty Member's Title

*The original of this form should be given to the UAH College of Nursing Associate Dean for inclusion in the student's Nursing records. It may be disclosed on a "need to know" basis to clinical agencies and/or testing entities/facilities*

\* The types of information that should be noted, if observed or known, includes the following: speech (incoherent, confused, change in speech, slurred, rambling, shouting, profane, slow); coordination (swaying, staggering, uncoordinated, grasping for support); performance (using unsafe practices, unsatisfactory work); alertness (change in alertness, sleepiness, confusion); demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic); eyes (bloodshot, dilated); clothing (dirty, disheveled); odor of alcohol on breath; unexplained absences or tardiness; student found with drugs/alcohol or admitted use of drugs/alcohol; complaints by students or third parties of student's behavior and if so a list of witnesses to the behavior.

## **Appendix J**

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

#### **Graduate and Doctoral Departmental Transfer of Credit Policy and Form**

##### **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 it to the Academic Advisor for Graduate Programs. The following information must accompany the request:
  1. A course transcript to include final grade earned.
  2. The institution's accreditation status where the course was taken.
  3. The institution's grading scale system where the 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 Academic Advisor for Graduate Programs to inquire about the completeness of their information or the status of their transfer credit. It is the student's responsibility to make sure the 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 course 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



## Graduate Transfer Course Request Form

### Student Information

\_\_\_\_\_  
Last Name              First Name              MI              Graduate Nursing Program

Date of Birth \_\_\_\_\_ Email Address \_\_\_\_\_

UAH Course #	Transfer Course #	Grade	Year Course Taken	Institution	Accreditation

### Transfer course

1. Submit the course transcript to include final grade earned
2. Submit the course syllabi to include course description and course objectives.
3. Submit the course topical outline with clear delineation of topics.

### Transfer course guidelines

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.



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

**Doctor of Nursing Practice**  
**DNP Project Guidelines**

	Date Completed
<b>DNP Project Paper Template.</b> Develops a file with correct formatting per CON and Graduate Studies	
<b>Title.</b> Provide clear, accurate information for indexing purposes. State specific purpose/aim of project and study method if appropriate. Creates title page for DNP Project paper.	
<b>Abstract.</b> Summarize ALL key information from various sections using the abstract format of intended publication. Not usually written until paper is complete.	
<b>Introduction.</b> Approximately one page overview of paper. Creates a draft and inserts into DNP project file. <b>The problem.</b> Creates a draft and inserts into DNP Project template. <ul style="list-style-type: none"> <li>❖ PICOT question (s)</li> <li>❖ Statement of the problem</li> <li>❖ Evidence of the problem               <ul style="list-style-type: none"> <li>➤ National/international</li> <li>➤ Regional</li> <li>➤ Local/site</li> </ul> </li> <li>❖ Significance of the problem               <ul style="list-style-type: none"> <li>➤ Patient care</li> <li>➤ Nursing practice</li> <li>➤ Nursing education</li> <li>➤ Nursing research</li> </ul> </li> </ul>	
<b>Purpose/aim of the project.</b> Creates a draft and inserts into DNP Project template. <ul style="list-style-type: none"> <li>❖ Significance of project to problem</li> </ul>	
<b>Conceptual Framework.</b> Most projects will have one or two frameworks. Creates a draft and inserts into DNP Project template. <ul style="list-style-type: none"> <li>❖ Review of literature about framework</li> </ul>	

<ul style="list-style-type: none"> <li>❖ Review of literature applying framework</li> <li>❖ Adaptations of framework for project</li> <li>❖ Figure of model</li> </ul>	
<b>Assumptions</b>	
<p><b>Review of the literature.</b> Creates a draft and inserts into DNP Project template.</p> <ul style="list-style-type: none"> <li>❖ Define the search</li> <li>❖ Review the literature for each key concept</li> <li>❖ Develop an evidence table by type of literature (primary, secondary, clinical guideline/opinion)</li> <li>❖ Develop a narrative review of the literature that reflects synthesis</li> </ul>	
<b>Choose a Faculty Chair.</b> Complete Chair Notification form. Submit to DNP Coordinator	
<b>Choose a Clinical Mentor.</b> Complete Adjunct Faculty Nomination form with clinical mentor's CV. Send to Faculty Chair and they will submit to CON Appointment, Promotion, and Tenure (APT) Committee Chair. The APT Chair forwards to CON Dean and Graduate Studies for final approval. NOTE: the clinical mentor should not be engaged in DNP Project activities prior to final approval. This enables hours spent with the DNP student to be counted as clinical hours.	
<b>Choose a Clinical Agency.</b> Complete Clinical Agency Agreement Request form. Submit to DNP Coordinator. NOTE: The clinical agency contract must be returned and signed to the CON prior to any DNP project activities being conducted at the clinical agency. This enables hours spent by the DNP student at the clinical agency to be counted as clinical hours.	
<b>Set Date for Project Implementation Review</b>	
<b>Develop presentation for DNP Implementation Review</b>	

<p><b><u>IMPLEMENTED TRANSLATION/APPLICATION PROJECT</u></b>  <b><u>(i.e. CHANGE PROJECT, PROGRAM DEVELOPMENT)</u></b></p>	
<b>Setting.</b> Describe setting in detail. Creates a draft and inserts into DNP project file.	
<b>Population.</b> Describe the population. Creates a draft and inserts into DNP project file.	
<b>Identify detailed plan for project/intervention.</b> Describe the change and its component parts in sufficient detail that others could reproduce it.	

<b>Develop a budget for necessary resources</b>	
<b>Develop a timeline.</b> Discuss with Faculty Chair.	
<b>Develop implementation/analysis/evaluation plan.</b> Creates a draft and inserts into DNP project file.	
<b>Develop project components</b> (modules, programs, instruments, recruitment techniques, etc.) Creates a draft and inserts into DNP project file.	
<b>Secure appropriate IRB permissions.</b> UAH IRB is required for all students. Clinical agency may be required also.	
<b>Implementation/Collect data.</b> Creates a draft and inserts into DNP project file.	
<b>Analyze data.</b> Creates a draft and inserts into DNP project file.	
<b>Develop results.</b> Creates a draft and inserts into DNP project file.	
<b>Discussion.</b> Summarize most important successes and difficulties in implementing project and main changes observed in care delivery or clinical outcomes. Highlight particular strengths of the project. Compare and contrast results with relevant findings of other drawing on review of literature. Explore reasons for differences between observed and expected outcomes. Creates a draft and inserts into DNP project file.	
<b>Limitations.</b> Consider possible sources of confounding bias or imprecision in design, measurement and analysis. Assess effect of study limitations. Creates a draft and inserts into DNP project file.	
<b>Implications for Nursing Practice.</b> Creates a draft and inserts into DNP project file.	
<b>Summary &amp; Conclusion.</b> Suggest steps to improve future performance. Consider overall practical usefulness of the intervention. Suggest implications of this project for further studies/projects. Creates a draft and inserts into DNP project file.	
<b>Plans for dissemination with event details and timeline, if</b>	
<b>References.</b> Uses EndNote to generate. Creates a draft and inserts into DNP project file.	
<b>Appendices.</b> Creates a draft and inserts into DNP project file.	
<b>Set date for DNP Project Final Presentation – Review available dates/times with Graduate Office Assistant or DNP Program Coordinator</b>	
<b>Develop presentation for DNP Project Final Presentation</b>	

<b>Choose journal for manuscript</b>	
<b>Prepare manuscript per journal guidelines</b>	
<b>Finalize DNP Project paper per CON Template</b>	
<b>Log clinical hours into CORE-ELMS</b>	
<b>Complete Professional Portfolio in CORE-ELMS</b>	
<b>Applies for graduation by UAH Deadline</b>	

## Appendix L

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

#### Adjunct Faculty Nomination Form

**Nominee's Name:**                      **Title:**                      **Credentials:**

Employer or Practice Name:

Home Address:

Home Telephone Number:

E-mail Address:

**Nominating person:**                      **E-mail address:**

**DNP Student:** (if applicable by adjunct serving on a DNP Committee)

DNP Student Email:

Highlight the status of the nomination:      **New appointment**                      **Reappointment**

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

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

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

C. All appointments will be for three years

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

Demonstrates commitment to professional discipline	1	2	3	4	5
Represents UAH in the community as a professional role model	1	2	3	4	5
Contributes to student learning for the College of Nursing	1	2	3	4	5
Displays expert knowledge in professional discipline	1	2	3	4	5
Communicates in a professional manner	1	2	3	4	5

Engages students in learning activities	1	2	3	4	5
Meets qualifications for adjunct appointment	1	2	3	4	5

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, fall 2020

Next Mandatory Review: Fall 2025

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

## **Appendix M**

### **THE UNIVERSITY OF ALABAMA IN HUNTSVILLE COLLEGE OF NURSING**

#### **Graduate Program Withdrawal Policy**

##### **I. Purpose**

The purpose of this policy is to provide guidelines for student withdrawal from classes in the Graduate program at the UAH College of Nursing.

##### **II. Policy**

1. After the course start-date, a student must first notify the Academic Advisor for Graduate Programs (256.824.6669) of intent to withdraw.
2. A student may drop any course according to the University's Withdrawal/Drop Policy and the course will not appear on the student's transcript. Thereafter, a grade of 'W' will appear on the transcript
3. Students withdrawing from course work must still complete the course in prereq/coreq sequence.
4. Students who withdraw from the program in their first semester, may be asked to seek readmission to the program. Readmission is subject to competitive review.
5. Withdrawal from a course that has a didactic and clinical component will apply to both portions of the course. Clinical hours earned at the time of the withdrawal may not count toward the next time the course is taken.
6. More than three (3) course withdrawals in the program may be considered a lack of progress towards a degree. Three withdrawals, may require academic counseling from CON Graduate Administration, and/or dismissal.

##### **III. Assumptions**

1. Students are expected to notify their course managers of their plans to withdraw.
2. The student will pursue advisement from the Academic Advisor for Graduate Programs (256.824.6669) to establish a new program of study.
3. Students will not submit previously submitted coursework when retaking a course where a "W" was earned.
4. Students may not be able to maintain their previously procured faculty chair in the DNP Project course as a result of a change in the program of study. This may result in a delay in project implementation.

Date Approved: Fall 2021  
Effective Date: Spring 2022  
Date reviewed/ revised: Fall 2021  
Date of next mandatory review: Spring 2022  
By: Graduate Curriculum Committee - Associate Dean