

University of Kentucky College of Nursing



Graduate Student Handbook 2018-2019

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Introduction to the Graduate Handbook

The handbook contains information about the College of Nursing, its mission, and its organization. The policies and procedures governing your progress in the program, and the resources available to you for accomplishing the program objectives and your personal career goals are described. Please review the handbook carefully. If you have questions, contact your program director. If you are entering a graduate program at the College of Nursing during the - 2018-2019 academic year, you will follow the policies in the 2018-2019 handbook throughout the entire length of your program.

The College offers two graduate degrees - Doctor of Philosophy in Nursing (PhD) and Doctor of Nursing Practice (DNP). Students in the PhD and DNP programs enter with a BSN, MSN, or DNP degree and complete course work required for that option. The College also has a certificate option for postmaster's students known as the Post-Graduate Certificate Option. The PhD program with a nursing major falls under the authority of the University of Kentucky Graduate School. The DNP is a professional clinical doctoral program and operates under the authority of the College of Nursing leadership. The PhD program has a supplemental advising manual for student and faculty reference.

Brian Jackson is the interim dean of the Graduate School and the Senior Associate Dean. Debra Moser, Assistant Dean of PhD Program & Scholarly Affairs is your liaison to the Graduate School.

Dean's Welcome

Welcome to the University of Kentucky College of Nursing. I hope you will have an exceptional learning experience in the College, as well as within the larger University. The decision to complete your graduate degree within an academic health center affords you unique opportunities related to research and evidence-based practice. Furthermore, research, evidence-based practice and leadership are fundamental to graduate studies.

The College's faculty are making substantive contributions to the knowledge base of nursing through active programs of research and scholarly practice. In addition, you will have opportunities to engage in Partnerships and Inter-Professional teams whether your focus in doctoral studies is research or practice. I strongly recommend that you take full advantage of opportunities since they will actively support your work as the next generation of advanced practice nurses, nurse leaders, nurse scholars and faculty.

Finally, the College's Mission Statement guides faculty and staff toward "engaging in collaborative and cooperative relationships for the purpose of modeling excellence in nursing education, research, service and practice." Faculty, staff and administrators will actively work with you to facilitate your success at the University. The nursing profession will offer many opportunities throughout your career – without a doubt, obtaining a research focused or practice focused doctoral degree will advance your personal career goals and simultaneously prepare you for leadership in nursing and healthcare.

Thank you for selecting the University of Kentucky College of Nursing for your studies! If I can be of assistance to you, please do not hesitate to let me know. I can be reached via e-mail at jheath@uky.edu, via phone at (859) 323-4857, or for an opportunity to talk in person, please contact Lisa Galvin at (859) 323-6533.



Janie Heath, PhD, APRN-BC, FAAN, FNAP, FAANP
Dean and Warwick Professor of Nursing
University of Kentucky College of Nursing

About the College

- Vision and Mission
- Strategic Plan
- Diversity and Inclusivity Statement

Standards of Clinical Nursing Practice

College of Nursing faculty and students uphold the profession's standards of clinical practice. These are based on the *American Nurses' Association Social Policy Statement: The Essence of the Profession* (2010a). *The Standards of Advanced Practice Nursing, Second Edition* (2010) provide the baseline for graduate-level clinical practice. The relevant specialty standards provide baseline expectations for practice in each specialty area.

Graduate Faculty and Staff Directory

NAME	TITLE	OFFICE	PHONE	E-MAIL
Thomas H. Kelly, PhD	<i>Associate Dean of Research and PhD Faculty Affairs</i>	509-R	(859) 323-5206	thkelly@uky.edu
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Carol Thompson, PhD, DNP, RN, CCRN, ACNP-BC, FNP-BC, FCCM, FAANP, FAAN	<i>Assistant Dean of MSN & DNP Program Studies</i>	441B	(859) 323-6645	Carol.thompson1@uky.edu
Mary Gregory	<i>Administrative Assistant MSN/DNP Program</i>	519	(859) 323-0692	mary.gregory@uky.edu
Kathy Collins	<i>Graduate Student Affairs Officer</i>	315-D	(859) 323-5624	Kathy.collins@uky.edu
Whitney Kurtz-Ogilvie	<i>Lecturer/Writing Specialist</i>			whitney.ko@email.uky.edu

Value Statement for a Healthy Learning and Working Environment

By creating and sustain a healthy learning and working environment at the University of Kentucky College of Nursing, we will ensure a high level of professionalism, civility, and caring among students, staff, and faculty.

The following are values and normative behaviors that students, staff, and faculty are expected to exhibit to promote a healthy learning and working environment at the University Of Kentucky College Of Nursing. This applies to interactions between and among students, staff and faculty to foster optimal learning and professional development.

• Respect and Appreciation

The College of Nursing welcomes and embraces differences in ethnicity, race, culture, age, gender, sexual orientation, religion, role, socioeconomic status, and perspective. In a culture of civility, mutual respect and appreciation characterizes all relationships within our community. Students, staff and faculty alike:

- ✓ Demonstrate appreciation and respect for all individuals.
- ✓ Recognize and acknowledge excellent efforts and accomplishments in academic, clinical, and community settings.
- ✓ Exhibit consideration and understanding of each other's personal backgrounds.
- ✓ Maintain trust and right to privacy by keeping confidences and not passing along gossip.
- ✓ Give full attention to others (i.e. during classes, meetings, clinicals and labs) by not multi-tasking with other unrelated activities.

• Integrity

We value actions and words that demonstrate authenticity and veracity. Students, staff and faculty alike:

- ✓ Exhibit tolerance for others
- ✓ Demonstrate utmost integrity through words and actions that reflect honesty, empathy, compassion and beneficence
- ✓ Exhibit accountability by doing what we say we will do
- ✓ Conduct ourselves professionally with an attitude of receptivity and trustworthiness

• Communication

We are committed to open, positive, constructive and timely communication. We recognize that communication encompasses many formats (e.g., in-person, electronic, written). Students, staff and faculty alike:

- ✓ Communicate openly, truthfully and directly with one another in a timely manner, allowing for honest dialogue and feedback.
- ✓ Express ourselves using thoughtful and considerate language, tone and behaviors.
- ✓ Listen actively and respectfully to different viewpoints, remaining receptive to hearing differences in opinions and perspectives.
- ✓ Respond thoughtfully and respectfully to questions and comments.
- ✓ Recognize that anything transmitted via the internet (e.g., email, social media) could become public knowledge.
- ✓ Remain calm and professional during conflict, focusing on the issue in a constructive and timely manner.
- ✓ Provide thoughtful evaluation and critique that highlight strengths and areas for improvement in a balanced, caring, and respectful way.

- ✓ Receive constructive feedback with openness in the spirit of improvement.
- ✓ Maintain privacy when using online communication in accordance with CON and UK online and social media guidelines, which are listed in this handbook.
- ✓ Convey a positive image of the University of Kentucky with public and online activities.

NOTE: Civility is defined as formal politeness and courtesy in behavior, speech, and written communications which respect the dignity of others and is consistent with professional standards (see 2006 AACN Essentials <http://tinyurl.com/ppn15qv> [Essential VIII, Professionalism and Professional Values]; and 2015 ANA Code of Ethics <http://tinyurl.com/mw7ktmz> [Provision 1.5, Relationships with Colleagues and Others])

Revised, Faculty Council, 04/20/15
Approved by Faculty, 05/13/15

College of Nursing Committees and Organizations

College of Nursing Alumni Association (CONAA)

All graduates of the UK College of Nursing are automatically members of the College of Nursing Alumni Association. Being an active member of CONAA is the best way to maintain contact, build your network and help your alma mater. The CONAA exists to promote the best interests and welfare of the College. It also works to inform the membership with the progress and needs of the College, and helps represent the University and the College to the people of Kentucky and the nation. The alumni association encourages loyalty and closer bonds of fellowship among its alumni.

All profits from membership events hosted by the Alumni Association are used to support various programs and projects that are hosted throughout the year such as:

- Annual awards for outstanding alumni, graduating seniors and graduate students
 - **Nightingale Award** is given to an outstanding undergraduate
 - **Sebastian/Stanhope Award** is presented to a DNP graduate
 - **Carolyn Williams Award** goes to a graduate of the PhD Program.
- Homecoming/reunion activities
- Graduation gifts for all nursing graduates
- Networking opportunities for alumni, and
- Mentoring programs that allow students to meet 1:1 or in small groups with alumni to learn more about their careers or projects they are participating in as nurses. These talks are always interesting and help the students explore career choices.

Many alumni have been generous to the College of Nursing and its students by establishing scholarships that help defray the cost of tuition. If you have questions or need additional information, please contact Aimee Baston at aimee.baston@uky.edu.

Delta Psi Chapter, Sigma Theta Tau International Honor Society for Nursing

<http://www.uky.edu/nursing/academic-programs-ce/current-students/activities-and-organizations/sigma-theta-tau>

Graduate Nursing Activities and Advisory Committee (GNAAC)

According to rules of the University Senate, the faculty of each College within the University and the faculty of the Graduate School must establish some form of student advisory council to represent student opinion on academic matters. The Graduate Nursing Activities and Advisory Committee (GNAAC) conform to the rules of the University Senate.

Functions of the committee include:

- Fostering communication between faculty and students
- Plans and implements programs of interest to the graduate students and nursing profession
- Reviews and makes recommendations to the dean regarding:
 1. Student conduct in terms of professional nursing ethics and related University and Medical Center documents
 2. Evaluation procedures for courses and teaching
- Advises the dean regarding proposed appointment and promotion of faculty members in accordance with University Administrative Regulations (AR II-1.0-1)
- Evaluates the programs of the College that relate to students and makes recommendations to the Dean
- Identifies resources and support systems, which will facilitate successful completion of the program
- Identifies student problems and concerns and recommends appropriate actions to the Dean
- Evaluates activities of the graduate student body annually and making recommendations to the Dean

Membership includes:

- GNAAC membership shall consist of all enrolled graduate nursing students. The GNAAC Executive Board, elected by GNAAC shall consist of a Chairperson, Chairperson-elect, Secretary/Treasurer, and members at large (at least two and no more than six). The Board shall contain at least one representative from each degree offered.
- One graduate faculty member (ex-officio) recommended by the graduate student body and approved by the Dean. Faculty member/advisor to serve ideally for three-year terms to promote continuity. Terms can be repeated.
- One Student Affairs representative (ex-officio).
- GNAAC Officers to be elected by the majority of the Executive Board.

If you are interested in learning more about GNAAC or would like to be part of this committee, please contact Joy Coles, Committee Chair at joy.coles@uky.edu.

MSN/DNP Program Committee

Functions include:

- Evaluates program policies and procedures for compliance with the College and University.
- Evaluates program policies and procedures as they facilitate meeting program objectives and recommends revisions as necessary.
- Reviews admission requirements and recommends changes to the total faculty as appropriate.
- Reviews MSN/DNP student admission and progression petitions, including faculty recommendations, and makes appropriate recommendations to the MSN and DNP Program Director, appropriate Associate Dean of Faculty Affairs and Executive Associate Dean of Academic Affairs and Partnerships.
- Reviews those MSN and DNP students with unsatisfactory academic performance and recommends action to the MSN and DNP Program Director, appropriate Associate Dean of Faculty Affairs and Executive Associate Dean of Academic Affairs and Partnerships.
- Reviews and seeks input from designated faculty regarding student petitions.
- Makes recommendations for vote and reports to the graduate faculty.
- Programmatic additions/deletions must be approved by 2/3 vote of eligible graduate faculty of the College of Nursing by electronic vote.

Membership includes:

- All track coordinators
- Two DNP faculty—at-large, at least one teaching in a core course.
- One faculty member teaching in the MSN program as indicated.
- MSN and DNP Program Director
- Executive Associate Dean of Academic Affairs and Partnership/Designee, ex officio (Designee Representatives as ex officio: Associate Dean of Graduate Faculty Affairs, Associate Dean of Research, Assistant Dean of Academic Operations and Assessment, and/or Assistant Dean of Academic and Student Affairs).
- One DNP student representative without faculty status, ex officio.

If you have questions or need additional information, please contact conss@uky.edu

PhD Program Committee**Functions include:**

- Evaluates program policies and procedures for compliance with Graduate School policies.
- Evaluates program policies and procedures as they facilitate meeting program objectives and recommends revisions as necessary.
- Reviews procedures for admission and progression of students in the PhD program and recommends changes to the total or graduate faculty as appropriate.
- Reviews PhD student admission applications and progression petitions, including faculty recommendations, and makes appropriate recommendations to the PhD Program Director, the Associate Dean of Graduate Faculty Affairs and the Executive Associate Dean of Academic Affairs and Partnerships.
- Reviews PhD students with unsatisfactory academic performance and recommends actions to the PhD Program Director, the Associate Dean of Graduate Faculty Affairs and the Executive Associate Dean of Academic Affairs and Partnerships.
- Based on established criteria, screens and recommends PhD students for awards.
- Makes recommendations for vote to the graduate faculty and reports to the graduate faculty (programmatic additions/deletions must be approved by 2/3 vote of the full-time faculty).
- Evaluates course offerings, policies and procedures as they facilitate meeting program objectives and recommends revisions as necessary.
- Reviews faculty and student suggestions for curricular changes.
- Develops and recommends curricular changes to the graduate faculty.

Membership includes:

- Four elected faculty members, all of whom must have full or associate graduate faculty membership, a minimum of three to have full graduate faculty status, all who must advise and at least two who teach in the PhD program.
- One PhD student representative without faculty status.
- PhD Program Director
- Executive Associate Dean of Academic Affairs and Partnership/Designee, ex officio (Designee Representatives as ex officio: Associate Dean of Graduate Faculty Affairs, Associate Dean of Research, Assistant Dean of Academic Operations and Assessment, and/or Assistant Dean of Academic and Student Affairs).
- Graduate Student Affairs Officer, ex officio

If you have questions or need additional information, please contact conss@uky.edu

University and College of Nursing Health Care Policies and Protocols

You are expected to read and adhere to the [Student Rights and Responsibilities](#), the [Behavioral Standards in Patient Care](#) and the [Health Care Colleges Code of Student Professional Conduct for the University of Kentucky Albert B. Chandler Medical Center](#) as well as other such documents and policies in agencies where clinical and research experiences are obtained. A signed form is required noting familiarity with the [Behavioral Standards in Patient Care](#) and [Health Care Colleges Code of Student Professional Conduct](#) at the beginning of your program.

Blood Borne Pathogens Policy

Effective management of educational exposure to blood borne pathogens requires coordination among multiple units of the University of Kentucky Medical Center. It requires training in prevention of injury and in the management of injuries when they occur. The following link is the *UK Policy on Educational Exposure to Blood Borne Pathogens*.

<https://ukhealthcare.uky.edu/sites/default/files/educational-exposure-to-bloodborne-pathogens.pdf>.

In case of exposure. <https://ukhealthcare.uky.edu/university-health-service/student-health/exposure>.

Kentucky Pharmacy Locations and AHEC Site Coordinators

https://ahec.med.uky.edu/sites/default/files/AHEC%20Pharmacy%20Locations%20rev%202011.2015_2.pdf

In case of an exposure, consult Blood Borne Pathogen Policy above.

Criminal Background Check and Drug Screen

Drug tests (urine screens) and criminal background checks are becoming standard requirements for employment, especially at health care facilities. Such requirements are also often in place for students who rotate through health facilities as part of required educational experiences. Students can expect and should be prepared for them. Be aware that if a drug test and/or a criminal background check is required for enrollment and or participation in any course or for the granting of any permit or license required for participation in a course, the expense for the test and/or check must be paid by the student. The particular types of tests and checks required, as well as the costs for them, are subject to change and beyond the control of the University or the College of Nursing.

- If a student fails to pass a drug test and/or a criminal background check, he/she may be ineligible for enrollment in clinical courses, ineligible for graduation and therefore ineligible to continue in the College of Nursing.
- The College of Nursing does not accept responsibility for any student being ineligible for coursework, continued enrollment in the College, or subsequent licensure as a nurse for any reason, including failure to pass a drug test or criminal background check.
- Students who provide any false information regarding drug use or criminal offenses in any documents relating to their attendance at the UK College of Nursing are subject to immediate dismissal from the College. Failure to disclose correct information at any time also may be the basis for professional discipline and/or denial of licensure.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy and confidentiality of student education records. For more information on what the law entails, please refer to: <http://www.uky.edu/registrar/FERPA-privacy>

Health Fee and Activity Fees Information

Full-time students taking classes on the Lexington campus are required to pay health and activity fees each semester. However, part-time students and students registered in NUR 767 may opt to voluntarily pay these fees to access these services. Part-time students and students registered in NUR 767 may opt to pay only the health fee or the health fee and Johnson Center fee. Paying the Johnson Center fee without the health fee is not an option and paying a portion of the Johnson Center fee is not an option. Paying these fees entitles students to use University resources and receive medical treatment by the University Student Health Services. For fee information, contact Student Billing Services at (859) 257-3406, 18 Funkhouser Building, 8:00 am-4:30 pm, Monday through Friday. Fees must be paid by the first day of classes in the fall and spring semesters.

- *DNP students enrolled only in distance learning courses (indicated by 200 level section numbers) are not assessed the University health fee and will be charged a fee to access University Student Health for each visit or may voluntarily pay the fee to access University Student Health services. Students may also access Johnson Center by paying the fee prior to the start of fall or spring semester.*
- *The health fee may be voluntarily paid for health care during any term. In order to be eligible for services in the summer, the fee must be paid by the first day of classes for students enrolled in the four-week intersession or the eight-week summer session. Students pay in Student Billing Services, 18 Funkhouser Bldg. Continuing students enrolled in the spring and priority registered for the fall must go to University Health Service, B163 Kentucky Clinic, to have their eligibility to purchase the fee verified, and then go to Student Billing Services to pay the fee. The student's ID number, "summer," and "health fee" or "health and activity fees" should be written on the check.*

Health Insurance Portability and Accountability Act (HIPAA)

HIPAA, a federal law, has many purposes and provisions. Those that affect all health care providers most directly relate to ensuring the privacy and security of protected health information. Federal law requires that all health care employees and health professions students receive training about HIPAA. Training is mandatory and must be completed before you will be allowed to participate in clinical practice or data collection. Instructions for completing this training will be provided upon admission.

The Health Care Colleges Code of Student Professional Conduct

The purpose of the HCC Code is to provide a professional behavior code that applies uniformly to all students enrolled in a degree program, leading ultimately to a profession requiring licensure or certification, offered by any of the health care colleges at <http://www.uky.edu/regs/files/HCCcode.pdf>

Identification Badges

All students using Medical Center facilities for any purpose MUST wear a University of Kentucky Medical Center, College of Nursing (CON) identification badge. This will be your required badge to wear at all times at CON and the Medical Center. If you lose your badge, you will be required to pay for a replacement. You will be unable to use Medical Center facilities without it. Information given out at orientation or you can contact the College of Nursing Office of Student Services, 315 CON Bldg., or (859) 323-5108. This is in addition to your University of Kentucky Wildcard student ID.

The Medical Center ID badge allows nursing students access to the Graduate Student lounge and the nursing building after regular business hours.

Immunization Requirements

Incoming Graduate students are required to have the following immunizations: TB, TDAP, MMR, Varicella, and HEP B-series.

The current seasonal influenza vaccination is also required. Students will need to provide a record of influenza administered August 15 or later every season. The due date is October 31 of the current year.

The College of Nursing uses the *Medical Document Manager of CastleBranch* to process and track your immunization records. You will be able to download your records to a secure site where you will have access to the documents for life. In addition, you will be able to access and print the documents as needed for future clinical sites. When you are admitted into the graduate program, you will receive information on how to purchase this package through *CastleBranch Background*. If you have questions, please contact Mary Jane Lesshafft (859) 323-6174.

Licensure

Registered nurse licensure without limitations in the state in which your clinical experiences will take place is prerequisite to a clinical practicum or the conduct of clinical research. This means you will need a Kentucky RN license and a license for any out-of-state clinical or clinical research experience.

This process can take up to a year for students educated outside of the United States. If you have not already initiated the process (which includes completion of the CGFNS visa screen certificate as required by the Kentucky Board of Nursing and the NCLEX exam) it is imperative to begin immediately. *Please speak with your faculty advisor if you are in this situation. You must provide the Office of Student Services with a copy of your license during the semester prior to any clinical work.*

Social Media Guidelines

Social media are powerful communication tools that have a significant impact on organizational and professional reputations. Because the use of social media may blur the lines between personal voice and institutional voice, the University of Kentucky has established policies to clarify how best to enhance and protect the University, as well as personal and professional reputations, when participating in social media.

Both in professional and institutional roles, students are expected to follow the same behavioral standards online as they would in the real world. The same laws, professional expectations, and guidelines for interacting with faculty, students, parents, patients, alumni, donors, media, and other University constituents apply. Students are accountable for any institutionally related content they post to social media sites.

The Health Care Colleges Code of Student Conduct

<http://www.uky.edu/regis/files/HCCcode.pdf> outlines the standards of professional and academic practice expected of students enrolled in any of the health care colleges at the University of Kentucky

The National Council of State Boards of Nursing gives scenarios in the *White Paper: A Nurses' Guide to the Use of Social Media* https://www.ncsbn.org/social_media.pdf.

The American Nurses Association has developed tips for nurses using social media including tips for things to avoid.

ANA's Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient — nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

<https://www.nursingworld.org/social>

References:

- American Nurses Association, (2011, September), Principles for social networking and the nurse, Silver Spring, MD: Author.
- National Council of State Boards of Nursing, (2011, August), White Paper: A nurses' guide to the use of social media, Chicago, IL: Author, www.NursingWorld.org

Approved: Graduate Faculty April 6, 2015

Scholarship, Loans, Service Awards and Tuition

College of Nursing Graduate Scholarships

▪ Betsy M. Holliday and Eunice S. Milton Scholarship Fund

This scholarship fund was established in 1992 as a special scholarship for a registered nurse returning to school for additional education. Each recipient is a native Kentuckian or the child of a member of the U.S. Armed Forces who was serving on active duty at the time of the recipient's birth. Preference will be given to students who are interested in the treatment of cancer patients. The scholarship is provided by Lt. Col. David C. Holliday, ret., in memory of his wife and her mother.

▪ Dorothy Luther Nursing Fellowship

Established in 2003 with a gift from the estate of Dorothy Luther, a former faculty member of the College of Nursing, this fund is awarded to a graduate student in the adult nursing program.

▪ La Sertoma Scholarship

This scholarship was established by Professor Marcia Stanhope in 2004 and named the La Sertoma Scholarship to honor a group of women who provided a scholarship that benefited her when she was

a student. The student must have an outstanding academic record and show potential for leadership. First preference for this scholarship is a student enrolled in the DNP program. Second preference is for a student enrolled in graduate public health nursing. Third preference is a student in the Undergraduate Nurse Scholars Program. Fourth is for an undergraduate student with an interest in public health nursing.

- **Melva Jo Hendrix Fund for Psychiatric/Mental Health Nursing**

This fund, established in 1993 by Jenny D. Dorris, a 1971 graduate of the College, is awarded to graduate students who are seeking an advanced degree in psychiatric/mental health nursing.

- **Pamela Stinson Kidd Memorial Scholarship**

This scholarship was established in 2003 in memory of Pamela Stinson Kidd, a UK College of Nursing graduate and former faculty member. The scholarship is awarded to a College of Nursing student who shows potential for leadership in injury prevention; emergency, primary, acute or critical care nursing. Preference is given to the applicant who demonstrates the ability to integrate clinical and community practice, scholarly activity and leadership. Essay required.

- **Emergency Funds**

The College of Nursing Alumni Association administers a student emergency loan fund. In 1982, this fund was renamed the Claudine Gartner Loan Fund in memory of Claudine Gartner who was a long-time College of Nursing faculty member. This fund assists students in **emergency financial situations when other sources of financial assistance are not available**. In order to maintain the fund the recipient is expected to sign a note of repayment. The College's Graduate Ad Hoc Scholarship Committee makes recommendations for these loans.

- **External Awards/Scholarships**

University of Kentucky Graduate School Scholarships and Fellowships:
(859) 257-3261, Ezra Gillis Bldg. <http://gradschool.uky.edu/student-funding>.

Financial Assistance for PhD and DNP Students

- **Nurse Faculty Loan Program (NFLP)**

The College of Nursing has available loan funds from the Nurse Faculty Loan Program of the Division of Nursing, Department of Health and Human Services. This loan fund is intended to bolster the number of nurses prepared as nurse faculty for schools of nursing. Students must be enrolled full time and take three additional courses: GS 610-College Teaching, GS 650-Preparing Future Faculty, and GS699-Practicum in College Teaching, to prepare you for a faculty role. Upon completion of your degree program and the required courses, up to 85 percent of the loan may be forgiven in return for service as a faculty member in a school of nursing over a four-year period. Contact Kathy.Collins@uky.edu for more information.

- **Teaching and Research Assistantships**

The College of Nursing offers a limited number of graduate student assistantships, which provide research and teaching experiences. Stipends range from \$4,000 to \$10,000 per academic year. Ten-to-20 hours of service per week are required; students will be assigned to an investigator or to a course. Students who receive these assistantships may be eligible for full- or partial-tuition scholarships from the Graduate School (PhD) or College of Nursing (DNP – eligible for TA positions only). Post-masters Certificate students are not eligible for teaching or research assistantships.

UK Graduate School Fellowships (available to PhD students only)

The Graduate School provides a number of fellowships to highly qualified graduate students.

Preference for these awards is given to full-time students pursuing doctoral degrees. Included in these awards are:

- Lyman T. Johnson Teaching or Research Fellowships to support African-American students
- Presidential Fellowships
- Open Competition Fellowships
- Quality Achievement Supplemental Awards to provide additional funds for other financial awards
- Jeffrey Fellowship for tobacco-related research

All applicants must obtain a recommendation or nomination from the PhD Program Director. Information is found on the Graduate School's Web site at <http://gradschool.uky.edu/fellowships-0>. In addition to fellowships, the Graduate School also awards out-of-state and in-state tuition scholarships to select graduate student teaching and research assistants.

National Health Service Corps Scholarship Program

The U.S. Department of Health and Human Resources offers scholarship opportunities to applicants who are applying to or enrolled in nurse practitioner programs. These scholarships pay in- or out-of-state tuition, required fees, reasonable educational expenses, and a significant monthly stipend. This is a service-obligated scholarship (one year of obligated service for each year of scholarship funding). Information about applying for this scholarship is available at <https://nhsc.hrsa.gov/scholarships/index.html>.

A number of organizations provide competitive research grants and scholarships:

- Kentucky Board of Nursing awards Nursing Incentive Scholarships to Kentucky nurses pursuing ongoing education. These awards are competitive.
- National Institutes of Health and National Research Service make awards to pre- doctoral (PhD) and post-doctoral students (F31 and F32 respectively). *These scholarships are for PhD students only.*
- The Delta Psi Chapter of Sigma Theta Tau International, Sigma Theta Tau International and the American Nurses Foundation have annual competitions for research grants and scholarships. Many specialty organizations, such as the American Cancer Society, American Association of Critical Care Nurses and others provide such awards

Additional Financial Aid Information

To compete successfully for any of these awards you need to work closely with your advisor and the Program Director. For assistance with applying for College of Nursing teaching and research assistantships, contact the graduate student services officer, University of Kentucky, College of Nursing, 315 College of Nursing Bldg., University of Kentucky, Lexington, KY, 40536-0232 or call (859) 323-5624. The staff can also offer information about other sources of financial aid available from outside the University.

For information on grants and loans, contact the UK Office of Student Financial Aid, 128 Funkhouser Bldg., Lexington, KY 40506-0054, or call (859) 257-3172 www.uky.edu/FinancialAid.

Application forms for Graduate School fellowships and assistantships (*PhD only*), as well as general information may be obtained by writing: The Graduate School, 101 Gillis Bldg., Lexington, KY, 40506-0033. Much of the information and forms you will need are on the Graduate School's Web site at <http://gradschool.uky.edu/student-funding>.

Tuition

Current tuition fees are on the Registrar's Web site at <http://www.uky.edu/registrar>. Tuition fees are subject to change without notice. All tuition rates include a mandatory registration fee. For fee payment purposes, nine credit hours or the equivalent constitutes a full load for graduate students during the fall or spring semesters. Courses taken on an audit basis do not count toward credit hours, but are assessed full tuition.

Computer and E-mail Resources

COMPUTER/DEVICES FOR GRADUATE NURSING STUDIES

The University of Kentucky strongly recommends that each student purchase a personal laptop computer. The College of Nursing follows the guides of the University, which can be found here, <http://www.uky.edu/its/student-hardware-software-guidelines>.

Minimum suggested laptop computer hardware:

- Processor: iSeries 1.8 Ghz or higher
- Memory: 8 GB minimum (16 GB preferred)
- Storage Capacity: 250 GB minimum (500 GB preferred)
- Wireless card: 802.11n minimum (802.11ac preferred)
- Operating system: Most recent version for your hardware (Please check with your College/Program Contact for any specific OS requirements)
- Up-to-date anti-virus / anti-malware software, preferably installed before coming to campus
- Webcam (many laptops come with an integrated webcam and will not require an external device)
- Headphones or headset with microphone
- *Other helpful options:* 8 GB or higher USB Flash Drive, external hard drive (for data backup/extra storage), wired or wireless external mouse, video out adapters (dvi/hdmi), and a laptop security cable

IMPORTANT NOTE: UK College of Nursing currently recommends the use of PC devices versus MAC Devices. The College of Nursing currently utilizes course material that has embedded “flash” programming that is not supported by the MAC OS. Students choosing to utilize MAC Operating Systems do so with the understanding that the potential exists that they will encounter issues accessing course material. If issues arise, accessing course materials/videos etc. while using MAC device students will be directed to access those materials at one of the campus computer labs running the Windows Operating System. The College of Nursing IT group will NOT be able to assist Mac users having difficulty accessing course related material. Additionally MAC Operating Systems running Windows Software will not be supported.
CONTACT FOR STUDENTS/PARENTS SEEKING ADDITIONAL TECHNOLOGY INFORMATION SPECIFIC TO THE COLLEGE OF NURSING:

- JASON HARRIS: 859-323-3433

For all other general Information Technology questions regarding Campus-Wide computer systems, and many other Campus-Wide programs please visit the following URL <http://www.uky.edu/its/>.

E-mail Access

E-mail is the primary mode of communication between you and the faculty/staff. **All students in the College of Nursing are required to use UK exchange email.** The College of Nursing faculty and staff members use the **UK e-mail address** that is provided to you at the beginning of your program. Please, **DO NOT forward** your UK email accounts to your personal E-Mail account, such as Yahoo, Juno, etc. If your UK E-Mail is forwarded to your personal account, there is a chance

important email may be bounced. It is imperative that you check your e-mail at least once a day for important announcements, class changes, scholarship notices, and special events. UK Information Technology (UKIT) uses Microsoft Exchange 2010 **for email for all students**. Go to the Account Manager at <https://ukam.uky.edu/manager> to activate your email account and create new password self-reset questions and answers. **Do not forward your UK email to another email account**. For tips and FAQs, visit <http://www.uky.edu/its/customer-support-student-it-enablement/customer-services/university-email-and-cloud-apps>

Other Resources

Campus Safety

"To ensure your safety and the safety of others at the University of Kentucky, you are encouraged to familiarize yourself with the crime prevention information on the police department's Web site, <http://www.uky.edu/Police>

University of Kentucky Police Department

- + Emergencies: 911
- + (859) 257-8573
- + Free call from your cell phone - #UKPD (#8573)
- + Sign up for UK Alert at <http://www.uky.edu/EM/UKAlert>

Discrimination and Harassment

University Administrative Regulations <http://www.uky.edu/reqs/files/ar/ar6-1.pdf> prohibits all discrimination on the basis of sex, race, ethnic origin, sexual orientation, color, creed, religion, age, or political belief. Sexual harassment is an explicit violation of Administrative Regulations and should be reported. Students, faculty members, staff members, or house officers at the University of Kentucky who believe they have been sexually harassed may consult staff in the Office of Institutional Equity and Equal Opportunity Office (859) 257-8927 to resolve a complaint of sexual harassment. Additional information about "Preventing Sexual Harassment" training will be communicated to you through the college dean and directors.

The UK Counseling Center

Consultation and Psychological Services (UKCC), provides confidential psychological counseling to currently enrolled UK students and consultation services to currently enrolled UK students, UK faculty and staff, and caregivers. 106 Frazee Hall next to the Student Center.

Walk-in hours:

- > Monday, Thursday, Friday: 9am-3pm
- > Tuesday, Wednesday: 12pm-3pm
- > General Hours: 8 am - 4:30 pm Monday - Friday

CALL 24-hour Crisis Consultation: (859) 257-8701 and state, "This is an emergency. The student needs an appointment immediately."

UK Graduate School Bulletin: <http://www.uky.edu/registrar/bulletin-course-catalog>

Guidelines for Lactation Support

Adapted from the University of Kentucky Lactation Guidelines

Recognizing the importance of breastfeeding for both mother and infant, the College of Nursing will make students who choose to breastfeed aware of available appropriate environments to pump

their breast milk or breastfeed. The CON goal is to support Undergraduate and Graduate students in their breastfeeding endeavors.

- **Policy**

The College of Nursing recognizes the many benefits of breastfeeding and is committed to supporting this effort. Breastfeeding accommodations are guided by Kentucky Revised Statute 1 that acknowledges that a woman may breastfeed her child or express milk in any location, public or private, where the mother is otherwise authorized to be.

- **Process**

Upon returning as a student after the birth of a child, the Undergraduate or Graduate Nursing student may request break time to express her milk on a reasonable schedule. Students are responsible for requesting lactation support prior to the first day of class. They should provide adequate written notice to the course coordinator about the need for break time and an appropriate location to pump.

1. The course coordinator will advise the student to inform all faculty members about specific needs for support.
2. Students are encouraged to use the break time between classes to pump milk.
3. Alternatively, flexible scheduling time for lactation purposes will be negotiated with their professors. Professors are not required to excuse tardiness or absences due to lactation needs.
4. In the case of clinical experiences, students shall obtain permission and make plans with the course coordinator, the clinical instructor and, in some instances, the nurse preceptor for breast pumping during the clinical rotation. Specific times and locations for breast pumping will be outlined in writing.
5. Currently, there are designated lactation spaces across campus that are offered to accommodate employee and student needs (see below for more details).
6. The frequency of milk expression as well as the duration will likely vary. Typically, new mothers need to express milk every two to four hours (e.g. a student who attends classes for 8 hours, will need to express milk two to three times). The duration will likely extend for 25-35 minutes.
7. The CON will abide by the ACA revised section 7 of FLSA and will provide reasonable break time for a student to express breast milk for 1 year after the child's birth.
8. This policy does not extend to permitting infants in the classrooms.

Lactation Station

The nearest Lactation Station room is located in CON 604. Take the elevator to the sixth floor, take a right from the elevators and turn left when you reach the hallway. CON 604 will be located on your left. The door to the Lactation Station will be locked during the academic year, but you may obtain the key from the 6th floor Information Desk attendant located directly across from the Lactation Station. Once you have unlocked the door, please indicate on the sign to the right of door that the room is occupied. The room has two chairs, small table with a lamp, hand sanitizer, and several AC outlets. A pump is not provided in the room. When you leave the room, please lock the door, indicate on the sign that the room is vacant and return the key to the Information Desk attendant.

Questions

- For more information about UK Lactation Guidelines visit: <http://www.uky.edu/hr/work-life/resources-for-parents/uk-lactation-guidelines>
- To find other lactation space available at UK visit: <http://www.uky.edu/hr/work-life/resources-for-parents/lactation-in-workplace>
- Questions, please contact Ana Maria Linares, at 859-323-4726 or am.linares@uky.edu

*Prepared by: Ana Maria Linares, Darlene Welsh, and Sherry Holmes, College of Nursing
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Updated by: Paula Kral and Ana Maria Linares August 8, 2016*

Library Resources

The library's computerized card catalog is *INFOKAT*. All holdings acquired since January 1985 have been entered into this system. The computer is connected to all UK libraries so that you can inquire if any library on campus owns the book or journal for which you are looking. Ask the librarian if you need assistance. A class in the use of *INFOKAT* is also available.

The UK library system consists of several decentralized libraries. More information can be found at <http://libraries.uky.edu/CampusLibraries>. Those you will most likely use:

- **William T. Young Library**, Hilltop Ave., (859) 257-0500
<http://libraries.uky.edu/WTYL>
- **Margaret I. King Special Collections Library**, main campus, (859) 257-8611
- **Medical Center Library**, Chandler Medical Center, (859) 323-5300
<http://libraries.uky.edu/MCL>. In the reference room, you can do computer searches and find numerous abstracts and indexes. There is also access to study carrels and rooms.
- **Medical Center Audiovisual Library, now located in the Medical Center Library**, Chandler Medical Center, 800 Rose Street, (859) 323-5300
http://www.uky.edu/Libraries/lib.php?lib_id=12. This library houses AV materials such as videos, CDs, DVDs, slides, audiocassettes **and other non-print** formats. It serves students, staff and faculty of the Medical Center colleges, the general University community and the public. Check the postings at the beginning of each semester for weekend and special hours.
- **Education Library**, Dickey Hall, (859) 257-7977 is located on the second floor of Dickey Hall. Library opens at 8 a.m. Monday-Friday and is open evenings as well. Check their website for specific hours at www.uky.edu/Libraries/lib.php?lib_id=6.

College of Nursing Students with issues related to remote proxy server access should contact Susan Foster-Harper, (859) 257-0752 or smfost1@uky.edu.

Lost and Found

You can turn in found items to the Office of Student Services, 315 College of Nursing Bldg. We hold items for one academic year. If you lose something, please inform Student Services personnel or advertise in *The Kentucky Kernel*, the campus newspaper.

Textbooks

Purchase textbooks for nursing courses from any of the campus area bookstores:

University of Kentucky Bookstore, 160 Avenue of Champions, Lexington, KY 40506, (859) 257-0236.
<https://uky.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=87861&catalogId=10001&langId=-1>

UK Writing Center and Writing Resources

The Writing Center is a valuable resource, which assists students, faculty, and staff. Staffed by English graduate students and part-time consultants, the center is open during the day and evening for individual and group consultation on pre-writing, writing, and rewriting, as well as help with oral presentations. The center is located in the W. T. Young Library, 5th floor, west wing, between core 1 and core 4, room# 5-47. For more information, call (859) 257-1368.

- Cambridge Language Consultants <http://www.camlang.com>

- The Science of Scientific Writing (from the American Scientist) https://www.rsmas.miami.edu/users/pzuidema/gopenswan_1pgsummary.pdf
- Review “The Nuts and Bolts to College Writing” <https://www.amherst.edu/system/files/media/0975/harvey%252520nuts%252520and%252520bolts%252520abridged.PDF>
- Purdue's Online Writing Lab <http://owl.english.purdue.edu>
- APA Style Resources <http://apastyle.apa.org>
- The Writing Center at Rensselaer <http://www.ccp.rpi.edu>

College of Nursing Writing Resource

The College of Nursing provides writing resources for graduate students through the office of Whitney Kurtz-Ogilvie, Writing Specialist. Ms. Kurtz-Ogilvie can be reached during fall and spring semesters at whitney.ko@uky.edu. Additional writing resources are available to College of Nursing students on Blackboard.

Academics

Academic and Scientific Honor and Integrity

Graduate students in the College of Nursing are expected to demonstrate honor and integrity in all academic and scientific endeavors. You are expected to review and adhere to the following documents:

- **The Health Care Colleges Code of Student Professional Conduct**
The purpose of the HCC Code is to provide a professional behavior code that applies uniformly to all students enrolled in a degree program, leading ultimately to a profession requiring licensure or certification, offered by any of the health care colleges. Health Professions students are held to higher standards of integrity than the non-health professions student because of the unique and important relationship the health professions have with society. The student majoring in nursing is charged by society and guided by ethical principles and laws to safeguard the health of the public. In nursing, the standards are set by *The American Nurses Association Code of Ethics*. Violation of these standards include but are not limited to lying, cheating, plagiarism, fraud or other act(s) punishable by law or ethical misconduct. Disciplinary action will result at least in failure of the assignment up to and including dismissal from the program. See <http://www.uky.edu/ofa/sites/www.uky.edu.ofa/files/uploads/HCCSPBC.pdf>
- **The University of Kentucky Student Rights and Responsibilities**
An understanding of the University's expectations regarding honor and integrity in academics from the outset of your time as a student will reduce the likelihood of issues arising in the future. In particular, review sections related to academic offenses of plagiarism and cheating in Student Rights and Responsibilities and information on the disposition of cases of academic offenses. See the *University's Student Rights and Responsibilities* at <http://www.uky.edu/StudentAffairs/Code/index.html>.
- **Cheating and Plagiarism**
 - > Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.
 - > Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the *Code of*

Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

> *Senate Rules 6.3.1*

(https://dib.uky.edu/ombud/sites/www.uky.edu.ombud/files/6.3.1_6.3.2_Plagiarism_Cheating.pdf for the current set of *Senate Rules*) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

Academic Advising Guidelines

University of Kentucky College of Nursing Advising Guidelines were adopted by faculty, July 2009 and revised May 2011.

Under normal circumstances, faculty and staff advisors will acknowledge receipt of an advisee inquiry within 72 hours Monday-Friday, unless there is an automated response to the student indicating that the faculty member is unavailable for a stated time-period.

Important aspects of the faculty/staff advising role include:

1. Guiding the student through his/her program of study and completion of graduation requirements.
2. Referring the student to resources as needed and/or requested.
3. Supporting the student through mentorship, including healthy self-direction in all aspects of the academic environment.
4. Promoting personal, professional and intellectual development and academic excellence, including encouraging self-directed learning.
5. Evaluating student progress in meeting requirements of the program.
6. In collaboration with course faculty, fostering professional and academic accountability.

Important aspects of the advisee role include:

Under normal circumstances, students will acknowledge receipt of an advisor or faculty member inquiry or response to student within 72 hours Monday-Friday, unless there is an automated response to the advisor or faculty indicating that the student is unavailable for a stated time-period.

1. Abiding by the University of Kentucky Health Care Colleges Code of Student Professional Conduct.
2. Actively engaging in advising and learning process.
3. Keeping the advisor apprised of personal challenges that are, or may, impact his/her academic performance.
4. Seeking support when needed.
5. Reading and responding, as appropriate, to all programmatic communication in a timely manner.
6. Utilizing the student handbook.
7. Scheduling and keeping appointments with advisor throughout semester.
8. Evaluating the advisor as requested.

Academic Probation

College of Nursing graduate students are required to maintain *at least* a 3.0 graduate grade point average (GPA). If the cumulative graduate GPA drops below 3.0, the student will be placed on academic probation. A student on academic probation will have 9 credit hours to raise the GPA to a

3.0 or higher. If the GPA is below 3.0 following these 9 credit hours, the student may be dismissed from the program. Further details about this policy, including procedures for readmission, are found in the *UK Graduate School Bulletin*. Details about this policy, including readmission and progression for DNP students can be found in the DNP Program section of this handbook.

Accommodation of Religious Holidays

We know from self-study that the climate for learning on campus is critically important to student success and to the viability of our community. As we strive to ensure that our students, faculty and staff experience UK as a welcoming environment, we embrace the many aspects of diversity represented on campus and endeavor to be inclusive in the ways we live, learn and work here. This involves respecting, among all else, the religious diversity on campus. Throughout the academic year, members of our community observe various official high holy days of their respective religions. Urging sensitivity to the importance of these days to the observers among us, the campus should be reminded of the Senate vote that established the following rule:

"Faculty shall give students the opportunity to make up work (typically, exams or assignments) when students notify them, in advance, that religious observances prevent the students from doing their work at its scheduled time. Faculty shall indicate in their syllabus how much advance notice they require from a student requesting an accommodation. Faculty may use their judgment as to whether the observance in question is important enough to warrant an accommodation, although the presumption should be in favor of a student's request. The Offices of Institutional Diversity, the Dean of Students, and the Ombud are available for consultation."

Appeals of Academic Actions

Details about appeals procedures are located in the *University's Student Rights and Responsibilities* at <http://www.uky.edu/StudentAffairs/Code/index.html>.

Clinical Practica

- > Sites for clinical practica in College graduate programs are based upon either letters or memoranda of agreements between agencies and the College.
- > All experiences requiring clinical practice are arranged by faculty responsible for the course. You may recommend clinical sites, but please do not make arrangements with persons or agencies.
- > These agreements reflect the philosophy and objectives of the graduate program and are based on faculty assessment that students can meet program objectives in that agency.
- > Because these agreements are legal documents, they often require several months to finalize.
- > If you wish to recommend a clinical site, contact your faculty advisor at least three months before your clinical placement is to begin.
- > Do not contact the site or the potential preceptor.
- > You may not begin your placement until the agreement has been signed. ***A grade of B or higher is required in all courses with a clinical component before progression to the next practicum or graduation.***
- > If there are any questions, please contact the course faculty before proceeding.

Students will not be placed in sites where there is a conflict of interest with regard to evaluating student performance. Such conflicts may include, but are not limited to, assignment to a relative or close family friend, assignment to a site where the student is currently employed, and assignment to a preceptor who has a business or financial relationship with the student or is a family member of the student. If long distance phone calls become necessary in the context of course or program assignments, contact your instructor who will arrange for you to use an office phone.

DNP students may complete their DNP project/clinical residency hours at their place of employment provided the placement is approved by the students advisor and committee
(approved 04/2009, DNP committee)

Commencement Eligibility

The College of Nursing hosts a graduate student recognition ceremony in May of each year. The University Commencement ceremony is held each December and May. To be eligible to participate, all candidates must have submitted a valid Application for Degree by published deadlines in the academic calendar for the semester during which they anticipate graduating. In addition, PhD candidates must submit a Notification of Intent to Schedule a Final Doctoral Examination with the Graduate School by published deadlines in the academic calendar. Details and information about these events are sent to students during the semester.

DNP students must meet the following deadlines/criteria to be eligible to participate in May hooding/graduation activities. Please work with your advisor and committee to meet these deadlines:

1. Students IRB application must be approved through University system by March 1.
2. Student must submit degree application by applicable semester deadline. *(May/August degree application deadline)*

Course Registration

Advanced registration for enrolled students takes place in November for the following spring term and in April for upcoming summer and fall terms. When classes begin, check the accuracy of your registration with each of your class professors. Contact your faculty advisor or the College Office of Student Services for assistance in correcting an error.

Students are responsible for accurate registration of coursework. To assure that you receive academic advising, meet with your faculty advisor in advance of registration. The College's Office of Student Services (room 315) will share registration instructions with you on a timely basis. Report a change of name or address via your **myUK** account, which will update your current information for the College of Nursing Office of Student Services, University Registrar, and the Graduate School.

Degree Application

To be eligible for a degree you must file an application within 30 days after the beginning of the semester (or 15 days in the summer session) in which you expect to complete your studies. Application cards are available in the College's Office of Student Services from the student affairs officer for graduate studies. Completed degree cards must be signed by the appropriate program director, who will forward them to the Graduate School (PhD) or Registrar (DNP). The deadlines for filing for a degree are listed in the academic calendar
<http://www.uky.edu/Registrar/AcademicCalendar.htm>

Although degrees are awarded at the end of the fall, spring and summer II semesters, formal University commencement exercises are held only in spring (May) and fall (December). You are encouraged to attend commencement exercises even if you receive your degree the preceding summer. Students are also encouraged to complete an End-of- Program Evaluation that will be distributed near the end of the semester.

Excused Absences

Throughout any given semester, illness and emergencies sometimes preclude students from attending class. However, there are specific rules that dictate whether these absences are excused.

Specifically, students are entitled to an excused absence for the following reasons:

- a. serious illness
- b. illness or death of family member
- c. University-related trips
- d. major religious holidays

Instructors may excuse an absence for any another reason if they believe it is a reasonable cause for non-attendance. For a complete copy of the University Senate Rule on Excused Absences [see S.R. 5.2.4.2 \(pdf\)](#).

Faculty Advising and Clinical Mentors

• Post-Graduate Nursing Certificate

Your faculty advisor will explain the program and advise and assist in planning your course of study. You are expected to plan a program of study with your faculty advisor at the beginning of the program, or no later than the advance registration date for your second semester. The plan is filed in your Student Services record. If you wish to change the planned program, consult your advisor to determine that a change in the program is appropriate and feasible.

• PhD

Faculty advisors are assigned to PhD students upon admission to program. Occasionally the PhD program director serves as the advisor for doctoral students during their first semester of study and assists them in identifying a major professor (chair) to serve as mentor and Advisory Committee Chair. The faculty advisor and student work together to form an Advisory Committee that must be approved by the Graduate School. Students submit their advisory committee electronically to the University of Kentucky Graduate School for approval at http://www.research.uky.edu/cfdocs/gS/DoctoralCommittee/Selection_Screen.cfm.

• DNP

Faculty advisors are assigned to DNP students upon admission to the program. The advisor and student are expected to meet each semester to review progress and plan for the practice inquiry project. Students work with their faculty advisors and the program director to select their committee member and clinical mentor. **The committee member and clinical mentor are selected prior to registration in NUR 918. DNP Project proposal approval form (pre req. to NUR 918) must be completed by student and advisor prior to registration.**

• Clinical Mentors

DNP student Clinical mentors will be chosen from people with top-level clinical or executive roles who are working in areas consistent with the interests of a potential student protégé. Mentors will be selected from among a variety of disciplines, thereby building the student's interdisciplinary experience. Clinical mentors guide the work of the student in the clinical experiences in an ongoing relationship with students throughout the program, contributing especially to the student's development as a leader. Students may have clinical experiences working with patients in a single setting, or their clinical experiences may be as executive practica, focusing on policy or strategic, system wide or network issues. The faculty advisor, committee member, student, and clinical mentor will work together closely throughout the student's program. This will facilitate development of more meaningful growth in the student, and add the richness of the mentor's experience. *The DNP Advising and Final Project Manual* provides additional information and is an appendix in this handbook at <http://www.uky.edu/nursing/academic-programs-ce/academic-resources/student-handbooks>

Grading System

The College's graduate faculty uses the standard University grading scale (*A = 90-100; B = 80-89; C = 70-79*). Official grades as a graduate student for University credit are recorded in the Office of the Registrar as follows:

- **A** -high achievement; 4 quality points per credit
- **B** -satisfactory achievement; 3 quality points per credit
- **C** -minimum passing grade; 2 quality points per credit
- **E** -failure; 0 quality points per credit
- **I** - incomplete*
- **S** -satisfactory progress**

*A grade of "I" (Incomplete) may be awarded to a graduate student if a part of the work of a course remains undone and there is a reasonable possibility that a passing grade will result from completion of the work. All Incompletes ("I" grades) must be replaced by a regular final letter grade within 12 months of the end of the semester, summer session or summer term in which the "I" grade was awarded, or prior to the student's graduation, whichever occurs first. If an "I" grade has not been replaced within the allowable period, the Registrar shall change the "I" grade to a grade of "E" on the student's permanent academic record and adjust the student's grade-point average accordingly. Unless otherwise approved because of exceptional circumstances by the Dean of the Graduate School on recommendation of the Director of Graduate Studies in the student's program.

Instructors who assign an I grade must file with the student's Director of Graduate Studies information which includes; 1) the name of the student, 2) the course number and hours of credit, 3) the semester and year of enrollment, 4) specific information on the work to be completed before a final grade can be assigned, and 5) the time frame in which the specific requirements are to be met (not to exceed 12 months). Graduate students should consult with their Director of Graduate Studies concerning procedures relative to the awarding of I grades and the conditions under which they may be removed.

All I grades must be resolved to a regular letter grade before a student may sit for the final examination, or the qualifying examination for doctoral students. Exceptions to this rule will be considered in unusual circumstances, and require the approval of the Director of Graduate Studies and the Dean of the Graduate School.

A grade of S (satisfactory) may be recorded for students in graduate seminars, independent work courses and research courses, which extend beyond the normal limits of a semester or summer term. This grade may not be given to a student in a course carrying credit if the student has done unsatisfactory work or failed to do a reasonable amount of work, in which case a grade of U (unsatisfactory) will be assigned. The project must be substantially continuous in its progress. All S and U grades must be removed prior to the final examination (or qualifying examination for doctoral students), except for those given in Residence Credit 748, 749, 767, 768, and 769, or in graduate courses which carry no credit. Once a grade other than I, S, or U has been reported to the Registrar's Office, it may not be changed unless an error was made at the time the grade was given and recorded, and then only upon the written unanimous approval of the instructor, the Registrar, and the Dean of the Graduate School.

An overall average of B (3.00) on all graduate work in the program must be attained before an advanced degree may be awarded. Graduate-level courses (numbers 400G-799) are computed in the graduate grade-point average, with the exception of 400G courses in the student's program.

Grades

If students believe they were graded unfairly on a particular paper, test, or other assignment, or if they believe their final course grade is unfair, they are encouraged to share their concerns with the instructor of the course and/or the chair of the department where the course is taught. If issues cannot be resolved, students should discuss the matter with the Academic Ombud who will contact the instructor for his/her perspective and assess the merit of the case. The Ombud may attempt to resolve or mediate the dispute. If the grade dispute involves a final grade and the Ombud cannot resolve the issue informally, the case may be sent to the University Appeals Board (UAB) for a hearing. The UAB is the only entity on campus that can modify a grade. If the student wants to pursue an appeal, he or she will be asked to make the case in writing and the instructor will then be contacted for his/her perspective. If the Ombud determines that the student's case has merit, the matter will be sent to the University Appeals Board for a hearing; however, if the Ombud determines that the case does not have merit, the student will be notified in writing and will then have 30 days to appeal to the University Appeals Board directly, requesting that a hearing be granted. There is a 180-day statute of limitations for grade appeals.

Guidelines for Scholarly Work

All graduate students in the College are required to produce a scholarly work to receive a graduate degree. PhD students complete a dissertation, and DNP students complete a practice inquiry project as part of their final clinical residency. Students choose the style and format of their scholarly activities in consultation with their advisor.

Institutional Review Board (IRB) Approval

Institutional Review Board applications for all research, DNP projects and dissertations involving human subjects must be reviewed by your respective program director. Depending upon the nature of the investigation, an application for exempt, expedited, or full review is submitted. The student and faculty advisor determine which application is appropriate for the proposed study. You may not collect data until official written approval is obtained from the Institutional Review Board. Students must identify and follow the procedures for study review and approval at the site(s) where data will be collected. Students inform the IRB when the study is complete. In addition, if changes are made in the protocol or consent form, or if problems arise in the conduct of the study, the student **must have approval from faculty advisor and submit modifications to protocol to IRB.**

See UK Office of Research Integrity <https://www.research.uky.edu/office-research-integrity> web page for current information on types of review, and required forms and process for submission of IRB application. All IRB applications must have advisor approval before they are submitted to the respective College of Nursing program director.

College of Nursing procedures to prepare for each type of review are as follows:

- **Exempt:** Allow a minimum of two weeks for review and approval within the College, plus an additional four weeks for receipt of written approval from the IRB.
 - ✓ PhD students - Submit one electronic copy of the full IRB application with the signature assurance form to the PhD Program Director.
 - ✓ DNP students – Submit one electronic copy of the full IRB application including the signature assurance form to the MSN/DNP Program Director.
- **Expedited:** Allow a minimum of three weeks for review and approval within the College plus an additional four weeks for receipt of written approval from the IRB.

- **Full:** Allow a minimum of one month for review and approval within the College plus an additional four weeks for receipt of written approval from the ORI.

Students may not begin data collection until they receive an official, written notice of approval from the ORI for the IRB application.

- **IRB Application Forms**

Obtain IRB Application forms on the Office of Research Integrity's Web site, www.rgs.uky.edu/ori. Look for Human Research, Forms/Application, and then click on Medical Institutional Review Board. The most recent version will be available in Microsoft Word format.

Students are to work closely with faculty advisor regarding the IRB process allowing adequate lead-time. University of Kentucky IRB approval process can take several weeks and in some cases, other agency IRB approvals (outside institutions, UK departments, etc.) will also be required which may create delays in beginning data collection.

Progression

- **Post Graduate Nursing Certificate**

A minimum cumulative over all GPA of 3.0 in graduate nursing courses (courses with an NUR prefix) and overall cumulative 3.0 graduate GPA is required for graduation.

A grade of "B" or higher is required in all courses with a clinical component before progression to the next practicum or graduation.

- **PhD Progression**

Students enrolled in the PHD program must maintain a minimum cumulative GPA of 3.00 or better to be eligible for degree and scholarship awards. Students enrolled in the program may have a maximum of one "C" grade in any required Statistics or NUR/nursing course (or any approved substitute for these courses) in the program. Earning a second "C" grade in any required Statistics or NUR/nursing course, regardless of overall GPA, will result in dismissal from the program. Additional progression requirements can be found with the PhD Annual Student Evaluation Policy.

- **DNP Progression Criteria/Academic Probation**

If a student's GPA falls below 3.0 after a minimum of 9 credit hours, they will be placed on probation and will receive a letter from the program director. After completion of 9 additional credit hours, if the GPA is still below 3.0, the student will be reviewed by the DNP committee for possible dismissal from the program. If not dismissed, student will remain on probation and undergo periodic review until probationary status is resolved.

Approved Total Faculty 02/25/2011

- **DNP and Certificate Progression/Grade Policy**

Students enrolled in the DNP or Certificate program must maintain a minimum cumulative GPA of 3.0 or better. Students must earn a grade of B or better in all required **specialty didactic courses** and **specialty clinical courses**. Individuals earning a grade lower than a B in either the specialty didactic or specialty clinical courses will not be permitted to progress in the program until the course is successfully repeated once. Note that due to the timing of course offerings this may result in a significant delay in program completion.

In order to be awarded a DNP degree, students may have a maximum of one C grade on their transcript from a **non-specialty core course**. If additional C or lower grades are earned in any **non-specialty core course**, the student must repeat one of the C grade courses to improve

the grade in the **non-specialty core course**. Students earning a third C grade in a **non-specialty core course** will be reviewed by DNP Committee for dismissal.

Clinical Specialty Courses include:

- > NUR 921 – Patho
- > NUR 922 and 927 - Pharm
- > NUR 923 Assessment
- > Track specific didactic and clinical courses
- > NUR 930 Clinical
- > NUR 963 FNP pediatric course

*Approved Total Faculty 05/26/2011
Revised/Approved DNPC 1/30/2017
Revised/Approved, Graduate Faculty 05/10/2017*

Readmission

Former UK students in good standing are eligible for readmission consideration. In the College, student readmission is specified based on the program. In the MSN/DNP programs, progression in your selected specialty track may be altered because of the availability of course offerings and clinical placements.

PhD students who withdraw from a program for one or more semesters must reapply to the College and to the UK Graduate School. Applications for readmission will be considered along with all other applications for admission at that time. Students are expected to meet any new admission criteria and degree requirements initiated since the previous enrollment.

DNP students who are not enrolled for 2 consecutive semesters, other than the summer semester, must reapply to the DNP program, meet current admission criteria, and follow policy and curriculum in place at the time of readmission. Students must also be in good standing in the program (3.0 GPA). If readmitted, all courses with an unsatisfactory or incomplete grade must be resolved or repeated prior to progression.

Approved Total Faculty, 02/25/2011

Students work with a faculty advisor for decisions about a leave of absence, withdrawal from any class or program, or from the University. A leave of absence must be approved PRIOR to the first day of the semester a student anticipates being out of school. Refer to the Schedule of Classes calendar to determine whether fees will be refunded.

Repeat Option

Students may repeat one graduate course and count only the second grade as part of the graduate grade point average. A student wishing to exercise this option should first discuss this with his/her faculty advisor. The student then completes a Repeat Option form and petitions for approval from the program director. The director will send approved requests forward to the Graduate School dean or in the case of the DNP Program, to the dean of the College of Nursing. Only one course may be repeated as part of a particular degree program or in post-baccalaureate status. You must file a Repeat Option form with the Graduate School or College of Nursing prior to the end of the semester you are repeating the course.

Special Exams

A special challenge examination requires the recommendations of your advisor and the appropriate program director.

Process for Nursing Student Complaints

The College considers a formal complaint as one that cannot be resolved within the academic unit. Within the College, student issues are directed to the involved party. For example, if a student has a concern about a grade in a course or on an assignment, s/he is directed to the course instructor and then the course or track coordinator, if applicable. If the issue is not resolved, the student can appeal to the Director of the program. If the issue remains unresolved, the student has the option of meeting with the Dean.

Formal complaints are directed to the University of Kentucky Office of the Academic Ombud Services www.uky.edu/Ombud/index.php#whenconsult. "This office is designated within the University to investigate individual complaints, problems and conflicts. The Ombudsman is responsible for assisting students and instructors to work through and resolve academic related problems and conflicts. The primary focus of academic Ombudsman services is the process by which decisions are made, and the primary task of the Ombudsman is to assure fair policies, processes, and procedures that are equitably implemented."

Non-academic issues are handled according to the appropriate UK policy (e.g., sexual harassment, discrimination)

Teacher/Course Evaluations in the College of Nursing

The University policy on faculty performance review requires that faculty obtain student evaluations of teaching for each course every semester. The College of Nursing uses a Web-based course evaluation. All students enrolled in a course are required to visit the course evaluation Web site to fill out evaluations or to decline the opportunity within the designated timeframe. Students should take this opportunity to provide thoughtful input regarding faculty performance and course evaluation. These evaluations are used by the College of Nursing to improve the curriculum and enhance faculty teaching. Evaluations are anonymous. The information is compiled and shared with faculty members, program directors, associate deans and, dean only after final grades are submitted.

Transfer of Credits

With the approval of your faculty advisor and the dean of the Graduate School (PhD students) or dean of the College of Nursing (DNP students), a maximum of 9 credit hours of graduate course work, completed at an accredited university, may be transferred from another institution toward the requirements for a degree. The request for transfer is to be made prior to advanced registration in your final semester of enrollment. The following rules apply: course credits applied toward a previously awarded graduate degree cannot be transferred; transfer of independent work; research, thesis or dissertation credit is not permitted; only courses assigned a grade of **B or better** can be transferred; and students must be in good academic standing at the time of transfer.

Initiate the request for transfer of credit through your advisor. To transfer credits, submit a course syllabus and official transcript to your faculty advisor. If your faculty advisor judges the transfer of credits to be appropriate for the planned program of study, the faculty advisor requests in writing that the program director approve the transfer of credits. If approved, the program director submits the request and a copy of the official transcript to the dean of the Graduate School or registrar (for DNP students). The transfer of credits should be included in your program of study plan approved by your faculty advisor.

Visiting Students Policy

Visiting students, enrolled in a comparable level of study in another institution, may enroll in a nursing course with permission of the faculty member teaching the course.

Withdrawal

Students may need to interrupt their program for various reasons. All students are encouraged to first discuss their desire to withdraw with their academic advisor so that they can explore any possible alternatives including leave of absence and subsequent readmission. Faculty can guide student to maintain the integrity of their academic record.

All students, who wish to leave the university during a term (fall, spring or summer), must formally withdraw. Students leaving the institution without an official withdrawal may receive failing grades in all courses in which enrolled, and endanger their future status in this and other institutions. Students enrolled in only one course who wish to drop the course, must withdraw. A student is considered withdrawn if they are not enrolled in course work (Fall/Spring terms). Refer to the *University's Official Academic Calendar* published in the University Bulletin for withdrawal and fee liability dates. Please note the University's Fee Liability Policy dates are different than the withdrawal dates.

Withdrawing from Courses

During the withdrawal period, as designated in the official University calendar, students receive a W grade for dropped courses. Follow the same procedure on **myUK** for dropping a course. **NOTE:** To withdraw from all your courses (withdraw from UK) on or after the first day of class, contact the UK Registrar at <http://www.uky.edu/financialaid/withdrawal>. Students are encouraged to consult with their advisor before making schedule changes.

Program Information

Doctor of Nursing Practice Program (DNP)

Program Overview

The College of Nursing ascribes to the purpose of the practice doctorate described in the American Association of Colleges of Nursing (AACN) *Position Statement on the Practice Doctorate in Nursing* (2004). In addition, faculty and students uphold the profession's standards of clinical practice and the American Nurses' Association (ANA) *Social Policy Statement* (2010) and *Code of Ethics* (2010). Since 2010, the primary documents used by the College to guide decision making, curricular development, program implementation and evaluation related to the DNP Program is *The Essentials of Doctoral Education for Advanced Nursing Practice* (AACN, 2006), a document that contains the current standards and guidelines for DNP education in the United States. *Nurse Practitioner Core Competencies Content* (NONPF, 2017), and *Criteria for Evaluation of Nurse Practitioner Programs: Report of the National Task Force on Quality Nurse Practitioner Education* [National Organization of Nurse Practitioner Faculty (NONPF, 2012)] is used to guide direct care nurse practitioner options in the DNP Program. See AACN criteria for DNP curriculum at <http://www.aacnursing.org/DNP>.

In the *Essentials*, two distinct clinical categories of Advanced Practice Nursing are identified. They are: 1.) roles that specialize as an advanced practice nurse with a focus on care of individuals and 2.) roles that specialize in practice at an aggregate, systems, or organizational level. *The Scope and Standards of Nursing Practice* (ANA, 2013) provide the baseline for graduate-level clinical practice in each population/specialty area.

Specialties include:

- *Adult Gerontological Acute Care Nurse Practitioner Competencies* (The National Organization of Nurse Practitioner Faculties, 2016)
- *Adult Gerontology Primary Care Nurse Practitioner Competencies* (The National Organization of Nurse Practitioner Faculties, 2016)
- *Nurse Practitioner Core Competencies* (NONPF, 2017)
- *Pediatric Nursing: Scope and Standards Practice* (2013)
- *Acute care Pediatric Nurse Practitioner Core Competencies* (2004)
- *Psychiatric-Mental Health: Scope and Standards* (2014)
- *Public Health Nursing (PHN) Competencies* (Quad Council of Public Health Nursing Organizations, 2011)
- *Public Health Nursing Scope and Standards of Practice* (2007)
- *Scope and Standards for Nurse Administrators*, 2nd Edition (2010)
- *Statement on Clinical Nurse Specialist Competencies and Education* (National Association of Clinical Nurse Specialists, 2008)
- **ADD AONE COMPETENCIES FOR APNs**

In the BSN-DNP option, the curriculum is designed and organized around specialty tracks and scopes and standards are integrated in specialty courses. In the MSN-DNP option, students can choose from one of two options, an advanced clinical focus or an executive nursing leadership focus.

Immersion Model

The new class attendance model has changed to block times rather than once a month attendance. In previous semesters classes met approximately once per month for each class during the semester. In the new model, which will be implemented Fall 2018 DNP/certificate classes will be held over a 3-day (Wednesday-Friday) block with block one early in the semester and block two late in the semester. DNP/certificate core courses will meet for one hour during the first block of class dates and the clinical/specialty course will meet from 1-3 day(s) each block. Advising and group activities will also occur during the 3-day block. Track coordinators and advisors will communicate your specific schedule and expectations.

Adult learning

The DNP Program is a professional doctoral program designed for nurses preparing for advanced leadership roles in a specialized area of nursing practice. Students who are admitted to the program have completed their first professional degree in nursing. Many have completed a master's in nursing and all bring practice experience. In addition to their role as students, most hold full or part-time positions as clinicians, administrators, managers, or educators in nursing. The DNP program, is structured in a manner that allows students to complete their advanced education while continuing to practice.

According to Knowles (1980), an expert in adult learning, adult learners have a need to be self-directing, respond best to learning when they are internally motivated to learn and when they are involved in diagnosing, planning, implementing, and evaluating their own learning. This translates into students assuming a **proactive role** in the learning process and assuming responsibility for their own learning. Faculty members, including the faculty advisor, are **facilitators** and their role is to create and maintain a supportive climate that promotes conditions in which learning can take place (Knowles, 1980). Being a proactive student within the context of the DNP program means you will work closely with your faculty advisor and your committee to identify your goals and learning needs in order to develop a plan that will meet your goals. When you are having difficulty, seek their counsel.

[Reference: Knowles, M.S. (1980). *The Modern Practice of Adult Education: From Pedagogy to Andragogy*. River Grove, IL: Follett.]

DNP program student learning outcomes:

(The program will prepare a graduate who)

1. Integrates nursing science and theory with knowledge from ethics, the biophysical, psychosocial, analytical, and organizational sciences as the basis for nursing practice (AACN Essential I: Scientific Underpinnings for Practice).
2. Demonstrates advanced organizational and systems leadership that emphasizes practice and the ongoing improvement of health outcomes (AACN Essential II: Organizational and Systems Leadership for Quality Improvement and Systems Thinking).
3. Generates, translates, applies and evaluates new science/evidence to guide improvements in practice and outcomes of care (AACN Essential III: Clinical Scholarship and Analytical Methods for Evidence-Based Practice)
4. Demonstrates proficient use of information systems/ technology resources to implement quality improvement initiatives and support practice and administrative decision-making (AACN Essential IV: Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care).
5. Engages proactively in the analysis, development and implementation of health policy at the institutional, local, state, regional, federal, or international level (AACN Essential V: Health Care Policy for Advocacy in Health Care)
6. Employs consultative and leadership skills with intra- and inter-professional teams to create change in health care and complex healthcare delivery systems (AACN Essential VI: Inter-professional Collaboration for Improving Patient and Population Health Outcomes).
7. Analyzes, synthesizes and evaluates scientific data and concepts related to clinical prevention and population health, and gaps in care of individuals, aggregates, or populations (AACN Essential VII: Clinical Prevention and Population Health for Improving the Nation's Health).
8. Demonstrates foundational practice competencies that cut across specialties (AACN Essential VIII: Advanced Nursing Practice specialties)

The following documents guide faculty in development of the DNP curriculum:

- **The American Association of Colleges of Nursing (AACN)** *The Essentials of Doctoral Education for Advanced Nursing Practice (DNP Essentials)* (AACN, 2006)
<http://www.aacn.nche.edu/DNP/pdf/Essentials.pdf>
- **National Organization of Nurse Practitioner Faculties (NONPF)**
Recommended Criteria for NP Scholarly Projects in the Practice Doctorate Program (NONPF, 2007)
<http://www.nonpf.com/associations/10789/files/ScholarlyProjectCriteria.pdf>
- **Nurse Practitioner Core Competencies (NONPF, 2012)**
<http://www.nonpf.com/associations/10789/files/NPCoreCompetenciesFinal2012.pdf>
- **Population-Focused Nurse Practitioner Competencies (NONPF, 2012)**
<http://www.nonpf.com/displaycommon.cfm?an=1&subarticlenbr=14>
- **American Nurses Association**
Nursing Scope and Standards of Practice (APRN, 2010), Guide for College of Nursing faculty in curriculum development <http://www.nursingworld.org/scopeandstandardspractice>

Certification Eligibility of Graduates – National Organization Certification

Graduates of the post BSN – DNP entry option are eligible to take advanced practice nursing certification examinations as appropriate to advance practice specialty completed. Exams

administered by the American Nurses Credentialing Center (ANCC), American Association of Critical Care Nurses (AACN), the American Academy of Nurse Practitioners Certification Program (AANPCP) and the Pediatric Nursing Certification Board (PNCB), American Organization Nurse Executives Credentialing Center (AONECC). The relevant exams are *Family Nurse Practitioner, Adult-Gero Nurse Practitioner, Adult-Gero Acute Care Nurse Practitioner, Pediatric Primary Care Nurse Practitioner, Pediatric Acute Care Nurse Practitioner, Adult-Gero Clinical Nurse Specialist, Psychiatric Mental Health Nurse Practitioner, and Nurse Executive, Advanced (ANCC)*, Executive Nursing Practice (CENP) or The Certified Nurse Manager and Leader (CNML). ? UPDATE

Doctor of Nursing Practice Progression Criteria/Academic Probation

If a student's GPA falls below 3.0 after a minimum of 9 credit hours, they will be placed on probation and will receive a letter from the Assistant Dean of MSN and DNP Program Studies. After completion of 9 additional credit hours, if the GPA is still below 3.0, the student will be reviewed by the DNP committee for possible dismissal from the program. If not dismissed, student will remain on probation and undergo periodic review until probationary status is resolved.

Approved Total Faculty 02/25/2011

Dismissal from UK College of Nursing DNP Program

Students enrolled in the DNP program must remain in good standing to be eligible for program progression. A student may be dismissed from the DNP program, if one or more of the circumstances listed below applies to the student. The DNP Program Committee will review the student's circumstances and decide whether to dismiss the student from the program.

1. The student has failed to complete the DNP program in 9 years (7 years plus potential 2 years of requested and approved extensions).
2. The student has failed to communicate in a timely manner with the student's advisor or with administrative staff. An example of such a failure would be if the CON were unable to communicate with the student for more than 6 months.
3. The student has violated IRB policy/procedures. The University of Kentucky IRB policy/procedures may be found at <http://www.research.uky.edu/ori/>
4. The student has failed to enroll in 2 consecutive semesters (unless the student has received a leave of absence permitting the failure to enroll).
5. The student has failed to comply with the following University requirements:
 - a. Student Code of Conduct (<http://www.uky.edu/studentconduct/code-student-conduct>)
 - b. Health Care Colleges Code of Student Professional Conduct
<http://www.uky.edu/regs/files/HCCcode.pdf>
 - c. Behavioral Standards in Patient Care Commitments to Performance
<http://www.uky.edu/regs/files/BehavioralStandardsPatientCare.pdf> -
6. The student has been determined by the Kentucky State Board of Nursing to have violated licensure standards because of the student's use of illicit drugs or other criminal acts, when the violation(s) resulted in any change in RN or APRN licensure.
7. The student has failed to meet academic probation and progression requirements, including earning a third C grade.
8. The student has violated social media policies as set forth in the following standards:
 - a. <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-2015-Part-1.pdf>
 - b. https://www.ncsbn.org/social_media.pdf

*DNPC approved, April 2017
Graduate Faculty, approved May 10, 2017*

DNP students are required to complete the following annually:

1. DNP Annual Student Progress Report a minimum of one per year. This report must be approved by your advisor and must include copy of your current CV in the approved College of Nursing format
2. Current CV (see <http://www.uky.edu/nursing/academic-programs-ce/current-students/academic-policies-and-resources> for approved College of Nursing Format)

Reminders will be sent out to students each spring semester for this information.

DNP Progression/Grade Policy

Students enrolled in the DNP program must attain a B in all practicum courses (clinical). In order to be awarded a DNP degree, students may have a maximum of one C grade on their transcript from courses other than practicum courses. If additional C or lower grades are earned, the student may repeat only one course to improve the grade. All specialty courses, including specialty didactic and clinical.

Approved Total Faculty 05/26/2011

DNP Continuous Enrollment Policy

After completion of 6 credit hours of NUR 910 (and enrolled in two semesters of NUR 910 at 3 credits each), students will be required to continuously enroll in an independent study with their advisor until the final project is completed and defended. (Exceptions may be made upon request to the DNP committee)

Approved Total Faculty 05/26/2011

Doctorate of Nursing Practice, Time Limit to Degree Policy

Students enrolled in the Doctor of Nursing Practice program, will have seven years to complete all requirements for the degree, including the DNP Project, and can request extensions up to an additional two years, for a total of nine years. Requests for extensions must be approved by the Doctor of Nursing Practice Program Committee.

Approved Total Faculty, 4/30/2010

Doctor of Nursing Practice Readmission Policy

If a student is not enrolled for two (2) consecutive semesters, other than the summer semester, students must reapply to the DNP program, meet current admission criteria, and follow policy and curriculum in place at the time of readmission. Student must also be in good standing in the program (3.0 GPA). If readmitted, all courses with an unsatisfactory or incomplete grade must be resolved or repeated prior to progression.

Approved Total Faculty, 02/25/2011

Doctor of Nursing Practice Program - Leave of Absence Policy

Students considering a leave of absence must discuss their plans with their academic advisor, prior to making a formal request. Students are also strongly encouraged to discuss this with the student loan or financial aid office as it may affect loan deferment. In addition to avoiding the need to reapply, leave of absence allows for priority registration.

Students may request a leave of absence from the Doctor of Nursing Practice program in certain circumstances. Students must (1) submit the request for leave in writing, (2) have it approved by their faculty academic advisor and then (3) by the Assistant Dean of MSN and DNP Program Studies.

Request for leave must be made prior to the beginning of the semester leave is requested. If approved, the Assistant Dean of MSN and DNP Program Studies notifies the Registrar. No more than two consecutive and four total semesters in leave of absence status may be requested. Exceptions may be made by Assistant Dean of MSN and DNP Program Studies.

Approved Total Faculty, 4/30/2010

Student Health Emergency

Kentucky Board of Nursing (KBN) requires pre-licensure programs (which includes the BSN-DNP group) to communicate to faculty and students what to do in case of a student health emergency. This requires an "Emergency Health Treatment" statement be added to each course syllabi that describes activities in the event of a student health emergency. The Graduate program has adopted the following statement:

"Faculty will follow these procedures for treating student medical emergencies that occur during classroom and clinical activities. Implement basic life saving measures guided by principles of BCLS as appropriate to the situation; call 911 as appropriate to the situation. If transportation is required for treatment, faculty shall not transport but will wait arrival of paramedics or in the case of students in hospital clinical setting, await arrival of appropriate hospital personnel to transport."

Approved Total Faculty 11/2015

DNP Sample Plans of Study (post MSN entry)

Students completing this curriculum plan enter the DNP program with an awarded Master of Science in Nursing degree and an advanced practice specialty

Students entering with an awarded MSN degree can select one of two options:
Clinical Leadership in HealthCare, or Executive Leadership in Health Care.

Post MSN-DNP Clinical Leadership in Health Care
Full Time - Sample Plan of Study

	Fall Course No. - Title	Credits (didactic/ clinical)	Spring Course No. - Title	Credits (didactic/ clinical)	Summer Course No.- Title	Credits (didactic/clinical)
Year 1	NUR 905– Doctor of Nursing Practice Seminar	1	NUR 909 – Proposal Development (Pre req.: NUR 916, statistics, approved formation of DNP advisory committee)	1	NUR 918 – Protection of Human Subjects (Pre req.: NUR 916, 919 and approved DNP project proposal)	1
	NUR 916– Program Planning and Evaluation for Improvement in Practice and Health Outcomes	3	NUR 906—Application of Biostatistics and Epidemiology for Strategic Decision Making (Pre req.: grad statistics and NUR 903)	3	NUR 919-- Quality and Safety in Nursing and Health Care	3 * if needed
	NUR 903–Applied Biostatistics for Outcomes Evaluation (Pre req.: STA 570 or equivalent)	3	NUR 970--Assessment & Design of Complex Healthcare Systems: Seminar (Co req.: NUR 971)	3	NUR 930— Problems in Advanced Practice Nursing	**if needed
	NUR 914—Economic & Financial Aspects of Clinical & Population-Based Health Care Delivery Systems	3 * if needed	NUR 971-- Assessment & Design of Complex Healthcare Systems: Clinical Practicum (Co req.: NUR 970)	2 (0/2)		
	Clinical hours	0	Clinical hours	120	Clinical hours	0
	Total term credits	7-10	Total term credits	9 (7/2)	Total term credits	1-4
Year 2	Fall	Credits	Spring	Credits	Summer	
	NUR 778 – Proseminar in Contemporary Health and Nursing Policy Issues	3	NUR 920—Advanced Nursing Practice in Dynamic Health Care Systems (Pre req.: NUR 978 & 979)	3	NUR 910 –DNP Project (Pre req.: NUR 918)	2(0/2)
	NUR 978– Population Health: Seminar (Co req.: NUR 979)	3	NUR 930— Problems in Advanced Practice Nursing	2 (0/2)	NUR 930— Problems in Advanced Practice Nursing	**if needed
	NUR 979– Population Health: Clinical (Co req.: NUR 978)	2 (0/2)	NUR 910—DNP Project (Pre req.: NUR 918)	2 (0/2)		
	Clinical hours	120	Clinical hours	240	Clinical hours	120
Total term credits	8(6/2)	Total term credits	7 (3/4)	Total term credits	2 (0/2)	
				<i>Total Clinical hours</i>	<i>600</i>	
NOTE: Core courses meet once per semester and specialty classes meet up to two times per semester; courses are otherwise online. EDP/EPE 557 or graduate statistics course required for admission to program. *Course work may be transferred from prior graduate nursing program if deemed comparable based on GAP analysis performed by track faculty. ** If student did not obtain 500 hours of practicum in MSN program they are required to take additional NUR 930 hours to result in 1000 hours.					<i>Total Program Credits</i>	<i>34-40 (30/10)</i>

Post MSN-DNP Executive Leadership in Health Care
Full Time - Sample Plan of Study

	Fall Course No. - Title	Credits (didactic/ clinical)	Spring Course No. - Title	Credits (didactic/ clinical)	Summer Course No.- Title	Credits (didactic/ clinical)
Year 1	NUR 905– Doctor of Nursing Practice Seminar	1	NUR 909 – Proposal Development (Pre req.: NUR 916, statistics, approved formation of DNP advisory committee)	1	NUR 918 – Protection of Human Subjects (Pre req.: NUR 916, 919 and approved DNP project proposal)	1
	NUR 916– Program Planning and Evaluation for Improvement in Practice and Health Outcomes	3	NUR 906—Application of Biostatistics and Epidemiology for Strategic Decision Making (Pre req.: NUR 903)	3	NUR 919-- Quality and Safety in Nursing and Health Care	3 * if needed
	NUR 903-Applied Biostatistics for Outcomes Evaluation (Pre req.: STA 570 or equivalent)	3	NUR 970--Assessment & Design of Complex Healthcare Systems: Seminar	3	NUR 930— Problems in Advanced Practice Nursing	**if needed
	NUR 914—Economic & Financial Aspects of Clinical & Population-Based Health Care Delivery Systems	3 * if needed	NUR 971-- Assessment & Design of Complex Healthcare Systems: Practicum	2 (0/2)		
	Clinical hours	0	Clinical hours	120	Clinical hours	0
	Total term credits	7-10	Total term credits	9 (7/2)	Total term credits	1-4
Year 2	Fall	Credits	Spring	Credits		
	NUR 778 – Proseminar in Contemporary Health and Nursing Policy Issues	3	NUR 974– Strategic Leadership in Complex Healthcare Organizations: Seminar (Co req.: NUR 975)	3	NUR 910—DNP Project (Pre req.: NUR 918)	2 (0/2)
	NUR 978– Population Health: Seminar (Co req.: NUR 979)	3	NUR 975– Strategic Leadership in Complex Healthcare Organizations: Practicum (Co req.: NUR 974)	2 (0/2)	NUR 930— Problems in Advanced Practice Nursing	**if needed
	NUR 979– Population Health: Practicum (Co req.: NUR 978)	2 (0/2)	NUR 910—DNP Project (Pre req.: NUR 918)	2 (0/2)		
	Clinical hours	120	Clinical hours	240	Clinical hours	120
Total term credits	8(6/2)	Total term credits	7 (3/4)	Total term credits	2 (0/2)	
				<i>Total Clinical hours</i>	600	
<p>NOTE: Core courses meet once per semester and specialty classes meet up to two times per semester; courses are otherwise online. EDP/EPE 557 or graduate statistics course required for admission to program. *Course work may be transferred from prior graduate nursing program If deemed comparable based on GAP analysis performed by track faculty. ** If student did not obtain 500 hours of practicum in MSN program they are required to take additional NUR 930 hours to result in 1000 hours.</p>					<i>Total Program Credits</i>	34-40 (30/10)

Post BSN-DNP Adult Gerontology Acute Care NP

Full Time - Sample Plan of Study

Year	Fall	Credits	Spring	Credits	Summer	Credits
	Course No. - Title	(didactic/ clinical)	Course No. - Title	(didactic/ clinical)	Course No.- Title	(didactic/ clinical)
Year 1	EPE 557 – 202 Gathering, Analyzing & Using Educational Data	3	NUR 923 –Applications of Advanced Health Assessment (Pre req.: NUR 921)	3	NUR 915 – Evaluating Evidence for Research and Evidence-Based Practice (Pre req.: statistics & NUR 925)	3
	NUR 921 – Pathophysiology	3	NUR 922 –Advanced Pharmacology: Adult Gerontology Acute Care (Pre req.: NUR 921)	4	NUR 902- Nursing Leadership in Health Care	3
	NUR 924 –Concepts, Theories and Models for Advance Practice Nursing	3	NUR 925 - Research Methods in Advanced Practice Nursing (Pre req.: graduate statistics and NUR 924)	3		
	NUR 905 – Doctor of Nursing Practice Seminar	1	NUR 940 – AG ACNP: Roles, Issues and Health Promotion (Pre req: NUR 924, 925; pre or co req.: NUR 921, 922 and 923)	3		
	Clinical hours		Clinical hours		Clinical hours	
	Total term credits	10	Total term credits	13	Total term	6
Year 2	Fall	Credits	Spring	Credits	Summer	Credits
	NUR 903- Applied Biostatistics for Outcome Evaluation (Pre req: graduate statistics)	3	NUR 909 – Proposal Development (Pre req.: NUR 916, statistics, approved formation of DNP advisory committee)	1	NUR 914—Economic & Financial Aspects of Clinical & Population-Based Health Care Delivery Systems	3
	NUR 916-Program Planning & Evaluation for Improvement in Practice and Health Outcomes	3	NUR 917 – Technology for Transforming Nursing and Health Care	2	NUR 918 – Protection of Human Subjects (Pre req.: NUR 916, 919 and approved DNP project proposal)	1
	NUR 941 – Adult Gero Acute Care NP Seminar I (Pre req.: NUR 940, 922 and 923. Co req.: NUR 943)	3	NUR 919-- Quality and Safety in Nursing and Health Care	3		
	NUR 943 - Adult Gero Acute Care NP Practicum I (Pre req.: NUR 940; Co req.: NUR 941)	3 (0/3)	NUR 942 - Adult Gero Acute Care NP Seminar II (Pre req.: NUR 940, 941. Co req.: NUR 944)	3		
			NUR 944- - Adult Gero Acute Care NP Practicum I (Pre req.: NUR 941, 943; Co req.: NUR 942)	3 (0/3)		
	Clinical hours	180	Clinical hours	180	Clinical hours	
Total term credits	12	Total term credits	12	Total term credits	4	
Year 3	Fall	Credits	Spring	Credits	Summer	Credits
	NUR 904 – Epidemiology Applied to the Design and Evaluation of Nursing & Health Svcs (Pre req.: stats)	3	NUR 930 - Problems in Advanced Practice Nursing	3 (0/3)		
	NUR 778 – Proseminar in Contemporary Health and Nursing Policy Issues	3	NUR 910—DNP Project (Pre req.: NUR 918)	3 (0/3)		
	NUR 930 - Problems in Advanced Practice Nursing	3 (0/3)				
	NUR 910—DNP Project (Pre req.: NUR 918)	2 (0/2)				
	Clinical hours	300	Clinical hours	360	<i>Total Clinical hours</i>	<i>1020</i>
Total term credits	11	Total term credits	5	<i>Total Program Credits</i>	<i>74</i>	

Post BSN-DNP Adult Gerontology Clinical Nurse Specialist
Full Time - Sample Plan of Study

	Fall Course No. - Title	Credits (didactic/ clinical)	Spring Course No. - Title	Credits (didactic/ clinical)	Summer Course No.- Title	Credits (didactic/ clinical)
Year 1	EPE 557 – 202 Gathering, Analyzing & Using Educational Data	3	NUR 923 –Applications of Advanced Health Assessment (Pre req.: NUR 921)	3	NUR 915 – Evaluating Evidence for Research and Evidence-Based Practice (Pre req.: statistics & NUR 925)	3
	NUR 921 – Pathophysiology	3	NUR 922 –Advanced Pharmacology: Adult Gerontology Acute Care (Pre req.: NUR 921)	4	NUR 902- Nursing Leadership in Health Care	3
	NUR 924 –Concepts, Theories and Models for Advance Practice Nursing	3	NUR 925 - Research Methods in Advanced Practice Nursing (Pre req.: graduate statistics and NUR 924)	3		
	NUR 905 – Doctor of Nursing Practice Seminar	1	NUR 945+ AG CNS Promoting Health & Wellness Across Life Span of Adult (Pre req.: NUR 924, 925; pre or co req.: NUR 921, 922 and 923)	3		
	Total term credits	10	Total term credits	13	Total term credits	6
Year 2	Fall	Credits	Spring	Credits	Summer	Credits
	NUR 903- Applied Biostatistics for Outcome Evaluation (Pre req: graduate statistics)	3	NUR 909 – Proposal Development (Pre req.: NUR 916, statistics, approved formation of DNP advisory committee)	1	NUR 914—Economic & Financial Aspects of Clinical & Population-Based Health Care Delivery Systems	3
	NUR 916-Program Planning & Evaluation for Improvement in Practice and Health Outcomes	3	NUR 917 – Technology for Transforming Nursing and Health Care	2	NUR 918 – Protection of Human Subjects (Pre req.: NUR 916, 919 and approved DNP project proposal)	1
	NUR 946+ AG CNS Providing Acute Care Across Life Span of the Adult (Pre req.: NUR 945. Co req.: 947)	3	NUR 919-- Quality and Safety in Nursing and Health Care	3		
	NUR 948+ Clinical Problems in Acute Care Across Life Span of the Adult (Pre req.: NUR 945; Co req.: 946)	3 (0/3)	NUR 947+ AG CNS Providing Chronic Care Across Life Span of the Adult (Pre req.: NUR 946. Co req.: 948)	3		
			NUR 949+ Clinical Problems in Chronic Care Across Life Span of the Adult (Pre req.: NUR 946/948; Co req.: NUR 947)	3 (0/3)		
	Clinical hours	180	Clinical hours	180	Clinical hours	
Total term credits	12	Total term credits	12	Total term credits	4	
Year 3	Fall	Credits	Spring	Credits	Summer	Credits
	NUR 904 – Epidemiology Applied to the Design and Evaluation of Nursing & Health Svs. (Pre req.: stats)	3	NUR 930 - Problems in Advanced Practice Nursing	3 (0/3)		
	NUR 778 – Pro Seminar in Contemporary Health and Nursing Policy Issues	3	NUR 910—DNP Project (Pre req.: NUR 918)	3 (0/3)		
	NUR 930 - Problems in Advanced Practice Nursing	3 (0/3)				
	NUR 910—DNP Project (Pre req.: NUR 918)	2 (0/2)				
	Clinical hours	300	Clinical hours	360	<i>Total Clinical hours</i>	<i>1020</i>
Total term credits	11	Total term credits	5	<i>Total Program Credits</i>	<i>74</i>	

7/2018 + Adult Gerontology Clinical Nurse Specialist specialty course sequence NUR 945, 946, 947, 948, and 949 is offered every OTHER year

Post BSN-DNP Pediatric Nurse Practitioner – Acute Care
Full Time - Sample Plan of Study

	Fall Course No. - Title	Credits (didactic/ clinical)	Spring Course No. - Title	Credits (didactic/ clinical)	Summer Course No.- Title	Credits (didactic/ clinical)
Year 1	EPE 557 – 202 Gathering, Analyzing & Using Educational Data	3	NUR 923 –Applications of Advanced Health Assessment (Pre req.: NUR 921)	3	NUR 915 – Evaluating Evidence for Research and Evidence-Based Practice (Pre req.: statistics & NUR 925)	3
	NUR 921 – Pathophysiology	3	NUR 922 –Advanced Pharmacology: Adult Gerontology Acute Care (Pre req.: NUR 921)	4	NUR 902- Nursing Leadership in Health Care	3
	NUR 924 –Concepts, Theories and Models for Advance Practice Nursing	3	NUR 925 - Research Methods in Advanced Practice Nursing (Pre req.: graduate statistics and NUR 924)	3		
	NUR 905 – Doctor of Nursing Practice Seminar	1	NUR 955+ Parent-Child Seminar (Pre req.: NUR 924, 925; pre or co req.: NUR 921, 922 and 923)	3		
	Total term credits	10	Total term credits	13	Total term credits	6
Year 2	Fall	Credits	Spring	Credits	Summer	Credits
	NUR 903- Applied Biostatistics for Outcome Evaluation (Pre req: graduate statistics)	3	NUR 909 – Proposal Development (Pre req.: NUR 916, statistics, approved formation of DNP advisory committee)	1	NUR 914—Economic & Financial Aspects of Clinical & Population-Based Health Care Delivery Systems	3
	NUR 916-Program Planning & Evaluation for Improvement in Practice and Health Outcomes	3	NUR 917 – Technology for Transforming Nursing and Health Care	2	NUR 918 – Protection of Human Subjects (Pre req.: NUR 916, 919 and approved DNP project proposal)	1
	NUR 959+ PNP Acute Care: Chronic Illness & Special Needs Mgmt. (Pre req.: NUR 955. Co req.: 952)	3	NUR 919-- Quality and Safety in Nursing and Health Care	3		
	NUR 952+ Pediatric Acute Care Advanced Practice Clinical: Chronic Illness & Special Needs Mgmt. (Pre req.: NUR 955; Co req.: 959)	3 (0/3)	NUR 958+ PNP Acute Care: Acute/Complex Illness Management (Pre req.: NUR 959. Co req.: 958)	3		
			NUR 952+ Pediatric Acute Care Advanced Practice Clinical: Acute/Complex Illness (Pre req.: NUR 955, 959; Co req.: 958)	3 (0/3)		
	Clinical hours	180	Clinical hours	180	Clinical hours	
	Total term credits	12	Total term credits	12	Total term credits	4
Year 3	Fall	Credits	Spring	Credits	Summer	Credits
	NUR 904 – Epidemiology Applied to the Design and Evaluation of Nursing & Health Svcs. (Pre req.: stats)	3	NUR 930 - Problems in Advanced Practice Nursing	3 (0/3)		
	NUR 778 – Pro Seminar in Contemporary Health and Nursing Policy Issues	3	NUR 910—DNP Project (Pre req.: NUR 918)	3 (0/3)		
	NUR 930 - Problems in Advanced Practice Nursing	3 (0/3)				
	NUR 910—DNP Project (Pre req.: NUR 918)	2 (0/2)				
	Clinical hours	300	Clinical hours	360	<i>Total Clinical hours</i>	<i>1020</i>
	Total term credits	11	Total term credits	5	<i>Total Program Credits</i>	<i>74</i>

7/2018 + Pediatric specialty course sequence NUR 955, 958, 959 and 952 is offered every OTHER year

Post BSN-DNP Pediatric Nurse Practitioner–Primary Care

Full Time - Sample Plan of Study

	Fall		Spring		Summer	
	Course No. - Title	Credits (didactic/clinical)	Course No. - Title	Credits (didactic/clinical)	Course No.- Title	Credits (didactic/clinical)
Year 1	EPE 557 – 202 Gathering, Analyzing & Using Educational Data	3	NUR 923 –Applications of Advanced Health Assessment (Pre req.: NUR 921)	3	NUR 915 – Evaluating Evidence for Research and Evidence-Based Practice (Pre req.: statistics & NUR 925)	3
	NUR 921 – Pathophysiology	3	NUR 922 –Advanced Pharmacology: Adult Gerontology Acute Care (Pre req.: NUR 921)	4	NUR 902- Nursing Leadership in Health Care	3
	NUR 924 –Concepts, Theories and Models for Advance Practice Nursing	3	NUR 925 - Research Methods in Advanced Practice Nursing (Pre req.: graduate statistics and NUR 924)	3		
	NUR 905 – Doctor of Nursing Practice Seminar	1	NUR 955+ Parent-Child Seminar (Pre req.: NUR 921, 924, 925; pre or co req.: NUR 922 and 923)	3		
	Total term credits	10	Total term credits	13	Total term credits	6
Year 2	Fall	Credits	Spring	Credits	Summer	Credits
	NUR 903- Applied Biostatistics for Outcome Evaluation (Pre req: graduate statistics)	3	NUR 909 – Proposal Development (Pre req.: NUR 916, statistics, approved formation of DNP advisory committee)	1	NUR 914—Economic & Financial Aspects of Clinical & Population-Based Health Care Delivery Systems	3
	NUR 916-Program Planning & Evaluation for Improvement in Practice and Health Outcomes	3	NUR 917 – Technology for Transforming Nursing and Health Care	2	NUR 918 – Protection of Human Subjects (Pre req.: NUR 916, 919 and approved DNP project proposal)	1
	NUR 956+ PNP Primary Care: Acute Illness Management (Pre req.: NUR 955. Co req.: 952)	3	NUR 919- Quality and Safety in Nursing and Health Care	3		
	NUR 950+ Primary Care Advance Practice Clinical: Pediatric Acute Illness (Pre req.: NUR 955; Co req.: 956)	3 (0/3)	NUR 957+ PNP Primary Care: Chronic Illness and Special Needs Mgmt. (Pre req.: NUR 959. Co req.: NUR 950)	3		
			NUR 950+ Primary Care Advance Practice Clinical: Pediatric Acute Illness (Pre req.: NUR 956 & 950; Co req.: 957)	3 (0/3)		
	Clinical hours	180	Clinical hours	180	Clinical hours	
Total term credits	12	Total term credits	12	Total term credits	4	
Year 3	Fall	Credits	Spring	Credits	Summer	Credits
	NUR 904 – Epidemiology Applied to the Design and Evaluation of Nursing & Health Svs. (Pre req.: stats)	3	NUR 930 - Problems in Advanced Practice Nursing	3 (0/3)		
	NUR 778 – Pro Seminar in Contemporary Health and Nursing Policy Issues	3	NUR 910—DNP Project (Pre req.: NUR 918)	3 (0/3)		
	NUR 930 - Problems in Advanced Practice Nursing	3 (0/3)				
	NUR 910—DNP Project (Pre req.: NUR 918)	2 (0/2)				
	Clinical hours	300	Clinical hours	360	<i>Total Clinical hours</i>	1020
Total term credits	11	Total term credits	5	<i>Total Program Credits</i>	74	

7/2018 + Pediatric specialty course sequence NUR 955, 956, 957 and 950 offered every OTHER year

Adult Gero Nurse Practitioner or Family Nurse Practitioner
Full Time - Sample Plan of Study

	Fall Course No. - Title	Credits (didactic/ clinical)	Spring Course No. - Title	Credits (didactic/ clinical)	Summer Course No.- Title	Credits (didactic/ clinical)
Year 1	EPE 557 – 202 Gathering, Analyzing & Using Educational Data	3	NUR 923 –Applications of Advanced Health Assessment (Pre req.: NUR 921)	3	NUR 915 – Evaluating Evidence for Research and Evidence-Based Practice (Pre req.: statistics & NUR	3
	NUR 921 – Pathophysiology	3	NUR 922 –Advanced Pharmacology: Adult Gerontology Acute Care (Pre req.: NUR 921)	4	NUR 902- Nursing Leadership in Health Care	3
	NUR 924 –Concepts, Theories and Models for Advance Practice Nursing	3	NUR 925 - Research Methods in Advanced Practice Nursing (Pre req.: graduate statistics and NUR 924)	3	<i>NUR 963* Primary Care of Children and Childbearing Families (Pre req.: NUR 960) – FNP STUDENTS ONLY</i>	<i>3</i>
	NUR 905 – Doctor of Nursing Practice Seminar	1	NUR 960 – Health Prom & Role Development for Primary Care Nurse Practitioners (Pre req: NUR 924, 925; pre or co req.: NUR 921, 922 and 923)	3		
	Total term credits	10	Total term credits	13	Total term Credits	6-9
Year 2	Fall	Credits	Spring	Credits	Summer	Credits
	NUR 903- Applied Biostatistics for Outcome Evaluation (Pre req: graduate statistics)	3	NUR 909 – Proposal Development (Pre req.: NUR 916, statistics, approved formation of DNP advisory committee)	1	NUR 914—Economic & Financial Aspects of Clinical & Population-Based Health Care Delivery Systems	3
	NUR 916-Program Planning & Evaluation for Improvement in Practice and Health Outcomes	3	NUR 917 – Technology for Transforming Nursing and Health Care	2	NUR 918 – Protection of Human Subjects (Pre req.: NUR 916, 919 and approved DNP project proposal)	1
	NUR 961 Episodic Hlth. Problems Adult & Geriatric Primary Care (Pre req.: NUR 960. Co req.: NUR 950)	3	NUR 919-- Quality and Safety in Nursing and Health Care	3		
	NUR 950- Primary Care Advance Practice Clinical: Episodic (Pre req.: NUR 960; Co req.: NUR 961)	3 (0/3)	NUR 962 Chronic Hlth. Problems Adult & Geriatric Primary Care (Prereq.: NUR961, Coreq.: NUR 950)	3		
			NUR 950- Primary Care Advance Practice Clinical: Chronic (Pre req.: NUR 961; Co req.: NUR 962)	3 (0/3)		
	Clinical hours	180	Clinical hours	180	Clinical hours	
	Total term credits	12	Total term credits	12	Total term credits	4
Year 3	Fall	Credits	Spring	Credits	Summer	Credits
	NUR 904 – Epidemiology Applied to the Design and Evaluation of Nursing & Health Svs (Pre req.: stats)	3	NUR 930 - Problems in Advanced Practice Nursing	3 (0/3)		
	NUR 778 – Pro Seminar in Contemporary Health and Nursing Policy Issues	3	NUR 910—DNP Project (Pre req.: NUR 918)	3 (0/3)		
	NUR 930 - Problems in Advanced Practice Nursing	3 (0/3)				
	NUR 910—DNP Project (Pre req.: NUR 918)	2 (0/2)				
	Clinical hours	300	Clinical hours	360	<i>Total Clinical hours</i>	<i>1020</i>
Total term credits	11	Total term credits	5	<i>Total Program Credits</i>	<i>74-77</i>	

7/2018 * FNP students are required to complete NUR 963; NUR 963 is not required for AGNP.

Post BSN-DNP Psychiatric Mental Health Nurse Practitioner

Full Time - Sample Plan of Study

	Fall Course No. - Title	Credits (didactic/ clinical)	Spring Course No. - Title	Credits (didactic/ clinical)	Summer Course No.- Title	Credits (didactic/ clinical)	
Year 1	EPE 557 – 202 Gathering, Analyzing & Using Educational Data	3	NUR 923 –Applications of Advanced Health Assessment (Pre req.: NUR 921)	3	NUR 915 – Evaluating Evidence for Research and Evidence-Based Practice (Pre req.: statistics & NUR 925)	3	
	NUR 921 – Pathophysiology	3	NUR 922 –Advanced Pharmacology: Adult Gerontology Acute Care (Pre req.: NUR 921)	4	NUR 902- Nursing Leadership in Health Care	3	
	NUR 924 –Concepts, Theories and Models for Advance Practice Nursing	3	NUR 925 - Research Methods in Advanced Practice Nursing (Pre req.: graduate statistics and NUR 924)	3			
	NUR 905 – Doctor of Nursing Practice Seminar	1	NUR 965+ Role & Practice Issues for the Advance Practice Psychiatric Nurse (Pre req: NUR 924, 925; pre or co req.: NUR 921, 922 and 923)	3			
	Total term credits	10		Total term credits	13		Total term credits
Year 2	Fall	Credits	Spring	Credits	Summer	Credits	
	NUR 903- Applied Biostatistics for Outcome Evaluation (Pre req: graduate statistics)	3	NUR 909 – Proposal Development (Pre req.: NUR 916, statistics, approved formation of DNP advisory committee)	1	NUR 914—Economic & Financial Aspects of Clinical & Population-Based Health Care Delivery Systems	3	
	NUR 916-Program Planning & Evaluation for Improvement in Practice and Health Outcomes	3	NUR 917 – Technology for Transforming Nursing and Health Care	2	NUR 918 – Protection of Human Subjects (Pre req.: NUR 916, 919 and approved DNP project proposal)	1	
	NUR 966+ Diagnosis & Mgmt. of Psych Illnesses in Adults & Elderly (Pre req.: NUR 960. Co req.: 968)	3	NUR 919-- Quality and Safety in Nursing and Health Care	3			
	NUR 968+ Clinical Management of Psychiatric Illness in Adults -Elderly (Pre req.: NUR 965; Co req.: 966)	3 (0/3)	NUR 967+ Diagnosis & Mgmt. of Psych Illnesses in Children, Adolescents & Young Adults (Pre req.: NUR 961. Co req.: 969)	3			
			NUR 969 + Clinical Management of Psych Disorders in Children, Adolescents & Young Adults (Pre req.: NUR 966/968; Co req.: NUR 967)	3 (0/3)			
	Clinical hours	180	Clinical hours	180	Clinical hours		
	Total term credits	12	Total term credits	12	Total term credits	4	
Year 3	Fall	Credits	Spring	Credits	Summer	Credits	
	NUR 904 – Epidemiology Applied to the Design and Evaluation of Nursing & Health Svs (Pre req.: stats)	3	NUR 930 - Problems in Advanced Practice Nursing	3 (0/3)			
	NUR 778 – Pro Seminar in Contemporary Health and Nursing Policy Issues	3	NUR 910—DNP Project (Pre req.: NUR 918)	3 (0/3)			
	NUR 930 - Problems in Advanced Practice Nursing	3 (0/3)					
	NUR 910—DNP Project (Pre req.: NUR 918)	2 (0/2)					
	Clinical hours	300	Clinical hours	360	<i>Total Clinical hours</i>	<i>1020</i>	
	Total term credits	11	Total term credits	5	<i>Total Program Credits</i>	<i>74</i>	

7/2018 + Psychiatric Mental Health specialty course sequence NUR 965, 966, 967, 968 and 969 is offered every OTHER year

Post BSN-DNP Executive Leadership in Health Care

Full Time - Sample Plan of Study

	Fall Course No. - Title	Credits (didactic /clinical)	Spring Course No. - Title	Credits (didactic /clinical)	Summer Course No.- Title	Credits (didactic /clinical)
Year 1	EPE/EDP 557 – Gathering, Analyzing & Using Educational Data	3	NUR 925 - Research Methods in Advanced Practice Nursing (Pre req.: graduate statistics and NUR 924)	3	NUR 915-Evaluating Evidence for Research and Evidence-Based Practice (Pre req.: EPE 557 & 925)	3
	NUR 914—Economic & Financial Aspects of Clinical & Population-Based Health Care Delivery Systems	3	NUR 917 – Technology for Transforming Nursing and Health Care	2	NUR 902- Nursing Leadership in Health Care	3
	NUR 924 –Concepts, Theories and Models for Advance Practice Nursing	3	NUR 970--Assessment & Design of Complex Healthcare Systems: Seminar	3	NUR 919-- Quality and Safety in Nursing and Health Care (Pre or co req: NUR 915)	3
	NUR 905 – Doctor of Nursing Practice Seminar	1	NUR 971-- Assessment & Design of Complex Healthcare Systems: Practicum	2(0/2)		
	Clinical hours	0	Clinical hours	120	Clinical lab hours	0
	Total term credits	10	Total term credits	10	Total term credits	9
Year 2	Fall	Credits	Spring	Credits	Summer	Credits
	NUR 903- Applied Biostatistics for Outcome Evaluation (Pre req: graduate statistics)	3	NUR 909 – Proposal Development (Pre req.: NUR 916, statistics, approved formation of DNP advisory committee)	1	NUR 918 – Protection of Human Subjects (Pre req.: NUR 916, 919 and approved DNP project proposal)	1
	NUR 916-Program Planning & Evaluation for Improvement in Practice and Health Outcomes (Pre req.: NUR 925 and NUR 915)	3	NUR 906—Application of Biostatistics and Epidemiology for Strategic Decision Making (Pre req.: grad statistics and NUR 903)	3		
	NUR 972 —Relationship Based Leadership in Healthy Work Environments: Seminar (Co req.: NUR 973)	3	NUR 974– Strategic Leadership in Complex Healthcare Organizations: Seminar (Co req.: NUR 975)	3		
	NUR 973— Relationship Based Leadership in Healthy Work Environments: Practicum (Co req.: NUR 972)	3 (0/3)	NUR 975– Strategic Leadership in Complex Healthcare Organizations: Practicum (Co req.: NUR 974)	2 (0/2)		
	Clinical hours	180	Clinical hours	120	Clinical hours	0
	Total term credits	12	Total term credits	9	Total term credits	3
Year 3	Fall	Credits	Spring	Credits	Summer	Credits
	NUR 930— Problems in Advanced Practice Nursing	2 (0/2)	NUR 930 - Problems in Advanced Practice Nursing	1 (0/1)		
	NUR 910—DNP Project (Pre req. NUR 918)	2 (0/2)	NUR 778 – Proseminar in Contemporary Health and Nursing Policy Issues	3		
	NUR 978– Population Health: Seminar (Co req.: NUR 979)	3	NUR 910—DNP Project (Pre req. NUR 918)	3 (0/3)		
	NUR 979– Population Health: Practicum (Co req.: NUR 978)	2(0/2)				
	Clinical hours	360	Clinical hours	240	Clinical hours	
	Total term credits	9	Total term credits	7	Total term credits	
				<i>Total Clinical hours</i>	1020	
				<i>Total Program Credits</i>	67	
Effective 2018						

**Specialty Course Offering Schedule
By Track**

Track	Specialty course offering plan
Adult-Gerontology Acute Care Nurse Practitioner	Sequence begins spring of each year
Adult-Gerontology Clinical Nurse Specialist	Sequence begins spring every other year, specifically: Spring 2019 Spring 2021
Pediatric Nurse Practitioner (Acute Care and Primary Care)	Sequence begins spring every other even year, specifically: Spring 2018 Spring 2020 Spring 2022
Primary Care Nurse Practitioner (Adult-Gero NP and Family NP)	Sequence begins spring of each year
Executive Leadership in Health Care	Sequence begins fall every year
Psychiatric Mental Health Nurse Practitioner (lifespan)	Sequence begins spring every other year, specifically: Spring 2019 Spring 2021 Spring 2023

Advisory Committee

Students are assigned an advisor upon admission to the program. Your advisor will serve as your committee chair and work with you to select an appropriate clinical mentor prior to completion of 18 credit hours. The clinical mentor should be doctorally prepared, an expert in the student's focus area, and willing to assist in student advisement and clinical coaching in collaboration with the faculty advisor. The third member of the committee is selected from the College of Nursing faculty. The advisory committee must be in place prior to registering for *NUR 909 – Proposal Development*.

DNP Project

The DNP Project represents an opportunity for the student to investigate a clinical practice or systems health care issue. The focus is broad and includes not only direct care issues, but interventions and programs that indirectly influence outcomes for a defined population. Direct clinical care, interventions designed to improve outcomes for an aggregate or population, administrative interventions to improve outcomes, and policy interventions to improve population health conditions. The project should focus on the scholarship of practice, with an emphasis on internal validity rather than external generalizability. Completion of the DNP Project is a requirement for the degree.

The student and their advisory committee must have reviewed and approved the DNP project proposal topic as a prerequisite for registering in *NUR 909 Proposal Development*. The student's advisory committee must approve the final DNP Project proposal as a prerequisite to registering in *NUR 918 Human Subjects Training*.

Criteria for the DNP Project

The report of the DNP Project consists of one scholarly manuscript that describes the project.

Types of scholarly projects include but are not limited to:

- Policy analysis or change
- Quality improvement project
- Translation of research into practice
- Design and evaluation of new care delivery models
- Design and evaluation of programs for patient or community-based populations
- Implementation and evaluation of evidence based practice guidelines
- Implementation and evaluation of innovative uses of technology in clinical practice
- Comparison of various aspects of care delivery models (e.g., cost, consumer satisfaction, quality of care)

Note: Portions of this document were adapted from the *National Organization of Nurse Practitioner Faculties (2007) Recommended Criteria for NP Scholarly Projects in Practice Doctorate Programs* and the *American Association of Colleges of Nurses (2006) The Essentials of Doctoral Education for Advanced Nursing Practice*.

DNP Final Project Proposal Template

Your proposal should be organized using the following headings. Your IRB application may be more detailed, but using this template will give you a beginning proposal. After the first draft, your committee will give you feedback for revisions. You may be asked to revise your proposal several times before enrolling in NUR 918 (the IRB course). This is all done so that you will be prepared for NUR 918 and be ready to submit your proposal to IRB at the beginning of the fall semester. You must have a committee-approved proposal before you will be allowed to progress and take NUR 918.

Your proposal should be as detailed as possible. Discuss specific page requirements and degree of detail with your advisor. The proposal you submit to IRB can only be 7 pages of 10 font type (not counting appendices) so when you prepare your IRB application you may need to condense some sections, particularly the literature review. Please consult with your advisor if you have questions.

Background and Significance: The purpose of this section is to make a case for why you are conducting your project. Describe the problem needing solution, gaps/shortcomings in the work to date and why the problem is important.

Objectives of the Project: You should have no more than two or three objectives. An example of an objective would be: To determine the effect of a quality improvement plan to increase clinician assessment of depression in XXX institution on rates of clinician assessment of depression assess the extent of delirium in a post-surgical elderly clinical population. Another objective might be: To describe management strategies for delirium in post-surgical elderly patients in your institution as a basis for a quality improvement project. Examples of project questions might be: (1) what is the incidence of delirium in elderly patients following hip replacement within your clinical practice population? (2) What is the extent of provider compliance with the protocols for managing delirium in elderly patients following hip replacement within your practice population?

Review of Literature and Conceptual Perspective: The purpose of this section is to put the problem you have identified and your project questions and objectives in the context of what are known. Critically analyze previous work in the problem area. What are the strengths and limitations of prior research to support your project? What are the key issues identified in the literature and where are the gaps in the literature? What conceptual/theoretical framework, theory, or practice model do you plan to use to guide your project? (Note: When you prepare your IRB application and use the forms for either an expedited or exempt review you should prepare a succinct version of this section and add it to the "Background and Significance" section above since there is not a separate section for the literature review.

Project Design: Describe the project design. Be specific. For example, if you are evaluating the use of a clinical practice guideline and plan to collect data to evaluate the current use of the guideline, intervene in some way and then collect data after the intervention to evaluate the effect of your intervention, you would be doing a one group before-after or a one group pretest-post-test design. If you are planning to do an assessment of the incidence or prevalence of a health problem in a given population in your setting and/or how the problem is managed in your setting you would be doing a descriptive project. You will need to consult your doctoral committee.

Project Sample: Describe the population from which you will be selecting your sample for data collection. Describe the anticipated number, age range, gender, ethnicity, and health status of your sample. If you are drawing a sample from a specified population describe the sampling design. Are you systematically sampling, for example are you using a table of random numbers to draw a random sample or are you using some other systematic sampling scheme? Or, are you using a convenience sample. Identify the criteria for inclusion and exclusion.

Subject Recruitment Methods and Setting: Describe the setting in which the project will take place and the proposed dates of enrollment (beginning and end). Describe your plans for identification and recruitment of participants, including the procedure you will use to identify the participants and how the initial contact will be made with potential participants by those having legitimate access to the participants' identity and the participants' information.

Informed Consent: If you will need to get informed consent from participants to participate in your project, describe the procedure here. You will also need to attach an informed consent form (you can do that in NUR 918). (2-3 paragraphs)

Methods/Procedures: Describe in detail all of the procedures that you plan to carry out with the participants. If you have more than one group of participants, describe what will be done with each group. Differentiate between procedures that involve standard /routine clinical care in the setting in which your project will take place and those that will be performed specifically for your project. Specify who will be carrying out each procedure. If you plan to conduct an intervention, describe what your intervention will be. For the IRB application, you will be expected to attach any instruments or data collection forms you will use.

Data to be Collected and Planned Analyses: Identify the data you will collect the major variables and how will you measure them. Provide information on how you will maintain the quality of the data you plan to collect. Attach any instruments or data collection forms you will use and provide information available on reliability and validity of instruments or data collection methods. Describe the type(s) of analyses planned to answer the project questions posed above. Identify the descriptive measures you will use to describe your sample, e.g. measure of central tendency (mean, median, mode), and standard deviation. Describe any parametric or non-parametric *Inferential statistics* you plan to use to determine the association between variables (Pearson's r) or to determine if there is a difference between groups i.e. t-test or Chi square.

Limitations of the Project: What do you see as the limitations of the project you have proposed? Are there any practical ways to reduce the limitations?

Sections for the DNP Project Manuscript:

- ✓ **Title page:** should contain
 - Title
 - Author's name first name, middle initial(s), and last name. Do not use titles or degrees.
 - Institutional affiliation.

- ✓ **Abstract** - a concise summary of the key points of your research. Your abstract should contain at least your research topic, specific aims, participants, methods, results, data analysis, and conclusions. You may also include possible implications of your research and future work you see connected with your findings. Your abstract should be a single paragraph double-spaced between 150 and 250 words.

- ✓ **Main Body**
 - Introduction and literature review or Background
 - Theoretical or conceptual framework
 - Methods
 - Results
 - Implications for Clinical Practice

- Future Study Recommendations
- Discussion/Summary

The Final DNP project manuscript should be written in accordance to journal author guidelines for selected audience.

For example, APA, MLA, AMA, etc.

See Canvas DNP Resource Page for examples/additional information.

NOTE: review formatting checklist for CON DNP Projects for more detailed format guidelines before sending to advisory committee for review or uploading to UKnowledge

Sample DNP Projects can be found on UKnowledge <http://uknowledge.uky.edu>.

Guidelines for DNP Portfolio: Introduction, Essential Summaries, and Conclusion

The intent of the portfolio is for students to demonstrate competency and understanding of how the DNP Essentials apply to practice. The exemplars included in the electronic portfolio helps students to demonstrate their individual competency as a requirement for graduation from the DNP program. The expectation is that exemplars illustrate the student's best work and demonstrate they have met AACN DNP Essentials.

Portfolio Introduction:

Your introduction will build the foundation for the portfolio and show how it illustrates the trajectory of your clinical scholarship.

- Begin with a discussion of where you began the program—your initial interests and plans.
- How did those initial interests evolve? Where did they lead you?
- Include a concise discussion of your area of specialization to preview the content of your portfolio.
 - This should not be a paper-by-paper, exemplar-by-exemplar summary. You will write a brief summary of the exemplar/s you chose for each Essential, but these summaries are not part of the introduction.
 - Instead, this is a general discussion of your area of specialization (e.g., psych, pediatrics, etc.). Focus on providing relevant background information and convincing readers of the importance of your specialty.

Essential Summaries:

Your portfolio will include exemplars (a paper or presentation, for example) for each DNP Essential. Write a brief summary for each of these exemplars.

- Each summary should be a concise preview of the exemplar, as well as a rationale for its inclusion in the portfolio.
 - ➔ Show how each exemplar demonstrates that you met the relevant Essential.

Portfolio Conclusion: The conclusion should wrap up your portfolio and look toward the future. Look at the portfolio not just as the culmination of your graduate studies, but also as the foundation for future professional leadership and scholarly work.

- Start by reflecting on your role as a DNP-prepared nurse.
 - ➔ How do you visualize your role?
 - ➔ How will you influence practice as a DNP-prepared nurse?
- Include a five-year professional plan for your career and scholarship.
 - ➔ What are your next steps as a practitioner, scholar, and leader in the discipline?

Examples of Portfolio Materials could include:

- Description of work on a QI Project – level of participation - leadership role or other role
- Description of Patients seen during the program using Typhon
- Description of Practice Patterns in a specific clinical setting to assess needs/gaps
- Development of an EB Protocol
- Implementation of an EB Protocol in a Practice Setting
- Evaluation of the Use of an EB Protocol in a Practice Setting
- Needs Assessment in a Community, Institutional Setting, or a Clinical Practice
- Description of Leadership Role in an Organizational Wide Initiative
- Policy Position Paper
- Description of Role and Work on an Inter-professional Initiative
- Cost Benefit Analysis
- Literature Review
- Case Studies
- Development of Processes / Materials for Patient Education-Involvement in Care

Important Reminders:

- ✓ Documents included in the Portfolio must be approved by the students' advisor. Papers or assignments included in the Portfolio should be revised as directed by advisor.
- ✓ Work on portfolio as you progress through the program.

Digication: This is the software product that houses the electronic portfolio that students will use to create, develop, edit and store their portfolio work. The expectation is that students along with their faculty will review and discuss the portfolio exemplars each advising session, each semester. Students can modify, explain and summarize each semester as they progress through the program. Students with their faculty advisor will finalize the essential summaries, exemplars, introduction and conclusion during their final semester. Submission of a final portfolio, approved by the advisor is a requirement of the DNP degree.

Student login instructions can be found on the DNP Student Resource page in Canvas.

Assistance for Study Design, Biostatistics and Data Analysis for DNP Projects:

Study Design – Faculty advisors should work with advisees prior to enrollment in NUR 909.

Data Collection Methods, Survey Development, Data Analysis and Interpretation

Faculty advisors should request statistical support for their students by sending an email to Dr. Mary Kay Rayens mkrayens@uky.edu. Please be as specific as possible about the type of support your student will need.

Mrs. Kathy Rademacher kathy.rademacher@uky.edu is available to provide technology support for survey development and data management.

It is required that students reach out to schedule consultations well in advance of deadlines.

DNP Project Defense Process

Step 1: Application for Degree

In order to be eligible for the degree, students must complete the [Application for Degree](#). This form is term specific and must be submitted by the deadline for the semester in which student intends to graduate.

- a. For the exact due date, see the DNP semester deadlines for expected graduates at <http://academics.uky.edu/ukcon/pub/CurrentStudents/Pages/Resources.aspx>
- b. Students **MUST** submit the Application for Degree to the UK College of Nursing, Office of Student Services, room 315 CON Bldg. The application requires a one-time payment of \$5 (make check payable to UK Registrar).

Step 2: Schedule a Date and Time and Location for the Defense Presentation

Students are responsible for setting the date, time and location for their Public Presentation. Students should consult with their committee to determine the date and time. In case the Clinical Mentor is not able to be physically present, they can participate via conference call.

- a. Determine a date and time that works for everyone on committee.
- b. Reserve a room by using the below contact information.
- c. Send an email to all of committee members [Confirming](#) the date, time and location of your public presentation.

Contact information to schedule a room for DNP Project presentation:

Location	Contact Information for room reservations	Comments
CON 315T conference room	Sophia Weathers sfweathers@uky.edu or 859 323 5108	PC, projector and speaker phone in room
Medical Center Classrooms	Medical Center classroom scheduling – 859-257-2433 or rs_schedul@uky.edu	Majority of classrooms have PC and projector. If asked for a course number give NUR 910

Step 3: Formal Review of DNP Project by Chair/Advisor

Students **must** ensure that a **Formal** Review and thus **Approval** of the project is completed by their Chair/Advisor **PRIOR** to the Public Presentation.

- a. Students must submit their project for approval to their Chair/Advisors at least 4 Weeks prior to their scheduled presentation date and time. **No Exceptions!**
- b. Projects not received by a Chair/Advisor at least 4 weeks prior to scheduled date and time may not be approved in time for the public presentation and thus delaying graduation.
- c. The expectation is that the student schedule a practice/dress rehearsal with their advisor at least 2 weeks prior to the scheduled public presentation.

Step 4: A Request for Final DNP Project Presentation Form

- a. Two weeks prior to the specific presentation date and time student **MUST** obtain approval from Chair/Advisor to proceed as planned with the public presentation. The student must submit the **Request for DNP Project Presentation** form at, <http://academics.uky.edu/ukcon/pub/CurrentStudents/Pages/Resources.aspx> to the Student Services Office (CON RM 315).
- b. There will be No Exceptions to the Two Week Minimum for submitting this form to Student Services.
- c. The form requires the following information: student name, project title, committee members **AND** signature of chair, along with date, time and location of presentation.
- d. Upon receipt of the **Request for Final DNP Project Presentation Form**, the CON Office of Student Services will complete a Graduation Check to certify that all graduation requirements to this point have been met.
- e. At least one week prior to the Public Presentation, the DNP Program Directors Office will notify the CON faculty/staff and graduate students of the name of the student, project title, date, time and location of the presentation.
- f. A minimum of 3 days prior to the Public Presentation the Office of Student Services will notify, via email, the student and the Chair/Advisor of student's graduation status. Any requirements that have not been met will be outlined in this email.
- g. **EXAM CARD:** Student Services will--at this time--provide the Chair with an "Exam Card". This card **MUST** be signed and returned to Student Services immediately following the public presentation by the student's committee Chair. Exam cards will not be accepted from students. This card will let Student Services know that the presentation is done and graduation certification can proceed, pending receipt of final course grades, final DNP Project document(s), and approved portfolio.

Step 5: Presentation Logistics

It is the student's responsibility to ensure that the room is equipped with all necessary technology. Typically what is needed is: Conference Call, Internet, projector and PowerPoint capabilities.

- a. If a room has been reserved in the CON, the student **MUST** notify CON IT at least one week prior to the date of the presentation if student feels they may need assistance with technology. Any notification of less than one week prior **will not** be honored with CON IT support. Please email: consysaid@gmail.com and you must include in your email the name and email of your Chair/Advisors, and the date, time and location of your presentation.
- b. If a room has been reserved outside of the CON, please note that College of Nursing cannot provide IT support.

Step 6: Revisions after Public Presentation:

Completion of any committee-recommended revisions must be submitted to all committee members in a timely manner. Committee members should indicate how long student has to complete revisions. However, students should keep in mind that in order to graduate in the current

semester the FINAL copy **must** be submitted **on or prior to the last day of finals week**. This deadline is not flexible. Submission after 5:00 pm on the Friday of finals week will result in degree being awarded for the NEXT academic term.

It is critical that students read the FORMATING checklist and the SUBMISSION checklist before finalizing your manuscript. This step will save you time in the long run.

Step 7: Submission of Final Document

After successful completion of student's final DNP Project and presentation, student has until the last day of the semester (last day of finals week) to electronically submit final DNP Project document, approved by your chair/advisor, to UKnowledge in fulfillment of the DNP degree requirement. This process requires no printing or binding and provides you a link to share with family/friends displaying your work.

Submission of the final document requires:

- a. There is NO FLEXIBILITY with this deadline.
- b. See the Registrar's website <http://www.uky.edu/registrar/content/academic-calendar> (Academic Calendar for current exact Last Day of Semester) fall 2017 deadline is December 15, 2017 by 4:30 pm.

✓ **Submitting your DNP Project**

- Follow above link to Submitting your DNP Project. This link will take you step by step through the process and forms. Specifically the link includes:

✓ **Formatting Guide**

- DNP Final Project/Approval form: This form requires signature of the student, advisor/chair and Associate Dean for MSN/DNP Studies verifying the final approval of the document and that it is ready for submission.
 - Submission Guide: Step by step instructions to upload your document to UKnowledge.
- c. Students who submit their final document after this deadline will be awarded a degree the following term.
 - d. Degrees are awarded by the University in May, December and August only. For example, a student who defends their final project on July 15 (during summer term) and submits their final document on August 15 (two weeks after the end of the summer term) would be eligible for a December degree and NOT an August degree.

PLEASE NOTE: The graduation date (i.e. December, May, or August degree conferral date) is based on the accepted submission of the final DNP Project document to UKnowledge and acceptance of the approved portfolio to Digication. Both documents must be accepted by the published semester deadlines. Submissions accepted after the deadline will result in your degree awarded in the next cycle.

Deadlines for each term are posted on the CON website: Click on-Current students/Resources tab. <http://www.uky.edu/nursing/academic-programs-ce/current-students/academic-policies-and-resources>

Instructions for Preparing Final DNP Project Document

Formatting Checklist for CON DNP Practice Inquiry Projects

For more detailed information, please visit: <http://www.uky.edu/nursing/academic-programs-ce/current-students/academic-policies/dnp-practice-inquiry-project-pip>

Title Page
Formatting: Title should be in upper- and lowercase letters, placed in the upper half of the page, and centered.
Double-space or 1.5 space your title page.
The author's name (first name, middle initial/s, and last name) goes underneath the title. NOTE: Do not include "DNP" after your name on your project.
Beneath the author's name, include the institutional affiliation and date of completion.
At the bottom, include your committee chair, committee members, and clinical mentor.
The title page should NOT be numbered.

Page Formatting and Font
Margins: Use a 1-inch margin on the top, bottom, and right. · Use a 1.5 inch margin on the left ONLY if you intend to bind.
Line Spacing: Use 1.5 or double spacing in the body of the practice inquiry project. · ONLY Single-space footnotes, long quotations, bibliographic entries, and similar text. · All other aspects of the document; abstract, acknowledgements, references, etc. should be in the either 1.5 or double spacing consistent throughout the document.
Justification: Use either left or full justification in the body of the text.
Pagination: Starting with the Acknowledgements page, use lowercase Roman numerals (iii, iv, v, etc.) for pages, which precede the actual body of the report. · Start with Roman numeral iii (3), NOT i. · Use Arabic numbers (1, 2, etc.) for the body of the report, appendices, references, and vita.
Page #s should be centered, 0.5 inches from the bottom of the page
Font: Use a standard 10-12 point font.

Order of the Final Document
Title page
Dedication page (optional)
Acknowledgements (optional)
Table of Contents: Must provide the page #s of the Acknowledgements as well as following: <ul style="list-style-type: none"> · List of Tables: Required only if tables are presented in the text <ul style="list-style-type: none"> O: Must include the table number, exact title, and page number. Do not include table legend. · List of Figures: Required if figures are presented in the text <ul style="list-style-type: none"> O: Must include the figure number, exact title, and page number. Do not include figure legend.
Text: Must be divided accordingly into sections. <ul style="list-style-type: none"> · Final DNP Project Report Overview/Introduction · Manuscripts 1-3 · Conclusion
Appendices: Materials that are independent of but relevant to the report
Bibliography/References

If you need help with formatting your final project report, talk to your advisor. You can also talk to Whitney Kurtz-Ogilvie at whitney.ko@uky.edu.

See University of Kentucky College of Nursing

Electronic Practice Inquiry Project Submission Guide (link to web)

<http://www.uky.edu/nursing/sites/www.uky.edu.nursing/files/DNP%20PIP%20submission%20guide.pdf>

Doctor of Philosophy in Nursing (PhD)

Graduates of the PhD program will be able to:

- Establish a pattern of productive scholarship and participation in team science that results in the dissemination of scholarly work to lay and professional audiences.
- Contribute to the development of science and the discipline of nursing through the ethical conduct of culturally competent, original clinical and translational research.
- Demonstrate an understanding of the evolving roles and professional responsibilities of a nurse scholar through participation in professional and interprofessional teams and organizations and the provision of professional and research leadership and mentorship.
- Use different science perspectives and an in-depth knowledge of a substantive area to develop and apply a conceptual knowledge base that enhances the link between theoretical advances, research and practice to improve health outcomes.

Basic Program of Study for post MSN PhD students:

Core nursing courses (30 credit hours)

- Philosophy of science
- Knowledge Development
- Qualitative, Quantitative and Mixed methods
- Measurement/psychometrics
- Health policy
- Doctoral seminars
- Research Residency experience (NUR 771 [3 credits] or appointment as Research Assistant)

Non-nursing courses (18-20 credit hours)

- Statistics 9-11 credits. Requirement can be met through completion of one of the course combinations listed below:
 - STA 570 (4), STA 671/672 (4) and NUR 794 (3) = **11**
 - STA/CPH 580 (3), STA 681 or CPH 630 (3) and NUR 794 (3) = **9**
 - STA/CPH 580 (3), STA 671/672 (4) and NUR 794 (3) = **10**
- Cognate/support courses (*These may be selected from a variety of disciplines outside of nursing such as behavioral, social, or biological sciences.*)

PhD Nursing –Sample Plan of study Full Time

	Fall 1	Credit Hour	Spring 1	Credit Hour	Summer 1	Credit Hour
Year 1	NUR 770: Philosophical Foundations of Nursing Science	2	NUR 765: Research Design & Methods: Qualitative, Quantitative and Mixed Methods Research (Pre req.: statistics 1 and NUR 790)	4	Cognate course	3
	NUR 763: Foundations of Science and Knowledge Development in Nursing	2	NUR 778: Pro-seminar in Contemporary Health and Nursing Policy Issues	3	NUR 771: Research Experience	3
	NUR 764: Systematic Reviews of the Literature	3	NUR 779: PhD Seminar—Roles for the Nurse Scientist	1		
	NUR 779: PhD Seminar--Becoming a Scientist	1	Required statistics 2 : [STA 671-Reg & Corr and STA 672- Design & Analysis of Experiments]] (4 CH) OR [STA 581 (3 CH)]	3-4		
	Required statistics 1: (STA 570 or STA 580)	3-4				
	Total	11-12	Total	11-12	Total	6
	Fall 2	Credit Hour	Spring 2	Credit Hour	Summer 2	Credit Hour
Year 2	NUR 793: Measurement of Nursing Phenomenon (Pre req.: NUR 763, 770 & 765)	3	NUR 772: Dissemination of Scholarship and Scientific Findings	3	Written and oral qualifying examinations	
	NUR 794: Analysis, Interpretation and Presentation of Quantitative Data (Pre req.: STA 671/672; or STA 581)	3	NUR 773: Research Proposal Development (Pre req.: NUR763, NUR764, NUR765, NUR792, NUR793 and NUR794)	3		
	NUR 766: Seminar-Responsible Conduct of Research	1	NUR 779: PhD Seminar - Career Planning	1		
	Cognate Course	3	Cognate Course	3		
	Total	10	Total	10	Pre-qualifying Total	48-50
	Fall 3	Credit Hour	Spring 3	Credit Hour	Summer 3	Credit Hour
Year 3	NUR 767*- Research Residency	2	NUR 767*- Research Residency	2		
	Total	2	Total	2	Program Total	52-54

*A minimum of 2 semesters of NUR 767 Research Residency are required however, additional semesters may be required. Students must maintain continuous enrollment in NUR 767 until dissertation and all program requirements are met.

Mentor-Protégé

The PhD program embraces a mentor-protégé model of student advising. In the model, faculty advisors are considered mentors and students protégés. It is expected that the advisor and student will meet regularly beginning the first semester of entry into the program to develop and modify the student's plan of study.

- Mentor is defined as an influential senior sponsor or supporter. Expectations of mentors are to:
 - Encourage excellence
 - Teach principles, judgment, and perspectives in addition to research skills
 - Introduce protégé to colleagues in the field and help establish a network
 - Provide opportunities to develop independence
 - Socialize into academia
 - Provide perspective
 - Serve as a role model
 - Counsel when need
 - Invest time and personal resources to promote success

- Protégé is defined as one whose welfare, training, or career is promoted by an influential person. Expectations of protégés are to:
 - Regularly keep mentor informed of progress
 - Share ideas with mentor
 - Actively seek advice
 - Actively seek learning opportunities
 - Accept constructive criticism/feedback
 - Provide constructive feedback
 - Mentor new students

Required Research Experience

All PhD students are required to participate in at least one research project prior to the qualifying examinations. This requirement may be met by serving as a paid research assistant for at least one semester or enrolling in NUR 771 Research Experience for 3 credit hours to work on an ongoing project under faculty supervision. The project may be within the College, in another unit of the University, or in a community agency. Scholarly productivity during this experience is encouraged (e.g., submission of a research abstract for presentation and/or manuscript for publication).

- The director of the experience, the setting for the experience, and the UK faculty member responsible for the experience will be developed in conjunction with the advisor.
- The student will spend the equivalent of at least one semester of experience for one-three (1-3) credit hours or 10-20 hours/week as a research assistant.
- The student will discuss with the advisor and advisory committee how the objectives were met for evaluation of the experience.
- The student will sign a Learning Contract with research faculty.
- Students who meet the requirement by serving as a research assistant must request their advisory committee waive the NUR 771 requirement.

Examples of experiences are:

- Collecting and analyzing data and managing a data set using a software package
- Analyzing data and reporting results (presentation/publication)
- Conducting a secondary analysis of existing data

Advisory Committee

The PhD program director will assign you an academic advisor at the beginning of the program. This advisor will assist you in planning your course of study and registration for each semester. Your academic advisor may be invited to serve as your major professor. You and your major professor will determine the composition of your advisory committee. The director will also know faculty who have research interests similar to yours. You need to interact with faculty who might have related interests and help to identify those who are best for your advisory committee.

Your committee should include the following:

The advisory committee has a core of four members. This core must include a minimum of two faculty members from the graduate program (with one being the major professor as chair or co-chair), and one representative from outside the graduate nursing program. All members of the core must be members of the Graduate Faculty of the University of Kentucky² and three (including the major professor) must possess full Graduate Faculty status.

Faculty members from other institutions may serve on dissertation committees if they meet the requirements for appointment as associate members of the UK Graduate Faculty.

Graduate Faculty Directory with status can be found at

http://www.research.uky.edu/gs/FacultyandStaff/Faculty_Directory.html

Additional members may be appointed as deemed appropriate.

Appointment of Committee members: Your major professor, in collaboration with you, chooses the other members of your advisory committee no later than completion of 18 credit hours.

Required Submission of Full Committee to Graduate School:

Once each committee member is invited and accepts membership on the advisory committee, the student submits a request to appoint the advisory committee to the Graduate School at http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm

Upon a recommendation of the program director, the dean of the Graduate School will consider changes in your advisory committee (except during the qualifying exam process).

The committee will:

- Guide your program of study
- Provide you with direction, counsel, mentoring, and intellectual stimulation
- Review your progress each academic term
- Determine your readiness for the qualifying examinations and notify the program director at least one month prior to your anticipated date of examination
- Prepare your individual qualifying examination, within College of Nursing guidelines, which will be administered by your major professor (chair)
- Conduct your oral qualifying examination within one month after your written examination
- Communicate your examination results to you and to the director immediately upon conclusion of the oral examination

- Determine conditions for a second examination, if necessary
- Evaluate the scholarship of your dissertation
- Designate the content of your final examination
- Schedule your final examination at least six weeks in advance
- Participate in your final examination (public defense of the dissertation)

Annual PhD Student Evaluation and Progression Policy

Students enrolled in the PhD program must maintain a minimum cumulative GPA of 3.00 or better to be eligible for degree and scholarship awards. Students enrolled in the program may have a maximum of one “C” grade in any required Statistics or NUR/nursing course (or any approved substitute for these courses) in the program. Earning a second “C” grade in any required Statistics or NUR/nursing course, regardless of overall GPA, will result in dismissal from the program. Students dismissed from the program may reapply if there were unavoidable extenuating circumstances that led to the second “C” grade.

The Graduate School requires that the progress of all PhD students be formally evaluated each year to determine progression (satisfactory/unsatisfactory) in the program. Students are informed in writing of the evaluation results. The College of Nursing faculty believes the evaluation should be an interactive process between the student and the advisor or advisory committee depending on the student's stage in the program. During the spring term each year, each student is to schedule an annual evaluation meeting with the advisor or advisory committee to review the student's progress and set goals for coming year. Students making unsatisfactory progress for two consecutive evaluations can be recommended for dismissal from the program.

The student's advisor will provide a written report of the evaluation to the student and the Director of the PhD program. The PhD Curriculum Committee will review progress of all PhD students and make recommendations to the Director when indicated. The following policy about *students evaluated as making unsatisfactory progress* was approved by the PhD Curriculum Committee and is provided for your information.

Students evaluated as not making satisfactory progress. The student and advisor develop a set of objectives including a timeline for completion that must be met in order for the student to be considered making satisfactory progress by the end of the next academic year. The objectives should be approved by members of the student's Advisory Committee if the committee is formed. Students who are evaluated as not making satisfactory progress for two consecutive years will be reviewed by members of PhD Curriculum Committee who will make a recommendation to the PhD Program Director about student continuation in the program or dismissal. The major purpose of the review is to determine if there are ways to assist the student to be successful. Please note, however, that the committee members can recommend dismissal from the program if deemed warranted.

Pre-candidacy students are evaluated on the following criteria:

- Maintenance of a 3.0 grade point average (GPA)
- Successful completion of planned coursework for the year unless there are extenuating circumstances
- Advisor selected, in coordination with the program director, prior to the completion of 18 credit hours of coursework
- Advisory committee members selected, in coordination with advisor, prior to the completion of 18 credit hours of coursework

- Advisor to review progress and determine whether student can feasibly complete all core course work and qualifying exam within the Graduate School required pre-qualifying time frame (maximum 5 years)
- Review of goals for previous year and set new goals for coming year
- Submission of updated CV

PhD candidates (post-qualifying exam) are evaluated on the following criteria:

- Student met with advisory committee to review goals for previous year and set new goals for coming year
- Advisor to review progress and determine whether student can feasibly complete and defend the dissertation within the Graduate School required post-qualifying time frame (maximum 5 years)
- Submission of updated CV

Dissertation

- Your major professor will guide the planning, conduct, and reporting of your dissertation research with your advisory committee's advice.
- Your advisory committee will ask you to defend your dissertation proposal.
- As a PhD candidate, you must register for 2 credit hours dissertation residency credit (NUR 767) each semester (fall and spring) until you complete and defend your dissertation. Students are required to complete a minimum of two semesters of NUR 767.*
- You should review Instructions for Electronic Dissertation Preparation and the Electronic Dissertation Process at http://www.research.uky.edu/gs/CurrentStudents/theses_prep.html. Also, see the Guidelines for Scholarly Work in this handbook.

** As a PhD candidate who has passed the qualifying examinations and enrolled in NUR767, you can have your ID validated as a full-time student. See the Schedule of Classes for procedure.*

Other Dissertation Information

- Members of your advisory committee and others who provided assistance with your research should be recognized in the acknowledgments to the report(s) of your research.
- Allow a minimum of six months from giving your major professor a first draft for review to the date for your final examination.
- Effective Fall 2013 the Graduate School requires all dissertations to be submitted in the electronic format to UKnowledge
- The Graduate School also assesses a dissertation fee and a fee to register dissertation copyright with the U.S. Copyright Office. These fees are assessed after successful defense.

Manuscript Option Dissertation

A minimum of three manuscripts, at least one of which must present original research findings, and an introduction and a conclusion, are required. To meet graduate school requirements, the manuscript option dissertation must meet the same formatting guidelines as a traditional dissertation (e.g., abstract, table of contents, list of tables and figures, margin requirements, etc.)

Enrollment

The PhD Program requires three years of full-time study. Part-time study is possible, as well. Pre-qualifying residency is met by completing the requirement of a minimum of 36 credit hours of graduate course work within five years of entry into the doctoral program. *A maximum of five years post-qualifying examination is allotted for completion of degree requirements (see the Graduate School Bulletin, <http://www.uky.edu/registrar/bulletin-course-catalog>.)*

Time Limit to Degree

The Graduate School stipulates that all degree requirements for the doctorate must be completed within five years following the semester or summer session in which the candidate successfully completes the qualifying examination. Extensions up to an additional 5 years may be requested for a total of 10 years for appropriate reasons. Extensions up to 1 year may be approved by the Dean of the Graduate School. Requests for extensions longer than 1 year must be considered by Graduate Council. All requests should be initiated by the Director of Graduate Studies and must include a recommendation on whether or not a retake of the qualifying examination should be a requirement of the extension. If requested, failure to pass the qualifying re-examination will result in the termination of degree candidacy; a second re-examination is not permitted. Failure to complete all degree requirements within 10 years of initially taking the qualifying examination will also result in the termination of degree candidacy. All pre- and post-qualifying residency requirements must again be met if the student subsequently seeks readmission to the doctoral program.

Prequalifying Time Limit, Qualifying Examinations, and Pre/Post-qualifying Residency Credit for PhD (UK Graduate School Policy)

Prequalifying Time Limit

Students first enrolled in the PhD program in the fall 2005 or thereafter will be required to take the qualifying examination within five years of entry into the program. The student may request an extension of up to three years. The Graduate School dean may approve an extension of up to 12 months upon receipt of a request from the PhD program director. The Graduate Council must consider requests for extensions longer than 12 months, and will require a recommendation by the PhD program director, the chair of the student's advisory committee, and a majority vote of graduate faculty in the program. If the qualifying examination has not been successfully completed at the end of five years or at the end of all approved time extensions, the student will be dismissed from the program.

Prequalifying Residency

Students must complete the requirement of 48 credit hours of graduate coursework within five years of entry into the doctoral program. Extensions up to an additional three years may be requested to fulfill the pre-qualifying requirement (see "Pre-Qualifying Time Limit") for extenuating circumstances that may arise.

Qualifying Examinations

A qualifying exam consisting of both written and oral components is required of all doctoral students. Its purpose is to verify that the students have sufficient understanding of and competence in their fields to become candidates for the degree. The examination is given after fulfillment of pre-qualifying residency, usually after four semesters of graduate work or the equivalent.

Students must satisfactorily complete the individual written examination before proceeding to the oral comprehensive examination. You must satisfactorily complete both written and oral examinations to become a PhD candidate. The candidacy examination may be repeated once. Students are required to sit for the qualifying exam within five years of admission to the program. Extensions of up to 12 months may be granted with extenuating circumstances.

Post-Qualifying Residency Credit

Students first enrolled in a doctoral program in the fall 2005 semester will be required to enroll in a 2-credit hour course after completing the qualifying examination, NUR 767, Dissertation Residency Credit. Students will be charged in-state tuition plus mandatory fees for this course. Students must remain continuously enrolled in this course every fall and spring semester until they have completed and defended the dissertation. This will constitute full-time enrollment, as registered in the Student Information System.

Students are required to complete a minimum of two semesters of NUR 767 to meet the requirements to graduate. NUR 767, residency credit, will be applied for a qualifying examination taken at any time during the first semester of enrollment.

Qualifying examinations are for you to:

1. Synthesize the theoretical, research, and clinical knowledge about your area of study
2. Demonstrate the ability to respond to diverse inquiries, and to explore your ideas and those of others orally and in writing

Procedure

- You must remove all incomplete (I and S) grades prior to scheduling any of the examinations.
- You must fulfill graduate school residency requirements and all degree requirements considered essential by your advisory committee and director of graduate studies before beginning the qualifying examinations.
- Your advisory committee makes the final determination as to whether or not you are ready to sit for the qualifying examinations.
- The individual examination is prepared by your advisory committee and is administered as the committee directs.
- Ample time for preparation to sit for the qualifying examinations is essential.
- Students approach study for the examinations in different ways. Consult with your advisory committee and major professor for suggestions.
- Within one month of completing the individual examination, your advisory committee will evaluate your performance on this examination and determine whether you pass or fail the written component.

As appropriate, the committee will either:

- Inform you of your readiness to proceed with the oral qualifying examination and notify the program director, or
- Advise as to what you need to do to retake the individual written examination and inform the program director.
- The oral comprehensive examination is conducted and evaluated by your advisory committee. Students are required to submit an online Request for Qualifying Exam to the University of Kentucky Graduate School a minimum of two weeks prior to the date for the oral exam at <http://gradschool.uky.edu/studentforms>.

- Upon completion of the exam, the committee will inform you and the program director if your performance was:
 - Satisfactory, thus you have completed the qualifying examinations and are a PhD candidate or,
 - Unsatisfactory and advise what you must do to repeat the oral examination.

Final Examination

- The student's advisor will chair an expanded advisory committee, which will conduct your final examination. The dean of the Graduate School and president of the University are ex-officio committee members.
- The Graduate School appoints an outside examiner upon receipt of the notification of the *Intent to Schedule a Final Doctoral Examination form*. PhD candidates are required to file this intent a minimum of **eight weeks** before the event.
- The first 30 minutes of the examination will occur in a public forum. Any member of the University community may attend. The candidate will use this time to present the dissertation to the audience and respond to questions from the audience excluding the advisory committee members. After the 30-minute presentation, the advisory committee and candidate will conduct the closed session of the examination. At the completion of the closed session, advisory committee members determine whether the candidate successfully met the criteria for completion of the dissertation examination.
- Once the advisory committee obtains copies of the final draft of your dissertation, your committee will advise your major professor to schedule your examination with the director.

Notification of intent at least eight weeks before the examination; submit to the Graduate School:

- Request for **notification of intent form** to be submitted electronically. Your chair and the advisory committee including the outside examiner must be in agreement with scheduling of this final exam before it is submitted to the UK Graduate School.
- Upon receipt, the Graduate School will audit your file to make sure that all requirements to this point have been met, and will begin the process of identifying an outside examiner for your defense. *Do not finalize a defense date with your committee before the outside examiner has been identified and has been consulted for their availability.* You will be notified by email when your Outside Examiner has been assigned.
- The final examination must take place no later than eight days prior to the last day of classes of the semester in which the student expects to graduate. Final examinations may not be scheduled during the period between semesters or between the end of the eight-week summer session and the beginning of the fall semester. Consult the [University Calendar](#) for deadlines on the scheduling of final examinations.

The Graduate School approves the time and date of your final exam a minimum of two weeks before the examination.

At least two weeks before the examination you will submit to the Graduate School:

- Request for Final Doctoral Examination, submitted electronically. Your chair and the advisory committee including the outside examiner must be in agreement with scheduling of this final exam before it is submitted to the UK Graduate School.

- A complete copy of your draft dissertation must be submitted to each member of your advisory committee, and the outside examiner at least 2 weeks prior to the scheduled examination. The PhD Program Director should receive an electronic copy of the final document.
- You must apply to the Graduate School for the PhD degree according to the dates given in the University calendar.

Outside Examiner

The role of the outside examiner on the PhD final examination committee includes:

- Assurance that only qualified candidates receive degrees and insurance against inadequate program standards
- Assurance that the examination is administered in a fair and impartial manner
- Return of a reporting form to the Graduate School

You should review Instructions for Electronic Dissertation Preparation and the Electronic Dissertation Process at <http://gradschool.uky.edu/thesis-dissertation-preparation>.

Post-Graduate Nursing Certificate Option

The primary objective of this program, is to prepare advanced practice registered nursing (post Master of Science in Nursing, post Doctor of Philosophy in Nursing and post Doctor of Nursing Practice individuals are eligible) for national certification eligibility and licensure in a new or additional specialty areas of practice through a formal, organized curriculum that focuses on specialty courses in the students' area of interest.

Specialties Available for the Certificate Option Include:

- Acute Care Nurse Practitioner
- Adult Gerontology Clinical Nurse Specialist[†]
- Psychiatric -Mental Health Nurse Practitioner[†]
- Pediatric Acute Care Nurse Practitioner
- Pediatric Primary Care Nurse Practitioner[†]
- Populations & Organizational Systems Leadership[†]

[†] notes the specialty course sequence for these specialties is offered every OTHER year.

Family and Adult Nurse Practitioner (primary care) are not currently available as a certificate option.

Note: Content from these courses may be used as Continuing Education credit for the ANCC—Nurse Executive Advanced Exam or the AONE Executive Nursing Practice exam. However, exam applicants must also meet the other certification requirements, including having been in an administrative position etc. See the ANCC Nurse Executive, Advanced Certification Eligibility (CENP) Criteria and/or the AONE CENP eligibility criteria.

We encourage post MSN students to complete the post MSN DNP option in either conjunction with or following completion of the certificate option. Speak with your advisor or student affairs office regarding options.

Certificate Objectives

Certificate completers will be able to:

- Apply scientific principles in the assessment, treatment and evaluation of patients served.
- Demonstrate application of advanced practice nursing specialty competencies in evidence based treatments for populations or individuals.
- Collaborate with interprofessional teams in optimizing care for diverse populations.

Certificate Requirements

Students are required to complete the minimum 16-17 credit hour certificate curriculum courses, specific to the population foci and role admitted to. Additional courses may be required if pre-requisite courses have not been completed at time of application. Certificate enrollees are expected to meet the progression requirements for all graduate professional nursing students, specifically:

- Students must achieve a minimum 3.00 cumulative graduate professional GPA on the set of courses required to complete the certificate.
- Students must earn a grade of B or better in all courses with a clinical component required for completion in order to be awarded the certificate.

Award of the Certificate:

The Certificate Program Director shall communicate to the University of Kentucky Registrar when a student has completed the curriculum requirements to be awarded the certificate. The Registrar will post to the students transcript the term admitted to the certificate curriculum, and the date certificate curriculum is completed. The population foci and role of the individual curriculum as required by the nursing certification organizations will also be posted to the transcript.

National certification exams are administered by the American Nurses Credentialing Center (ANCC), the American College of Nurse Practitioners, the National Association of Pediatric Nurse Practitioners, and the National Certification Corporation (NCC). The relevant exams are Family Nurse Practitioner (Primary Care), Adult Nurse Practitioner (Primary Care), Adult Acute Care Nurse Practitioner, Pediatric Nurse Practitioner (Acute Care), Pediatric Nurse Practitioner (Primary Care), Adult Health Clinical Nurse Specialist, Critical Care Clinical Nurse Specialist, Family Psychiatric Mental Health Nurse Practitioner, and Nurse Executive, Advanced.

The population foci and role to be posted on the transcript include:

- Adult-Gero Acute Care Nurse Practitioner
- Adult Gero Clinical Nurse Specialist
- Psychiatric Mental Health Nurse Practitioner
- Pediatric Acute Care Nurse Practitioner
- Pediatric Primary Care Nurse Practitioner
- Populations & Organizational Systems Leadership

Post-Graduate Nursing Certificate Sample Plan of Study

Adult Gero Acute Care Nurse Practitioner

Pre/Co-requisites

Course	Credit Hours	Didactic/ Clinical
NUR 921 Pathophysiology	3	3/0
NUR 922 Advanced Pharmacology for Advanced Practice Nurses	3	3/0
NUR 923 Applications of Advanced Health Assessment	3	2/1

Year 1: Spring Semester

Course	Credit Hours	Didactic/ Clinical	Clinical Clock Hours
NUR 940 Advanced Practice Nursing in Acute Care: The Acute Nurse Practitioner (Pre or co req.: NUR 921, 922 and 923)	3	3/0	0
NUR 927 Special Topics in Pharmacology	1	1/0	0

Year 2: Fall Semester

Course	Credit Hours	Didactic/ Clinical	Clinical Clock Hours
NUR 941 Acute Care Nurse Practitioner Care of Acutely ill Adults: Seminar (Pre req.: NUR 940)	3	3	
NUR 943 941 Acute Care Nurse Practitioner Care of Acutely ill Adults: Clinical (Pre req.: NUR 940, 921,922,923)	3	0/3	180 hours

Year 2: Spring Semester

Course	Credit Hours	Didactic/ Clinical	Clinical Clock Hours
NUR 942 Acute Care Nurse Practitioner Care of Critically Ill Adults: Seminar (Pre req.: NUR 941)	3	3	
NUR 944 Acute Care Nurse Practitioner Care of Critically Ill Adults: Clinical (Pre req.: NUR 941)	3	0/3	180 hours
NUR 930 Problems in Clinical Nursing: Acute Care NP (Year 2 fall or spring)	3	0/3	180 hours
Total	19	10/9	540 hours

**Post-Graduate Nursing Certificate
Sample Plan of Study**

Adult-Gero Clinical Nurse Specialist

Pre/Co-requisites

Course	Credit Hours	Didactic/ Clinical
NUR 921 Pathophysiology	3	3/0
NUR 922 Advanced Pharmacology for Advanced Practice Nurses	3	3/0
NUR 923 Applications of Advanced Health Assessment	3	2/1

Year 1: Spring Semester

Course	Credit Hours	Didactic/ Clinical	Clinical Clock Hours
NUR 945 [†] the Adult-Gerontology Clinical Nurse Specialist in Contemporary Health Care Systems (Pre or co req. NUR 921, 922 and 923)	3	3/0	0
NUR 927 Special Topics in Pharmacology	1	1/0	0

Year 2: Fall Semester

Course	Credit Hours	Didactic/ Clinical	Clinical Clock Hours
NUR 946 [†] Advanced Nursing Interventions for Adult-Gerontology Clinical Nurse Specialists: Seminar (Pre req. NUR 945)	3	3/0	
NUR 948 [†] Advanced Nursing Interventions for Adult-Gerontology Clinical Nurse Specialists: Clinical (Pre req. NUR 945)	3	0/3	180 hours

Year 2: Spring Semester

Course	Credit Hours	Didactic/ Clinical	Clinical Clock Hours
NUR 947 [†] Data Collection, Analysis, Outcome Measurement and Documentation of Nursing: Seminar (Pre req. NUR 946)	3	3/0	
NUR 949 [†] Data Collection, Analysis, Outcome Measurement and Documentation of Nursing: Clinical (Pre req. NUR 946)	3	0/3	180 hours
NUR 930 Problems in Clinical Nursing: Adult Gero CNS (Year 2 fall or spring)	3	0/3	180 hours
Total	19	10/9	540 hours

[†] The clinical course sequence is offered every other year, beginning Spring of odd years

**Post-Graduate Nursing Certificate
Sample Plan of Study**

Pediatric Nurse Practitioner (Primary Care)

Pre/ Co-requisites

Course	Credit Hours	Didactic/ Clinical
NUR 921 Pathophysiology	3	3/0
NUR 922 Advanced Pharmacology for Advanced Practice Nurses	3	3/0
NUR 923 Applications of Advanced Health Assessment	3	2/1

Year 1: Spring Semester

Course	Credit Hours	Didactic/ Clinical	Clinical Clock Hours
NUR 955 [†] Pediatric Development & Wellness: Advanced Role Concepts (Pre or co req.: NUR 921, 922 and 923)	3	3/0	0
NUR 927 Special Topics in Pharmacology	1	1/0	0

Year 2: Fall Semester

Course	Credit Hours	Didactic/ Clinical	Clinical Clock Hours
NUR 956 [†] PNP Primary Care: Common Acute Illness Management (Pre req. NUR 955)	3	3/0	
NUR 950 [†] Primary Care: PNP Common Acute Illness Management (Pre req. NUR 955)	3	0/3	180 hours

Spring

Course	Credit Hours	Didactic/ Clinical	Clinical Clock Hours
NUR 957 [†] PNP Primary Care: Chronic Illness and Special Needs Management (Pre req. NUR 956)	3	3/0	
NUR 957 [†] Primary Care: PNP Chronic Illness and Special Needs Management (Pre req. NUR 956)	3	0/3	180 hours
NUR 930 Problems in Clinical Nursing: PNP Primary Care (Year 2 fall or spring)	3	0/3	180 hours
Total	19	10/9	540 hours

[†] The clinical course sequence is offered every other year, beginning Spring of even years

**Post Graduate Nursing Certificate
Sample Plan of Study**

Pediatric Nurse Practitioner (Acute Care)

Pre/ Co-requisites

Course	Credit Hours	Didactic/ Clinical
NUR 922 Advanced Pharmacology for Advanced Practice Nurses	3	3/0
NUR 921 Pathophysiology	Minimum 3 with 1 pediatric focus	3/0
NUR 923 Applications of Advanced Health Assessment	Minimum 3 with 1 pediatric focused	2/1

Year 1: Spring Semester

Course	Credit Hours	Didactic/ Clinical	Clinical Hours
NUR 955 Pediatric Development & Wellness: Advanced Role Concepts (Pre or co req.: NUR 921, 922 and 923)	3	3/0	
NUR 927 Focused Pharmacology	1	1/0	
NUR 958 PNP Acute Care: Acute/Complex Illness Management (Pre or co req. NUR 955)	3	3/0	
NUR 952 Acute Care PNP Clinical: Acute/Complex Illness	3	0/3	180 hours

Year 2: Fall Semester

Course	Credit Hours	Didactic/ Clinical	Clinical Hours
NUR 959 PNP-Acute Care: Chronic Illness and Special Needs Management	3	2/3	
NUR 952 Acute Care PNP Clinical: Chronic Illness and Special Needs	3	0/3	180 hours

Year 2: Spring Semester

Course	Credit Hours	Didactic/ Clinical	Clinical Hours
NUR 930 Problems in Clinical Nursing	3	0/3	Requires 120 clinical clock hours
Total	19	10/9	540 hours

**Post-Graduate Nursing Certificate
Sample Plan of Study**

Psychiatric Mental-Health Nurse Practitioner

Pre/ Co-requisites

Course	Credit Hours	Didactic/ Clinical
NUR 922 Advanced Pharmacology for Advanced Practice Nurses	3	3/0
NUR 921 Pathophysiology	3	3/0
NUR 923 Applications of Advanced Health Assessment	3	2/1

Year 1: Spring Semester

Course	Credit Hours	Didactic/ Clinical	Clinical Clock Hours
NUR 965 [†] Roles and Practice Issues for the Advanced Practice Psychiatric Nurse (Pre or co req.: NUR 921, 922 and 923)	3	3/0	0
NUR 927 Focused Pharmacology	1	1/0	0

Year 2: Fall Semester

Course	Credit Hours	Didactic/ Clinical	Clinical Clock Hours
NUR 966 [†] Diagnosis and Management of Psychiatric Disorders in Adults and Elderly: Seminar (Pre req.: NUR 965)	3	3/0	
NUR 968 [†] Diagnosis and Management of Psychiatric Disorders in Adults and Elderly: Clinical (Pre req.: NUR 965)	3	0/3	180 hours

Spring

Course	Credit Hours	Didactic/ Clinical	Clinical Clock Hours
NUR 967 [†] Diagnosis and Management of Psychiatric Disorders in Children, Adolescents, and Young Adults: Seminar (Pre req.: NUR 966)	3	3/0	
NUR 969 [†] Diagnosis and Management of Psychiatric Disorders in Children, Adolescents, and Young Adults: Clinical (Pre req.: NUR 966)	3	0/3	180 hours
NUR 930 Problems in Clinical Nursing (Year 2 fall or spring)	3	0/3	180 hours
Total	19	10/9	540 hours

[†] The clinical course sequence is offered every other year, beginning spring of odd years

**Post-Graduate Nursing Certificate
Sample Plan of Study**

Executive Nursing Leadership

Year 1: Fall Semester

Course	Credit Hours	Didactic/ Clinical	Clinical Clock Hours
NUR 978 † Population Health Seminar	3	3/0	0
NUR 979 † Population Health Clinical (Required co req.: NUR 978) same semester)	2	0/2	120 hours

Year 1: Spring Semester

Course	Credit Hours	Didactic/ Clinical	Clinical Clock Hours
NUR 972 † Relationship Based Exec Leadership in Healthy Work Environments	3	3/0	0

Year 2: Fall Semester

Course	Credit Hours	Didactic/ Clinical	Clinical Clock Hours
NUR 974 † Strategic Leadership in Complex HC Organizations	2	2/0	0
NUR 975 † Strategic Leadership in Complex HC Organizations (Co Req.: NUR 974)	2	0/2	120

Year 2: Spring Semester

Course	Credit Hours	Didactic/ Clinical	Clinical Clock Hours
NUR 970 † Systems Application of Advanced Organizational Assessment (didactic)	3	3/0	0
NUR 971 † Systems Application of Advanced Organizational Assessment (clinical)- (Co Req.: NUR 970)	1	0/1	60
Total	16	11/5	360 hours

† specialty course sequence offered every other year