

DOCTOR OF NURSING PRACTICE

STUDENT HANDBOOK | 2019-2020

OFFICE OF STUDENT AFFAIRS  
5557 Cass Ave. | Cohn, Suite 10  
Detroit, MI 48202

GENERAL INFORMATION

This publication is for informational purposes and is neither a contract nor an offer to contract. The college reserves the right to change any provision or requirement at any time without notice. This material supplements the Wayne State University *Graduate Bulletin* and the *Schedule of Classes* and is not intended to replace these documents. Additional sources of information are through the University website [www.wayne.edu](http://www.wayne.edu), the Graduate School website [gradschool.wayne.edu](http://www.gradschool.wayne.edu), and the College of Nursing website [www.nursing.wayne.edu](http://www.nursing.wayne.edu)

TABLE OF CONTENTS



OVERVIEW i

History i

Mission Statement i

Philosophy i

College of Nursing Administrative Structure iii

Student Services - Office of Student Affairs (OSA) iv

The Doctor of Nursing Practice 1

Three Paths to the DNP degree 3

Program Pathway Comparison 4

DNP Program Terminal Objectives 6

Program Options 6

Specialty Clinical Courses 7

Changing Clinical Specialties 7

Program Statistics Requirement 7

Graduate School Doctoral Residence Requirement 7 Michigan License 8

ACADEMIC REGULATIONS AND PROGRESSION POLICIES 9

Scholarship 9

Course Grading Scale 12

Time Limit to Complete DNP Requirements 12

Mark of “I” Incomplete 12

Withdrawal from Nursing Courses 12

Authorized Leave of Absence Policy 12

Distance Learning Policies 13

REQUIREMENTS FOR APRN CLINCIAL AND DNP PRACTICUM COURSES 14

General Requirements 14  
 Check List for Clinical Requirements 20

Clinical Attire 21

NUR 7030 PRETEST PROCESS 22

NUR 7030 Process 22

STUDENT INJURY PROCESS 23

Procedure 22

Bloodborne Pathogen Exposure Plan 23

ACADEMIC ADVISING AND PROGRAM PLANNING 25

Benchmarks for Progression through the Program……………………………… ……. 25 Degree Requirements 25

Advising 26 Expectations of Advisor 26 Expectations of Students 27

The Interim Plan of Work 27

The Final Plan of Work 28

Change in Plan of Work 28

Transfer of Credit 28

Doctor of nursing practice PROJECT COMMITTEE MEMBER ROLES 30

The Role of the DNP Project Chair 30

The DNP Project Reader 30

The DNP Project Consultant 30

Change in Committee Members 30

DNP Project and the IRB Process 30

THE PRELIMINARY EXAMINATIONS 32

Eligibility to Sit for Preliminary Exam 32

Procedures for Written Preliminary Exam 32

The Written Component of the Preliminary Exam 32

The Oral Preliminary Exam 33

Process for Written or Oral Preliminary Exam Failure 33

Outline Description for DNP Proposal for Quality Improvement or Intervention-Based Projects 34

Outline Description for DNP Proposal for Quality Policy Analysis Projects 36

DNP DEGREE CANDIDACY 38

Candidacy Requirements 38

Form required 38

Procedure 38

DOCTOR OF NURSNG PRACTICE PROJECT 39

The DNP project committee 39

The Purpose of the DNP Project 39

Types of DNP Project 39

Identifying a Topic for Evidence-based DNP Project 40

Process of Writing 40

DNP Project 42

The Final Written DNP Project Product 43

Completed DNP Project Product 43

The Final DNP Project Public Presentation 46

Final Steps to the DNP Degree 47

#### Resources 48

### Skills Laboratory 48

### Physical Assessment Learning Laboratory 48

Office of Health Research 48

Simulation Laboratory 48

#### Faculty and Student Responsibilities 49

### Professional Integrity Policy 49

### Responsibilities of Faculty Members 49

Responsibilities of Students 50

University Guidelines for Assisting Persons with Behavioral Problems 51

College of Nursing academic Appeals Policy 52

### Basic Principles of the Appeals Process 52

### Grounds for Appeal 52

### Procedure 52

### Informal Review 52

Formal Appeal 52

Unsafe Practice Appeal 53

Appeal Process for Exclusion for Unsafe Practice in the Clinical Setting 55

Other College of Nursing Appeals for Exclusion Based on Academic Misconduct or Performance 56

University Student Code of Conduct 58

### 

#### REGISTRATION 59

Registration and Scheduling Office 59

### Registration Services 59

### DNP Doctoral Nursing Courses Requiring Written Consent 60

### NUR 8990 60

#### GRADUATION 61

### Commencement 61

### Convocation 61

### RESOURCES 62

### Financial Assistance 62

### FAFSA (Free Application For Federal Student Aid 62 College of Nursing: Fellowships, Scholarships and Emergency Loans 62

### Nurse Faculty Loan Program (NFLP) 62

### Graduate Assistance in Areas of National Need Fellowship (GAANN) 62

### Wayne State University Scholarships and Fellowships 62

### Other Awards 62

### The Office of Scholarships and Financial Aid 63

### Bulletin Boards 63

### Mailboxes 63

### Publications 63

### Student Organizations 64

### The College of Nursing Council 64

### The Doctoral Student Forum 64

### WSU Chapter of the National Student Nurses’ Association 64

### Chi Eta Phi Sorority, Inc. 64

### Sigma Theta Tau 64

STUDENT SERVICES - Wayne State University 66

### University Resources - Alphabetical Listing 66

STUDENT SERVICES - Wayne State University 71

### Committee of Diversity 71

### Curriculum Committee 71

### Evaluation Committee 71

### DNP Program Committee 71

### Search Committee 71

### Evaluation Committee 71

OVERVIEW



HISTORY

The Wayne State University College of Nursing began in 1930 as one of the departments of the College of Liberal Arts. During the first fifteen years, the nursing programs became so varied, the enrollment so large, and the contribution to the total community so important that reorganization was necessary. In 1944, at the request of the College of Liberal Arts, the Board of Education authorized the establishment of the Wayne University College of Nursing. The College began to function as one of the components of the University in the spring of 1945.

In 1947 under the leadership of Katherine Faville, the College’s first dean, the faculty assumed full responsibility for teaching clinical nursing courses. This was the first time the shifting of clinical teaching from hospital staff to nursing faculty was initiated. This model has now been incorporated by colleges and schools of nursing nationwide. Graduates from the program were eligible to take the Michigan examination for the registered nurse license.

Since 1945, the College has offered programs leading to the degree of Master of Science in Nursing. These programs offer advanced practice preparation for nurse practitioners and clinical nurse specialists.

In 1975, the College developed a Doctor of Philosophy in Nursing program. This was one of the first opportunities for doctoral study in the United States. To date, over 195 PhD degrees in nursing have been awarded.

In 2008, the College established the Doctor of Nursing Practice program.

VISION

The College of Nursing will be the leader in nursing research and education, known for our commitment to and impact on urban health.

MISSION

The mission of the College of Nursing is to create and translate knowledge and to educate a diverse student body prepared to excel as clinicians, scholars, and leaders who improve health in local and global communities.

DNP PROGRAM MISSION

The mission of the College of Nursing’s DNP Program is to educate advanced practice nurses as leaders who are adept at translating scholarship into practice in order to improve health care quality and outcomes.

PHILOSOPHY

The College of Nursing functions within the context of Wayne State University and supports the central goals and mission of the university. These goals are to nurture the intellectual abilities of students and faculty and to provide education, research, and community service. As an urban university, Wayne State accepts responsibility for a reciprocal partnership with the community, using resources and knowledge in dealing with human life.

Nursing is an academic discipline and profession. As a discipline, nursing develops its body of knowledge using research as the major mode of discovery and validation. The scholarly environment of the university enhances the research and theory development endeavors of the College of Nursing. As a profession, nursing uses knowledge creatively in response to the health care needs of society. Experience in a variety of clinical settings is the primary mode for the development of practice competencies. The urban context of the university provides a setting for exploring the application of knowledge to professional nursing practice.

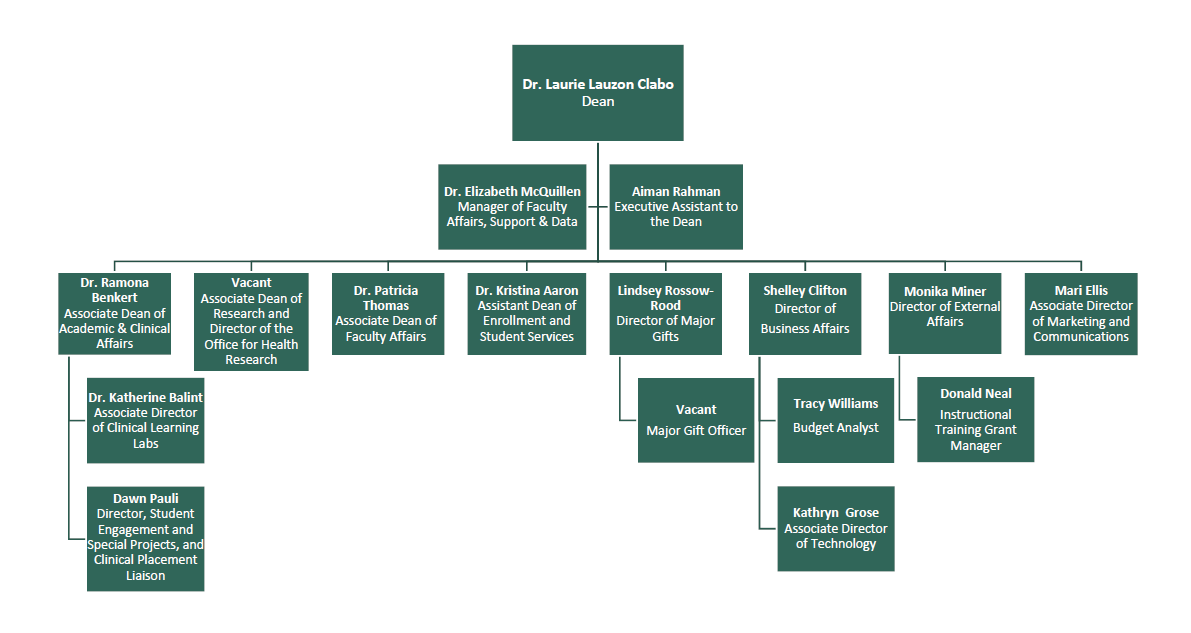
The concepts that order the discipline and profession of nursing are derived from knowledge about human beings, health care, and environment. These concepts give identity to professional nursing practice, direct inquiry, and theory development.

The College of Nursing supports the importance of liberal arts, humanities, and sciences. Faculty believes that programs designed for the preparation of nurses must be composed of the intellectual, social, and technical components of a liberal and professional education that are available to students within an institution of higher learning. Faculty affirms the necessity and value of clinical practice within a professional nursing program.

The faculty believes that learners are self-directed and actively participate in the learning process. Self-direction encourages the development of personal goals and values significant to the profession of nursing. Knowledge acquisition, capacity for critical inquiry, reflection and decision-making prepares learners to respond to issues that confront them as professionals. Learners from diverse backgrounds enter the College of Nursing to begin or continue their education within the academic discipline of nursing. Faculty believes that the diverse characteristics of its students add to the richness of the learning experience. The program seeks to accommodate the special needs, interests, and abilities of the students. The faculty supports the right of students to question, challenge, and debate within the context of inquiry as an essential ingredient in the student’s development. Continuing evaluation on the part of the students and faculty is essential to sustain the integrity of the program.

The faculty of the College of Nursing, as members of the academic community, recognizes that its professional functions extend beyond contributions to formal teaching. Research, practice, and community service are also expectations of the faculty role. The faculty views as essential: academic freedom, shared governance, opportunity to develop knowledge, and responsibility to incorporate new knowledge into teaching and nursing practice. The faculty assumes responsibility for enhancing the image of the College of Nursing and the University locally, nationally, and internationally through various avenues including research, scholarship, practice, consultation, and participatory decision-making.

ADMINISTRATIVE STRUCTURE



OFFICE OF STUDENT AFFAIRS

College of Nursing - Office of Student Affairs (OSA) Cohn Building, Suite 10

(313) 577-4082, toll free (888) 837-0847 FAX: (313) 577-6949

E-mail: [nursinginfo@wayne.edu](mailto:nursinginfo@wayne.edu) website: [www.nursing.wayne.edu](http://www.nursing.wayne.edu)

The Office of Student Affairs (OSA) is responsible for a variety of activities, including recruitment, admissions, orientation, retention, academic support, and undergraduate academic advising. The Office also manages the admissions, enrollment, registration, financial aid and the scholarship programs of the College of Nursing.

|  |  |
| --- | --- |
| ADMINISTRATION | Areas of Responsibility |
| Dr. Kristina Aaron  Assistant Dean, Enrollment & Student Services  Office of Student Affairs [kaaron@wayne.edu](mailto:kaaron@wayne.edu) | * Administrative Responsibility for the Office of Student Affairs |
| ACADEMIC STAFF |  |
| Dr. Felicia Grace  Academic Services Officer IV  [fgrace@wayne.edu](mailto:fgrace@wayne.edu) | • Admission for CD2 & RNBSN Programs   * Advisor to CD2 students * Advisor to BSN for Veterans pathway * Advisor to RN to BSN students * Graduation Officer |
| Amanda Palma Academic Services Officer II amandapalma@wayne.edu | * Recruiter * Advisor to Direct Admit for Freshmen - Workforce Diversity Students |
| Alicia Scheerhorn  Academic Services Officer II [alicia.scheerhorn@wayne.edu](mailto:alicia.scheerhorn@wayne.edu) | * Admission for MSN Programs * Admission for DNP Program * Admission for PhD Program * NFLP Advisor |
| Gregory Sikora Mowers  Academic Services Officer II  [sikora.mowers@wayne.edu](mailto:sikora.mowers@wayne.edu) | * Admission for Traditional & CD2 BSN Program * Admission for Direct Admit for Freshmen Program * Advisor to Traditional BSN students * Advisor to Direct Admit for Freshmen students |

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) Program is designed to educate advanced practice nurses as leaders who are adept at translating scholarship into practice in order to improve health care quality and outcomes.

DNP Learning Outcomes by Program

1. The student will provide advance practice nursing care to individuals, families, and/or populations that is ethical and science-based.

2. The student will develop and initiate new innovative practice approaches based on theories from nursing and other disciplines.

3. The student will analyze, synthesize and evaluate accessibility and quality of care across diverse, underserved and vulnerable populations.

4. The student will utilize the determinants of health for individuals and/or aggregates/communities for diverse, underserved and vulnerable populations.

5. The student will critically appraise, disseminate and translate science to advance the quality and accessibility of care.

6. The student will demonstrate advanced clinical investigative competencies to evaluate clinical outcomes and systems of care.

7. The student will use information technology in design, selection, use and evaluation of programs to advance the accessibility of care.

8. The student will critically appraise, disseminate and translate innovative technological advancement to improve the quality and accessibility of care.

9. The student will demonstrate leadership in communication and collaborative skills as agents of change that improves accessibility to quality healthcare for diverse, underserved and vulnerable populations.

10. The student will analyze emerging clinical patterns and develop delivery approaches to care that deals with complex problems within the practice settings, healthcare organizations, and communities.

11. The student will shape the healthcare policy debate.

The Doctor of Nursing Practice

The College of Nursing, located in the culturally rich city of Detroit, draws its strength from the rich tapestry of the urban experience. Established in 2008, the Doctor of Nursing Practice (DNP) is a program designed to prepare the nurse at an advanced level of nursing science. The program emphasizes the development of the student’s capacity to impact the clinical setting as leaders and educators and to utilize clinical research to improve and transform health care. This program is based on the understanding that nursing provides services, which include the direct care of individual clients, management of care for populations, administration of nursing systems, and development and implementation of health policy. Advanced practice nurses with practice doctorates will address significant practice issues in a scholarly way, adopt broad system perspectives for health promotion and risk reduction, act as agents of change that transform client/community care, participate in the on-going evaluation of health care outcomes, and assist in the translation of research that leads to positive nursing practice changes.

The purposes of the Doctor of Nursing Practice program are:

* To prepare clinically focused advanced practice nurses who are capable of translating knowledge into the clinical setting that contributes to the positive development of individuals, families, communities, society and the discipline of nursing.
* To prepare clinically focused advanced practice nurses who will be capable of addressing the multiple weaknesses in the current health care systems through roles as leaders, educators and agents of change.
* To prepare leaders for the discipline and profession of nursing that will have the skills to address issues of health disparities in an urban environment.

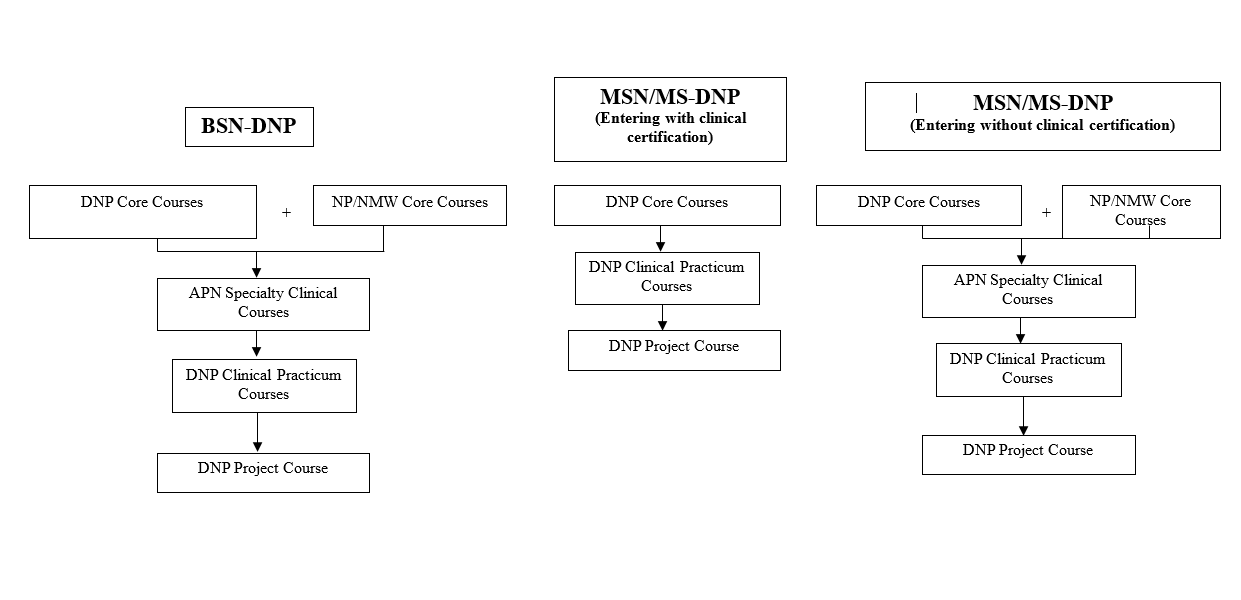
Applicants can enter the DNP program as a post-BSN student, as a student who has attained a master’s of science in nursing (MSN) degree with a clinical specialty, or as a student who has attained a master’s of science in nursing (MSN) degree without a clinical specialty.  Post-BSN students will complete training in a clinical specialty as part of their DNP degree, which will qualify them to sit for clinical specialty certification. Post-MSN students who do not currently have a clinical specialty will take classes as part of the DNP that qualify them to sit for clinical specialty certification.

There are three paths for students to accomplish the requirements for the DNP degree in Nursing. These paths offer options to applicants based on their present educational level and professional career pathway: One path is for students entering the program post-BSN and two paths are for those entering post-MSN. Opportunities are available for full-time and part-time study.

**The Three Pathways are shown in Figure 1.**

# Figure 1: Three Pathways

# Path 1 Path 2 Path 3



**Program pathways comparison**

| **D.N.P. Program Pathways Required Courses Comparison Chart** | | |
| --- | --- | --- |
| **B.S.N. to D.N.P.**  Leads to D.N.P. degree and clinical certification Focus: Clinical specialty certification, Clinical Inquiry, leadership development, and translation of research into practice (Michigan RN license required)  **PROGRAM TOTAL CREDITS: 78\*** | **M.S.N. (APRN certified)**  Leads to D.N.P. degree Focus: Clinical Inquiry, leadership development, and translation of research into practice (Michigan RN license  required, Specialty Certification required)  **PROGRAM TOTAL CREDITS: 43** | **M.S.N. (need certification)**  Leads to D.N.P. degree and clinical certification Focus: Clinical specialty certification, Clinical Inquiry, leadership development, and translation of research into practice (Michigan RN license required)  **PROGRAM TOTAL CREDITS: 78** |
| **\*Prerequisite: graduate stats course prior to start of DNP Program (CON offers NUR 7000 3 cr in S/S semester).** | | |
| **THEORY**  **NUR 8620** Foundations of Nursing as a Discipline 3 cr. **NUR8625** Evidence Based Nursing Practice: Theoretical and Methodological Issues 3 cr.  **Total Credits 6 cr.** | **THEORY**  **NUR 8620** Foundations of Nursing as a Discipline 3 cr. **NUR8625** Evidence Based Nursing Practice: Theoretical and Methodological Issues 3 cr.  **Total Credits 6 cr.** | **THEORY**  **NUR 8620** Foundations of Nursing as a Discipline 3 cr. **NUR8625** Evidence Based Nursing Practice: Theoretical and Methodological Issues 3 cr.  **Total Credits 6 cr.** |
| **DOMAIN OF KNOWLEDGE**  **NUR 8210** Determinants of Health 3 cr. **NUR 8650** Advanced Professional leadership 3 cr. **NUR 8615** Informatics in Nursing 3 cr. **NUR 8630** Conceptual Methodologies in Health Policy Leadership and Ethics 3 cr. **NUR 8635** Benchmarking/Clinical Practice Evaluation 3 cr.  **NUR 8065 Health Economics/** Policy Evaluation/Vulnerable Populations 3 cr  **Total 18 cr.** | **DOMAIN OF KNOWLEDGE**  **NUR 8210** Determinants of Health 3 cr. **NUR 8650** Advanced Professional leadership 3 cr. **NUR 8615** Informatics in Nursing 3 cr. **NUR 8630** Conceptual Methodologies in Health Policy Leadership and Ethics 3 cr. **NUR 8635**  Benchmarking/Clinical Practice Evaluation 3 cr.  **NUR 8065 Health Economics/** Policy Evaluation/Vulnerable Populations 3 cr  **Total 18 cr.** | **DOMAIN OF KNOWLEDGE**  **NUR 8210** Determinants of Health 3 cr. **NUR 8650** Advanced Professional leadership 3 cr. **NUR 8615** Informatics in Nursing 3 cr. **NUR 8630** Conceptual Methodologies in Health Policy Leadership and Ethics 3 cr. **NUR 8635** Benchmarking/Clinical Practice Evaluation. 3 cr.  **NUR 8065 Health Economics/** Policy Evaluation/Vulnerable Populations 3 cr  **Total 18 cr.** |
| **RESEARCH AND STATISTICS**  **NUR 8604** Health Analytics and Data Management 4 cr. **NUR 8895** Population Health in Nursing 3 cr.  **Total 7 cr.** | **RESEARCH AND STATISTICS**  **NUR 8604** Health Analytics and Data Management 4 cr. **NUR 8895** Population Health in Nursing 3 cr.  **Total 7 cr.** | **RESEARCH AND STATISTICS**  **NUR 8604** Health Analytics and Data Management 4 cr. **NUR 8895** Population Health in Nursing  3 cr.  **Total 7 cr.** |
| **DNP Project Practicum Courses**  **NUR 9500** DNP Project Practicum I 2 cr. **NUR 9505** DNP Project Practicum II 2 cr. **NUR 9510** DNP Project Practicum III 2 cr.  **NUR 9520** DNP Project 6 cr.  **Total 12 cr.** | **DNP Project Practicum Courses**  **NUR 9500** DNP Project Practicum I 2 cr. **NUR 9505** DNP Project Practicum II 2 cr. **NUR 9510** DNP Project Practicum III 2 cr.  **NUR 9520** DNP Project 6 cr.  **Total 12 cr.** | **DNP Project Practicum Courses**  **NUR 9500** DNP Project Practicum I 2 cr. **NUR 9505** DNP Project Practicum II 2 cr. **NUR 9510** DNP Project Practicum III 2 cr.  **NUR 9520** DNP Project 6 cr.  **Total 12 cr.** |
| **ADVANCED PRACTICE NURSING**  **NUR 7444 Advanced Phys/Patho across Lifespan 4 cr.**  **NUR 7555** Pharmacotherapeutics for Advanced Practice or **NUR 7200** Advanced Neonatal Pharmacology or **NUR 7207 Advanced Pediatric**  Pharmacology 3 cr.  **NUR 7030** Advanced Nursing Assessment 4 cr.  **NUR 8670** Foundations of APN Specialty I and **NUR 8675** Foundations of APN Specialty Clinical I (total 8 cr.)  **NUR 8680** Intermediate APN Specialty II and **NUR 8685** Intermediate APN Specialty Clinical II (total 8 cr.)  **NUR 8690** Advanced APN Specialty III and **NUR 8695** Advanced APN Specialty Clinical III (total 8 cr.)  **Total: 35 cr.\*\***   \*\*FNP Specialty requires NUR 7035 Family-Centered Health Promotion and Risk Reduction 3 cr.  **\*\***The Psychiatric Mental Health NP Specialty requires NUR 7605 Psychopharmacology for Advanced Practice Nursing 5 cr. | **ADVANCED PRACTICE NURSING**  None required for this option since already certified. | **ADVANCED PRACTICE NURSING**  **NUR 7444 Advanced Phys/Patho across Lifespan 4 cr.**  **NUR 7555** Pharmacotherapeutics for AP or **NUR 7200** Advanced Neonatal Pharm or **NUR 7207 Adv. Pediatric**  Pharmacology 3 cr.  **NUR 7030** Advanced Nursing Assessment 4 cr.  **NUR 8670** Foundations of APN Specialty I and **NUR 8675** Foundations of APN Specialty Clinical I (total 8 cr.)  **NUR 8680** Intermediate APN Specialty II and **NUR 8685** Intermediate APN Specialty Clinical II (total 8 cr.)  **NUR 8690** Advanced APN Specialty III and **NUR 8695** Advanced APN Specialty Clinical III (total 8 cr.)  **Total: 35 cr.\*\***  \*\*FNP Specialty requires NUR 7035 Family-Centered Health Promotion and Risk Reduction 3 cr.  \*\*The PMH NP Specialty requires NUR 7605 Psychopharmacology for Advanced Practice Nursing 5 cr. |

DNP Program Terminal Objectives

1. The student will provide advance practice nursing care to individuals, families, and/or populations that is ethical and science-based.
2. The student will develop and initiate new innovative practice approaches based on theories from nursing and other disciplines.
3. The student will analyze, synthesize and evaluate accessibility and quality of care across diverse, underserved and vulnerable populations.
4. The student will utilize the determinants of health for individuals and/or aggregates/communities for diverse, underserved and vulnerable populations.
5. The student will critically appraise, disseminate and translate science to advance the quality and accessibility of care.
6. The student will demonstrate advanced clinical investigative competencies to evaluate clinical outcomes and systems of care.
7. The student will use information technology in design, selection, use and evaluation of programs to advance the accessibility of care.
8. The student will critically appraise, disseminate and translate innovative technological advancement to improve the quality and accessibility of care.
9. The student will demonstrate leadership in communication and collaborative skills as agents of change that improves accessibility to quality healthcare for diverse, underserved and vulnerable populations.
10. The student will analyze emerging clinical patterns and develop delivery approaches to care that deals with complex problems within the practice settings, healthcare organizations, and communities.
11. The student will shape the healthcare policy debate.

Program Options

Candidates for the Doctor of Nursing Practice degree must complete a minimum of 78 graduate credits beyond the baccalaureate degree. All course work must be completed in accordance with the academic procedures of the College and the Graduate School governing graduate scholarship and degrees.

The three paths toward the DNP degree reflect the diverse needs of nurse applicants who differ in backgrounds, special interests, and professional career pathways. The three paths offer options to applicants based on their present educational level and on the extent of clinical specialization they desire. The options are consistent with the DNP program guidelines developed by accrediting bodies of nursing to prepare advanced practice nursing clinicians and educators.

PROGRAM TOTAL CREDITS: Path One is designed for applicants having a BSN degree which leads to a DNP degree with clinical specialty certification, a DNP Project, leadership development, and translation of research into practice (minimum of 78 credits; Michigan RN license required, required graduate-level statistics course prerequisite). Path Two is a post-Master’s option for those who have a clinical specialty that leads to DNP degree with a focus on clinical inquiry, leadership development, and translation of research into practice (minimum of 43 credits; Michigan RN license required and specialty Certification). Path Three is an option intended for an applicant with a Master’s degree without a clinical specialty, which leads to a DNP degree with clinical specialty, a DNP project, leadership development, and translation of research into practice (minimum of 78 credits; Michigan RN license required).

Specialty Clinical Courses

All post-baccalaureate and post-master’s students without clinical specialty are required to select an area of clinical specialization. The choices of clinical specialty are: Adult-Gerontology Acute Care Nurse Practitioner (NP); Adult-Gerontology Primary Care NP; Family NP; Nurse-Midwife; Neonatal NP; Pediatric Primary Care NP; Pediatric Acute Care NP; Psychiatric-Mental Health NP. The selection of a clinical specialty must be made at least one year before the start of clinical specialty courses (NUR 8670 and 8675). All changes in clinical specialty can be made by completing the clinical specialty change form at least three semesters before the start of the clinical specialty courses (NUR 8670 and 8675).

Each clinical specialty has a coordinator who will assist with progression through the clinical specialty courses. Participation in a clinical specialty may have requirements that must be met in order to progress (i.e., a required number of years of staff nurse experience in specific population settings prior to the start of NUR 8670 and 8675). Students must complete clinical hours in the state of Michigan (and limited placements in Toledo, Ohio for some specialties).

***Required Practice Experience Prior to Clinicals\****

Several specialties require RN staff nurse experience in that specialty population prior to the start of the three sequential clinical courses after NUR 7030:

NNP - the equivalent of two full-time years of RN experience in a Level III NICU

PNP specialty - the equivalent of one-full time year of pediatric experience (preferably in-hospital),

Nurse-Midwife - one-year of Labor and Delivery experience

PMHNP - the equivalent of one-year of experience in a psych-mental health setting.

\*Failure to complete this requirement may result in a delay in progression.

Changing Clinical Specialties.

To change clinical specialties, you must

1. Meet with the coordinator of the specialty in which you are currently enrolled and discuss your intentions to make a change.
2. Meet with the coordinator of the clinical specialty in which you believe you may way want to be enrolled.
3. Meet with your Academic advisor and discuss your intentions to switch clinical specialties
4. Complete the Clinical Specialty Change form, which must be approved by the coordinator of your old and new specialty and the Director of Advanced Practice and Graduate Certificate Programs.
5. Changes of specialty that occur during the clinical specialty courses will result in a one-year delay to the start of the new clinical specialty courses.
6. The form for change of clinical specialty can be found on the nursing website.

Program Statistics Requirement

The program statistics requirement for doctoral study is met by the completion of NUR 8604 Health Analytics and Data Management. A prerequisite graduate-level statistics course is required for those who have not completed a graduate statistics course within 5 years. Students may take NUR 7000 offered by the College of Nursing in the S/S semester or an equivalent course. A course other than NUR 7000 must be discussed and approved by the Director of Advanced Practice and Graduate Certificate Programs.

Graduate School Doctoral Residence Requirement

The DNP requirement of one year of residence is met by completion of at least six graduate credits in course work, exclusive of the DNP project, in each of two consecutive semesters. The Spring/Summer semester may be excluded from the definition of successive semesters.

In addition, the DNP residence requirements stipulate that the student must elect at least thirty credits in graduate work, exclusive of the DNP project, at the University.

Michigan License

Out-of-state and international students must submit a Michigan nursing license to Office of Student Affairs before the end of the second semester after starting the DNP Program. Failure to do so may result in delay of progression in the program.

Academic Regulations



The College has high standards for academic achievement and professionalism. Students are expected to meet these standards of excellence. The following scholarship policies must be achieved to enable a student to progress toward degree completion.

Scholarship

|  |  |
| --- | --- |
| **Regulation Topic** | **DNP** |
| **Enrollment Regulations** | During course work, students must be enrolled each semester during the academic year (i.e., Fall/Winter) while in a DNP program, unless they have an approved leave of absence on file. Students may request a leave of absence with their academic advisor and must complete the appropriate paperwork.   1. *DNP students who fail to enroll in both Fall OR Winter semester of a given academic year and who do not have a leave of absence form on file will be reviewed by the DNP Program Committee and may be excluded from the program.* 2. *A leave of absence does not stop the time allowed for completing the degree.* |
| **Progression in Non-clinical courses** | DNP students must maintain an overall GPA in doctoral coursework of B (3.00) in order to progress in the program*.*   1. *B- is an acceptable grade (except in clinical courses) as long as the student maintains a GPA in DNP course work of B (3.00).* 2. *The GPA cannot be below a 3.00 for more than a semester* 3. *There is no limit in the number of B- grades the student receives, as long as, the student maintains a 3.00 average.* |
| **Progression in Clinical Course** | The following academic regulations are related to*:*  NUR 7030: Advanced Nursing Assessment   1. *a. NUR 7030 is comprised of two components, didactic and clinical. Students must achieve a B (83%) or higher in both components to satisfactorily pass a clinical course.* 2. *b. In calculating the final score, if both the didactic and clinical components are above 83%, the grades are weighted according to the course syllabus, then combined, and a final letter grade is assigned in accordance with the graduate grading scale.* 3. *c. In calculating the final score, if either the didactic or clinical components of the course are below 83% the grades are weighted according to the course syllabus and combined as follows:* 4. *If the combined course grade is above 83%, the highest course grade that can be assigned is B minus.* 5. *If the combined course grade is below 83%, the actual calculated grade is assigned.* 6. *d. In calculating the final score, if both the didactic and clinical component of the course are below 83% the grades are weighted according to the course syllabus, then combined, and a final letter grade is assigned.* 7. *e. A grade of less than 83% in a clinical nursing course is unsatisfactory for progression in the clinical sequence.* 8. *f. A student is allowed to retake an “unsatisfactory” clinical course one time. If the student does not achieve a B in the repeated course the student will be excluded from the Program.*   *Specialty Clinical Courses:*  *a. Students must achieve a B (83%) or higher in both the didactic and clinical specialty courses (i.e., 8670 and 8675) to satisfactorily pass the clinical courses and progress to the next clinical course sequence (i.e., NUR 8680 and 8685).*   1. *b. A grade of less than 83% in a specialty clinical nursing course is unsatisfactory for progression in the clinical sequence.* 2. *c. A student is allowed to retake an “unsatisfactory” clinical course one time. If the student does not achieve a B in the repeated course(s), the student will be excluded from the Program.* |
| **Course Repeating** | * A student must repeat a graduate course in which a grade of C+, C, or F is earned in a non-clinical course or a B- in a clinical course. * An individual course may be repeated only once. * No more than two courses may be repeated*.* * The original grade for the course will remain on the student's transcript, but only the grade received in repetition of the course will be used in computation of the student's honor point average. * Students will receive University financial aid for one repeat of a course. * A student must complete a “Request to Repeat a Graduate Course” form, which is available on the Graduate school website at [www.nursing.wayne.edu](http://www.nursing.wayne.edu). The completed form should be signed by their advisor, and submitted to the Director of Advanced Practice and Graduate Certificate Programs for approval. |
| **WF or F grades** | Students who earn a WF or F (74% or below) grade are at risk for exclusion from the program.   1. Although a grade of WF or F does not result in an automatic exclusion from the program, the student's overall performance in the program (e.g., grades, attainment of benchmarks) to date will be reviewed by the DNP Program Committee. |
| **Exclusion Policies** | DNP students will be excluded from the program for one of the following reasons:   1. Failure to enroll for Fall OR Winter semester during an academic year. Students must enroll in one of the two semesters during an academic year unless a leave of absence form is on file. 2. Failure to maintain an overall GPA of 3.0 for more than one semester. 3. Students who receive a third unsatisfactory 4. Academic or nonacademic misconduct as defined by WSU. 5. Unsafe or unethical practice behavior. |
| **Grade/Exclusion Appeals** | Grade Appeal  Only the manner in which the grade was assigned can be appealed. The student assumes the burden of proof in the appeals process. Three grounds for grade appeals exist:  1. the application of non-academic criteria in the grading process, as listed in the university’s non-discrimination/affirmative action statute: race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status;  2. Sexual harassment or discrimination; or  3. Evaluation of student work by criteria not directly reflective of performance relative to course requirements.  A student who disputes the final grade awarded for any of the above reasons should follow the steps outlined in the grade appeal process.  Unsafe Practice and Exclusion Appeal:  Students must contact the College of Nursing,  Assistant Dean of Enrollment and Student Affairs for the steps in the appeal process for unsafe practice or program exclusion within ten (10) days of oral notice or postmark of written notice of unsafe practice.  Academic and Non-Academic Misconduct Appeals:  All reports and student appeals for academic and non-academic misconduct should follow the university code of conduct policies. |
| **Progression to Candidacy Requirements** | Requirement for Progression to Candidacy.   * Plan of Work approved by the Director of Advanced Practice and Graduate Certificate Programs. * Completion of didactic course work, or approximately 26 credits. * Satisfactory completion of the Preliminary Examination (written and oral). * The Candidacy form is signed by the student’s DNP committee at the same time as the Report on Oral Examination and then goes to the Director of the APRN programs for final signature. * Establishment of the DNP Project Committee -- its membership may be changed up to the beginning of NUR 9510.   + Two DNP committee members must be from the College of Nursing. |
| **Timeline** | * DNP Students have a seven (7) year time limit to complete all requirements for the DNP. * The seven-year period begins with the end of the semester during which the student has taken work which applies toward meeting the requirements of the degree. * Students whose seven (7) year time limit is expiring may be considered for an extension. Students must submit a request for extension, along with a letter of support from their DNP committee chair, to the DNP Program committee 6 months prior to their expiration date. * Students may be considered for a time extension provided that the Preliminary Examination has been successfully completed and the student has begun working on the DNP Project * Subsequent extensions will not be considered in the absence of substantial progress during the previous year. * A student whose time limit has expired is regarded by the requisite committee as automatically terminated from the program unless the department submits an appropriately justified request for a time extension and the DNP committee approves that request. |
| **Revalidation of Courses** | * The DNP committee reserves the right of revalidation of over-age (10 years) credits. * Credits earned at other institutions may require revalidation at the time of WSU admission. * In revalidation cases, the advisor and the student must set a terminal date for completion of all degree requirements, including such additional requirements as may be prescribed to revalidate the over-age credits. |
| **Residency requirements** | * A minimum of twenty-four (24) semester hours of the degree must be earned at WSU. |
| **Graduation requirements** | Degree Granting Requirements   * Candidates for the DNP must complete 43 to 78 credits of study with a cumulative honor point average of 3.0 or better. * All course work must be completed in accordance with the academic procedures of the College and the Graduate School governing graduate scholarship and degrees. |

Scholarship Guidelines:

Regular and punctual attendance in class is a component of learning and is expected.

See Graduate Bulletin for policies re: "Obligations of Faculty and Students to the Instructional Process", "Student Ethics", "Drop/Add-Adjusting your Schedule".

Course Grading Scale:

A = 94% - 100% = 4.0

A- = 92% - 93% = 3.67

B+ = 89% - 91% = 3.33

B = 83% - 88% = 3.0 \*\*

B- = 81% - 82% = 2.67

C+ = 80% - 79% = 2.33

C = 75% - 78 = 2.0

F = 74% and below = 0.0

\*\*A grade earned in a graduate course with honor point value less than 3.00 is below graduate standards. Students must meet with their Academic Advisor to determine the consequences for academic standing and progression in the program.

Time Limitation

Students have a seven-year time limit to complete all requirements for the DNP. The seven-year period begins with the end of the semester during which the student has taken work which applies toward meeting the requirements of the degree. The College reserves the right of revalidation of over-age credits. Students are not permitted to revalidate credits earned at other institutions. In revalidation cases, the advisor and the student must set a terminal date for completion of all degree requirements, including such additional requirements as may be prescribed to revalidate the over-age credits. Time extensions beyond these conditions are authorized only for conditions clearly beyond the student’s control. Guidelines for DNP Program Extension Request may be obtained from the Office of Student Affairs.

Mark of “I” ‑ Incomplete

The University policy on the mark of “I” (Incomplete) can be found in the University Bulletin. To insure completion to the policy, the College of Nursing Faculty Association approved on February 2, 1994 the following College policy.

An “I” is appropriate if the student encounters a catastrophic situation which prevents completion of the final requirements of the course. An “I” is not appropriate for unsatisfactory performance. In the event an “I” is given, the time limit for completion will be determined by the instructor, but may not exceed one year. In the event a grade of “I” is received in a prerequisite course, the “I” must be removed prior to enrollment in the subsequent course.

Withdrawal from Nursing Courses

A student requesting a withdrawal will be assigned a Withdrawal Passing (WP), Withdrawal Failing (WF), or Withdrawal Non-Attendance (WN). The faculty of the College of Nursing supports the University policy which stipulates that the use of an “I” or “W” to mask unsuccessful performance is inappropriate.

After the 4th week of class the instructor must approve a withdrawal.

Students must show diligence and are normally expected to complete the courses they elect. Irresponsible attendance is wasteful of both student and University resources. Those students, who consistently receive excessive marks of “I” (Incomplete), and “W” (Withdrawal), may be refused the privilege of further registration by the Dean or Dean’s designee of their school or college. Students experiencing attendance difficulties should seek counseling from appropriate college or university offices.

Authorized Leave of Absence Policy

A student may request an Authorized Leave of Absence when personal circumstances (e.g., birth, death, serious illness, major financial challenges), interfere with the student’s ability to devote sufficient time to academic pursuits to assure a reasonable expectation of success. Authorized Leaves of Absences are requested from and granted by the Associate Dean for Academic and Clinical Affairs and the Director of Advanced Practice and Graduate Certificate Programs in consultation with the appropriate progressions committee.

1. Currently enrolled students will be granted a Leave of Absence only if they are passing all nursing courses at 75% or better (UG) or 83% or better (Graduate) and are therefore eligible for Withdrawal Passing (WP) grades.

2. The student considering a request for an authorized Leave of Absence should contact the

Academic Adviser to initiate the leave of absence.

3. A Leave of Absence is approved for a maximum of 1 year. A student who receives an authorized Leave of Absence and returns before the Leave of Absence expires is guaranteed a space in the program. An authorized Leave of Absence is not considered a withdrawal from the program.

4. A student who does not re-enter the program by the end of the authorized period will be considered a voluntary withdrawal.

5. A student who withdraws from any nursing program for any reason must reapply to the College of Nursing as a new applicant. A student who takes an unauthorized leave of absence, or fails to register during each academic year will be considered to have voluntarily withdrawn from the program and must apply for admission to the College of Nursing as a new applicant.

6. A grade of Withdrawal Pass (WP) is not the same as an authorized leave of absence.

7. All approved leave of absence requests will require notification of the student’s academic advisor, Director of Advanced Practice and Graduate Certificate Programs, Office of Student Affairs, and specialty coordinators as applicable.

**A student is considered withdrawn from the DNP program** if he or she fails to register for any of the required two consecutive semesters (summers not included). To return to the program after withdrawal for non-registration, the student must seek reinstatement from the Director of Advanced Practice and Graduate Certificate Programs and DNP Program Committee and register for the remaining requirements for the degree. Additional registration may be required.

Distance Learning Program

Synchronous distance learning is offered to students who meet eligibility requirements. A limited number of distance learning students are accepted in each Fall DNP Program cohort. Residency requirements must be met and students are required to be in Michigan for the clinical experiences (e.g. NUR 7030). Information about the distance learning program is available on the website at <http://nursing.wayne.edu/programs/distance-learning.php> and in the DNP Student Handbook.

Distance Learning Policies

Distance Learning is a privilege to students offered by the College of Nursing. This document explains policies of the Distance Learning (DL) Program. If a policy is violated, the student will forfeit distance learning privileges. Some courses may require students to attend class-related events at the Detroit campus. These events will be identified in course syllabi.

1. **Distance Course Scheduling and Admissions:**
2. **Scheduling:** All distance sections within a specific course will connect to one designated on-campus section. For example, (and hypothetically) all distance sections for NUR 7015 Research for Evidence Based Nursing will connect to NUR 7015 section 001 instead of choosing between sections 001, 002, or 003. If the number of distance locations (number of dial-in squares) exceeds the maximum number allowed, a second section will be designated for distance.

All distance students must plan for on-site course delivery in Detroit for NUR 7030 Advanced Nursing Assessment.

1. **Admissions:** Distance Learning students must agree to adhere to the distance policies prior to the start of each semester. Distance Learning Policies are available on the College of Nursing IT Canvas Site and College of Nursing website.
2. **Canvas:** In order to assist with posting, exams, and other distance issues, the Distance Learning Coordinator will be added to the Canvas site of every distance learning course.
3. **Maximum Class Size:** The combined total number of students enrolled in a course that has distance sections will be determined by the Associate Dean, Faculty Affairs based upon teaching workload. The combined total includes students on campus, at the distance classroom site(s), and offsite.
4. **Total Number of Distance Students per program:** At any given time and across cohorts, there will be no more than twenty (20) DNP distance students and fifty (50) MSN or Graduate Certificate program distance students. For the MSN and Graduate Certificate programs, the number per program will be determined by the MSN Specialty Coordinators, Graduate Certificate Program Coordinators, and Graduate Program Director. Graduate Coordinators will report the number of new admissions to the Distance Learning Coordinator, and the Distance Learning Coordinator will send an updated report to Program Directors every semester.
5. **Synchronous Distance Learning Program:** The College will continue to arrange for distance courses and classrooms as needed based upon all distance students’ plans of work.
6. **Attendance Requirements:** Distance Students may be expected to come to campus a maximum of 3 times per course. Dates will be outlined in the course syllabus and available before the start of the semester

**II. Distance Learning Professional Responsibilities and Behaviors:**

1. **Technical Requirements:** To minimize technical issues, students and faculty must use the video conferencing technology that meets the technical requirements listed below:
2. Hardwire Capable Computer
3. Ethernet Cable
4. Webcam
5. Headset
6. High-Speed Internet Connection
7. All users must perform a successful test connection with the College of Nursing IT Department. The user must schedule the test connection well in advance by calling 313-577-8604.
8. When troubleshooting issues, be patient with everyone. Most issues cannot be foreseen and working remotely has its challenges.
9. Users must:
   1. Abide by all rules set in place by the instructor in the syllabus. For example, if on campus students may not eat during class, distance students cannot do so either.
   2. Keep the microphone and computer muted when not talking unless otherwise requested by faculty. Small noises tend to be amplified.
   3. Set up the computer on a desk or a table in a room with minimal distractions. Small children, pets, ringing phones, and other noises are distracting for everyone. Behavior should be professional. Side conversations are not professional and is disruptive to the class. Focus on the class at hand and participate. Because of a sound lag common with video conferencing, this may require additional effort.
   4. When online with the class, be cognizant of attire and what is reflected.
   5. Be aware of lighting issues. Lighting distorts visibility. Bright lights shining in one direction can create glare. Front lighting is required. Window light and lighting behind the student needs to be blocked.
10. If a student violates the policies listed above, the distance connection will be immediately disconnected.

**III. Examination Policy:**

1. **Examinations:** In order to maintain the integrity of the academic programs in the College of Nursing, all examinations within a course must be given using the same method. For example, if proctored paper and pencil tests are given to students on campus, all students at distance sites will also be given proctored paper and pencil tests. If tests are proctored and given by Respondus™ on campus, all students at distance sites will be given examinations via Respondus Monitor™ and proctored by the Distance Learning Coordinator or faculty.

All examinations designated as “proctored exams” must be proctored. College of Nursing proctored course examinations must be taken either on campus or at a proctored distance site.  Offsite students must make arrangements with the Distance Learning Coordinator to take any proctored examination either on campus or at the nearest distance proctored site.  If unwilling to travel to the nearest “proctored exam site”, the student will be responsible for fees related to proctored exams.

1. **Accommodations for Exams**
2. If a student has a documented disability that requires accommodations for examinations, longer time for examinations, etc.; the student will need to register with Student Disability Services for coordination of academic accommodations.  The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department.  SDS telephone numbers are [313-577-1851](callto:+1313-577-1851) or [313-577-3365](callto:+1313-577-3365) (TDD only).
3. Distance students with disabilities must contact the Distance Learning Coordinator at 313-577-1363 to finalize arrangements.

**IV. Off-Site Qualifications and Exceptions:**

1. **Off Site Qualifications:**  An offsite student is a student who attends the majority of classes from home instead of attending class in Detroit or at a distance site. In order to be considered a permanent offsite student, the student’s official address must be a minimum of 60 miles from the closest classroom site. The Distance Learning Coordinator will assess the distance from the student’s home address to the WSU main campus using an online distance calculator to ensure the minimum distance requirement is being met. If the distance requirement is met, the Distance Learning Coordinator notifies the Assistant Dean of Enrollment Management and Student Services of the student’s status as a permanent offsite student.
2. **Exceptions to the Off Site Qualification:**
3. **Long Term Exception:**

An admitted student may request a permanent off site exception to the above qualifications. Decisions to grant a permanent off site exception will be done on a case-by-case basis. Long term exceptions do not apply to NUR 7030 Advanced Physical Assessment as it is not offered as a distance course. Exceptions are granted using the following procedures:

* 1. The student completes an exception form and submits it to the Distance Learning Coordinator.
  2. The Distance Learning Coordinator submits the exception request to the Associate Dean, Academic and Clinical Affairs.
  3. The final decision to grant an exception is determined by the Associate Dean, Academic and Clinical Affairs.
  4. The Associate Dean, Academic and Clinical Affairs notifies the Distance Learning Coordinator and the Assistant Dean of Enrollment Management and Student Services.

1. **Short Term Off-Site Exceptions:**

Any College of Nursing student can use the video conferencing technology for a short period of time (e.g. a few weeks or one semester) on an exception basis provided that the class is being held in a classroom with distance learning technology. The student will work with the Distance Learning Coordinator throughout the exception process. All questions can be directed to the Distance Learning Coordinator. If the student is requesting an exception for the entire semester, the student needs to submit the request prior to the override and registration process. If the exception is being done on an emergent basis mid-semester, it may take the Distance Learning Coordinator and IT staff up to 3 business days to get the student set-up. Short term exceptions are granted at the faculty member and Associate Dean of Academic and Clinical Affair’s discretion using the following procedures:

a. The student completes an exception form and submits it to the Distance Learning Coordinator and faculty of record for the course.

1. The Distance Learning Coordinator submits the exception request to the Associate Dean of Academic and Clinical Affairs.
2. The final decision to grant an exception is determined by the Associate Dean of Academic and Clinical Affairs after consultation with faculty of record. If the faculty of record and Associate Dean of Academic and Clinical Affairs denies the request, there is no additional recourse.
3. The Associate Dean, Academic and Clinical Affairs notifies the Distance Learning Coordinator.
4. The Distance Learning Coordinator notifies the student College IT Department, and College Office of Student Affairs of the exception.
5. IT staff work to get the student set-up with software and conducts a test connection.

(Approved by Administrative Council May 4, 2018)

REQUIREMENTS FOR APRN CLINICAL

AND DNP PRACTICUM COURSESS



The following requirements are essential for all students involved in clinical courses. The College of Nursing has contracts with each agency, which require a Health Clearance, BCLS Certification, Liability Insurance, and a current RN licensure. Failure to comply with these requirements will result in exclusion from clinical experiences. After the documents are submitted to Castle Branch, the Office of Student Affairs (OSA) will provide Clinical Permits to the Director of Advanced Practice and Graduate Certificate Programs and copies will be provided to Specialty Coordinators and Course Coordinators prior to the start of the clinical courses. Health forms and renewal dates on all required documents must be updated just prior to submission of the forms on August 15 for fall semester, December 15 for winter semester, and April 15 for Spring/Summer semester. Students must also complete the required mandatories for the clinical site (e.g., ACEMAPP or Grand Rapids Education Partners). The Clinical Permit will be good for one semester. The Clinical Permit will be good for one semester. Note that if the Michigan license expires during the semester, the student must submit the renewal minimally two weeks prior to the expiration date or the Clinical Permit will be invalid.

***Students will incur a one-week penalty for start of clinicals if the deadline date is missed. For each subsequent week the permit is not valid, additional one-week penalties will be added. Students will not be allowed to start clinicals until faculty and students receive a clearance and start date from the Director of Advanced Practice and Graduate Certificate Programs.***

***Students are not allowed to attend clinical without a valid Clinical Permit. If students attend clinical without a valid Clinical Permit, those clinical hours will not count toward the total number of hours required for the course and students may be subject to disciplinary action.***

**The deadline for changes in plans of work involving a course that requires a clinical permit is one month prior to each semester deadline date.**

**Requirements:** Documentation of compliance with these requirements must be uploaded to CastleBranch-Immunization Tracker by **the stated deadline. Students can access Immunization Tracker online at** [**www.portal.castlebranch.com/WL48**](http://www.portal.castlebranch.com/WL48)

GENERAL Requirements

ACEMAPP

Students must complete the requirements for ACE, the Alliance for the Clinical Experience. Requirements include successful completion of on-line classes and exams in HIPAA, OSHA, and BBP. Students must pass the exams within the two attempts or they may not be eligible to enter clinical courses (they may not be able to enter the program or progress in the program).

Health Clearance Form

The examination may be completed by the student's nurse practitioner or physician. The TB skin test must be in effect for the entire academic year. Evidence of immunity are required for Tdap, measles, mumps, rubella, varicella, Hepatitis B and influenza. Students must provide copies of the laboratory reports for all antibody titers. Titers for measles, mumps, rubella and varicella must be within five years. Hepatitis B titers do not expire.

BLS for Healthcare Providers

Students must demonstrate evidence of completion of a BLS/CPR for Healthcare Providers course that covers CPR for the adult, child and infant as well as one-person and two-person CPR. The course may be taken at the College of Nursing, or can be taken at one of several agencies in the community. Original dated certification documents must cover the entire academic/clinical year and must be resubmitted when they expire.

Professional Liability Insurance

Wayne State University College of Nursing will provide professional liability insurance through Nursing Practice Corporation, at a cost of $10.29 per student. Students must purchase the liability insurance online at www.nursing.wayne.edu.

Health Insurance

Though not required, it is highly recommended by the College that each student also have personal health insurance coverage in addition to the required liability insurance. Students may choose to purchase an injury and sickness insurance plan for a reasonable fee. The policy provides stipulated amounts for outpatient prescription drugs (sickness only), hospitalization, surgery and emergency room fees, alcoholism and drug abuse treatment, and psychotherapy benefits. Forms to purchase this insurance are available by contacting the Health Insurance Advocate in the Office of International Students and Scholars: 313-577-0724.

Criminal Background Investigation

According to Public Health Code Section 20173 and Section 21173(1), any individual who regularly provides direct services to patients and residents in nursing homes, county medical facilities, homes for the aged and adult foster care cannot be granted clinical privileges if they have been convicted of one or more of the following:

* 1. A felony or an attempt or conspiracy to commit a felony within the 15 years preceding the date of application.
  2. A misdemeanor involving abuse, neglect, assault, battery, or criminal sexual conduct or involving fraud or theft against a vulnerable adult defined in the Michigan penal code, 1931 PA 328, MCL 750.145m, or a state or federal crime that is substantially similar to a Misdemeanor described in this subdivision within 10 years immediately preceding the date of application.

This legislation as well as regulatory agency requirements mandates that students have a criminal history check conducted in order to gain clinical privileges at the various agencies used during the course of the student’s education. Exclusion from a clinical site could jeopardize successful completion of the program. Students must have a criminal background check performed by CertifiedBackground.com.

Urine Drug Screen Testing

In addition to the Criminal Background Investigation, many health care agencies require results of a urine drug screen test (negative result) prior to the beginning of your clinical experience. This must be obtained at the Wayne State University Campus Health Center. The screen must include the following drugs: Amphetamines, Benzodiazepines, Methadone, Phencycline, THC (Marijuana), Barbiturates, Cocaine and Opiates.

The use of medical marijuana will provide a positive result on a urine drug screen. Students with a Medical Marijuana Registry Identification Card will be required to submit a valid copy to the Office of Student Affairs. Wayne State University College of Nursing’s clinical partners may exclude a student with a positive drug screen from attending clinical courses at their site, which could jeopardize the successful completion of the program.

Results of the Urine Drug Screen test must be submitted and will become part of your health information file.

Influenza Vaccination

Proof of influenza vaccination must be uploaded to your CastleBranch-Immunization Tracker by October 15.

***Maintaining Licensure***

The student must show proof of being a currently licensed RN in the United States when admitted to the program [See admission requirements for non-domestic students). Out-of-state domestic students have two semesters to submit a Michigan RN licensure; international students have two semesters to pass the NCLEX exam and submit a Michigan RN license. If a student fails to submit a Michigan RN license by the end of two semesters, the student cannot progress in the program until the license is submitted. The student must maintain current licensure for the duration of the program. Should the license expire or be revoked for any reason, it is the student’s responsibility to report this to the Office of Student Affairs. The student may not continue in the program until current licensure is restored. If licensure was revoked and reinstated, the student must report any conditions attached for future practice. Submission of the renewed Michigan RN license is due by March 31st.

**Check List for Clinical Requirements**

Effective date must coincide with semester start

*Date Submitted*

Create CastleBranch Immunization Tracker Account

Health Clearance Form with Immunization record

TDAP (Tetanus, Diptheria, Pertussis)

Measles, Mumps, Rubella, Varicella, Influenza

Titers (mandatory) and immunization record (optional)

Hepatitis B Virus Inoculation

Titers and immunizations (mandatory)

CPR for the Professional Rescuer

(Annual verification)

TB Skin Test or documentation of no active TB

(Annual verification)

Pay fee for Professional Liability Insurance

(Annual verification)

Criminal Background Investigation

Urine Drug Screen

ACE requirements (classes)

(Annual)

Clinical Attire

Uniform

Approved nursing attire must be worn during the clinical placement. Scrubs and lab coats must be ordered through the university Barnes & Noble bookstore. Within the healthcare agency, the student is expected to present a clean, well-groomed appearance. The student represents not only him/herself but the College of Nursing and the nursing profession. Students are expected to use good judgment regarding their professional attire, especially when in Community Health Agencies or as senior students in "management" settings.

Body Odor

Students in the academic and clinical setting will be free of offensive body odor secondary to personal hygiene, strong perfumes, colognes, lotions, aftershaves, or the smell of cigarettes. Clean clinical attire that is free of odor is required for all students in all clinical rotations.

ID Badge

All nursing students are required to obtain a Wayne State University One Card. Students wear their OneCard while at their clinical site. OneCards can be obtained from the university OneCard office, located on the second floor of the Welcome Center. Misuse of the OneCard will result in immediate forfeiture and possible disciplinary action.

NUR 7030 PRETEST PROCESS



To ensure that all students are ready for NUR 7030 (offered Spring/Summer semesters), you are required to pass a written exam and demonstrate a physical examination. The expectation in 7030 is that each student will have a rudimentary knowledge of the basic assessment skills, which includes the ability to demonstrate basic skills and understand the rationale for the assessment skill.

The written exam is based on the undergraduate nursing assessment course. It is a multiple-choice exam with 50 randomized questions using Respondus and it is open book. The written exam covers questions related to basic physical assessment techniques and content.  The physical exam demonstration covers basic physical assessment skills. Each student will have three attempts to pass the written exam with a score of 75% or better. The exam will be open for seven hours during each attempt at the exam. The examination will be available on Canvas under the NUR 7030 PreTest tab and students will be informed of the “go live” date during the Winter semester before they take NUR 7030.

After you have passed the written exam, you may contact Mrs. Christine Seaver [(ef8107@wayne.edu)](mailto:%28ef8107@wayne.edu%29) to sign up for ONE (1) time slot for the demonstration exam of your physical assessment skills. The schedule is available on Canvas under the Skills Demonstration Schedule tab.  No cancellations are accepted. Students cannot cancel and request a new sign up date. All students except the neonatal students will demonstrate an adult/adolescent basic physical examination using the rubric provided on Canvas. Neonatal students have a separate physical exam pre-assessment rubric. The Rubrics for the pre-assessment will be posted on the website. Use the rubric to practice for this portion of the pre-assessment. All students must pass the complete exam with the majority of the skills (90 %) demonstrated to our clinical skills lab staff. The areas that the faculty believe you may need to review or remediate will be identified. These areas are the sections you should read about and review before starting NUR 7030.

Distance students who live 6*0 miles* or more from campus can demonstrate a physical examination from a remote location or they can demonstrate the exam on campus. Students are provided a systematic process for demonstrating the exam from a remote location. Ms. Seaver, the distance learning coordinator, will work with each student to facilitate the process.

For all students, once both assessment processes are completed, you may receive an over-ride to register for NUR 7030.

In summary, the pre-assessment process is as follows:

1. Take and pass the written exam with a score of 75%
2. Schedule a time to demonstrate a Basic Physical Assessment
3. Demonstrate a Physical Assessment in front of a clinical lab staff and pass the exam;
4. Contact your ASO to receive your override for NUR 7030 for the Spring Summer semester.

STUDENT INJURY POLICY



Enrolled students experiencing an injury or non-personal illness (excludes personal illnesses such as, but not limited to, flu, cold/sinus, etc.) on campus or while attending class or participating in University-sponsored activities shall receive initial treatment at a University-authorized medical facility as noted below:

Emergency issues:

Detroit Receiving Hospital – ER

Henry Ford Hospital- Detroit ER

Non-emergency Issues:

University Health Center

Henry Ford Medical Center- Harbortown

Only the initial treatment necessary for an injury or illness requiring immediate attention is covered by this policy. The student is responsible for any subsequent treatment

PROCEDURE

Responsibility

Student: Action

1. Notify Instructor/Administrator or Department of Public Safety of injury or illness

immediately.

2. Report to the appropriate University-authorized medical facility for initial treatment, as noted above.

3. Complete the top portion of the Report of Injury (http://idrm.wayne.edu/risk/student-forms.php) form and sign bottom portion.

4. If the student receives an invoice for initial service, student shall forward the invoice to the Office of Risk Management for payment review. For services/treatment beyond the initial visit, the student shall either self-pay directly to the provider or forward the invoice to the personal health insurance carrier

**It is important to note that only the initial treatment for the actual injury is covered by the University. Any diagnostic testing, prescriptions or subsequent visits are the responsibility of the student.**

**(\*) Walk-ins should be no later than 3:00 p.m. for both clinics**

Bloodborne Pathogen Exposure Plan

All students should use extreme caution in the care of their patients to avoid needle sticks and exposure to Bloodborne pathogens. All students will use Universal Precaution in all patient care settings.

In the event of a needle stick or exposure to bloodborne pathogens:

Students who are possibly exposed to bloodborne pathogens by way of needle sticks or exposure to human body fluids must report the exposure to their clinical instructor **immediately**. They should wash off or flush out exposure as soon as possible after it occurs according the guidelines provided by the ACE modules or the clinical agency."

1. Exposure during a precepted experience must be reported immediately to the preceptor and as soon as possible to the course faculty member.
2. For students who are possibly exposed to bloodborne pathogens by way of needle sticks or exposure to human body fluids at off-campus sites, such as hospitals or community health settings, the following policy will apply
   * For exposures in a hospital or another agency with a policy covering possible exposure to bloodborne pathogens, the policy of the facility will be followed.
   * For exposures in a setting where there is no policy on possible exposure to bloodborne pathogens, the student should either report immediately to University Health Center (UHC), 4K (7:30 a.m. -3:30 p.m.\*) or Henry Ford Health Center-Harbortown Suite 100 (8:00a.m.-4:30p.m.\*) located on Jefferson just west of Belle Isle or to their personal health care provider (at your own expense). If the injury occurs after the previously mentioned clinic’s operational hour, the student has the option to go to Detroit Receiving or Henry Ford Emergency Room for initial treatment. If the agency does not cover the cost of testing for students, students are responsible for the cost of testing beyond the initial treatment for exposure (health insurance may cover):
     + HIV antibody
     + Hepatitis B surface antibody
     + Hepatitis C antibody
     + Testing for Viral Hemorrhagic Fevers (e.g. Ebola and Marburg fevers)
     + Pregnancy test (for women)

ACADEMIC ADVISINF AND PROGRAM PLANNING



**NOTE:** All forms for the DNP Program are available on the nursing website at nursing.wayne.edu under FORMS AND HANDBOOKS: Under All students and/or DNP Students.

Benchmarks For Progression Through The Program

1. A benchmarking document is available to all DNP students. You may use this to track your progress through the DNP program.
2. Advisors and students are expected to meet each semester to discuss progression. Additionally, a mandatory **written annual review** and updated plan of work must be submitted to the Director of Advanced Practice and Graduate Certificate Programs by May 1st. The review is required for the purpose of assessing student progress and stipulating goals for the upcoming year. Failure to complete an annual review with your academic advisor may result in progress delay in the program.
3. An Interim Plan of Work must be developed the first semester and must be submitted to the Director of Advanced Practice and Graduate Certificates Programs before the student has completed 12 credits, including transfer credits.
4. A Final Plan of Work must be submitted before the student completes 20 credits, including transfer credits. The Final Plan of Work must be submitted to the Director of Advanced Practice and Graduate Certificate Programs for approval. This plan will be placed in the student file in OSA.
5. You are eligible to sit for the written preliminary exam when you have completed the ten (10) required core courses and NUR 9500. In addition, completion of, or concurrent enrollment in, NUR 9505 is required.
6. The student must have an approved chair in order to take NUR 9505. Please submit the Committee Approval Form naming your Chair prior to the first class. If you know your Reader, you can complete the entire form. If not, once you identify your Reader, you may complete the form.
7. Preliminary Exams must be completed before NUR 9510 and 9520 can be taken. You must have a completed committee approval form naming your Chair and Reader before the end of the semester preceding the semester in which you will take preliminary exams. Prior to NUR 9510 implementation of the project, you must complete the outside clinical consultant form prior to starting the 9510 course.
8. Completion of all degree requirements is to be accomplished by the end of year seven.

Degree Requirements

* A minimum of 78 graduate semester hours beyond the baccalaureate degree is required for the completion of a DNP degree. Specialty courses have varying credit split requirements between didactic and clinical. It is the student’s responsibility to register for the correct credits. Failure to do so may result in non-certification of degree completion and delay of graduation
* A minimum of 12 DNP Project practicum and DNP Project credits are required. It is the student’s responsibility to register for the correct credits. Failure to do so may result in non-certification of degree completion and delay of graduation
* At least 30 credits of graduate course work in the total program must be at the "graduate only" level, i.e. courses numbered 7000 and above.
* At least 30 credits of graduate coursework must be elected at WSU.
* A minimum of 1000 hours of APRN/Practicum hours is required (and must be documented in Typhon) for completion of the DNP degree. Students must complete the requisite specialty clinical hours in addition to the DNP Practicum series required hours.
* The DNP requirement of one year of residence is met by the completion of at least six graduate credits in coursework, exclusive of DNP Project, in each of two successive semesters. The Spring-Summer semester may be excluded from the definition of successive semesters.

Advising

The Director of Advanced Practice and Graduate Certificates appoints an Academic Advisor for each new DNP student. The role of the Academic Advisor is to guide and mentor the student through all the departmental and University requirements until degree completion. The role of an advisor is important to the student’s success in completion of degree requirements.

Currently there are ten academic advisors. If the student wishes to change academic advisors, it is the student's responsibility to submit a written request to change advisors to the Director of Advanced Practice and Graduate Certificate Programs. Although all students have an assigned advisor, students are encouraged to become acquainted with specialty coordinators and other faculty in the College of Nursing and the University and to assume the responsibility of seeking new or additional learning opportunities which will be of benefit to their academic and career goals.

Expectations of Advisor

1. Meet with the student each semester to review course selections before student registers for the coming semester. A template of the semester course offering is set up by plans of work at a designated time prior to the next semester. Once this schedule is determined, advisors may not change plans of work that cause a course conflict for the student.

***The deadline for changes in plans of work involving a course that requires a clinical permit is one month prior to each semester’s clinical permit deadline date (Fall: July 15, Winter: November 15, SS: March 15).*** *.*

1. Conduct an annual written review. Each DNP student must have an annual one-on-one discussion with a faculty advisor at which the student’s academic progress, plan of work, and goals are discussed. Non-course objectives, such as conference participation, journal clubs, teaching objectives, publishing and grant writing objectives, etc. are included on the Annual Review. The Annual Review ensures that every student benefits from regular monitoring of his or her progress toward the degree. The College of Nursing requires written feedback to students and this is completed through the Annual Review and the electronic Plan of Work (ePOW). This review and plan of work is signed by the student and the advisor and forwarded to the Director of Advanced Practice and Graduate Certificate Programs for signature and filing in the student’s file in OSA. The student should also receive copies of these signed documents.
2. Assist the student in preparation of the Interim Plan of Work. In developing the Plan of Work, consideration should be given to the sequencing of courses, keeping in mind course pre-requisites, and the residency requirement of two successive semesters (Spring/Summer may be excluded) of six graduate credits of course work, not including the DNP project.
3. Assist the student with the Final Plan of Work. The Final Plan of Work must be submitted to the Director of Advanced Practice and Graduate Certificate Programs for approval.
4. Encourage student to submit his/her scholarship for presentation at conferences and for publication. The doctoral student should be helped to understand the culture of publishing in scholarly journals and scholarly presses.
5. Facilitate the doctoral student in the preparation of abstracts and posters.
6. Give academic and personal encouragement to the student and be an academic role model for the student.
7. Provide information to the student about University services and scholarship opportunities. Offer guidance to the student in applying for external and University fellowships.
8. Assist the student in defining a DNP project topic and selecting a DNP Project Chair and/or Committee.

Expectations of Students

1. Develop as clinical scholars through collegiality with other DNP students, preparing abstracts and posters for the College of Nursing Research Day, attending and presenting DNP Project papers at professional meetings, such as the Midwest Nursing Research Society (MNRS) annual meeting, and other scholarly opportunities.
2. Initiate meeting with their academic advisor each semester to discuss progress on satisfying the requirements of the Plan of Work (POW). Complete the mandatory Annual Review during Winter semester.
3. Develop yearly goals for scholarship, in consultation with advisor.
4. Be responsible for preparing forms required for progress throughout the program.
5. Inform the academic advisor if you are receiving the Nurse Faculty Loan Program (NFLP) funding. Apply to the Grad Certificate in Nursing Education and add the three GCNE courses to the plan of work (unless the Grant PI has determined this is not required).
6. Register for the correct number of credits in the NUR 9500 series courses\*

NUR 9500 two (2) credits

NUR 9505 two (2) credits

NUR 9510 two (2) credits

NUR 9520 six (6) credits

1. Register for the correct APRN didactic/clinical courses (8670/75, 8680/85, 8690/95)\*. These courses are listed for variable credits. Be careful during registration for these courses that the credits are entered correctly for your specialty.

Specialties: Credit splits for didactic/clinical APRN courses

NUR 8670/8675, 8680/85, 8690/8695:

Family Nurse Practitioner: 4/4, 3/5, 3/5

Adult-Gero Primary Care NP: 4/4, 4/4, 4/4

Adult-Gero Acute Care & Psych-Mental Health NP: 3/5, 3/5, 3/5

Neonatal, Pediatric PC/AC NP, & Nurse-Midwife: 4/4, 3/5, 2/6

\* **Failure to register for the correct number of credits will result in a delay in certification of graduation.**

The Plan of Work

1. **The Interim Plan of Work**

**What is the purpose?**

* Serves as a planning document.
* Annual updates encourage review of progress and allow for changes in objectives.

**What is included?**

* A listing of all didactic and DNP project-related course work; clinical specialty courses depending on curriculum path.

#### When is it prepared?

* Within the first semester of the program to cover an academic year
* The student and advisor update the POW annually

**Who signs the Interim Plans of Work?**

* The student and the academic advisor sign the initial Plan and each of the annual Interim Plans that update the first one. This is forwarded to the Director of Advanced Practice and Graduate Certificate Program for approval and filing.

**What is the filing procedure?**

* The Interim Plans of Work are retained in the student's file in the Office of Student Affairs.
* When the Final Plan of Work is filed with the Director of Advanced Practice and Graduate Certificate Programs for approval, it is placed in the OSA student file.
* Note that not all students will have an interim plan of work, but may have a complete plan of work at the first meeting with the academic advisor. This is considered a first iteration of the plan and can be modified as needed with the advisor’s guidance.

1. **The Final Plan of Work**

**What is included?**

* A listing of all didactic and DNP project-related course work taken or to be taken; clinical specialty courses depending on curriculum path.

**When is it prepared?**

* As early as possible (preferably at the first Annual Review), but must be filed by the time the student has accumulated 20 credits.
* Submission of the Final Plan of Work is a requirement for attaining degree candidacy.

**Who signs the Final Plan of Work?**

The student, the advisor, and the Director of Advanced Practice and Graduate Certificate Programs sign the Final Plan of Work. Please note that plans of work for which more than three doctoral courses are scheduled per semester will not be approved.

**What is the filing procedure?**

* Final POW with all signatures is submitted to OSA.
* An approved Final Plan of Work is required for attaining doctoral degree candidacy.
* For students receiving General Fund support, (i.e. an assistantship whereby the Graduate School pays the tuition rather than an account that might be for a grant or some other source), tuition payment will be made only for courses on the Plan of Work.

1. **Change in Plan of Work**

* Any subsequent changes in the Plan of Work must be approved by the advisor. A new Plan of Work may need to be filed if there are many changes. An updated plan of work should be filed minimally at the annual review and submitted to the Director of Advanced Practice and Graduate Certificate Programs for approval.

1. **Transfer of Credit**

A student wishing to transfer graduate credit, earned at other institutions, toward the DNP degree should first consult with their academic advisor. A Transfer of Credit form is to be used and is available at <http://www.gradschool.wayne.edu/forms/TransferOfCredit.PDF>. Transfer credit must be appropriate to the student's degree program and may not be used to reduce the minimum requirement of thirty credits that must be earned at WSU. Transfer credit must be approved and the transfer request form submitted to the Director of Advanced Practice and Graduate Certificate Programs and submitted to Office of Student Affairs before the transfer credit can be posted to the transcript.

**When to file the Transfer of Credit form**

* The Transfer of Credit form is filed along with the Final Plan of Work.

**Eligibility of Credits**

* A minimum grade of B is necessary to transfer credits
* Credits graded B – (minus), P, or S will not be transferred.

DOCTOR OF NURSING PRACTICE PROJECT

COMMITTEE MEMBER ROLES



The Role of the DNP Project Chair

The DNP Project Chair is selected by the student and approved by the Director of Advanced Practice and Graduate Certificate Programs. Every effort is made to "match" the student with a project Chair whose research and clinical interests are similar to those of the student.

The student’s Academic Advisor can assist the student with starting the process of selecting a DNP Project Committee. Along with the Academic Advisor, the DNP Project Committee Chair can also help the student choose the DNP Project Reader and the DNP Project consultant.

An effort is also made to consider faculty workload, so that the DNP Project advisement load is evenly distributed. Should a student desire to change their Project Chair, the request to change project Chair must be submitted in writing and should provide an explanation and appropriate justification for the requested change. The form is submitted to the Director of Advanced Practice and Graduate Certificate Programs for approval. The student must have an approved Chair prior to taking NUR 9505.

The DNP Project Reader

The DNP Project reader is a doctorally-prepared College of Nursing faculty member who agrees to evaluate student progress and grade the DNP project. The reader will be selected by the student in consultation with her or his academic advisor and/or DNP Project Chair. The reader’s role is to ensure level of scholarship that is consistent with a clinical doctorate. The reader may or may not have congruent clinical or research interest with the project’s focus. The student must have an approved Chair and Reader prior to taking the written preliminary exam.

The DNP Project Consultant

The DNP Project consultant is a representative from the organization in which the student is doing her/his DNP project and must be minimally master’s prepared. Selection of a DNP Project consultant is made in consultation with the DNP Project Chair. Final approval of the DNP Project consultant is made by the Director of Advanced Practice and Graduate Certificates Programs. The consultant will participate in formulating the project, evaluating student progress, and grading of final project. This person acts as the liaison between the student and the clinical organization. The student is responsible for completing the DNP Project Consultant Form, getting the Academic Advisor’s signature, and submitting it to the Director of Advanced Practice and Graduate Certificate Programs for final approval. The student must have an approved Clinical Consultant prior to taking NUR 9510 Implementation of the Project.

Change in Committee Members

Requests for a change in DNP Project Committee membership after initial approval requires a written request on the DNP Project Committee Change Form. This form is submitted to the Director of Advanced Practice and Graduate Certificate Programs for approval.

DNP Project and the IRB Process

The DNP student must read the document: Human Participant Research vs. Quality Improvement to guide understanding of research vs. QI. This form is provided only for your knowledge, not as paperwork for IRB. Then, the student must complete the Human Participant Research Determination Tool. Review this form with the Chair of your DNP Project Committee to determine whether or not any IRB submission is required. Have the Chair of your DNP Committee sign the Faculty Attestation Form after a review of the Tool. Distribute copies as indicated.

Students must also complete any IRB documents required by the institution in which they are implementing the DNP Project. Prior to submission of any documents to the institution, the student must have approval of the DNP Project from the DNP Project Committee Chair and the documents must be reviewed and approved by the Chair to make sure appropriate language has been used prior to submission to the site.

**No** IRB paperwork can be submitted until after the student has reviewed all documents with the DNP Project Chair. Prior to implementation, the student must successfully complete the written and oral preliminary exams.

THE PRELIMINARY EXAMINATION



The purpose of the preliminary examinations is to determine the student's readiness to undertake the DNP Project practicum and project courses. Passing constitutes formal admission to Candidacy. The examination serves as the last major step toward the DNP degree except for the completion of the DNP Project Practicum courses and presentation of the final DNP Project.

ELIGIBILITY TO SIT FOR PRELIMINARY EXAMS

To be eligible to sit for preliminary examinations, the student must have completed the following ten (10) courses:

* NUR 8620: Foundations of Nursing as a Discipline
* NUR 8615: Informatics Innovations in Nursing
* NUR 8210: Health Determinants: Focus on Urban Environments
* NUR 8625: Evidence Based Nursing Practice: Theoretical and Methodological Issues
* NUR 8604: Health Analytics and Data Management
* NUR 8630: Conceptual Methodologies in Health Policy Leadership and Ethics
* NUR 8650: Advanced Professional Leadership
* NUR 8635: Clinical Practice Outcomes: Evaluation and Benchmarking Methodologies
* NUR 8065: Health Economics and Policy Evaluation of Nursing Care for Vulnerable Populations
* NUR 8895: Population Health for Nursing

Any academic deficiencies or grades of Incomplete (I) in required courses must be eliminated before the student can takes preliminary examinations. (I grades are acceptable if they are in courses that are not prerequisite to the Preliminary Examination).

The student must have the two doctorally-prepared College of Nursing members of the DNP Project Committee approved by the Director of Advanced Practice and Graduate Certificate Programs before sitting for the written preliminary exam. The oral Preliminary Exam must be completed within six-eight weeks of the written preliminary exam. Failure to complete the Oral Preliminary exam in the required time may result in delay in progression and/or repeat of the preliminary exam process.

During the term in which the student takes preliminary examinations, the student must be enrolled in a nursing course/directed study.

DNP Preliminary Exam (Written and Oral) Process

**Introduction**

There are ***two*** DNP Preliminary Examinations, 1) the written preliminary exam in the format of a DNP Project Proposal followed by 2) the oral preliminary exam. The student participates in the preliminary exam process with the DNP chair and the reader, which can be prior to approval of the clinical consultant.

THE WRITTEN PRELIMINARY EXAM

The written portion of the preliminary examinations is in the form of a DNP Project Proposal in which the student articulates in writing what their project is going to be.

* **GOALS: To determine if the student is able to:**
  + Independently think through a DNP Project and articulate that in written form.
  + Identify the evidence, theory and methodology necessary for the development of a successful DNP Project
  + Identify possible pitfalls in the long range planning of a DNP Project

**Steps for the Written Preliminary Exam**

1. The student first submits the *Intention to take the new Written Preliminary Exam* form to the Director of Advanced Practice and Graduate Certificate Programs (DirAP) after an initial consultation meeting with the DNP Project Chair and Reader.
2. The written DNP Project Proposal will be 8-10 pages long, double-spaced, 11-12 Times Roman font with 1” margins, not including title page and reference pages. Outline descriptions for two different types of project proposals, quality improvement/intervention-based projects and a policy analysis, are provided below.
3. Upon submission of the written DNP Project Proposal to the Chair, Reader (and possibly the consultant), the DNP Project Committee *will be provided 14 working days\** to review and grade the written preliminary.
4. The DNP Project committee will provide a Pass/Fail grade *within 14 working days\** of submission. In the event of a split vote (when only two faculty are reading the proposal), the DirAP will read the proposal and provide the final decision within one week. The committee members will provide the student with feedback regarding project content that requires elaboration.
5. Once the student passes the written exam, the Chair will submit the *DNP Written Preliminary Exam Completion Approval* form to the DirAP.
6. In the event of an unsuccessful attempt at the written exam, please refer to the DNP Handbook.
7. Following successful completion of the written preliminary exam, the student and DNP Project Committee will agree on the date of the DNP Oral Preliminary Exam. The student must complete the DNP Oral Preliminary exam *within six (6) weeks* after passing the written exam..
8. The student will complete the *Intent to take the Oral Preliminary Exam* form and submit this form to the DirAP.

\*Working days are normal workdays: Monday through Friday excluding University holidays and faculty approved vacation days.

THE ORAL PRELIMNARY EXAM

**GOALS: To determine if the student is able to:**

* + Formally present the proposal with clarity in oral presentation?
  + Present the proposal successfully, incorporating changes that were suggested from the written work
  + Respond to questions about the DNP Project proposal and think on his/her feet?

**Steps for the Oral Preliminary Exam**

1. Pass written preliminary exam.
2. The student will prepare a 20-minute PowerPoint presentation that includes:

* A review of the DNP Project proposal
* Elaboration on areas of required content that need more depth based on feedback from the written exam provided by committee members.

1. The student will provide a pdf or printed copy of the PowerPoint presentation to the committee minimally 48 hours before the scheduled oral preliminary exam. (Committee preference). Please make sure the slides are readable.
2. The DNP Project Committee will determine the Pass/Fail for the Oral Preliminary Exam at the time of the oral exam and the Chair will submit the *DNP Oral Preliminary Exam Completion Approval* form to the DirAP.
3. In the event of an unsuccessful attempt of the oral examination, please refer to the DNP Handbook.

PROCESS for Written or Oral Preliminary Exam Failure

 In the event of a failure of the preliminary exam (written or oral), the following process will be followed:

* + If the student fails the first written preliminary exam attempt, the student and Chair submit the DNP Written Preliminary Exam Completion form indicating the failure. The second attempt to sit for the written preliminary exam must be scheduled no earlier than six weeks after the first exam to give the student sufficient time to incorporate the committee’s feedback. The student must submit a new intent form for the second attempt.
  + If the student fails the second attempt of the written preliminary exam, the student’s performance will be reviewed by the DNP Program Committee to determine standing in the program.
  + The same process will be followed for the oral preliminary exam.

OUTLINE DESCRIPTION FOR DNP PROJECT PROPOSAL FOR QUALITY IMPROVEMENT OR INTERVENTION-BASED PROJECTS

**Cover page:**

DNP PROJECT WORKING TITLE:

*When writing, please use the section headings in the rubric. Subheadings may be used in long sections to facilitate organization. The paper is to be 8-10 pages so concise development of the essential information is very important*

|  |
| --- |
| **Required Content**  **(page allotments are a strong suggestion, but not mandatory)** |
| **Goal and Objectives of the DNP Project (suggested 1 page)**   * Describe the problem (e.g., need for clinical change/improvement or policy analysis) and why this change or analysis is important. * State the overall goal of your project. * State the project objectives (measurable) – no more than three (3)   **State Aim (optional), Goals and Objectives:**   * **AIM—Broad general purpose for undertaking this translation of research into practice project.** * **Goal—Statement of specific purpose for project.**   + **Set the foundation for writing your objectives.** * **Objectives—State specific and measurable steps or outcomes that lead to the goal:** * **Help set program priorities** * **Monitor progress toward goal** * **Set targets for accountability** * **Provide framework for program evaluation** * **Sets the foundation for planning activities**   **SMART objectives: Objectives should be:**   * **S**pecific: who, what and where. Use action verb. * **M**easurable: how much change? * **A**chievable: Realistic? Program resources? * **R**elevant: relates directly to program activity goals. * **T**ime-bound: when objective will be achieved |
| **Significance to Nursing (suggested 1—2 paragraphs)**   * The “So what” for nursing. Briefly state the significance of the problem/question to nursing, including how this project will improve patient outcomes. * State the impact of the problem i.e., economics, affected numbers etc. |
| **State of the Science (suggested 1.5—2.5 pages)**   * State and use the PICO(T) question to review the existing literature relevant to the DNP project objective. * Summarize your literature review, including a summary statement regarding the evidence for the major aspects of your project. |
| **Theoretical Framework (suggested 1 page)**   * Describe the theoretical framework that will guide your DNP Project. * If this is a not a nursing theory, explain how your theoretical framework fits with the nursing metaparadigm.   **Methodological Framework**   * If your methodological framework differs from your theoretical framework: * Discuss the relationship between the theoretical and methodological frameworks. |
| **Method of DNP Project (suggested 4-6 pages for this section)** |
| **Design**   * What project design are you using (e.g. quality improvement, practice implementation, or policy analysis etc…) * Explain why this method is the best for your purposes. |
| **Setting**   * Where will you complete your project? * Why is the site the ideal location?   **Organizational Culture**   * Briefly describe the organizational culture * Provide the rationale for use of the identified setting. * Who are the stakeholders? |
| **Participants**   * Who are your participants and why? * How many participants and why? * Provide relevant participant data: include age, and language, race/ethnicity and socio-economic information. * If participants are excluded substantiate your reason for the exclusion. |
| **Indicator Measures**   * These should match your objectives. * Explain how you will evaluate your objectives. * Describe indicator measures you will use to evaluate/analyze these stated objectives. |
| **Procedure**   * Describe the steps about the Who, What, When, and Where of your project with sufficient detail that someone else could implement your project * How will you collect the data, justify your approach? * Lay out the *timeline* for your project start to finish |
| **Evaluation Plan**   * How will you evaluate/analyze the results? * What kind of results would make your project a success? * What kind of results would indicate that your project might need changes in the future? * What kinds of results indicate that your project is sustainable? * Explain how the change will be sustained after completion of your project. |
| **Dissemination**   * How will you share your results at the site of your project implementation? |

OUTLINE DSCRIPTION FOR DNP PROJECT PROPOSAL FOR POLICY ANALYSIS PROJECTS

**Cover page:**

DNP PROJECT WORKING TITLE:

*When writing, please use the section headings in the rubric. Subheadings may be used in long sections to facilitate organization. The paper is to be 8-10 pages so concise development of the essential information is very important*

|  |
| --- |
| **Required Content**  **(page allotments are a strong suggestion, but not mandatory)** |
| **Goal and Objectives of the DNP Project (suggested 1 page)**   * Describe the problem (e.g., need for clinical change/improvement or policy analysis) and why this change or analysis is important. * State the overall goal of your project. * State the project objectives (measurable) – no more than three (3)   **State Aim (optional), Goals and Objectives:**   * **AIM—Broad general purpose for undertaking this translation of research into practice project.** * **Goal—Statement of specific purpose for project.**   + **Set the foundation for writing your objectives.** * **Objectives—State specific and measurable steps or outcomes that lead to the goal:** * **Help set program priorities** * **Monitor progress toward goal** * **Set targets for accountability** * **Provide framework for program evaluation** * **Sets the foundation for planning activities**   **SMART objectives: Objectives should be:**   * **S**pecific: who, what and where. Use action verb. * **M**easurable: how much change? * **A**chievable: Realistic? Program resources? * **R**elevant: relates directly to program activity goals. * **T**ime-bound: when objective will be achieved |
| **Significance to Nursing (suggested 1-2 paragraphs)**   * The “So what” for nursing. Briefly state the significance of the problem/question to nursing, including how this project will improve patient outcomes. * State the impact of the problem i.e., economics, affected numbers etc. |
| **State of the Science (suggested 1.5 pages)**   * State and use the PICO(T) question to review the existing literature relevant to the DNP project objective. * Summarize your literature review and include a summary statement regarding the evidence for the major aspects of your project. |
| **Policy Analysis Framework (suggested 1 page)**   * Describe the policy analysis framework that will guide your DNP Project. * If this is a not a nursing theory, explain how your theoretical framework melds with the nursing metaparadigm.   **Methodological Framework**   * Describe the methodological framework, *if it differs* from your policy analysis framework * Explain how the methodological framework is the best for your purpose.   **Relationship between theory and methods**   * Discuss the relationship between the theoretical and methodological frameworks, if needed. |
| **Method of DNP Project (suggested 4-6 pages for this section)** |
| **Environment for Policy Analysis**   * Define the environment of your health policy (i.e. administrative/regulatory feasibility, technical/effectiveness feasibility, political feasibility, and economic feasibility) |
| **Stakeholders**   * Describe how you will determine key stakeholders. * Who is part of your project and why? * How many stakeholders and why? * Include background and rationale for the choice of stakeholders. * Are there any individuals you would exclude? Why, why not? * How will you collect the data from your stakeholders and why? |
| **Setting to secure stakeholders**   * Where will you secure your stakeholders? * Why is this the ideal source for the project? * Lay out the *timeline* for your project start to finish |
| **Data for Policy Analysis**   * Describe what qualitative information and quantitative data you would use to establish and evaluate your policy. * Describe any existing legislation, opinions etc. to be reviewed * What questions will you pose to stakeholders? |
| **Policy Alternatives Selected**   * Describe the steps about the Who, What, When, and Where of your project with sufficient detail that someone else could implement your project * Describe how you plan to generate your policy alternatives. * Explain how the alternatives fit your goals and objectives. * Describe how you will determine the criteria for evaluation of your policy alternatives. |
| **Decision makers for the Policy**   * Describe who you believe the decision makers could be? * Describe how you will calculate economic cost of each policy alternative. |
| **Evaluation Plan**   * How will you evaluate/analyze the results? * What kind of results would make your project a success? * What kind of results would indicate that your project might need changes in the future? |
| **Dissemination**   * How will you share your results beyond this project? Who will have access to your analysis? |

*Revised 05/09/2018*

The forms required for progression through the DNP Committee approval and preliminary exam process are located on the nursing website. The student is responsible for the following:

* + 1. Submit the committee approval form with the identified Chair prior to the start of NUR 9505. If the reader is identified, you can complete the form for Chair and Reader approval.
    2. If the reader is not identified by the NUR 9505 course, complete the form for the reader prior to taking the written preliminary exam.
    3. Complete the intent to take the written preliminary exam form prior to the planned date. This date must be a committee-approved date.
    4. Upon successful completion of the written exam, submit the form for completion of the written prelim exam and submit the agreed-upon date for the oral preliminary exam on that form.
    5. Upon successful completion of the oral exam, submit the form for completion of the oral exam and the form for candidacy (if desired).
    6. Steps 1-5 above and approval of the clinical consultant must be completed prior to the semester in which the student is scheduled to take NUR 9510.
    7. An override to register for NUR 9510 will not be granted unless steps 1-6 are completed prior to the semester in which the student is taking NUR 9510.

DNP DEGREE CANDIDACY



Candidacy status indicates a student has nearly completed the requirements for the degree. After passing the Preliminary Examinations, The College of Nursing will advance a DNP student to candidacy. Applicant will be granted degree to Candidacy upon the completion of the requirements outlined below. The committee usually signs the Candidacy form at the same time as completing the Oral Preliminary Exam Completion form.

Candidacy requirements

* Approval of the Plan of Work by the Director of Advanced Practice and Graduate Certificate Programs.
* Completion of didactic course work, minimally 26 credits, as required on the Plan of Work.
* Satisfactory completion of the Preliminary Examinations. (See Preliminary Examinations section.).

Form required

* The Recommendation for Doctor of Nursing Practice Candidacy Status form is prepared by the student and DNP Project Committee Chair and approved by the Director of Advanced Practice and Graduate Certificate Programs.
* A current transcript must be attached to the form to verify completion of course work requirements.

Procedure

* The Preliminary Exam convener (DNP Project Chair) submits the Candidacy recommendation form and attachments to the Director of Advanced Practice and Graduate Certificate Programs.
* When all requirements have been verified, the Director of Advanced Practice and Graduate Certificate Programs will advance the Applicant to DNP degree Candidate Status.

DOCTOR OF NURSING PRACTICE PROJECT



To be awarded the DNP degree, a student must conduct an original scholarly DNP project based on evidence that is proposed to and approved by the DNP Project Chair/committee and present the final product publically.

The DNP Project Committee

The DNP program provides advance practice nurses with the skills to be leaders in translation and dissemination of research and evidence-based practice at the clinical level. To ensure the quality of the student’s preparation and attainment of graduate terminal objectives, the student will work with their DNP Project committee in changing and improving practice through a well thought out evidence-based project. The DNP Project is the work of the student, who is guided by their DNP Project committee in the implementation and evaluation of the proposed project.

A DNP Project is an evidenced-based practice project. The project is a faculty-guided scholarly experience that provides evidence of the student’s ability to think critically and translate research into practice through problem identification, proposal development, implementation, and evaluation of a clinical problem. The DNP student must pass both the written and oral preliminary exam to demonstrate attainment of skills necessary to complete the DNP Project. Successful attainment of the preliminary exams will enable the student to begin work on the DNP Project.

The DNP Project is based on course work and the scholarly DNP Practicum courses that provide Doctor of Nursing Practice students with the opportunity to demonstrate their ability to analyze, synthesize, and apply DNP Project knowledge and competencies in their area of clinical expertise. The final DNP scholarly Project should demonstrate the student’s knowledge and clinical competencies in his or her specified area of clinical expertise.

The Purpose of the DNP Project

Research, research utilization and evidence-based practice are the key to improving healthcare outcomes for clients. DNP-prepared nurses will be the future change agents, provide leadership and develop policy in the practice arena. DNP-prepared nurses will be expected to disseminate and integrate new knowledge into the practice of nursing and healthcare.

The DNP Project is a scholarly experience used to address theoretically and clinically relevant problem in nursing. Completion of a DNP Project requires competence in theoretical thinking, translation of research into practice, and the evaluation of clinical practice and practice environments aimed at improvement of healthcare outcomes. Ultimately, in the future, the DNP- prepared nurse will collaborate with PhD-prepared researchers to improve healthcare outcomes and healthcare cost for patients and health care systems.

Types of DNP Project

For all projects, the student first identifies a clinical area of concern or evidence-based research problem, reviews and summarizes the literature addressing this problem area, and refines a problem statement. The student then investigates the problem. Students may:

* Collect appropriate and accurate data (evidence) to translate for nursing practice.
* Analyze data from clinical practice to implement change.
* Design evidence-based interventions.
* Predict and analyze outcomes.
* Examine evidence for clinical benchmarking parameters (structure, process and or outcome).
* Examine patterns of behavior and outcomes.
* Evaluate a project to determine and implement best practices.
* Evaluated policies and recommend changes to the policy

Identifying a Topic for the Evidence-based DNP Project

The earlier the student identifies the topic for the DNP Project, the easier it will be to complete the project on the schedule chosen.

There are several different ways to identify a Project Chair and a topic:

* Discuss with your employer clinical issues that are amenable to nursing’s intervention that could be the start of a project.
* Discuss with your peers the issues of nursing that could become the start of a project.
* Discuss project ideas with your Academic Advisor
  + The Academic Advisor will also assist you to identify faculty who may be willing to work with you on a project arising from your own clinical interest.
  + Your Academic Advisor may recommend a particular faculty member who shares your interests to serve as your DNP Project Chair and other committee members.
  + Your Academic Advisor may be willing to work with you on your DNP Project, if their skill set will assist you in to develop and implement your DNP Project.
  + A list of faculty research interests can be found on the College of Nursing website. You may contact any of faculty to discuss your project ideas.

The Process of Writing the DNP Project

The process of writing the product of the DNP Project begins during the progression of your course work. To begin, you must identify a problem or issue, population, and an idea how to translate evidence into practice to solve the problem or issue. To accomplish this, the DNP student should begin in early course work to hone their potential project through exploration of the literature and writing about the problem or issue and evidence that supports their approach to addressing the problem or issue. To accomplish this you will need to:

* Pass all coursework.
* Remember that you are basing your project on the evidence you can find in the literature not on the knowledge gaps in the literature.
* Work with your Academic Advisor who can assist you to develop a timeline and identify which semester you will sit for the written preliminary exam through your final DNP Project course (NUR 9520). This timeline will be documented in an electronic plan of work (ePOW).
* Interview and select a DNP Project Chair and Committee members in collaboration with your Academic Advisor.
  + The sooner you do this, the better prepared you will be to take the next steps towards completion of your project.
* You are eligible to sit for the written preliminary exam when you have completed the ten (10) required courses and NUR 9500. In addition, completion of, or concurrent enrollment, in NUR 9505 is required.
* At this point you must have selected your DNP Project CON Committee members. Your Academic Advisor will assist you with this process. Members of the DNP Project Committee must include the DNP Project Chair and one faculty member from WSU CON as Reader. The third person is a consultant from the external organization and can be approved after the Preliminary Examinations are completed.
* When you have passed the written preliminary exam, you will then take the Oral Preliminary Examination.
* You will take the oral preliminary exam as described in the handbook.
* When you have successfully completed the written and oral preliminary examinations, you will complete the DNP Candidacy Form with your advisor and submit the form to the Director of Advanced Practice and Graduate Certificate Programs for approval. The student is responsible for completing all of the required form throughout this peocess.
* The **final written product** for your DNP will include two written manuscripts appropriate for publishing in peer-reviewed journals.
  + Writing publishable manuscript takes time so you cannot wait until you are in your final DNP practicums to begin writing. Discuss with your DNP Project Chair what your first manuscript will be.
    - Most likely this first manuscript will be one of two things: a literature review or a theory paper.
    - Keep in mind that you should be presenting your work at WSU CON Research day, MNRS, and/or clinical state conferences. Presenting your work is one method of dissemination.
* Your DNP Project proposal will be used to direct your project. *Your proposal forms the basis for your DNP Project,* incorporating the revisions and changes suggested by your DNP Project Chair and committee. Proposals must be scholarly, succinct, direct and free of jargon. Proposals are written in the future tense. The writing style should be from third person. If absolutely necessary, an appropriate third person term such as “this author” should be used.
* DNP Project Practicum Courses
  + **NUR 9500**: The purpose of your first DNP Project Practicum (NUR 9500) is to develop your perspective of your project and identify/explore a problem or issue. Students must document a minimum of 90 practicum hours in Typhon. It is recommended that you have a preliminary idea (population/problem) of your project so that you can make good use of the practicum hours for meaningful exploration. Otherwise, you may not be ready to take NUR 9500.
  + **NUR 9505**: The purpose of your second DNP Project Practicum (NUR 9505) is to assist you to develop your project proposal and establish relationships with the institutional leadership who will assist in getting the project implemented. You should also be meeting regularly with your DNP Project Committee Chair. Your project must be approved by the Chair before proposal of the project to the implementation site. Students must document a minimum of 90 practicum hours in Typhon.
  + **NUR 9510**: Working directly under the supervision of your DNP Project Chair during the third DNP Project Practicum (NUR 9510), you will implement, gather data and evaluate the DNP Project success. You will also begin work on Manuscript #1. You must register in the section of your Project committee Chair. You must have successfully completed the written and oral preliminary exams and have an approved clinical consultant.. Students must document a minimum of 90 practicum hours in Typhon.
    - All DNP Projects must be reviewed by the Chair to determine if the project requires IRB review. The Project Chair must review the IB determination document and complete the attestation form confirming that the project does not require IRB review. If IRB review is required, the Chair must review all documents prior to IRB submission.
    - All students must complete the required IRB process of the outside institution. Be aware that this IRB process takes time and you need to account for this in your timeline. The Project Chair must review all IRB documents before they are submitted to the institution’s IRB.
    - Implementation of the project must be completed in order to successfully complete the NUR 9510 course.
  + **NUR 9520**: In your final DNP Project practicum course (NUR 9520), you will work directly with your DNP Project Chair and committee to work on Manuscript #2 and produce the final written product. NUR 9520 is offered in the Fall and Winter semesters.
    - Discuss with your DNP Project Chair how your work will be submitted to the committee.
    - As you begin to plan the writing of your final product, it is essential that you discuss issues of authorship and acknowledgement with your DNP Project Chair.
    - Your DNP Project Chair and committee members will guide your final DNP Project written product. Therefore, it is important to negotiate regular meeting times with your DNP Project Chair to ensure your forward progression.
      * It is NOT the responsibility of your Academic Advisor or DNP Project Chair to monitor your progress; you need to negotiate the type and frequency of input you need from your Chair.
    - Once your DNP Project Chair approves the draft of your first and second manuscripts, you will send the draft to rest of the committee members.
      * Be aware that you will make several revisions of the final product. The only good writer is a re-writer.
    - In NUR 9520 students must document a minimum of 270 hours in Typhon. Students must publicly present Project in order to successfully complete NUR 9520.
* At the end of Fall and Winter semesters there is a **DNP Project Presentation Day** that is open to the University community. The day is determined at the start of each semester. Once your project is approved by **ALL** members of the DNP Project Committee members, you are ready to present the project to the University community.
  + The student must submit the final written mansucript drafts to the committee for final approval at least two (2) weeks prior to the presentation deadline so that the DNP Project Committee to has sufficient time to review and approve the student for DNP Project Presentation Day.
    - The DNP Project Committee must give final approval for your public presentation at the determined deadline date (usually about 2-3 weeks before the Presentation Day) in order for the student to be eligible to present that semester. Students will be informed of Project Presentation Dates and deadlies at the beginning of the semester.
* Ensure that all of your committee members have signed the final paperwork for your project. The form is titled “DNP PROJECT COMPLETION APPROVAL FORM. Make sure you have completed the Permission to Copy Form, printed the receipt for binding, and completed Unicheck. .
* Submit your completed project forms: Completion Approval Form, Permissiont to Copy Form, Unicheck, and the Bohemio Bookbindery receipt to the Director of Doctor of Advanced Practice and Graduate Certificate Programs for approval **ONE WEEK PRIOR** to DNP Project Presentation Day. Failure to turn in these documents by the deadline date will result in cancellation of your participation in the final presentation of your project for that semester. This may result in delay of graduation.
* Have the completed project/product bound in the format outlined. Information on binding of the final product can be found on the nursing website and in the Handbook.
  + You must submit one (1) bound copy with all committee member signatures to the Director of Advanced Practice and Graduate Certificate Programs for the CON.
  + The bound copy of your DNP Project must be submitted to the Director of Advanced Practice and Graduate Certificate Programs **before your graduation will be certified.**
* Make plans for opportunities to disseminate your project findings (e.g. podium presentation, poster presentation, journal article etc…).

Additional Considerations:

* Attend to the University guidelines for graduation. At the beginning of the semester you anticipate graduating ensure that you understand all the requirements for graduation.
* Find out the date that the final written project needs to be submitted in order to meet graduation deadlines.

DNP Project

The culmination of the student’s doctoral studies is to submit a written document describing the DNP Project and to orally present the project to the University community. What you have already written in your proposal forms the basis for your final project, incorporating the revisions and changes your DNP Project committee suggests.

The written project should not be left to the last minute. The student should be working on the first manuscript with DNP Project committee members during progression through the program and during NUR 9510. The second manuscript will be developed with DNP Project committee during NUR 9520 and will need to be completed for the student to participate in the final DNP Project presentation day. The final product describes what was done, the findings, and the conclusions. The final Product must be completed and bound in sufficient time for certification of the degree. This date will be determined each semester and the students are notified by the Director of Advanced Practice and Graduate Certificate Programs.

The Final Written DNP Project Product

The final written DNP Project product should reflect the scholarly nature of the project. The format should be consistent with APA format and reference rules for scholarly papers. Final written products that do not meet the correct formatting will be returned to the student for remediation. The DNP degree will not be granted until the format meets the DNP Committee guidelines for scholarly written work.

Completed DNP Project Product

Your final written product will be two manuscripts with commentary as described. These two manuscripts must be ready for submission for publication (but not submitted) before your degree is awarded. Below you will find the outline for the final product of the DNP Project.

Two Article DNP Project Product

This is the format for writing up the DNP Project Product.

The publishable articles should be of normal journal article length (5,000 to10,000 words). The two articles are each free standing (in the sense that each can be read and understand independently) but should be on themes related to your DNP Project. The two articles are normally preceded in the project by a short introduction to the overall topic, which may contain essential background information.

The DNP Project must be the student’s original idea and based on the translational DNP Project completed. It must be a unified work and include two manuscripts of publishable quality around a theme, with a comprehensive review of the literature that demonstrates an in-depth understanding of the unifying framework.

For each manuscript developed, the student must be the first author, as defined by the committee.

1. The articles topic and topical outline must be approved by the DNP Project Committee.

1. One of the manuscripts should be based on data that are analyzed by the student. If the first article is conceptual in nature, or based on a synthesis of the literature, it must be connected to the theme or themes of the DNP Project without overlapping heavily with the contents of either article. The student’s DNP Project committee will determine whether the extent of any overlap is excessive.
2. A certain amount of overlap is acceptable. For example, portions of the literature review may need to be cited in the various articles because it delineates the entire historical background of the study’s focal topic. Carefully citing one’s own work can reduce redundancy. However, self-plagiarism - reusing one’s own previously written work or data in a ‘new’ written product without letting the reader know that this material has appeared elsewhere - is prohibited.
3. The DNP Project committee must approve the journals to which manuscripts will be submitted. Serving as an “editorial board” for the student, the committee will help select journals that will challenge the student and offer a reasonable chance of publication success.
4. Students must be first author on all manuscripts. As first authors, students are responsible for development and articulation of a concept or idea for the DNP Project, development of a proposal to pursue this idea, development of an evaluation design, conducting data collection and analysis, writing major portions of a manuscript, designing an intervention or assessment (if relevant), and interpreting results. No other students can be co-authors on any of the articles. Co-authors must be identified at the student’s project proposal. The article and the role of the coauthors must be presented and approved by all members of the DNP Project committee. The student’s committee must approve any changes in co-authorship.
5. NOTE: Manuscripts may be published before the presentation. However, if so, the student must obtain copyright permission from the publishing journal to include the article in his/her DNP Project bound copy. When asking for permission to include the article in bound final DNP Product, students should notify the journal editor that the DNP Project will be bound and made available in the College of Nursing. Students must comply with the United States of America copyright laws and regulations. Copyright issues frequently arise with previously published material. The students need to obtain permission to duplicate copyrighted material (and possible multiple author releases). Students must secure all copyright permissions before finalizing the proposal and formatting the DNP Project. Some journals might have copyright peculiarities that make it not worth the trouble to include that specific article in the DNP Project. All of these issues should be considered early on in the process. The student should make sure that this entire process is compliant with WSU DNP Project format guidelines.

If an article is rejected by a journal during the DNP Project process, the student may submit to another journal approved by the DNP Project committee. In the case of a revise and resubmit during the DNP Project process, the DNP Project committee must approve any changes to the article. Co-authorship will not be changed for a revision and resubmission.

If the journal reviewers suggest modifications to any of the submitted manuscripts prior to the DNP final presentation, your plan for addressing those suggestions should be shared with your DNP Project Committee members and approved by all members before you enact the changes. Changes can be made to any of the two (2) manuscripts if the DNP Project committee members approve the changes and their rationale. Students may opt to defer changes requested by a journal to which they have submitted until after they have completed the requirements for matriculation.

1. The bound DNP Project Product must follow required outline and format.
2. The final copies of the DNP Project manuscripts should be formatted and bound consistent with WSU guidelines for the written DNP Project. At Wayne State University, the DNP Project must be “coherent and consistent in appearance throughout, which means that previously published material must be printed using the same font and format as the rest of the DNP Project write-up.” (Copyrights, Copyright Registration, and Permission Letters, Side Two: Use of Published Papers That You have written)
3. The final bound ‘two publishable manuscripts’ DNP Project final Product will look like this:
4. Preliminary Pages (numbered i, ii, iii, etc.)

*Cover Page: (double spaced and centered )*

Title of DNP project

By

Student’s name

Submitted to the College of Nursing of Wayne State University

Detroit, Michigan

in partial fulfillment of the requirements

for the degree

DOCTOR OF NURSING PRACTICE

Year

Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

name

Reader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

name

Consultant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Obtain all member signatures)* name

*Copyright Information*

The inclusion of any articles that are previously published or accepted for publication requires permission from the copyright holder. The sections not copyrighted by another party may be covered under the publication of the new manuscript.

*Abbreviations*

List all abbreviations as one complete list in the preliminary section of the DNP Project Product. Do not include them with the individual articles.

*Acknowledgments*

Follow the same layout and format as for DNP Project final Product. These can be found on the CON website and Canvas DNP Program under My Courses.

*Table of Contents*

Each article included should be identified in the Table of Contents as a separate section by giving the complete title as it appears on each manuscript. Do not list subheadings that occur within the individual manuscripts; do list subheadings from the introductory and summary sections.

*List of Tables and List of Figures*

Tables and figures shall be listed for the whole document. Numbering of tables and figures will be in accordance with the chosen style and formatting guide for the document as a whole.

1. Main Body: (page numbers 1, 2, 3 etc.)
   1. Introduction and background to the general topic area.
      1. Should include a clear statement of the student’s purpose of the DNP Project. It provides necessary background information and a broad statement summarizing the findings of the project. This section also will include a statement of the relationship between and among the various articles and parts of the project.
   2. First article: Type determined by the student and DNP Project Chairperson. (e.g. Literature Reviews, theory based article, overview of clinical significance of identified issue)
      1. Example: Literature Review APA Outline:

* Introduction:
  + Exposition of topic
  + Theoretical reasoning leading to a question or topic you are attempting to answer.
* Literature Review:
  + Review and synthesis (integration) of relevant research
  + Summary of relevant arguments (what did others study, why, what did they find, what were the implications of their findings; make sure to tie this with the topic you are addressing)
  + Coherence (not long winded), clarity (express ideas clearly, defining major concepts), and organization (easy to follow sequential flow; “outline” of paper presented early in the paper and the order is followed)
* Methods and results
* Conclusion
* Reference list (for Article 1)
* Appendices (for Article 1)
  1. Second article: Type determined by the student and DNP Project Chairperson. (This must be an article that discusses the implementation and final results of the students DNP Project)
     1. Example: Using SQUIRE Sections: Introduction, Background Knowledge, Local Problem, Intended Improvement, Question, METHODS: Ethical issues, settings, planning of the intervention, methods of evaluation, analysis, RESULTS: outcomes, DISCUSSION: summary, relation to other evidence, limitation, interpretation, and Conclusions. Reference list (for Article 2) Appendices (for Article 2)
  2. Summary Section: Overall conclusion based on the two manuscripts and implications for policy and/or further research.
  3. Appendices: Include here only any additional appendices that relate to the manuscript as a whole.
  4. References: All general references from the introduction, overall conclusion, and any supplementary sections should be included here and should conform to the same style and format as the articles.

The Final DNP Project Public Presentation

When the DNP Project Chair believes the student’s project is complete, the student schedules a final committee meeting to ensure that **all** members agree that the student is ready for presentation. When **all** members agree, the Committee Chair will inform the Director of Advanced Practice and Graduate Certificate Programs by the deadline date that the student is approved for Final Public Presentation. All DNP Projects that are completed will be presented in a Doctor of Nursing Practice Project Presentation Day Fall or Winter semester. Students should also have the final written project completed and ready for binding before the final presentation day if possible.. However, if the signed bound copy is not submitted by the degree certification date, the student’s official graduation date will be the next available date and the student will be responsible for paying an additional graduation fee due to the delay.

A DNP Project Presentation Day will occur at the end of Fall and Winter semesters. The Director of Advanced Practice and Graduate Certificate Programs will notify students and faculty of the date of the presentations once an Academic Calendar is finalized for the semester.

This final public presentation is open to the general University community and public and will be publicized to the entire College of Nursing and surrounding community.

The student and the DNP Project Chair are responsible for notifying the Director of Advanced Practice and Graduate Certificate Programs that the student will be presenting their final product to the community. Email notification of the due dates for students and faculty to submit this intent will be sent to students and faculty each semester by the Director of Advanced Practice and Graduate Certificate Programs.

**Students who are not deemed ready to present within the time frame for each semester necessitates waiting until the following semester to do the final presentation; there are no exceptions.** DNP Project Presentation Day occurs in the Fall and Winter semesters only. No one will be allowed to graduate without completion of the final presentation and submission of a final bound copy of the DNP student’s work to the CON.

Public Presentation

In the Public Presentation, the candidate formally presents the clinical issue, scope of problem, project design, outcomes of project and results for the institution involved. The presentation will be approximately 15 minutes followed by 5 minutes for audience questions.

Students will bring minimally 30 printed copies of their PowerPoint presentation formatted as a six slides per page and double-sided handout.

**Procedures for Public Presentation**

To prepare for the final project public presentation:

Submit the DNP Project Completion Approval Form (original signatures) and other required documents signed and dated by the DNP Project Committee members to the Director of Advanced Practice and Graduate Certificate Programs by the deadline date (one week prior to the DNP Project Presentation date). It is official policy that acceptance of the DNP Project as well as certification of the degree shall not take place unless a bound copy of the final DNP Project and DNP project completion forms are signed by the committee. The DNP degree will not be certified until the Director of Advanced Practice and Graduate Certificate Program receives the final bound copy of the written DNP Project.

It is the student’s responsibility to register for the required number of credits for their degree, including DNP practicum and project credits (minimum of twelve [12]). To verify that the correct number of credits have been taken, the candidate should meet with their academic advisor to review the plan of work when registering for the courses and well before the expected semester of graduation. The student should also obtain and review a copy of his/her WSU transcript to ensure that all required courses and number of credits have been taken.

Final Steps to the DNP Degree

Degree Certification

Upon request and for purposes of employment, a Candidate who completes all requirements between the degree completion and the degree-granting period may request a certificate from the Registrar certifying completion of degree requirements and the date of formal awarding of the degree. A letter may also be requested from the College of Nursing.

RESOURCES



Skill Laboratory (Rooms 217 & 219 Cohn)

The Skill laboratory is a practice lab with simulated hospital bedside units. Students practice various nursing procedures under the guidance of a nursing faculty.

Physical Assessment Learning Laboratory (Room 30 Cohn)

The Physical Assessment Learning Laboratory (PAL) provides materials, activities, and facilities for students to acquire skills in history-taking and physical assessment and is located on the lower level of the Cohn Building. It is equipped with study carrels and physical examination rooms. Students learn physical examination skills through the use of demonstration, media viewing, and practice.

Office of Health Research (Room 315 Cohn)

The Office of Health Research (OHR), the research arm of the College of Nursing, embodies the commitment of faculty to research. The idea of a center originated with faculty in the mid-60: it became a reality in 1969. It was the first such center in an academic setting devoted to the generation of new knowledge which underpins the discipline and profession of nursing.

The research program of the Office of Health Research (OHR) focuses on nursing and health-related research, including interdisciplinary research, for the purpose of advancing nursing knowledge and improving nursing and health, particularly Urban Health. Because the research objectives also target health needs of the urban community, the research agenda also advances the research programs of the University. Visit the website to learn more about the OHR at <http://www.nursing.wayne.edu/research/index.htm>.

Simulation Laboratory (Room 221 Cohn)

The Simulation Laboratory contains state-of -the art technology (including high fidelity mannequin simulators and audio-visual real-time capture) to provide the student with an immersive and interactive environment which enhances student learning. Students, in conjunction with faculty, are able to practice and blend skills taught in the Nursing Skills Laboratory, Physical Assessment Learning Laboratory and the classroom. Because of the immersive nature of the simulation environment, students are required to behave in a professional manner and wear approved Wayne State University clinical uniforms when in the Simulation Laboratory.

FACULTY AND STUDENT RESPONSIBILITIES



Since education is a cooperative effort between teacher and student, both parties must fulfill obligations if the integrity and efficacy of the instructional process are to be preserved.

Professional Integrity Policy

Breaches of academic and professional integrity are grave and serious acts. The faculty member and/or student are expected to take action when any breach of integrity occurs.

Inherent in the beliefs of WSU is that the University must prepare young men and women in such a way that they will have the intellectual and moral strengths to make value judgments and to assume participant roles in responding to the needs of a rapidly changing, complex society. Honesty is a value of society and the nursing profession, and students are expected to respect this principle.

The nursing student has areas of responsibility as stated in the *Student Handbook* and the College of Nursing philosophy. As the student strives to become a professional nurse, she/he must actively support the ethics and goals of the profession. The faculty as members of the nursing profession must actively support the goals and ethics. The nursing student and faculty member, therefore, have the responsibility to act in an honest and truthful manner and to protect the integrity of scholarship and to take action when there is any violation of academic integrity.

Violation of academic and/or professional integrity shall result in a failing grade on a particular assignment or test, a failing grade for a course, or exclusion from the College of Nursing, depending on the nature of the particular incident.

Final decision will be determined through collaboration of faculty, Area Assistant Dean, Associate Dean for Academic Affairs, and Dean.

Accepted by Faculty Association

5/9/84

Responsibilities of Faculty Members

1. To contribute to and remain abreast of the latest developments in their fields;

2. To continually pursue teaching excellence;

3. To treat all students with respect and fairness without regard to ancestry, race, religion, political belief, country of origin, sex, sexual preference, age, marital status, or handicap;

4. To encourage differing viewpoints and demonstrate integrity in evaluating their merit;

5. To attend regularly and punctually, adhere to the scheduled class and final examination times, and arrange for notification of absence and coverage of classes;

6. To establish and maintain appropriate office hours;

7. Present, early in the semester, the following course information:

(a) Course objectives and general outline;

(b) Classroom procedures to be followed, expectations concerning class attendance, and proposed dates of major evaluations (including examinations, papers, and other projects);

(c) Grading policy;

(d) Where appropriate, a schedule of class-related activities, including class meetings and laboratory sessions;

(e) Lists of texts and/or other materials needed for the course;

(f) Late enrollment, withdrawal, and other special policies.

8. To provide and adhere, within reasonable limits, to the written syllabus of the course;

9. To know course matter thoroughly and prepare and present the material conscientiously;

10. To be informed of University services and recommend their use to students when advisable;

11. To follow these policies concerning written work and grades:

(a) Grade and return written work promptly;

(b) Submit final grades by the scheduled time;

(c) Retain written materials not returned within the semester (e.g., final examinations, major term papers) for one academic semester in accordance with unit policy and allow students to examine such materials;

12. To implement unit procedures for student evaluation of faculty teaching, with attention to preserving student anonymity;

13. To behave appropriately in dealing with students so as to maintain a scholarly atmosphere.

Responsibilities of Students

1. To inform themselves of and to fulfill all requirements of the University and those of the college and department from which they expect to receive their degree;

2. To fulfill conscientiously all assignments and requirements of their courses;

3. To attend classes regularly and punctually;

4. To maintain a scholarly, courteous demeanor in class;

5. To uphold academic honesty in all activities;

6. To notify the instructor as early as possible if prevented from keeping an appointment or carrying out an assignment;

7. To discuss with the instructor any class-related problem and follow established procedures in the resolution of these problems;

8. To adhere to the instructor's and general University policies on attendance, withdrawal, or other special procedures.

It is expected that faculty and students will fulfill their obligations to the instructional process. If, however, a complaint does arise, the parties should meet in an effort to resolve the matter. When such a discussion fails to resolve the problem, the college's published procedures should be followed. Although the University Ombudsperson is not a direct part of the appeal process, students and faculty may consult the Ombudsperson at any point during such proceedings.

University Guidelines for Assisting Persons with Behavioral Problems

All members of the University community are expected to conduct themselves in a manner which is conducive to an environment that encourages the free exchange of ideas and information. However, from time to time, the University is called upon to assist individuals who are displaying behavior which:

1. Threatens themselves or others; and/or that

2. Severely impairs their ability to function within the University environment; and/or that

3. Makes impossible the proper functioning of an academic program through obstructive or disruptive behavior.

To ensure respect for the legal rights of every person, the University seeks, through referral or intervention, to guarantee that appropriate professional care is available for those who become disruptive.

COLLEGE OF NURSING ACADEMIC APPEALS POLICY



Basic Principles of the Appeal Process:

**1) What can be appealed: O*nly the manner in which the grade was assigned can be appealed.*** Instructors are expected to evaluate student work according to sound academic standards. It is the instructor’s prerogative to assign grades in accordance with his/her academic/professional judgment. If the student believes the manner in which the grade was assigned was done in an unfair manner and the student is able to demonstrate that the unfair manner is based on one of the two criteria stated below then the appeal policy should be followed. The student assumes the burden of proof in the appeals process

**2) Grounds for appeals are**:  (1) the application of non-academic criteria in the grading process, as listed in the university’s non-discrimination/affirmative action statute:  race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status; (2) sexual harassment or discrimination; or (3) evaluation of student work by criteria not directly reflective of performance relative to course requirements.

A student who disputes the final grade awarded for any of the above reasons should follow the steps outlined in the grade appeal process.

**3)** **Timeliness of appeals process.** Failure of the instructor or any appeal officer to respond within the designated time frame of the formal appeal entitles the student to proceed to the next level of appeal. In no case should there be any assumption that a failure to respond at any level signifies a granting of the appeal. Failure of the student to adhere to the time-frames specified in the policy will result in the appeal process being nullified (the appeal will not be heard).

**4)** **Academic dishonesty.** These policy guidelines do not apply to allegations of academic dishonesty. Academic dishonesty matters should be addressed under the Student Due Process statute.

**5)** **Patient safety.** Students may be removed from a clinical course at any time in which the faculty or clinical agency staff identifies an issue that would constitute unsafe care for a patient. These policy guidelines do not apply to safety issues.

**6)** **Assistance.** Student/faculty may contact the College of Nursing, Assistant Dean, Enrollment & Student Affairs and/or the Ombudsperson at any time for assistance with any problem associated with a grade decision or grade appeal.

Procedure

Prior to implementing the formal appeal process, the student must discuss in person the disputed grade with the instructor of the course within ten days of notification of the grade. The faculty member will respond in writing with a copy to the student and the Assistant Dean, Enrollment and Student Services. If the dispute remains unresolved, the student may then initiate a formal appeal.

All steps of the appeal process must be followed within the stated time frame or the appeal process is nullified (will not be heard).

Steps to Initiate a Formal Appeal

1. The student must submit a written statement detailing his or her objections to the faculty response, along with supporting documentation, to the Assistant Dean of Faculty Affairs with copy to the Assistant Dean for Enrollment and Student Services. This statement must be submitted within 14 days following the response of the faculty member who assigned the grade.
2. The Assistant Dean of Faculty Affairs must meet with the student and faculty member, either jointly or individually, within 14 days of receiving the appeal to attempt to resolve the issue.
3. The student must be notified in writing of the Assistant Dean of Faculty Affairs’ decision within 21 days of receiving the student’s written appeal. As the Dean’s designee, the decision of the Assistant Dean of Faculty Affairs shall be the final decision at the College level.
4. Provost Review. **If, after your School/College appeal path is exhausted and you wish to continue with the grade appeal process, per the University Academic policy, you may request a Provost Review within 30 days of this decision. The request should be submitted via the online form located at**<https://provost.wayne.edu/academic-policy>**.  For assistance with the appeal process, you may contact the Ombudsperson Laura Birnie-Lindemann at** [ombudsoffice@wayne.edu](mailto:ombudsoffice@wayne.edu)**.**

Unsafe Practice Appeal:

**Preamble:**

**Safe Professional Practice by Students in Clinical Settings**

Students will demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing; promote the actual or potential well-being of clients, health care workers, and self in the biological, psychological, sociological and cultural realms; demonstrate accountability in preparation, documentation, communication and continuity of care; and show respect for human rights of individuals.

The following Indicators are to be used as guidelines for evaluating safe professional practice.

**Biological, psychological, social and cultural realms**

The student’s practice meets the needs of the client from a biological, psychological, sociological and cultural standpoint.

Examples *of unsafe practice* include, but are not limited to, the following:

* Displays of mental, physical or emotional behavior(s) which may negatively affect others’ well being
* Failure to follow through on suggested referrals or interventions to correct deficit areas, which may result in harm to others
* Acts of omission or commission in the care of clients, such as:
  + Physical abuse
  + Placing the client in hazardous positions, conditions or circumstances
  + Mental or emotional abuse, and
  + Medication errors that demonstrate a pattern of incorrectly preparing/administering medications and/or failure to follow through with direction/remediation regarding medication administration
  + Failure to accurately record comprehensive client behaviors
  + Attempting activities without adequate orientation or theoretical preparation or appropriate assistance
  + Presenting for clinical practicum under the influence of drugs and/or alcohol (It is expected that students in laboratory settings will not have used alcohol for at least eight (8) hours prior to the beginning of the clinical time period, nor to use alcohol during the clinical period. At no time is the use of illicit drugs condoned).
  + Engaging in criminal behavior
* Interpersonal relationships with agency staff, co-workers, peers, or faculty that results in miscommunications, disruption of client care and/or unit functioning;
* Inability to perform psychomotor skills necessary for carrying out procedures despite direction/remediation

**Accountability**

The student’s behavior consistently demonstrates accountability and professionalism throughout the clinical practicum experience.

Examples *of unprofessional practice* include, but are not limited to the following:

* Failure to notify the agency and/or instructor of clinical absence
* Failure to adhere to the dress code
* Habitual tardiness to clinical assignments
* Failure to follow through or successfully meet identified learning goals as outlined in a process improvement plan
* Failure to provide concise, inclusive, written and verbal communication

**Dishonesty**

(WSU College of Nursing Student Handbook)

Examples of *dishonesty* include but are not limited to the following:

* Plagiarism,
* False reporting or misrepresentation of data related to client, self, others,
* Failure to report errors/mistakes or any event(s) that would affect clients or others welfare.

**Regulatory**

The student practices within the boundaries of the Michigan Nurse Practice Act, the guidelines set forth in the course syllabi, the Wayne State University College of Nursing Student Handbook, and the rules and regulations of the health care agencies that are specific to the assigned clinical site.

Examples of *regulatory violations* include but are not limited to the following:

* Violations of patient privacy (HIPPA)
* Participating in skills or behaviors that are outside of the nursing scope of practice while in the clinical agency.
* Violation of clinical permit requirements.

**Ethical**

The student practices according to the American Nurses Association Code of Ethics and the Standards of Practice.

Examples of *unethical practice* include, but are not limited to the following:

* Refusal of assignment based on client’s race, culture, sexual orientation, or religious preference
* Failure to maintain confidentiality
* Misrepresentation of information to the public
* Ignoring unethical behavior(s) of other health care persons in the clinical setting which affects client welfare.

**UNSAFE PRACTICE/BEHAVIORS in the Clinical Setting**

**Procedure:**

1. When a clinical preceptor makes the determination that a student in the clinical setting has displayed behavior that poses a safety risk to the student, patient, staff, faculty or fellow students, the student shall immediately be relieved of patient care responsibilities. The preceptor and student must contact the clinical faculty to report this incident and the student will be dismissed from the clinical site. The student will not be able to return to clinical until the problem is reviewed and a decision is made regarding the student’s progression in the course and program..
2. Within 24 hours, the preceptor and clinical faculty will write up the incident detailing the clinical events that transpired leading up to the removal of the student from the clinical site.
3. The clinical faculty will notify the course coordinator within 24 hours of the incident. The course coordinator will immediately notify the Director of Advanced Practice and Graduate Certificate Programs, the Associate Dean of Academic and Clinical Affairs and the Assistant Dean, Enrollment and Student Services via email.
4. The course coordinator, in collaboration with the clinical faculty and Associate Dean of Academic and Clinical Affairs will meet to review the documentation.
5. A meeting will be held which includes the student, the course coordinator, the Associate Dean of Academic and Clinical Affairs. The student will be given advance notice of the time and place of this meeting and will be allowed to have a college or university advocate with him/her. At this meeting, the student will have an opportunity to review and discuss the incident.
6. If it is determined that the student will be able to progress, a performance improvement plan (PIP) which describes a brief summary of the problem as well as the plan for corrective action including time frames for completion will be presented to the student for discussion and signature. This meeting will occur within three business days of the notification of the course coordinator. If the student fails to appear without extenuating circumstances, he or she will be excluded from the program and notified of exclusion by registered mail. Official exclusion (if this is the decision) occurs at this point.
7. If it is determined that the student is excluded from the program, the student will receive a letter of exclusion from the Assistant Dean, Enrollment and Student Services and receive an “F” in the course. The student is advised to contact the Assistant Dean, Enrollment and Student Services to learn about the Appeal Policy.

Appeal Process for Exclusion for Unsafe Practice in the Clinical Setting

Steps to Initiate a Formal Appeal:

1. A written appeal outlining the student's view point of the circumstances which caused the student's exclusion from the program for unsafe practice and the rationale for the appeal must be submitted within five business days of the exclusion to the Assistant Dean, Enrollment and Student Services. Appeals submitted after the deadline will not be heard.
2. Within two business day of the receipt of an appeal, the Associate Dean for Academic and Clinical Affairs and the Associate Dean of Faculty Affairs (serving as the Dean's designee) will review the documentation provided by the instructor and the student and make a decision, which is final. The decision will be forwarded to the Assistant Dean, Enrollment and Student Services, who will notify the student.
3. If the appeal is granted and the student is allowed to return to the clinical setting, a performance improvement plan (PIP) which describes a brief summary of the problem as well as the plan for corrective action including time frames for completion will be presented to the student for discussion and signature within three days of the appeal determination. If necessary, arrangements for an alternate clinical site will be made and the student will need to make up missed time.

4. If the appeal is denied, the exclusion from the clinical setting will result in an F grade for the course. As the Dean’s designee, the decision of the Associate Dean of Academic and Clinical Affairs shall be the final decision at the College level.

1. Provost Review. **If, after your School/College appeal path is exhausted and you wish to continue with the grade appeal process, per the University Academic policy, you may request a Provost Review within 30 days of this decision. The request should be submitted via the online form located at**<https://provost.wayne.edu/academic-policy>**.  For assistance with the appeal process, you may contact the Ombudsperson Laura Birnie-Lindemann at** [ombudsoffice@wayne.edu](mailto:ombudsoffice@wayne.edu)**.**

OTHER COLLEGE OF NURSING APPEALS FOR EXCLUSION BASED ON ACADEMIC MISCONDUCT or Academic performance

Steps to Initiate a Formal Appeal

1. The student must submit a written statement to the Assistant Dean for Enrollment and Student Services in the Office of Student Affairs (OSA) detailing the basis of the appeal, along with supporting documentation for the rationale that led up to the exclusion, within seven (7) business days (excluding holidays and university closure) following the date listed on the letter of exclusion. This letter of exclusion is sent via the Wayne State student email account.
2. The student should include in the written statement the following:

* The reason (s) in detail for the rationale that led up to the exclusion
* A **specific plan** to remedy the reasons outlined above.

1. The Assistant Dean for Enrollment and Student Services will forward the appeal to the Director of Advanced Practice and Graduate Certificate Programs and the Associate Dean for Academic and Clinical Affairs.
2. The Director will notify the Chair of the DNP Program Committee to schedule Executive Session at the next monthly committee meeting, unless this exceeds 14 business days (excluding holidays and university closure) from the date on the exclusion letter, in which case a separate Executive session will be called. TheDNP committee will review the documents and forward recommendations with rationale to the Assistant Dean for Enrollment and Student Services, and the Associate Dean for Academic and Clinical Affairs. Recommendations by the DNP Committee regarding exclusions occurring at the end of a semester may be deferred to the start of the next semester.
3. The Associate Dean for Academic and Clinical Affairs must meet with the student within 28-business days (excluding holidays and university closure) of the letter and after receiving the recommendations from the DNP Committee.
4. Following the meeting with the student, the Associate Dean, Academic and Clinical Affairs may confer with others to arrive at a final decision.
5. The student must be notified in writing of the Associate Dean, Academic and Clinical Affairs’ decision within seven (7) business days (excluding holidays and university closure) from the time of meeting with the student. As the Dean’s designee, the decision of the Associate Dean for Academic and Clinical Affairs shall be the final decision at the College level.
6. **Provost Review**: If, after your School/College appeal path is exhausted and you wish to continue with the appeal process, per the University Academic policy, you may request a Provost Review within 30 days of this decision. The request should be submitted via the online form located at <https://provost.wayne.edu/academic-policy>. For assistance with the appeal process, you may contact the Ombudsperson Laura Birnie-Lindemann at [**ombudsoffice@wayne.edu**](mailto:ombudsoffice@wayne.edu).
7. Once excluded from the program after Provost review, students are not eligible for readmission.
8. See DNP Handbook for the causes for exclusion as there are separate policies for exclusion for unsafe behavior and grade appeals.

All steps of the appeal process must be followed within the stated time frame or the appeal process is nullified (will not be heard). **Note that “days” are counted as Monday through Friday, excluding University holidays/closures.**

UNIVERSITY STUDENT CODE OF CONDUCT



Please see the university website for the most up to date information regarding the University Student Code of Conduct

<https://doso.wayne.edu/pdf/student-code-of-conduct.pdf>

REGISTRATION



#### Registration and Scheduling Office

#### <http://sdcl.wayne.edu/RegistrarWeb/RegSch/RegSchhome>

5054 Woodward, Suite 5101, Detroit, Michigan 48202

General Information: 313 577-3541, FAX: 313 993-7758

E-Mail: [registration@wayne.edu](mailto:registration@wayne.edu)

The Wayne State University Online Schedule of Classes is available through [www.classschedule.wayne.edu](http://www.classschedule.wayne.edu). The course information is refreshed hourly during periods of active registration. Once your override is issued, please register as soon as possible. Registration instructions are available at <https://registration.wayne.edu/StudentRegistrationSsb/ssb/registration>

**Registration Services**

The Office of the Registrar provides web access to many e-Services through <http://www.academica.wayne.edu>.

DOCTORAL NURSING COURSES REQUIRING WRITTEN CONSENT



Students must obtain written consent for the courses listed below, each term they are registering for them**.** Each graduate faculty member will have a section number assigned to him/her for NUR 8990 that changes each semester. Register for the appropriate course registration number.

1. ***NUR 8990, Directed Study*, *Cr. 1-8****,* Prereq: written consent of instructor and Graduate Officer; consent of advisor. Open only to doctoral students.Individually designed courses in nursing for doctoral students whose needs and interests are not met in scheduled classes.

**An approved *Doctor of Nursing Practice Petition for Directed Study* must be on file in OSApriorto** **registration**. The petition must be approved by the academic advisor and the Graduate Officer of the College (Director of Advanced Practice and Graduate Certificate Programs) before the Office of Student Affairs will authorize registration by the student.

Graduation



Although students may finish the requirements for the DNP degree at any time during the year, commencement ceremonies are held only twice a year in May and December. Doctoral students should contact the Office of Student Affairs and their academic advisor to make sure they can participate in the May or December Commencement Exercises. The College usually holds a Convocation Ceremony in May and December.

Commencement:

#### Information concerning Commencement can be found at <http://www.commencement.wayne.edu/index.php>.

* An Application for Degree and appropriate fee must be submitted to the Graduate School by the deadline established by the University for the semester the student intends to graduate. If the student does not complete the requirements that semester, he or she must notify the Graduate School and submit another application and fee by the deadline. Applications are available through <http://sdcl.wayne.edu/RegistrarWeb/Forms/Forms#degcert>.
* Information concerning Commencement announcements, caps and gowns, tickets, and other relevant information will be mailed to the degree candidate by the Commencement Office prior to the event.
* Candidates for advanced degrees are requested and expected to attend Commencement; however, diplomas will be mailed to those candidates unable to attend the ceremonies.
* Persons completing degree requirements during the Summer are invited and encouraged to attend the May or December Commencement ceremony.
* College of Nursing students are urged to attend the commencement ceremony to strengthen ties to the University and bring a sense of closure to their educational experience. Doctoral graduates will be called to the platform individually to receive their degrees.

Convocation

* Convocation is a time for the College to more personally acknowledgement the achievements of graduating students. The Convocation program includes a graduate and faculty march and individual introductions and congratulations. Information concerning the College of Nursing will be sent by the Office of Student Affairs to students who have submitted a degree application to the University by the appropriate deadline. May and December Convocation dates will be announced by the Office of Student Affairs.

RESOURCES



Financial Assistance

**FAFSA**: The Free Application for Federal Student Aid (FAFSA) is the first application to be completed in order to apply for virtually all types of financial aid for higher education. This form is distributed and processed by the United States Department of Education. It is used in applying for all Federal Title IV student aid programs, including Pell Grants, Stafford Loans, and the campus-based programs. The FAFSA collects the information required to determine need and eligibility for financial aid. Students wishing to be considered for some of the following scholarships will need to complete a FAFSA. Application and information is found at [**http://www.fafsa.ed.gov/**](http://www.fafsa.ed.gov/)**.**

**College of Nursing: Fellowships, *Scholarships and Emergency Loans***

The College of Nursing administers a number of private scholarships and loans. Scholarship applications are reviewed annually and must be received in the Office of Student Affairs by March 1. Scholarship applications are submitted online. Contact the Office of Student Affairs (OSA), 10 Cohn, 313 577-4082, for further information

**Emergency Loans** The College of Nursing has limited funds available for all students registered in the College. Loans are generally limited to a maximum of $500 per student per academic year. Funds are disbursed until all moneys are spent each year. Students are expected to repay the loans by the end of the semester so that money will be available for other students in need. Students must be registered in order to be eligible.

**Nurse Faculty Loan Program (NFLP)** The Nurse Faculty Loan Program provides for a loan up to $35,000 in any academic year. To be eligible applicants must be a full-time graduate student in good standing and have no judgments or liens against them. NFLP loans may be used for tuition, fees, books, lab expenses and other reasonable education expenses. Contact OSA at 313-577-4082 for information and an application.

**Graduate Assistance in Areas in National Need (GAANN) Fellowship** GAANN Fellowships support graduate students with excellent academic records who demonstrate financial need and who plan to pursue the highest degree available in their course of study. Contact OSA at 313-577-4082 for information and application.

**Wayne State University Scholarships and Fellowships** The Graduate School’s Scholarships and Fellowships Office offers graduate scholarships and fellowships. Information is accessible through their website: <http://www.gradschool.wayne.edu/Current/finaid.asp>.

4302 Faculty/Administration Building,

Wayne State University, Detroit, MI 48202.

Telephone 313 577-2172. FAX: 313 577-2903

Graduate assistant positions are available in three categories: Graduate Teaching Assistants (GTAs), Graduate Student Assistants (GSAs) and Graduate Research Assistants (GRAs). Category definitions are available at the Graduate School Web Site. <http://www.gradschool.wayne.edu/assistantships.asp>.

Other funding sources are at <http://www.gradschool.wayne.edu/Funding.asp>.

**Other Awards**

#### Sigma Theta Tau International (National and Local Chapters) <http://www.nursingsociety.org/>

#### American Nurses Foundation<http://www.nursingworld.org>/

#### Michigan Nurses’ Association <http://www.minurses.org/> and the

#### CURN Award <http://www.minurses.org/awards/CURN.shtml>

#### Canadian Nurses’ Associations <http://www.cna-nurses.ca/CNA/default_e.aspx>

#### American Heart Association <http://www.americanheart.org/presenter.jhtml?identifier=1200000>

#### Blue Cross/Blue Shield <http://www.bluecross.com/foundation/index.html>

#### Kidney Foundation of Canada <http://www.kidney.ca/>.

#### National Research Service Awards (Nurse Fellowship) <http://grants.nih.gov/training/nrsa.htm>

#### Doctoral students are strongly encouraged to apply for these Public Health Service research training grants. These grants are provided to individual nurses for predoctoral and postdoctoral research training in specified areas of nursing for periods up to three years. Awards are contingent upon favorable review and availability of funds. Academic faculty advisors are expected to assist students to prepare NRSA applications. Application kits are available from the Office of Research and Sponsored Programs Services, 4002 Faculty/Administration Building, (FAB) or may be requested from: Nursing Research Branch, Division of Nursing BM, HRA, Center Bldg., Room 3 - 50, 3700 East-West Highway, Hyattsville, MD 20782.

**The University’s Office of Scholarships and Financial Aid** administers scholarships, grants, loans and emergency funds available to all University students and funds provided especially for College of Nursing students.

Wayne State University

Office of Student Financial Aid

The Welcome Center

42 W. Warren Avenue

P.O. Box 2340

Detroit, MI 48202-0340

313 577-3378

[www.financialaid.wayne.edu](http://www.financialaid.wayne.edu)

* Many professional nursing organizations offer small scholarships for DNP students.

Bulletin Boards

Bulletin boards throughout the College of Nursing are maintained to provide information to all nursing students. Bulletin boards are located outside the Doctoral Student Lounge and the Center for Health Research on the third floor as well as outside the Assessment Learning Laboratory (Room 30) and the area outside OSA (Room 10).

Mailboxes

Mailboxes are provided in the Doctoral Student Lounge, 323 Cohn. Students are responsible to check their mailboxes for important notices.

Publications

The College publishes a number of informational pieces. These materials include: *The Cohn Report,* the annual report of the College of Nursing; *Nursing Today at Wayne State University*, a publication of the College of Nursing Alumni Association; and *CenterPoint,* a publication of the Center for Health Research highlighting major programs of research of senior faculty and profiling some of the doctoral students who have received external awards.

Student Organizations

Nearly 170 groups representing a diversity of academic and professional fields, social and political concerns, recreation and student interests, are active on campus. Membership in a student organization provides an opportunity for self-development not always available in other areas of university life. Members learn leadership and organizational skills, meet new friends, and determine how to operate within the university governance system to effect change. The benefits can be real and long lasting. What you learn as a participant today may influence your ability to be a responsible citizen in an ever-changing world. Details are found in the Student Services section of this handbook.

The College of Nursing offers the following options for student involvement. All students are encouraged to take advantage of these organizations.

1. ***The College of Nursing Council*** is composed of elected representatives of students and faculty. Its purpose is to reflect the concerns of the student members to the University and the larger community. All students are members of the College of Nursing Council. Students may serve on the following college committees. These committees are:

• Curriculum

• Evaluation

• Faculty Appointment, Promotion & Tenure

• Multiculturalism, Race & Gender Relations

• Scholastic Policy & Admissions

• Student / Faculty Advisory

Students interested in serving on any of these committees should contact the president of the College of Nursing Council.

1. ***The Doctoral Student Forum* (DSF)** is an organization of nursing students in Doctoral programs, officially recognized by the University. The goals and objectives are to provide students with opportunities within the group to air concerns, beliefs, and practices related to their educational experiences. Meetings are held monthly in the Doctoral Student Lounge, 323 Cohn. Students serve on College of Nursing committees; such as, Faculty Search Committee, Doctoral Program Committee, Faculty Appointment, Promotion and Tenure Committee and the Center for Health Research Advisory Committee. Special events, such as Homecoming, receptions for new students, and other social events are sponsored by the group. All doctoral nursing students are members by virtue of admission to the Doctoral program. Members who wish to receive minutes and to be put on the Forum's mailing list are asked to pay yearly dues of $20.00 (2007). The dues are used to cover expenses and further the goals of the Doctoral Student Forum. Their Canvas site, through Academica, is [**NUR\_DSF\_0312: Doctoral Student Forum**](http://blackboard.wayne.edu/webapps/portal/frameset.jsp?tab=courses&url=/bin/common/course.pl?course_id=_76671_1)**.**
2. ***WSU Chapter of the National Student Nurses’ Association*** provides a means of professional development for students and for direct participation by students in the continuing development of nursing. <http://www.nsna.org/>
3. ***Chi Eta Phi Sorority, Inc.***, is a national professional nurses’ organization with a focus on African American nursing issues. <http://www.chietaphi.com/>
4. ***Sigma Theta Tau,*** International Honor Society of Nursing, installed Lambda Chapter on the Wayne State University campus in 1953. Its purposes include recognition of superior scholastic achievement and leadership potential. Candidates for membership are elected annually from baccalaureate and graduate programs.
5. The University Alumni Association also has many benefits, such as discounts on car rental service, member loan programs, insurance coverage, and many travel programs. You may contact the Alumni Office at Alumni House 441 Ferry Mall, 313 577-2300 or at [www.alumni.wayne.edu](http://www.alumni.wayne.edu) for additional information.

STUDENT SERVICES



UNIVERSITY RESOURCES

The following is an alphabetical list of services available to Wayne State University students. Unless otherwise noted, these services are provided on a voluntary, non-cost basis. All University phone numbers begin with 577 or 993; from on-campus phones, dial 7 or 3 and the last four digits of the number.

Academic Success Center | Suite 1600 – Undergraduate Library | 577-3165

Free academic support is provided through group and individual tutoring, Supplemental Instruction, workshops, classes and individual meetings with professional Learning Specialists. If you are struggling in a course, stop by the Academic Success Center to learn more about free services.

[www.success.wayne.edu](http://www.success.wayne.edu)

Athletics | Matthaei Physical Education Center | 577-4295

A diversified sports schedule provides college students and student athletes a wide choice of Intercollegiate, Intramural and Club Sports in which to participate.

[www.wsuathletics.com](http://www.wsuathletics.com)

Campus Bookstore (Barnes & Noble) | 82 W. Warren Ave | 577-2436

The WSU bookstore sells new and used textbooks assigned in WSU courses as well as technical and reference books, special order books, school and office products, gift certificates, and university memorabilia. Used books are purchased by the bookstore throughout the term. Hours are 9 a.m.- 5:30 p.m. Monday through Friday except as posted.

[www.bookstore.wayne.edu](http://www.bookstore.wayne.edu)

Career Services | Suite 1001 – Faculty & Administration Bldg (FAB) | 577-3390

Career Services provides a variety of programs and services to assist students in attaining their career goals. Career Development services can assist students with career exploration and the decision-making process. Placement coordinators help students and alumni with their short-term and long-term employment goals. To help finance their education, students are able to find part-time jobs, either on or off campus, and full-time positions. This office also coordinates college work-study positions. Alumni may establish credential files or have resumes referred to employers who notify Career Services of job openings.

[www.careerservices.wayne.edu](http://www.careerservices.wayne.edu)

Cashier’s Office | Suite 1100 – Academic Admin. Bldg / Room 217 – Welcome Center | 577-3650

The Office accepts registration deposits, tuition payments, loan repayments, fees for copies of transcripts and disburses all University checks, including payroll and financial aid checks. Hours are 9 a.m. to 6 p.m. Monday through Thursday, 9 a.m. to 5 p.m. on Friday.

[www.wayne.edu/bursar/cashier/](http://www.wayne.edu/bursar/cashier/)

Campus Health Center | Suite 115 - 5200 Anthony Wayne | 577-5041

The Campus Health Center (CHC) is a full-service primary care clinic that serves all currently enrolled Wayne State University (WSU) students.

[www.health.wayne.edu](http://www.health.wayne.edu)

Computer & Information Technology (C&IT) | 577-4778

C&IT provides Wayne State students with a variety of services related to computing, including e-mail, Canvas (course software), Academica (used for registration, financial aid, etc.), and more.

[www.tech.wayne.edu](http://www.tech.wayne.edu)

Counseling & Psychological Services (CAPS) | Room 552 – Student Center | 577-3398

This service provides students with special opportunities for consultation about needs or concerns for which individualized help is desired. Any facet of experience which affects a student’s educational progress may be explored with the professional counseling staff.

[www.caps.wayne.edu](http://www.caps.wayne.edu)

Dean of Students Office | Room 301 – Student Center | 577-1010

The Dean of Students Office is committed to providing opportunities to enhance the collegiate experience, develop leadership skills and celebrate Warrior pride. Our office invites you to discover over 400 recognized student organizations, including our Campus Activities Team and Greek Life. Pursue your interests, participate in diverse programming and make the most of your WSU experience.

[www.doso.wayne.edu](http://www.doso.wayne.edu)

Dining Services

Wayne State University offers a wide range of dining option ranging from traditional residential life style food courts with meal plans to chain restaurants like Starbucks and Panda Express.

[www.wayne.campusdish.com](http://www.wayne.campusdish.com)

Educational Accessibility Services | Suite 1600 – Undergraduate Library | 577-1851

The Educational Accessibility Services Office is responsible for providing reasonable accommodations for students with disabilities on campus. Students can take advantage of consultation prior to University enrollment, priority registration, study rooms with adaptive equipment, alternative testing arrangements, scribes, interpreters, and information on community resources.

[www.eas.wayne.edu](http://www.eas.wayne.edu)

Office of Equal Opportunity | Room 4324 Faculty & Administrative Bldg (FAB) | 577-2280

Wayne State University is an equal opportunity/affirmative action institution and is committed to a policy of non-discrimination and equal opportunity in all of its operations, employment opportunities, educational programs and related activities. This policy embraces all persons regardless of race, color, sex, national origin, religion, age, sexual orientation, marital status or disability and expressly forbids sexual harassment and discrimination. Inquiries regarding equal opportunity and affirmative action policies or complaints may be directed to the Office of Equal Opportunity.

[www.oeo.wayne.edu](http://www.oeo.wayne.edu)

Grosberg Religious Center | 6th Floor – Student Center

Promotes and facilitates interfaith cooperation among its various member organizations, and to enhance the religious aspects of community life on the Wayne State University campus.

[www.grosberg.wayne.edu](http://www.grosberg.wayne.edu)

Baptist Student Union 780 Student Center 577-3467

Newman Catholic Center 761 Student Center 577-3462

Episcopal/Lutheran Campus Ministry 687 Student Center 577-8305

Hillel Foundation of Metro Detroit 667 Student Center 577-3459

United Campus Christian Ministries 687 Student Center 577-3454

Religious Observances

Because of the extraordinary variety of religious affiliations of the University student body and staff, the Academic Calendar makes no provisions for religious holidays. However, it is University policy to respect the faith and religious obligations of the individual. Students with classes or examinations that conflict with their religious observances are expected to notify their instructors well in advance so that mutually agreeable alternatives may be worked out.

Housing & Residential Life | Room 582 – Student Center | 577-2116

More than 900 apartments are provided for university students, faculty and staff in six university-owned buildings on campus. Further information, including applications, descriptions and price information, may be obtained by calling or visiting the Housing Office.

[www.housing.wayne.edu](http://www.housing.wayne.edu)

Office of International Students and Scholars (OISS) | Room 416 – Welcome Center | 577-3422

OISS supports and enhances student’s educational, cultural and social experiences. They collaborate with colleges, departments and the community to create and maintain an inclusive, global campus.

[www.oiss.wayne.edu](http://www.oiss.wayne.edu)

Office of Multicultural Student Engagement (OMSE) | Room 791 – Student Center | 577-2312

The Office of Multicultural Student Engagement (OMSE) seeks to cultivate a safe campus environment where we value, promote, and celebrate identities among all student who engage with our office, while intentionally offering initiatives that positively address and impact retention and graduation rates of students that arrive at WSU underrepresented and at risk.

[www.omse.wayne.edu](http://www.omse.wayne.edu)

Ombuds Office | Room 790 – Student Center Bldg | 577-3487

The Office of the University Ombudsperson exists to assist students; faculty and staff in solving University related problems. This office can help students by providing information and advice, and by facilitating communication.

[www.wayne.edu/ombuds](http://www.wayne.edu/ombuds)

Parking and Transportation Services | Room 257 – Welcome Center | 577-2273

Responsible to provide well-maintained, safe parking facilities and transportation for employees, students and visitors. The present parking system is comprised of eight structures and 44 surface lots. The current capacity of parking spaces at Wayne State University is approximately 13,000.

[www.parking.wayne.edu](http://www.parking.wayne.edu)

Public Safety – Wayne State Police Department | 6050 Cass Ave | 577-2222

In case of emergency: dial 7-2222 at any of the many blue lights (mercury vapor) indicating an emergency phone or at any WSU phone. The department employs a force of 40 highly trained professionals who hold at least a baccalaureate degree and who serve the campus area around the clock. The Department also utilizes university students called Cadets who patrol the campus on foot during peak hours. Additional information about the Department of Public Safety is found on their web site. Any suspicious activity, losses or other incidents deserving police attention are to be reported to Public Safety at 577-2222.

[www.police.wayne.edu](http://www.police.wayne.edu)

Recreation and Fitness Center, Mort Harris (RFC) | 5210 Gullen Mall | 577-2348

The Mort Harris Recreation and Fitness Center is a state-of-the-art facility conveniently located in the heart of campus. Highlights of the facility include a 30-foot-high climbing wall, two basketball/volleyball courts, and a 3-lane running/walking track. The center offers a variety of classes and programs. All currently registered students have a membership to the recreation center.

[www.rfc.wayne.edu](http://www.rfc.wayne.edu)

Office of the Registrar | Welcome Center | 577-3541

Provide assistance in maintaining your academic record, registering for classes, or keeping you up to date with the most current information. You can also request official transcripts.

[www.reg.wayne.edu](http://www.reg.wayne.edu)

[www.classschedule.wayne.edu](http://www.classschedule.wayne.edu)

The South End – Student Newspaper | Room 369 – Student Center

The South End is WSU’s official student-run campus newspaper. It accepts classified and display advertising as well as inserts. It provides news, sports, entertainment and special science and commentary sections in its daily publication. The paper is available free at over 40 locations on or near campus.

[www.thesouthend.wayne.edu](http://www.thesouthend.wayne.edu)

Office of Student Financial Aid | Welcome Center | 577-3378

OSFA administers financial aid funds from federal, state, university and private sources. The funds help eligible students and their families pay the cost of attending Wayne State. To receive consideration for financial aid, complete the Free Application for Federal Student Aid (FAFSA) available in the OSFA lobby.

[www.finaid.wayne.edu](http://www.finaid.wayne.edu)

Student Accounts Receivable | 4th Floor – Welcome Center | 577-3653

Accounts Receivable is responsible for addressing students' questions and concerns related to their student account activity and collecting outstanding tuition and/or loan balances. Fall/Winter hours are 8:30 a.m. to 6 p.m. Monday through Thursday, 8:30 a.m. to 5 p.m. on Friday.

[www.wayne.edu/bursar/accounts-receivable](http://www.wayne.edu/bursar/accounts-receivable)

Student Center | 5221 Gullen Mall | 577-3444

The Student Center and Program Activities Offices, located in 351 Student Center, Gullen Mall offers many services to the campus community as well as opportunities for involvement in student life. There are approximately 200 student organizations including groups related to academics/professions, social action, politics, sororities/fraternities, ethnicity, and religion, as well as student governments. The Service Center houses the university Lost and Found, rents lockers, sells bus tickets and International Student ID Cards, and more. The lower level hosts a number of activities. Meeting rooms, fast food services, lounge space and ATM/banking services are available. Barnes and Noble operate a satellite convenience store on the main level.

[www.studentcenter.wayne.edu](http://www.studentcenter.wayne.edu)

Student Printing/Copying/Scanning

Student printing and copying is available in multiple locations across campus, including libraries, labs and residence hall & apartment lobbies. This service is accessed by using money from a OneCard. Students can securely release documents directly to multifunction devices via built in touch screens or via the release stations on the single function devices.

[www.onecard.wayne.edu/printing-copying](http://www.onecard.wayne.edu/printing-copying)

Testing, Evaluation, and Research Services | Room 686 – Student Center | 577-3400

Testing is provided to students for qualifying examinations for WSU course selection, proficiency examinations, test-out options for the University General Education Requirements, credit by examinations via the College Level Examination Program, and more.

[www.testing.wayne.edu](http://www.testing.wayne.edu)

Theatre & Dance at Wayne | Box Office – 4743 Cass Ave | 577-2972

The department of Theatre runs three theatres, The Hilberry, The Bonstelle, and a Studio Theatre that offer a wide range of performances throughout the year. The box office is located in the lobby of the Hilberry Theatre (Cass and Hancock) and prices for performances are reduced for students.

[www.theatreanddanceatwayne.com](http://www.theatreanddanceatwayne.com)

Transfer Student Success Center | Suite 3101 – 5057 Woodward Ave | 577-2487

Transfer students are successful here because we provide individualized service. We create and provide opportunities for transfer students to easily access information and assistance in transitioning to Wayne State.

[www.wayne.edu/transfer](http://www.wayne.edu/transfer)

University Advising Center (UAC) | Suite 1600 – Undergraduate Library | 577-2680

The University Advising Center provides academic advising to students in the College of Liberal Arts, the College of Science, the College of Fine, Performing & Communication Arts, the College of Urban, Labor and Metropolitan Affairs, as well as students in many pre-majors, including Pre-Nursing. Call for an appointment or walk-in hours.

[www.advising.wayne.edu](http://www.advising.wayne.edu)

University Library System | [www.library.wayne.edu](http://www.library.wayne.edu)

Offering a wide range of in-person and online solutions, University Libraries support the education, research and service missions of the University and its communities through comprehensive, high-quality resources, services and programs.

Arthur Neef Law Library Purdy/Kresge Library

474 Gilmour Mall 5265 Cass Ave

577-3925 577-4042

Reuther Library Shiffman Medical Library

5401 Cass Ave 320 E. Canfield St

577-4024 577-1088

Undergraduate Library

5150 Anthony Wayne

577-5121

Office of Military and Veterans Academic Excellence | Suite 687 – Student Center | 577-9180

This office assists veterans, eligible dependents/survivors, reservists and national guard members in obtaining educational benefits. Specifically, students are aided in applying for Federal benefits outlined under Title 38, U.S.C., including: the Montgomery G.I. Bill (chapter 30), the Reserve G.I. Bill (chapter 1606), V.E.A.P.(chapter 32), Vocational rehabilitation (chapter 31), and the Survivors’/Dependents’ Educational Assistance (chapter 35). All eligible students must officially request to use their educational benefits each semester.

[www.omvae.wayne.edu](http://www.omvae.wayne.edu)

WSU OneCard | Suite 257 – Welcome Center | 577-CARD (577-2273)

The OneCard is an all-in-one, multipurpose identification and debit card. It provides students, faculty, staff, alumni and recognized affiliates access to a wide variety of campus services in a convenient, easy-to-use card. A OneCard offers safety, convenience and flexibility. Cardholders can add money to their account, turning their OneCard into a campus-wide debit card. The card can be used for parking, door access, copying and printing services, as well as food and bookstore purchases.

[www.onecard.wayne.edu](http://www.onecard.wayne.edu)

COLLEGE OF NURSING STANDING COMMITTEES

WITH STUDENT REPRESENTATIVE POSITIONS



Committee on Diversity

This committee works closely with the Office of the Dean, Office of Student Affairs, and Curriculum Committee to support and maintain University goals related to culturally diverse faculty, student body, and educational content within the College of Nursing. This committee also supports the larger work of other groups and university committees that address cultural, racial, and gender issues. This committee offers two student representative opportunities: one graduate and one undergraduate student in good standing. For additional information contact Office of Student Affairs.

Curriculum Committee

The curriculum committee is responsible for the design of the undergraduate curricula in accordance with College of Nursing and University missions, and advises the Faculty Association on curricula. The committee also coordinates evaluation of curricula with the Evaluation Committee.  The MSN, DNP, and PhD committees serve as the curriculum committees for the graduate programs. These committees offer student representative opportunities for undergraduate and graduate students in good standing.  For additional information, contact Office of Student Affairs

Evaluation Committee

Advises, plans, and coordinates processes for accreditation and reviews (external and internal). Sets the evaluation priorities for the CON toward achieving and maintaining the standard of excellence. Reviews data base systems for evaluations related to the CON, and designs new mechanisms for data collection if needed. Reports findings to faculty. This committee offers two student representative opportunities: one undergraduate and one graduate student in good standing. For additional information, contact Office of Student Affairs

DNP Program Committee

The DNP Committee reviews policies relative to admission, progression and graduation of DNP students, making recommendations for revision as needed to the Faculty Association. The Committee responds to requests from DNP students for certain Appeals Procedures. . The committees offers student representative opportunities for DNP graduate students in good standing. Student representatives may not participate in Executive Session. For additional information, contact Office of Student Affairs.

Search Committee

Responds to the Dean’s request to initiate and maintain faculty searches and reports the status of those searches to the Faculty Association. Invites input regarding ongoing searches from FA. Serve as the host committee for candidate visits, evaluates the applicants and makes recommendations to the Dean. Evaluate CV’s for non-tenure track positions and makes hiring recommendations to the Assistant Dean and Dean. This committee offers a representative opportunity for one graduate student in good standing. For additional information contact Office of Student Affairs.

Student Faculty Advisory Committee