FOREWORD

The guidelines in this Handbook are based on the policies and procedures of the School of Nursing. The Handbook is to be used as a reference document in conjunction with the University Graduate Catalog and School of Nursing published materials. The DNP Graduate Handbook is the product of the DNP Curriculum Committee.
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VISION
Ball State University School of Nursing will be a national model of excellence as a learner-centered academic community that advances nursing knowledge and practice, impacts health care economics, and enhances quality of life.

MISSION
Ball State School is an innovative, challenging, supportive academic community that inspires students by: (a) offering active, collaborative learning, including immersive clinical and culturally diverse experiences based on evidence-based practice; (b) providing access to faculty and professional practice experts who advance nursing knowledge, collaborative practice, excellence in teaching, and technology in learning; and (c) engaging with local, state, national, and international communities to enhance quality of life, cultural sensitivity, and health care delivery.”

DOCTORATE IN NURSING PRACTICE PROGRAM
In June 2008, the Ball State University Doctorate of Nursing Practice (DNP) program was approved by the Indiana Commission for Higher Education. The first students in the program were admitted for Fall 2009.

In November 2011, the School of Nursing received initial accreditation for the DNP Program from the Commission on Collegiate Nursing Education (CCNE) for 5 years.

In May and July 2012, the first students graduated from the Ball State University School of Nursing DNP Program.

DNP PROGRAM OUTCOMES
Graduates of the DNP Program will:
1. Demonstrate advanced nursing practice.
2. Translate research and data to support evidence-based practice.
3. Lead interprofessional collaboration for improving patient and population health outcomes.
4. Utilize information systems and technology to improve health care outcomes.
5. Provide leadership to enhance accessibility and quality of care.
6. Guide health policy development and implementation

Approved by Faculty Organization October 2013
DNP PROGRAM POLICIES AND INFORMATION

ADMISSION CRITERIA

Applicants must meet the admission requirements of the Graduate School. The exception is that applicants are not required to take the GRE. Admission requirements are available online at [http://cms.bsu.edu/AdmissionsLanding/GraduateAdmissions.aspx](http://cms.bsu.edu/AdmissionsLanding/GraduateAdmissions.aspx).

Approved Graduate School 5/5/10

The DNP Program accepts applications from advanced practice nurses (nurse practitioners, clinical nurse specialists, and nurse midwives) who have a master's degree in nursing.

Applicants must:
- Have graduated from a National League for Nursing Accrediting Commission (NLNAC) or Commission on Collegiate Nursing Education (CCNE) accredited master's program in nursing with a minimum grade point average of 3.2 on a 4.0 scale.
- Have completed a graduate level statistics course and nursing research course.
- Have completed a graduate level health assessment course.
- Have an unencumbered license as a registered nurse in the state of practice.
- Have recent clinical nursing experience.
- Meet all health clearance, criminal background checks, and other requirements for clinical practice.
- The Admission and Progression Committee will review all application materials and a phone interview will be conducted prior to determination of acceptance in the program.

Computer skills are required. Students who have not taken distance education courses at BSU are encouraged to take NUR 605: Nursing Information Technology as an elective.

APPLICATION PROCEDURES

Applications with all supporting documents must be received in the School of Nursing Graduate Program Advisor office by the designated deadline. No action can be taken until all application documents have been received.

There are two (2) applications that must be completed.

1. **Graduate School Admission Application** available at [http://www.bsu.edu/gradschool](http://www.bsu.edu/gradschool). This form is submitted electronically.

   An official transcript from each college/university attended must be mailed directly from the institutions attended to Graduate School, Ball State University, 2000 University Avenue, Muncie, IN 47306. If you received a master's degree from Ball State, it is not
necessary to request Ball State transcripts or transcripts of work taken anywhere before the master’s degree as these will be on file.

2. **DNP Program Application** available on the School of Nursing website. This form is submitted electronically.

**Other Application Documents**

Mail the five documents listed below by the application deadline in one envelope to:

Graduate Program Advisor  
School of Nursing  
Ball State University  
Muncie, IN 47306-0265

1. Photocopy of current registered nurse e-verification license with name, license number, expiration date, current status, and disciplinary action. Visit your state’s e-verification site and print out your information. Copies of your card will not be accepted.

2. Photocopy of current advanced practice nurse certification

3. Disclosure of criminal background is required for all applicants. Criminal background checks are required to be completed once admitted into the program and renewed annually thereafter. Applicants are required to disclose any pending charges, a conviction of, or entry into a diversion for a felony or misdemeanor other than a minor traffic offense, including without limitation, the following:
   - Driving under the influence (DUI or DWI)
   - Sex crime
   - Medicare/Medicaid exclusion (abuse or fraud)
   - Battery
   - Theft

Admitted students who are found to have any of the above on the required background check and failed to disclose the information on their application will have their offer of admission rescinded.

4. 2-3 page paper (typed, double spaced) discussing your reasons for pursuing the DNP and your career goals. Describe your specific areas of practice interest.

5. A three page paper plus reference page on a topic related to your potential capstone project: Utilize APA format.

**Reference Letters**

Three reference letters are required using the reference letter form available at the School of Nursing website.
• References may be completed by health professional colleagues, faculty members, current or recent (no more than 5 years ago) employers
• At least two of three references must be from nurses with a master's or higher degree
• References may not be completed by individuals you supervise

The person providing the reference must send it directly to:

Graduate Program Advisor
School of Nursing
Ball State University
Muncie, IN 47306-0265

TUITION AND FINANCIAL AID INFORMATION

Fees are subject to change. For the most current information on Graduate Tuition and Costs for Online and Distance Education go to http://cms.bsu.edu/Academics/CollegesandDepartments/Distance/Costs/Graduate.aspx

General information on financial aid is available via the BSU Bursar web site: http://www.bsu.edu/bursar.

ADMISSION PROCEDURES

All admission criteria and procedures are in compliance with those of the University Graduate School. Admission criteria specific to the DNP Program have been approved by the School of Nursing DNP Admission and Progression Committee and the School of Nursing Faculty Organization.

The DNP Admission and Progression Committee will select the most qualified applicants for the DNP program based on a composite assessment of:

• Academic performance in all course work taken
• Clinical/professional experience
• Written and verbal communication skills
• Recommendations from references describing scholarly and leadership potential
• Consistency of reasons for pursuing DNP and career goals with BSU DNP program curriculum and outcomes

After a review of all submitted materials, the most qualified applicants will be invited for a personal phone interview with two or more members of the DNP Admission and Progression Committee. The number of applicants admitted to the DNP program will be limited. Meeting the minimum admission criteria does not ensure that an applicant will be admitted to the program.
Confirmation of Admission
Offers of admission to the DNP program will be provided with a formal letter delivered via e-mail. The offer must be accepted within 14 days after the date the e-mail is sent with the letter of offer.

Plans of Study
After accepting admission, another phone interview will be arranged for the student and program director to discuss a plan of study.

Mandatory One-Day Orientation Meeting
Students who accept admission in the DNP program will be required to attend the mandatory orientation meeting on a specified date before starting the program. Students may attend the meeting on campus or via pre-arranged distance technology. If the student is unable to attend for any reason, the student will not be able to start the DNP program, but may request a deferral from the Admission and Progression Committee to start the program with the next class to be admitted. Deferral is not automatic and will only be granted once. Refer to the Progression Criteria section for information on 2nd and 3rd year required meetings.

ELECTRONIC MAIL (EMAIL) COMMUNICATION POLICY

• Students are expected to read email regarding the DNP Program and DNP courses in a timely fashion.

• The School of Nursing uses the student’s BSU email address for all email correspondence. Make sure you have space in your e-mail account at all times so you do not miss correspondence from the School.

• Students should send all email correspondence to the School of Nursing through their BSU email address.

• Private email accounts should not be used.

• Students who choose to have their BSU email forwarded to a private email address outside of the BSU email network do so at their own risk!

• Information delivered to your Ball State e-mail account from the bursar, advising, the university administration, or a faculty member is considered received. Students are responsible for managing and checking their Ball State e-mail on a regular basis. You can manage what is received from Ball State in your inbox through the Communication Center, www.bsu.edu/commcenter.
CRIMINAL BACKGROUND CHECK

- Students are required to complete a criminal background check prior to starting any nursing courses and annually. The student should never have an expired criminal background check while in the DNP program.
- CertifiedBackground.com is the background check service used by the School of Nursing. The background check is initiated by each student. The secure website allows you and the school to view the results.
- Go to www.CertifiedBackground.com and click on “Students”.
- To obtain a yearly background check you must purchase package code AT96 for your initial background check and use the package code AT96R for your yearly background check thereafter. CertifiedBackground does not send out reminders about renewals.
- The School of Nursing can download the report after you create an account and pay for it.
- Do not mail the report to us.
- Students who are not in compliance with the background check when their profile is reviewed by the School of Nursing will not be given permission to register for the upcoming semester. This can delay your progress in the program.
- If you have questions, please contact the DNP Program Secretary at 765-285-5768.

CLINICAL CLEARANCE REQUIREMENTS

- Students are required to submit specified clinical clearance information and documents prior to starting DNP courses and to update annually.
- Certified Background.com is the clinical clearance documentation service used by the School of Nursing. The clinical clearance is initiated by each student. The secure website allows you and the school to view the results.
- Go to www.CertifiedProfile.com and enter package code AT96im for the Medical Document Manager ONLY.
- You will then be directed to set up your Certified Profile account.
- Students are responsible for uploading and maintaining all required clinical clearance documentation in their Certified Profile account.
- Once you have uploaded your clinical clearance documents you are responsible for making sure the items were approved. It is recommended that you log back into your profile a few days later to make sure your documents were approved.
- You are notified through the Certified Profile account system if you have missing information and when updated documentation is due. However it is the student’s responsibility to know when documents are due and to submit current documents before the expiration date.
- It is very important to complete all renewals prior to time of expiration to assure that you will be able to register for courses each semester.
- Students who are not in compliance with the clinical clearance requirements when their profile is reviewed by the School of Nursing will not be given permission to register for the upcoming semester. This can delay your progress in the program.
• Documents can be scanned and uploaded to your account or faxed or emailed per instructions provided at the Certified Profile site.
• Do not mail any clinical clearance documents to the School of Nursing.

Required information and documentation for your Certified Profile includes:

INFORMED CONSENT
• This is a one-time submission that must be made prior to being given permission to register for any nursing courses.
• Go to the School of Nursing Forms page http://nursing.iweb.bsu.edu/forms2/ to access and print the Informed Consent DNP Form.
• Read carefully and initial each statement on the form in black ink.
• Complete, date, and sign the form as indicated in black ink.

RN LICENSE
• Provide a copy of your current RN license or verification of licensure provided through your state board of nursing website.
• Update documentation each time license is renewed.

NATIONAL ADVANCED PRACTICE NURSE CERTIFICATION
• Provide a copy of national advanced practice nurse certification verification with expiration date.
• Update documentation each time certification is renewed.

ENTRY INTO PROGRAM 7 YEAR DISCLOSURE OF CRIMINAL BACKGROUND FORM
• This is a one-time submission that must be made prior to being given permission to register for any nursing courses.
• Go to the School of Nursing Forms page http://nursing.iweb.bsu.edu/forms2/ to access and print the Entry into Program 7 Year Disclosure of Clinical Background Form.

1 YEAR DISCLOSURE OF CRIMINAL BACKGROUND FORM
• This form must be completed annually.
• Go to the School of Nursing Forms page http://nursing.iweb.bsu.edu/forms2/ to access and print the 1 Year Disclosure of Clinical Background Form.

HIPAA TRAINING Verification
• This form must be completed and submitted annually.
• Go to the School of Nursing Forms page http://nursing.iweb.bsu.edu/forms2/ to access and print the HIPAA Training Verification form.

STANDARD PRECAUTIONS TRAINING Verification
• This form must be completed and submitted annually.
• Go to the School of Nursing Forms page http://nursing.iweb.bsu.edu/forms2/ to access and print the Standard Precautions Training Verification form.

CPR TRAINING CERTIFICATION
• Provide a copy of your CPR Training Certification
• Must be American Health Association Healthcare Provider course or American Red Cross Professional Rescuer Course
• Copy both the front and back of the card with signature on it
• Update document each time it is renewed. Renew no later than one month before expiration.

TB TEST
• Provide documentation of annual TB test results that is signed and dated by healthcare provider
• This should be the 1 step TB skin test or if positive results, provide clear Chest X-Ray lab report

HEPATITIS B IMMUNIZATION
• This is a one-time submission that must be made prior to being given permission to register for any nursing courses.
• Documentation must indicate either 3 vaccinations or positive antibody titer with lab report

VARICELLA IMMUNIZATION
• This is a one-time submission that must be made prior to being given permission to register for any nursing courses.
• Documentation must indicate either 2 vaccinations or positive antibody titer with lab report.

MMR IMMUNIZATION
• This is a one-time submission that must be made prior to being given permission to register for any nursing courses.
• Documentation must indicate either 2 vaccinations or positive antibody titer for all 3 components with lab report.

Tdap IMMUNIZATION
• This is a one-time submission that must be made prior to being given permission to register for any nursing courses.
• Documentation must indicate Tdap booster within past 10 years.

INFLUENZA IMMUNIZATION
• Provide documentation of influenza vaccine administered during the current influenza season.
• Documentation must include date of administration, vaccine manufacturer, lot number, and expiration date; location of administration (i.e., left forearm), and signature of healthcare provider.

If you have questions about clinical clearance requirements, please contact the Graduate Program Secretary at 765-285-5768.

**REGISTRATION, TIME TICKETS, & HOLDS ON STUDENT ACCOUNTS**

You will receive a time ticket, from the Registrar’s office, before registration begins. The time ticket tells you when the registration system will be open to you. Time tickets will only be issued to students who are currently registered in courses.

For students who are not currently taking courses, it is the student’s responsibility to contact the Graduate Advisor in a timely fashion to be reactivated in the system and receive a time ticket.

Time ticket information is easy to find in Self-Service Banner (SSB).
1. In a compatible web browser (Internet Explorer 8, Safari 5 or 4.1, or Firefox 3.6) go to my.bsu.edu
2. Enter your username/password
3. Click on SSB - Self-Service Banner
4. Click on the Student Menu
5. Click on the Registration Menu
6. Click on View Registration Status (time ticket information is at the top).

For questions about time tickets please contact: Registrar’s Office 765-285-1722

Prior to registering for classes you will need to make sure you do not have any holds on your account that will prevent you from registering. Holds may be placed on your account by a variety of individuals including the Bursar’s Office and your Academic Advisor. To view any holds on your account please:
1) Visit my.bsu.edu and enter your Ball State username and password.
2) Click on SSB—Self Service Banner, then on the Student menu, Student Records, and Institutional Hold.

The department that has a hold on your record is listed under Hold Type. You will also be able to see what processes and functions you are prevented from completing by the hold.
DNP PROGRAM CURRICULUM

POST BACCALUAREATE CREDIT HOURS
A minimum of 90 post baccalaureate credit hours is required to obtain a doctoral degree at Ball State University. A minimum of 48 of the required 90 post baccalaureate hours must be completed at Ball State University. Credit hours from a master’s degree in nursing program apply toward the 90 post baccalaureate credit hours. The DNP Program required courses constitute 38 credit hours. Online elective courses at BSU are available for students who need additional credit hours to obtain the minimum 48 hours required at BSU. A list of graduate level on-line courses that may be used as electives offered through the School of Nursing, Educational Psychology, Adult and Community Education, Economics and other departments is provided to students.

CLINICAL HOURS
A minimum of 1000 faculty supervised clinical hours is required for the DNP. Clinical hours for master’s level NP, CNS, and nurse midwife courses apply toward the total clinical hours. Clinical hours from a master’s program may be documented through verification of national certification requiring a minimum number of clinical hours (e.g., ANCC requires completion of a minimum of 500 supervised clinical hours to be eligible to take the NP and CNS certification exams) or through a letter from the School of Nursing where the master’s degree was obtained. The BSU DNP Program includes a total of 510 clinical hours in NUR 760: Population Focused Care (60), NUR 764: Leadership (60), NUR 790/791: Practicum I/II (300), NUR 793: DNP Project II (90).

DNP PROGRAM COURSES

NUR 730 Statistics for Health Care Research 3 credits
Focuses on application of advanced statistical methods and analysis of data used in research for evidence-based practice and clinical decision making.

NUR 740 Theory Based Models of Care 3 credits
Focuses on the development and evaluation of models of care within the framework of nursing theories and theories from other disciplines. There is an emphasis on integrating nursing science with knowledge from the biophysical, psychosocial, and behavioral sciences and ethics as the basis for advanced nursing practice.

NUR 742 Research for Evidence-Based Practice 3 credits
Focuses on critical analysis of scientific evidence and its application and evaluation in advanced nursing practice. There is an emphasis on ethical, cultural, and financial implications of evidence-based practice. The role of the advanced practice nurse in collaborative research and dissemination of findings is explored. Prerequisite or parallel: NUR 730
NUR 744 Outcomes Research and Evaluation 3 credits
Focuses on the design and implementation of processes to evaluate health outcomes at patient, population, community and health care systems levels. There is an emphasis on the application of relevant outcomes research and evaluation findings for quality improvement at all levels of care. Prerequisite or parallel: NUR 730

NUR 760 Population Focused Care 4 credits
Focuses on the advanced practice nursing role in disease prevention and health promotion for populations. There is an emphasis on designing, implementing, and evaluating care that will eliminate health disparities. Global health issues are explored. Clinical experience will be in a population focused care environment. Prerequisite NUR 730

NUR 780 Seminar: Advanced Topics in Management of Client Health/Illness Status 3 credits
Explores current client health/illness management issues to include:
Assessment and management of health and illness parameters in complex situations incorporating diverse and culturally sensitive approaches.
Use of advanced levels of clinical judgment and systems thinking in designing, delivering, and evaluating evidence-based care to improve patient outcomes.

NUR 662 Health Care Business and Economics 3 credits
Focuses on principles of business, finance, economics, and health care informatics utilized in developing and evaluating care delivery approaches within health care systems and clinical practice. There is an emphasis on cost-effective practice initiatives for elimination of health disparities and improvement of health care outcomes.

NUR 764 Leadership and Health Policy in Advanced Practice 4 credits
Explores the advanced practice nurse leadership role at organizational and systems levels. There is an emphasis on the inter-professional dimension of health care with use of collaborative and consultation skills. Analysis, development, and implementation of health care policies will be explored. Clinical experience will be in a leadership environment.

NUR 792: DNP Project I 3 credits
The student develops the proposal for a scholarly project. The project is a significant, evidence-based intervention to improve the quality of healthcare and health outcomes in clinical and community settings. Prerequisite: 15 credit hours in NUR 700 level courses to include NUR 730, NUR 740, NUR 742, and NUR 744
NUR 790: Practicum I 3 credits

Practice experiences are designed to achieve specific learning objectives related to the DNP Essentials and NONPF Competencies. Experiences include in-depth work with experts from nursing as well as other disciplines and provide opportunities for meaningful engagement within practice environments. These experiences provide the context for the DNP project. Prerequisite: NUR 792

NUR 791: Practicum II 3 credits

Practice experiences are designed to achieve specific learning objectives related to the DNP Essentials and NONPF Competencies. Experiences include in-depth work with experts from nursing as well as other disciplines and provide opportunities for meaningful engagement within practice environments. These experiences provide the context for the DNP project. Prerequisite: NUR 790

NUR 793: DNP Project II 3 credits

The student implements and evaluates outcomes of the evidence-based scholarly project to improve the quality of healthcare and health outcomes in clinical and community settings. The project must be significant and suitable for dissemination through professional venues. Prerequisites: NUR 790 and NUR 792
DNP PROGRAM PLAN OF STUDY SAMPLE
Requires a minimum of 7 semesters of study
Elective courses are scheduled as needed with guidance from Program Director

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING YEAR 1</th>
<th>SUMMER YEAR 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory One Day Orientation November (date TBD)</td>
<td>NUR 730 Stats for Health Care Research (3)</td>
<td>NUR 742 Research for Evidence Based Practice (3)</td>
</tr>
<tr>
<td></td>
<td>NUR 740 Theory Based Models of Care (3)</td>
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<tr>
<td>FALI YEAR 2</td>
<td>SPRING YEAR 2</td>
<td>SUMMER YEAR 2</td>
</tr>
<tr>
<td>NUR 744 Outcomes Research and Eval (3)</td>
<td>NUR 760 Population Focused Care (4) 60 Clinical Hrs</td>
<td>NUR 780 Seminar Advanced Topics in Mgmt of Client Health/Illness Status (3)</td>
</tr>
<tr>
<td>NUR 764 Leadership and Health Policy in Advanced Practice (4) 60 Clinical Hrs</td>
<td>NUR 792 DNP Project I (3)</td>
<td></td>
</tr>
<tr>
<td>Mandatory One Day Second Year Student Meeting November (date TBD)</td>
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<tr>
<td>FALL YEAR 3</td>
<td>SPRING YEAR 3</td>
<td>SUMMER</td>
</tr>
<tr>
<td>NUR 662 Health Care Business and Economics (3)</td>
<td>NUR 791 Practicum II (3) 150 Clinical Hrs</td>
<td>Some students may need additional elective credit hours to meet the total 90 post-baccalaureate hours and required 48 hours completed at Ball State</td>
</tr>
<tr>
<td>NUR 790 Practicum I (3) 150 Clinical Hrs</td>
<td>NUR 793 DNP Project (3) 90 Clinical Hrs</td>
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</tbody>
</table>

Please note that this is a tentative plan of study. Courses are scheduled based on enrollment and may be canceled based on need or rescheduled to another semester.

PROGRESSION CRITERIA

All progression criteria and procedures are in compliance with those of the University Graduate School. Progression criteria specific to the DNP Program have been approved by the School of Nursing DNP Admission and Progression Committee and the School of Nursing Faculty Organization.

TIME LIMIT ON CREDITS

All requirements for the DNP degree must be met within 7 years of completion of the student’s first DNP course at Ball State University.
MANDATORY MEETINGS
During year two of the program, students are required to attend a one day meeting scheduled to coincide with the new student orientation. Students have the option of attending the meeting on campus or via distance technology. If the student is not able to attend this mandatory meeting, the Admission and Progression Committee will review the circumstances and determine if the student will be able to progress. This may result in an extension in the program date for completion.

During year three of the program, students are required to attend an on-campus meeting scheduled in the last semester for a formal presentation of their DNP Project. The option to provide this presentation via a pre-determined distance technology may be considered if student is not within a one-day driving distance. This exception is made so these students do not have to travel to Ball State for both the presentation and then a few weeks later for the graduation commencement ceremony.

The School of Nursing has established criteria on progression of the DNP student through the program. These criteria are as follows:

1. Students must follow policies on submission of documentation related to RN license, national advanced practice certification, informed consent, criminal background check, HIPAA, standard precautions, CPR, TB, Hepatitis B.

2. Students must follow policies for submission of clinical forms including agency contracts and all required clinical evaluation forms.

3. At all times after completing 9 hours of doctoral study, a student must maintain a cumulative GPA of at least 3.2 for courses taken toward the doctoral degree.

4. A student will be placed on academic probation if cumulative GPA for courses taken toward the doctoral degree falls below 3.2 any time after completion of 9 hours of credit.

5. Probationary status will be removed if a student, in completing the next 9 hours, brings the cumulative GPA to at least 3.2.

6. If probationary status is not removed, a student’s admission to graduate study will be canceled and student will need to reapply for re-admission consideration.

7. No course with a grade below C may be counted toward the DNP program degree. If a student earns a C - or lower, the course may be repeated with approval of the DNP Admission and Progression Committee.

8. A course may be repeated only one time and the last grade will be used in computing the grade average.
9. Incomplete grades ("I") will be given for extenuating circumstances only, usually related to illness.

10. The course instructor and student must discuss plans for completion of all course requirements if an incomplete grade ("I") is given and a written agreement must be signed by both the student and instructor.

11. Courses with an incomplete grade ("I") must be completed within one year of the close of the semester in which the course was taken. If the one year time limit is not met the course grade will become an F.

12. Students may not progress to a course with prerequisites until the prerequisite courses are completed. In the event that an Incomplete grade ("I") was given in a prerequisite course, the student must complete the requirements before being allowed to take the next course.

13. Students must follow policies and guidelines for portfolio, practicum, and DNP Project.

14. Students who go one or more semesters without taking courses must contact the DNP Program Director in the semester prior to restarting to obtain a revised plan of study and must contact the Graduate Program Advisor to be reactivated in the system so that they can register for courses. All Criminal Background and Clinical Clearance requirements must be updated prior to registering for courses.

15. Students who go more than one full year without taking courses may be required to submit a petition to the DNP Program Admission and Progression Committee to continue in the program.

Approved DNP Admissions and Progression 10/23/14

STUDENT PORTFOLIO

Students must maintain electronic portfolios (Typhon) to demonstrate attainment of DNP program outcomes. Graduates of the DNP Program will:

1. Demonstrate advanced nursing practice.
2. Translate research and data to support evidence-based practice.
3. Lead interprofessional collaboration for improving patient and population health outcomes.
4. Utilize information systems and technology to improve health care outcomes.
5. Provide leadership to enhance accessibility and quality of care.
6. Guide health policy development and implementation

Approved by Faculty Organization October 2013
Portfolio Content:
1. CV/Resume
2. Final papers/projects for each DNP course
3. DNP Project Proposal
4. DNP Project Final PowerPoint Presentation

Faculty may use the portfolio to evaluate progress based on substantive examples of student work that integrate new knowledge, scholarship and skills at an expert level. Graduates are encouraged to present their portfolio to potential employers.

DNP CAPSTONE PROJECT

A scholarly project is designed by the student in collaboration with a faculty advisor. The primary objective of the projects is the improvement of healthcare outcomes in the practice setting. These evidence-based projects may include changes in:
- the healthcare delivery system,
- organizations at the local, regional, and/or national level,
- healthcare legislation and/or policies.

DNP Project Outcomes
1. Synthesize learning to integrate program outcomes in advanced practice.
2. Engage in faculty and peer evaluation of scholarly project.
3. Disseminate results of project to appropriate stakeholders.

DNP PROJECT PROPOSAL

Students write their DNP Project Proposal in NUR 792: DNP Project I. The course instructor and your project faculty advisor must approve your DNP Project Proposal before you can initiate the Institutional Review Board (IRB) approval application process. You will want to maintain communication with your DNP project faculty advisor throughout the semester you are taking NUR 792 to facilitate having the proposal ready for approval by the beginning of the summer semester.

DNP Project Proposal Guidelines

Title Page

Abstract

Introduction Section
1. Background Knowledge
   a. Problem clearly identified
b. Adequate summary of current knowledge to support problem as significant
c. Appropriate and adequate use of literature to support problem as significant
d. Description of organizations/settings in which the problem occurs

2. Local Problem
   a. Description of locality you intend to address with your intervention
   b. Description of nature and severity of problem in this locality
   c. Description of any standards or best practices related to preventing/solving the problem
   d. Adequate evidence that locality (community, agency, office) is not meeting standard (quality gap)

3. Intended Improvement
   a. Clear and realistic description of specific aim/goal - change/improvements in care processes and patient outcomes expected from the planned intervention
   b. Description of the events/observations that led to decision to intervene
   c. Description of the factors that determined the timing of the decision to intervene
   d. Description of staff, agency/organization/community leaders, experts, etc. that will be involved with the intervention

4. Project Objectives
   a. Objectives clearly related to project aim/goal
   b. Clearly stated SMART outcome objective(s)
   c. Clearly stated SMART process objective(s)

5. Study Question (s)
   a. Precise statement of the primary improvement-related question that study of the intervention outcomes is being designed to answer
   b. Precise statement of any secondary improvement-related questions that study of the intervention outcomes is being designed to answer

Theoretical /Conceptual Model Section

1. Theoretical/Conceptual Model adequately described including definitions of major concepts/terminology in the theory/model

2. Appropriate and adequate use of literature to support use of the theory/model to achieve the aims/goals of your proposed intervention

3. Description of how the theory/model will be used to address your project objectives

4. Summary of strengths and limitations of use of the theory/model as relates to your project and population

Methods Section
1. Ethical Issues – Description of ethical aspects of implementing the intervention and studying the outcomes

2. Setting - Description of the setting for the intervention, description of any identified elements of project setting/local environment that are likely to influence the process and outcomes of the project – the strengths and weaknesses of the setting related to implementing the intervention, consider agency/organization mission statement, strategic plan, personnel, technology, budget

3. Description of the intervention population and sampling method/criteria, identification of strengths and weaknesses in sampling method

4. Planning the Intervention
   a. Description of the components of the intervention
   b. Description of main factors that contributed to choice of the specific intervention
   c. Description of initial plans for implementation of the intervention to include what will be done by whom and when

5. Planning the Study of the Intervention
   a. Description of plan for assessing how well the intervention is implemented – consider process objective(s)
   b. Description of mechanisms by which intervention components are expected to cause changes and plans for testing if mechanisms were effective – consider outcome objective(s)
   c. Identification of study design you will use to measure impact of intervention on outcome objectives.
   d. Explanation of plans for implementing essential aspects of the chosen study design
   e. Description of aspects of study design specifically concerned with internal validity (integrity of data) and external validity (generalizability)

6. Methods of Evaluation
   a. Description of instruments and procedures that will be used to evaluate effectiveness of implementation, contribution of intervention components and context factors to effectiveness of the intervention, and outcomes objectives
   b. Description of efforts to validate and test reliability of assessment instruments
   c. Explanation of methods that will be used to assure data quality and adequacy
   d. Description of plan for data collection – process, who will collect data (any needed training), data security/storage

7. Analysis
   a. Description of statistical methods or qualitative methods (units of analysis) that will be used to draw inferences from the data
   b. Description of alignment of each unit of analysis with level at which the intervention will be implemented if applicable – which methods of analysis will be used for evaluating effectiveness of each process and outcome objective
c. Discussion of consideration of sample size and how it will impact detection of the relation of components of intervention with outcomes – power analysis, effect size

References Section

DNP PROJECT IMPLEMENTATION

After the student receives approval for their project plans and their final project proposal, they will initiate a BSU IRB approval application. If the agency where the project will be implemented requires separate IRB approval, the student should also initiate this process.

All IRB approvals, all clinical clearance documentation, an agency agreement, and final approval from your DNP Project faculty advisor must be in place prior to starting project implementation.

The DNP Project is implemented and evaluated during NUR 790 Practicum I and NUR 791 Practicum II. In addition, the student will register for NUR 793 DNP Project II along with NUR 791.

The student must complete the following during NUR 790 Practicum I:
1. Implementation of DNP Project
2. Preparation and submission of a project abstract for poster or paper presentation at a state, regional, national, or international conference. The student’s DNP Project faculty advisor must approve the conference and the project abstract prior to abstract submission.
3. Journal of activities and time spent in all aspects of DNP Project implementation

The student must complete the following during NUR 791 Practicum II / NUR 793 DNP Project II:
1. Implementation and completion of DNP Project
2. Oral presentation with PowerPoint slides of DNP Project Final Report to faculty and students on-campus or via distance technology
3. Written manuscript on project or other designated topic ready for submission to a peer reviewed professional journal. The student’s DNP Project faculty advisor must approve the manuscript and journal prior to manuscript submission.
4. Journal of activities and time spent in all aspects of DNP Project implementation and in preparing final report and manuscript

Required Approvals and Graduation Requirements
1. The student’s DNP Project faculty advisor must approve the project abstract and the conference prior to abstract submission.
2. The student’s DNP Project faculty advisor must approve the manuscript and journal prior to manuscript submission.
3. The student’s DNP Project faculty advisor will evaluate the student’s oral presentation with input from other DNP faculty at the presentation using specific criteria and provide written feedback to the student.

**DNP Project Final Report Oral Presentation**

Students will prepare a DNP Project Final Report Oral Presentation using guidelines provided in NUR 791: Practicum II. The Final Reports will be presented by students in the final semester of the program. Presentations will include PowerPoint slides with a time frame of 45 minutes to include 10 minutes for questions and answers.

The option to provide this presentation via a pre-determined distance technology may be considered if student is not within a one-day driving distance. This exception is made so these students do not have to travel to Ball State for both the presentation and then a few weeks later for the graduation commencement ceremony.

**PRACTICUM**

**Practicum (300 hours) over 2 semesters**
Practice experiences are designed to achieve specific learning objectives related to the DNP Essentials and NONPF Competencies. Experiences include in-depth work with experts from nursing as well as other disciplines and provide opportunities for meaningful engagement within practice environments. These experiences provide the context for the DNP project.

**Course Outcomes:**
1. Develop, implement, and evaluate an individual immersion experience to provide context for final DNP project.
2. Synthesize learning to integrate program outcomes and DNP Essentials.

**PRACTICUM GUIDELINES**

The practicum provides the context for the DNP Project. This includes planning, implementation, and evaluation components. Practicum hours may also be used for further development of expertise in advanced nursing practice including population health care, leadership in reducing health disparities, influencing health policy, and management of complex health situations at the highest level of advanced nursing practice as related to the DNP Project.

Students will collaborate with their faculty advisor to design and implement an individualized immersion experience that reflects a doctoral level of study and achievement. Goals and objectives will be established with attention related to AACN DNP Essentials and DNP program outcomes. Plans must be finalized in the semester prior to taking NUR 790: Practicum I.
All clinical clearance information and documents must be up to date prior to starting the practicum.

Students should arrange practicum experiences appropriate to their DNP Project. If the practicum is going to take place in the student’s current work setting the line between current employment and practicum hours must be clearly defined.

**AGENCY AGREEMENT**

An agency contract is required for students who are implementing their DNP Project within an agency/organization/office. The standard School of Nursing agency contract is available at [http://nursingiweb.bsu.edu/forms](http://nursingiweb.bsu.edu/forms). If the clinical agency requires additional information to be added or use of their agency contract this should be submitted at least four weeks before the semester start so that it can be reviewed and approved by the university. Agency agreements should be sent to the Administrative Coordinator, School of Nursing, Ball State University, Muncie, IN 47306.

**Liability Insurance**

Malpractice Student Nurse Policy

Each DNP student enrolled in a clinical nursing course is covered under Ball State University’s umbrella for liability insurance each term.

$1,000,000 per each claim is the limit of liability

$3,000,000 aggregate (the total amount that may be paid by the insurance company in any policy year)

**Student Role**

- Work with faculty advisor to establish an appropriate, individualized learning experience.
- Develop learning goals/objectives that are realistic and consistent with DNP Essentials and DNP Program outcomes.
- Participate in regular synchronous and asynchronous group discussions with other students and faculty concerning their practicum experiences.
- Participate in regular discussions with faculty advisor about progress, identified areas for improvement, and ability to meet learning needs in the clinical site.
- Complete a midterm (150 hrs) and final (300 hrs) self-evaluation.

**Faculty Advisor Role**

- Work with student to assure an appropriate, individualized learning experience.
- Participate in regular synchronous and asynchronous group discussions with students concerning their practicum experiences.
- Participate in regular discussion with student about progress, identified areas for improvement, and ability to meet learning needs in the clinical site.
- Maintain ultimate responsibility for ongoing and final evaluation of student learning.

**Mentor for Project and Practicum**

Student and Faculty Advisor may decide that a mentor would facilitate the successful
completion of the DNP project.

Mentors may be individuals who provide one or more of the following:
- Expertise on the clinical or policy focus of the project
- Expertise in relevant information technology
- Leadership in the organization/agency where project is being implemented

The student will complete a mentor information form to be submitted to the faculty advisor. Mentors are not responsible for student evaluation.

APPLICATION FOR GRADUATION

Students must apply for graduation through the Graduate School no later than the end of the first four weeks of the last semester before graduation.

The following requirements must be met at least 2 weeks prior to end of the semester in which the student has applied for graduation:

1. Submit approved project abstract for poster or paper presentation.
3. Complete approved manuscript on project or other agreed upon topic ready for submission.
4. Submit all final practicum documentation.
5. Upload Project Proposal, Project Abstract for poster/paper presentation, PowerPoint slides from DNP Project Final Report, and Manuscript into Student Portfolio

Students who have not met these requirements at least 2 weeks prior to the end of the semester in which they have applied for graduation may need to delay graduation until the next semester or until all requirements are met.

ACADEMIC POLICIES

WITHDRAWAL POLICIES

The School of Nursing follows the guidelines established by the University for withdrawal from a course or courses.

Prior to Day 6 of the semester or Day 4 of a summer session the student may drop a course. The course will not appear on the student's transcript.

Course Withdrawal during Designated Withdrawal Period
Student initiated withdrawal during the designated withdrawal period for the semester will be accepted and recorded as W (withdrawal) on the student's transcript. Students wishing to withdraw during this time period should:
1. Contact the instructor to discuss the withdrawal.
2. Go to www.bsu.edu/distance and follow directions there for dropping or withdrawing from online or distance education courses.
3. Contact the Program Director to revise plan of study.

Course Withdrawal Period
Day 6 through Day 45 of classes in fall and spring semester
Day 6 through Day 13 of classes in summer semester
Day 4 through Day 15 of classes in a summer session

Course Withdrawal after Designated Withdrawal Period
If there are extenuating circumstances that make withdrawal from a course Academically justifiable after the withdrawal period ends, the college dean (or designate) may grant an exception to the above withdrawal policy. If the student is not passing the course at the time of the withdrawal, the withdrawal will be recorded as an F. If the student is passing the course, the withdrawal will be recorded as a W. The instructor for the course is responsible for determining if the grade to be assigned will be a W or an F.

Students wanting to withdraw from a course after the withdrawal period should:
1. Contact the instructor to discuss the withdrawal.
2. Go to www.bsu.edu/distance and follow directions there for dropping or withdrawing from online or distance education courses.
3. Contact the Program Director to revise plan of study.

INCOMPLETE COURSE WORK POLICY

The School of Nursing follows the guidelines established by the University for Incomplete course work.

An incomplete (“I”) is only given for extenuating circumstances, usually related to illness. An “I” is only given when the instructor for the course in cooperation with the department chairperson determines that there is a valid reason.

If an “I” is approved:
1. The instructor and student must discuss plans for completion of all course work Requirements along with the time frame for completion.
2. A written agreement outlining the plan must be signed by both the student and instructor.
3. One copy of the agreement is provided to the student and one copy is kept in the student’s file.
4. If course work is not completed within the time agreed upon, the grade will be changed to “F”.
5. The maximum time permitted by the University for completion of course work is one year from the close of the semester when the course was taken.
6. If the course with an “I” is a pre-requisite to another course, the student may not register for that course until the course with an “I” is completed.

POLICY ON GRADE APPEAL

School of Nursing Grade Appeal Process

1. Basis for Grade Appeal: The presentation of the case appeal is entirely the responsibility of the student. The only basis for a grade appeal is a procedural or fairness issue as follows:
   - An obvious error in the calculation of the grade
   - The assignment of a grade to a particular student by application of more exacting or demanding standards than were applied to other students in the course
   - The assignment of a grade to a particular student on some basis other than performance in the course
   - The assignment of a grade by a substantial departure from the instructor’s previously announced standards

2. A student wishing to appeal a final grade must meet with the instructor and inform the instructor in writing (via letter) of the request for review of the grade within ten (10) business days after the final grade is posted by the Registrar’s Office.

3. The faculty member, or in faculty’s absence, the Director, School of Nursing, must respond via letter with a decision regarding the student’s grade within five (5) business days after receipt of the request. A copy of the Appeal and the decision will be placed in the student’s permanent file.

4. If the matter cannot be resolved with the faculty member, the student may notify the Director, School of Nursing within five (5) business days after the date of the instructor’s response. This notification shall be made via letter to the Director and should outline the nature of the dispute. The Director will meet with the student and faculty and attempt to resolve the dispute.
   - If resolution is successful, the Director shall inform the student and the faculty member of the nature of the resolution in writing. A copy of the decision will be placed in the student’s permanent file.
   - If the matter cannot be resolved, the Director shall notify the student via letter. Notification must be made within five (5) business days of the student’s contact with the Director. The student may then choose to proceed with a university appeal. A copy of the decision will be placed in the student’s permanent file.

5. If a student chooses to proceed with a university appeal, the student is referred to the University Grade Appeal Process, 6.5.2, Student Rights and Community Standards at http://www.bsu.edu/sa/srscs/ .
6. The decision as to whether or not the grade is changed rests finally with the instructor(s) issuing the grade.

**University Grade Appeal Process**

The University Grade Appeal Committee will only address those appeals for which a procedural or fairness issue is in question.

**a. Notification of intent to appeal.** If the matter cannot be resolved satisfactorily at the School level, the student may request consideration of a grade appeal hearing. To do so, the student must submit a formal appeal of the grade in writing to the Office of Student Rights and Community Standards within five (5) business days after notification from the Director, School of Nursing, clearly stating the basis for appeal and providing supporting argument. The Director of Student Rights and Community Standards or his/her designee shall solicit a written response from the instructor. Within five (5) business days after receipt of the written appeal in the Office of Student Rights and Community Standards, the director or designee, in collaboration with the associate provost or designee and the vice president of the Student Government Association, will make a decision on whether to refer the appeal to the University Grade Appeal Committee for a hearing. The decision to refer or not to refer shall be based upon the student’s compliance with grade appeal procedures, the written request for appeal and the criteria cited within the written appeal. If the decision is not to forward the appeal to a hearing, the matter is concluded.

**See STUDENT CODE for University Grade Appeal Process.**

**b. For grade appeal of the clinical grade,** if the grievance is not resolved, the student may submit the appeal in writing to the Dean of the College of Applied Sciences and Technology. *(Code of Student Rights and Responsibilities, 6.5.1.f.)* Special circumstances exist for courses involving the placement of students in settings external to the University. In those courses, if it has been determined prior to the issuance of a final grade that removal of the student from the placement is necessary, a review of that decision is available solely upon request to the office of the Dean of the College in which the course is offered. The review and determination of the dean is final.

A copy of the Appeal and the decision will be placed in the student’s permanent file.

**GRIEVANCES AND CHAIN OF COMMUNICATION**

For grievances or concerns other than grade appeals the appropriate chain of communication is:
1. Discuss the concern with the course instructor must directly involved with the concern.
2. If the issue is not resolved, schedule a meeting with the DNP Program Director.
3. If the issue remains unresolved after steps 1 and 2, schedule a meeting with the Director of the School of Nursing.
STUDENT ACADEMIC ETHICS

Students of BSU must conduct themselves in accordance with the highest standards of academic honesty and integrity. The university Student Academic Ethics Policy is available at http://cms.bsu.edu/About/AdministrativeOffices/StudentRights/PoliciesandProcedures/StudentCode/VIIEthicsPolicy.aspx.

FRATERNIZATION

During and following your clinical experience, fraternization with clients previously unknown to you is inappropriate and professionally unethical. In addition, students are not to buy items/gifts for clients nor should items/gifts be accepted from clients. Students are not to give personal phone numbers, addresses, or information related to other students to clients/families/significant others.

CONFIDENTIALITY

Breach of confidentiality is a serious error and may result in course failure. Students are required to complete annual Health Information Portability and Accountability Act (HIPAA) training and to comply with all HIPAA regulations.

DISABLED STUDENT POLICIES

Within the first week of class, it is the student’s responsibility to notify the faculty if course adaptations or accommodations are needed because of a disability, if the student has emergency medical information, or if special arrangements need to be made in case the building must be evacuated.

To request an accommodation, the student must submit official medical and psychometric documentation to verify a disability to the Director of the office of Disabled Student Development. The Director of the office of Disabled Student Development will provide a letter to verify the disability, list appropriate accommodations, and describe options for the administration of accommodated tests. The student will present this letter to the faculty and the original letter will be placed in the student’s permanent file.

Protocols for students with disabilities are at the following web site: http://www.bsu.edu/dsd/

FINANCIAL AID RESOURCES

American Academy of Nurse Practitioner Foundation Scholarship and Grant Program
Various scholarships for current AANP members enrolled in accredited master’s, post master’s or doctoral programs as well as grants for DNP projects Web site: www.aanpfoundation.org

**Encouraging Minority Participation in Graduate Education**
Department of Education – Division of Higher Education Incentive Programs

400 Maryland Ave SW
Washington, DC 20202
202-708-9393

**Nurses Educational Funds**
*M. Elizabeth Carnegie Scholarship;*
*Estelle Massey Osborne Scholarship*
For minority RNs enrolled in a master’s or doctoral degree program in nursing. Various Other graduate level scholarships are also available. Must be a U.S. citizen and a member of a professional nursing association.
Web site: www.n-e-f.org

**Nursing Scholarship Program**
Health Resources and Services Administration, Bureau of Health Professions
Available to full or part time nursing students in undergraduate and graduate programs Very competitive with preference given first to full time undergraduate nursing students Must commit to at least two years service at a health care facility with a critical shortage Of nurses

**National Coalition of Ethnic Minority Nurse Associations (NCEMNA)**
*Aetna/NCEMNA Scholars Program*
Must be a member of one of the five NCEMNA member associations: Asian American/Pacific Islander Nurses Association, National Alaska Native American Indian Nurses Association, National Association of Hispanic Nurses, National Black Nurses Association and Philippine Nurses Association of America. Scholarship recipients are nominated by their association. Contact: The president of the appropriate NCEMNA member association
Web site: www.ncemna.org

**Scholarships and Financial Aid Resources for Nursing Students**
American Association of Colleges of Nursing
http://www.aacn.nche.edu/Education/financialaid.htm#grad

**Graduate Research Fund**
BSU Sponsored Programs Office (SPO)
Web site: http://cms.bsu.edu/About/AdministrativeOffices/SPO/ASPiRE/StudentPrograms.aspx
NURSING AND GRADUATE STUDENT ASSOCIATIONS

SIGMA THETA TAU, BETA RHO CHAPTER MEMBERSHIP

Sigma Theta Tau is the International Honor Society of Nursing. Beta Rho Chapter is the Ball State University's chapter of the honor society, which was established in 1974. The purposes of the organization are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen the commitment to the ideals and purposes of the profession.

Candidates for membership are selected from the baccalaureate and graduate students as well as outstanding nurses from the community. Selection is based on scholastic achievement, leadership qualities, creativity, professional standards, and commitment. Graduate nursing students are eligible for membership if they have achieved a grade-point average (GPA) of 3.5 on a 4.0 scale and if they have completed one-fourth of their program of study. The Chapter accepts nominations for an award to a student member who has demonstrated outstanding leadership and scholarship skills and presents the award at the annual new member induction ceremony.

NURSING ALUMNI SOCIETY

The Ball State University Nursing Alumni Society is a part of the Ball State Alumni Association and is responsible for planning nursing alumni activities throughout the year. Scholarships and awards are available to assist nursing student’s financial needs for tuition and fees. The Society sponsors, with the School of Nursing, the Pinning Ceremony for graduating seniors. An Annual Alumni Banquet is held in April. Financial support for the Society is from nursing alumni.

UNIVERSITY GOVERNANCE COMMITTEES

Several university committees have graduate student representatives. Graduate students serve on the following university committees, Contract Faculty Affairs Committee, Creative Arts Committee, Creative Teaching Committee, Research Committee, Academic Assessment Advisory Committee, Academic Resources Committee, Admissions and Credits Committee, Continuing and Distance Education Committee, International Affairs Committee, Events Programming and Scheduling, the Student Center Committee, and the Graduate Education Committee. Detailed descriptions of these committees are available in the Graduate School. Interested students should contact the Graduate School 765-285-1301 to ask about openings and to request a University Senate Council and Committee Application.
STUDENT REPRESENTATION ON SCHOOL OF NURSING COMMITTEES

All committees of the faculty except Salary Committees, Admission/Progression Committees, and the Promotion and Tenure Committee are open to students. The policy for student representation on faculty committees follows senate policy. Students are granted all privileges of membership except the right to hold office.

Selection of graduate students for representation on departmental committees is made by the Faculty Organization and Curriculum Committees. Students interested in serving on a departmental committee should contact Dr. Linda Siktberg, Director of the School of Nursing.

DNP Handbook approved 9/18/14 – DNP Curriculum Committee; 1/29/12 - DNP Curriculum Committee