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 Program Student Handbook is the product of the DNP Curriculum Committee.
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SCHOOL OF NURSING

VISION
Ball State University School of Nursing will be a model of excellence in nursing education, locally and globally, as a learner-centered academic community that advances nursing knowledge and practice to impact health care outcomes of populations. Revised and approved by Faculty Organization Committee 5/4/15

MISSION
Ball State University School of Nursing is an innovative, challenging, and transformative academic community that inspires students by: Offering evidence-based, interactive, transdisciplinary, collaborative learning, including immersive clinical and culturally diverse experience, providing access to faculty and professional practice experts who advance nursing knowledge, research, collaborative evidence-based practice, excellence in teaching, and applied technology, facilitating transforming information into knowledge, knowledge into clinical judgment, and clinical judgment into nursing action that addresses complex health problems in individuals and populations; and engaging with local, state, national, and international communities to enhance quality of life, reduce health disparities, and improve access to care delivery. Revised and approved by Faculty Organization Committee 5/4/15

DOCTORATE IN NURSING PRACTICE PROGRAM

The baccalaureate degree in nursing, master’s degree in nursing, and Doctor of Nursing Practice programs at Ball State University are accredited by the Commission on Collegiate Nursing Education (http://www.aacn.nche.edu/ccne-accreditation).

In June 2008, the Ball State University Doctor 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.
7. Provide leadership to enhance population health initiatives in reducing health disparities.

Revised and Approved by DNP Curriculum Committee 3/19/15

The DNP Program curriculum incorporates The Essentials of Doctoral Education for Advanced Nursing Practice (American Association of Colleges of Nursing, 2006).

I. Scientific Underpinnings for Practice
II. Organizational and Systems Leadership for Quality Improvement and Systems Thinking
III. Clinical Scholarship and Analytical Methods for Evidence-Based Practice
IV. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
V. Health Care Policy for Advocacy in Health Care
VI. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
VII. Clinical Prevention and Population Health for Improving the Nation’s Health
VIII. Advanced Nursing Practice
DNP PROGRAM POLICIES AND INFORMATION

STATE AUTHORIZATION

The School of Nursing takes pride in the diverse group of students from across the country in the DNP program. The School of Nursing is authorized to offer its online programs in many states; however the School of Nursing is currently not authorized to operate in all states.

Students moving to a state where the School of Nursing and the DNP Program is not authorized may result in the student being unable to continue in the program. Students will not be able to complete clinical experiences in unauthorized states regardless of their residence in an authorized state.

A list of the states where the School of Nursing is currently authorized to offer its programs can be found at on the Online and Distance Education website. The information on the Online and Distance Education website is updated on an as needed basis.

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/online/costs/graduate.

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

ELECTRONIC MAIL (EMAIL) COMMUNICATION

- Student are responsible for managing and checking their Ball State e-mail on a regular basis for official communication about courses, registration, billing statements, campus alerts, and other administrative matters.

- Students can manage what is received from Ball State in their inbox through ‘manage my subscriptions’ in the Communication Center.

- Information delivered to a student’s Ball State e-mail account from the bursar, School of Nursing (faculty, staff, advisor, administrative coordinator, etc.) or the university administration is considered received.

- A student’s BSU email address should be used for all correspondence between the student and the School of Nursing (faculty, staff, advisor, administrative coordinator, etc.) as well as any other departments or individuals on campus.
• A student’s BSU email is the only secure connection we have to them. We do not know who we are communicating with if it is sent from a personal email account.

• Emails received from personal email accounts will be deleted and will not be responded to by faculty or staff regardless of the urgency or content of the email.

• 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.

NAME CHANGE

During a student’s time in the program if a name change occurs, the student will need to notify both of the following areas immediately:

1. Registrar’s Office (there is a name change request form that will need to be submitted)
2. The School of Nursing (you will need to email both the Graduate Advisor & and Program Coordinator)

Failure to notify both areas of the change may cause issues with graduation, registration, departmental communication, financial aid, etc.

CHANGE OF ADDRESS

During a student’s time in the program if an address change occurs, the student will need to update their address in Banner within seven (7) days of the address change.

Student need to make sure that a local living address is listed for them as well a mailing address (if different than the local living address).

To access/change/review your address in myBSU:
1) Log into myBSU
2) Select the Self-Service Banner
3) Select the Personal Information tab
4) Select the Update Address and Phones option
5) Update as necessary and hit submit

CRIMINAL BACKGROUND CHECK

• Students are required to complete a criminal background check prior to starting any nursing courses and annually thereafter. The student should never have an expired criminal background check while in the DNP program.

• Certified.Background.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 CastleBranch and click on “Students”.

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- To obtain a yearly background check you must purchase package code AT96 for your initial background check and then use the package code AT96R for your yearly background check.
- It is the student’s responsibility to complete a yearly Criminal Background Check, CastleBranch will not send out reminders for the background check 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.
- If you have questions, please contact the DNP Program Coordinator at sswilson@bsu.edu.
- Students who are not in compliance with their background or health clearance requirements check when their profile is reviewed by the DNP Program Coordinator will not be given permission to register for the upcoming semester’s classes. This can delay your progress in the program.

CLINICAL/HEALTH CLEARANCE REQUIREMENTS

- Students are required to submit specified clinical/health clearance information and documents prior to starting DNP courses and to update annually. Clinical/health clearance requirements must always be in compliance.
- Certified Background.com is the clinical/health clearance documentation service used by the School of Nursing. The clinical/health clearance is initiated by each student. The secure website allows you and the school to view the results.
- Go to CastleBranch and enter package code AT96im for the Medical Document Manager ONLY.
- You will then be directed to set up your CastleBranch account.
- Students are responsible for uploading and maintaining all required clinical/health clearance documentation in their CastleBranch account.
- Once you have uploaded your clinical/health clearance documents you are responsible for making sure the items were approved. It is recommended you log back into your profile a few days later to make sure your documents were approved.
- You are notified through the CastleBranch account system if you have missing information and when updated documentation is due. CastleBranch does send out reminders, however, it is your responsibility to know when your documents are due and 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 their clinical/health clearance requirements or background check when their profile is reviewed by the Program Coordinator will not be given permission to register for the upcoming semester’s classes. This can delay your progress in the program. Exceptions for this policy will not be granted, please do not ask.
- Documents can be scanned and uploaded to your account or faxed or emailed per instructions provided at the CastleBranch site.
- School of Nursing requirements are different and may not coincide with work requirements. You may have to seek resources outside of your employment to meet School of Nursing requirements.
- Do not mail any clinical/health clearance documents to the School of Nursing.
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<thead>
<tr>
<th>Purchase Code</th>
<th>Package Description</th>
<th>Frequency</th>
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<tr>
<td>AT96</td>
<td>Background Check &amp;</td>
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**Required information and documentation includes:**

**INFORMED CONSENT**
This is a one-time submission that must be made prior to being given permission to register for any nursing courses.
- Health related forms are located in the Community of DNP Students under the Health Requirements tab. Print, sign, and upload the form to CastleBranch.
- 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.
- Health related forms are located in the Community of DNP Students under the Health Requirements tab. Print, sign, and upload the form to CastleBranch.

**1 YEAR DISCLOSURE OF CRIMINAL BACKGROUND FORM**
- This form must be completed annually.
- Health related forms are located in the Community of DNP Students under the Health Requirements tab. Print, sign, and upload the form to CastleBranch.
HIPAA TRAINING VERIFICATION
- This form must be completed and submitted annually.
- Health related forms are located in the Community of DNP Students under the Health Requirements tab. Print, sign, and upload the form to CastleBranch.

STANDARD PRECAUTIONS TRAINING VERIFICATION
- This form must be completed and submitted annually.
- Health related forms are located in the Community of DNP Students under the Health Requirements tab. Print, sign, and upload the form to CastleBranch.

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. It must be signed.
- If you have not received your card, please submit your certificate of completion and you will be prompted after 30 days to submit your card.
- 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.
- A negative QuantiFERON test (lab report or form from a health care facility required) or
- 1 step TB skin test, 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 series of 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 series of 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 series of 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.
- Student must submit documentation via CastleBranch by October 15th annually.

If you have questions about clinical clearance requirements, please contact the DNP Program Coordinator at sswilson@bsu.edu.

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.

Even though a student has received a time ticket if permission for nursing classes has not yet been given the student will not be able to register for any nursing classes.

Permission to register for nursing classes is contingent upon criminal background checks (must be renewed annually) and all clinical clearance requirements being up to date in Certified Profile. Students will receive a notice via email directing them to go to the Community of DNP students for an announcement when they can register.

It is the student’s responsibility to monitor when their criminal background check is going to expire and then renew it accordingly. It is also the student’s responsibility to make sure all of their clinical clearance items are updated prior to expiring so that nothing is ever overdue.

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).

7. You will see your time ticket.

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.

Students are responsible to take care of any holds so they can meet class registration deadlines.

**DNP PROGRAM CURRICULUM**

**POST BACCALAUREATE CREDIT HOURS**
A minimum of 90 post baccalaureate credit hours is required to obtain a doctoral degree at Ball State University. A minimum of 40 of the required 90 post baccalaureate hours must be completed at Ball State University. Credit hours from a master’s degree in nursing program may 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 40 hours required to be completed at BSU and total 90 post baccalaureate credit hours to obtain a doctoral degree 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. Clinical experience includes project dissemination activities. Prerequisites: NUR 790 and NUR 792

**PLAN OF STUDY**

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

The program is designed for part time study to be completed over 7 semesters. Students who choose to take only course in fall and spring semesters will have an extended plan of study. DNP courses are offered only one time each year. Students may not progress to a course with prerequisites until the prerequisite courses are completed. Choosing to take only one course in a fall or spring semester may significantly extend completion time.
Electives may be added to any semester to meet the requirement for 40 post-baccalaureate credit hours completed at Ball State and the required total of 90 post-baccalaureate credit hours for a doctoral degree. A list of available online graduate level courses in various Ball State colleges/departments will be provided.

All plans of study are tentative. Course and course availability are subject to change based upon enrollment needs. Requests for a change in plan of study should be made to the program director.

MANDATORY 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.

PROGRESSION CRITERIA

GRADING SCALE FOR DNP PROGRAM

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<td>93 - 100</td>
<td>C+</td>
<td>78 - 80.9</td>
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<tr>
<td>A-</td>
<td>90 - 92.9</td>
<td>C</td>
<td>74 - 77.9</td>
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<td>B+</td>
<td>87 - 89.9</td>
<td>C-</td>
<td>70 - 73.9</td>
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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 date for program 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.

Reviewed and Approved DNP Admission and Progression Committee 5/25/16

**DISMISSAL FROM DNP PROGRAM**

A student may be dismissed from the program if unsafe practice and/or unprofessional behavior, defined as follows takes place:

- Any act or behavior of the type which violates the Nursing Practice Act of the state in which the student is completing a clinical experience.
- Any act or behavior which violates the Code for Nurses of the American Nurses Association.
- Any act or behavior which violates School or agency policy.
- Any act or behavior which places in jeopardy or has the potential to threaten the physical, mental, emotional, or environmental safety of a patient, a faculty member, another student, or any other person within the settings of classroom (including online) or clinical experiences.
- Any act, knowledge, or practice for which the student is not authorized, not oriented or trained for the behavior, or where the behavior is carried out without appropriate assistance or supervision.
- Dishonesty.
- Violation of confidentiality of client and/or agency information.

Reviewed and Approved DNP Admission and Progression Committee 5/25/16

**STUDENT PORTFOLIOS**

Students must maintain electronic portfolios (Typhon) as part of the demonstration that DNP program outcomes have been achieved.

**Portfolio Contents:**
- Photo – optional
- Resume/CV
- Professional Goals
Program Outcomes
Examples of Course Work – final papers/projects for each DNP course
Clinical Logs
Practicum Learning Contract
Practicum Self-Evaluations
Self-Assessment/Reflection
DNP Project Proposal
DNP Project PowerPoint Presentation
DNP Project Poster

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 current and potential employers.

DNP PROJECT

Students develop, implement, and evaluate processes and outcomes of an evidence-based scholarly project to improve the quality of health care and health outcomes in a clinical or community setting. The project must be significant and suitable for dissemination beyond the School of Nursing academic setting through professional venues (e.g. poster or oral presentations at conference, publication in a journal, development of webinar or video presentation).

During the new student orientation, the student is introduced to an assigned project faculty advisor. The student and project faculty advisor meet each semester prior to NUR 792 DNP Project 1 to discuss project ideas, practicum site, and potential practicum mentor. At the second year student meeting, students and faculty advisors share project ideas for feedback and suggestions. By the beginning of the semester that the student is enrolled in NUR 792 the student in collaboration with the project faculty advisor should confirm the clinical/community site and a mentor at that site where the project will be implemented.

Students write their project proposal in NUR 792. The student’s project faculty advisor and the course instructor must approve the proposal and all required documents prior to submitting an IRB approval application. The student implements and evaluates processes and outcomes of the project within the context of NUR 790/791 Practicum I/II.

Students also develop a project presentation poster in NUR 790/791. In NUR 793 DNP Project II the student works in collaboration with the project faculty advisor to develop a product (e.g. manuscript for journal submission, webinar, video presentation) for dissemination of the project beyond the School of Nursing academic setting. In the final semester, students prepare and provide a presentation on the purpose, planning, implementation, and evaluation components of the project to faculty and student peers.

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 student’s project faculty advisor must approve the proposal before the student can initiate the Institutional Review Board (IRB) approval application process. It is important for students to maintain communication with their DNP project faculty advisor throughout the semester they are taking NUR 792 to facilitate having the proposal ready for approval by the end of the semester.

**DNP Project Proposal Guidelines**

**Title Page**

**Abstract**

**Introduction Section**

1. Background Knowledge
   a. Clearly identify the problem.
   b. Use appropriate and adequate literature to support problem as significant.
   c. Provide an adequate summary of current knowledge to support problem as significant.
   d. Describe organizationsSETTINGS in which the problem occurs.

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

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

4. Project Outcome Objectives
   a. Formulate outcome objectives clearly related to project aim/goal.
   b. State the outcome objectives using SMART format.

5. Project Questions
   a. State the question that you intend to answer by studying the outcomes of the intervention (Primary Project Question).
b. State the question that study of the intervention processes is being designed to answer (Secondary Project Question). This may be related to the use of a specific quality improvement (QI), evidence based practice (EBP) model, or other model/theory as a project framework.

**Theoretical /Conceptual Model Section**

1. Describe the theoretical/conceptual model that will provide the framework for your project including definitions of major concepts/terminology in the theory/model.

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

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

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

**Project Design**

1. Setting - Describe the setting for the intervention, describe 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.

2. Population – Describe the intervention population and sampling method/criteria, identify strengths and weaknesses in sampling method.

3. Intervention Plan
   a. Restate your project aim/goal and outcome objectives.
   b. Describe each component of the intervention in detail – who will do what, how, and by when.
   c. Describe how your theory/conceptual model framework contributes to your planning of intervention strategies.
   d. Describe other factors that influenced your decisions about your intervention strategies.
   e. Provide a timeline table with process objectives.

4. Ethical Issues – Describe ethical aspects of implementing the intervention and studying the outcomes.

**Study of Intervention**

1. Study Design
   a. Restate your project aim/goal and project questions.
   b. Identify study design you will use to measure effectiveness of the intervention in achieving outcome objectives and ultimately the project goal. Include rationale for choice of study design.
c. Describe fit of the study design with your theoretical/conceptual model framework.

d. Explain plans for implementing essential aspects of the chosen study design.

e. Describe aspects of study design specifically concerned with internal validity (integrity of data) and external validity (generalizability).

   a. Restate your process objectives.
   b. Describe plans for assessing if the intervention was implemented as initially planned and/or if any revisions were needed in the plan.

3. Methods of Evaluation – Outcome Objectives
   a. Restate your outcome objectives.
   b. Describe each instrument and procedure that will be used to evaluate effectiveness of the intervention in accomplishing project outcome objectives and ultimately the project goal.
   c. Describe how specific instruments / procedures correlate with each specific outcome objective.
   d. Describe fit of evaluation instruments / procedures with your theoretical/conceptual model framework.
   e. Describe efforts to validate and test reliability of assessment instruments.
   f. Explain methods that will be used to assure data quality and adequacy.
   g. Describe your plan for data collection – process, who will collect data (any needed training), status of confidentiality / anonymity related to plan for data collection, if you will need to obtain HIPAA standards approval, data security/storage.

4. Methods of Data Analysis
   a. Describe statistical methods or qualitative methods (units of analysis) that will be used to draw inferences from the data.
   b. Describe 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 in meeting each process and outcome objective.
   c. Describe consideration of sample size and how it will impact detection of the relation of components of intervention with outcomes – power analysis, effect size.

References
Appendices
DNP PROJECT IMPLEMENTATION

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

All IRB approvals, all clinical clearance documentation, a practicum mentor agreement, an agency agreement, and final approval from the student’s project faculty advisor must be in place prior to starting project implementation.

The student implements and evaluates processes and outcomes of the project within the context of NUR 790/791 Practicum I/II.

DNP PROJECT FINAL REPORT ORAL PRESENTATION

Students prepare a DNP Project Final Report Oral Presentation using guidelines provided in NUR 791: Practicum II. The Final Reports are presented to faculty, other DNP students, and invited guests during the final semester of the program. Presentations include PowerPoint slides. The project faculty advisor and one other DNP program faculty member conduct a formal evaluation of the presentation using specific evaluation criteria.

The option to provide this presentation via a pre-determined distance technology may be considered if the 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.

DNP Project Dissemination

In NUR 793 DNP Project II the student works in collaboration with the project faculty advisor to develop a product (e.g. manuscript for journal submission, webinar, video presentation) for dissemination of the project beyond the School of Nursing academic setting. All project dissemination activities in this course constitute clinical hours.

The student and project faculty work together to determine the best dissemination format to reach the appropriate target audience. Students in the course peer review the work of their fellow students using established criteria.

PRACTICUM

Practicum (300 hours) over 2 semesters (NUR 790/NUR 791)
Practice experiences are designed to achieve specific learning objectives related to the DNP Program Outcomes and DNP Essentials. 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.
Practicum 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 are also used to plan, implement, and evaluate individualized learning objectives that go beyond implementation and evaluation of the student’s DNP Project. These objectives and the related activities should be linked to at least two of the DNP Program Outcomes and related AACN DNP Program Essentials.

Students collaborate with their project faculty advisor to design and implement an individualized immersion experience that reflects a doctoral level of study and achievement. By the beginning of the semester that the student is enrolled in NUR 792: DNP Project I the student in collaboration with the project faculty advisor should confirm the practicum site and a practicum mentor at that site.

Students should arrange practicum experiences appropriate to their DNP Project and individualized learning objectives. 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.

It is important for all members of the project/practicum team to understand each other’s role and responsibilities.

The students in the DNP program are Master’s prepared advanced practice nurses and as such do not need direct supervision by a clinical preceptor. However, a practicum mentor at the practicum site is important to facilitate the student’s ability to achieve learning objectives and implement the DNP project. The practicum mentor may be a doctorate-prepared nurse or other health care provider; a master’s prepared advanced practice nurse with expertise in the area of the student’s project; an administrator or other leader in the organization, or other appropriate individual.

Student Role
- Work with faculty project advisor to establish an appropriate, individualized learning experience.
- Develop individual learning objectives that are realistic and consistent with DNP Essentials and DNP Program outcomes.
- Discuss project and individual learning objectives with mentor prior to start of practicum.
- Maintain regular communication with mentor during the practicum to discuss status of project/activities, learning opportunities, and any concerns regarding ability to meet learning objectives in the clinical site.
• Participate in regular synchronous and asynchronous group discussions with other students and faculty concerning their practicum experiences.
• Participate in regular discussions with faculty project advisor about progress, identified areas for improvement, and ability to meet learning needs in the clinical site.
• Maintain and submit at designated dates a clinical journal of all activities completed as part of the practicum to the mentor and faculty project advisor.
• Complete and submit a midterm (150 hours) and final (300 hours) self-evaluation to the mentor and faculty project advisor.
• Complete a practicum site/mentor evaluation at the conclusion of practicum.

Faculty Project Advisor Role
• Work with student to establish an appropriate, individualized learning experience.
• Approve individual learning objectives, activities, and evaluation methods.
• Orient practicum mentor to program requirements through written materials.
• 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.
• Review clinical journal and self-evaluation submissions and provide feedback to student.
• Complete a phone interview with the practicum mentor at the conclusion of the first semester of the practicum to obtain feedback on student learning and practicum/project process.
• Maintain ultimate responsibility for ongoing and final evaluation of student learning during the practicum.

Practicum Mentor Role
• Provide student with orientation to agency policies and protocols as needed.
• Facilitate access to appropriate resources, personnel, or stakeholders in the clinical or community setting needed by student to meet learning objectives and implement DNP project.
• Identify committee/task force meetings or other activities/events that student may attend to meet learning objectives.
• Provide constructive feedback to student regarding learning objectives and activities.
• Maintain communication with the student’s faculty advisor as needed to discuss any factors that could interfere with the student successfully achieving learning objectives and implementing DNP project.
• Complete a phone interview with the student’s faculty advisor at the conclusion of the first semester of the practicum to provide feedback on student learning and practicum/project process.
• Complete a written evaluation of student, review with the student and submit to the project faculty advisor at the conclusion of the second semester of the practicum.
Content Expert Mentor Role
The student and DNP faculty advisor will discuss whether the student could benefit from having a content expert mentor for consultation regarding the student’s DNP project focus. The content expert mentor does not need to be someone at the practicum site. The content expert mentor may be the same individual as the practicum mentor when appropriate. The role of a content expert is informal and the degree of involvement in the DNP project is determined by the student and expert.

All clinical clearance information and documents must be up to date prior to starting the practicum.

PRACTICUM MENTOR AGREEMENT
A written practicum mentor agreement is required. The Practicum mentor should be identified by the beginning of the semester in which the student is enrolled in NUR 792: DNP Project I. The written agreement must be signed by the mentor prior to starting NUR 790: Practicum I.

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 used. 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)

APPLICATION FOR GRADUATION
Information about preparing for graduation as well as the deadlines for applying to graduation can be found on the Graduate School website. Announcements about graduation will be posted in the Community of DNP Students and students who are set to graduate will also receive emails from the Graduate School notifying them of the deadline. Late applications are not accepted so students will not want to miss the deadline.

Graduation is not automatic. Students must apply to graduate regardless of whether or not they choose to participate in commencement. For additional information about the commencement ceremonies please visit the Commencement website.
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 or other project dissemination product.
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 AND DROP POLICIES

While dropping a class and withdrawing from a class may sound like the same thing they are two separate actions, with two different consequences. Below is the definition of each action and the follow-up process which must take place for each one.

For detailed information on the drop and withdraw policy (including the refund schedule, deadlines, etc.) please visit the Online and Distance Education website. The School of Nursing follows the guidelines established by the University for dropping or withdrawing from a course or courses.

Students are highly encouraged to contact the Program Director prior to dropping or withdrawing from a course or courses to discuss options and impact on plan of study.

Drop means that you have dropped the course during the add/drop period where there is a 100 percent refund. No entry is made on the student’s transcript.

Withdrawal means that you have withdrawn from the course after the university’s official drop period. Withdrawing from a class usually means you will owe at least a part of the tuition for that course.

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 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.

If a student abandons a course(s) without having properly followed these procedures,
they may receive an "F" grade.

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

The School of Nursing follows the university graduate student appeals process. Grade
appeals are conducted according to the process outlined in University Grade Appeal
Process in Students Rights and Community Standards.
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 University Grade Appeal Process in Students Rights and Community Standards.

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.

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 in the Code of Student Rights and Responsibilities.

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
If you need course adaptations or accommodations because of a disability, please contact Disability Services. Ball State’s Disability Services office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Protocols for students with disabilities are available on the Disability Services website.

NURSING AND GRADUATE STUDENT ASSOCIATIONS/COMMITTEES

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 Student Handbook reviewed, revised, and approved for 2016-2017 5.9.16 DNPCC;
Progression Criteria reviewed and approved for 2016-2017 5.25.16