# Doctor of Nursing Practice Student Handbook

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The information provided is to clarify and supplement the new student orientation guide from the Office of Graduate Studies. Reference the Graduate School catalog at:
http://catalog.uta.edu/graduateschool/
SECTION I
PROGRAM OVERVIEW

A. CONHI VISION AND MISSION

Vision
We provide innovative, exceptional education, research and practice opportunities to those committed to advancing health and the human condition.

Mission
Our mission is to advance health and the human condition by working across disciplinary boundaries to prepare diverse populations of students to engage in critical inquiry and high quality practice.

B. COLLEGE OF NURSING MISSION AND PHILOSOPHY

College of Nursing Mission Statement
As an integral component of the University of Texas at Arlington, the College of Nursing subscribes to the mission of the University. Additionally, the College of Nursing seeks to provide quality health care for the people of Texas through excellence in education, scholarship and service.

College of Nursing Philosophy
The College of Nursing is an integral component of The University of Texas at Arlington and subscribes to the mission of the University. The College of Nursing prepares quality nurse health care providers through excellence in education, scholarship, and service. The academic programs prepare individuals for professional nursing roles in education, research, clinical practice, leadership, administration, and health care policy. Graduates collaborate with other professionals and consumers in the delivery of safe holistic health care and advocate for the improvement of health outcomes.

The faculty believes learning is a continuous lifelong process and a personal responsibility. Students must be actively engaged in the learning process to acquire clinical proficiency and to be socialized into professional roles. Learning experiences are implemented to achieve sequence, continuity and synthesis of knowledge and expertise as defined by the educational outcomes. Teaching and learning are dynamic processes involving curriculum evaluation and revision based on research evidence, the needs of a multicultural society, and the changing health care system. The educational process facilitates the development of each person’s potential and promotes cultural competence and assimilation of ethical principles.

The College of Nursing believes in collaboration and partnerships with stakeholders that include education, community and health care organizations, as well as individuals who are impacted by each of the undergraduate, graduate and continuing education programs. Feedback from the community is used to strengthen the programs and ensure that the
graduates are regarded as employees of choice. Innovation and positive change are outcomes of strong collaboration between the college and its alumni and other constituents.

Faculty and students foster an educational climate of mutual respect, honesty, intellectual inquiry, creativity, and effective communication. We contribute to the development of our profession through the conduct of research, implementation of advanced technology, and the dissemination and application of evidence-based knowledge. Faculty and students provide service to the community through clinical practice and leadership.

Undergraduate nursing education builds on a foundation of studies in the sciences, humanities, and arts. The baccalaureate program prepares competent, self-directed generalist nurses (Registered Nurses) who can assume increasing responsibility and leadership in the delivery of evidence-based nursing care.

Master’s education builds on a foundation of undergraduate nursing education and provides specialty practice with an expanded theoretical and empirical knowledge base. The Master of Science in nursing programs prepares Registered Nurses for advanced functional roles including nurse practitioners, administrators, and educators that require increased accountability, expertise, and leadership. NP graduates are prepared to provide evidence-based health care in collaboration with other health care providers and consumers. Administration graduates are prepared to lead and manage care in a variety of health care settings. Education graduates are prepared to teach in schools of nursing and health care organizations.

Doctoral education develops, advances, and uses empirical knowledge to promote evidence-based practice in the discipline of nursing. Research-focused graduates have a background to develop theories and conduct research with vulnerable populations and to assume academic, research, and leadership roles. The research doctorate provides a basis for future research programs and other scholarly activities. Practice-focused graduates have a background to develop and lead patient-centered delivery systems, conduct clinical research projects, and assume professional leadership roles. The practice doctorate provides a basis to translate research findings into practice for future population focused quality improvement and other evidence-based activities.

Lifelong learning is the responsibility of each professional nurse. Continuing education programs developed by the College of Nursing are sensitive to the influences of a changing society and respond to the continuing education needs of professional nurses in Texas.

Approved by GEPC and UEPC, March, 2011
Approved by Faculty Assembly, April, 2011

C. PROGRAM HISTORY

In October of 2008, the Texas Higher Education Coordinator Board approved the Doctor of Nursing Practice program at UT Arlington. The first students were admitted in the fall semester of 2009.

The UT Arlington College of Nursing and Health Innovation (CONHI) is accredited by the Commission on Collegiate Nursing Education (CCNE). The Doctor of Nursing Practice
(DNP) includes competencies consistent with The Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006), The DNP Current Issues and Clarifying recommendations (DNP White Paper, August 2015), and the Practice Doctorate Nurse Practitioner Entry-Level Competencies (NONPF, 2006). These documents and the NONPF Domains and Core Competencies of Nurse Practitioner Practice provide the foundation for the curriculum. Graduates of the DNP program will demonstrate additional leadership, clinical expertise, and innovation in problem recognition and resolution using evidence based practice. Courses that focus on clinical inquiry/research, translation of evidence into clinical practice, vulnerable populations, and advanced knowledge of the health care delivery system are included in the curriculum.


D. PROGRAM ADMINISTRATORS

Anne Bavier, PhD, RN, FAAN
Dean and Professor

Anne R. Bavier is a nationally recognized health care leader who has held posts at top-ranked universities and at the National Institutes of Health. Prior to being appointed dean of the UT Arlington College of Nursing and Health Innovation in April 2014, she was dean of the University of Connecticut School of Nursing and dean of nursing at Saint Xavier University in Chicago.

Dr. Bavier earned an undergraduate nursing degree from Duke University, a Master of Nursing degree from Emory University, and a doctoral degree from Duquesne University.

In addition to her experience in higher education, she worked as a program director in the National Institutes of Health’s National Cancer Institute and as deputy director of the agency’s Office of Research on Women’s Health. She is president of the National League for Nursing and has authored or co-authored numerous publications on nursing education, professional development, and oncology nursing.

Dr. Bavier is a fellow of the American Academy of Nursing and the Institute of Medicine of Chicago and was the first recipient of the Edith Moore Copeland Award for Excellence in Creativity from Sigma Theta Tau International Honor Society of Nursing. She also received the NIH Director’s Award from the National Institutes of Health and the Administrator’s Award while at the Agency for Health Care Policy and Research.

Judy Leflore, Ph.D, RN, NNP-BC, CPNP, AC & PC, ANEF, FAAN
Associate Dean and Chair

Dr. Leflore is Associate Dean and Chair for Graduate Nursing and serves as the Associate Dean for Simulation and Technology. She is the Director of Pediatric, Acute Care Pediatric, and Neonatal Nurse Practitioner programs. She teaches courses in her two areas of expertise, pediatric and neonatal care. Dr. Leflore is an international expert on medical simulation.
Her work has been presented in Florence, Italy, Madrid Spain, and Shanghai China. Dr. LeFlore has received national and international awards. She is a respected author and funded researcher and the results of her research have been published in nursing, medical, and technology peer review journals.

**Lauri John Ph.D, RN, CNS**  
**Associate Chair**

Dr. John has been a faculty member at the UT Arlington CONHI since 2007. Prior to joining the faculty at UT Arlington, Dr. John taught in the nursing programs at Houston Baptist University, The University of Texas Medical Branch at Galveston, and the University of Texas at Austin. Bandura's Social Learning Theory and Knowles' Adult Learning Theory form the basis for her philosophy and practice of teaching. Dr. John’s academic preparation includes a BS degree in Psychology/Biology from the University of Illinois at Urbana-Champaign, a BSN from Loyola University in Chicago, an MSN from the University of Texas Health Science-Houston, and a PhD from Texas Woman’s University. Dr. John is a Clinical Nurse Specialist whose clinical practice was in thoracic radiation oncology and palliative care at the University of Texas M.D. Anderson Cancer Center. The primary focus of Dr. John’s scholarly work has been related to the development and testing of interventions to promote quality of life in people with cancer. Her most recent funded study was with bone marrow transplant patients at Baylor University Medical Center in Dallas. Dr. John is Associate Chair in the Department of Graduate Nursing for the MSN Administration, MSN Education, DNP, and PhD nursing programs in the CONHI and Academic Advisor for the DNP and PhD nursing programs.

**Donna L. Hamby, DNP, RN, APRN, ACNP-BC**  
**Director, DNP Program**

Dr. Donna Hamby, Director of the DNP Program, is an Acute Care Nurse Practitioner with over 20 years of experience managing the complex clinical and nursing needs of patients with comorbid medical conditions. Her clinical practice is in post-acute. She received her Masters of Nursing and NP training from Vanderbilt University School of Nursing and her DNP from Texas Christian University. She achieved certification as a systematic reviewer through the Joanna Briggs Institute. She is a member of the Baylor Scott White Quality Alliance Post-Acute Care Committee and the Health Affairs Committee of the Gerontological Advanced Practice Nurses Association. She is a peer reviewer for *Geriatric Nursing*. Dr. Hamby served as Director of Clinical Services with a large NP/physician group specializing in post-acute care for eight years after a lengthy career with Baylor Long-Term Care. Dr. Hamby also worked at Vanderbilt University Medical Center in the Cardiology division in Step-down, ICU, Cardiac Rehab, and as an NP with the arrhythmia group. She was very involved in education, chairing the cardiology division patient-staff education committee and serving as a member of the VUMC committee for nursing education.
E. DNP GRADUATE FACULTY MEMBERS

Below is a list of the graduate faculty members who teach in the DNP Program:

- David G. Campbell-Odell, DNP, ARNP, FNP-BC, FAANP
- Essence Monee’ Carter-Griffin, DNP, RN, APRN, ACNP-BC
- Maureen Courtney, PhD, RN, APRN, FNP-BC
- Rebecca Garner, DrPh, CPH
- Donna L. Hamby, DNP, RN, APRN, ACNP-BC
- Lauren St. John, DNP, FNP-C, RN

In addition, both PhD and DNP prepared faculty are available to work with students as a Faculty Project Advisor for their scholarly projects. Students can learn about their programs of scholarship by consulting the research profile of the faculty member at [http://www.uta.edu/profiles/](http://www.uta.edu/profiles/).

F. CURRICULUM

1. Program Outcomes

The DNP program prepares advanced practice nurses who will demonstrate leadership, clinical expertise, and innovation in problem recognition resolution. The program outcomes are:

- translate clinical and/or administrative science to transform practice
- demonstrate organizational and systems leadership in promoting interprofessional collaboration and quality improvement
- appraise and synthesize the evidence for translation in advanced nursing practice
- apply knowledge of information systems and technology in the evaluation and use of data to improve healthcare outcomes
- analyze and advocate policy to improve healthcare outcomes
- evaluate issues and trends in global and population health to improve healthcare outcomes

2. Core Courses

The core courses of the DNP curriculum provide knowledge of science, translational research, and societal factors that affect health. The courses are designed to facilitate the development of skills that will prepare the graduate for a career of scholarship and advanced practice. These skills include leadership, analyzing data, identifying funding mechanisms, interpreting statistical results, disseminating scholarly products, advanced practice nursing, and clinical information systems.
3. Admission Criteria

Applicants may apply to enter the DNP program with a Master’s Degree in Nursing from a National League for Nursing Accrediting Commission (NLNAC) or American Association of Colleges of Nursing’s Commission on Collegiate Nursing Education (CCNE) accredited school of nursing or equivalent.

The GRE requirement is waived for applicants with a masters in nursing/nursing science

Additional admission criteria are:

- Current Vita
- Written statement of a career vision
- GPA on master’s course work (3.5 unconditional)
- TOEFL,TSE-A or IECTS for international students - see University Catalog
- Master’s Degree in Nursing (except nursing education)
- Current unencumbered RN license in any US State or Territory

Prior to enrolling in courses requiring clinical practice, the student will be required to meet the following additional criteria:

- Professional liability insurance
- Immunizations required by the CONHI
- Clear criminal background check
- Negative drug screen

4. Blended Classes

Classes in the DNP program are offered in a blended online/on-campus format. Courses are online with students meeting on campus 3-5 times a semester. This reduces travel time but maintains personal contact among students and faculty.

5. Enrollment Options

Students may be enrolled full- or part-time. Full-time enrollment in the DNP program is 6 or more hours per semester. Part-time enrollment is 5 or fewer hours each semester. Full-time enrollment is a requirement for employment as a Graduate Teaching Assistant or Graduate Research Assistant.

6. Transfer Credit

Transfer work is not accepted in the DNP program; however, formal graduate- level coursework completed in a student’s major area of doctoral study from other institutions granting graduate degrees may serve to establish competency in those subject areas and provide a basis for waiving some UT Arlington course requirements. Such waivers must be reviewed by the DNP faculty committee and approved by the Associate Dean.
7. **Degree Plans**

The DNP program includes a total of 36 semester credit hours. The required courses identified for the DNP curriculum meet the AACN Essentials for Doctoral Education for Advanced Nursing Practice (AACN, August 2006).

The degree must be completed within 6 years. A full-time student should plan on 2 years to complete required course work. A part-time student should expect 3-5 years to complete required course work.

<table>
<thead>
<tr>
<th>DNP Required Courses</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>N6382 Nursing and Health Care Policy</td>
<td>3 Credit Hours</td>
</tr>
<tr>
<td>N6307 Population Health</td>
<td>3 Credit Hours</td>
</tr>
<tr>
<td>N6322 Translational Research</td>
<td>3 Credit Hours</td>
</tr>
<tr>
<td>N6320 Leadership in Health Care Systems</td>
<td>3 Credit Hours</td>
</tr>
<tr>
<td>N6321 Epidemiology</td>
<td>3 Credit Hours</td>
</tr>
<tr>
<td>N6323 Evidence Appraisal</td>
<td>3 Credit Hours</td>
</tr>
<tr>
<td>N6324 Clinical Information Systems</td>
<td>3 Credit Hours</td>
</tr>
<tr>
<td>N6326 Project Proposal Development</td>
<td>3 Credit Hours</td>
</tr>
<tr>
<td>N6620 DNP Practicum I (270 Clinical Hours)</td>
<td>6 Credit Hours</td>
</tr>
<tr>
<td>N6621 DNP Practicum II (270 Clinical Hours)</td>
<td>6 Credit Hours</td>
</tr>
</tbody>
</table>

**Total Program Hours** 36 Credit Hours

8. **Course Descriptions**

Course descriptions for all courses may be found in the University Catalog, available online at: [http://catalog.uta.edu/](http://catalog.uta.edu/)

9. **Independent Study**

Students may register for an independent study provided the course has been discussed with the Graduate Advisor and added to the degree plan. Prior to registration, the student must contact the sponsoring faculty member for the independent study and obtain his/her permission. The student and faculty must complete and sign an Independent Study Agreement which can be obtained online at [http://www.uta.edu/conhi/academics/nursing-grad/dnp/resources.php](http://www.uta.edu/conhi/academics/nursing-grad/dnp/resources.php).

10. **Program Expectations**

All students will complete the DNP practicum courses and a DNP Scholarly Project as evidence of program completion. Throughout the program, students will be evaluated according to achievement of program outcomes through successful completion of individual course objectives. All other coursework must be completed prior to enrolling in a practicum course.
SECTION II
DNP PROGRAM POLICIES AND PROCEDURES

A. GENERAL POLICIES

1. Ethics

   Code of Ethics
   Ethical decision making embodies the values of the nursing discipline. As professional nurses and nurse leaders, DNP students are expected to maintain the highest standards of the profession. Students will be asked to read and sign the College of Nursing Student Code of Ethics during program orientation. Students are encouraged to keep one copy for their records.

   Academic Integrity
   Encompassed in the code of ethics is the component of academic integrity. Academic integrity is the accurate presentation of students’ work and the work of others. In contrast, academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University.

   Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. (Regents’ Rules and Regulations, Series 50101, Section 2.2).

   Plagiarism
   Copying another student’s paper or any portion of it is plagiarism. Additionally, copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. If five or more words in sequence are taken from a source, students should place those words in quotes and the source referenced with the author’s name, date of publication, and the page number of publication. If the author’s ideas are rephrased, by transposing words or expressing the same idea using different words, a student should attribute his or her idea to the author through proper reference by listing the author’s name and date of publication. If a single author’s ideas are discussed in more than one paragraph, the author must be referenced in each paragraph. Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper. Students are encouraged to review the plagiarism module from the UT Arlington Central Library via http://library.uta.edu/plagiarism/.

2. APA Format

   Correctly citing the source of information used to prepare papers and presentations is an essential skill for a doctorally prepared nurse. The CONHI has selected the American
Psychological Association (APA) format for scholarly papers. Students are expected to write their papers, including citations, using the APA format.

B. FINANCIAL ASSISTANCE

1. Scholarship Opportunities
   The CONHI offers a variety of scholarship opportunities. For more information please review the following link: [http://www.uta.edu/conhi/students/scholarships/index.php](http://www.uta.edu/conhi/students/scholarships/index.php)

2. Graduate Assistantship Policy
   Graduate teaching and research assistantships may be available to full-time students through grant funding and other sources. If a student is admitted on a provisional basis, he or she is not eligible for an assistantship until all provisional requirements have been met. A student admitted on a probationary status may be considered for an assistantship provided he or she maintains a 3.0 GPA while enrolled as a doctoral student, conforms to admission conditions specified by the department or the University, and meets assistantship enrollment requirements.

   Students for whom English is not the native language must demonstrate proficiency in English before being appointed to an assistantship at UT Arlington.

   The University Catalog contains complete information on Graduate Assistantship and Associate ship Policies. For additional information, please refer to the University Catalog at: [http://catalog.uta.edu/](http://catalog.uta.edu/).

C. ACADEMIC PROGRESS

1. Adds, Drops and Withdrawals
   Complete details on adds, drops, and withdrawals, all available in the University Catalog at [http://catalog.uta.edu/](http://catalog.uta.edu/).
   a. To add a course after the end of the late registration, permission of the Associate Chair will be needed.
   b. Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships ([http://wweb.uta.edu/aoa/fao/](http://wweb.uta.edu/aoa/fao/)).
2. **Leave of Absence**

Under some circumstances, such as health-related issues or major financial issues, a student may request a leave of absence. Leaves may be granted for up to two long semesters. A student, who wishes to request a leave of absence, should discuss the leave with the Graduate Advisor. A student requesting leave must complete the Leave of Absence Request form and obtain the approval of his or her Graduate Advisor who will forward the request to the Office of Admissions, Records and Registration (ARR) for final review and approval. Requests may be delivered to ARR before or during any semester in which the student is not registered for courses. Requests must be received by the ARR no later than Census Date in the semester in which the leave is to begin. Students can review detailed information in the Graduate School Catalog at [http://www.uta.edu/records/graduate/leave-of-absence-loa.php](http://www.uta.edu/records/graduate/leave-of-absence-loa.php)

3. **Grade Requirements**

A student is considered to be in good academic standing and making satisfactory progress in a degree program if he or she:

- meets all admission conditions within the time required
- has a B (3.0 GPA) or better on all coursework undertaken while in graduate school, and
- has a B (3.0 GPA) or better grade-point average in courses needed to satisfy degree requirements by the end of the semester in which the student intends to graduate

A student must be in good academic standing by the end of his or her final semester in order to receive an advanced degree from UT Arlington. Policy information is in the University Catalog at [http://catalog.uta.edu/](http://catalog.uta.edu/)

4. **Graduate Student Termination Policy**

It is the student’s initial responsibility to recognize when he or she is having academic difficulties. The student is expected to initiate steps to resolve the problem. If a student is having academic difficulty, depending on the severity of the problem, he or she may receive an oral warning and/or written statement of the problem and be required to take corrective actions. Failure to take these corrective actions can result in termination from the degree program.

If a student who was admitted unconditionally has a grade point average in all graduate courses taken as a UT Arlington graduate student less than 3.00, he or she will be placed on academic probation. The student must attain a grade point average of at least 3.00 in the next semester in which he or she is enrolled or be subject to dismissal. Courses graded P, R, X, or W cannot be used to remove the condition of academic probation.

If a student admitted on probation earns a grade below a B during the first 12 hours of coursework, he or she is subject to dismissal.

If a student has been dismissed from the program for failure to meet the 3.0 GPA requirements, he or she may be readmitted for further graduate study in the same or in a
different program only if a Petition to the Graduate Faculty has been approved by the appropriate Committee on Graduate Studies.

Termination due to inadequate academic progress is a decision made by the DNP Academic Advisor and Graduate Studies Committee. The DNP Faculty Committee or DNP Academic Advisor may recommend termination for failure to prepare a DNP Scholarly Project proposal, prospectus, or final draft in a satisfactory manner, or for failure to complete and submit work in an acceptable amount of time. The recommendation to terminate a student will be presented by the Academic Advisor to the Graduate Studies Committee for a vote, giving the specific reasons involved, all warnings provided to the student, and a description of the procedures and actions leading to the recommendation. A student who wishes to appeal the decision of the Graduate Studies Committee must submit the appeal in writing to the Associate Dean of Graduate Nursing Programs within one year of the date of the decision by the Graduate Studies Committee. The decision of the Associate Dean is final.

Students who lack a graduate level statistics course and are granted a probationary admission to the DNP program will be required to take a graduate level statistics course in their first semester. Any student without a graduate level statistics course will not be allowed to progress beyond their first semester in the DNP program until they have completed the course. Should a student take a graduate level statistics course while on probation and achieve a course grade that is less than a B they will be dismissed from the program.

5. Petitions

Students who wish to submit a petition to continue in the Graduate Nursing Program must meet with their Academic Advisor. During that meeting, students should be prepared to discuss how/why plans to regain good academic standing during the probation semester were not successful and develop a specific plan for improvement. The student is responsible for submitting the petition electronically. The petition form is available at https://grad.pci.uta.edu/students/petition/. Students are also strongly encouraged to meet with the student success faculty (see information in previous section related to student success) to develop plans to support academic success.

The student’s petition to continue in the Graduate Nursing Program will be reviewed by a subcommittee of the Graduate Studies Committee in Nursing. If the subcommittee agrees to approve the student’s petition to continue, the Academic Advisor will work with the student to review/revise the student’s degree plan and assist with clearing the student for enrollment. If the subcommittee does not agree to approve the petition, the petition will be referred to the full Graduate Studies Committee in Nursing for discussion and action. The Committee meets monthly during the academic year and does not meet during the Summer session. Students should be aware that they will be unable to enroll until the full Committee meets in regular session. Students should also be aware they may need to submit a “Readmission form” if they experience an enrollment gap that includes a Fall or Spring semester. The readmission form is available on the UTA website: https://grad.pci.uta.edu/programs/forms/
In some cases, a student may need/wish to submit a second petition to continue. If the conditions of the first petition were met, the subcommittee of the Graduate Studies Committee in Nursing will review the petition. As above, if the subcommittee agrees to approve the student’s petition to continue, the Academic Advisor will work with the student to review/revise the student’s degree plan and assist with clearing the student for enrollment. If the conditions of the first petition were not met, the petition will be referred to the full Graduate Studies Committee in Nursing for discussion and action.

Students whose petitions to continue are approved by the Graduate Studies Committee in Nursing may enroll as stipulated in the requirements of the approved petition. If a student’s petition is not approved by the Graduate Studies Committee, dismissal from the University will stand. The student is not eligible for readmission to the Graduate Nursing Programs. A student who wishes to appeal the decision of the Graduate Studies Committee must submit the appeal in writing to the Associate Dean of Graduate Nursing Programs. The decision of the Associate Dean is final.

D. Resolution Of Concerns

1. Grievances Other Than Grades
   In attempting to resolve any student grievance, the student must first make a serious effort to resolve the matter with the individual with whom the grievance originated. Grievances involving matters other than grades are appealed to the department chair or office director, then to the Vice Provost for Academic Analytics and Operations. Appeals to the Vice Provost must be submitted in writing on an appeal form available in academic departments. Policies regarding grievances other than grades may be found at [http://catalog.uta.edu/academicregulations/security/](http://catalog.uta.edu/academicregulations/security/).

2. Grievances Related to Grades
   It is a student’s obligation when attempting to resolve any grievance regarding grades that the student first makes a serious effort to resolve the matter with the instructor with whom the grievance originated. Policies regarding grievances related to grades may be found at [http://catalog.uta.edu/academicregulations/grades/#graduatetext](http://catalog.uta.edu/academicregulations/grades/#graduatetext).
SECTION III
DNP PROGRAM GUIDELINES AND RESOURCES

A. CULTURE OF THE DNP PROGRAM

Faculty and administrators of the UT Arlington CONHI have created a community of scholars that includes PhD and DNP students. Within this community, we provide peer review and celebrate achievements such as grant funding, publications, and presentations. The culture promotes excellence in scholarly work in discovery, teaching, application, and integration (Boyer, 1990).

1. Professional Socialization

The DNP program prepares the advanced practice nurse to make or continue to make significant contributions to the nursing profession and health care. Participation in professional and college sponsored activities will provide students with opportunities to be socialized as doctorally prepared nurses. The Associate Chair asks that students submit (via email) any news of professional accomplishments such as awards, offices held in professional organizations, publications, and presentations for inclusion in program and CONHI newsletters. Students also are encouraged to attend the national level Doctor of Nursing Practice conference that is held annually as well as conferences related to growth and development of the Advanced Practice Nurse.

2. Joint Authorship with Faculty

When a student collaborates with faculty on a project or publication, decisions regarding who will be listed as the first author should be negotiated at the beginning of the project. If a student presents work or develops materials for publication as a part of doctoral course requirements, the presentation/publication should indicate the student’s affiliation with and status as a DNP student in the UT Arlington CONHI. Additionally, if a student uses faculty data or requests or obtains faculty assistance on a presentation or publication, he or she should work with the faculty to determine if the faculty member’s name should appear as a second author of the work.

B. RESOURCES

1. Technical Support

MyMav, the online system for registration and payment, provides access to course grades and a record of all courses completed. A student’s net ID and password provides him or her with secure access to MyMav and other electronic support programs including the UTA email system, the library, and the Blackboard course management system. Students who have difficulty with electronic access should contact the Help Desk maintained by the University at: http://www.uta.edu/oit or by email at helpdesk@uta.edu.

2. Academic Advising

The Associate Chair of the DNP program serves as Academic Advisor for DNP students. After acceptance into the DNP program and prior to class registration, students will work
with the Associate Chair to establish a degree plan or a plan of study. During the program, it is important that students discuss their academic plans with the Associate Chair. Questions regarding performance in the program or factors that are affecting a student’s ability to progress should be discussed with the Director or Associate Chair. The Associate Chair and Director are available by email, telephone, or by appointment on campus. Faculty may also request that the Associate Chair or Director meet with a student. Both the Associate Chair and Director are available for questions about program requirements, policies, and resources within the CONHI and UT Arlington.

3. **Doctoral Student Room**
   A dedicated room has traditionally been provided for use by the CONHI doctoral students. An increase in the number of students has necessitated a reallocation of space for class use, resulting in a temporary loss of the doctoral student room. Administration is actively working to find an alternative room to meet doctoral students’ needs.

C. **DNP CLINICAL/PRACTICE HOUR REQUIREMENTS AND GAP ANALYSIS**

   The faculty of the CONHI value the varied experience of the DNP post-master’s students. This experience greatly enriches all students’ educational journey in the DNP program; however, it is important to ensure that all students meet the minimal clinical/practice hours requirements as outlined by the American Association of Colleges of Nursing’s (AACN) in the *Essentials of Doctoral Education for Advanced Nursing Practice* (2006). The *Essentials of Doctoral Education for Advanced Nursing Practice* (2006) requires that all Doctorate of Nursing Practice graduates have a minimum of 1000 post-baccalaureate clinical/practice hours. In accordance with this requirement the DNP faculty has developed a process by which to ensure that all students meet this requirement prior to graduation.

   **Clinical/Practice Hours Requirements, Verification and GAP Analysis**

   1. The DNP post-master’s program requires students to complete a minimum of 540 clinical/practice hours. The clinical/practice hours may include direct patient care hours or they may include hours completed in indirect care practice settings or related environments which broaden the students’ expertise. Students will work in collaboration with their DNP faculty advisor to ensure the appropriateness of the clinical/practice hours and setting. The practice hours must be outside of the individual’s normal scope of paid employment.

   2. Registered Nurse students without an advanced practice licensure and certification, who decide to participate in direct patient care hours to satisfy the clinical practice hour requirements, are required to practice in a manner which is consistent with the scope of practice of a registered nurse. Advanced Practice Registered Nurse (APRNs) students who decide to complete direct patient care hours, to meet the clinical practice hour requirements, are required to practice within their scope of practice as defined by their licensure, APRN education, and certification.
3. The 540 practice hours are scheduled to be completed across the following courses: N6620 DNP Practicum I or N6331 DNP Practicum I Practice plus N6332 DNP Practicum I Project and N6621 DNP Practicum II or N6333 DNP Practicum Practice plus N6334 DNP Practicum II Project. With prior approval from the Associate Chair, the DNP Director, or the DNP faculty advisor, the student may request approval to complete a small portion of the clinical/practice hours prior to enrollment in one of the above courses.

4. In order to help guide the clinical/practice hours the student will develop a set of objectives, have them approved by their DNP Faculty Advisor, and provide a copy to their preceptor. At the end of the precepted clinical/practice hours, the preceptor will complete an evaluation of the student based on their objectives. A copy of the evaluation will be given to the DNP Faculty Advisor and placed in the DNP Electronic Portfolio. Doctorally prepared (DNP/PhD) RN faculty may serve as DNP faculty advisors and supervise clinical/ practice hours and project hours of APRN and Non-APRN DNP students.

5. Students will maintain a log of their practice hours which specifies the activities completed, the amount of time for each activity, a total sum of the hours and document which of the AACN Essentials of Doctoral Education for Advanced Nursing Practice (2006) were met with each activity. Students will submit the completed log to their DNP Faculty Advisor for verification of the completed hours and signature. The student will place a copy of the signed log in their electronic portfolio.

6. As a culmination of the DNP program, students are required to demonstrate the knowledge and skills obtained in the program through the completion of a Scholarly DNP Project. The time a student spends in the planning, implementation, and evaluation of their Scholarly DNP Project may be logged as practice hours. A total of 240 hours may be logged as practice hours.

7. Students are required to complete a total of 1000 post-baccalaureate clinical/practice hours in order to graduate from the DNP program. These hours may include a combination of clinical hours completed at the master’s level and clinical hours completed during the DNP program. Each student’s file will be individually reviewed and a plan to meet this requirement developed.

   a) Qualified Advanced Practice Registered Nurse (APRN) applicants with a current national certification as an APRN are expected to have had a minimum of 500 clinical hours in their APRN master’s program in order to meet requirements for APRN recognition and national certification. The DNP post master’s program provides a minimum of 540 clinical hours resulting in a minimum total of 1000 clinical hours for graduation with the DNP degree.

   b) Qualified applicants who hold a master of science in nursing (MSN) in administration or in another area of nursing are expected to have had some clinical hours in their master’s program. Clinical hours completed in the MSN program will be verified by requesting a written verification of hours from the MSN program.
i. The number of clinical hours verified by the MSN program will be used to meet the 1000 post-baccalaureate clinical hour requirement. If the number of clinical hours from the MSN program is less than 500, the student will be required to enroll in an independent study to complete the remaining clinical hours.

ii. The maximum number of clinical/practice hours that will be awarded from an MSN program, for all students, is 500.

c) In accordance with *The Doctor of Nursing Practice: Current Issues and Clarification Recommendations (August 2015) by AACN*, students who hold an advanced nursing certification may be awarded post-baccalaureate clinical hours. An advanced nursing certification is defined as one that requires a master’s degree in nursing and significant post-graduation clinical experience in the specialty area. Any student with a current advanced nursing certification will be awarded 500 post-baccalaureate clinical hours. A written verification of clinical hours completed in the MSN program will not be required if the student meets these criteria.

8. The Associate Chair or the Director for the DNP Program is responsible for conducting the practice hour reviews and gap analysis, approving appropriate practice hours as described herein, and determining any additional academic requirements indicated by the clinical/practice hour review.

D. DNP SCHOLARLY PROJECT

When obtaining/gathering evidence for the DNP scholarly evidence-based project, students are expected and required to adhere to ethical standards and guidelines set forth by the CONHI and by UT Arlington. Students should become familiar with those policies prior to conducting any project/study. In most cases, the DNP Project will require institutional review board (IRB) approval in order to proceed unless the study qualifies as a Quality Improvement which may be exempt.

Information related to conducting research is available at the Office of Regulatory Service at [http://www.uta.edu/ra/oric](http://www.uta.edu/ra/oric). Forms related to research are at [http://www.uta.edu/ra/oric](http://www.uta.edu/ra/oric).

After the DNP Scholarly Project proposal is approved by the DNP faculty committee and DNP project advisor, a student planning to conduct research with human or animal subjects will submit a protocol to the UTA Institutional Review Board (IRB). The protocol may also need to be submitted to the IRB of the institution/facility in which the student wishes to conduct the project. Each student will work with his or her DNP project advisor to complete and submit the appropriate IRB forms. The IRB protocol must be approved by the DNP project advisor as part of the IRB process. At the time a student begins the project, his or her human research subject training must be current. Along with the IRB, the student and the student’s project advisor must submit a financial relationship statement to avoid any threats to the integrity of the study.
E. GRADUATION REQUIREMENTS

1. Degree Requirements

Each graduate student must complete degree requirements in accordance with the catalog in effect at the time the student entered the graduate program in which the degree will be awarded or, at the student's option, the catalog of any subsequent year in which the student was in residence. Students who wish to follow degree requirements in a catalog of a subsequent year must talk with and get permission from their advisor.

Please note that changes in University regulations and policies become effective for all enrolled students in the year for which the catalog is in effect, regardless of the year of initial enrollment. Thus, students may choose to satisfy degree requirements specified in an earlier catalog, but all must observe University regulations and follow graduation procedures prescribed in the catalog in effect in the intended semester of graduation.

Additional information is available at http://catalog.uta.edu/.

2. Application for Graduation

Graduating students must file an Application for Graduation by the deadline posted online at http://www.uta.edu/records/graduation/deadlines.php, typically 30 days after the first day of classes. Additional information and links to apply for graduation are available at http://www.uta.edu/records/graduation/. Please refer to the University Catalog for complete information at http://catalog.uta.edu/.

F. DNP AND GRADUATE SCHOOL FORMS

All DNP program forms are available online at http://www.uta.edu/conhi/academics/nursing-grad/dnp/resources.php. Students with questions about forms may contact the department staff and/or DNP administrative assistant for assistance.