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College of Nursing Doctor of Nursing Practice Student Handbook 2020-2021

University of Alabama in Huntsville

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College of Nursing

Doctor of Nursing Practice

Student Handbook

2020-2021

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COLLEGE OF NURSING

Welcome and Accreditation Information

The University of Alabama in Huntsville College of Nursing Dean, faculty, and staff welcome you! This handbook provides information pertaining to policies, procedures, and activities within the College. It is intended to be used in conjunction with *The University of Alabama in Huntsville Student Handbook*, *The University of Alabama in Huntsville Graduate Catalog*, and *The University of Alabama in Huntsville Graduate Handbook*. We are here to assist you in the successful completion of your program of study leading to a Doctor of Nursing Practice degree. We wish you much success in the attainment of your educational and professional goals.

The College of Nursing BSN, MSN and DNP programs are accredited by the Commission on Collegiate Nursing Education (CCNE).

Commission on Collegiate Nursing Education
655 K St. NW, Suite 750
Washington, D.C. 20001
202.887.6791

The undergraduate program is also approved by the Alabama Board of Nursing.

Alabama Board of Nursing
P.O. Box 303900
Montgomery, Alabama 36130-3900
800.656.5318

The University of Alabama in Huntsville is an equal opportunity/affirmative action institution and does not discriminate with respect to race, color, religion, sex, age, national origin, or handicap status in any education program or activity.

Letter from the Dean of Nursing

Dear DNP Student:

Welcome! I am very glad that you have chosen The University of Alabama in Huntsville (UAH) College of Nursing for your Doctor of Nursing Practice (DNP) education. I look forward to working with you, and I hope that you will be an active participant in your academic learning. While this DNP Program is delivered online, you will have the opportunity to come to campus for to attend a DNP Intensive. Of course, you are always welcome to visit our beautiful campus.

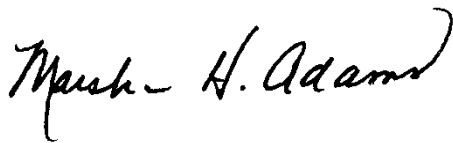
Nursing is one of the largest graduate majors on the UAH campus. The College offers a traditional baccalaureate program, an RN to BSN, a master's program with specialties in family nurse practitioner, adult-gerontology acute care nurse practitioner, nursing administration, the BSN-DNP and post-master's DNP, and the Joint PhD in Nursing Science. Two certificate programs are offered including family nurse practitioner and nursing education.

The culminating work in your DNP program is the DNP Project. This DNP project is an evidenced-based project designed to positively impact health care outcomes. Faculty and practice partners will provide you with guidance, support, and clinical expertise during your project.

The College of Nursing wants you to be successful! Our major purpose is to provide high quality nursing education in a manner that is respectful and supportive of our students. While the courses in which you enroll are fundamental in meeting that purpose, other student services are also of major importance. In this student handbook, you will be provided with information and resources that will support your success including information about online support personnel, online library resources, and email accounts for you. If you have ideas about ways in which the College can improve, please email your suggestions to me, the Office of Graduate Programs, or the DNP Program Coordinator. All suggestions receive careful attention.

When on campus, I invite you to stop by my office and introduce yourself to me. I look forward to talking with you.

Sincerely,

A handwritten signature in black ink that reads "Marsha H. Adams". The signature is written in a cursive, flowing style.

Marsha Howell Adams PhD, RN, CNE, ANEF, FAAN
Dean and Professor
Phone: 256.824.6345
Email: marsha.adams@uah.edu



Mission

Educate and inspire individuals to become nurse leaders who act with integrity, discover through scientific methods, promote wellness, and advocate for the best health care experiences of people and communities in a complex and evolving health care environment. In collaboration with our university colleagues and community partners, we are committed to excellence through our teaching, scholarship, practice, and service.

Vision

To have a global reputation for transforming health care through innovative nursing practice, education, and research.

Core Values

- **Integrity - Resolutely adhering to moral, ethical, and professional standards.**
- **Inspiration - Encouraging, role-modeling, and mentoring others to pursue their professional dreams.**
- **Caring - Acting with compassion and respecting all persons by embracing cultural humility, diversity, and person-centered care.**
- **Excellence - Pursuing and achieving goals of the highest caliber.**
- **Wellness - Maximizing well-being in different states of health.**



History of the College

The University of Alabama in Huntsville is the only institution offering BSN, MSN, DNP, and PhD programs in north Alabama. The School of Nursing was established by an act of the Alabama Legislature in 1971. The School of Nursing was designated a College of Nursing in 1987.

Dr. Kathryn Crossland, the first Dean, was appointed in September 1971, and the first students were admitted to the professional nursing curriculum for the fall of 1972. Thirty-six students were graduated in 1974. That same year the School of Nursing baccalaureate program was granted initial accreditation by the National League for Nursing. The Master of Science in Nursing degree was approved by the Board of Trustees of The University of Alabama System in 1978. The first students were graduated in 1980 and the program received initial accreditation from the National League for Nursing in 1982. The program initially prepared graduates as specialists in family nursing.

A major curriculum revision, begun in 1980, resulted in the development of a two-tr option: Adult Acute Care and Family Nurse Practitioner. A third track in Home Health Care Administration was added in 1988. In the fall of 1995, that track was modified to become a broader Nursing Administration track. The track was revised again in 2005 to become the Leadership in Health Care System and revised again in 2017 to become Nursing Administration. This track is offered online with two three-day residencies scheduled at the beginning of each fall semester. An Acute Care Nurse Practitioner track was added in 1994 and the Adult Acute Care track was modified and updated in 1998 resulting in an Adult Health Clinical Nurse Specialist track which was deactivated in 2016. A post-master's Family Nurse Practitioner track was initiated in 1994. A certificate program in Nursing Education was begun in 2003. The Clinical Nurse Leader track began in the fall of 2006. The Joint Doctor of Nursing Practice Program was approved with the first class admitted in the fall of 2008 and the first graduating class of nine in the fall of 2009. The DNP was offered as a joint program with the University of Alabama in Birmingham School of Nursing and The University of Alabama Capstone College of Nursing. The DNP Program was approved as an independent program in summer 2016 with two pathways: post-baccalaureate to DNP and post-master's to DNP. The first class admitted to the post-baccalaureate to DNP and independent post-master's to DNP was in fall 2016. In summer 2019, The University of Alabama in Huntsville College of Nursing and The University of Alabama Capstone College of Nursing admitted students to the Joint Nursing Science Ph.D. program.

The College is housed in a centrally located building that was first occupied in 1976. The four-story structure houses a state-of-the-art Learning and Technology Resource Center, lecture rooms, distance learning classrooms, and laboratories for teaching nursing. The building also contains faculty and administrative offices as well as lounges and study areas for student support. The unique design of the Nursing Building promotes interaction among faculty and students. A new wing of the Nursing Building was completed in Fall 2014, and renovation of the original building was completed in Fall 2015. The building is in close proximity to the M. Louis Salmon Library, the Charger Union, and other academic buildings, providing opportunities for faculty, staff, and students to be an integral part of the University community.

Doctor of Nursing Practice Program

The University of Alabama in Huntsville College of Nursing offers both the Post-Master of Science in Nursing (MSN) to DNP and the Post-Bachelor of Science in Nursing (BSN) to DNP pathways. Advanced practice specialty training at the doctoral level is needed to address the growing complexity of patient care and health care systems. In addition, expanding accountability of clinical expert nurses in advanced practice roles requires competencies in population-based care, leadership, health policy, health system improvement, research, and evidence-based practice.

DNP Program Outcomes

The Doctor of Nursing Practice Program builds upon the baccalaureate and master's degrees and prepares the individual for advanced nursing practice at the doctoral level. The framework for practice emerges from interrelationships of theory, practice, and research. Primary roles of the DNP graduate embody dimensions of clinical expertise, evidence-based practice, consultation, collaboration, management, leadership, and teaching.

The graduate of the DNP Program will:

1. Synthesize scientific evidence for the development of clinical interventions for practice.
2. Evaluate policy, care delivery, and organizational systems for current and future health care needs.
3. Demonstrate intra and interprofessional collaboration to address health disparities and to improve health care quality across diverse populations and cultures.
4. Incorporate knowledge of current and emerging health technologies to improve care delivery and organizational systems.
5. Translate scientific, theoretical, and ethical principles into health care for individuals, families, and populations.
6. Assume complex leadership roles to advance clinical practice and health care delivery at the organizational and systems level and to improve health outcomes of individuals and populations.
7. Advocate for social justice, equity, and ethical policies in health care.
8. Deliver evidence-based care using clinical reasoning and analysis of complex health care issues to improve patient outcomes.

Professional Nursing Standards and Guidelines

Professional nursing standards and guidelines provide a framework for the DNP Program curriculum and assure the public that the program ensures quality education. The College of Nursing follows the American Association of Colleges of Nursing (AACN) *Essentials of Doctoral Education for Advanced Nursing Practice* (October 2006). A complete description of the DNP Essentials may be found online through the AACN website at <http://www.aacn.nche.edu/publications/position/DNPEssentials.pdf>

DNP PROGRAM OF STUDY

The Doctor of Nursing Practice (DNP) is a program offered by The University of Alabama in Huntsville. The purposes of the DNP program are to prepare graduates at the highest level of nursing practice to provide complex hospital and community-based care for patients and families, redesign and evaluate nursing and health care systems, and address dire shortages of clinical nursing faculty to mentor and educate new nurses.

The University of Alabama in Huntsville, College of Nursing offers both the Post-Baccalaureate to DNP (BSN to DNP) and Post-Master's to DNP (MSN to DNP) pathways. The post-BSN to DNP pathway allows a seamless progression from the completion of a baccalaureate degree to advanced practice. Advanced practice specialty training at the doctoral level is needed to address the growing complexity of patient care and health care systems. In addition, expanding accountability of clinical expert nurses in advanced practice roles requires competencies in population-based care, leadership, health policy, health system improvement, and evidence-based practice. Students may elect to take courses under the full-time option or the part-time options. Students enrolled in the post-BSN to DNP degree, may select from various MSN tracks: Family Nurse Practitioner, Adult-Gerontology Acute Care Nurse Practitioner, and Nursing Administration. If a student desires to change MSN track during their program of study, a request to transfer (see Appendix A) for transfer to a different track is required.

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

Three sample full-time programs of study for the Post-BSN to DNP and Post-MSN to DNP are listed below for starting in the Fall semester, though other options are available based on the selected track. For the post-Masters DNP can be started in the Spring, Summer, or Fall. The post-BSN to DNP (NP track) can be started in the Summer or Fall. The post-BSN to DNP (Administration track) starts in the Fall. All prospective students are encouraged to contact the Program Manager, Graduate and Admissions Advisor (256-824-6669) to discuss the appropriate program of study based on the semester of entry.

Post-MSN to DNP Program of Study
Full Time
Fall Start

Course Number	Course Name	Credit Hours	Semester
NUR 737	Interdisciplinary Leadership and Role Development	3	Fall
NUR 700	Clinical Data Management and Analysis	3	Fall
NUR 701	Writing for Publication	3	Fall
NUR 729	Evidence-Based Practice Design and Translation	3	Spring
NUR 731	Philosophical, Theoretical, and Conceptual Foundations for Advanced Practice Nursing	3	Spring
NUR 740	Health Policy and Politics: Implications in Health Care	3	Spring
NUR 733	Informatics for Advanced Practice Nursing	3	Summer
NUR 735	Population Health in Advanced Practice Nursing	3	Summer
NUR 742	Program Evaluation Methods	3	Summer
NUR 743	Evidence-Based Practice Strategies	3	Fall
NUR 738	DNP Project Development	3	Spring
NUR 739	DNP Project	1-2**	Spring Chair approval
NUR 739	DNP Project	2-3**	Summer
NUR 739	DNP Project	2-3**	Fall

*A total of 7 hours of NUR 739 is required. Taken over several semesters as determined by Graduate Faculty Chair.

Post-BSN to DNP: Nurse Practitioner Track
Full Time, Fall Start

Course Number	Course Name	Credit Hours	Semester
NUR 605	Advanced Health Assessment	3	Fall
NUR 606	Advanced Pathophysiology	3	Fall
NUR 602	Scholarly Inquiry for Advanced Practice	3	Spring
NUR 607	Advanced Pharmacology	3	Spring
NUR 731	Philosophical, Theoretical, and Conceptual Foundations for Advanced Practice Nursing	3	Summer
NUR 737	Interdisciplinary Leadership and Role Development	3	Summer
NUR 610/620	FNP I or ACNP I	6	Fall
NUR 700	Clinical Data Management and Analysis	3	Fall
NUR 611/621	FNP II or ACNP II	6	Spring
NUR 701	Writing for Publication (for 500-600 level elective 1)	3	Spring
NUR 612/622	FNP III or ACNP III	6	Summer
NUR 729	Evidence-Based Practice Design and Translation	3	Summer
NUR 613/623	FNP IV or ACNP IV	6*	Fall
NUR 735	Population Health in Advanced Practice Nursing (for 500-600 level elective 2)	3	Fall
NUR 740	Health Policy and Politics: Implications in Health Care	3	Spring
NUR 742	Program Evaluation Methods	3	Spring
NUR 733	Informatics for Advanced Practice Nursing	3	Summer
NUR 743	Evidence-Based Practice Strategies	3	Summer
NUR 738	DNP Project Development	3	Fall
NUR 739	DNP Project	1-2**	Fall Chair approval
NUR 739	DNP Project	2-3**	Spring
NUR 739	DNP Project	2-3**	Summer

Post-BSN to DNP: Nurse Administration

Full Time, Fall Start

Course Number	Course Name	Credit Hours	Semester
NUR 630	Foundational Concepts for Nurse Administrators	3	Fall
NUR 632	Healthcare Finance and Economics	3	Fall
NUR 737	Interdisciplinary Leadership and Role Development	3	Fall
NUR 631	Leadership in Human Resource Management	3	Spring
NUR 647	Strategic Planning	3	Spring
NUR 649	Quality, Safety and Risk Management	3	Spring
NUR 629	U.S. Health Care System	3	Summer
NUR 733 (N638)	Informatics for Advanced Practice Nursing	3	Summer
NUR 735 (N648)	Population Health in Advanced Practice Nursing	3	Summer
NUR 602	Scholarly Inquiry for Advanced Practice	3	Fall
NUR 634	Internship in Nursing Leadership	3	Fall
NUR 700	Clinical Data Management and Analysis	3	Spring
NUR 701	Writing for Publication	3	Spring
NUR 734	Advanced Experiential Clinical	1-3*	Summer
NUR 729	Evidence-Based Practice Design and Translation	3	Fall
NUR 740	Health Policy and Politics: Implications in Health Care	3	Fall
NUR 731	Philosophical, Theoretical, and Conceptual Foundations for Advanced Practice Nursing	3	Spring
NUR 734	Advanced Experiential Clinical	1-3*	Spring
NUR 742	Program Evaluation Methods	3	Spring
NUR 743	Evidence-Based Practice Strategies	3	Summer
NUR 738	DNP Project Development	3	Fall
NUR 739	DNP Project	1-2**	Fall Chair approval

NUR 739	DNP Project	2-3***	Spring
NUR 739	DNP Project	2-3***	Summer

* NUR 734 is added for Nursing Administration because the Master degree in this track requires only 225 clinical hours. NUR 734 is taken to increase the clinical in the Master Program of Study to 500 hours. A total of 1,000 clinical hours are required for the DNP program (500 in MSN program and 500 in DNP program).

**Taken over several semesters as determined by Committee Chair.

College Administrative Offices

Office of the Dean

Nursing Building, Room 413A

256.824.6345

Dean

Senior Administrative Assistant

Resource Manager

Dr. Marsha Howell Adams

Ms. Jane Armitage

Ms. Carol Reeve

Office of the Associate Dean for Undergraduate Programs

Nursing Building, Suite 227

256.824.6742

Associate Dean

Staff Assistant

Director of Undergraduate Admissions/Advisement

Academic Advisor

Dr. Amy Lanz

Ms. Karen West

Ms. Laura Mann

Ms. Savanna Stewart

Office of the Associate Dean for Graduate Programs

Nursing Building, Suite 214

256.824.6669

Associate Dean

Staff Assistant

Director of Graduate Admissions/Advisement

DNP Program Coordinator

Dr. Karen Frith

Ms. Kim Lassiter

Ms. Janiece Smith

Dr. Darlene Showalter

Learning and Technology Resource Center

Nursing Building, Third Floor

256.824.2181

Executive Director of LTRC

Health care Simulation Technician

Learning Resource Center Specialist

Information Technology Specialist

Instruction Technology Specialist

Dr. Lori Lioce

Ms. Mary Medendorp

Ms. Garnett Duenow

Mr. Hunter Cowling

Ms. Linda Haynes

Nursing Accreditation and Regulation Coordinator

Nursing Building, Room 227G

256.824.6550

Ms. Melodie Cates

Areas of Responsibilities

Dean

The Dean is the chief administrative and academic officer of the College of Nursing. Her major responsibilities are planning, operations, and leadership. The Dean is the chief operating officer of the College and has overall responsibility for instructional, research, and service programs; student services; faculty and staff personnel actions and policies; and budgetary matters. The Dean also provides leadership for the College within the University, the community, the profession, and with students and alumni. The Dean delegates responsibilities for specific components of the College's programs to other individuals and offices.

Associate Dean for Undergraduate Programs

The Associate Dean for Undergraduate Programs has responsibility for the day-to-day management of the College's undergraduate programs. Among these responsibilities are scheduling teaching assignments, coordination of various parts of the programs, evaluation of programs and faculty, and management of student/faculty issues not resolved at the course level.

Associate Dean for Graduate Programs

The Associate Dean for Graduate Programs has responsibility for the day-to-day management of the College's graduate programs. Among these responsibilities are scheduling teaching assignments, coordination of various parts of the programs, evaluation of programs and faculty, and management of student/faculty issues not resolved at the course level.

DNP Program Coordinator

The DNP Program Coordinator has responsibility for the day-to-day management of the DNP Program on the UAH campus. Among these responsibilities are serving on the College of Nursing Curriculum Committee, providing oversight for meeting accreditation standards and University Graduate School guidelines, and advising students.

Program Manager for Graduate Admissions and Advisement

The Program Manager has the responsibility for student services in the College of Nursing. Specific responsibilities include pre-admission advising, academic advisement, recruitment, admission, and non-academic student services.

Course Managers

Each course has a designated course manager. The Course Manager has responsibility for the planning, implementation, and evaluation of the course within established curricular guidelines. In courses in which more than one faculty is involved, other faculty report to the Course Manager. The Course Manager is responsible for the management of all aspects of the course. Course Managers provide evaluative feedback of all course members to the Associate Dean.

College Services

Nursing Building

The Nursing Building houses the College of Nursing programs and services. Classrooms, student lounges, and study areas are located on the first and second floors. Administrative offices, including the Office of the Dean, Office of Undergraduate Programs, and Office of Graduate Programs are on the fourth and second floors, respectively. The third floor houses the Learning Resource Center and most faculty offices. The Nursing Building is open 6:00 a.m. until 6:30 p.m. Monday through Friday. However, administrative office hours are 8:15 a.m. until 5:00 p.m. In addition, the building is open on selected evenings and Saturdays based on class schedules. There is no smoking in the Nursing Building.

Learning and Technology Resource Center

The LTRC is located on the third floor of the Nursing Building. It houses computers, audio-visual, and skills equipment with separate areas for health assessment, basic skills, obstetrics, and pediatrics for the needs of the College. It is available to nursing students for independent study and group learning activities.

Communicating with Faculty

Faculty may be reached by email. Faculty email addresses are available online in the University Directory and updated each semester. Faculty may also be reached through email within the Canvas, learning management system. All students are issued a University email account which is the official email contact. Students are responsible for monitoring the official UAH email account for information concerning courses, the DNP Program, and University information and announcements.

Faculty may also be reached by direct dialing to their offices. Faculty telephone numbers are listed on course syllabi and online in the University Directory. All faculty have voicemail so students may leave a message if the faculty member is not available. Faculty offices are located in the Nursing Building. Faculty members post weekly office hours in course syllabi and are available for meetings outside their regularly scheduled office hours by making an appointment.

UAH RESOURCES

University Bookstore

Required textbooks, manuals, and other supplies are available in the University Bookstore located on the main floor of Charger Union. Texts for each nursing course available on the University Bookstore website at <http://www.uah.edu/bookstore> and are printed in the course syllabus. Texts may also be ordered online through the University Bookstore. Check the Bookstore website at the beginning of each semester for new store hours or telephone 256.824.6604.

Learning Management System

Canvas is the official online course management system for The University of Alabama in Huntsville instituted in Spring 2015. The University will send a Charger ID (universal username and password) to log into Canvas after registration for classes. Once enrolled, students will automatically be included on the online roster for their courses. Students who have problems accessing their courses on Canvas should contact the University Office of Instructional Technology (OIT) at 256.824.3333.

Canvas is also used as a permanent website for DNP students enrolled at UAH for advising, announcements, communication, and as a repository for resource materials, <https://uah.instructure.com/courses/2160>. Some resources may be accessed through the College's webpage at <http://www.uah.edu/nursing/students/student-resources> under Services.

Respondus Lock-Down Browser

The College of Nursing uses Respondus Lock-Down Browser for online testing to ensure test security. Students are responsible for downloading and installing this software onto their personal computer prior to the first online test. Instructions for use with online testing will be available in each Canvas course.

Email Accounts

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

Activate the email account by following these steps:

- Go to <https://apps.uah.edu/ITSPortal/>.
- Enter the Charger ID (the text listed to the left of the @ sign) into the email address, and password. Select Google Apps from the menu.
- Set the Google account password to match the Charger ID password by clicking on the button.
- Accept the terms.

- Students should receive a confirmation message of activation of the Google Apps account. Students should contact OIT at 256.824.3333 they do not receive a confirmation message.
- Access the Google Apps account at <http://google.uah.edu> and click on the sign-in link.

M. Louis Salmon Library

At UAH, the M. Louis Salmon Library supports the instructional, research, and outreach programs of the students, faculty, and staff by building both the print and electronic collections in order to provide access to resources that the University community needs to advance in academic excellence, research discovery, and information exchange. The Salmon Library is located on Holmes Avenue, just to the west of the Nursing Building. The Charger Card serves as the Library card. Although the Library has regular business hours, times may change between semesters and during breaks. Check online for an up-to-date list of hours at <http://www.uah.edu/library/>. Library Hours are available at <http://libguides.uah.edu/hours> or the Circulation/Information Desk at 256.824.6530. Reference librarians also are available by online chat during hours of operation.

The Salmon Library has 5 group study rooms and 8 smaller rooms. The group study rooms, which seat from 4-8 people depending on the room, include a table, chairs, whiteboard, a computer, and a wall-mounted monitor. Students can check out study rooms at the User Services Desk. Students can also check out markers for the whiteboard and equipment for the computer - such as a keyboard and mouse and cables. Each study room can be checked out for a three hour block. Reservations are not available. Renewals are possible if there is no one waiting to check out a study room. Study rooms are closed one hour prior to closing. More information about Library study rooms may be found online at <http://www.uah.edu/library/services/study-rooms>.

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

Lister Hill Library

At the University of Alabama at Birmingham, the Lister Hill Library offers DNP students access to an academic medical center library. The library is located at <http://www.uab.edu/lister/databases>. Students can log in with their Charger ID username and password.

The University of Alabama Libraries

Access to libraries at the University of Alabama is also available to DNP students because of their enrollment in the DNP Program. The library databases are located at <http://www.lib.ua.edu/databases/>. Students can log in with their Charger ID username and password.

Parking Tags

Students must have a parking tag when parking at UAH. Because DNP students are rarely on campus, a temporary parking permit should be requested from UAH Police for each visit to campus. Students may request up to 5 temporary permits at a cost of \$5.00/permit. Students can call UAH Police at 256.824.6594 for more information or visit <http://www.uah.edu/police/parking>.

Charger Cards

Students may obtain a Charger Card in the Charger Union, Room 131. The Charger Card will give students access to campus facilities and services as well as making purchases at participating locations. The card can be used to access the following campus resources:

University Fitness Center	Athletic Events
Salmon Library	Residence Halls
Computer Labs and Classrooms	Campus Entertainment Events
Copy Machines and Printers	Food Service Vendors

University Student Affairs Departments and Programs

The Division of Student Affairs supports and encourages student life and engagement through a variety of programs, services, and departments focused on student learning and development. Whether students need assistance to find the involvement opportunity that best suits their interests or students are feeling under the weather, the Student Affairs team is here to help. Students are encouraged to browse the website at <http://www.uah.edu/vpsa>, contact any of the staff members, or visit their offices to find out more about the great resources they have available.

Campus Recreation	Charger Union 208	256.824.7529
Counseling Center	Wilson Hall 329	256.824.6203
Dean of Students Office	Charger Union 223	256.824.6700
Disability Support Services	Wilson Hall 128	256.824.1997
Fraternity & Sorority Life	Charger Village 118	256.824.6108
International Services	Student Services Bldg, Suite 218	256.824.6055
Leadership Programs	Charger Union 223	256.824.5420
Orientation and Parent/Family Programs	Student Services Bldg, Suite 106	256.824.2740
ROTC	Charger Union 223D	256.824.6561
Special Events	Charger Union 201	256.824. 6375
Student Activities	Charger Union 201	256.824.6375
Student Conduct	Charger Union 223	256.824.6701
Student Engagement & Transitions	Charger Union 201	256.824.6235
Student Government Association	Charger Union 213	256.824.2730
Student Health Center	Wilson Hall 325	256.824.6775

Student Success Center

The Student Success Center provides academic support programs that empower individuals to realize their potential as self-directed learners and professionals, <http://www.uah.edu/ssc>. Located in the M. Louis Salmon Library first floor north wing (telephone 256.824.2478). The Center provides tutoring, academic coaching, career development, and general college advising. The Student Success Center through the Writing Center offers consultations in order to help students become stronger, independent writers. Appointments with a member of the Writing Center can be made for online learners through Zoom, video conferencing.

Counseling Center

The Counseling Center, under the direction of the Dean of Students, at UAH provides specialized professional services designed to assist students in their academic, personal, and social development. Many students encounter personal difficulties that affect the course of their collegiate experience. The Counseling Center provides short-term therapy to help students cope with stress and/or learn new skills. Counseling services are available to all students currently enrolled in 3 or more credits at UAH. The staff is committed to meeting the needs of individuals from diverse backgrounds. Services are confidential and in accordance with the ethical guidelines of the American Psychological Association. Information from counseling sessions does not go on a student's academic record and is not released to any other individuals without the student's written permission except in rare situations as mandated by law. Students come in for a variety of concerns such as relationships, self-esteem, time management, anxiety, family concerns, depression, sleeping problems and stress management. For more information go to <http://www.uah.edu/health-and-wellness/counseling-center>. To schedule an appointment, contact the Counseling Center at 256.824.6203 or go to Wilson Hall Room 329.

Disability Support Services

Disability Support Services (DSS), under the direction of the Dean of Students, is committed to providing an equal educational opportunity for all qualified students with disabilities. Any student who has a documented condition that substantially limits his or her learning activities can request coordination of appropriate academic support services. DSS collaborates with students, faculty, and staff to ensure appropriate services are provided to students registered with our office.

Students must self-identify to be eligible for accommodations and other disability services on campus. The student can choose whether or not to register for services. Services are provided in accordance with federal law. To be eligible for services, students must provide documentation of the disability from an appropriate practitioner. See our webpage at www.uah.edu/dss for more information. To schedule an appointment contact DSS through the Counseling Center at 256.824.1997.

Student Health Center

The services of the Student Health Center are available to students enrolled for the current semester. Services available include treatment of illnesses and injuries, preventive health care, lab testing, immunizations, and health counseling. There is a nominal fee for an office visit with additional minimum charges for laboratory testing, immunizations, and medications. The Student Health Center is located in Wilson Hall. The center is open Monday through Friday 8:15 a.m. until 5:00 p.m. For more information call 256.824.6775 or visit our website <http://uah.edu/shc>.

All new students admitted to UAH must provide a completed Tuberculosis Screening and Immunization Requirements form which is signed by a physician or authorized individual. The physician's license number or clinic stamp must also be recorded on the form for verification purposes. The form and instructions for completion can be found at the Student Health Center website at www.uah.edu/SHC. Forms along with any necessary attachments should be submitted to the Student Health Center.

University Fitness Center

The University Fitness Center (UFC) is conveniently located on the UAH campus at 500 John Wright Drive NW, telephone 256.824.5500, and is open 7 days a week, over 100 hours per week. The UFC is the only fitness center in Huntsville that offers its members a wide variety of health, wellness, and fitness programs all under one roof. As a University and Community facility, the primary mission of the UFC is to provide opportunities for wholesome recreational activities that complement daily living and increase the quality of life of its members. The UFC is a comprehensive facility offering among other activities, swimming, jogging, weight training, basketball, and aerobics. All students may become members free of charge.

Office of International Services

The Office of International Services prepares students, faculty, and staff for success in today's globally interconnected world through international study, research, teaching, service, and experience and through opportunities for intercultural engagement that foster strengthened awareness and understanding among people of different cultures. The purpose of OIS is to promote campus and community internationalization and to provide central administrative support for a wide-ranging network of international initiatives. Through the Office of International Student and Scholar Services, the Intensive Language and Culture Program, and the Office of International Programs, the OIE coordinates programs and services that extend the UAH to our local and global communities. The OIS may be reached by telephone at 256.824.6055.

Office of Diversity, Equity and Inclusion (ODEI) The Office of Diversity, Equity and Inclusion assists the University in providing an atmosphere that is welcoming, supportive and rewarding for students from diverse cultural backgrounds. Students are encouraged to achieve and aided in attaining academic excellence while learning to be competitive with their peers. ODEI endeavors to foster an understanding and respect for cultural diversity throughout the UAH community. Programs are designed for minority as well as non-minority students in order to promote a sense of community and acceptance of multiculturalism and racial appreciation on the UAH campus. Students may contact the ODEI by telephone at 256.824.4600 (diversity@uah.edu).

STUDENT ACTIVITIES IN THE COLLEGE OF NURSING

College Committees

Graduate students have the opportunity to participate in the shared governance of the College. Students have the opportunity to participate on the UAH Graduate Curriculum Committee and the UAH Nursing and Aerospace Committee. Student representatives on the Curriculum Committee may be involved in the following activities: recommend changes in the DNP curriculum; review, revise, and update the College's admission policies; recommend to the Graduate Curriculum Committee changes in admission, progression, and graduation policies and procedures; and plan, develop, revise, and evaluate the curriculum.

The student representative to the Nursing and Aerospace Committee may be involved in the identification and implementation of strategies appropriate to the Aerospace Nursing Initiative such as maintaining a repository for space nursing literature; collaborating with continuing education in planning and conducting conferences; seeking funding to support research and projects related to space; collaborating with government and private agencies in developing programs in space nursing, and researching and assisting with planning and implementing nursing and space life science content within the graduate curriculum. Each of the committees will meet at least once during each semester of the academic year.

Sigma Theta Tau

Involvement with Sigma Theta Tau International Honor Society of Nursing (STTI) through the Beta Phi Chapter is encouraged for students who have already been inducted to STTI. The purpose of Sigma Theta Tau includes the recognition of superior achievement and leadership qualities, the fostering of high professional standards and creative work, and strengthening of the individual's commitment to the ideals and purposes of the nursing profession.

DNP students who were not inducted into STTI in previous nursing degree programs, can be inducted by meeting the international criteria for graduate students.

Graduate Students (Master's and Doctorate) must:

- have completed $\frac{1}{4}$ of the nursing curriculum;
- achieve academic excellence (3.5 GPA or higher);
- meet the expectation of academic integrity.

STUDENT ACTIVITIES AT THE UNIVERSITY

There are many avenues to becoming involved in campus activities. Refer to *The University of Alabama in Huntsville Graduate Catalog*, University website, and bulletin boards for information about activities and organizations on campus.

Student Government Association

The mission of the Student Government Association (SGA) is to advocate for the students of The University of Alabama in Huntsville with representation that not only helps voice the opinions and concerns of students but also to help enhance the student experiences as a whole. The Student Government Association will work with the faculty, staff, and administration to make necessary changes. The SGA provides a forum for the free and open expression of student ideas and opinions, is a liaison between the students and the university administration, works to instill a sense of community and campus involvement, and assists in creating an atmosphere conducive to a high level of academic achievement. The association is composed of a legislative and executive branch. The legislative branch is made up of senators who are elected each spring semester to represent five colleges (Business, Engineering, Liberal Arts, Nursing, and Science) as well as five classes (undergraduate freshman, sophomores, juniors, and seniors and graduate students). The SGA is governed by the SGA Constitution and SGA Bylaws.

FINANCIAL AID AND SCHOLARSHIP INFORMATION

University Financial Aid

The University Financial Aid Office is located in the Student Services Building, Room 124, telephone 256.824.6650 and provides financial aid information and assists the student to meet individual needs. All students who wish to be considered for any scholarship must complete a scholarship application available in the Financial Aid Office.

Information specific to nursing scholarships may be found at the Nursing Building, Room 214C in the Office of Graduate Programs. Nursing students will be considered for endowed scholarships for which they meet the stated criteria.

Tuition Scholarships

Full tuition scholarships may be awarded to qualified students without assistantship appointments. Tuition grants are limited to a maximum of two per department at any given time.

1. Eligibility: A department may award a full tuition grant to a qualified student who must
 - a. be a full-time student;
 - b. be a U.S. citizen;
 - c. have unconditional admission status.
2. Appointment Procedure:
 - a. The faculty chooses the awardees from qualified applicants.
 - b. An appointment letter (similar to the assistantship letter without duties) is written to each awardee and approved by the Associate Dean. The letter is then forwarded to the graduate dean's office along with a copy of the Summary Information Sheet (Form 1 A) for final approval before a copy is furnished to the student.
3. Tuition Request:

Departments submit to the graduate office tuition request for the awardees on the Tuition Support Request (Form 23), along with those of the graduate assistants, by the close of the priority registration period.

Alabama Board of Nursing Scholarships

Scholarships are granted each year to graduate students attending schools in Alabama. Funding is \$3,800 for full-time study for one year. Students must make application directly to the Alabama Board of Nursing. Contact Alabama Board of Nursing for deadline. They can be reached by telephone at 334.242.4060 or by mail at RSA Plaza, Suite 250, 770 Washington Avenue, Montgomery, Alabama 36130.

Nurse Faculty Loan Program

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

NFLP Description

The loan is 85% cancelable after working full-time in the same faculty position for 4 consecutive years. The loan cancellation over the 4-year period is as follows: 20% of the principal and interest may be canceled upon completion of each of the first, second, and third years of full-time employment, which, after the three-year period, totals 60%, followed by the cancellation of 25% of the principal and interest upon completion of the fourth year of full-time employment as a faculty member in an accredited school of nursing.

Repayment of the remaining 15% of the loan balance is postponed during the cancellation period. NFLP loans accrue interest at a rate of 3% per annum beginning 3 months after graduation (per PHS Act Section 846A (c)(6)(A)) for loan recipients who establish employment as nurse faculty. Students can avoid any interest if they pay the 15% off within the first 3 months of graduation, essentially getting an interest-free loan.

NFLP Application

Interested students should contact the Office of Graduate Programs to get the name and contact information of the NFLP Project Director. After initial contact is made, the NFLP Project Director will set up an interview to discuss the program and the requirements for service cancellation.

In order to apply for the NFLP, students must:

- Be enrolled full-time or part-time in the DNP Program.
- Agree to take at least three nurse education classes as electives or in addition to an established program of study (see list);
- Be in good academic standing;
- Meet citizenship requirements;
- Must NOT be in default on other Federal loans; and
- Complete the NFLP application and return it to the Office of Graduate Programs (application form is found online at <https://www.uah.edu/nursing/degree-programs/dnp/dnp-tuition/nurse-faculty-loan-program> and in Appendix B).
- Complete a FAFSA application, which can be found at <https://studentaid.ed.gov/sa/fafsa>

Students must receive at least 2 semesters of support to qualify for the loan. Students can get loans to cover multiple years up to five total years but must apply each year to the College of Nursing for the NFLP and sign a promissory note each semester of support

- NFLP loan support includes the cost of tuition, fees, books, software, laboratory expenses, and other reasonable education expenses.
- NFLP loans do NOT include stipend support (i.e., living expenses, student transportation cost, room/board, personal expenses).

For more information, see <https://www.uah.edu/nursing/degree-programs/dnp/dnp-tuition/nurse-faculty-loan-program>

NFLP Progression

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

Three of Six Educator Classes are required for the Nurse Faculty Loan Program
Graduate Certificate in Nursing Education

<i>Course Number</i>	<i>Course Name</i>	<i>Credit Hours</i>	<i>Level Offering</i>	<i>NFLP Required</i>
NUR 640	Curriculum Development in Nursing	3	DNP and MSN	Yes
NUR 641	Teaching/Learning in Nursing	3	DNP and MSN	Yes
NUR 642	Testing and Evaluation in Nursing Education	3	DNP and MSN	Yes
NUR 643	Faculty Role Development	3	DNP and MSN	No, but encouraged
NUR 644	Practicum in Teaching Nursing	3	DNP and MSN	No, but encouraged
NUR 646	Instructional Technology in Nursing Education	3	DNP and MSN	No, but encouraged

Interest

The NFLP loan will bear interest on the unpaid balance of the loan at (a) the rate of 3 percent per annum beginning 3 months after the Borrower graduates from the program, or (b) bear interest on the unpaid balance of the loan at the prevailing market rate if the borrower fails to complete the advanced nurse education program or when the Borrower fails to establish employment as full-time nurse faculty at an accredited school of nursing. Borrowers employed as full-time nurse faculty at a school of nursing for a consecutive four-year period will bear interest at the rate of 3 percent for the four-year period and the remaining six years of the “repayment period”. If the borrower ceases full-time employment as nurse faculty at a school of nursing, the NFLP loan will bear interest at the prevailing market rate.

Cancellation

The NFLP is a loan cancellation program with a service obligation for recipients of the loans. To be eligible for the maximum 85 percent cancellation, the Borrower must fulfil the service obligation in one of three ways:

1. employment as a full-time faculty member at an accredited school of nursing;
2. employment as a part-time faculty member at an accredited school of nursing in combination with another part-time faculty position or part-time clinical preceptor/educator

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

Following graduation, the Borrower must submit certification of employment within 12-months of graduation. If employment verification is not submitted within the 12-month period, the borrower will NOT be eligible for the loan cancellation provision. The school will cancel an amount up to 85 percent of the principal and interest for borrowers who submit their employment verification. The cancellation by the school is carried out in the following way:

- Upon completion by the borrower of each of the first, second, and third year of full-time employment as a faculty member in a school of nursing, the School will cancel 20 percent of the principal of and interest on the NFLP loan, as determined on the first day of employment.
- Upon completion by the borrower of the fourth year of full-time employment as a faculty member in a school of nursing, the School will cancel 25 percent of the principal of and interest on the NFLP loan, as determined on the first day of employment.

Repayment

The NFLP loan is repayable over a 10-year period beginning 9 months after the borrower completes the advanced nurse education program, ceases to be enrolled as a student in the advanced nurse education program, or ceases to be employed as full-time nurse faculty.

- Prepayment: The Borrower may, at his or her option and without penalty, prepay all or any part of the principal and accrued interest on the loan at any time.
- Acceleration: If the Borrower fails to make a scheduled repayment or fails to comply with any other term of this Promissory Note, the entire unpaid balance of the loan, including interest due and accrued and any applicable penalty charges, will, at the option of the school, become immediately due and payable.

Deferment

NFLP borrowers are eligible for deferment for up to 3 years, (1) when the borrower is ordered to active duty as a member of a uniformed service of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard, the National Oceanic, and Atmospheric Administration Corps, or the U.S. Public Health Service Commissioned Corps); a borrower who voluntarily joins a uniformed service is NOT eligible for deferment, nor is a borrower who is employed by one of the uniformed services in a civilian capacity, or (2) when the borrower that graduates and is employed, and decides to return to a graduate nursing education program to pursue a doctoral degree to further their preparation as nurse faculty. During periods of deferment, interest on the loan continues to accrue at the prevailing market rate but is not required to be paid during this period. During the period of deferment, the borrower may repay the interest if they wish but is not required to do so.

Death and Disability

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

Forbearance The school may, in its discretion, place the Borrower's NFLP loan in forbearance whenever extraordinary circumstances such as poor health or hardship temporarily affect the

Borrower's ability to make scheduled loan repayments. During periods of forbearance, interest continues to accrue on the unpaid principal balance of the loan.

University Graduate Scholarships

A limited number of tuition scholarships may be awarded to students without graduate assistantship appointments who have unconditional admission status and are in good academic standing. Such scholarships may be awarded for up to nine hours of graduate credit hours per semester (6 hours in the summer semester). Students receiving tuition scholarships are bound by the same rules as graduate assistants with respect to course withdrawal, the contingency of the award on satisfactory performance toward the graduate degree, general eligibility, and special department requirements. The departmental faculty select the proposed awardees from qualified applicants. An appointment letter, similar to a graduate assistantship letter but without assigned duties, is prepared by the department chair and sent through the college dean to the graduate dean for approval at least one month prior to the start of the semester in which the scholarship is proposed. After approval, a copy is furnished to the student. The Graduate Dean will make final decisions on awards.

Graduate Teaching Assistantships

Graduate assistantships are offered to encourage graduate work, to promote teaching, and to promote research. Graduate assistants have as their primary goal a graduate degree, and the assistantship is part of their graduate education. Any student qualified for admission to the Graduate School is eligible to apply for a graduate assistantship. Assistantships usually require 20 hours per week service to the College but may be appointed more or less than half-time in exceptional cases. **Without special permission of the student's department and the Graduate Dean, a graduate assistant may not hold other full-time employment during any semester in which this assistantship is in effect.** The graduate assistant must be registered for a minimum of nine semester hours and not more than ten during any semester in which an appointment is held. Further information may be obtained from the Graduate School. All students assigned as assistants must attend a mandatory University GTA workshop and must also attend GTA meetings with the Associate Dean. Tuition and fees are paid for a GTA who holds one-half time (20 hours per week) appointment and is registered for nine to ten semester hours.

POLICIES AND PROCEDURES

The University of Alabama in Huntsville academic policies are fully explained in the *Graduate Catalog*, the *Student Handbook*, and the *Graduate Student Handbook*. This section contains information on policies and procedures which apply only to students enrolled in the College of Nursing.

General Policies

For policies regarding enrollment requirements, refer to the CON website at <http://www.uah.edu/nursing/degree-programs/dnp/grad-enrollment>. For policies regarding document requirements, refer to our website at <http://www.uah.edu/nursing/degree-programs/dnp/grad-health>.

NOTE: All required documents are at the student's expense.

Canvas

The DNP Program at The University of Alabama in Huntsville is an online program with an optional on-campus activity: The DNP Intensive. Canvas is the official online course management system for the University, and it houses the courses in the DNP Program. Once enrolled, students will automatically be included on the online roster for DNP courses. After acceptance to the DNP program by UAH, a Charger ID and password will be issued; these are used to log in Canvas.

Program Requirements/Course Assignments

Students are expected to fulfill program requirements as listed on the program of study and course assignments as listed on the syllabi. Requirements/assignments are due on the expected date unless the student makes prior arrangements with the faculty. Requirements/assignments turned in late will be penalized or not accepted as identified in each syllabus. Faculty are supportive in assisting students in extenuating circumstances; however, students are expected to make *prior* arrangements with faculty or to notify them as quickly as possible in emergency situations. Students who accrue a significant number of missed or late requirements/assignments during any one term may jeopardize their academic success in the course and in the program. Therefore, regular access to Canvas is important.

Clinical Agency Selection and Contracts

University and Board of Nursing regulations require signed contracts with all clinical agencies in which students have clinical experiences. Establishing and maintaining these contracts is the responsibility of faculty, the Accreditation/Regulation Coordinator and administrators in the College. Students may not initiate the process. Faculty within the specified course or the DNP project chair will vet the clinical agency in which the experience is to occur. Students are encouraged to consult with faculty as early as possible if there are special considerations regarding a clinical agency. Students will also have to meet any agency requirements.

Costs Incurred for Accidents or Injury

Students are responsible for costs incurred as a result of accidents or injuries in clinical or college laboratories. This may include follow-up testing and/or treatment. Students are not eligible for Workman's Compensation Benefits from clinical agencies or the University.

Ethical Conduct

Students are expected to maintain ethical and exemplary professional behavior in all aspects of the teaching-learning process. Refer to the *UAH Student Handbook* for additional information.

Evaluation of Courses and Faculty by Students

Students are requested to evaluate courses, faculty, and preceptors at the end of each semester. This information is used in faculty evaluations, in the revision of the courses and/or teaching methods, and in the choice of expert clinical mentors (Post MSN-DNP) and preceptors (for Post BSN-DNP students).

Evaluations of Student Progress

Students receive evaluations of progress toward the attainment of learning outcomes at identified intervals throughout courses. The times and methods vary with the courses. Students are encouraged to consult with the grade-responsible faculty member any time they need the validation of their progression in the course. Students receive summary evaluations at the completion of each clinical course.

Grades

The University grading system is described in the *UAH Graduate Catalog*. Grade point average (GPA) is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. At the completion of each semester, a report of final grades is mailed to the address furnished by the student and is available online.

As stated in the *Graduate Handbook*, students with cumulative grade point average less than 3.0 at the end of each semester will have registration holds automatically placed on them for the next semester. These holds will be cleared by the Dean of the Graduate School only after approval of a written plan submitted by the student and approved by his/her adviser. This plan should clearly state the actions to be taken (including, if applicable, course repeats) to remedy the grade point average to 3.0 within a specified period of time. Failure to remedy the grade point average within the time period specified in the plan may lead to dismissal from the Graduate School, following the published policy in the *Graduate Catalog*.

In addition, DNP courses must be passed with a grade of "B" or higher. Any course grade of less than a "B" must be repeated. Multiple grades of less than a "B" may result in dismissal from the program. Any student who receives less than a "B" will be reviewed by the Doctor of Nursing Practice Progression Committee. There are three forms that may be required during this process: Leave of Absence/Withdrawal Request, Request for Continued Enrollment and Application for Readmission (see Appendix C). This Committee will recommend 1) continuation in the program to include a repeat of the course or 2) dismissal from the nursing program. Course faculty input and a review of course materials will be obtained. The Doctor of Nursing Practice Progression Committee will make recommendations to the Associate Dean for Graduate Programs.

Graduate Post-BSN-DNP Certification and Early Exit Policy

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

Plagiarism

Plagiarism is defined as the use of any other person's work (such work need not be copyrighted) and the unacknowledged incorporation of that work in one's own work offered in fulfillment of academic requirements (*UAH Student Handbook*). Plagiarism and/or falsification of records are considered justification for failure in the course. UAH subscribes to Turnitin.com, an online collaborative learning tool for faculty and students, which supports members of the University academic community in their quest to uphold academic integrity. Turnitin.com allows the student to upload a paper into the Turnitin.com database. The software will then use algorithms to create "digital fingerprints" that can identify similar patterns in text ("About Turnitin.com"). Turnitin.com creates an "originality report" that highlights any passages from the paper that might not be authentic and lists web sites and other resources with content that matches content within the student paper.

References

Students who need references from faculty members for employment or other purposes should receive permission from the faculty member prior to submitting their names. Prior to completing the program, students are requested to complete the "Consent to Release Information Form." This signed form is placed in the file and allows information to be submitted in response to reference requests received after the student has graduated.

Responsibility to Clinical Agencies

Students are responsible for complying with policies and procedures required by clinical agencies. Failure to meet any requirement may lead to exclusion from required clinical educational experiences and prevent completion of the program. Additionally, should a student cause damage to property during the course of clinical experiences, liability, and cost of repair shall be the responsibility of the student.

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

- A. UAH Policies. All UAH College of Nursing students must become familiar with and comply with the UAH policies regarding drugs and alcoholic beverages. These policies are stated in the Student Handbook, the Code of Student Conduct, the UAH Alcoholic Beverage Usage at University Events Policy, and the Drug Free Workplace Statement Policy. These policies incorporate by reference federal, state, and local drug and alcohol laws. Under the Drug-Free Schools and Communities Act, UAH students are informed each year about out these and related matters. The Code of Student Conduct standards of behavior apply both to conduct on campus and off campus.

- B. Nursing Drug/Alcohol Policy. This Substance Abuse and Drug/Alcohol Policy (the “Policy”), applying specifically to Nursing students, is intended to complement the UAH policies described above.

I. Purpose of Policy

- A. Safe Academic and Clinical Environment. The College of Nursing recognizes its responsibility to promote a safe, efficient academic environment for Nursing students and to cooperate with affiliated clinical agencies in providing for the safe and effective care of their patients during Nursing students’ clinical experiences in the agencies’ facilities.
- B. Drugs and Alcohol. Nurses must conduct health care and educational activities only while in full control of their manual dexterity, mental faculties, judgment, and other skills. A Nursing student’s use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of Nursing students poses an unacceptable risk for patients, colleagues, the University, and affiliated clinical agencies. Preventing and/or detecting substance abuse, as defined below, is particularly critical in the Upper Division of the College of Nursing’s BSN program and its Graduate program, where Nursing students spend a considerable amount of time learning patient care in a variety of clinical settings. Accordingly, this Policy has been adopted with the following objectives and purposes:
- To proscribe substance abuse and/or activities or behaviors (a) that are prohibited by the University’s policies regarding drugs and alcoholic beverages; (b) that may subject the involved Nursing student, other individuals, and the University to legal penalties or consequences; or (c) that may negatively impact the care of patients and the Nursing educational programs.
 - To identify Nursing students in the upper division of the BSN program or in the Graduate program who may have a non-expunged drug or alcohol-related impairment or arrest, charge, and/or conviction related to a drug or alcohol-related offense that may impact their ability to learn safe care practices or that may create unacceptable risks for the University or the affiliated clinical agencies in which students have clinical experiences.
 - To cooperate with affiliated clinical agencies by requiring Nursing students assigned to clinical activities in such agencies to consent voluntarily (a) to allow those agencies to drug test the Nursing student in accordance with their policies, and (b) to disclose any drug testing results to appropriate College of Nursing officials.
 - To require all Nursing students enrolled in the College of Nursing to submit to mandatory drug testing under the circumstances set forth herein.

II. Definition of Terms

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

- “Illegal drug” means any drug/chemical substance that is not legally obtainable; any drug/chemical substance that is legally obtainable but has not been legally obtained; any prescribed drug/chemical substance that has not been legally obtained; any prescribed drug/chemical substance that is not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug that is being used at a dosage level other than that recommended by the manufacturer or a health care provider or is being used for a purpose other than the purpose intended by the manufacturer; and any drug/chemical substance that is being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs/chemical substances include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances (such as marijuana and hashish), cocaine, heroin, methamphetamines, phencyclidine (PCP), and so-called designer drugs and look-alike drugs such as ecstasy or ketamine.
- “Impaired” means a person’s mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability). An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgement, attentiveness, demeanor, and attitudes as manifested in speech or actions. Impairment includes addiction to and/or physical dependence upon drugs/chemical substances and/or alcohol.
- “Nursing student” means any individual formally enrolled in the College of Nursing in pursuit of a BSN or Graduate degree, including registered nurses (RN), students taking courses via distance education, special students, or individuals in post-graduate study, either alone or in combination with any other degree, regardless of the specific location of the student.
- “Reasonable suspicion” means a conclusion, reasonably based on credible evidence, that it is more likely than not that a person has engaged in substance abuse.
- “Substance abuse” means (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any Nursing student while enrolled in Upper division courses in the BSN program or in Graduate courses at UAH, regardless of where the illegal drug activity occurs; (b) the consumption, possession, or distribution of alcohol, unless approved by the University or clinical agency, by any Nursing student while on University or affiliated clinical

site premises, or while participating in any University or affiliated clinical site-sponsored or related activity, including any Nursing course or clinical training activity; and (c) the use by any Nursing student of any drugs, including a prescribed or “over-the-counter” drug, or alcohol in such a way that the Nursing student’s performance in any Nursing course, including activities at any clinical site, is impaired.

III. Policy Requirements

A. General Compliance Duty

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

B. Required Disclosures

1. Nursing students in the Upper Division of the BSN program or in the Graduate program will be required to provide (in addition to other information) a signed statement that he or she does not engage in substance abuse activities as defined herein. Such students are further required to disclose any non-expunged past criminal drug or alcohol convictions and the penalties imposed for such conviction(s). These disclosures shall be made on a form provided by the College of Nursing (see Appendix E). This form, when completed, shall be provided to the Associate Dean.
2. A Nursing student is also required to notify and disclose to the Associate Dean any “current” arrest, charge, or conviction relating to a violation of drug or alcohol laws. This notice and disclosure must be made within five (5) days of the arrest, charge, or conviction.

C. Student “Self-Disclosure”

1. A Nursing student may voluntarily disclose or “self-identify” use of an illegal drug or an impaired condition and request help to deal with the problem by contacting a member of the College of Nursing faculty or administration.

2. The Associate Dean or designee will institute the drug testing procedure as described in this Policy with respect to such self-identifying student.

D. Drug/Alcohol Testing – Affiliated Agency

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

E. Drug/Alcohol Testing – College of Nursing

1. A decision to drug test based on reasonable suspicion of substance abuse may be made by a faculty member and/or the affiliated clinical agency. "Reasonable suspicion of a Nursing student's substance abuse or impairment may be based on a variety of factors, including but not limited to the following:
 - direct observation of a Nursing student's substance abuse or impairment
 - direct observation of physical symptoms or manifestations of a Nursing student's being under the influence of a drug or alcohol, such as, for example, the odor of drugs or alcohol, erratic behavior, slurred speech, staggered gait, decreased motor coordination, difficulty in maintaining balance, flushed face, dilated or pinpoint pupils, wide mood swings, marked changes in personality,

deterioration of work or academic performance, or other evidence of impaired behavior.

- the receipt of evidence or information from a credible source indicative of or consistent with a Nursing student's present or past substance abuse or impairment will be investigated by the Associate Dean in consultation with the Dean.
- the receipt of reliable information indicating a Nursing student has caused or contributed to one or more unexplained accident(s), particularly an accident resulting in personal injury.
- a previous positive drug/alcohol test result
- a Nursing student's non-expunged arrest or conviction for violation of a drug or alcohol law.

2. A drug/alcohol test based on reasonable suspicion may be requested by a faculty member, using the form in Appendix G. The final decision regarding testing will be made by the Associate Dean.

F. Drug/Alcohol Testing Procedure

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

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

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

G. College of Nursing Administrative/Academic Actions

1. Violation of any general University policy or of this College of Nursing Policy relating to drugs or alcohol, or an established violation of any federal, state, or

local drug and/or alcohol law will subject the Nursing student to sanctions up to and including dismissal from the College of Nursing. Violations of this Policy include, but are not limited to, a Nursing student's failure to make a disclosure required herein, failure to complete and sign any document required herein, failure to submit to a drug/alcohol test required herein, any attempt to interfere with a drug/alcohol test procedure or the integrity of a blood or urine sample taken in the performance of such test, the providing of false or misleading information to the College of Nursing, etc.

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

7. A licensed Nursing student who refuses to submit to drug/alcohol testing based upon reasonable suspicion or whose drug/alcohol test is positive will be reported to the appropriate state board of nursing. Full reinstatement of licensure will be required for an unrestricted return to the education program.

H. Procedure for Readmission after Dismissal or Suspension

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

Style for Written Assignments

All papers must be typed unless otherwise specified by the faculty member. Guidelines for specific papers are given by the course instructor(s). All written work, including documentation of information sources, bibliographies and/or reference lists, submitted by students must follow the *American Psychological Association Guidelines* (APA), current edition unless the paper is a manuscript for publication in a journal using a different style manual (AMA, Chicago, etc.). Because of the frequency of use of this resource, it is suggested that each student purchase a copy of the *APA Guidelines* to use throughout the program.

Graduate and Doctoral Department Transfer of Credit

Students are responsible for requesting a transfer of credit review, if appropriate, from the CON Director of Graduate Admissions and Advisement and for providing documentation as outlined in Appendix H along with the written request. The maximum transferable credit hours is 12 for graduate and doctoral programs.

Academic Policies

Academic Advisement Procedure

DNP students are assigned a faculty adviser during the first semester through the Office of Graduate Programs; the adviser serves until the student has selected a faculty chair for his or her DNP Project. Students are expected to consult with their assigned advisers prior to each registration and at other times as needed. Faculty advisers post office hours on the course syllabus. Times other than those posted may be scheduled on an individual basis. In addition, the Director of Graduate Admissions and Advisement and the DNP Program Coordinator can assist in academic advising and may be reached at 256.824.6669.

Academic Misconduct Disciplinary Procedure

Academic Misconduct includes dishonesty in any academic work within the College of Nursing. Academic Misconduct is defined in the current *UAH Student Handbook* and is resolved according to the procedure outlined therein.

Academic Grievance Procedure

Should a grievance arise over an academic matter, a student has the right to pursue the resolution of the issue through appropriate channels. Since most grievances are resolved at the level where the problem arose, the student is urged to initiate resolution at that level. Appeals are always submitted in written form. The student shall proceed through the following channels until such time as the grievance is resolved, or the student chooses to terminate the process:

1. The faculty member immediately involved
2. Course Manager
3. DNP Program Coordinator
4. Associate Dean for Graduate Programs, College of Nursing
5. Dean, College of Nursing
6. Provost and Executive Vice President for Academic Affairs

When a grievance relates to a final course grade, the student must institute the appeal process within four weeks after the end of the semester in which the grade was received.

(Refer to the *UAH Student Handbook*, Chapter 6.11)

Course Policies

Withdrawals

A student may withdraw from any course if he or she follows the policies and deadlines for withdrawal as specified by the Office of the Registrar. It is the student's responsibility to understand the withdrawal policies and follow UAH deadlines. Any student failing to follow the established procedure for withdrawal will continue to be enrolled in the class and will receive a failing grade because of failure to complete course assignments and examinations. Students need to be aware that many potential employers, as well as graduate and professional schools, view an excessive number of W's on a transcript as a flag that the student cannot be counted on to complete demanding projects. Students should be encouraged to discuss with their advisers and course faculty any plans to withdraw from a course, especially after the first two weeks of the semester. For more information, see the *UAH Student Handbook* and the Registrars calendars found at <https://www.uah.edu/registrar/calendars>.

Recording of Withdrawals

If the withdrawal process is completed during the first two weeks, the withdrawing student's name does not appear on the final rolls of the class from which the student withdrew, and that course does not appear on the student's permanent record. If the withdrawal process is completed after the first two weeks, then the withdrawing student's name will be on the final rolls of the class from which the student withdrew, and that course will be recorded on the student's permanent record with a final grade of W. The University does not use grades of W to compute grade point averages. If a student fails to withdraw officially then "F" is recorded for the course.

Approvals Required

The University does not require that the student justify any course withdrawal completed before the deadline. After the deadline, the student must give evidence of extenuating circumstances to justify withdrawal from a course. **Avoidance of an undesirable grade does not justify withdrawal.** It is the duty of the Dean of the College in which the student is enrolled to verify that the circumstances justify withdrawal from a course. In addition, students participating in certain programs must secure approval or give adequate notification to the appropriate officers of these programs.

DNP Orientation

Orientation is a required experience for all newly admitted DNP students. It is offered as an online option through the learning management system, Canvas. Orientation provides students with an opportunity to meet their classmates, professors, and staff members in a virtual environment. These early connections are critical for online learners. Students learn skills that will help them be efficient in searching library databases for relevant literature, archiving published articles and reports, and formatting papers correctly. Practice with other software required by the DNP Program is also a feature of orientation. Finally, the faculty who teach classes for the first semester discuss the goals and student learning outcomes for their classes, and they describe the assignments in each class. Students will be provided access information about Canvas upon acceptance to the program. Information typically discussed in orientation is listed below:

1. Welcome and national perspective of DNP degree
2. Introduction of faculty and students
3. Overview of electronic resources
 - Registration
 - Degree Works
 - Email
 - Canvas, Learning Management System
 - Calendars
 - Bookstore
 - SPSS
 - Typhon
 - Online libraries at UAB, UAH, and UA
 - EndNote
4. Overview Program of Study
5. Overview of DNP Project
6. Overview of Clinical Hours
7. Overview of DNP courses for the first semester of enrollment
8. Nurse Faculty Loan Program (open for students who want to teach full-time as faculty)

DNP Intensive

The College of Nursing provides an optional, on-site experience for DNP students. The purpose of the DNP Intensive is to build leadership expertise and promote professional growth through interactions with national healthcare leaders, networking, and student dissemination of DNP Project methods or results. Information about the DNP Intensive is provided in the DNP Canvas Course. Email announcements are sent to enrolled students with enough notice for students to make travel arrangements.

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

The DNP Coordinator along with the Graduate Admissions Advisor provides advisement to newly enrolled DNP students. The faculty adviser provides academic guidance to students, including suggestions about possible faculty chairs for the DNP Project Committee. The committee chair

must 1) be a full-time UAH CON faculty member, 2) be a member of the graduate faculty, and 3) be an appropriate match for the designated DNP Project.

UAHCON faculty can also be active in the process of helping students find appropriate faculty chairs through online networking with students, the DNP Intensive, sending e-mails to students via UAH email, hosting webinars about their research interests and inviting DNP students to attend, or posting Panopto recordings about their research and work with other DNP students in the Learning Management System.

Students can talk with faculty members at the UAHCON at any point in their enrollment by sending e-mails or calling for appointments with faculty members to discuss their possible topics and explore the faculty-student match. Selection of a faculty chair for the DNP Project occurs no later than a student's enrollment in NUR 743 but is encouraged by the student's 3rd semester of enrollment.

The faculty chair advises the student on classes and guides the student to develop an appropriate topic and approach to the DNP Project. The faculty chair and student follow the DNP Project Implementation Guidelines (see Appendix I), Guidelines for the DNP Project, and Clinical Hours Guidelines (see below).

DNP Project Committee

DNP Project Committee is composed of a minimum of three members: (1) the DNP student, (2) faculty chair, and (3) a doctorally-prepared clinical mentor who is an expert in the DNP Project's area of study. The clinical mentor must be appointed as an adjunct faculty by the Graduate School and therefore the faculty chair submits Adjunct Faculty Nomination Form with the nominee's current curriculum vitae (see Appendix J) to the Appointment, Promotion, and Tenure committee chair. The DNP Project Committee will supervise the student's DNP Project as described in the DNP Project Implementation Guidelines (see Appendix I), Guidelines for the DNP Project, and Clinical Hours Guidelines listed below.

DNP Project Guidelines

The Doctor of Nursing Practice (DNP) is distinguished by the completion of a DNP Project that demonstrates synthesis of the student's coursework and lays the groundwork for future scholarship. Because the DNP is focused on mastery of advanced practice in a specialty area, the DNP Project should demonstrate the achievement of that mastery. The practice doctorate or clinical doctorate focuses heavily on the advanced practice of nursing that is innovative, evidence-based, reflective of the application of credible research findings, through an integrative practice experience. The criteria for the DNP Project should reflect the Essentials of Advanced-level Nursing Education (AACN, 2020):

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

The Essentials should be reflected in and define the scope of the DNP Project. Broadly, DNP education prepares individuals for advanced practice leadership with interdisciplinary, information systems, quality improvement, and patient safety expertise.

Characteristics of DNP Projects

DNP Projects at the UAHCON are considered to be translation science and directly relate to improving the health outcomes of specific populations. The DNP Project documents the outcomes of the student's doctoral education experience, providing a measurable medium for evaluating the mastery of and growth in knowledge and clinical expertise. As noted above, the DNP Project should represent a synthesis of all classroom and clinical learning experiences that together demonstrates the student's achievement of program competencies. Thus the DNP Project should reflect those outcomes that the DNP Program prepares them to meet.

Consider these **critical** elements of the DNP project:

1. The DNP project must be ***Practice-Based and Relevant***. It must be related to the needs of a clinical agency. There should be evidence using data from the clinical agency (data the agency is already collecting) that a problem exists which is impacting or has the potential to impact clinical or health outcomes. DNP projects are not created without collaboration with clinical agencies. They are developed to solve an *existing* clinical or administrative problem.
2. There must be ***Evidence from Reputable, Published Literature*** that the clinical or administrative problem exists beyond a specific clinical agency. In other words, to discover published literature, the clinical problem must not uniquely exist in one clinical agency.
3. There must be ***Evidence from Reputable, Published Literature*** for the suggested practice change or intervention(s). The suggested practice change or intervention(s) must have been

implemented elsewhere with good outcomes and are a safe and efficacious practice change. A DNP project **ONLY** implements strategies that are **KNOWN** to work because there is published evidence that these strategies improve clinical or health outcomes. The DNP project **does not** test strategies that are hypothesized to solve clinical or administrative problems.

4. The DNP project has rigorous methods. Rigorous designs are developed with a systematic, logical, and thorough approach. These methods must be reliable and reproducible. Rigorous, reliable project methods are built upon a published conceptual or theoretical framework.
5. The DNP project uses rigorous measures to evaluate practice or health outcomes. Rigorous measures have a scientific foundation and are valid and reliable methods to determine the effectiveness of practice changes or interventions upon clinical or health outcomes.
6. The DNP project is sustainable. Interventions should be continually used within the clinical agency following the completion of the DNP project. Methods of ongoing evaluation of clinical or health outcomes should be a permanent practice change within the agency. Because DNP projects are applicable in many clinical settings, the project design is reproducible. The rigor of the DNP project ensures that the design and findings are publishable and informative to a larger healthcare audience. Because the DNP project must be sustainable, early and frequent collaboration with the stakeholders proposed project site should be planned. Project implementation must be planned for a sufficient length of time to allow practice change to become part of the workflow in the project site.

Types of DNP Projects

DNP Projects are related to advanced practice in the nursing specialty and are designed to benefit a group, population, or community rather than an individual patient. The defined beneficiary of the practice improvement should be ethically applied and not exclude anyone based on age, race, gender, social or educational status. Projects evolve from an identifiable clinical or health problem and are done in partnership with another entity, e.g., clinical agency, health department, government agency, community group.

A practice problem is defined as any issue that complicates or prevents the provision of effective care. Practice problems may include the need for practice consistent with national guidelines or based on the best research evidence. Other practice problems could include staffing, administrative, resource, policy and advocacy issues. Measures of practice problems may include but are not limited to staff competency, staff psychological measures such as compassion fatigue, the cost of healthcare, staff retention, or policy evaluations to determine impact. DNP students should select measurements that address the triple aim for health care improvement to have a balanced understanding of the practice problem and the effects of the DNP projects on outcomes. Go to <http://www.ihl.org/Engage/Initiatives/TripleAim/Pages/default.aspx> for more information.

A health problem is defined as issues that complicate or prevent patients from preventing illness or maintaining health. Health problems may include patient adherence to treatment, staff adherence to standardized guidelines, and healthcare access. Health problems are measured by determining patient improvement.

Types of DNP Projects* that are acceptable include but not limited to:

- Practice change initiatives
- Program evaluation
- Advocacy for health policy change
- Quality improvement initiatives (care processes, patient outcomes)
- Implementation and evaluation of evidence-based practice clinical guidelines
- Policy analysis within the health care system; develop, implement, evaluate, or revise policy
- Policy analysis outside of the health care system, i.e. analysis of existing practice codes and legislation. NOTE: This type of project would not include the creation of new practice codes or legislation which requires a collaborative effort and often years of work.
- The design and use of databases to retrieve information for decision-making, planning and evaluation
- System change project
- Financial/cost analyses to compare care models and potential cost savings
- Implementation and evaluation of innovative uses of technology to enhance/evaluate care. NOTE: Telehealth is a health care delivery method and not considered a technology.
- The implementation and evaluation of evidence-based interventions which are modified to fit an existing clinical environment

*Projects are selected and evolve through student collaboration with clinical mentors and faculty chair.

Projects that will NOT be approved in the College of Nursing include but are not limited to:

- Projects to measure patient educational outcomes
- Projects to measure nursing or provider educational outcomes
- Project that do not have an indirect or direct impact upon health outcomes
- Any project classified as research
- Development of surveys, instruments or scales to measure concepts
- Projects using qualitative methods or measuring qualitative outcomes

To give you some ideas of DNP Projects, a few topics are listed below. The list of topics is by no means exhaustive but illustrates the various ways in which projects can reflect the DNP essentials in various clinical problems, settings, and groups/populations.

Evaluate Interventions, Innovations in Care Techniques

- Obtain baseline data, implement an evidence-based intervention, evaluate outcomes, and recommend actions for sustainability
- Evaluate management of the care of a specific group of patients (e.g., protocols, medications, metabolic monitoring, etc.)
- Evaluate peer led support groups and their impact to solve practice or health problems
- Evaluate pain control evidence-based interventions in palliative care
- Promote patient safety by reducing errors in medications through evidence-based interventions

Health Promotion and Community Health

- Compare evidence-based interventions for health promotion/disease prevention with various populations/groups (community, schools, churches, etc.)
- Launch collaborative evidenced-based health promotion program in vulnerable community population and evaluate outcomes
- Implement and evaluate evidenced-based monitoring tools or screening programs
- Evaluate existing programs (care, training volunteers, education) and provide a sustainable plan to improve care
- Evaluate community responses to disasters and provide a sustainable plan to improve care
- Implement and evaluate the impact of evidenced-based self-care models
- Implement and evaluate evidenced-based transition protocols to promote continuity of care across settings
- Evaluate high risk patients and implement evidenced-based approaches for risk reduction (e.g., child and elder abuse) for policy or care improvement

Policy-Related Projects

- Implement and evaluate evidenced-based health care delivery policy related to HPV vaccination program for 6th grade girls to prevent cervical cancer (partnering with a school health department)
- Evaluate or compare nursing home policies for treating chronic pain and provide a sustainable plan to improve care
- Evaluate students at risk (school dropouts, depressed, substance users, pregnant) and recommend policy change or programs
- Evaluate employer policies regarding health and potential cost savings and provide a sustainable plan to improve care
- Implement and evaluate the effect of evidence-based policy in NICU
- Evaluate inconsistencies in scope of practice issues and use evidence-based knowledge to recommend changes

Integration of Technology in Care and Informatics Related Projects

- Create a database for monitoring childhood injuries in urgent care and evaluate clinic policies related to these injuries
- Use technology to improve access to care or adherence to care (e.g, text reminders, interactive “home” visits, etc.) and evaluate results
- Evaluate the use of technology to transfer information at the point of care and provide a sustainable plan to improve care
- Implement evidenced-based protocols that integrate use of technology in patient assessment in urgent care and evaluate their impact.

The DNP Project contains the following elements:

1. Identification of the problem
 - Provide evidence of the nature of the problem or issue that will be the focus of the project
 - Describe the environment (organization, political, cultural, and/or economic) in which the proposed project will take place
 - Describe the patient (community, population, or organization system) safety issues related to the proposed project

2. Synthesis of current, peer-reviewed evidence related to the interventions chosen to solve the clinical problem
 - Present an analysis of the evidence-based literature related to the proposed project
 - Describe a conceptual framework that guide the project.
3. Implementation
 - Describe the innovative actions (project plan) to address the identified problem or enhance the quality and safety of patient care delivery
 - Write a complete project plan that could be replicated by an individual with little knowledge of the evidence-based intervention
4. Evaluation
 - Evaluate the efficacy of outcomes and cost of the intervention
5. Application to practice
 - Propose a plan, based on evidence of the project and evaluation to sustain the outcomes at a patient care, organizational, or policy level
 - Describe barriers encountered at any phase of the project and the strategies for overcoming them (or not)

Student Responsibilities

1. The student will make a request to a faculty to be his or her DNP Project committee chair making sure they match the clinical focus.
2. The student will work with the DNP Project committee chair to select a clinical mentor who is doctorally prepared.
3. The student will consult with their DNP Project committee chair to ascertain if the clinical mentor has adjunct faculty status. If not, see DNP Project committee chair responsibilities.
4. The student will provide the clinical mentor with The CON Clinical Mentor packet.
5. The student will consult with his or her DNP Project committee chair to ascertain if the College has a clinical contract (memorandum of understanding) with the agency where the student plans to complete the project. If there is no agreement, see DNP Project committee chair responsibilities.
6. The student will confer with the DNP Project committee chair periodically about coursework and progress in refining the DNP Project concept.
7. The student will develop a project plan throughout coursework in the DNP program. In NUR 729, 742 and 743, students will demonstrate critical elements of project planning. In NUR 738: DNP Project Development Seminar, the student will write a project proposal to meet project guidelines and course requirements.
8. The student will complete clinical hours associated with NUR 738 and 739 and document the hours in Typhon.
9. The student works with the DNP Project committee chair to set a timeline for all milestones in the DNP Project development.
10. The student gives all committee members at least 2 weeks for review and feedback on documents associated with DNP Project.
11. When enrolled in NUR739, the student will work with the DNP Project committee chair to set a proposal implementation review (PIR) date. The DNP Project committee chair will submit Notification of Oral Examination/Defense (<https://www.uah.edu/graduate/resources/forms>), to the Associate Dean of Graduate Programs 2 weeks before PIR date.

12. When enrolled in NUR739, following successful completion of the PIR and with the approval of the DNP Project committee chair, the student will prepare and submit to UAH IRB, , an application for IRB approval of the DNP Project and any approvals required by the agency where the project is conducted if necessary.
13. When enrolled in NUR739, the student will complete clinical hours to implement and evaluate the DNP Project. The student will document hours in Typhon. The student will work with the DNP Project committee chair to choose a DNP Project Final Presentation (PFP) date from the pre-determined UAH CON dates (all University deadlines must be followed). The DNP Project committee chair will submit Notification of Oral Examination/Defense to the Associate Dean of Graduate Programs (<https://www.uah.edu/graduate/resources/forms>) 2 weeks before PFP date. The student will submit, in written form, the outcomes of the DNP Project in the form of the DNP Final Project Paper using the CON-approved DNP Paper Template (<https://uah.instructure.com/courses/2160>) to DNP Project committee chair and Clinical Mentor two weeks prior to deadlines set by the Graduate School. The student will revise according to committee recommendations and submit final copy to the office of the Associate Dean of Graduate Programs in the College of Nursing who will forward to the Graduate School by the deadline. A total of 540 clinical hours are required for the DNP Project. These hours are documented in Typhon and completed in NUR 738 and each semester that a student has taken NUR 739.

DNP Project Committee Chair Responsibilities

1. The faculty will agree to chair the student's DNP Project Committee making sure their areas of clinical interest match.
2. The DNP Project committee chair will work with the student to select a clinical mentor to complete the DNP Project Committee.
3. The DNP Project committee chair will ascertain if the clinical mentor has adjunct faculty status. If not, they will complete an Adjunct Faculty Nomination form (see Appendix J) and get a CV from the clinical mentor and submit to Chair of Appointment, Promotion and Tenure Committee (APT). The DNP Project committee chair will verify that adjunct status has been granted to the clinical mentor by the Graduate School.
4. The DNP Project committee chair will ascertain if there is a clinical contract with the agency. If not, they will complete and submit Memorandum of Understanding Request Form (see Appendix K) to the Nursing Accreditation and Regulation Coordinator.
5. The DNP Project committee chair will confer with the student periodically about coursework and progress in refining the DNP Project concept.
6. While enrolled in NUR739, the DNP Project committee chair will assist the student in developing the products that are required for the successful completion of the Planning Implementation Review.
7. The DNP Project committee chair along with the DNP Project Committee will review the proposal and submit Notification of Oral Examination/Defense to the Associate Dean of Graduate Programs (<https://www.uah.edu/graduate/resources/forms>) in the College of Nursing and to the Graduate School 2 weeks before PIR date.
8. The DNP Project committee chair will request a meeting space within the UAHCON to conduct the PIR. Ms. Kim Lassiter @ 256-824-6669 can assist with meeting space confirmation. NOTE: the PIR may be conducted with remote access if one or more of the

committee members cannot be physically present, but all members of the project committee must be in attendance.

9. After the PIR, the DNP Project committee chair obtains signatures from the committee on Report of Oral Examination/Defense (<https://www.uah.edu/graduate/resources/forms>), and forwards the signed form to the Associate Dean of Graduate Programs in the College of Nursing and to the Graduate School.
10. The DNP Project committee chair will assist the student in preparing and submitting an application for IRB approval of the project to the UAH IRB and any necessary approvals required by the clinical agency where the project is conducted.
11. The DNP Project committee chair assists the student in collaboration with the clinical mentor in all aspects of the DNP Project to include implementation of any interventions, data collection, data analysis, results generations, writing of the final project paper and presentation of results.
12. The DNP Project committee chair along with the student and committee sets a PFP date. All University deadlines must be followed. The DNP Project committee chair submits Notification of Oral Examination/Defense (<https://www.uah.edu/graduate/resources/forms>) to the office of the Associate Dean of Graduate Programs in the College of Nursing and to the Graduate School 2 weeks before PFP date.
13. After the DNP Project committee chair obtains signatures from the committee on Report of Oral Examination/Defense (<https://www.uah.edu/graduate/resources/forms>), and forwards the signed form to the office of the Associate Dean of Graduate Programs in the College of Nursing and to the Graduate School.
14. The DNP Project committee chair will request from the student the outcomes of the DNP Project in the form of the DNP Final Project Paper using the CON-approved DNP Paper Template (available on the Canvas, DNP student course, <https://uah.instructure.com/courses/2160>) two weeks prior to deadlines set by the Graduate School.
15. The DNP Project committee chair reviews clinical hours in Typhon associated with the DNP Project. A total of 540 hours are required for the DNP Project (clinical hours are only logged in NUR 738 and 739).

Clinical Mentor Responsibilities

1. The clinical mentor will agree to serve on the student's DNP Project Committee.
2. The clinical mentor will provide the student and chair with a current resume or curriculum vitae to accompany the Adjunct Faculty Nomination Form (see Appendix J).
3. The clinical mentor will review the CON Clinical Mentor packet.
4. The clinical mentor will meet periodically with the student to provide guidance for the development of the student's DNP Project Proposal.
5. If the clinical mentor is associated with the clinical agency, he or she will facilitate the student's entry into the agency by providing pertinent information for the Clinical Contract. The clinical mentor will apprise the student of any special agency requirements.
6. The clinical mentor will meet periodically with the student to provide guidance during the implementation phase of the DNP Project.
7. The clinical mentor will work with the DNP Project Committee to resolve any difficulties of the project.
8. The clinical mentor works with the DNP Project Committee to evaluate the student's DNP Project by attending the PIR, reviewing the proposal and final paper, and attending the PFP.

9. The clinical mentor signs appropriate forms for the Graduate School and the front pages of the DNP Final Project paper.
10. The clinical mentor will attend all examinations either in person, by remote access (Skype, Zoom, etc.) or by telephone.

Note: Clinical mentors must be granted adjunct faculty status through the College and Graduate School *prior* to serving on a DNP Project Committee and completing duties as outlined above.

Adjunct Faculty Nomination and Procedures

Adjunct faculty are those persons, who, on a continuing basis, contribute significantly to student learning in the classroom and/or clinical setting. This appointment is non-tenure earning and non-salaried. Criteria for adjunct faculty include a doctoral degree and at least annual participation in student learning. Appointments for adjunct faculty will be for five years. Benefits of being an adjunct faculty include University library privileges, access to the College Learning Technology Resource Center, and listing in the University catalog. The process to nominate a person to adjunct faculty status includes:

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

The DNP student, in collaboration with his or her faculty chair will identify an appropriate clinical agency. If NUR734 is required, a clinical agreement will be initiated by the chair with the clinical agency and sent to the DNP Coordinator.

Clinical Hours Guidelines

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

In the post-baccalaureate to DNP pathway, 600 level specialty course clinical hours are taught prior to DNP courses requiring clinical hours. The post-master's clinical hours are completed in courses such as NUR 610 (Family Nurse Practitioner I) or NUR 620 (Adult-Gerontology Acute Care Nurse Practitioner I) where a minimum of 180 clinical hours are completed each semester. A total of 672 clinical hours (minimum of 500 directly supervised) are completed in both of the nurse practitioner tracks. Throughout the clinical courses, clinical faculty, and students engage in clinical conferencing as a method of discussing cases and situations that arise in the clinical setting.

The clinical hours represent a clinical immersion that occurs in the planning, implementation, evaluation, and dissemination of the DNP Project. These are *not* precepted hours providing

clinical care to patients as are typical in an undergraduate or graduate program for advanced practice. Clinical hours may be logged for activities that are associated with only two courses: 1) 120 clinical hours may be logged in NUR 738 for course assignments associated with the student's project, and 2) 420 clinical hours associated with project implementation and completion may be logged for activities in NUR 739. NOTE: Students must be registered in these courses to accrue clinical hours. Activities for which clinical hours may be accrued include the following:

NUR 738 (120 Clinical Hours)

- Visits to clinical sites to plan for collaborations supportive of DNP Project
- Attendance at key meetings with clinical partners/mentors
- Time spent at the clinical site to gain an understanding of the clinical problem and the system to be addressed in the DNP Project
- Participation in sanctioned clinical activities that will support the DNP Project
- Writing of the DNP Project Proposal
- Creating recruitment materials, consent forms, evaluation materials, educational materials, etc. that are associated with the DNP Project.
- Writing the IRB proposal for approval
- Attendance at conferences/programs/workshops/seminars that will directly contribute to the student's development, implementation, and/or evaluation of the DNP Project Proposal (Faculty approval must be obtained prior to attendance at an event)
- Development of Posters/Poster Presentations
- Revising review of literature
- Drafting elements of the DNP Project Final paper.

NUR 739 (420 Clinical Hours)

- Project implementation
- Data collection
- Data entry
- Data "cleansing"
- Database development
- Data analysis
- Presentations of project findings/outcomes to clinical agency personnel
- Writing of DNP Project Final paper to include a manuscript for publication to report findings. NOTE: the student will use the CON-Approved DNP Project Paper Template (<https://uah.instructure.com/courses/2160>)
- Attendance at conferences/programs/workshops/seminars that will directly contribute to the student's development, implementation, and/or evaluation of the DNP Project (Faculty approval must be obtained prior to attendance at an event)
- Time spent at the clinical site for various activities related to the project
- Development of poster/presentations of project/outcomes
- Presentation of the project at conferences, intensives

Typhon

The DNP Program uses the NSST Typhon Student Tracking System for documentation of clinical hours and an e-portfolio. There is a one-time fee. Students record all clinical time, activities, and notes in this system. Students will also use Typhon to develop an e-portfolio using templates

approved by the DNP Program. Students receive an email that provides them with a user name and temporary password to log on, information about making the purchase, and instructions about accessing the Typhon system.

Once log-in to the Typhon system is achieved, it is recommended that students watch the Student Data Entry video to understand what is required when using this Typhon system.

Below are the steps to securing a Typhon account:

1. Sign on with the link provided in a separate email
2. Purchase the Typhon system (one-time fee)
3. Go to “Modify Account Information” and enter the information listed in that section. Agree to the End-User License Agreement. Click to “Save Data”
4. Click in the upper right-hand corner to “Go to Main Menu”
5. Click to “Setup Default Choices” and enter this information. *Note, students can make changes to this later if the information changes, but the default information under “Required Defaults” must be set up first. Click to “Save Data”
6. Click in the upper right-hand corner to “Go to Main Menu”
7. Click to “Change Password”. Choose a new password and then “Save Data”
8. Click in the upper right-hand corner to “Go to Main Menu”
9. Click on “Program Documents/Templates.” Review which documents are appropriate and download those. These will be the “Doctoral”, the “DNP Program Objectives” the clinical course objectives, for each clinical course for the current semesters. *Note other documents may be added later so check back when working on the portfolio for submission. Everyone will need to download and save the “QSEN” competencies.
10. Click in the upper right-hand corner to “Go to Main Menu”
11. Look under “Help” and click “Video Tutorials”. Watch Part 2, “Creating your online portfolio.” This video will show how to upload documents, videos, pictures, and insert links into the portfolio. The video is required, and it’s 24 minutes long.
12. Click in the upper right-hand corner to “Go to Main Menu”
13. When enrolled in NUR 738 and NUR 739, begin recording clinical time. Students will look under “My Time Logs” on the left-hand side. Click to “Add a Daily Time Log” and complete the information and click “Continue”. At the top under “Total Shift Time” enter the total number of hours worked that day. Then categorize how much time was spent doing which activities. Do not enter ANY time into patient encounter area because DNP students are not counting direct patient care toward clinical hours. For example, DNP clinical hours may be any of the items listed on the page such as “Review of the Literature, Consultation with Preceptor, etc”.... but divide up the time recorded under “Total Shift Time” and put how much time was spent doing each item listed below it. Then click either “DNP” Clinical. Use the black box with the word “Notes” over it. This is where DETAILED and SPECIFIC information about the activities for that day should be entered. This detailed information may include important findings in the literature, decisions made, findings, or identification of sections that were drafted or edited in the DNP Project. It does need to be specific and detailed, so the faculty adviser and clinical mentor will have enough detail about the time recorded as clinical hours for that day. Faculty Committee Chairs will

be asked to confirm the hours recorded as known to them and validate the experiences. Then click to “SAVE DATA.”

14. Click in the upper right-hand corner to “Go to Main Menu”
15. With permission from the faculty adviser, students can attend a conference that specifically helps with the DNP Project (DNP Program). Students need to click on “My Conference Logs” and enter that information. Remember to save data. The hours should also be reflected in the time log.
16. Click in the upper right-hand corner to “Go to Main Menu”
17. Click on “My Portfolio”. Click the box that states “Activate my public portfolio located at...” Students may enter a password, which is a separate password that people outside the Typhon system would need to access the portfolio. The first section of the e-portfolio is preset and named “Home Page”. This is where the CV or Resume is inserted. It has a link to advanced practice and other certifications. The Boxes below are blank. Page 2 contains *The Essentials of Doctoral Education for Advanced Nursing Practice* (current edition). Students will need to complete the downloaded template and provide evidence of the accomplishment of each essential. Page 3 contains the “DNP Program Objectives. Students will need to complete the downloaded template and provide evidence of accomplishment of each program objective. Page 4 contains the “QSEN Competencies.” Page 5 contains the “Course Objectives.” There are templates for all these items that must be downloaded and completed from “Program Documents/Templates” in Typhon for each of these. DNP students will also upload documents including “DNP Project,” “IRB Approval/IRB Closure,” or other documents and items as appropriate. *Remember to “Save Data” each time a page is completed in the portfolio.

GRADUATION INFORMATION

Graduation Requirements

Graduate nursing students must meet requirements for all The University of Alabama in Huntsville graduate students. In addition, requirements specific to the College of Nursing are addressed in the College of Nursing section of the *University of Alabama in Huntsville Graduate Catalog*.

Students must meet standards of professional conduct in the Code of Nursing and standards of student behavior in University handbooks. Throughout the program, students must meet health and other requirements identified in Graduate Admission and Enrollment requirements.

Registered nurse students and advanced practice nurses must maintain an unencumbered license in good standing in the state in which clinical experiences are completed throughout the program. They will not be eligible for continuance in the program if licensure is suspended or revoked. Students are required to notify the College of Nursing if there is a change in licensure status.

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

Requirements for completion of the DNP Program for students entering the program fall 2014 or after, are a minimum of 40 semester hours of graduate coursework and 1040 clinical hours (500 from MSN Program and 540 from DNP Program).

Application for Graduation

Candidates for graduation must file an application with the Registrar at least three months prior to the time requirements are expected to be completed. Application forms may be found online through the University website at <http://www.uah.edu/registrar/commencement/apply-to-graduate>. This application is good for one year. There is a fee associated with this application.

Commencement

University Commencement is conducted at the end of the fall and spring semesters. Approved caps and gowns are available for purchase through the University Bookstore. For more information go to <http://www.uah.edu/registrar/commencement/>

Date Approved: 11/20/14; fall 2019; Fall 2020
Semester and Year Effective: Fall 2014;
Date Reviewed/Revised: 11/20/14; 2017; 2019; 2020, 1/21
Semester and Year of Next Mandatory Review: Fall 2022
By: DNP Coordinator

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

**Doctor of Nursing Practice Program
Appendices**

Appendix A

Request to Transfer MSN Track

Student name _____ A# _____

Current track _____ Requested track _____

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

Explain the differences between your current track and requested track:

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

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

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

continued on next page

Please attach your CV/Resume based on this template.

~~Name:~~

Name:

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

Objective What program you are applying to and what are your career goals. (limit 100 words).

Experience

Job Title 1 (begin with current position)

Company Name, City, ST

Start date – End date

This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

Job Title 2

Company Name, City, ST

Start date – End date

This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

Education

Degree obtained

School Name, City, ST

Date graduated

You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

Licensure

State you hold an RN license. Note if you have a multi-state license

Certification

Any certifications related to nursing or healthcare

References

Reference name, Company

Give name and contact information of 3 supervisors, co-workers, or colleagues we can contact for additional information

DATE APPROVED: 8/19/2020

DATE EFFECTIVE: Fall 2020

DATE REVIEWED/REVISED: n/a

NEXT MANDATORY REVIEW: summer 2025

BY: Associate Dean for Graduate Programs

Appendix B



NURSE FACULTY LOAN PROGRAM (NFLP) LOAN APPLICATION

(To be completed by the Borrower)

This form and a FAFSA form must be completed in its entirety and returned to the UAH College of Nursing before an NFLP loan is made. Go to <https://fafsa.edu.gov> to complete the online FAFSA application.

WARNING: Any person who knowingly makes a false statement or misrepresentation in an NFLP transaction, bribes or attempts to bribe a federal official, fraudulently obtains an NFLP loan or commits any other illegal action in connection with a federal NFLP loan is subject to a fine or imprisonment under federal statute.

SECTION I

1a. APPLICANT NAME Last: <u>type</u> First: <u>type</u> MI: <u>type</u>	2. SOCIAL SECURITY NUMBER (SSN) - - -		
1b. OTHER NAMES USED Last: <u>type</u> First: <u>type</u> MI: <u>type</u>	3. DATE OF BIRTH (Month/Day/Year) <u>MM/DD/YYYY</u>		
4. CURRENT ADDRESS Street Address 1: <u>type</u> Street Address 2: <u>type</u> Apartment Number: <u>type</u> P.O. Box Number: <u>type</u> City: <u>type</u> State: <u>type</u> Zip Code: <u>type</u>	5a. DAYTIME PHONE (Area Code/Number) () - - 5b. EVENING PHONE (Area Code/Number) () - -		
6. EMAIL ADDRESS (list the email you check frequently and the UAH student email: <u>Type</u> <u>Type</u>	7. DRIVER'S LICENSE NUMBER AND STATE <u>type</u>		
8. DEGREE PROGRAM: Name of Degree: <u>type</u> Expected Graduation Date: <u>type</u>	9. EDUCATION LEVEL: Master's <input type="checkbox"/> Doctoral <input type="checkbox"/>		
10. PERSONAL REFERENCES -- Friend(s) and/or Relative(s) <table style="width: 100%;"> <tr> <td style="width: 50%;"> Name: <u>type</u> Address: <u>type</u> City: <u>type</u> State: <u>type</u> Zip Code: <u>type</u> </td> <td style="width: 50%;"> Name: <u>type</u> Address: <u>type</u> City: <u>type</u> State: <u>type</u> Zip Code: <u>type</u> </td> </tr> </table>		Name: <u>type</u> Address: <u>type</u> City: <u>type</u> State: <u>type</u> Zip Code: <u>type</u>	Name: <u>type</u> Address: <u>type</u> City: <u>type</u> State: <u>type</u> Zip Code: <u>type</u>
Name: <u>type</u> Address: <u>type</u> City: <u>type</u> State: <u>type</u> Zip Code: <u>type</u>	Name: <u>type</u> Address: <u>type</u> City: <u>type</u> State: <u>type</u> Zip Code: <u>type</u>		

SECTION II

11. ACKNOWLEDGEMENT

I, the above named applicant, have been informed that I must agree to the service obligation associated with the Nurse Faculty Loan Program in order to be eligible to receive a loan under this program.



NURSE FACULTY LOAN PROGRAM (NFLP) Survey
(To be completed by the Borrower)

Answers to questions have no bearing on the loan decision, but the federal government requires that the University report this information each year. Please complete the survey with each NFLP loan application.

Applicant Name: type

- Type of training program: ☐MSN or ☐DNP
- UAH Student A Number: type
- Semesters for loan ☐ fall/spring ☐ spring/summer
- Amount of loan per semester: : type
- Training or awardee category: ☐campus-based ☐online ☐hybrid program
- Enrollment status: ☐full-time ☐part-time ☐mixed ☐leave of absence
- Sex: ☐male ☐female ☐not reported
- Age in years at application: type
- Ethnicity: ☐Hispanic or Latino ☐Non- Hispanic or Non-Latino ☐ not reported
- Race: ☐American Indian/Alaskan Native ☐Asian; Black or African American ☐Native Hawaiian or other Pacific Islander ☐White ☐not reported
- Rural residential background: ☐yes ☐no ☐ not reported
- Disadvantaged background: ☐yes ☐no ☐ not reported
- Veteran: ☐active military duty ☐reservist ☐veteran [prior service] ☐veteran [retired] ☐not a veteran ☐not reported
- Received Nurse Faculty Loan (NFLP) previously? ☐yes ☐no
- Number of years that you received NFLP: ☐1 ☐2 ☐3 ☐4 ☐5
- What year of graduate education are you in? ☐graduate year 1 ☐graduate year 2 ☐graduate year 3 ☐graduate year 4 ☐graduate year 5 ☐graduate year 6 ☐graduate year 7
- Primary focus area: ☐Nursing—CNS—adult gerontology ☐Nursing—FNP--adult gerontology
☐Nursing—ACNP—acute care adult gerontology ☐Nursing—Leadership in Healthcare Systems
☐Nursing other type

Full time graduate enrollment is defined by UAH as 9 credit hours in fall and spring and 6 credit hours in summer.

Rural residential background is defined by the Health Resources and Services Administration. Go to <http://datawarehouse.hrsa.gov/RuralAdvisor/RuralHealthAdvisor.aspx> to determine if your county of residence is considered rural.

Disadvantaged background is defined as a citizen, national, or a lawful permanent resident of the United States or the District of Columbia, the Commonwealths of Puerto Rico or the Marianas Islands, the Virgin Islands, Guam, the American Samoa, the Trust Territory of the Pacific Islands, the Republic of Palau, the Republic of the Marshall Islands and the Federated State of Micronesia who either (1) comes from an environment that has inhibited the individual from obtaining the knowledge, skill, and abilities required to enroll in and graduate from a health professions school, or from a program providing education or training in an allied health profession or (2) comes from a family with an annual income below a level based on low income thresholds according to family size published by the U.S. Bureau of Census, adjusted annually for changes in the Consumer Price Index, and adjusted by the Secretary, HHS, for use in health professions and nursing programs. Veteran is defined as service in one of the seven uniform services: United States: Army, Navy, Air Force, Marines, Coast Guard, Public Health Service, and National Oceanic & Atmospheric Administration Commissioned Officers Corps.

Appendix C

Leave of Absence or Withdrawal Request from a Graduate Program College of Nursing Office of Graduate Programs

Name of Student:													
A number:													
Name of program:													
<p>_____ I am withdrawing from the program, and I understand I must reapply to the UAH Graduate School if I wish complete the degree. Further, I understand courses have a time limit in order to count toward degree requirements. Please refer to the <i>UAH Graduate Catalog</i> https://catalog.uah.edu/.</p> <p>_____ I am requesting a leave of absence for the following semester(s):</p> <table border="1" style="margin: 10px auto; border-collapse: collapse;"><tr><th style="padding: 5px;">Check all that apply</th><th style="padding: 5px;">Year</th><th rowspan="4" style="background-color: #cccccc; width: 30px;"></th><th rowspan="4" style="padding: 10px; vertical-align: middle;">Return Semester _____</th></tr><tr><td style="padding: 5px;"><input type="checkbox"/> Fall</td><td style="padding: 5px;"></td></tr><tr><td style="padding: 5px;"><input type="checkbox"/> Spring</td><td style="padding: 5px;"></td></tr><tr><td style="padding: 5px;"><input type="checkbox"/> Summer</td><td style="padding: 5px;"></td></tr></table>				Check all that apply	Year		Return Semester _____	<input type="checkbox"/> Fall		<input type="checkbox"/> Spring		<input type="checkbox"/> Summer	
Check all that apply	Year		Return Semester _____										
<input type="checkbox"/> Fall													
<input type="checkbox"/> Spring													
<input type="checkbox"/> Summer													
<p>I acknowledge that my withdrawal/leave of absence may impact my financial aid and if I have taken the NFLP loan I will contact Dr. Karen Frith at karen.frith@uah.edu.</p> <p>I understand that my return to the program is contingent upon available space, and I will be required to follow a <u>revised plan of study</u> provided by the Office of Graduate Programs. A leave of absence can be requested for up to three (3) consecutive semesters. If another leave of absence is needed, a new form must be completed.</p>													
Use this space to explain the circumstances surrounding your request for a leave of absence.													
Student Signature			Date										

Academic Advisor Signature	Date
Program Coordinator	Date
Associate Dean Signature	Date
Graduate Dean	Date

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

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

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

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

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

**Application for Readmission
College of Nursing
Office of Graduate Programs**

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

A student who has been suspended from the UAH College of Nursing may apply for readmission through the Office of Graduate Programs. This application may be submitted after notification of suspension **within 1 year of the suspension**. The application, the student's record of performance (classroom, lab, and clinical), the student's professional behavior, the student's help-seeking behavior, and other pertinent information submitted by the student will be reviewed. The Graduate Admissions and Progressions Committee makes a recommendation concerning the application for readmission to the Associate Dean of Graduate Programs. Students who are suspended a second time are permanently dismissed from the nursing program.

Student must complete the following information to be considered for readmission. Attach additional sheets as necessary.

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

List all courses and grades in your program study below.

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

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

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

Appendix D

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE COLLEGE OF NURSING Graduate Post-BSN-DNP Certification and Early Exit Policy

I. Purpose

This document describes the policy for national certification and early exit for graduate nursing students enrolled in the DNP program, post-baccalaureate to DNP pathway who complete their master's degree while enrolled.

II. Assumptions

1. Students who complete their master's degree are expected to obtain national certification, where applicable, as soon as possible after completion of coursework and required paperwork.
2. Students are expected to obtain national certification prior to completion of 24 DNP credit hours. Students may continue to be enrolled in DNP coursework while obtaining certification.
3. In the rare instance that a student chooses to discontinue enrollment after the completion of their master's degree (early exit), they must submit a letter of extenuating circumstance to the Associate Dean of Graduate Programs in the College of Nursing.

III. Procedure

1. Students will notify the Associate Dean of Graduate Programs when they receive an authorization to test for national certification as well as test results.
2. Students must submit proof of national certification to the Director of Graduate Admissions and Advisement prior to enrolling in additional DNP coursework once 24 DNP credit hours have been obtained.
3. Should a student choose to discontinue enrollment in the post-baccalaureate to DNP pathway after attainment of the master's degree (early exit), students must submit a letter of extenuating circumstance to the Associate Dean of Graduate Programs. Readmission to the DNP program would then require reapplication to the DNP program.

DATE APPROVED: Fall 2017
EFFECTIVE DATE: Spring 2018
DATE REVIEWED/REVISED:
NEXT MANDATORY REVIEW: Spring 2023
BY: Associate Dean of Graduate Programs

Appendix E

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE COLLEGE OF NURSING

Substance Abuse and Drug/Alcohol Testing Policy Student Disclosure Statement

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

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

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

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

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

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

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

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

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

Student’s Signature

Student’s Printed Name

Date

Witness Signature

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

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

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

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

Explanatory Comments (if any):

Appendix F

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE COLLEGE OF NURSING Substance Abuse and Drug/Alcohol Testing Policy Student's Consent and Release Authorization - Drug/Alcohol Testing

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

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

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

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

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

Nursing concerning those documents, records, and other information, including, without limitation, drug testing results, related medical records and medical reports, analyses, questionnaires, and other materials that may have been made or prepared pursuant to or in connection with my drug/alcohol tests.

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

Student's Signature

Student's Printed Name

Date

Witness Signature

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

Appendix G

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE COLLEGE OF NURSING

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

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

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

Name: _____ SSN: _____

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

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

Faculty Member's Signature

Faculty Member's Printed Name

Date

Faculty Member's Title

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

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

complaints by students or third parties of student's behavior and if so a list of witnesses to the behavior.

Appendix H

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE COLLEGE OF NURSING Graduate and Doctoral Departmental Transfer of Credit Policy and Form

I. Purpose

This document describes the transfer credit policy for the graduate and doctoral nursing programs where applicable. Transfer credit is defined as “any course accepted for credit taken at a non-UAH, regionally accredited college or university.”

II. Assumptions

1. Students who have completed course work at a non-UAH, regionally accredited college or university may request an evaluation for transfer credit.
2. Courses taken at other universities will be considered for transfer credit only if a grade of "B" or higher is obtained in the course.
3. Courses taken at other universities will be considered for transfer credit only if the date of course completion is less than six years old prior to the date on which the graduate degree is to be awarded. Some courses (i.e. pharmacology) may be deemed ineligible for transfer credit if the content is considered to have significantly changed.
4. The maximum transferable credit hours is 12 for graduate and doctoral programs.

III. Procedure

- A. The student must complete and submit the Graduate Student Request Form indicating what credit is being requested for transfer and submit to the Program Manager, Graduate Programs Admissions Advisor. The following information must accompany the request:
 1. A course transcript to include final grade earned.
 2. The institution's accreditation status where course was taken.
 3. The institution's grading scale system where course was taken.
 4. The course syllabi to include course description and course objectives.
 5. The course topical outline with clear delineation of topics.
 6. Any course materials that would provide more detailed information about the course.
- B. The student may, at any time, email or call the Program Manager, Graduate Admissions Advisor to inquire about the completeness of their information or the status of their transfer credit. It is the student's responsibility to make sure transfer request packet is complete.
- C. The Director of Graduate Nursing Admissions and Advisement will forward the request form and information to the Program Coordinator for review.
- D. A decision will be made and communicated to the student in writing within five working days.
- E. If the transfer credit is approved, it will be documented in the student's file and a course adjustment form will be submitted to the Registrar's office.

DATE APPROVED: Fall 2017
EFFECTIVE DATE: Spring 2018
DATE REVIEWED/REVISED:
NEXT MANDATORY REVIEW: Spring 2023
BY: Associate Dean for Graduate Programs



Graduate Transfer Course Request Form

Student Information

Last Name	First Name	MI	Graduate Nursing Program
Date of Birth	Email Address		

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

Transfer course requirements

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

Transfer course guidelines

1. Students who have completed course work at a non-UAH, regionally accredited college or university may request an evaluation for transfer credit.
2. Courses taken at other universities will be considered for transfer credit only if a grade of "**B**" or higher is obtained in the course.
3. Courses taken at other universities will be considered for transfer credit only if the date of course completion is less than **six years old** prior to the date on which the graduate degree is to be awarded. Some courses (i.e. pharmacology) may be deemed ineligible for transfer credit if the content is considered to have significantly changed.
4. The maximum transferable credit hours is 12 for graduate and doctoral programs.

Appendix I

The University of Alabama in Huntsville
College of Nursing
Doctor of Nursing Practice
DNP Project Guidelines

	Date Completed
DNP Project Paper Template. Develops a file with correct formatting per CON and Graduate Studies	
Title. Provide clear, accurate information for indexing purposes. State specific purpose/aim of project and study method if appropriate. Creates title page for DNP Project paper.	
Abstract. Summarize ALL key information from various sections using abstract format of intended publication. Not usually written until paper is complete.	
Introduction. Approximately one page overview of paper. Creates a draft and inserts into DNP project file. The problem. Creates a draft and inserts into DNP Project template. <ul style="list-style-type: none"> ❖ PICOT question (s) ❖ Statement of the problem ❖ Evidence of the problem <ul style="list-style-type: none"> ➤ National/international ➤ Regional ➤ Local/site ❖ Significance of the problem <ul style="list-style-type: none"> ➤ Patient care ➤ Nursing practice ➤ Nursing education ➤ Nursing research 	
Purpose/aim of the project. Creates a draft and inserts into DNP Project template. <ul style="list-style-type: none"> ❖ Significance of project to problem 	
Conceptual Framework. Most projects will have 1 or 2 frameworks. Creates a draft and inserts into DNP Project template. <ul style="list-style-type: none"> ❖ Review of literature about framework ❖ Review of literature applying framework ❖ Adaptations of framework for project ❖ Figure of model 	
Assumptions	
Review of the literature. Creates a draft and inserts into DNP Project template. <ul style="list-style-type: none"> ❖ Define the search ❖ Review the literature for each key concept ❖ Develop an evidence table by type of literature (primary, secondary, clinical guideline/opinion) ❖ Develop a narrative review of the literature that reflects synthesis 	

Choose a Faculty Chair. Complete Chair Notification form. Submit to DNP Coordinator	
Choose a Clinical Mentor. Complete Adjunct Faculty Nomination form with clinical mentor's CV. Send to Faculty Chair and they will submit to CON Appointment, Promotion, and Tenure (APT) Committee Chair. The APT Chair forwards to CON Dean and Graduate Studies for final approval. NOTE: the clinical mentor should not be engaged in DNP Project activities prior to final approval. This enables hours spent with the DNP student to be counted as clinical hours.	
Choose a Clinical Agency. Complete Clinical Agency Agreement Request form. Submit to DNP Coordinator. NOTE: The clinical agency contract must be returned and signed to the CON prior to any DNP project activities being conducted at the clinical agency. This enables hours spent by the DNP student at the clinical agency to be counted as clinical hours.	
Set Date for Project Implementation Review	
Develop presentation for DNP Implementation Review	

<u>IMPLEMENTED TRANSLATION/APPLICATION PROJECT</u> (i.e. CHANGE PROJECT, PROGRAM DEVELOPMENT)	
Setting. Describe setting in detail. Creates a draft and inserts into DNP project file.	
Population. Describe the population. Creates a draft and inserts into DNP project file.	
Identify detailed plan for project/intervention. Describe the change and its component parts in sufficient detail that others could reproduce it.	
Develop a budget for necessary resources	
Develop a timeline. Discuss with Faculty Chair.	
Develop implementation/analysis/evaluation plan. Creates a draft and inserts into DNP project file.	
Develop project components (modules, programs, instruments, recruitment techniques, etc.) Creates a draft and inserts into DNP project file.	
Secure appropriate IRB permissions. UAH IRB is required for all students. Clinical agency may be required also.	
Implementation/Collect data. Creates a draft and inserts into DNP project file.	
Analyze data. Creates a draft and inserts into DNP project file.	
Develop results. Creates a draft and inserts into DNP project file.	
Discussion. Summarize most important successes and difficulties in implementing project and main changes observed in care delivery or clinical outcomes. Highlight particular strengths of the project. Compare and contrast results with relevant findings of other drawing on review of literature. Explore reasons for differences between observed and expected outcomes. Creates a draft and inserts into DNP project file.	
Limitations. Consider possible sources of confounding bias or imprecision in design, measurement and analysis. Assess effect of study limitations. Creates a draft and inserts into DNP project file.	

Implications for Nursing Practice. Creates a draft and inserts into DNP project file.	
Summary & Conclusion. Suggest steps to improve future performance. Consider overall practical usefulness of the intervention. Suggest implications of this project for further studies/projects. Creates a draft and inserts into DNP project file.	
Plans for dissemination with event details and timeline, if	
References. Uses EndNote to generate. Creates a draft and inserts into DNP project file.	
Appendices. Creates a draft and inserts into DNP project file.	
Set date for DNP Project Final Presentation – Review available dates/times with Graduate Office Assistant or DNP Program Coordinator	
Develop presentation for DNP Project Final Presentation	
Choose journal for manuscript	
Prepare manuscript per journal guidelines	
Finalize DNP Project paper per CON Template	
Log clinical hours into Typhon	
Complete Professional Portfolio in Typhon	
Applies for graduation by UAH Deadline	

Appendix J

The University of Alabama in Huntsville College of Nursing Adjunct Faculty Nomination Form

Nominee's Name:

Title:

Credentials:

Employer or Practice Name:

Home Address:

Home Telephone Number:

E-mail Address:

Nominating person:

E-mail address:

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

DNP Student Email:

Highlight the status of the nomination:

New appointment

Reappointment

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

Masters

DNP

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

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

C. All appointments will be for three years

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

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

Comments:

Adjunct Faculty: provides expert clinical and/or classroom teaching on a non-tenure earning and non-salaried basis. The contribution is on a continuing basis or there is intense involvement with a student's thesis or DNP work. A bachelor's degree is a minimum requirement for nominees working with undergraduate students, and a master's degree is the minimum for nominees working with graduate students.

Date Approved: Fall1997

Effective Date: Fall 1997

Date Reviewed/Revised: Spring 2001; Fall 2009; Spring 2015, fall 2020

Next Mandatory Review: Fall 2025

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

Appendix K

The University of Alabama in Huntsville College of Nursing Memorandum of Understanding Request Form

Agency Name:

Agency Type: private practice, professional corporation (PC), limited liability company (LLC), professional limited liability company (PLLC), not-for profit, state agency, if other write in type_____

Physical Address:

Mailing Address (if different):

Agency URL:

Phone:

Fax:

Name, position, and email of person signing agreement:

Contact person name, position, and email if different than the person signing the agreement (Ex. administrator, office manager):

Student name and email:

Faculty name, course, and semester:

Preceptor name, credentials, and email:

Type of Program: MSN Admin DNP

Return this completed form to Committee Chair

Date submitted:

Date sent:

Date completed:

Follow up dates:

Standard agreement signed:

Agreement Number:
