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Welcome from the Associate Dean for Academic Affairs, Director of Graduate Studies and Professor, Karen Neill Ph.D., R.N., SANE-A, DF-IAFN

As the Associate Dean for Academic Affairs and Director of Graduate Studies, I welcome you to the College of Nursing [CON] and Kasiska Division of Health Sciences [KDHS] at Idaho State University [ISU]. The faculty and I are pleased that you have chosen ISU CON as the destination site for your doctoral studies. Achievements in the DNP program will prepare you for leadership in clinical nursing practice that influences health care outcomes for individuals, families, and communities, grounded in evidence based application within a complex health care system. We look forward to collaborating with you in your journey of inquiry and educational advancement.

Please take time to read the DNP Handbook and utilize this as a resource as you enter and progress through the program. The Handbook is updated each year, or as needed so this is an important document to read and review on a regular basis. Please feel free to contact me if I can be of assistance as you move forward in this endeavor at (208) 282-2102 (office) or neilkare@isu.edu.

All students in the DNP program must meet and maintain the requirements specified by ISU, the Graduate School [GS], and the CON, as well as the ISU CON Graduate DNP Student Homeroom and within the DNP Student Handbook.

Students will be enrolled in a Graduate DNP Student Homeroom upon admission. This site will provide ongoing information for DNP students, documentation requirements for progression, forms, guidelines, policies and procedural information, as well as other pertinent information. The student must access the DNP Student Homeroom on a regular basis to remain informed and to support progression.

Students will enter the program holding a Bachelor’s degree in Nursing from an accredited nursing program. A Master’s degree in Nursing from an accredited program would also be considered for admission. The student will complete a minimum of 78 credit hours in the Family Nurse Practitioner option [FNP], or 78 credit hours in the Psychiatric Mental Health Nurse Practitioner [PMHNP]) option on full time or part time status. A Post Master’s DNP degree requires completion of 26 credit hours for the FNP or PMHNP options.

All students will begin with a required on campus orientation (Pocatello) in August of year of admission. For additional information about graduate education at ISU refer to: https://www.isu.edu/graduate/

For additional information about the DNP program in the SON refer to:
College of Nursing Vision, Mission, and Philosophy

Mission
The CON Mission is to prepare caring, exemplary nurse leaders who integrate education, service and scholarship, through practice and research, to enhance the quality of life for rural and diverse populations (November, 2016).

Vision
The CON vision is to be a distinguished CON committed to being as humanistic and compassionate as we are scientific and innovative (November, 2016).

Philosophy
The faculty in the CON subscribe to a common philosophy about human beings, nursing, and nursing education that encompasses both the undergraduate and graduate programs. Faculty strive to be leaders and visionaries in their role as nurse educators, consumers and advocates for consumers of health care and health professionals.

Humans are dynamic, holistic, and multidimensional. They have intrinsic worth and needs which are uniquely experienced and expressed within the totality of their environment. The manner in which those needs are met influences the individual, family, and community growth and development through the life cycle. Humans have the right and the responsibility for their health and welfare. Moreover, they have the right to access basic services for health promotion, disease prevention, and treatment of acute or chronic illness. To this end, the faculty recognize their social and professional responsibility to sanction access for health care through educational, leadership, political, and public service activities.

Education is a community responsibility shared by recipients and providers of health care, students, and faculty. Faculty are committed to creativity in the learning process and continuous quality improvement in curriculum and program development. Faculty facilitate the educative process, promote an environment for effective application of knowledge integration, stimulate critical thinking, and professionalism. Learning is a lifelong process. Students are active participants in their education and are accountable for developing personal and professional knowledge.

Professional nursing is educative, facilitative, and caring. Professional nursing practice is grounded in sound scientific and humanistic knowledge formed from a complex and diverse field of study. Furthermore, nursing practice is a collaborative endeavor, which promotes health and wellness in a variety of ways and settings. Nurses administer healing arts and support families through normative and tragic transitions. Professional nurses use knowledge integration from theories, research and practice, to plan and deliver holistic client care. Decision-making, teaching-learning, research, therapeutic communication, and critical thinking processes are used by professional nurses.

Utilization of nursing knowledge is the major focus in the undergraduate curriculum in the development of beginning level practitioners. The undergraduate program prepares graduates to meet the present and emergent community health concerns at local and global levels. Throughout the development of the professional role, students learn to view the recipients of nursing care as individuals, families, groups, or communities within cultural and environmental contexts. The population distribution and geographical nature of Idaho mandates that graduates be proficient in rural and frontier nursing.
Graduate education is built upon undergraduate education. Students are prepared to assume advanced practice roles by developing nursing knowledge through research, theory, and practice. At the graduate level, faculty and students contribute toward the application and elaboration of nursing theories to describe, explain, predict, and understand nursing phenomena. Graduate education facilitates learning environments where students can construct their own knowledge integration at an advanced level. Advanced practice nurses develop broad based knowledge and experience to facilitate or deliver personalized, holistic health care to clients over the lifespan in a variety of settings with an emphasis on rural practice.

**Doctor of Nursing Practice [DNP] Program Overview**

The DNP degree program in the CON at ISU will prepare the advanced practice registered nurse [APRN] as a clinical leader with two options for the DNP student. These options include the FNP or PMHNP option. The FNP option prepares the graduate to be a leader in primary care, combining the roles of provider, mentor, educator, and administrator. The FNP is prepared to practice autonomously and in collaboration with other healthcare professionals to provide evidence based care to individuals, families and populations across the lifespan in a variety of settings. The PMHNP option prepares the graduate to provide psychiatric mental health care along the wellness-illness continuum, effectively evaluate clinical outcomes, and identify and manage primary and acute mental health care needs of individuals and families.

**DNP Program Curriculum**

The curriculum sequence for the full time and part time DNP degree options [FNP and PMHNP], as well as the Post Master’s DNP degree are posted in the DNP Student Homeroom. Course descriptions can be found in the ISU Graduate School Catalog. Required doctoral courses are offered according to the established curricular plan [PT, FT, or Post Master’s]. Students should take note of the established curriculum pattern for the DNP degree program options including the full time, part-time, and Post Master’s, and work closely with assigned Faculty Advisor [FA] upon admission to establish a Plan of Study [POS] which is updated each semester by the student and approved by the FA. Students are admitted under full time, part time, or Post Master’s status and are required to maintain the established POS until graduation.

DNP students can petition to have up to 21 graduate level credits [non-clinical] approved to meet curriculum requirements for the DNP program excluding Scholarly Project [SP] Credits. The student must petition by course to have these credits reviewed by the Graduate Studies Council [GSC] for approval. If the credits are approved by vote through the CON GSC, the student must complete the process of approval of these credits through the GS to meet curriculum requirements. The student must work closely with their advisor in the CON to complete this process.

**Approval of Special Problems or Independent Study Courses**

Students may elect to take Special Problems or Independent Study courses in the CON or in other departments on campus to further enhance their education. Enrollment in Independent Study or Special Problems courses requires a contract, approved by the FA which would include learning objectives for the semester and the identification of goals and outcomes to be accomplished. The student can petition [using ISU CON petition form] to have an independent study approved to meet an elective requirement on a case by case basis.

**DNP Program Goals**

The graduate will evidence competency in evaluating clinical outcomes, identify and manage health care needs of individuals, families and populations, use technology and information to transform health care systems, and participate in interprofessional collaboration to develop effective models of health care delivery. The primary goal of the DNP degree program is to prepare experts in advanced nursing practice in specialized areas with an emphasis on innovation and evidence based applications to improve healthcare outcomes.
DNP Program Outcomes
Each student will complete a core curriculum in a POS and work closely with assigned FA to complete coursework specific to the option including electives and the SP.

Students will complete coursework and the SP through online technologies integrating an interprofessional approach to:

1. Assume interprofessional leadership to advance clinical practice and health care delivery to rural and diverse populations.
2. Integrate nursing science into evidence based care for individuals, families, and communities to improve outcomes.
3. Incorporate practice initiatives to improve systems of health care delivery.
4. Advocate policy for healthcare.

Advisement
Upon admission, the Administrative Assistant 1 for Graduate Programs in the College of Nursing will assign each student a FA. The student is expected to meet with his/her FA early in the first semester and at the beginning of each semester thereafter. Each student develops collaboratively with his/her FA, a POS that constitutes a unified program, planned within the framework of the established curriculum for the program option. Once selected, the SP Committee Chair becomes the student’s FA (may be the same individual) and directs the student's SP. Formal communication occurs through the student’s FA, SP Committee Chair, and/or Director of Graduate Studies as appropriate to support student progress.

Qualification and Selection of Faculty Advisors
FA's must serve on the Graduate Studies faculty and hold Full or Allied Graduate Faculty status. The FA may or may not have specific expertise in the area of the student's anticipated project interests; however, if the FA is selected to serve as the Scholarly Project Committee Chair this faculty member must hold Full Graduate Faculty status.

Role of the Faculty Advisor
The FA plays an important role in orienting the student to the CON and the program, assisting with the initial POS and clarification of goals, helping the student to structure a meaningful and integrated learning experience, as well as monitoring the student's progress in adjusting to doctoral study.

The specific responsibilities of the FA to the student are to:

- Interpret the doctoral program's design, requirements and policies.
- Assist in planning objectives for doctoral study and clarifying career goals.
- Assist in developing the student's original and ongoing POS in accordance with program requirements, individual project interests and career goals.
- Assist with selection of appropriate elective courses to create a program of study supportive of the student’s project interests and career goals.
- Monitor student progress through verification of completion of coursework and progression in required nursing and elective courses as indicated in established POS.
- Communicate with the student on a regular basis and assist the student to identify strategies for success in the program.
Student Responsibilities with Respect to Advisement

The student is responsible for:

- Communicating each semester with his/her FA regarding progress, goals and plans.
- Selecting a SP Committee Chair by the end of fall semester year 2 [preferably by spring semester of second year of study] in consultation with the FA.
- Initiating contact with faculty member whom he/she is considering as SP Committee Chair.
- Initiating contact with faculty member(s) being considered to serve on the SP Committee.
- Selecting, with the approval of the SP Committee Chair, members of his/her SP Committee.
- Reporting problems that delay completion of the degree requirements to the FA/SP Committee Chair in a timely manner.
- Becoming familiar with and complying with all relevant policies and procedures as set forth by the CON, GSC, GS, KDHS, and ISU. Policies and procedures relevant to the CON can be found in the DNP Student Homeroom. Policies related to the GS can be found at the GS website at http://www.isu.edu/graduate/ or in the Graduate Catalog at http://coursecat.isu.edu/graduate/ which is updated yearly. ISU policies and procedures can be found at http://www.isu.edu/policy/.

*Note: Reference to deadlines presented in this DNP Handbook are based on a full time admission status and Plan of Study. Determination of deadlines will be modified based on part-time or Post Master’s status and the established Plan of Study.

Scholarly Project Preparation

The student is responsible for selecting a SP Committee Chair by the end of the fall semester of the second year of study (based on FT status). The student is highly encouraged to form a SP Committee in the first year of study working with the FA. The student selects the SP Committee Chair with input from the FA. The FA if qualified, may serve as the SP Committee Chair.

The student must have permission of the SP Chair in order to complete SP hours over any academic break [i.e. spring break, holiday break]. The student cannot complete SP hours when the faculty member is not on contract [i.e. summer months]. The student cannot be in any clinical setting when the university is officially closed.

Role of the SP Committee Chair

The SP Committee Chair has the following responsibilities:

- Assist the student in developing a SP Committee.
- Assume primary responsibility for guiding the student throughout the SP process and completion of the SP, including selecting and delineating a project topic; development of a written proposal/prospectus, carrying out the project as proposed and approved, oral defense of the SP, and facilitating student progression.
- Evaluate at the end of each semester, the student's progress toward completion of the SP.
- Communicate student concerns to the SP Committee Chair and committee, GSC and/or Director of Graduate Studies as appropriate.

Qualification and Selection of SP Committee

The student will develop a SP Committee by the end of the fall semester of the second year of study. The committee shall consist of the following members:

1. Committee Chair [must hold Full Graduate Status]
2. Member [Full or Allied Graduate Faculty status OR approval through the GS following approval from the GSC]. This individual could be selected external to ISU. For example, an individual [i.e. preceptor] may be working directly with the student in the clinical setting on the SP topic and could serve as second member; this member must be approved through the GSC and can be nominated for Allied Faculty status at the discretion of the Chair of the SP committee. This member must be approved through the GS. Based on established GSC policy, no student is to have a direct relative [immediate family] on a SP committee and full disclosure is expected. Any family relation outside of immediate family must be disclosed and approved by the GSC for SP committee consideration.

3. Graduate Faculty Representative (GFR) approved through the GS.

The student will work directly with the SP Committee Chair in forming a full SP Committee prior to the end of fall semester of the second year of study. The choice of committee members is based on mutual agreement between the SP Committee Chair and the student. The GFR represents the GS on the examining committee and is responsible for reporting the results of graduate examinations to the Dean of the Graduate School. Once committee membership is determined, the Nomination of Scholarly Project Committee form must be completed by the student working with the SP Chair. The SP Chair posts the completed form in the GSC folder for the next meeting of the GSC, and requests the committee review for approval be placed on the GSC agenda through the Associate Director of Graduate Studies. The final committee membership will be reviewed for approval through the GSC. Once the SP committee is approved through the GSC, the SP Chair forwards this for final approval through the GS. Final approval of the SP committee occurs through the GS, is documented by the SP Chair, and the final form with all documentation of approvals is forwarded to the Director of Graduate Studies and Administrative Assistant I for Graduate Studies in the CON. A final copy will be placed in the student’s file.

**Role and Responsibilities of the SP Committee**

The responsibilities of the SP Committee are to:

- Advise the student as appropriate on the SP plan and the written SP prospectus.
- Be available to the student for consultation regarding the SP while in process.
- Read the SP and support success in completion of a scholarly outcome.
- Read the final written SP and make a determination of PASS or NO PASS.
- Hear the Final Oral Defense of the SP and make a determination of PASS or NO PASS.

*SP Guidelines are found at the end of the DNP Handbook*

The SP Committee Chair and member serve in an advisory capacity to the student. The final SP prospectus is submitted by the student in the form of written prospectus [proposal] to the SP Committee Chair and member and must be approved by the SP committee by the completion of the spring semester of second year of study. The SP prospectus must be approved by the SP committee, documented on the Report on Scholarly Project Prospectus form, and placed in the student’s file. The student is responsible for making sure that all required forms are completed.

**Procedure for Changing an Advisor, SP Committee Chair, or SP Committee Composition**

When a graduate student seeks a change in his/her FA, SP Committee Chair, or SP committee composition, the following procedure must be followed:

1. The student must submit to the Director of Graduate Studies a written request for change of FA, SP Committee Chair, or SP committee composition. This request shall contain the rationale on which the request is based and may if the student wishes, propose a specific replacement.
2. If the FA, SP Committee Chair, and Director of Graduate Studies accept the rationale, and if a qualified replacement is secured, the SP Committee Chair will document final approval in the students file.
3. Should the FA, SP Committee Chair, and Director of Graduate Studies not agree to the proposed change and the conditions thereof, and if no compromise acceptable to all parties can be reached, the matter shall be arbitrated by the GSC. Such arbitration may need to consider the question of ownership of components of the SP already undertaken by the student under the SP Committee Chair’s supervision.

4. Any student appeal of the decision in this regard shall be directed to the Director of Graduate Studies in the SON.

**Comprehensive Examination**  
The student enrolls in a total of six credits [NURS 7790] for completion of the SP over three semesters [see DNP curriculum plan]. Each student must complete the SP in the form of a manuscript prepared for submission to a peer journal which constitutes the written comprehensive examination. The SP Committee Chair ensures that the final SP is of sufficiently high quality to demonstrate to the scientific community at large the student's competence as a leader and scholar in development and/or application of the evidence base. The manuscript is submitted to a peer reviewed journal only after a successful oral defense of the SP and final revisions are made and approved by the SP Committee Chair [see below].

The student is to submit the SP in final manuscript form for review by the SP Committee Chair and member [can exclude GFR]. The SP Committee Chair and member will review the final form of the SP and determine if the student can move forward with oral defense of the SP.

The student will be eligible to complete the Final Oral Defense of the SP following verbal approval by the SP Chair and second member to move forward. The final written SP in final manuscript form is distributed by the student to all committee members. The Final Oral Defense constitutes the second component of the comprehensive examination for the DNP degree. All members of the SP Committee will hear the student's Final Oral Defense of the SP.

The Final Oral Defense must be scheduled in the spring academic semester of the final year of study. The student completes the *Schedule Request for Final Oral Defense* form and forwards this completed form to their advisor for review. Once reviewed and approved by the student's advisor, this form is forwarded by the student to the Administrative Assistant I for Graduate programs in the CON. The Administrative Assistant I will schedule the student's oral defense [date/time/place] and send out the notice of oral defense to all committee members.

The student is required to be on campus [Pocatello or Meridian] to defend the Scholarly Project if the student resides within 100 miles of either campus. If the student resides outside the 100 miles, the student may complete the oral defense on ZOOM. The student must have all technology working and ready to go at the scheduled start time of the defense. If technical difficulties occur on the date of the defense or in the process of completing the defense, the student would need to reschedule the Final Oral Defense.

The student must post an announcement for the Final Oral Defense, which is open to the public, a minimum of two weeks in advance of the defense date. The student can work with the SP Committee Chair to identify site(s) for the announcement. The announcement should include the following information:

- Name of the student
- Title of the SP
- Name/title of the SON SP Committee Chair
- Abstract
- Date, time, and location of the Final Oral Defense

All members of the SP committee must be present at the time of the Final Oral Defense therefore the student is advised to schedule the meeting well in advance. **The student is expected to prepare and present a 20-
30 minute power point presentation on the SP for the Final Oral Defense. The areas detailed in the SP prospectus provide a beginning guide to the final areas of content to be included in the presentation. The student should consult with the SP Committee Chair for guidance in preparing the presentation. The candidate is expected to respond to any substantive and/or methodological questions raised during the Final Oral Defense. SP Committee members including the GFR are responsible for verifying that the completed SP meets the criteria set by the CON and the ISU GS. Only the committee members and GFR will be allowed to be in the room and participate in deliberation of whether the student receives a PASS or NO PASS on the Final Oral Defense.

The Final Oral Defense of the SP may be repeated once. Any re-examination must occur within 1-6 months from the date of the initial examination and cannot be completed in the summer session. The outcome of the Final Oral Defense is documented by the SP Committee Chair on the Scholarly Project Final Oral Defense Committee Report and placed in the student’s file.

If the student fails either the written comprehensive examination [final manuscript prepared for submission to a peer reviewed journal] or the Final Oral Defense of the SP [professional presentation of the Final Scholarly Project], the student will be separated from the DNP program. The student must pass the written comprehensive examination and Final Oral Defense of the Scholarly Project in order to graduate.

Final Program of Study
The Final Program of Study lists all course requirements that must be completed by the student in order to receive the DNP degree. A Final Program of Study form must be reviewed and completed by the student based on all coursework completed through to graduation. The Final Program of Study will then be signed by the student, submitted to their advisor to review who will turn the form into the Administrative Assistant I in the CON to forward on for further review and appropriate signatures. The form will then be forwarded to the KDHS for review and signatures. Finally, the form will be sent forward to the GS for the final signature and a thorough review with the student’s transcript and registration data. The student has the responsibility of completing the Final Program of Study form and forwarding this to their advisor. Based on the established timeline set by the GS, the Final Program of Study must be submitted and approved by the GS in the semester prior to the semester in which a student intends to graduate.

Protection of Human Subjects
Any scholarship/research conducted as an ISU graduate student must be approved by the ISU Human Subjects Committee [HSC], Institutional Review Board [IRB]. Application for IRB approval or exemption for the Scholarly Project is required through the Cayuse system. If the SP qualifies for exempt status, the student must complete the CITI module on Minimal Risk Student Research [see ISU Office of Research site]. If the SP requires full or expedited IRB review the student must complete the more comprehensive CITI training. Once the student completes the CITI training, the student needs to forward the certificate of completion to the SP Chair who then can request access for the student to the Cayuse system to complete the IRB application for review or exemption. Once access is approved for the student, the student can then apply for IRB review or exemption through the Cayuse system. The SP Chair must review the IRB application in the Cayuse system, be listed as the advisor, and then move the application forward through Cayuse to the IRB for review. Once the SP has been approved through the IRB, the student can move forward with completion of the SP. Communication between the student and SP Chair is critical to move this process forward in a timely manner.

Information on the Human Subjects project approval process, CITI training, and Cayuse IRB are available in the ISU Office for Research, Research Outreach and Compliance at:

https://www.isu.edu/research/research-support/research-outreach-and-compliance/human-subjects/
### Student Progression

The CON has delineated the following grading system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

### Student Progression Policy

Students enrolled in all graduate programs must achieve a B or higher in all required courses and electives toward the degree based on POS. If a student receives a B-, C+, C or C- in any one required course or elective, the student will be initially placed on probationary status. If the student receives a second B-, C+, C or C- in any additional required course or elective, the student will be dismissed from the program.

Any student who receives a D or F in any required course or elective based on the POS will be dismissed from the program.

Students who receive a grade of “U” or unsatisfactory in any clinical or lab course required in any option will be dismissed from the graduate program.

A grade point average of 3.0 must be maintained for progression in the DNP degree program. If the FA/SP Committee Chair in the SON determines that a student is not making satisfactory progression toward the degree, a request may be submitted to the Director of Graduate Studies to place the student on probation. Unsatisfactory progress may include; unsatisfactory grades, incomplete grade not completed by the subsequent semester, failure to maintain communication with FA or SP Committee Chair, failure to maintain requirements of the DNP Student Homeroom, and/or failure to successfully complete any component of the DNP program. Failure to maintain any requirements may result in termination from the graduate program in the CON.

See the GS home page at [https://www.isu.edu/graduate/](https://www.isu.edu/graduate/); and Graduate Catalog at [http://coursecat.isu.edu/graduate/](http://coursecat.isu.edu/graduate/) for further information.

### Waiver of Course or Deviation from Published Curriculum

A student may petition, using the ISU CON Petition form to substitute a course for an existing requirement, waive an existing requirement, or deviate from the published curriculum for any one option in the graduate program. The student FA, CON GSC, and the CON Director of Graduate Studies must approve such petition. Some waivers may require approval through the KDHS and/or University GC. The student completes a petition form. The written petition for waiver/deviation is to be accompanied by supporting material which
is detailed on the petition form. Only a complete petition will be reviewed by the GSC. The petition is forwarded by the student to their FA for consideration and signature. The petition is then posted by the FA in the GSC meeting file for review by the GSC. The FA is to make a request to the Director of Graduate Studies to place this item on the agenda for the next GSC meeting. The petition will be placed on the GSC agenda for consideration and outcome determination. Once the decision is made by the GSC, the outcome is documented on the petition form by the FA and submitted to the Director of Graduate Studies for signature. Decision on such matters are documented in the student’s file, and information as appropriate is forwarded to the KDHS and/or Dean of the GC by the Administrative Assistant I in the CON. A copy of the completed petition with outcome documented on the petition form, is maintained in the student file and the student is notified by the CON Administrative Assistant I of the outcome of the petition process.

Incomplete Grades
Students who have submitted work of passing quality, but are not able to complete course requirements on time because of illness or other extenuating circumstances may with professor approval be given a grade of Incomplete [I]. The ISU Office of the Registrar Policy for Incomplete Grades can be found at: http://coursecat.isu.edu/undergraduate/academicinformation/creditandgradingpolicies/. It is expected that incomplete work will be completed before the end of the following semester unless the faculty has stipulated an earlier deadline for completion of the work. Once the work has been completed, the course faculty will complete the ISU Change of Grade Form to have the grade recorded. If the course is not completed within one year of the recorded incomplete grade in the course, the [I] will become a permanent [I]. The student must then register for the course(s) and retake the course. Consideration for progression in the DNP program will be evaluated through the GSC based on failure to complete any incomplete grade.

Leave of Absence
A student needing to take a brief period of time off from doctoral studies for an appropriate reason may request a Leave of Absence [LOA]. The Request for Leave of Absence form must be completed, submitted and approved by the FA and reviewed for approval through the GSC. It is recommended that the student meet with his/her FA to discuss options. The student must have completed at least one semester in good standing [minimum cumulative GPA of 3.0] prior to making the request. Examples of appropriate reasons to request a LOA are: personal illness, pregnancy complications, illness in the family, or unexpected financial crisis requiring the student to work additional hours. A LOA may be granted for one to four semesters at a time. The maximum amount of time a student may be on LOA is two years. Once the two years have been exceeded, the student must apply for readmission to the university, GS, and the CON and will be considered in competition with other applicants to the program. The Director of Graduate Studies will notify the student, FA/SP Committee Chair and GS if a doctoral student has been approved for a LOA.

Policy on Medical Withdrawal
Students wishing to withdraw completely, medically or otherwise, after the established deadline for withdrawals [see current academic calendar] should contact their advisor in order to determine available options [i.e. incomplete, medical withdrawal, staying enrolled]. If the student makes the decision to pursue a medical withdrawal, the ISU CON adheres to all written polices related to medical withdrawal at the university level. Please see the ISU policies on medical withdrawal in the ISU Student Handbook located at: https://www.isu.edu/studenta/student-rights-responsibilities-and-advocacy/student-handbook/

Any student that withdraws from the ISU CON graduate program related to medical reasons will be required to submit a formal petition to the Director of Graduate Studies to request readmission to the graduate program. The petition must be received within three months of planned date of intent to return to the graduate program. The GC will review student progression given intent to return and determine if there is space available to enter into the option in which the student was enrolled. There is no guarantee of placement; re-entry into the option will be determined based on space availability. All students will be evaluated for progression and may be required to repeat a course or remedial work prior to
readmission to any option. The student may be required to submit a letter from a licensed professional indicating medical clearance to return to the graduate program.

The student will receive a letter from the Director of Graduate Studies regarding decision made on re-entry within 15 working days of receipt of letter of intent to return to the graduate program in any fall or spring academic semester. If the student submits a letter of intent to return during the summer session, a letter of decision may not occur until the fall or spring academic semester begins.

The Medical Withdrawal Application Form is located at the following website:
http://www.isu.edu/healthcenter/forms/

Application for the DNP Degree
The student is expected to apply for graduation through the GS. The application and a processing fee are submitted the first two weeks in the semester in which the student is expected to graduate. See https://www.isu.edu/graduate/current-students/graduation-information/ for more information.

Graduation
Primary steps to be accomplished in order to graduate include:
1. Development of an initial and ongoing POS.
2. Development of the SP Committee.
3. Development and approval by the SP Committee of the SP Proposal Prospectus.
4. IRB approval of the SP Plan through the Cayuse system [including exempt status applications].
5. Successful completion of the SP.
6. Successful completion of all components of the comprehensive examination [SP final manuscript which is the written component, and the Final Oral Defense of the SP].
7. Submission to the FA of a Final Program of Study. This Final Program of Study must be approved by the SP Chair, signed, and forwarded to the Director of Graduate Studies.
8. Application for Graduation and submission of associated fee.

The graduation checklist and other procedures can be found at:
https://www.isu.edu/graduate/current-students/graduation-information/

Student Responsibilities Related to Completion of Degree Requirements
The student is expected to:
- Take an active part in planning his/her POS, including selecting appropriate elective courses, and updating the POS each semester. The student is responsible for submitting an updated POS each semester to the FA for review and signature.
- Submit any petitions required for approval of any course to meet curriculum requirements and to support progress.
- Check transcript at the end of each semester to be certain that courses are listed correctly and grades are reported. If an error was made in enrolling or a grade is missing, it is the student's responsibility to follow-up with the completion of appropriate form(s) or to notify the instructor that the grade must be filed.
- Complete any incomplete coursework by the end of the next full semester of enrollment or by an earlier deadline mutually agreed upon with course professor.
- Maintain continuous enrollment after the student initially enrolls in NURS 7790 SP credit hours.
- Maintain a cumulative grade point average of at least 3.0 on a 4 point grade scale and per ISU GS policy.
- Meet all SP requirements based on established guidelines.
- Submit all necessary forms at the appropriate time.
- Submit changes of name, address, phone or email in writing to the advisor, to the CON Graduate office and online through BengalWeb.
- Participate in program evaluation process via completion of instructor and course evaluations, progress reports, and or surveys requested by the CON and/or the ISU GS.

**Length of Time to Complete Requirements**
The student is expected to follow the POS established in the fall of the year of admission. The normal time for completion of the DNP program is expected to be 6 semesters and one summer session (three year curriculum full time). Student progress including completion of all courses in the established curriculum for the option is the responsibility of the student, supported by the FA/SP Committee Chair. Prolonged time to degree beyond 3 years will result in action ranging from counseling by the FA, SP Committee Chair, and/or CON Director of Graduate Studies, to consideration for dismissal from the program. Unsatisfactory academic progress could result in temporary ineligibility for any Teaching Assistant, Graduate Student Research position(s) or other award.

**Continuous Registration Requirements**
Students are expected to enroll each semester from admission through graduation. All doctoral students must maintain enrollment and follow the Plan of Study. Once the student has enrolled in any NURS 7790 SP credit, the student will be required to maintain continuous enrollment until graduation.

**Dismissal from the Graduate Nursing Program:**
The following will constitute grounds for immediate dismissal from the graduate program:
- Failure to complete, and update as necessary all requirements of the Graduate Homeroom.
- Failure to meet grade requirements as detailed in the progression policy.
- Failure to complete any course for which an incomplete had been recorded through the ISU Registrar by completion of the subsequent semester.
- Failure to maintain a 3.0 grade average.
- The academic judgment of two thirds of the graduate faculty in the CON that the student is not making satisfactory progress in the program, and such judgment is recorded by formal vote of the GSC.

**Student Appeals**
The following policies are in place for resolution of student concerns. The policy serves to:
1. Provide due process for students and faculty.
2. Provide a mechanism for protection of rights of students and faculty.
3. Provide unbiased fairness in resolving disputes of academic matters.

**Student Concerns**
If a student has a concern regarding a course the student should contact the professor of the course and schedule an appointment to discuss the concern. This is the first point of resolution and should be done in a timely manner so that the concern is addressed and the faculty member is able to respond. If the concern involves the grade on an assignment specific to a course, the student should contact the professor and make an appointment to discuss the assignment. The student has a right to request a second reading by a graduate faculty member selected by the ISU CON Director of Graduate Studies. In requesting a second read of an assignment, the student agrees to accept the grade as determined by the second reader as the final grade on the assignment. The following process will be followed:
1) The second reader will be provided with a clean copy of the paper assigned a number with the student remaining anonymous. The second reader will grade the assignment based on grading criteria in the course syllabus.
2) The graded assignment will be submitted to the professor of the course within five working days. The professor of the course will notify the student of the final grade on the assignment through written communication.

Course Grade Appeal
The student has a right to appeal the grade received in a nursing course. If a student disagrees with a grade assigned in a course, the professor of that course is the first point of resolution. The student must make an appointment with the professor to discuss the course outcome within 30 days of the completion of any semester. If the instructor agrees to make a grade change based on evidence submitted by the student, the grade is changed using standard procedures. If the student is not satisfied with the outcome of the meeting with the professor of the course, the student can choose to move forward with a formal appeal process. The formal appeal of a grade must be made within one semester following the posting of the grade. Grades earned in the spring semester that are to be appealed, need not be appealed during the summer, but the appeal process must be initiated in the following fall semester. Documentation of the appeal will be sent to the GC to be placed in the student’s file.

In the case of a formal appeal, the student is required to submit a formal written statement to the CON Director of Graduate Studies requesting initiation of a CON appeal process. The letter must include the following:
Student name
Department/College
Date of the appeal
Course title, number and section
Professor name
Detailed information regarding the request for a formal appeal of the course grade
Grade received in the course
Outcome desired

The original statement is submitted to the CON Director of Graduate Studies, and a copy is given to the professor of the course. In response, the professor must prepare a written statement explaining the reasons for the grade and submit the statement to the Director of Graduate Studies. The Director of Graduate Studies will provide a copy to the student. Once the student submits the letter requesting an appeal process, the CON Director of Graduate Studies will assign the appeal to a committee of a minimum of two graduate faculty members, one of which will be designated Chair. The student will be notified of the composition of the committee within five working days following the request for appeal. The student will receive all notifications of the appeal process through the assigned committee Chair for the appeal. The student can submit materials to the committee within a designated time period as determined by the Chair. The committee may request information from the professor of the course as needed for comprehensive review of the appeal.

The assigned appeal committee will meet within 21 working days of the student request for appeal in fall and spring semester. An appeal may be delayed if presented in the summer months [May 15- August 15 of any year] due to faculty availability to hear an appeal. The student will be notified of the meeting date by the Chair of the appeal process. The student has a right to request the opportunity to present to the committee on the date of review. The Professor of the course will be available on the date of review to answer questions, clarify process, etc. as requested by the committee.

The committee will render a decision related to the appeal. A formal letter will be submitted to the CON Director of Graduate Studies within five working days of the completion of the review and appeal committee
decision. The Director of Graduate Studies will notify the student through formal letter, the outcome of the appeal process. The student has a right to initiate an appeal process through the KDHS only after an internal appeal process has been completed through the ISU CON. After each step in the procedures for the appeal of a grade, all written appeal requests and decision statements must be copied to all involved parties as appropriate based on ISU CON, ISU GS, and university policy. When a grade appeal involves plagiarism, cheating, or other instances of academic dishonesty, the student is referred to ISU CON policies posted in the Graduate Homeroom and the Academic Dishonesty section of the Graduate Catalog published in the year of the student’s admission to ISU.

Policy Regarding Graduation from the Post Master’s Options of the Graduate Program
Any student admitted to a Post Master's DNP degree option must complete a minimum of 1000 clinical practicum hours [total] post-baccalaureate [to Master's completion] and Post Master's DNP degree program combined, and meet all other program requirements (see contract signed upon admission).

Policy Regarding Participation in Commencement Ceremony
The student must successfully complete both components of the comprehensive examination [final manuscript submission and final oral defense] and meet all ISU, GS and CON deadlines related to graduation in order to participate in CON Commencement Ceremony or the ISU Commencement Ceremony.

Other Information
Documentation
All DNP students will be required to complete the health documentation process. Students can access required health documentation information from the DNP student Homeroom. All health related documentation must be completed and on file in the Typhon Group Healthcare Solutions website prior to lab/clinical/practicum hours being completed in any setting. See the DNP student Homeroom for required documentation and associated policies. Failure to maintain current documentation records in the Student Homeroom can result in dismissal from the DNP program (see specific policy at the end of this Handbook).

Clinical/Lab/Practicum Credit Hours and Homeroom Requirements
All requirements posted in the Homeroom must be met prior to any lab/clinical/practicum experience. The student has the responsibility to meet all posted deadlines in the Homeroom or Typhon. Failure to meet posted deadlines in the Homeroom or Typhon can result in dismissal from the graduate program.

Background Checks (See Homeroom)
All students must complete a criminal background check prior to beginning the program and yearly while continuing as a student. Results of the check will be released to and reviewed by the Associate Dean, designated administrative faculty, or the Office of General Counsel to determine if the criminal background check is “clean.” A “clean” background check is defined as an evaluation with no pending or past criminal charges described herein, or a charge determined to be a misdemeanor and occurring greater than seven (7) years ago. If the search is “clean” the student will be eligible for admission to and/or continue in the CON program. Any “hits” on the criminal background check will be reviewed confidentially by the Director of Graduate Studies and action will be taken as appropriate. The student may be dismissed from the program based on criminal background check and potential inability to complete clinical rotations based on institutional/organizational policies extent to the CON and ISU.

Requirements for any Lab/Practicum Experience in the CON
Student Contracts and Agreements
All students must sign and post in the Homeroom the Student Contracts and the Student Agreements for Clinical Placement [found in the Contracts and Agreements section of the Homeroom] prior to beginning
any lab/clinical/practicum experience. Faculty teaching clinical courses will have regular, ongoing
communication with preceptors and students while in the clinical lab or practicum experience which will be
documented in the Typhon Group Healthcare Solutions Website.

**ISU GSC Site Visit Policy**
Clinical site visits are an important part of the evaluation process for both the DNP student and the clinical
site. Students will have a minimum of one (1) site visit per academic year with preference of 1 site visit per
semester. If a site visit is prohibitive due to distance, then the student will either be required to spend clinical
time with a nurse practitioner faculty at the faculty’s clinical site or an appropriate nurse practitioner from
their area will be contacted to complete a site visit. This will be part of the comprehensive clinical evaluation
of all DNP students. If a concern arises in the clinical setting by a student or preceptor, the supervising
faculty must be contacted. The supervising faculty will make a decision regarding a site visit and follow-up
with preceptor and student.

**Identification**
The student obtains an Idaho State University College of Nursing name tag through the Idaho State
University Public Safety Department. A name tag with full name and identification is required for clinical
experiences. Instructions for obtaining name tags are posted in the Homeroom. A name tag is required prior
to student entry into any clinical setting. A name tag must be worn in any clinical setting.

**Bloodborne Pathogen Exposure Control**
All lab/clinical/practicum settings present a risk of exposure to bloodborne and other pathogens, including
but not limited to hepatitis B [HBV], hepatitis C [HCV], and human immunodeficiency virus [HIV]. The
student must read and fully understand the Bloodborne Pathogen Exposure Control Plan and follow the
procedures outlined by the ISU CON *Bloodborne Pathogen Exposure Control* posted in the Homeroom.
The document serves to inform the student of potential risks of blood and other infectious exposures.
Students are expected to review and understand the unique policies and/or procedures of each agency as it
relates to bloodborne pathogen exposure control when they are in any lab/practicum setting.

Students are expected to report any potential risks of exposure that are not clearly outlined in policy and/or
procedure in all healthcare settings where they are assigned to clinical care of clients. Students are expected
to report any exposure incident and to work with primary faculty and staff to complete the required
documents mandated by the faculty and the ISU CON. If the student is exposed to blood or other potentially
infectious materials, the student is expected to follow the established policy.

**Standards of Confidentiality**
Due to the personal nature of nursing and nursing education, students are bound to strict confidentiality
expectations under all circumstances. Confidentiality is defined as private information confined to particular
persons or groups. The student will be required to sign the Acceptance of Responsibility for Access to
Protected Information form found within the Contracts and Agreements section of the Homeroom. Violation
of the standards of confidentiality can place the CON and ISU at a significant legal risk; therefore,
consequences can include dismissal from the nursing program. Students are bound to the standards of
confidentiality related to HIPAA, and follow standards detailed in the *ISU CON Electronic Professionalism
Policy* of the College of Nursing.

**HIPAA Training**
All information relating to a client’s health and/or personal status per the Health Information Privacy and
Accountability Act [HIPAA] is confidential. HIPAA training is required annually and will be provided to
all nursing students by video located in the Homeroom. HIPAA training requirements and process is posted in Typhon. All students must complete HIPAA training and meet established deadline. Students are required to sign a *Confidentiality Agreement Acceptance of Responsibility for Access to Protected Information* form which must be signed and posted by the student at the appropriate site in the Contracts and Agreements section of the Homeroom.

**Simulation**
All observations made during the performance of other participants in the SON’s simulation, learning and testing environments are confidential. All events, procedures, and information are confidential at all times during the simulation, learning, and testing and after it has ended, including patient history information obtained prior to the actual simulation experience, as well as information obtained and utilized in the pre-briefing sessions. Information about a simulation, content, learning, or testing process cannot be shared with others. Students are required to sign a *Confidentiality Understanding and Consent and Release for Simulation Experiences* form prior to start of first semester of study and by deadline posted in the Homeroom. The form can be found in the Student Contracts section of the Homeroom. Violation of this policy could lead to dismissal from the CON graduate program.

**Affiliating Agencies**
Lab/clinical/practicum experiences are provided in a variety of health care settings/agencies. In all agencies where students have learning opportunities, the ISU CON must hold an affiliation agreement which provides for placement of a student in a particular site. An affiliation agreement between the agency and ISU must be on file in the CON before a lab/clinical/practicum experience begins. In some cases the student is required to set up a lab/clinical/practicum experience and must communicate with appropriate faculty who will start the affiliation agreement process in the CON. Students may not participate in learning experiences in any agency in which there is no affiliation agreement.

**Transportation to Clinical Agencies**
Students are responsible for their own transportation to and from clinical agencies. All students should expect to travel for lab/clinical/practicum experiences. Any cost associated with lab/clinical/practicum experiences including overnight stays away from home may be necessary and are the responsibility of the student.

**Code of Professional and Ethical Conduct**
Professional behavior is an essential part of each student’s nursing education. The student enrolled in any program in the ISU CON has the responsibility to maintain professional conduct in both classroom and lab/lab/practicum settings. Unprofessional behaviors that violate the *ISU CON Electronic Professionalism Policy* or any ISU policy in this regard can result in immediate dismissal from the graduate program.

Graduate students are expected to be accountable and responsible for professional and ethical behaviors that include but are not limited to: academic honesty in all activities, professional dress when representing ISU, and demonstration of respect for all individuals. Students are expected to communicate appropriately in every situation in which you are representing ISU. This includes but is not limited to faculty, staff, preceptors, patients/clients, peers and the community at large in any verbal, written or electronic communications.

**Academic Dishonesty**
Academic integrity is expected of all individuals in academic settings. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and fabrication. Students in ISU CON must comply with ISU and GS Policy and Procedures regarding academic dishonesty. The consequence for academic dishonesty of any
kind can be immediate dismissal from the CON graduate program. See GS policies in the Graduate Catalog at:
http://coursecat.isu.edu/graduate/generalinfoandpolicies/academicdishonesty/

Sexual Misconduct/Harassment in External Lab/Practicum Sites
There may be instances in external lab/practicum sites where a student feels he/she has been sexually
harassed OR the student may be accused of sexually harassing another person. The CON expects the same
appropriate conduct in external clinical sites as the university expects on campus. See the University Student
Handbook. The student should contact their advisor with questions in this regard.

In the event there is reason to believe criminal conduct has occurred, i.e., such as sexual assault, battery,
rape or attempted rape, etc., the student to is to refer to the Student Handbook regarding action.
See ISU Student Handbook at:

Important Resources
The DNP program is distinguished from other programs by the unique clinical resources for nursing research
provided by the CON, KDHS, Office of Research and Economic Development, Office of Institutional
Research, Idaho Center for Health Research, GS, and other entities internal and external to the DHS and
university.

Instructional Technology Support
Instructional technology (IT) support is provided through the CON. Please contact IT support technician at
208-282-4022 in the SON for instructional technology support.

Library
The ISU Health Sciences Library has a collection of the standard nursing journals and books that will be
needed for the DNP program. The student can access major databases for nursing research through the
library. Interlibrary loan service is also available through the library. See CON Graduate Homeroom in the
Research and Library Resources section for further information on library resources.

Student Health Center
The Student Health Center makes available a complete range of preventive, diagnostic and primary care
therapeutic health services at little or no cost to registered ISU students. All registered and enrolled students
are eligible to use the facilities.

Procedural Information
Change in Name/Address/Telephone Number
It is the student’s responsibility to maintain up-to-date contact information including name, address, and/or
telephone number with each the following:
  • Graduate School
  • Office of the Registrar
  • SON Graduate program Administrative Assistant 1, June Nilsson at nilsjune@isu.edu

Status as a Licensed Registered Nurse
All DNP students must maintain current licensure as a registered nurse. Prior to entry into any clinical
research, verification of current licensure as a registered nurse in the State of Idaho or other state including
a compact state is mandatory. Verification of a current license must also be posted and current at all times in the appropriate section of Typhon Group Health Solutions Website.

**Student Health Insurance**
All students will be required to hold and provide proof of health insurance through the duration of the program. See DNP Homeroom for specific information on provision of proof of health insurance requirement and contract.

**Malpractice Insurance**
All students must purchase malpractice insurance through Idaho State University which is a component of the Cost of Attendance.

**Financial Assistance**
Sources for student financial assistance vary from year to year. Many sources of funding are listed on the Financial Aid website:

Students may contact the Financial Aid office at (208) 282-2756 for information on other sources of funding. If there are questions about Financial Aid, please access the Financial Aid office at http://www.isu.edu/finaid/.

**Registration/Enrollment Procedures**
Registration, payment of fees, and enrollment in classes are separate processes at ISU. Registration fees and other University charges are paid through Bengal web at https://bengalweb.isu.edu/cp/home/displaylogin.

For Registration and enrollment assistance, please call the Registrar’s Office at 208-282-2661 for information regarding payment of fees, please call the Cashier’s Office at 208-282-2900. Students are responsible for checking their account online and making sure they do not have any outstanding bills. Students will receive an electronic registration bill at the email address they maintain on file in BengalWeb. Payments can be mailed, paid with cash, credit card, ACH, and installment loans.

**Enrollment in classes at ISU is completed online through BengalWeb**
Students will need their ISU student ID number (9 digit number) and password to enroll or access their records through BengalWeb. The student should meet with their Faculty Advisor each semester and review/update the Plan of Study.
A. Purpose
The DNP Scholarly Project will enable the student to synthesize scientific evidence for the development of clinical interventions for practice to improve patient outcomes. It may include evaluation of policy, care delivery, and organizational systems for current and future health care needs. The Scholarly Project may also demonstrate intra- and/or inter-professional collaboration to address health disparities and/or to improve health care quality across diverse populations and cultures. The Scholarly Project will incorporate knowledge of current and emerging health technologies to improve care delivery and organizational systems and will translate scientific and theoretical principles into clinical practice for groups and populations.

B. Policy
1. The project must be related to advanced practice in the nursing specialty (FNP or PMHNP) and must benefit a group, population, or community rather than an individual patient. The project may arise from practice and is completed in partnership with another entity such as a clinical agency, College, health department, church, government, voluntary organization, or community group.
2. The Scholarly Project leadership may be solo or collaborative depending on the scope of the project and university requirements.
3. The Scholarly Project addresses identified needs.
4. The literature review suggests an evidence base and need for the Scholarly Project.
5. The description of the innovation is adequate for others to use, including essential components for success, cost, etc.
6. A systematic approach is used and data are collected using methods and tools that meet accepted standards.
7. Expected outcomes are defined and measured such as a quality improvement, cost savings, etc.
8. Dissemination will include Scholarly Project presentation at the appropriate professional or academic venue and will include modes that are peer reviewed, professional, and public and may include publication.
9. The final draft of the Scholarly Project must be submitted to the Scholarly Project Committee Chair, Member(s) and GFR as the written comprehensive examination in the early part of the student’s final semester of study (or before based on student progress). The student must pass the written component of the comprehensive examination prior to the Final Oral Defense to be scheduled toward the end of the final semester.

C. Procedure
1. Initiate and develop the DNP Scholarly Project (NURS 7790 credit). Adhere to the Project Proposal deadlines. Failure to do so will result in delay of progression through the DNP program.

   A. A formal Scholarly Project prospectus will be developed for the Scholarly Project in NURS 7790. Upon prospectus approval, plans for the project may be started.
   1) Develop proposed project with FA/Scholarly Project Committee Chair/Member
      Communicate with Clinical Advisor in the agency where the project will be conducted.
   B. The Scholarly Project will be implemented while enrolled in NURS 7790 credits. Progression will be followed closely by the Scholarly Project Committee Chair.
C. Complete the Scholarly Project Prospectus and appropriate forms (see Academic Advisor Packet and Clinical Advisor Packet) and submit to FA/Scholarly Project Committee Chair/Member.

D. Scholarly Project Prospectus submitted to FA/Scholarly Project Committee Chair/Member.
   1) Complete Report on Scholarly Project Prospectus (to include FA/Scholarly Project Committee Chair/Member and Clinical Advisor signatures).
   2) Institutional Review Board (IRB) training completed.
   3) HIPAA training completed.
   4) IRB proposal submission completed and approved by FA/Scholarly Project Committee Chairperson.
   5) Letter of Agreement (LOA) for Clinical Agency completed. This is to be submitted to IRB with IRB proposal.
   6) Discuss appropriate venue for Scholarly Project dissemination.
   7) Submit IRB proposal for review. Information regarding IRB submissions can be found at the ISU Office for Research website at https://www.isu.edu/research/
   8) Adhere to any agency IRB requirements.
   9) After IRB proposal is submitted, begin drafting the initial parts of the Scholarly Project paper.
      a. The draft will include Introduction, Review of Literature, and Procedures/Processes of the Project.
      b. Outcomes and Discussion portions of the paper will be written after complete implementation of the Project.
      c. Work with the FA/Scholarly Project Committee Chairperson/Member/Clinical Advisor.
      d. With approval of the FA/Scholarly Project Committee Chairperson, the Scholarly Project paper may be written in the style of the journal in which publication is planned.
   10) Revisions as directed by IRB.

2. Implement the DNP Scholarly Project (NURS 7790). Adhere to the Project Implementation deadlines. Failure to do so will result in delay of progression through the DNP program.

A. Revisions as directed by IRB.

B. Continue drafting the initial parts of the Scholarly Project paper.
   1) The draft will include Introduction, Review of Literature, and Procedures/Processes of the Project.
   2) Outcomes and Discussion portions of the paper will be written after complete implementation of the Project.
   3) Work with the FA/Scholarly Project Committee Chairperson/Member/Clinical Advisor.
   4) With approval of the FA/Scholarly Project Committee Chair, the Scholarly Project paper may be written in the style of the journal in which publication is planned.

C. Submit first draft of Scholarly Project Paper to FA/Scholarly Project Committee Chair/Member.

D. Revisions of Scholarly Project paper as directed by the FA/Scholarly Project Committee Chair/Member/Clinical Advisor.

E. Scholarly Project implemented and completed upon IRB approval. Begin this process as early as possible.
3. Evaluate and disseminate the DNP Scholarly Project and written paper (NURS 7790). Adhere to the Scholarly Project Implementation deadlines established. Failure to do so will result in delay of progression through the DNP program.

A. Complete implementation and evaluation of DNP Scholarly Project.
B. Complete Outcomes and Discussion sections.
C. Identify an appropriate professional journal for potential publication. Dissemination of the final paper to an appropriate professional journal for publication is highly recommended.

   1) Public presentation of Scholarly Project in venue approved by the FA/Scholarly Project Committee Chair (examples include professional meeting presentation, ISU Research Day, or other peer reviewed public event). In addition students are expected to present to the clinical agency at which the DNP Scholarly Project takes place. Dissemination will include poster presentation.
   2) Dissemination abstract and final poster for presentation submitted to FA/Scholarly Project Committee Chair prior to public presentation.

D. Clinical Hour Documentation Form completed and submitted to Scholarly Project Committee Chair.
E. Final Scholarly Project Paper submitted to FA/Scholarly Project Committee Chair/Member.

   1) Generally APA format is used to develop the Scholarly Project proposal and final paper. However, with approval of the FA/Scholarly Project Committee Chairperson, the proposal and paper may be written using the style manual required by the professional journal for which final dissemination is planned.
   2) The Scholarly Project proposal/final paper should contain the following elements.
      (Note: Outcomes and Discussion will be written after implementation of the project).

\textit{Cover Page}
\textit{Scholarly Project Approval Form with signatures}
\textit{Acknowledgements (optional)}
\textit{Abstract}

\textit{Introduction}: Include an overview of the topic and analyze the nature of the problem or issue that will be the focus of the intervention, describe the environment (organizational, political, cultural, and/or economic) in which the proposed project will take place, describe the community, population, or organizational system issues related to the proposed project.

\textit{Review of Literature}: Describe an analysis of the evidence based literature related to the proposed project.

\textit{Theoretical Framework}: Discuss the application of theory to the development of the scholarly project.

\textit{Procedures/Processes}: Describe project plans to address the identified clinical problem or issue. Description will include the steps required for implementation of the plan and the approach/measures used to collect data/project related information. Discussion will indicate the planned outcomes for the project and methods used to evaluate efficacy and cost of the intervention.
Outcomes: Describe and evaluate each outcome planned for the project. Evaluate the efficacy of the intervention. Determine if the intervention is cost effective.

Discussion: Discuss the implications of the project outcomes for policy, care delivery, and/or organizational systems. Discuss intra- and/or inter-professional collaboration to address health disparities and/or to improve health care quality across diverse populations and culture. Based on the results of the interventions, propose a plan to sustain the outcomes of the project at the patient care, organizational, or policy level. Incorporate knowledge of current and emerging health technologies as appropriate. Describe barriers encountered at any phase of the project and strategies for overcoming them.

References: Include all citations using the appropriate style manual for the journal to which the final paper may be submitted for publication.

Note: Scholarly Project Guidelines subject to revision.

FINAL 07-10-14 KN
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Revised 12-14-14 KN
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Revised 11-22-17 KN
Specific College of Nursing Policies

**Documentation Requirement: Notification of Action Needed** (See p. 19 of DNP Student Handbook under documentation)

The ISU SON affiliation agreement with clinical sites in state and out of state require that students completing precepted clinical hours in the organization will maintain current documentation of required information as detailed in the DNP Homeroom site, College of Nursing (CON).

**Documentation (p. 19 DNP Student Handbook)**

All DNP students will be required to complete the health documentation process. Students can access required health documentation information from the DNP student Homeroom. All health related documentation must be completed and on file in the Typhon Group Healthcare Solutions website prior to lab/clinical/practicum hours being completed in any setting. See the DNP student Homeroom for all required documentation. Failure to maintain current documentation records in the Homeroom may result in dismissal from the DNP program.

Students failing to maintain record in Typhon of all required documentation as detailed in the DNP Homeroom will receive a written warning from the DNP Coordinator, which will include a completed Documentation Requirement: Notification of Action Needed and Suspended Clinical Rotation Verification form. The student will be provided 5 business days to complete the requirement and post the documentation in Typhon. The student is to cease clinical rotation on the date of receiving the Documentation Requirement: Notification of Action Needed and Suspended Clinical Rotation Verification and contact clinical course faculty immediately of ceased clinical rotation status. The student will complete the Documentation Requirement: Notification of Action Needed and Suspended Clinical Rotation Verification and return it within 24 hours of receipt. The student is responsible for communicating with the course faculty, and the clinical site preceptor of ceased clinical rotation status immediately upon receiving written notification of documentation deficiency. Approval for re-entry into the clinical setting must be obtained by the DNP Clinical Coordinator and the clinical course faculty prior to re-entry into the clinical setting. Once the student is approved to re-enter the clinical setting it is the student’s responsibility to work closely with the clinical course faculty to re-enter the clinical setting. Students who fail to submit documentation within the five business day grace period will receive a Professionalism/Practice Occurrence Report.

Please contact June Nilsson: nilsjune@isu.edu with questions about specific documentation requirements posted in the DNP Homeroom. Please address other questions regarding this policy to the DNP Coordinator.

09-16-16 KN
**Documentation Requirement: Notification of Action Needed and Suspended Clinical Rotation Verification**

I, [Student Name] ___________________________________, verify that I have ceased clinical rotation in compliance with the Documentation Requirement: Notification of Action Needed Policy. I understand that I have 5 business days to submit the required documentation. I understand that approval for re-entry into the clinical setting must be obtained, in writing, by the DNP Clinical Coordinator and the clinical course faculty prior to resumption of clinical rotation.

[Student Name]__________________________________________________________________________

In review of required documentation for clinical rotation experiences in the ISU SON DNP Program you are listed as deficient in documentation for the following:

- _____ BLS Certification: expired on ________ OR ACLS Certification: expired on ________
- _____ HIPPA Training: expired on ________
- _____ Criminal Background Check: expired on ________
- _____ MMR x 2 or Titer Completion:
- _____ Varicella x 2 or Titer Completion:
- _____ Tdap: expired on ________
- _____ TB test: expired on ________
- _____ Hep B #1 Completion: expired on ________
- _____ Hep B #2 Completion: expired on ________
- _____ Hep B #3 Completion: expired on ________
- _____ Hep B Titer Completion: expired on ________
- _____ PM Cert. FNP or PMHNP Cert.: expired on ________
- _____ Health Insurance Verification: expired on ________
- _____ Other: ________________________________

________________________________________________
Student Name (PRINT)

________________________________________________
Student Signature

________________________________________________
Date

Once signed this form must be submitted by Read Receipt Requested E-mail to the DNP Coordinator and Administrative Assistant I: June Nilsson, nilsjune@isu.edu

Approved GSC 11-17-16 KN
DNP Program Professional Practice Occurrence Report

| Student Name __________________________________ | Report Date ___________ Time ________________ |
| Course Number _________________________________ | Occurrence Date ___________ Time ________________ |
| Supervising Faculty ______________________________ | Occurrence Location _____________________________ |
| Adjunct Faculty ____________________________ | Occurrence Report Number: ___1 ___2 ___3 ___4 |

Critical Unprofessional/Unsafe Practices (Check all that apply). This will result in immediate review of the incident. *Contact DNP Coordinator ASAP to begin review process

- Any life-threatening error or action by the student to client, staff, faculty, or others.
- Implementing any action that is in direct violation of the course, College, or Agency HIPPA Policy.
- Impaired Performance regardless of cause, including: drugs, chemicals, sleep deprivation, etc.

Unprofessional/Unsafe Practices. One type per Occurrence Report. Faculty may request review for any individual occurrence. Four Occurrences initiates mandatory review.

<table>
<thead>
<tr>
<th>Paperwork</th>
<th>Absence/Tardiness</th>
<th>Patient Care Issues</th>
<th>Unprofessional Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Failure to submit, to Administrative Assistant, all required documentation (including immunizations, drug screens, background check forms, etc.) by the posted deadline date.</td>
<td>☐ Failure to notify supervising clinical faculty and clinical preceptor (and receive confirmation) at least one hour prior to assigned time of arrival for illness or tardiness.</td>
<td>☐ Inadequate knowledge, before initiating care, of treatment, medications, or plan of care.</td>
<td>☐ Communication with staff, faculty, fellow students, or clients that is disrespectful or otherwise unprofessional.</td>
</tr>
<tr>
<td>☐ Failure to submit into Typhon Group System, PDF files of all required documentation (including immunizations, drug screens, background check forms, etc.) within five days of receipt of the Documentation Requirement Notification of Action Needed form. Form can be reviewed in the DNP Handbook.</td>
<td>☐ Unexcused absence (no call, no show or leaving assigned clinical without proper communication with clinical faculty and preceptor).</td>
<td>☐ Medication prescribing, procedure, or treatment provision without the oversight of the preceptor.</td>
<td>☐ Inappropriate dress in the clinical setting. Professional business attire is required unless the clinic dress code requires scrubs or other attire. Proper ISU SON identification is expected to be worn at all times in clinical experiences.</td>
</tr>
<tr>
<td>☐ Submit to the Clinical Coordinator all required documentation for clinical placement by the deadline date.</td>
<td></td>
<td></td>
<td>☐ Any behavior deemed Unprofessional/Unsafe, unsatisfactory by the faculty.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ Inappropriate use of clinical time, including but not limited to: avoiding direct patient care, doing course homework, non-patient related internet use, personal phone use during patient care time, etc.</td>
</tr>
</tbody>
</table>
**Administrative Assistant and Clinical Coordinator will notify DNP Coordinator of any refusal to sign document when Admin Assistant or Clinical Coordinator initiate Occurrence Report.**

The student will not be allowed to participate in clinical experiences until documentation is complete. Faculty will not arrange make up clinical experiences.

Student comments related to occurrence:

______________________________________________________________

______________________________________________________________

__________________________________________________________________________________________________

Faculty comment related to occurrence:

______________________________________________________________

__________________________________________________________________________________________________

Date for follow-up evaluation conference: __________________________ Time: __________________________

Comments: __________________________________________________________

__________________________________________________________________________________________________

□ DISMISSAL from clinical experience for the day.
<table>
<thead>
<tr>
<th>STUDENT GOAL:</th>
<th>STUDENT PLAN:</th>
<th>STUDENT/FACULTY EVALUATION:</th>
</tr>
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I _______________________ have reviewed this form and request a copy. Initialed ______________ Yes ___  No___

(Student Name)

Approved GSC 11-28-16 KN