

STUDENT HANDBOOK



SCHOOL OF NURSING

DOCTOR OF NURSING PRACTICE

**NEW MEXICO STATE UNIVERSITY
2016**

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FOREWORD

Welcome to the School of Nursing in the College of Health and Social Services (CHSS) at New Mexico State University (NMSU). It is our sincere wish that you find personal and career satisfaction in your pursuit of the DNP degree.

The School of Nursing *Student Handbook for the DNP Program*, available at (<https://schoolofnursing.nmsu.edu/>), is a guide to facilitate your adjustment to the DNP program. It should be used in conjunction with the *NMSU Student Handbook* (available online at: studenthandbook.nmsu.edu/) and the *Graduate Catalog* (available on-line at <http://gradschool.nmsu.edu/>).

Do not hesitate to consult the Associate Director of Graduate Programs or faculty members if further clarification and information is needed (575-646-3812). The faculty and staff are here to help you attain your goals.

General Information

The information that is provided in this handbook is to assist students with: 1) academic program planning and 2) meeting the requirements of the School of Nursing and the Graduate School for completing the DNP in Nursing. This information is intended to clarify and to supplement, not replace, the information in the NMSU Graduate Catalog. Each student should read the graduate Catalog thoroughly and comply fully with all requirements in the School of Nursing and the Graduate School.

The NMSU School of Nursing has developed a DNP curriculum that is designed to support advanced nursing practice. To provide students with a foundation in advanced nursing practice, both didactic and experiential opportunities are addressed. Throughout the core curriculum, theory, evidenced-based practice and clinical experiences are linked because faculty believe that they are inseparable in practice. In addition, the program offers students opportunities for significant study in areas of individual interests through a broad selection of advanced clinical residencies. Student advisors can assist students in acquiring advanced clinical residency experiences that will facilitate their knowledge and clinical expertise.

SCHOOL OF NURSING MISSION STATEMENT

The mission of NMSU School of Nursing is to promote health and improve the quality of life in the people of New Mexico through nursing education, research, practice, and public service recognizing the state's multicultural heritage and dynamic border environment. The mission of the School of Nursing reflects a commitment to the mission of the university and the standards of professional nursing practice by demonstrating excellence in nursing education, research, practice, and public service.

The primary responsibility of the School of Nursing is to provide the highest quality professional nursing education including preparation for practice at the undergraduate BSN, and graduate MSN and doctoral levels. The intent reflects a commitment to the attainment of excellence in practice by designing innovative and challenging educational experiences valuing diversity, providing evidence based nursing care, and fostering lifelong learning for the professional nurse in a multicultural society. The faculty provides instructional strategies responsive to student needs for greater delivery of multimedia methods and distance education.

SCHOOL OF NURSING GOALS

1. Provide a rigorous education to support a comprehensive core of knowledge and professional skills for students at baccalaureate and graduate levels that prepares them for professional practice roles.
2. Offer students educational opportunities that enable them to function in emerging nursing roles in health care including those in practice, leadership, management, and health promotion.
3. Recruit and retain students and faculty from diverse racial, ethnic, and cultural backgrounds.
4. Provide educational experiences that acknowledge, support and advance health care for vulnerable and disparate populations.
5. Promote, participate, and collaborate in scientific inquiry, clinical reasoning and judgment, research utilization, and evidence-based practice related to issues in health and nursing care.
6. Demonstrate leadership in identifying and addressing a range of health care issues in the local, regional, national, and global community.
7. Demonstrate and promote responsibility, safety, and accountability in nursing education, research, outreach, and practice.
8. Achieve competence in the use of technological and communication resources related to health care and the professional role.
9. Promote the highest ethical standards at all levels of nursing education, research, outreach, and practice.

** Approved 12/2015

NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING

PHILOSOPHY

The following statements represent the philosophical beliefs of New Mexico State University's School of Nursing faculty about the person, the environment, health, nursing, and the educational process.

PERSON

The person is a holistic being with inherent worth and dignity. A person is dynamic and complex, and is the unique product of genetic endowment, culture, environment, and life experiences. As an integrated whole, the person is greater than and different from the sum of the parts. Each person presents diversity in life style, values, goals, self-care practices, and role expectations. The person is in the process of becoming through a developmental spiral toward harmony and self-actualization.

ENVIRONMENT

The environment is the collective of all conditions, circumstances, and internal and external forces. The environment is affected by physical, psychological, social, cultural, ethnic, spiritual, economic, political, and ecological factors. It is diverse and ever changing, constantly influencing and responding to dynamic forces including technology, education, values, and economic, geopolitical and population characteristics. Individuals, families, groups, and communities together share responsibility to foster optimal environmental conditions that are conducive to health and well-being.

HEALTH

Health is a dynamic process of interactions among forces in the internal and the external environments. The scope of health is pan-dimensional and fluctuates in response to internal and external environmental factors. A person in optimal health is in a state of physical, psychological, spiritual and socio-cultural harmony. Health promotion and maintenance, illness prevention and care, and rehabilitation are personal and societal obligations. Judicious use of human, environmental, and economic resources by each individual, family, group, and community influences health. Each person has the right to health care and the responsibility to participate in health-related decisions and activities to the best of his or her capability.

NURSING

Nursing is a science and an art based on knowledge derived from a body of nursing science, the physical and social sciences, and the humanities. The practice of professional nursing is the direct and indirect service to individuals, families, groups, and communities in order to meet the patient's/client's health needs. The goal of nursing is to help the patient/client develop to their maximum potential for health within a given context. Through the application of knowledge, critical thinking, clinical judgment, therapeutic interventions, and effective communication, the professional nurse functions in a variety of roles including — but not limited to — care provider, educator, advocate, manager, collaborator, leader, and researcher. The nurse demonstrates responsibility and accountability to the patient/client, to the profession of nursing, and to society.

EDUCATIONAL PROCESS

Teaching-Learning

Learning involves the intellectual, emotional, psychological, and physical self. Learning is a process which broadens one's appreciation and understanding. The outcome of the learning process may be change. The learner is an active inquirer; the teacher serves as a facilitator in the learning process. The teaching-learning process takes place in an environment that is conducive to learning and is characterized by mutual trust, respect, and understanding. Both teacher and learner share accountability for learning and the responsibility for facilitating the process. The evaluation of student learning is collaborative between teacher and student and is conducted in an environment which promotes understanding and growth.

Education focuses upon human experiences and the ever-changing environment. Necessarily, learning is viewed as a life-long process. Individuals' talents, styles of learning, and cultural backgrounds influence the educational process.

Nursing Education

Nursing education takes place within the mainstream of collegiate education and focuses on the knowledge and practice of nursing. The faculty provides sequences of instruction and experiential activities to enhance critical thinking, communication, and development of abilities in therapeutic nursing interventions. Activities are designed to direct learning from simple to complex, from concrete to abstract, from direction following to problem solving to creative synthesis. The faculty is committed to creating an educational climate which encourages the students to attain their maximum potential and fosters competence, creativity, and intellectual inquiry.

Nurses prepared at the baccalaureate level use the nursing process to provide care to individuals, families, groups, and communities. They demonstrate leadership and management skills and the ability to work collaboratively with patients/clients and colleagues. Through the systematic evaluation of current nursing practice and thoughtful application of research findings, the nurse fosters quality improvements in nursing care. As a health care professional, the nurse has direct

impact on health care delivery. Nursing practice must be legal and ethical and reflect existing standards of the nursing profession.

Nurses prepared at the master's level build upon their undergraduate education and are able to expand the application of the nursing process in order to function in advanced practice roles. Master's level responsibilities include leadership, administration, advanced clinical practice, teaching, and research. These responsibilities are directed toward influencing nursing practice as well as health care policy.

Nurses prepared at the PhD level build upon their Master's level education to engage in scholarly activities that contribute to nursing knowledge and practice through systematic inquiry. PhD level responsibilities include research and other scholarly pursuits, leadership and teaching.

The Doctor of Nursing Practice (DNP) is a terminal professional degree that focuses on the clinical aspects of evidence-based practice through integration and expansion of the skills, competencies, and knowledge acquire in the MSN. DNP level responsibilities include translating research in practice, evaluating evidence, applying research in decision-making, and implementing viable clinical innovations to change practice.

Approved by Curriculum Committee, 10/9/95 Approved by Faculty, 5/13/96 Reaffirmed, 10/25/99, 12/2013, 10/2015

DNP PROGRAM DESCRIPTION AND OVERVIEW

The Doctor of Nursing Practice (DNP) is a terminal professional degree that focuses on the clinical aspects of evidence-based practice through the integration and expansion of the skills, competencies, and knowledge acquired in the MSN degree. DNP level responsibilities include translating research in practice, evaluating evidence, applying research in decision-making, and implementing viable clinical innovations change practice. The American Association of Colleges of Nursing (AACN) has proposed that the DNP degree will be the level of entry for all advanced practice nurses by 2015.

The changing demands of today's complex health care environment outlined in recent reports from the Institute of Medicine requires that nurses serving in specialty positions have the highest level of scientific knowledge and practice expertise possible. Nurses are called upon to work with individuals who have a high level of preparation in their respective fields - physicians, pharmacists, and other health providers. The effectiveness of nurses is directly related to the amount and type of education they receive, and recent research has established a clear link between higher levels of nursing education and better patient outcomes. What distinguishes this definition of practice from others is that it includes both direct care provided to patients by individual clinicians as well as direct care policies, programs and protocols that are organized, monitored, and continuously improved upon by expert nurse clinicians.

There are two avenues to pursue the Doctor of Nursing Practice: **the BSN to DNP and post-MSN to DNP**. The BSN-DNP is further sub-divided into four specialty areas. The specialty areas include **Family Nurse Practitioner, Family Psych/Mental Health Nurse Practitioner, Adult Gerontology** and **Public/Community Health**. Admission to the BSN to DNP in a specific focal area is based on demand and faculty availability. Individuals successfully completing any of the above options will be prepared to take the national certification exam for the corresponding focal area (except for Public/Community Health – see program for portfolio submissions for PCH certification requirements).

Those MSN applicants with clinical certification desiring another specialty area must enroll in the BSN to DNP or complete the Post-Master's certificate program (see below)

The BSN to DNP is available exclusively as a full-time program of study. Students who are unable to progress in the full-time program will need to reassess their career goals and reapply when they are able to attend full-time study.

The MSN to DNP may be completed on a part-time basis.

DNP PROGRAM OBJECTIVES

The following is a list of program objectives and competencies. Upon graduation from the NMSU, DNP program, the graduate is expected to:

1. Integrate, synthesize, design and translate theory and research-based nursing and interdisciplinary knowledge to develop and evolve advanced practice nursing.
2. Develop and evaluate care delivery ensuring quality health care and patient safety within an ethical framework.
3. Design, deliver, direct and disseminate evidence-based practices.
4. Use information, systems/technology to select, use and evaluate programs of care, outcomes of care and care systems.
5. Advocate for health care practice/system changes through policy development, implementation and evaluation.
6. Employ effective communication, collaboration, consultative, and leadership skills to promote positive client and health organization outcomes.
7. Integrate principles of clinical prevention, biostatistics, population health, and cultural competence into their advanced practice nursing role.
8. Implement the advanced practice nursing role in accordance with national standards.

ADMISSION REQUIREMENTS

New Mexico State University is a member of the State Authorization Reciprocity Agreement (SARA). Members of SARA agree to honor the regulatory requirements of each member state. If you live in a state where access to out-of-state nursing education programs are either limited or

prohibited, we will have to regretfully decline your application. You would not be able to carry out clinical practicums. Please check the SARA authorization map if you are planning to apply to the NMSU School of Nursing.

<http://oap.nmsu.edu/newdistance/state-authorization-overview/state-by-state-authorization/>

APPLICATION PROCESS

The application process consists of three parts. These are:

- 1) application to the NMSU Graduate School,
- 2) submission of application packet to the School Of Nursing (SON) and,
- 3) on-site (at NMSU) interview.

Application forms to the NMSU Graduate School can be found at <http://gradschool.nmsu.edu/>.

NOTE: Two sets of official transcripts from all universities/colleges attended must be sent directly from each institution. One set needs to go directly to the NMSU Graduate School in a sealed envelope from each school attended, and a second set from each school attended should be forwarded (unopened) to the School of Nursing in a second, sealed envelope.

Student/applicant- delivered transcripts will not be accepted.

The second part of the application process is the submission of an application packet directly to the School of Nursing (SON). Complete applications must be delivered to the SON on or before the due date. Incomplete applications or applications received after the posted deadline will not be considered. All SON application materials are available online at the NMSU SON website at: <http://schoolofnursing.nmsu.edu/online-doctor-of-nursing/> Applicants may call the graduate advisor at 575-646-7770 for additional information.

PART-TIME ENROLLMENT

There is no part-time enrollment option available in the BSN to DNP program. A part-time option is available for those in the MSN to DNP (post-master's degree) program.

CRITERIA FOR ADMISSION: BSN-DNP

Successful applicants must document satisfaction of the following requirements:

- Bachelor's degree in Nursing with a minimum undergraduate GPA of 3.0 or better.
- Current unencumbered RN license from one of the 50 U.S. States or Territories.
- Eligible for licensure in New Mexico
- Completion of an upper division (400-500 level) inferential statistics course within 5 years of the application date.
- Successful admission to the NMSU Graduate School

- Must sign a commitment to enroll for full-time study as well as attend 3 annual week long seminars each summer (non-attendance results in non-progression in the program)
- Participation in a face-to-face interview with graduate faculty members, onsite, at the NMSU Main Campus.
- A letter of intent specifying career goals and a clear statement of how the DNP will advance the applicant's clinical practice.
- Current CV/resume.
- A two to four (2-4) page description of an example of a common occurrence in clinical practice that the applicant would like to see changed
- Three (3) references from colleagues in clinical practice.
- Official transcripts from all prior college and universities attended sent directly to the School of Nursing and to the NMSU Graduate School (2 sets)
- Satisfaction of all clinical requirements as identified by School of Nursing. All clearances must be obtained by first enrollment date. Students who do not fulfill this requirement will not progress in the program and will not be permitted to enroll in classes. Please note that completion of these requirements may delay or nullify initial program start
- After acceptance into the program applicants will be required to submit a criminal background check and toxicology screen (medicinal marijuana is prohibited). Failure to provide these screening items will result in dismissal and/or non-acceptance to the NMSU SON graduate program. Positive toxicology results and/or criminal background checks that do not meet the NM DOH clearance standards will mean dismissal or non-acceptance from the program
- Since the application process is competitive with application GPA's averaging a 3.4 or better, applicants who wish to "enhance" their application packet may wish to consider taking the Graduate Record Examination (GRE) and achieve 80% in each of the substantive areas. These GRE scores must be received by the application deadline.

CRITERIA FOR ADMISSION: POST -MSN to DNP

A Master's degree in Nursing is required with an MSN cumulative grade point average (GPA) of 3.0 or better. The MSN GPA, cumulative GPA of the most recent nursing degree will be considered. Those wishing to enhance their application packets may choose to take the Graduate Record Examination (GRE). These scores must be at the 80th percentile or better in all three GRE testing categories. No GRE test results ranking below the 80th percentile in any of the three categories will be considered.

In addition: each MSN to DNP applicant:

- Must hold current national certification and state licensure as an Advanced Practice Nurse
- Must have completed a course in Advanced Pathophysiology across the lifespan
- Must have complete a course in Advanced Health Assessment Across the lifespan
- Must have complete a graduate level course in Health Promotion

- Applicants “may” be asked to provide a course syllabi for each of the above mentioned courses
- Each applicant must participate in a face-to face interview with DNP faculty, onsite, at the NMSU main campus

Other requirements include:

- Current, and unencumbered, RN license from one of the 50 U.S. States or Territories.
- Current national certification as a Nurse Practitioner, Clinical Nurse Specialist, Nurse Midwife, or Nurse Anesthetist.
- Completion of an upper division (400-500 level) inferential statistic course within 5 years of application date
- Successful admission to the NMSU Graduate School
- A letter of intent specifying career goals and a clear statement of how the DNP will advance the applicant’s clinical practice.
- Current CV/resume.
- A two to four (2-4) page written description of an example of a common occurrence in clinical practice that the applicant would like to see changed.
- Three (3) references from colleagues in clinical practice.
- 2 sets of official transcripts from all prior college and universities attended must be sent to both the School of Nursing and to the Graduate School (1 set to each).
- Students are required to obtain official documentation or letter from the MSN, nurse practitioner (midwifery, anesthesia) program that they attended that clearly denotes the total number of clinical hours completed.
- Satisfaction of all clinical requirements as identified by School of Nursing. All clinical clearances must be obtained by first enrollment date. DNP students will not progress (participate in courses) in the curriculum until these requirements are satisfied. Delay of finalizes these clearances may delay the start date of your admission.
- After acceptance into the program applicants will be required to submit a criminal background check and toxicology screen (medicinal marijuana is prohibited). Failure to provide these screening items will result in dismissal or non-acceptance into the NMSU SON graduate program. Positive toxicology results and/or criminal background checks that do not meet the NM, DOH clearance standards will mean dismissal or non-acceptance into the program.

CRITERIA FOR ADMISSION: POST MASTER’S CERTIFICATE

A Master’s degree in Nursing is required with an MSN cumulative grade point average (GPA) of 3.0 or better. Applicants are received on a first-come, first serve basis and based upon faculty availability.

- Must hold a current national certification and state license as an Advanced Practice Nurse

- Must have completed a course in Advanced Pathophysiology across the Lifespan
- Must have completed a course in Advanced Health Assessment across the Lifespan
- Must have completed a course in Advanced Pharmacology across the Lifespan.
- Applicant may be asked to provide syllabi for these courses
- Participate in a face-to-face interview with DNP faculty onsite at the NMSU campus.

EXCEPTIONS

Exceptions to any of the program admission criteria will be considered on an individual basis and are at the discretion of the DNP Admissions Committee and the Associate Director of Graduate Programs and /or the Director of the School of Nursing.

PETITIONING ADMISSION STATUS

Potential applicants may petition the SON Graduate Committee for reconsideration of an admission decision. These petitions must be presented during a regularly scheduled Graduate Committee meeting during the fall or spring semesters. Faculty committees do not meet during the summer session.

It is the petitioner's responsibility to clearly outline the reason for the petition and to provide a logical rationale or explanation for the petition. The petition should be addressed to "SON Graduate Committee" and delivered to the graduate Secretary in room 110.

The petition will be read at a graduate Committee meeting and the student notified in writing within 10 days of the meeting of the Committee's decision.

DNP PROGRAM SPECIFICS

ONLINE LEARNING

Online learning, sometimes referred to as e-learning, is a form of distance education. Online courses are delivered over the Internet and are accessed from a computer with a Web browser (ex. Internet Explorer).

Online courses can be:

- Asynchronous - delivered at your convenience any time or place
- Synchronous - students are online at a specified time. The School of Nursing at NMSU offers classes that blend both asynchronous and synchronous methods of delivery into the course work.

Online courses are ideal for students whose work schedule or family commitments don't allow them to attend classes on campus. Distance education can provide you with the opportunity to meet your educational goals.

- Online learning allows you the leisure of participating in classes from the comfort of your home.

- Requires self-discipline and motivation.
- Students are expected to meet deadlines for assignments which may include essays, quizzes, exams, research, and group projects and other instructor determined learning experiences.
- Students are expected to participate in on-line discussions and activities on a regular basis.
- Student are expected to participate in face to face and/or video discussion through video conferencing (example: adobe connect, Zoom, GoToMeeting)
- Online courses are not easier or less work than face-to-face classes. You will be responsible for your own learning.
- Basic computer skills needed to learn online:
 - Navigate and search the Internet
 - Use e-mail
 - Attach document files in an email
 - Download and save files
 - Use word processing software (Microsoft Word, Excel, and PowerPoint)

DNP POLICY REGARDING COURSE PAPERS

Student papers must have a Turnitin analysis turned in with their papers. If it doesn't have the Turnitin analysis or the analysis indicates that more than 20% of the paper (without references and citations) has more than 20% of content copied from other sources without appropriate attribution, the grade for that assignment will be zero (0).

DOCTORAL STUDENT SEMINAR AND ORIENTATION (NURS690)

Each summer the SON holds a mandatory Doctoral Student (DNP and PhD) Summer Seminar/orientation for new and continuing students. Students enroll for 1 credit of NURS 690. All BSN to DNP students are required to attend three consecutive annual seminars (3 credits). MSN to DNP students are required to attend two consecutive annual seminars. Check with your Advisor and/or the Doctoral Student Support Site for orientation/summer seminar dates.

These sessions provide opportunities for students to meet the faculty and staff, to engage in scholarly dialogue and form collegial relationships with peers. In addition, the sessions provide students an update of School of Nursing events and the opportunity for open discussion of school policies, procedures, and many other items of interest. Each NURS 690 is prerequisite to coursework for the upcoming year. Therefore, non-attendance in any or all of the orientation/seminar activities will result in non-progression or continuation of doctoral studies. You will not be granted permission to leave the seminar early and are expected to attend all sessions offered.

Poster presentations during Annual Orientation/Seminar

- Each student who is beginning the clinical course sequence (end of second year), will present a professional **POSTER** at the annual seminar on either a concept map or their scholarly project idea
- Those students in the last year of their program (3rd year BSN-DNP or Post-MSN must also present a poster that outlines their proposed project
- See your advisor for additional information

A word of advice, DON'T wait until the last minute to seek help for your poster as at that time of the year, there are other program students also needing the service.

TRANSFER OF CREDITS

The DNP in Nursing consists of a minimum number of post-BSN specific didactic and clinical credit hours. The number of required hours is based on the specialty area and is outlined on the current program degree plans (see Appendices).

The MSN-DNP consists of a minimum of 31 credit hours (29 didactic credits and 2 clinical residency credits). For each program, 1 credit is given for 64 clock hours of clinical practice/residency). At least 50 percent of the course credit toward the DNP degree must be completed at New Mexico State University.

There is no automatic transfer of graduate credit. Students may seek approval for transfer credit from the Associate Director for Graduate Programs and the Dean of the Graduate School. Only courses from an accredited institution in which a grade of B or better was earned may be considered. All approvals for credit transfer are subject to final acceptance by the NMSU Graduate School. No credit toward a graduate degree may be earned through correspondence or through extension work for another institution. A student may apply for consideration of transfer credit only after satisfactorily completing a minimum of nine hours of graduate (DNP) credit at NMSU. Transfer credits must meet be less than seven (7) years old at the time of graduation.

CONDITIONS FOR READMISSION (Other than dismissal related to Qualifying Exam)

Doctoral students who do not accept admission or enroll in doctoral program courses for more than one (1) calendar year must make a formal request to the School of Nursing for readmission. The Graduate Committee will evaluate the request. If the request is granted, the student's academic advisor will, in consultation with the Associate Director of Graduate Programs, stipulate any coursework to be repeated. However, the seven-year time limitation for completion of the program at NMSU shall remain in effect from the time the first doctoral credit is earned. If during the student's absence, the curriculum or admission standards have changed, the student will be expected to meet any new admission standards and/or fulfill the requirements of the current curriculum.

Students not in good standing with the NMSU Graduate School or who have not met NMSU

School of Nursing DNP program requirements at the time they cease coursework shall not be readmitted to the program. A student, who has been dismissed from the program, for reasons other than unsuccessful completion of the qualifying exam, shall not be eligible for readmission.

A student who has dropped one course will be placed on academic probation. If the student drops another course during the same or consecutive terms they must: 1) reapply to the School of Nursing, and write a formal appeal to the SON graduate committee; 2) Re-interview with nursing faculty. In addition, they are placed on the bottom of applicant pool regardless of GPA and will be considered on a case-by-case basis. They can only be accepted in another cohort if availability/space in that cohort exists.

TIME LIMITATIONS FOR COMPLETION OF DEGREE

Students must complete all requirements for the degree, as outlined in the NMSU Graduate School Catalog, within 5 years following completion of doctoral comprehensive exams. All courses and the scholarly project defense must be completed within 7 years of date first doctoral credit is earned. Establishing a program plan (Plan of Study) and a timetable at the outset of admission into the program along with adhering to this plan helps ensure a steady progress towards degree completion. This is especially important with the scholarly project, when the only structure is that created by the student. It is expected that all students will sustain the focus and momentum necessary to complete their studies within the seven year limit. For extenuating circumstances, students can appeal to the DNP Committee for a limited extension of time, not to exceed 2 years. Time extensions must be in compliance with the seven (7) year requirement and other graduate School requirements.

ACADEMIC ADVISEMENT

Each DNP student will be assigned an academic advisor. The academic advisor is the faculty member to whom the student should contact for information related to procedures and requirements for degree planning, changes in the program of study, advisement about courses to be taken and transfer of credit from other institutions. In addition, the academic advisor serves to provide guidance to the student on the development of a program of study and may also continue to serve as the Chair of the student's scholarly project if so desired by the student.

RESIDENCY REQUIREMENT

The requirements for the BSN to DNP ordinarily cannot be met in less than three years following the bachelor's degree (2 years for the MSN-DNP). Attendance at the annual Doctoral Student Orientation/Seminar for each year of enrollment in the program is part of the residency requirement.

ACADEMIC PROGRESSION

In accordance with NMSU Graduate School policies, it is expected that DNP students maintain at least a 3.0 Grade Point Average (3.0) . It is expected that students earn a grade of B or better to avoid academic probation or suspension. Students must earn a grade of B or better in all required courses in order to progress in a timely manner.

ACADEMIC PROBATION AND SUSPENSION

Academic standing is based on both the student's GPA and cumulative GPA. Academic records of all graduate students are reviewed at the end of each semester. See the NMSU graduate catalog under the heading of "Academic Probation and Suspension" for policies specific to probation and suspension from the Graduate School. If a graduate student earns a C in any course, they must repeat that course one time and cannot enroll in any subsequent course for which the course is a prerequisite. A subsequent grade of C in a course or any 2 C's across the DNP curriculum will result in dismissal from the program. In addition, a grade of D or F in any course results in dismissal from the program.

If the course for which the student earns a "C" grade includes a clinical component the clinical hours must also be repeated. As all cohorts are not offered every year, receiving an unsatisfactory grade may substantially affect the progress of a student towards graduation. Re-enrollment is not automatic and is contingent upon a space available basis. Thus, if the student falls out of course sequence, the student may have to wait until a space is available in another cohort.

See the NMSU graduate catalog re: Academic Probation and Suspension.

DNP GRADING FORMAT

GRADING SCALE:

A—Excellent = 90 - 100

B—Above Average = 80 -89

C—Average = 70 -79

D—Below Average=60-69

F—Failing = below 60

Each course syllabus contains specific information about how course grades are computed.

INCOMPLETE GRADES

The incomplete grade, I, is reserved for emergency situations. Please see the NMSU Graduate School Catalog for further explanation. As all cohorts are not offered every year, receiving an “I” grade may substantially affect the progress of a student towards graduation.

CHANGING SPECIALTY AREAS/MAJORS

If a student wishes to change from one specialty DNP area to another, they must reapply to that specialty and to the DNP program. Since there is no transferring from one specialty area within the DNP program, re-application to the desired specialty is required.

PROGRAM OF STUDY/DNP DEGREE PLAN

A student who has completed 12 credits of graduate work beyond the master's degree, or its equivalent, in residence at New Mexico State University, should file the “Program of Study and Committee for Doctoral Students” form (also called “Program of Study”) for the doctorate before registering for additional courses. This form may be obtained from the Graduate School, department offices, or at < <http://gradschool.nmsu.edu/> > on the Web.

The “Program of Study” should be completed in consultation with the advisor. This form should include the course number and abbreviated title with the credit hours. For courses already completed, grades must be shown for both major and minor areas. The program recommended by the student's committee is subject to approval by the head of the major department, the head of the minor department (if applicable), the college dean, and the dean of the Graduate School.

DNP CLINICAL RESIDENCY HOURS

In accordance with *ANCC DNP Essentials (2006)*, DNP graduates must complete a minimum of 1,000 clinical hours as part of a supervised academic program.

For BSN-DNP students, a minimum of 1,000 clinical hours will be required as part of the DNP program based on the chosen specialty track. Applications for any national certification exam will not be completed by NMSU School of Nursing until the program of study is completed and the actual degree is conferred.

MSN-DNP students are required to submit documentation of clinical hours completed as part of their MSN/Advanced Practice program. Upon evaluation of hours submitted, additional credits of NURS 698 Advanced Clinical Residency may be required to achieve a minimum of the total of 1,000 clinical hours. Please note that all MSN-DNP students will be required to complete a minimum of 2 credits of residency (128 hours) during the DNP program even if their previous MSN/Advanced Practice program required 1,000 or more hours. All post-masters students

must complete 18 credit hours and 576 clinical hours in the specialty area of the certification.

Students may be subject to completing clinical hours in New Mexico, therefore proof of a compact license or NM nursing license will be required.

Students in the DNP program MAY NOT complete clinical hours at their place of employment. No exceptions will be granted.

Each course in the clinical scholarship sequence includes estimates of the time required to complete the practice immersion activities in the course. Rather than describing these hours as ‘precepted’ clinical, they represent an “immersion in practice” to clarify that the focus is on a population, aggregate nursing practice, or an organizational issue rather than on one to one patient care.

PRECEPTOR AND CLINICAL ARRANGEMENTS

It is the responsibility of the student to originate contact with a potential preceptor and request from the preceptor a completed Preceptor/Field Supervision Biographical Data Form along with a curriculum vitae if one is not already on file. These forms are submitted to the program coordinator (for FNP and FPMH and or the NURS 698 instructor) who will review the suitability of the preceptor for the particular clinical experience in need. The SON will then initiate an affiliation agreement between the preceptor and agency. Please check with your instructor or the program coordinator to determine if an agreement is already in place. As noted above, students **may not** conduct clinical experiences in units where they are employed. Please know that it may take from 3 to 6 months to establish a clinical affiliation agreement. Therefore, you should be anticipating your “next” semester’s clinical placement and **PLAN ahead**. Delay in establishing your clinical experience may delay your progression in the program.

When you identify a place to conduct your clinical experiences, meet with your instructor or the program coordinator to affirm or establish the affiliation agreement.

The NMSU School of Nursing takes special care to ensure that the clinical experience is a good one for both the agency and the student. To do this, the student and preceptor collaborate to develop clinical goals and objectives prior to the start of the clinical experience. Both the preceptor and student complete an evaluation form at the end of the experience. This feedback is used to monitor the quality of the clinical experience and to identify opportunities for improvement for both the student and the agency.

DNP PROJECT COMMITTEE

In order to fulfill the requirements of the DNP, each student will conduct and carry out a project that focuses on a clinical area of concern. Therefore, each student will need to put together a DNP Project Committee.

This committee is made up of a committee chair, and three other members chosen by the student. For those students in the FNP or Psych/Mental health track, the Chair must be certified in that specialty and be a member of the NMSU Graduate Faculty. The other two Nursing committee members can be any one from the Nursing faculty who has Graduate Faculty status. A fourth committee member, the Dean's representative can be selected from any Graduate Faculty member on the NMSU campus.

A list of those faculty, including Nursing, who have Graduate Faculty Status can be found at <http://gradschool.nmsu.edu/>

The chair for students in the Public/Community Health track needs to be an individual with certification in Public/Community Health. See above for other committee members.

The chair of the committee for the Post MSN to DNP may be any SON nursing faculty member with Graduate Faculty Status. For other committee members, see above.

To formalize the committee, the student lists all committee members on the *Program of Study and Committee for Doctoral Students* form available at: <http://gradschool.nmsu.edu/>. Committee membership must be approved by the Associate Director for Graduate Programs in the School of Nursing.

CHANGES IN DNP COMMITTEE MEMBERSHIP

Changes in committee membership are approved by the student's chairperson and the student. Change requests are to be made on the Program of Study and Committee for Doctoral Students form available at: <http://gradschool.nmsu.edu/>. Requests must also be approved by the Associate Director for Graduate Programs.

DNP COMPREHENSIVE EXAMINATION

Each DNP student will complete a comprehensive exam prior to advancement to candidacy. The purpose of comprehensive examination is to provide a mechanism for the student's comprehensive examination committee to appraise the students 'readiness' to complete the project. The project is described in the Project Policy/Guideline in the Appendices. The comprehensive exam and the Project Proposal defense are linked and completed at the same time before the student's committee and the SON Director.

Students work with their Chair and project committee members to write the **Project Proposal**. When the Chair and student are satisfied that the proposal is complete, the Chair emails the written proposal to all members of the DNP committee. Once all members of the committee have approved the written proposed project, the student prepares a power point presentation summarizing the students' plans and rationale for the project. The student schedules a

comprehensive examination committee meeting for a defense of the proposal and invites the Dean's Representative, the Director of the School of Nursing or representative, and the committee members.

In addition to the proposal defense the student needs to be prepared to respond to questions related to Theory, Applied Science, Clinical Problems, Roles, Translational Methods, Evidence Based Practice, and the DNP Essentials during the project proposal defense and comprehensive exam.

The exam will consist of a written (Project Proposal) and oral component and will be focused on the proposed DNP final project. The student must satisfactorily pass both parts of the exam and must demonstrate the attainment of the DNP Essential competencies as determined by the student's DNP project committee. There are three possible outcomes for this comprehensive exam;

- Pass: successful completion of both written (Project Proposal) and oral portions of the exam.
- Failure: A student who fails the written (Project Proposal) may rewrite the exam/proposal one time . If the rewrite is unsatisfactory, the student must wait one regular semester before attempting the comprehensive exam again. For a failure of the oral component, the student is subject to dismissal from the DNP program. The student may petition the SON Graduate Committee to repeat the final exam after one regular semester has passed. A failure in the second attempt will result in dismissal from the DNP program with no further appeal to the Graduate Committee.
- Adjourn: In some cases the Committee chair may elect to adjourn the Project Proposal Exam due to circumstances affecting the exam process. Examples include absence of any committee member, technical difficulties or equipment failure, or if the student is not able to fully participate in the defense. After adjournment the exam must be rescheduled within 3 weeks. Students may not progress if either part of the comprehensive exam has been adjourned.

In addition,

- Each committee member must attend the entire period of the comprehensive oral exam. No exam will be held without all committee members in attendance and a qualified Dean's Representative is in attendance.
- Oral exam sessions should be of sufficient length to insure a rigorous exam but should not exceed three hours. Sessions longer than three hours must be adjourned and rescheduled.
- Committee voting follows the voting procedures described in the Instructions On Oral Examinations provided to Dean's representatives.

DNP PROJECT

The purpose of the DNP Project is to provide tangible evidence of the student's academic growth, derived from the immersion experience, which demonstrates the student's growth in knowledge and expertise. The final project will provide a forum to assess the student's ability to systematically analyze current evidence, develop or support a project, evaluate practice models, and disseminate information.

Projects may vary, depending on the student's area of interest. The project may consist of a pilot study, program evaluation, QA/QI project, practice evaluation, a research utilization project, substantive involvement in a larger project, or other project involvement. The following criteria are designed to provide a framework for the project deliverables, but project details will be finalized in collaboration with the student's faculty advisor and committee.

The following are examples of potential projects:

- A student works at an institution and they want to begin an “Ask a Nurse” line. The DNP student develops the protocol for this project, implements the program, and evaluates how the program works.
- A CNS works in an emergency department and wants to know why screening for domestic violence is not being done. She identifies the barriers to implementing the policy and develops a program to improve screening rates.
- A nurse anesthetist conducts a chart audit to determine compliance with clinical practice guidelines and develops a mechanism to improve compliance rates.
- A primary care NP notices that many in her practice do not adhere to the current guidelines regarding watchful waiting for otitis media cases. She determines why some providers don't comply with the guidelines and implements a practice-wide initiative to ensure consistency between providers.
- A DNP student develops a policy to solve a practice's issues surrounding coverage on call when there are only two providers in the practice. This policy is implemented and evaluated.

A complete description of the components of the DNP paper is contained in the Appendices

CHAIR'S RESPONSIBILITY

The choice of the DNP Project Committee Chairperson should be made based on the student's proposed area of study and the faculty member's expertise and interests. The DNP Project Chairperson must be the committee member most competent to supervise the project as a whole, but need not be the primary resource person for all aspects of the project. A recommended approach for students to use in identifying a DNP Project Chairperson is to become informed about faculty members' interests and areas of expertise. The student and chairperson will work together, often intensively, over a protracted period, so careful selection is essential. The chairperson assumes primary responsibility for assisting the student in developing a continued plan of study, monitoring the student's progress, and guiding the student

throughout the project See above for other criteria to serve on the Project Committee.

ADVANCEMENT TO CANDIDACY

When the student has an approved doctoral plan of study, has satisfied all coursework and has passed the DNP comprehensive exam, the student advances to candidacy (DNPc).

The student must bring a copy of the Project/Dissertation Proposal Approval Form (see Appendices) to the defense, in order to get committee members' signatures. After the proposal is accepted, a signed copy of the proposal and the approval form is filed in the student's SON file along with a copy to the Associate Director for Graduate Programs in the SON.

CONDUCTING THE DNP PROJECT

After the project proposal has been approved, the process of gathering the information and evidence may begin. If the student's project involves the use of primary or secondary data on human subjects, both administrative approval and human study approval must be obtained before data collection begins.

Administrative Approval. The student must secure a letter from the appropriate official in the clinical setting, which states that the project described may be conducted there. When the project is to be conducted in a setting outside of the University, administrative approval must be obtained prior to requesting approval from the NMSU, IRB.

Human Subjects Approval. Before beginning data collection (or analysis of pre-existing data), the student must assure the protection of human rights by having the proposal reviewed and approved by the NMSU Institutional Review Board (IRB).

Every proposal must be judged by the IRB to conform to **45 CFR 46: The Federal Regulations Governing Human Experimentation**, or to be exempt from those regulations according to criteria set forth in the regulations. Prior to submitting a proposal to the IRB each investigator must complete the self-study module available from the CDC web site. The Project chairperson is jointly responsible, with the student, for the accuracy of the information provided on any IRB form and must co-sign IRB forms with the student. Procedures and time delay in obtaining administrative and research review clearance vary with the research setting and type of research. IRB meeting schedules are posted on their web site. Students are required to close all studies with the IRB prior to graduation.

FINAL PROJECT AND COMMITTEE APPROVAL

A defense date will not be set by the chair until the complete project draft is approved by all members of the student's committee.

TECHNICAL REQUIREMENTS IN WRITING THE PROJECT

See the NMSU graduate school publication, Thesis/Dissertation Guidelines (<http://gradschool.nmsu.edu/mb/Instruction.pdf>) for all technical requirements for the proposal and Scholarly project.

The School of Nursing requires that projects be written according to the format required by the Graduate School. The format required by the NMSU School of Nursing is that of the American Psychological Association (APA) format for publications.

After making required revisions, the student prepares a final draft of the dissertation and an abstract. Guidelines for the title page and Thesis Dissertation (Project) Guidelines must be adhered to (<http://gradschool.nmsu.edu/mb/TDG.pdf>).

SCHEDULING THE FINAL PRESENTATION OF THE DNP PROJECT

When the scholarly project has been written and the project chairperson agrees that it is ready for presentation, the student has the responsibility to distribute the finished copy of the Scholarly project to all committee members. It is recommended that the student give the committee members **no less than two weeks to review the finished copy of the project prior to schedule the oral presentation**. Once the committee has approved the final scholarly project findings, the student may arrange a location, a date, and a time (usually two hours) that is satisfactory to all committee members for the oral presentation of the Scholarly project. The student submits the *Doctor of Philosophy and DNP) Examination Form* (http://gradschool.nmsu.edu/forms/ExamForm_DoctorateofPhilosophy.pdf) to the chairperson and all members of the project committee and to the Associate Director of Graduate Programs.

PROCEDURES FOR THE ORAL PRESENTATION OF THE FINAL PROJECT

The Graduate Dean's representative on the project committee and the project committee chair will receive the Report of the Final Defense form from the Graduate School prior to the scheduled defense. The forms are brought to the defense by the Graduate Dean's representative. The Forms and Procedures for Degree Completion Checklist (<http://gradschool.nmsu.edu/mb/DegreeChecklist.pdf>) is available to guide the student through the process. The student will complete and print the Project Approval Page (Appendix) and bring the form to the defense.

Typically, the student begins the oral defense with a thirty- to forty-minute oral summary of the clinical problem and its significance; supporting evidence; project activities and methods; project outcomes, limitations, and application to practice. In the ensuing discussion, committee members may question the student about any aspect of the project itself and the relevant contextual and methodological considerations. The committee chairperson will invite members

of the audience to ask questions or make comments.

The committee chairperson will make certain that a public announcement of the presentation is displayed in advance for the faculty in the School of Nursing and the College of Health and Human Services.

All members of the committee must be present in person. In some cases, one (and only one) committee member may be present via a distance modality. In the event of an emergency in which the chair cannot be present, the following protocol will be followed: vice-chair (a member of the committee appointed by the chair in consultation with the student) assumes responsibility of chair.

After this public session, the student and the audience are asked to leave the room while the committee critiques the scholarly project, identifies any changes or additional work to be done, and determines the outcome of the project defense. The student is then invited back into the room and is informed of the result.

The committee discusses with the student any changes or additional work to be done and establishes a time by which such changes or additions are to be submitted. If the changes or additions are minor, committee members will usually, as a matter of convenience, the Project Approval Page and Report of the Final Defense. The chairperson, however, will not sign, date, or submit either form or return the signed title page to the student until all changes or additions have been submitted and found acceptable.

If major changes or additions to the scholarly project are required, a date will be established for their presentation and defense. Neither the chair nor the members will sign and date the forms with a recommendation of approval until and unless these major changes or additions have been presented and defended and the entire dissertation found satisfactory.

See NMSU Graduate Catalog and website for a complete list of forms, deadlines and procedures . (<http://gradschool.nmsu.edu/mb/TDG.pdf>)

REPORTING THE RESULTS OF THE PROJECT PRESENTATION

When the student has passed the oral presentation and all required changes or additions have been made and judged satisfactory by the chairperson and the committee, the chairperson gives the student the signed Project Approval Page to be included in bound copies of the doctoral work. The chairperson also submits to the Director of the School of Nursing (with copies to the Associate Director for Graduate Studies) the Report of the Final Defense, each form having the required signatures of the advisor and lists the committee members and the date of final approval of the scholarly project. The Director adds her or his signature to both forms and returns the Project Approval Sheet to the Graduate School.

In the event that the committee judges the Project to be so grossly unsatisfactory in execution

that making it acceptable would virtually require starting over, or that the student does not submit and defend the required changes or additions by the agreed-upon date, or that the committee judges the submitted changes or additions to be unsatisfactory, the committee may report that the student has not passed the scholarly project and oral presentation and may recommend, on the Report of Final Examination, that the degree not be awarded. In such a situation, the committee should submit to the Director of the School of Nursing the Report of Final Examination with the committee's recommendation, along with a written report detailing the rationale for the recommendation.

SUBMITTING THE PROJECT FOR INSPECTION AND APPROVAL

See the **Thesis/Dissertation Guidelines Checklist**

(<http://gradschool.nmsu.edu/mb/ThesisChecklist.pdf>) and Thesis Dissertation Manual (<http://gradschool.nmsu.edu/mb/TDG.pdf>) for all forms and processes.

The Signature Page for Faculty and Student

(<http://gradschool.nmsu.edu/mb/SignaturePagefs.pdf>) must be signed and included when the dissertation is submitted to the NMSU Graduate School.

PROJECT COSTS:

See NMSU Graduate School website at: <http://gradschool.nmsu.edu/> for NMSU fees for candidacy and dissertation (project) costs.

Costs for scholarly project include: Copies of a bound scholarly project for each committee member, the library, the graduate school and the School of Nursing.

OVERVIEW OF THE DNP CURRICULUM

See Appendices for DNP curriculum plans

ASSOCIATE DIRECTOR FOR GRADUATE STUDIES

Inquiries related to the graduate program should be directed to the Associate Director of Graduate Studies at: 575-646-3812 or via e-mail at: nursing@nmsu.edu.

DNP PROGRAM COORDINATOR

The DNP Program Coordinator oversees the DNP program, its students and operations. The coordinator may also serve as the Academic Advisor for students as needed.

GRADUATE ASSISTANTSHIPS

The School of Nursing may have funding for graduate assistantships. Eligibility for an assistantship includes acceptance as a nursing graduate student and a 3.0 GPA. Duties involved normally require about 10 - 20 hours per week, and the student is obliged to enroll as a full-time (9 credits) graduate student. Students interested in applying for an assistantship in the School of Nursing should contact the Director for the School of Nursing.

GRADUATE TRAINEESHIPS

The School of Nursing often has funding for HRSA traineeships. Check with the Associate Director for Graduate programs on availability. These traineeships do require a commitment to work in a medically underserved area upon graduation.

COMPUTERS FOR GRADUATE STUDENT USE AND TECHNOLOGY REQUIREMENTS

There are a number of computer labs located throughout campus. These computers, which are fully networked and have word processing and some have statistical capabilities, are available for student use. Hours of availability are posted at the door. Please visit [website](http://studenttech.nmsu.edu/computer-labs/) for more information on schedules and availability, <http://studenttech.nmsu.edu/computer-labs/> for hours and locations.

As this program is web-based, the following is a list of the **required technology**:

- Access to a computer with internet connection, preferably high speed.
- A web browser that supports the [Canvas learning management system](#)
- A current version of **JAVA** (www.java.com)
- Microsoft Office 2010 or higher (for documents and presentations)
- Both PC and Mac environments are supported at NMSU
- Adobe Reader (for opening PDF files at www.adobe.com)

NMSU's ICT (Information & Communication Technologies) Customer Service Center is equipped to deal with all of your information technology (IT) and telecommunications needs at NMSU. Please feel free to contact them at 646-1840 or via e-mail at help@nmsu.edu or visit them at <http://help.nmsu.edu/> for hours of operation.

The ICT Office has developed a [Student Technology Help](#) web page with information on NMSU Technology requirements and services.

EMAIL

All enrolled graduate students are required to establish and USE an NMSU E-mail account to access important information from program faculty and staff. In order to obtain a login and password, students may follow the directions on the Homepage of NMSU – Click on MyNMSU and follow the directions to set up an account. For problems setting up an account, call 575-646-1840. Students are expected to read their E-mail on a regular basis, as important information is distributed in this fashion and there are a number of postings that are of interest to students.

NOTE: Canvas does not support non-NMSU access such as gmail, hotmail, etc.; ie: you have to use your NMSU account to log into your Canvas account and thus gain access to your online courses.

RESOURCES FOR UNIVERSITY

Every student is responsible for adhering to university policies and procedures contained in New Mexico State University *Graduate Catalog*, <http://gradschool.nmsu.edu> and the *NMSU Student Handbook*.

Useful information includes:

- Admission Requirements
- Application for Graduation
- Classification of Graduate Students
- Final Examination
- Grading Policy
- Graduate Assistantships
- Graduate Student Appeals Board
- Graduate Student Council
- Registration

Research Facilities Requirements for Higher Degrees Student Services Time Limit Forms required by the Graduate School are available at <http://gradschool.nmsu.edu> on the web.

These include:

- Preparation for Doctoral Degree Programs
- Requirements for the Doctoral Degrees
- Qualifying Examination

- Graduate Committee—Doctoral
- Program of Study
- Comprehensive Examination
- Time Limit
- Advancement to Candidacy
- Final Examination
- Registration During Regular Semesters and Summer Sessions
- Finalizing the Doctoral Dissertation
- Residency
- Declaration of Minor
- Foreign Language Requirements

Other items available from this web site include:

New Mexico State University Graduate Catalog

Financial Aid Information

Graduate School Student Handbook

Graduate School Calendar Registration for classes Regulations and procedures

A Checklist for Graduate Degree Candidates is also available from the Graduate School.

COURSE OR GRADE GRIEVANCE POLICY

Students who wish to appeal a decision or awarding of a grade by a faculty member are advised to utilize the student grievance procedure outlined in the *NMSU Graduate Student Handbook* available online at:

<https://schoolofnursing.nmsu.edu/advising-in-the-son/> and the *Graduate Catalog* available online at: <http://gradschool.nmsu.edu>.

STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) covers issues relating to disability and accommodations. If a student has questions or needs an accommodation in the classroom (all medical information is treated confidentially), contact:

Trudy Luken, Director Student Accessibility Services (SAS) Corbett Center, Rm. 244

Phone: (575) 646-6840 **E-mail:** sas@nmsu.edu **Website:** www.nmsu.edu/~ssd/

NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct, sexual violence, sexual harassment and retaliation.

For more information on discrimination issues, Title IX or NMSU's complaint process contact:

Gerard Nevarez, Executive Director
Agustin Diaz, Associate Director
Office of Institutional Equity (OIE), O'Loughlin House
Phone: (575) 646-3635
E-mail: equity@nmsu.edu
Website: <http://eeo.nmsu.edu/>

Other NMSU Resources

NMSU Police Department (575) 646-3311 www.nmsupolice.com
NMSU Police Victim Services: (575) 646-3424
NMSU Counseling Center (575) 646-2731
NMSU Dean of Students (575) 646-1722
For Any On campus Emergencies 911

Student Responsibilities:

- Register with SAS and obtain accommodation documents early in the semester.
- Deliver the completed accommodation and testing form(s) to the instructor(s) within the first two weeks of beginning of classes (or within one week of the date services are to commence).
- Retrieve the signed form(s) from faculty and return to SAS within five (5) days of receipt from faculty at least one week before any scheduled exam, and
- Contact the SAS Office if the services/accommodations requested are not being provided, not meeting your needs, or if additional accommodations are needed. Do not wait until you receive a failing grade. Retroactive accommodations cannot be considered.

Faculty Responsibilities:

- Sign the ACCOMMODATION REQUEST FORM and TESTING ACCOMMODATION FORM (when presented), retain a copy and return the original to the student within five (5) working days of receipt;
- Contact SAS immediately if there are any questions or disputes regarding accommodation(s), disruptive behavior, etc.; and

- Refer the students to SAS for any additional accommodations;

**Accommodations: SAS office, 575-646-6840
EEO/ADA & Employee Relations, 575-646-
3333**

All medical information will be treated confidentially.

POLICIES CONCERNING WRITTEN ASSIGNMENTS

All assigned papers and projects will be typed or word-processed and double-spaced.

All students are required to use the most current edition of the *Publication Manual of the American Psychological Association (APA)* for all written papers.

Any assigned papers and projects will be considered late if they have not been presented to the course professor at the announced time and date due. Any late papers may have a penalty attached. Students with extenuating circumstances are expected to solve these problems with the respective faculty member on an individual basis and prior to the established due date and time.

Students may use editors for their papers. Editing of student work by others is limited to assistance with grammar, punctuation, and style only; the substance of the paper must be the student's original work. If an editor is used, the student must provide the course professor may require the draft of the paper at the point it is given to the editor when the final paper is submitted.

See prior note on use of Turnitin for all written assignments

PLAGIARISM

NO PLAGIARISM* IS ACCEPTED as scholastic work and may result in a zero for submitted work. Refer to current APA Manual to identify guidelines for accurate citing of resources.

Students are responsible for adhering to the policies and procedures in the School of Nursing Graduate Program Student Handbook and the NMSU Graduate Catalog and NMSU Student Handbook. For further information you may refer to the *NMSU Graduate Student Handbook* and (1997) Guidelines for Nurse Authors and Editors. *IMAGE: Journal of Nursing Scholarship*, 25(4), 358-359.

The School of Nursing Graduate Faculty reserves the right to submit any and all student written work to a plagiarism detection system.

*Plagiarism is defined as the intentional use of someone else's words (e.g., direct quotes), thoughts (e.g., paraphrased quotes), ideas (e.g., charts, data), or internet materials in your own

writings/presentations as if you had come up with them on your own. Plagiarism is the theft of intellectual property and is not unlike stealing from a commercial business. A special case of plagiarism is the unacceptable practice of “self-plagiarism” in which an author will use segments of his/her own published material (e.g., methods section of a scientific paper) in a new publication without reference.

ETHICS

All students within the School of Nursing have a special concern with ethical standards because of the unique demands of nursing practice. To guide the student along the path of ethical nursing practice, the American Nurses Association Code for Nurses follows:

- The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.
- The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
- The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.
- The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
- The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
- The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
- The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

1

Office of Research Education & Training, University of Miami School of Medicine,

Definition: Plagiarism, online: Retrieved on 7/6/2005 from <http://researchedu.med.miami.edu>.

2

American Nurses Association, *Code of Ethics* – 2001

SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING

Pi Omega Chapter

To be eligible for membership in *Sigma Theta Tau International*, candidates must have demonstrated superior scholastic achievement, evidence of professional leadership potential and/or achievement in the field of nursing. One category of candidates for membership are graduate students in a master or post-master program who have achieved a grade point average of at least 3.5 on a 4.0 scale and have completed one fourth (1/4) of the Graduate program requirements. Eligible students are recommended by nursing faculty. The student then must apply and be selected for membership in the Honor Society. New members are selected and inducted annually.

PROGRAM EVALUATION

Students are included in the ongoing process through school committees and semester course/faculty evaluations. Students are expected to participate in this evaluation and the process toward improvement on an ongoing basis. Students are expected to provide feedback on all courses through the final course evaluation available via Canvas.

Graduates of the program are encouraged to participate in Alumni Surveys and to keep the nursing department informed of certification status.

STUDENT REPRESENTATION

Student representatives to the School of Nursing committees afford students the opportunity to influence School and Program policies. The faculty strongly encourages any student presented with the opportunity to serve on a committee to accept the position. Student members of a school committee must be in good academic standing. Student members may vote but may not serve as a Committee Chair or Secretary. The committees on which student members may serve are the Graduate Program Committee and the Student Affairs Committee.

GRADUATE STUDENT FACILITIES

You may check your e-mail and gain network access on the computers in the Media Center in CHSS Building Room 219. Students are encouraged to frequently check their E-mail or virtual bulletin boards available via Canvas on the DNP Student Support Site for important information. Information concerning e-mail and Canvas problems can be addressed by calling the “Help Desk” at Computing and Networking at 646-4433 or 646-1840.

PHONE CALLS AND MESSAGES

Only emergency calls and messages will be accepted for students in the School of Nursing Administrative office: 575-646-3812.

CHILDREN IN THE ACADEMIC WORKPLACE

New Mexico State University is a thriving center of education and research which encourages supervised events on campus for children as well as adults. However, the ability to concentrate for extended periods of time is a prerequisite within a healthy academic environment. Students, staff, faculty, and administrators can expect to attend and teach class, or complete work or research in laboratories, libraries, offices, and other workplaces with a minimum of distractions or interruptions. Consequently, the following regulations have been established, and will be enforced by the appropriate dean or administrative supervisor, to ensure that an appropriate academic environment is maintained.

NMSU Policy Manual – Chapter 3, Section 3.15, Page 6

- Children visiting campus must be closely supervised by an adult at all times.
- Children will be prohibited from entering dangerous settings such as labs and equipment rooms without the approval of the appropriate dean or administrative supervisor.
- Children may not attend a class in session without the prior approval of the class instructor. Children under the care of the instructor may not attend class without the prior approval of the immediate supervisor.
- Children may, on rare occasions and with the approval of the supervisor, accompany a parent to the workplace. However, the expectation is that parents will make alternate arrangements for the care of their children during normal working hours.
- Children taking part in programs and/or special events on campus are expected to abide by the rules and regulations established by the program or event sponsors.

WRITING CENTER

Students are encouraged to use the Writing Center to improve their writing skills and the quality of their papers (located in Room 102, English Building; phone 575 646-5297). Please note this is an on-campus resource only.

STUDENT SERVICES

NMSU offers a variety of support and services for students. A listing of services is available online at: <http://success.nmsu.edu/>.

LIABILITY INSURANCE

DNP nursing students who are participating in school-sanctioned clinical experiences are covered by the New Mexico Risk Management Pool. It is not necessary to provide documentation of additional malpractice insurance for student clinical experiences. The NMSU coverage is only valid for participation in activities required for specific nursing

courses and does not cover nursing or nurse practitioner activities performed beyond the requirements of the nursing program.

CONFIDENTIALITY

It is the responsibility of every nursing student to safeguard the patient's or client's right to confidentiality in all aspects of care. It is the patient's or client's right to determine the degree of self-disclosure and to whom. Revealing self-disclosed information potentially damages a person's reputation or employment opportunities.

Elements of patient or client information are to be discussed only within the realm of the appropriate clinical/educational setting; e.g., planning conferences, post-clinical conferences, classroom seminars. It is a serious breach of confidentiality to discuss information outside of clinical conferences, seminars, client-centered conferences with agency staff, and appropriate classes. A nursing student who breaches confidentiality is subject to clinical probation or dismissal from the program. One's nursing practice must honor the element of trust given by patients and clients as they share potentially vulnerable aspects of their lives. A breach of confidentiality is grounds for dismissal.

Students **may not** photocopy/duplicate any patient/client record from any clinical agency utilized by NMSU. Several of the clinical agencies where students are assigned require each student to sign a confidentiality statement prior to participating in agency activities.

PATIENT/CLIENT SAFETY

The safety and well-being of the patients and clients with whom students work while in the graduate program are of utmost importance and concern to faculty, the program, and the department. The following are guidelines to assist students in ensuring the safety and well-being of patients/clients. Violation of these guidelines may be grounds for corrective action or dismissal from the program. Please note that this includes all data collection activities. Your Academic Advisor or Project Chair can help you identify the appropriate steps to take to apply for IRB (Institutional Review Board) approval **prior to** data collection. Unsafe and/or inappropriate clinical and/or research practice includes, but is not limited to, situations where the student:

- Violates or threatens the biophysical, psychosocial, and cultural safety of the patient/client.
- Assumes inappropriate independence in actions and decisions, including failure to maintain regular and timely communication with faculty about clinical objectives and performance.
- Fails to recognize and to act upon own limitations, incompetence, and/or responsibilities.
- Fails to interact effectively with other members of the health care team.
- Fails to function in a legal manner as defined by the nurse practice act of the state

- or territory in which the student is licensed as a registered nurse.
- Fails to function in an ethical manner as identified in the ANA Code of Ethics.

Appendix A

DNP PROJECT OUTLINE

Title Page Abstract and Executive Summary

Chapter 1: Introduction

Problem Statement

- **Problem Identification**
 - **Background and Population ID**
 - **Significance and impact of the problem**
 - **Practice knowledge gap**
 - **Proposed solution**
 - **Needs Assessment (What is the evidence that a problem exists?)**
 - **Organizational assessment**
 - **Assessment of available resources (fiscal analysis)**
 - **SWOT analysis**

Project Overview

- **Goals and objectives**
 - **Scope of project: Define what the project will and what it will not include**
- **Describe how this project fits within the practice/organization mission/values**
 - **People involved in the project - Key stakeholders, Community partner, Project team**
 - **Fiscal analysis and resources needed –Budget Process**

Chapter 2 : Synthesis of supporting evidence/literature and Project Framework

- **Systematic review of published evidence, data from organization, epidemiological data, evidence-based theory**
- **Relevant theory and concepts—Integrate framework with supporting evidence and literature**
- **Process of systematic review of literature and other literature (databases searched, key terms, reliability of other data/evidence)**

Chapter 3 : Work Plan

- **include IRB approval**
- **Implementation methods (e.g., protocols, procedures, teaching prescription)**
- **Evaluation plan**
- **Measures (what data collection tools will be used)**
- **Data sources**
- **Methods for collection of data**
- **Data analysis plan**

Chapter 4 : Results and Interpretation (e.g. tables, charts, graphs)

- **Process evaluation**

- **Outcomes evaluation**

Chapter 5: Leadership and Management of the Project

- **Organizational culture**
- **Change strategy and leadership style**
- **Interprofessional collaboration if any**
- **Conflict management – if problems arise**
- **Ethical considerations (e.g., risk management, unintended consequences)**

Chapter 6: Discussion

- **Assess the impact of project, including sustainability**
- **Contributing factors to success (or lack of success) of the project**
- **Information added to the body of knowledge about the practice/process change (based on what was known about the clinical problem from literature review and the needs assessment)**

Chapter 7: Conclusion

- **Impact of project on health outcomes beyond the project implementation site**
- **Summary of the local, national, and international health policy implications of the DNP Leadership Project**

References Appendices (in APA)

APPENDIX B

New Mexico State University School of Nursing

DNP PROJECT PROPOSAL APPROVAL FORM

DNP Student: _____

Title of Study: _____

This Project proposal has been reviewed and approved by the DNP Student's Project Committee.

Committee Chair: _____

Date:

Committee Members:

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| | | Date |
| 2. | _____ | _____ |
| | | Date: |
| 3. | _____ | _____ |
| | | Date: |
| 4. | _____ | _____ |
| | | Date: |

DNP Project Committee Recommendation:

Approval: _____ Date:

Approval with Reservations: _____ Date:

Disapproval: _____ Date:

Adjourn: _____ Date:

Original to Associate Director for Graduate Studies; Copy to Chair, Committee members, and IRB(s)

Form approved: 05/09/2011

APPENDIX C

**New Mexico State University School of Nursing
DNP PROJECT APPROVAL**

To the Director of the School of Nursing:

Date

I am submitting a Scholarly Project written by [**Student's name**] and entitled "[**title of PROJECT**]." I have examined the final copy of this scholarly project for form and content and recommend that it be accepted in partial fulfillment of the requirements for the degree of Doctor of Nursing Practice.

[Name], Scholarly Project Committee Chair

We have read this Scholarly Project and recommend its acceptance:

_____ Date: _____
Committee Chair

_____ Date: _____
Committee member

_____ Date: _____
Committee member

_____ Date: _____
Committee member/Dean's representative

Accepted _____ Date: _____ Director of the School
of Nursing

Form approved: 5/09/2011

APPENDIX D

Change of Advisor Form

Graduate Student Services New Mexico State University PO Box 30001, MSC 3G

Las Cruces, NM 88003-8001

Phone: 575-646-2736 Fax: 575-646-7721

[HUU](http://prospective.nmsu.edu/graduate/index.html)

<http://prospective.nmsu.edu/graduate/index.html>

Date: _____

Student Name: _____

Banner ID#: _____ Degree: _____

Major: _____ Minor: _____

Current Advisor: _____ Banner ID: _____

New Advisor: _____ Banner ID: _____

Semester Effective: _____

	Printed Name:	Approval Signatures:	Date:
New Advisor:			
Department Head:			
Student:			

Please fill out this form completely and turn it in to the Graduate Student Services office.

APPENDIX E

Transfer of Credit Form

Graduate Student Services New Mexico State University PO Box 30001, MSC 3G

Las Cruces, NM 88003-8001

Phone: 575-646-2736

Fax: 575-646-7721

<http://prospective.nmsu.edu/graduate/>

Last Name: _____

First Name: _____

Banner ID: _____

Major: _____

Degree: _____

Minor: _____

Requested Transfer Coursework

Student must have an official transcript sent to Graduate Student Services. *(Only grades of A or B may be transferred to NMSU.)*

University Name: _____

Course Number/Title/Credit Hours: _____

NMSU Equivalent Course(s): _____

Course Number / Title / Credit Hours: _____

I hereby certify that the courses listed above meet the following criteria:

1. Taken in residence at an accredited university.
2. Taught by a member of the graduate faculty.
3. Logically fits into the program of study I am undertaking at NMSU (as verified by Dept Head's signature below).
4. Taken at the graduate level.
5. Acceptable for graduate credit at offering university
6. This coursework WILL NOT be older than
7. Seven years at the time of my graduation from NMSU (for Master's students only).

Student Signature: _____ Date: _____

Department Head: _____

Student Advisor: _____

Minor Faculty: _____ *(If transfer courses are for the student's minor)* Student: _____

Graduate Student Services: _____

APPENDIX F

PROGRAM OF STUDY AND COMMITTEE FOR DOCTORAL STUDENTS

For the most current Program of Study forms go to
<http://gradschool.nmsu.edu/forms/forms.html>

APPENDIX G

NMSU SON CLINICAL CLEARANCES

Updated January 2014

Instructions: Clinical agencies require that each of these requirements is valid through the END of an academic semester (April 30, July 31, or November 30 respectively). Clinical clearances are due annually no later than 15 May. It is the student's responsibility to assure documentation of all required clearances are received and on file in the School of Nursing Graduate office. Additional clinical clearance documentation may be required specific for a clinical site to which a student is assigned. Students who do not maintain current required clinical clearance documentation will not be allowed to participate in clinical experiences and will not be allowed to enroll in additional coursework. All costs associated with these clearances are the responsibility of the student.

REQUIREMENT	ACCEPTED	NOT ACCEPTED
Background check	Clear or minor offenses (e.g., traffic tickets). Students and faculty are screened at the beginning of the program/employment.	Major offenses against people (e.g., child abuse, drug trafficking).
Cardiopulmonary Resuscitation (CPR)	American Heart Association (AHA) approved Basic Life Support (BLS) for health care providers.	American Red Cross (ARC) or other online only certifications.
Hepatitis B	3 vaccines (usually the 2nd is given 1 month later and the 3rd is given 4-6 months later) of any of these brand names: Energix B, Recombivax HB, or Twinrix. OR a <u>positive</u> titer of antibodies in the blood	Havarix A vaccine (this is for Hepatitis A). Note: they can begin with 1 or 2 vaccines and then complete the series later. <u>Negative</u> or <u>Equivocal</u> titer.
Influenza (flu)	Flu immunization (injected or intranasal) every winter (September through March).	Pneumonia vaccine (this is for a different organism). Note: the injectable form can be given to pregnant women, but not the intranasal form. Note: If the immunization is declined, then many agencies require personnel to wear a mask.
Measles (Rubeola)	2 doses of the MMR vaccine that are at least 28 days apart (if born	<u>Negative</u> or <u>Equivocal</u> titer to <u>any</u> virus.

Mumps	before 1957, then 1 dose)	Note: Rubella vaccine should NOT be given to pregnant women (a provider note is needed). Note: Some agencies/units require titers to all 3.
Rubella (German measles)	OR a <u>positive</u> titer to <u>each</u> virus.	
Tetanus, Diphtheria, and Pertussis (TDaP)	A vaccine (or booster) within the last 10 years containing Pertussis.	Tetanus and Diphtheria only
Tuberculosis (TB)	TB Skin Test (TST, PPD, Mantoux) every 12 months that is <u>negative</u> (usually less than 15 millimeters of induration); OR a negative blood test (T-Spot TB test or QuantiFERON Gold); OR if person ever had a positive skin test result, then one <u>negative</u> chest x-ray AND a yearly <u>negative</u> screening of TB symptoms.	<u>Positive</u> skin test Note: people who had the BCG vaccine can have TB tests. <u>Positive</u> chest x-ray or symptom report. <u>Positive</u> blood test.
Varicella(Chicken pox)	Adults: 2 vaccines that are at least 28 days apart; OR 1 vaccine given before 13 years of age; OR a <u>positive</u> titer	Reports from providers or from individuals that they have had the disease. <u>Negative</u> or Equivocal titer. Note: Varicella vaccine should NOT be given to pregnant women (a provider note is needed). Note: Some agencies/units require a titer.
Nursing License	Copy of current RN license issued in the United States	International or foreign licenses
Specialty Certification	Copy of current certification in a specific specialty from appropriate credentialing body in the United States	International and/or foreign certifications

APPENDIX H
NEW MEXICO STATE UNIVERSITY DEPARTMENT OF NURSING
ANNUAL TB HEALTH QUESTIONNAIRE

All students/employees with positive TB skin tests must complete and sign this questionnaire annually. The questions relate to signs and symptoms of Tuberculosis.

Please check "yes" or "no" to each symptom. If you check "yes" to any item, in the comment section below, **describe the symptom, including when it started.**

Should you have questions, contact the Nursing Office at 646-3812, Monday - Friday.

Thank you for your cooperation.

SYMPTOM	YES	NO
1.Fatigue		
2.Loss of appetite		
3.Unexplained weight loss'		
4.Low grade fever		
5.Coughing up blood		
6.Night sweats		
7.Cough lasting more than three (3) weeks		
8.Cough combined with fever, chills, sweating and weakness (not responsive to treatment)		
9.Shortness of breath		
10.Dull aching or tightness in chest		

COMMENTS:

Signature: _____ **Date:** _____

Name, printed or typed: _____

Distribution: _____

Student's School File

Instructor _____

CHSS Dean's Office Copy

06/23/10 revised

APPENDIX J

Acknowledgment of Receipt of DNP Handbook

AGREEMENT OF ACCEPTANCE OF DNP HANDBOOK

I, _____ acknowledge that I have received a copy of the **(Print Name)** 2014 DNP Student Handbook.

I understand that it is my responsibility to:

- Read and understand the terms as stated in the handbook
- Seek clarification from the course instructors, DNP Program Coordinator, Associate Director for Graduate Studies, and/or the Nursing Program Director for any terms or information in the handbook which I do not understand
- Adhere to all designated deadlines, assigned dates, and program requirements
- Abide by all the guidelines and requirements of the program

I understand and acknowledge the following:

- The information contained in the DNP Student Handbook is regularly reviewed and revised.
- This statement shall become part of my permanent record in the NMSU Nursing Program

Student Signature: _____ Date: _____

APPENDIX K

Program Course Plans of Study