CLARION AND EDINBORO UNIVERSITIES

DOCTOR OF NURSING PRACTICE PROGRAM

STUDENT HANDBOOK

2015

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INTRODUCTION

The Doctor of Nursing Practice (DNP) is one of four graduate level offerings in nursing at Clarion and Edinboro Universities. The DNP builds on the competencies of the jointly sponsored Master of Science in Nursing, Post-Master's Certificate, and Second Master's degrees with a Family Nurse Practitioner concentration. Graduates of the program receive a joint degree granted by both universities. Students are assigned one university site for advisement and may utilize facilities and services of both universities. The MSN program offerings are accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly known as the National League for Nursing Accrediting Commission (NLNAC). The DNP program is seeking initial accreditation.

PROGRAM DESCRIPTION

The Doctor of Nursing Practice degree program prepares master's prepared advanced practice nurses to achieve the highest level of professional nursing practice possible. The competency based curriculum includes preparation in organizational and system's leadership, evidence-based practice, technology and information literacy, and health care policy advocacy. Opportunities are given for acquisition of skills in one of two areas, advanced clinical practice or clinical nursing education. This is accomplished through mentored internship experiences and execution of a Capstone Research Project designed to benefit a group, population, or community

The 34-credit DNP program is designed to be flexible, affordable, and professionally rewarding. Coursework is completely online and available 24/7. Students are admitted in cohorts of 27 and follow a part-time program plan of no more than 2 courses per term over six consecutive semesters, including summers. Students select specialty electives in advanced clinical practice and clinical nursing education based on their own learning goals. The online, part-time structure of the DNP program accommodates employment as an advanced practice nurse while pursuing the DNP, thus easing the financial burden. Orientation to the DNP program will be conducted in an asynchronous manner on-line. Prior to the start of the first DNP courses, students will receive information regarding how to access the orientation on-line. On-site campus experience is limited to a required end of program research day which will take place just before graduation. More information regarding research day will be provided in the spring semester prior to graduation.

History of the DNP at Clarion and Edinboro Universities

The post-master's Doctor of Nursing Practice (DNP) program jointly offered by Clarion and Edinboro Universities is the culmination of deliberation and curricular development that spanned a period of more than 8 years. Master of Science in Nursing (MSN) faculty of what at the time was a three-university consortium consisting of Clarion, Edinboro, and Slippery Rock Universities, first discussed the DNP in 2005, soon after the American Association of Colleges of Nursing proposed the role in their white paper. The immediate reaction was to adopt a "wait and see" stance to gauge the support for the DNP by other constituencies. By 2006 it was clear that the DNP had become the new standard in advanced practice nursing education, particularly for nurse practitioners. The National Organization of Nurse Practitioners came out in full support

of the degree, conducting conferences, offering resources, and drafting new competencies and recommendations to reflect this change. Faculty quickly moved from waiting to exploring options.

In mid-August 2007, faculty from the MSN consortium met with a representative of the business department at Edinboro to explore the DNP option. Following this productive discussion, the Dean of Management, Science, and Technology, Graduate Dean, and Provost were contacted. The DNP option was placed on Edinboro's strategic plan for further discussion. During this same time period dialogue was taking place at Clarion and Slippery Rock with similar interest generated. On February 9, 2007, Dr. Chris Reber, Executive Dean of the School of Nursing at Clarion, led a meeting to discuss MSN Program consortium concerns. Meeting participants included administrative and faculty representatives from all three universities who unanimously identified the DNP as the next direction for program growth.

Submitting a successful proposal was faced with a major stumbling block, however. Consortium schools were three of the fourteen state-owned universities that formed the Pennsylvania State System of Higher Education (PASSHE) and exist as a result of legislative action by the General Assembly of the Commonwealth, known as Act 188. In declaring the academic mission of the PASSHE, Act 188 identified Indiana University of Pennsylvania as the sole institution chartered to offer work at the doctoral level, as the doctor of education and doctor of philosophy degrees.

In 2009, the consortium was presented with yet another hurdle when Slippery Rock University officially dissolved its relationship with Clarion and Edinboro. Of the remaining partners, only Clarion felt prepared to continue with the original charge of submitting a proposal for a DNP program, which they did at the university-level in 2010. Act 188 remained an obstacle for approval at the state level that wasn't removed until the Commonwealth Higher Education Modernization Education Act, signed into law by Governor Tom Corbett on July 10, 2012, opened the way for other PASSHE schools to offer professional, or applied doctorates, such as the DNP. A decision was then made to build on the success of the MSN degree jointly offered by Clarion and Edinboro Universities by proposing a collaborative DNP. With a renewed focus the curriculum was completely revised and approved by both universities by July 2013. Final program approval by the Pennsylvania State System of Higher Education Board of Governors took place on January 23, 2014, marking the historic moment when the Doctor of Nursing Practice would be the first doctoral level degree for Clarion and Edinboro Universities.

MISSION

Congruent with the missions of the Pennsylvania State System of Higher Education, Clarion University, and Edinboro University, the mission of the DNP program is to meet regional needs in health care and clinical nursing education through a program that is accessible to advanced practice nurses who have work and family responsibilities.

VISION

The vision of DNP program is to develop advanced practice nurses as leaders in nursing and practice experts whose actions and innovations will improve and transform the health of individuals, populations, and systems in the region, state, and global community.

CORE VALUES

- Excellence
- Integrity
- Social justice
- Professionalism
- Innovation
- Independence

CURRICULAR THREADS

- Translation of evidence based inquiry to practice
- Organizational and systems leadership
- Clinical scholarship
- Intra- and Inter-professional collaboration

GRADUATE NURSING PROGRAM PHILOSOPHY

The philosophy of the Graduate Nursing Program is derived from the philosophies of the Bachelor of Science in Nursing Programs of Clarion and Edinboro Universities, which are complementary in nature, and is consistent with the stated missions of both universities.

Human beings reflect diverse cultures and life styles as they interrelate with family, community, and social systems. The individual's life experiences influence health beliefs, choices, and practices. Each individual has the right and the responsibility to make decisions affecting health and to be supported in those decisions. Each individual is unified, dynamic and continually interacts with the environment.

Environment is the aggregate of influences that interrelate with individuals. Multiple environmental factors--legal, ethical, political, socio-economic, and historical--affect both the level of health of humans and their ability to acquire health care services. Advanced practice nurses impact health care services and practices through change making endeavors.

Health, as an ever-changing process, encompasses well-being and illness, and is an evolving potential that cannot be quantified. Nursing interfaces with health as nurse professionals work with clients to direct, organize and monitor individuals' progress toward maximum well-being. Nursing is a consumer-focused profession that addresses the health care needs of individuals and communities. Advanced nursing practice involves inquiry and a variety of ways of knowing. As an evolving discipline with a clinical focus, nursing is grounded in theory and research and encompasses professional standards of practice. The scope of advanced nursing practice remains fluid.

Advanced practice nurses are leaders who function autonomously and interdependently assuming the roles of nurse practitioner, clinical specialist, nurse anesthetist, and nurse midwife. Nurse practitioners are case managers who are responsible for health promotion, disease prevention, caring/healing, and teaching/coaching through interdisciplinary communication and collaboration. They are qualified to perform acts of medical diagnosis or prescription of medical therapeutic or corrective measures in collaboration with and under the direction of a physician licensed to practice medicine in this Commonwealth (Pennsylvania Code 49§21:251). As clinical educators and preceptors, advanced practice nurses prepare the clinicians of the future.

Graduate nursing education builds upon the knowledge and skills that individuals obtain in baccalaureate nursing programs and prepares graduates to be critical thinkers and use diagnostic reasoning in their professional role. Learning includes research methodology for application to nursing problems and participation in research studies. The educational process provides for role development and opportunities to apply advanced nursing knowledge and related theories to practice and educational settings. At the doctoral level students build on the foundational competencies of the master's degree as they expand their clinical skills and develop complex skill sets in data acquisition, analysis, and practice application.

PROGRAM OUTCOMES

The terminal learning outcomes for the Clarion and Edinboro Universities' DNP program are to prepare advanced practice nurses to be able to:

1. Apply clinical scholarship through advanced nursing practice within complex health systems.
2. Design, implement, analyze, and disseminate research that translates evidence to practice.
3. Demonstrate advanced leadership skills for empowering and influencing others to bring about change.
4. Utilize information and management systems to support evidence-based practice.
5. Establish inter-professional relationships to provide comprehensive delivery of advanced practice nursing.

GRADUATE FACULTY

The graduate faculty of the Clarion and Edinboro Universities Doctor of Nursing Practice Program are composed of educators from both universities (See Appendix A). The graduate catalog of each university also lists faculty members and their credentials.

ADMISSION REQUIREMENTS AND PROCEDURES

ADMISSION REQUIREMENTS

Master's prepared advanced practice registered nurses (APRN) as defined by the APRN consensus model, that is Certified Nurse Practitioners, Clinical Nurse Specialists, Certified Nurse

Midwives, and Certified Nurse Anesthetists, are eligible for this program, provided they meet the following admissions requirements:

1. Current unencumbered licenses as a Registered Nurse and Advanced Practice Nurse in the state of PA.
2. Bachelor of Science in Nursing
3. Master of Science in Nursing (MSN) or other master's degree from an accredited program with a GPA of 3.25 or higher. Note: Applicants with a master's degree other than nursing may require additional coursework prior to enrollment, as determined by a review of official transcripts.
4. National certification as an Advanced Practice Nurse is preferred
5. Verification of a minimum of 500 supervised clinical hours from the applicant's graduate program
6. A graduate course in research with a grade of "B" or higher or successful completion of graduate thesis. Note: Completion of a graduate level capstone project will be considered upon review of the project.

APPLICATION AND ADMISSION PROCEDURES

Admission into the graduate nursing programs is competitive. An applicant meeting all of the program requirements is not guaranteed admission into the program. Notification of admission status is by the Clarion University Graduate Studies Office per the recommendations of the DNP Admissions, Progression, and Graduation Committee, comprised of graduate nursing faculty from both universities. An application is considered "complete" when the following application materials are in the Clarion University Graduate Studies Office:

- A complete application packet (see below)
- An on-site or virtual interview

A Complete Application Packet Includes the Following:

- Completed application form
- Non-refundable application fee (Visa and Mastercard are accepted)
- Official transcripts from all undergraduate and graduate institutions attended
- Two recommendation forms
- Resume
- Copy of Registered Nurse and Advanced Practice Nursing licenses in the state where the applicant plans to complete internship hours
- Proof of national certification as an Advanced Practice Nurse
- Verification of a minimum of 500 supervised clinical hours from the applicant's graduate program
- A type-written 1-2 page personal statement describing your learning goals

The application form itself can be completed online and is available as a link from http://www.clarion.edu/admissions/graduate/how-to-apply/index.html

Mail all gathered materials not otherwise submitted online in one envelope **to: Graduate Studies Office, Clarion University, 840 Wood St; Clarion, PA 16214.** All documents become the property of Clarion University and Edinboro University and will not be returned or duplicated for any purpose outside of the universities.

On-Site or Virtual Interview

Upon receipt of the materials, the Clarion University Graduate Studies Office forwards the complete packet to the members of the DNP Admission, Progression, and Graduation Committee. Applicants will be contacted by the committee chair, or designee, to set up an interview with the committee on one of our campus locations or via distance technology. Interviews will be conducted in October for admission the following summer and will continue until the class has reached capacity.

Application Deadlines

Early admission deadline—All completed applications received by October 1st will be reviewed and considered for early admission into the DNP program for the upcoming summer term. Interviews will be completed by November 1st. Applicants meeting the criteria for early admission will be notified by December 15th.

Regular admission deadline—All completed applications received by March 1st will be reviewed and considered for regular admission into the DNP program for the upcoming summer term. Interviews will be completed by April 1st. Applicants meeting the criteria for admission will be notified by May 15th. Note: Admission is highly competitive. If seats for the upcoming term are filled at the early admission deadline, there will be *no* further review of applications for admission that summer. Therefore, applicants are *strongly* advised to apply early. Check with the program coordinator before applying.

Applicants meeting admission criteria are accepted on a "space available" basis. An applicant may be placed on a waiting list for the upcoming summer admission or for admission the following summer.

ENROLLMENT AS A NON-DEGREE STUDENT

Occasionally individuals will want to engage in graduate study without formally entering a graduate program. Such individuals should apply for non-degree admission status at the time of application. All admission requirements must be met. Individuals remaining in this status may not receive a graduate degree. Courses taken while a person is in this status will be identified as non-degree on the student's transcript. The non-degree student who, after taking courses in the non-degree status, seeks a graduate degree must be formally admitted to a graduate degree program under regular admission procedures. Graduate programs may or may not accept courses taken while a student is in non-degree status. No program may accept more than nine credits taken in non-degree status. Applicants admitted on a non-degree basis

are not guaranteed regular full admission status. Certain course restrictions apply for non-degree students.

TRANSFER OF CREDIT

Clarion and Edinboro University graduate programs allow students to transfer credit for graduate courses taken at other accredited institutions. It is a Graduate Nursing Program policy that no more than 30 percent of the total credits for the degree may be transfer credits. Courses transferred must be taken at a regionally-accredited institution within the past five years, and the grade earned must be a "B" or its equivalent or better. The course(s) taken must be recognized in content and quality as similar to approved academic credit in the Clarion and Edinboro Universities DNP program. The credits must be capable of counting toward a graduate degree at the sponsoring institution. Course credit will not be transferred until the course has been evaluated and approved. Transfer credit course grades are not computed in the universities quality-point average.

- Transfer credit forms are available in the Graduate Studies Office at Clarion University or online: http://www.clarion.edu/19476.pdf
- Students who wish to take a course at another institution while enrolled in the Clarion and Edinboro Universities DNP Program are referred to the Clarion and Edinboro University Graduate Catalogs for guidance.

CREDIT BY CHALLENGE

Students may challenge up to three credits of course work with the permission of the Graduate Nursing Faculty.

PRE-REQUISITE COURSES FOR THOSE ACCEPTED WITH MS DEGREE OTHER THAN MSN

Following a review of transcripts, the Admission, Retention and Progression committee of the DNP program may recommend any or all of the following courses for a student being admitted to the program with and MS degree other than the MSN. Other pre-requisites may be required and will be determined following transcript review. Pre-requisites are offered through the consortium program and must be successfully completed prior to starting the doctoral level courses.

NURS 605: EVOLUTION OF NURSING THEORY 3 credits
Focuses on selected aspects of theory development in nursing science. Emphasis is given to the study of epistemological issues related to the evolution of theory in nursing. Varying levels and components of theories are explored. Major strategies for theory development including concept analysis, synthesis, and theory derivation are analyzed. Students gain experience in critically examining major existing theoretical models. Offered fall annually.

NURS 610: ADVANCED CONCEPTS IN NURSING RESEARCH 3 credits

Examines the relationship and contribution of nursing research to the development of nursing science. The growth of research will be traced over the course of the last century, with particular emphasis on the evolution which has occurred since mid-century. Students will be assisted to increase their ability to critically evaluate published research and to make decisions concerning its application to practice. Additionally, students will develop a proposal for an individual or group research project which may become the foundational work for the scholarly project. Pre-requisite: NURS 605 or by permission of instructor. Offered spring annually and as needed**.**

NURS 645: NURSING AND PUBLIC POLICY 3 credits
This course examines the implications of health care financing, structuring, labor market trends, and current health care reform proposals for nursing in general and for advanced practice nursing specifically. Additionally, the student will be stimulated to appreciate the critical need for nurses to engage in activities, individually and as members of professional organizations that will enhance the position of nursing in influencing health care policy and legislation at all levels–local, state, and federal. A pervasive theme throughout the course is the ultimate goal of improving the health care of our citizens. Offered spring annually.

ADVISEMENT

Upon admission to the DNP Program the student will be assigned a faculty advisor. Before beginning the first course, the successful applicant should meet with the graduate advisor for orientation and assistance in planning their program of studies. This can be accomplished face-to-face, by phone, email, or desktop conferencing.

HEALTH POLICY

Specific health forms are not required for admission to the DNP Program. However, clinical agencies may require certain health requirements which must be met prior to clinical practice in that agency. It is the student's responsibility to meet those requirements. All fees incurred in attaining health requirements are the responsibility of the student. The faculty reserves the right to request medical clearance from a student prior to clinical placement.

DISABILITY STATEMENT

Students who have a documented disability and require accommodations in order to complete the requirements of a course, need to inform their instructors as soon as possible. All students that require accommodations need to be registered with the Office of Disability Support Services (DSS) at Clarion, and they will assist in providing the appropriate verification of the requested accommodations. The Office of DSS can be reached by calling (814) 393-2095 or email Jennifer May at jmay@clarion.edu. Their website is http://www.clarion.edu/1019/

ACADEMIC INTEGRITY POLICY

All DNP students are expected to be professional and ethical at all times while in the program. Thus all students are required to sign an Academic Integrity Pledge as part of their admission

process. Appendix B contains a copy of the pledge. The signed pledge will be kept in the students' folders while in the program.

Sanctions for violation of academic integrity will be as follows:

1. First time offense – Student will be given a failing grade on the assignment and a warning. Remediation will be given to address specific violations, such as inability to appropriately cite sources.
2. Second offense – Student will be given a failing grade in the course and will be referred to the individual faculty members' university judicial system. Sanctions by the judicial boards can include suspension or dismissal from the program or from the university.

Turnitin

As an additional measure to ensure academic integrity in the program, all written assignments must be submitted through Turnitin, a service that helps prevent plagiarism by comparing student papers with Turnitin's database and Internet sources. While student privacy is protected, papers submitted to Turnitin do become source documents in Turnitin's reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin service is subject to the Terms and Conditions of Use posted on Turnitin's website: http://www.turnitin.com

CURRICULUM

OVERVIEW

The DNP program curriculum is designed to build on the foundational competencies of the MSN-prepared advance practice nurse. For example, a course in nursing research at the master's level serves as the foundation for NURS 808: Analytical Methods of Evidence Based Practice; and nursing theory serves as the foundation for NURS 806: Leading Nursing in Health Care Systems. Likewise, courses within the DNP curriculum are sequenced to prepare students with increasingly complex skill sets in data acquisition, analysis, and practice application that align with the American Association of Colleges of Nursing (AACN, 2006) and National Panel (2006) DNP competencies, and, for students electing courses in nursing education, the National League for Nursing (NLN) *Core Competencies for Nurse Educators* (2005). Competencies for each organization follow.

The Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006)

I.   Scientific Underpinnings for Practice
II.   Organizational and Systems Leadership for Quality Improvement and Systems Thinking
III. Clinical Scholarship and Analytical Methods for Evidence-Based Practice
IV.   Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
V.   Health Care Policy for Advocacy in Health Care
VI.   Interprofessional Collaboration for Improving Patient and Population Health Outcomes
VII. Clinical Prevention and Population Health

VIII.   Advanced Nursing Practice

Practice Doctorate Nurse Practitioner Entry-Level Competencies (National Panel for NP Practice Doctorate Competencies, 2006)

    I.   Competency Area: Independent Practice
1. Practices independently by assessing, diagnosing, treating, and managing undifferentiated patients
2. Assumes full accountability for actions as a licensed independent practitioner

    II.   Competency Area: Scientific Foundation
3. Critically analyzes data for practice by integrating knowledge from arts and sciences within the context of nursing's philosophical framework and scientific foundation
4. Translates research and data to anticipate, predict, and explain variations in practice

    III.   Competency Area: Leadership
5. Assumes increasingly complex leadership roles
6. Provides leadership to foster interprofessional collaboration
7. Demonstrates a leadership style that uses critical and reflective thinking

    IV.   Competency Area: Quality
8. Uses best available evidence to enhance quality in clinical practice
9. Evaluates how organizational, structural, financial, marketing, and policy decisions impact cost, quality, and accessibility of health care
10. Demonstrates skills in peer review that promote a culture of excellence

    V.   Competency Area: Practice Inquiry
11. Applies clinical investigative skills for evaluation of health outcomes at the patient, family, population, clinical unit, systems, and/or community levels
12. Provides leadership in the translation of new knowledge into practice
13. Disseminates evidence from inquiry to diverse audiences using multiple methods

    VI.   Competency Area: Technology & Information Literacy
14. Demonstrates information literacy in complex decision making
15. Translates technical and scientific health information appropriate for user need
16. Participates in the development of clinical information systems

    VII.   Policy
17. Analyzes ethical, legal, and social factors in policy development
18. Influences health policy
19. Evaluates the impact of globalization on health care policy development

    VIII.   Health Delivery System
20. Applies knowledge of organizational behavior and systems.
21. Demonstrates skills in negotiating, consensus-building, and partnering
22. Manages risks to individuals, families, populations, and health care systems
23. Facilitates development of culturally relevant health care systems

    IX.   Ethics
24. Applies ethically sound solutions to complex issues

Core Competencies for Nurse Educators (NLN, 2005)

1) Facilitate learning

2) Facilitate learner development and socialization
3) Use assessment and evaluation strategies
4) Participate in curriculum design and evaluation of program outcomes
5) Function as a change agent and leader
6) Pursue continuous quality improvement in the nurse educator role
7) Engage in scholarship
8) Function within the educational environment

Content is organized around three focus areas: a leadership core, specialty electives, and advanced clinical practice.

Leadership Core

Core courses with a leadership focus prepare graduates to utilize information and management systems within complex health care systems. The five courses that make up the leadership core are also part of the core courses for the program.

- NURS 805: DNP Role Seminar
- NURS 806: Leading Nursing in Health Care Systems
- NURS 807: Information Management in Health Care
- NURS 808: Analytical Methods of Evidence-Based Practice
- NURS 809: Advanced Topics in Nursing Practice

Specialty Electives

Specialty electives are available in advanced clinical practice and clinical nursing education. Students can mix and match electives to meet their individual learning needs by selecting at least one course from each of the following groups. The first course listed in each group is in advanced clinical practice; the second course listed is in clinical nursing education.

Group 1

NURS 810   Advanced Topics in Clinical Management
NURS 820   Principles of Adult Learning in Nursing Education

Group 2

NURS 811   Practice Strategies for APNs
NURS 830   Clinical Teaching Strategies in Nursing

Group 3

NURS 812   Systematic Evaluation in Health Care
NURS 840   Advanced Evaluation Strategies in Nursing Education

Advanced Clinical Practice

Culminating practice-based experiences build on the foundation of previous coursework in the program. Note that the internships and capstone project are also considered part of the core curriculum.

- NURS 850: Doctor of Nursing Practice Internship I and NURS 851: Doctor of Nursing Practice Internship II
- NURS 900: Doctor of Nursing Practice Capstone

Internship experiences account for 405 hours of direct clinical practice in the community and can be completed at students' home locations, or, in many cases, in their work settings.

The capstone project accounts for an additional 135 practice hours. The DNP capstone gives students the opportunity to demonstrate acquisition of increasingly complex skill sets in data acquisition, analysis, and practice application in a clinical setting.

Completion of all coursework is required for degree completion. This includes:

1. Core courses (25 credits, 9 of which are internship courses)
2. Specialty electives (9 credits minimum)

In addition, students will submit end of program portfolios in an electronic format.

PROGRAM PLANS

All students follow a part-time program plan. Part-time is defined as 8 credits or less. Students electing specialty electives in only one focus are would have program plans as follows. Students taking specialty electives in more than one area will follow a specific plan developed to meet their needs.

Program Plan with Advanced Clinical Practice Specialty Electives

Year 1					
Summer		**Fall**		**Spring**	
Course	Cr	Course	Cr	Course	Cr
NURS 805	1	NURS 807	3	NURS 809	3
NURS 806	3	NURS 808	3	NURS 810	3
Year 2					
Summer		**Fall**		**Spring**	

NURS 811	3	NURS 812	3	NURS 851	6
NURS 900	3	NURS 850	3		

Program Plan with Clinical Nurse Educator Specialty Electives

Year 1					
Summer		**Fall**		**Spring**	
Course	Cr	Course	Cr	Course	Cr
NURS 805	1	NURS 807	3	NURS 809	3
NURS 806	3	NURS 808	3	NURS 820	3
Year 2					
Summer		**Fall**		**Spring**	
NURS 830	3	NURS 840	3	NURS 851	6
NURS 900	3	NURS 850	3		

CAPSTONE PROJECT

Students are encouraged to identify the topic for their capstone project in the first semester as part of NURS 805: Doctor of Nursing Practice Role Seminar. The capstone project is formalized the summer of year 2 and supported by pre-requisite courses in Analytical Methods and Evidence Based Practice, Information Management in Heath Care, and Leading Nursing in Health Care Systems. The capstone project should provide evidence of the student's ability to synthesize and apply coursework in information management, analytical methods, leadership, and evidence based practices. A rubric will be used to evaluate achievement of specific standards. A score of 84% or better is required to pass. Dissemination of the project will be in the form of a written paper in the format of a dissertation and presentation to peers and a panel of faculty at an on campus end of program meeting. The capstone project accounts for 135 hours of clinical practice through intensive engagement with stakeholders as part of the capstone project experience.

INTERNSHIPS

As a practice doctorate, all students will complete 540 clinical practice hours, 405 of these through internship experiences. Clinical practice hours provide students an opportunity to enhance and integrate prior learning and to acquire and apply DNP and advanced clinical practice competencies in a mentored clinical setting. Recognizing that students come from diverse backgrounds and a broad range of experiences, students will identify their own learning goals and follow a faculty-approved plan. Students will be responsible for arranging internship hours with a preceptor from their community; a growing list of preceptors from the joint MSN program will be available to those residing in Western Pennsylvania. Faculty oversight will be through phone, email, a HIPAA compliant desktop conferencing system, and grading of online assignments. As each student's internship experience will be unique, each student will need to discuss plans for internship with their advisor. The student will be required to submit a set of learning objectives and goals for their internship experiences. Each student's preceptor will complete an end of internship evaluation documenting achievement of goals. Students will be

required to document all internship experiences and hours in an on-line database. Information about this database will be provided to students at the outset of the DNP program.

PORTFOLIO

In lieu of a traditional doctoral comprehensive exam, DNP graduates will develop an end of program portfolio containing artifacts validating achievement of program objectives and DNP competencies. Students will submit the end of program portfolios in an electronic format. Available options include the use of wikis, such as those found at Google Sites, which can be password protected yet be accessible to potential employers. A panel of DNP faculty will review and grade the portfolios using a grading rubric based on the program objectives and DNP competencies. A score of 84% or better will be required to pass this comprehensive assessment.

Students receiving a grade of less than 84% on the portfolio will be given a comprehensive written examination. Failure on the comprehensive written examination will result in remediation, which may include additional coursework, followed by second administration of a comprehensive written exam. Failure on the second examination will result in dismissal from the program.

RELATIONSHIP BETWEEN CREDIT/CLOCK HOURS

The DNP program incorporates 390 hours of didactic coursework, including the capstone project and seminar, and 405 clinical practice hours as part of the internships. The capstone project accounts for an additional 135 hours of outside work that is counted towards clinical practice. Credit to clock hour computations by course type are as follows:

Lecture: 1 credit = 1 clock hour per week, or 15 clock hours over a 15 week semester
Seminar: 1 credit = 2 clock hours per week, or 30 clock hours over a 15 week semester
Internship: 1 credit = 3 clock hours per week, or 45 clock hours over a 15 week semester

COURSE DESCRIPTIONS

NURS 805: DNP Role Seminar
Credits/Clock Hours: 1 credit/2 clock hours

Provides an overview of program expectations while examining the roles of the DNP-prepared advanced practice nurse as expert clinician, researcher, health policy advocate, and educator. Students will begin to identify research ideas and formulate an internship plan with the support and feedback of peers. Prerequisites: none. Offered summer annually.

NURS 806: Leading Nursing in Health Care Systems
Credits/Clock Hours: 3 credits/3 clock hours

Provides the advanced practice nurse leadership skills for empowering and influencing others to bring about change. Focus is on understanding multiple perspectives and applying theories of leadership, organizational behavior, and systems to a variety of settings. Ethical and legal

strategies to influence procedures and policy will be emphasized. Prerequisites: none. Offered summer annually.

NURS 807: Information Management in Health Care
Credits/Clock Hours: 3 credits/3 clock hours

Provides students with essential knowledge and skills to utilize information and management systems to support evidence based practice. The role of information management systems and data bases in health care will be discussed. Students will employ information technology to implement decision support programs that are pertinent to improved practice. Co-requisite: NURS 808. Offered fall annually.

NURS 808: Analytical Methods of Evidence Based Practice
Credits/Clock hours: 3 credits/3 clock hours

Emphasis is on analytical methods to critically appraise evidence-based literature and translate research to clinical practice. Students appraise current literature related to their chosen topic, constructing an evidence basis for their selected practice project. Co-requisites: NURS 807. Offered fall annually.

NURS 809: Advanced Topics in Nursing Practice
Credit/Clock Hours: 3 credits/3 clock hours

Explores emerging literature related to management of complex health conditions across the lifespan. Emphasis is on health promotion and care of communities and populations. The effective utilization of health care systems, principles of epidemiology, environmental health, and community partnering and planning are examined as they relate to population health promotion. Prerequisite: none. Co-requisites: none. Offered spring annually.

NURS 810: Advanced Topics in Clinical Management
Credit/Clock Hours: 3 credits/3 clock hours

Explores the management of complex health conditions across the lifespan. Topics will vary and be drawn from emerging fields such as genetics, immunology, behavioral health, pharmacology, and preventive medicine. Prerequisites: none. Offered spring annually.

NURS 811: Practice Strategies for Advanced Practice Nurses
Credits/Clock Hours: 3 credits/3 clock hours

Provides advanced practice nurses an understanding of new venture development as it prepares them to seek innovative solutions to health care issues. Approached from the perspectives of developing a business plan for independent practice as well as thinking creatively to craft responses to social problems that impact health care. Offered summer annually.

NURS 812: Systematic Evaluation in Health Care
Credits/Clock Hours: 3 credits/3 clock hours

Provides an overview of the strategies and tools for assessing and achieving improvement in health care. Adapted from the Achieving Competence Today (ACT) curriculum, students will identify and analyze system problems that compromise the quality and safety of care and then develop an improvement plan. Offered fall annually.

NURS 820: Principles of Adult Learning in Nursing Education
Credits/Clock Hours: 3 credits/3clock hours

This course focuses on major research-based philosophies, models, and theories of adult learning and knowledge development in nursing. Theories and models are analyzed and applied to the dual role of advanced practice nurses as clinical educators in varied settings. Legal/ethical and cultural influences on teaching and learning are emphasized. Offered spring annually**.**

NURS 830: Clinical Teaching Strategies in Nursing
Credits/Clock Hours: 3 credits/3 clock hours

Evidence-based teaching and learning strategies for adult learning and nursing education in formal and informal learning settings are explored. Emphasis is on structuring teaching strategies to assure effective individual and group learning. Simulation, case studies, structured presentation, and other innovative strategies are reviewed. Offered summer, annually.

NURS 840: Advanced Evaluation Strategies in Nursing Education
Credits/Clock Hours: 3 credits/3 clock hours

This course will explore concepts related to assessment, measurement, and evaluation in nursing education. Decision-making, objectivity verses subjectivity, and legal and ethical issues related to evaluation will be explored. The components of reliable, valid evaluations will be highlighted. Student will engage in planning and construction of evaluations.

NURS 850: Doctor of Nursing Practice Internship I
Credits/Clock Hours: 3 credits/9 clock hours per week (135 clinical practice hours per semester)

First of two required internships. Provides students an opportunity to enhance and integrate prior learning. Student acquires and applies DNP and advanced practice competencies in a mentored clinical setting as a preceptor or direct care provider for individuals with complex medical conditions. Student self-identifies learning goals/plan for faculty approval. Prerequisites: NURS 805, 806, 807, 808, 809 and specialty electives related to internship focus. Offered fall annually.

NURS 851: Advanced Clinical Practice Internship II
Credits/Clock Hours: 6 credits/18 clock hours per week (270 clinical practice hours per semester)

Second of two required internships. Provides students additional opportunity to enhance and integrate prior learning and to acquire and apply DNP and advanced clinical practice competencies in a mentored clinical setting. Focus is on vulnerable populations and their communities. Student identifies learning goals and follows a faculty-approved plan. Prerequisites: NURS 850. Offered spring annually.

NURS 900: Doctor of Nursing Practice Capstone
Credit/Clock Hours: 3 Credit/3 Clock hours

Focus is on the development, implementation, evaluation, and dissemination of a research project that translates evidence to practice. Project will relate to the advanced practice nursing role and involve direct engagement with and benefit to a group, population or community rather than an individual. Prerequisites: NURS 805, 806, 807, 808, 809. Offered summer annually.

STUDENT POLICIES

ACADEMIC HONESTY

Clarion University

Students at Clarion University shall maintain a high standard of honesty in scholastic work. As members of the university community, students have a responsibility to be familiar with the conduct regulations found in the university catalogs, Student Handbook and Calendar; Student Rights, Regulations, and Procedures Handbook; and other university documents. Among the conduct regulations addressed are acts of academic dishonesty, including plagiarism or cheating on assignments, examination, or other academic work, or, without prior approval of the instructor, submitting work already done for another course.

Students shall avoid all forms of academic dishonesty, including but not limited to:

1. **Plagiarism** – The use of another's words without attribution and without enclosing the words in quotation marks. Plagiarism may also be defined as the act of taking the ideas or expression of ideas of another and representing them as one's own- even if the original paper has been paraphrased or otherwise modified. *A close or extended paraphrase may also be considered plagiarism even if the source is named.*
2. **Collusion** – Working with another in the preparation of notes, themes, reports, or other written work offered for credit unless such collaboration is specifically approved in advance by the instructor.
3. **Cheating on an examination or quiz** – Giving or receiving information or using prepared material on an examination or quiz.
4. **Falsification of data** – Manufacturing data, falsification of information, including providing false or misleading information, or selective use of data to support a particular conclusion or avoid conducting actual research. Students are asked to sign

an Academic Integrity Pledge as part of their admission into the program. A copy of this pledge can be found in Appendix B.

Charges of academic dishonesty may be brought against a student by any member of the academic community. Sanctions for academic dishonesty can range from a failing grade on a particular assignment or examination to dismissal from the university based on the seriousness of the action and whether it is part of a pattern of academic dishonesty. Instructors imposing a lowered or failing grade on an assignment or course as a result of a charge of academic dishonesty must inform the student. Students have the right to appeal instructor decisions (Student Rights, Regulations, and Procedures Handbook) either through the grade appeal process or directly to the Conduct Board, depending on the nature of the dispute. Sanctions extending beyond a particular course, such as suspension or dismissal from an academic program or from the university, can only be imposed as the result of complaints filed under the Disciplinary Procedures Code and after formal hearings under this code.

Edinboro University

Academic dishonesty is considered a violation against the university's Student Code of Conduct. Dishonesty includes cheating, plagiarism, or knowingly furnishing false information to the University. Violations are adjudicated by the Office of Student Judicial Affairs within the Division of Student Affairs and Student Success, with final authority for the disciplinary system of the University resting with the President of Edinboro University of Pennsylvania.

CAPSTONE COMPLETION POLICY

Students are expected to complete their capstone project, including the final presentation, within 3 academic terms (one year) of initial registration for NURS 900. Failure to make sufficient progress during that year will result in a "Failure" in NURS 900. Sufficient progress is defined as regular communication with the capstone advisor and Institutional Review Board approval of the proposed project.

For students who have made sufficient progress during the first year, if more than a year passes and the study is still not complete, students must register for one additional credit for each term until it is completed or until a second year has passed. After two years, students must seek permission from the Director of the School of Nursing and Allied Health at Clarion University, to remain in the program.

DISMISSAL POLICY

A student will be dismissed from the DNP program for any of the following reasons:

1. Violations of the Academic Integrity Policy.
2. Violation of the American Nurses Association "Code for Nurses" guidelines for ethical practice, or the National Student Nurses' Association "Code of Academic and Clinical Conduct."

3. Failure to notify the Office of Graduate Studies of changes in a criminal arrest history.
4. Failure to meet enrollment requirements (e.g., licensure, CPR, professional liability insurance, clearances, and site-specific requirements) for internships
5. A documented pattern of unprofessional behavior in the classroom or clinical setting.
6. Unsafe practice during the internship.
7. Failure to maintain a grade point average (QPA) appropriate to the program.
8. If the student's record in more than one semester warrants probation.

A student dismissed from the university is also dismissed from the DNP program; however, a student dismissed from the DNP program is not necessarily dismissed from the university. A student who is dismissed from the DNP program will be informed by letter, a copy of which will be retained in the student's file. The student may choose to:

1. Remain at the university and pursue another course of study
2. Withdraw from the university
3. Appeal dismissal (See *Student Rights, Regulations, and Procedures Online Handbook*)

Students who are dismissed from the DNP Program are strongly encouraged to seek the advice of their academic advisor to assist in problem solving and planning to meet their goals.

GRADE APPEAL POLICY

Disagreements between students and faculty on student rights and academic complaints against faculty members may be dealt with as described in the Clarion University Student Rights, Regulations, and Procedures Handbook or the Edinboro University Student Handbook at the respective university of the faculty member.

GRADING POLICY

The graduate nursing faculty of the joint DNP program subscribes to the following grading scale:

Grading Scale

93 - 100 = A   66 - 74 = D
84 - 92 = B   65 - below = E
75 - 83 = C   Pass/Fail

GRADUATION POLICY

Students must have completed all coursework required for their degree with an overall quality-point average (QPA) of 3.0 in order to graduate from the program. In addition, students must have passed the portfolio competency, with a grade of 84% or better. The maximum time for completion of the degree program is six calendar years.

It is the candidate's responsibility to file, with the aid of his or her advisor, an Application for Graduation prior to the published deadline during the semester in which he or she intends to graduate. Graduation applications are available online at http://www.clarion.edu/registrar/commencement/gradapp.shtml

http://www.clarion.edu/27744.pdf

Students have the option of participating in the Commencement ceremony at either Edinboro University or Clarion University. Commencement occurs two times a year: Spring (May) and Winter (December). Students may "walk" in the Spring Commencement if they will be completing all program requirements by the end of the Summer III term. Students choosing this option should plan to apply for graduation on the date posted for May graduates.

INCIDENT REPORT POLICY AND PROCEDURE

An incident is any happening related to student performance in the education setting which is not consistent with the educational practices of the DNP Program or one in which the safety of an individual is jeopardized.

1. The student who has had an incident in the clinical setting is responsible for completing an Incident Report Form which can be obtained from the DNP Program Coordinator. The student is to complete the form and return it to the faculty member who is supervising the practicum. The faculty member will confer with the student as necessary and then will complete the required portion of the Incident Report Form.
2. The faculty member will inform the DNP Program Coordinator, and Department Chair if necessary, and determination will be made as to the action to be taken. Referral to the Clarion Director of the School of Nursing and Allied Health is made at the discretion of the Coordinator and/or Department Chair.
3. Incident Reports are retained in the student file.
4. Students must comply with affiliating agencies' policies related to the reporting of incidents.

INCOMPLETE GRADES

Incomplete grades must be completed by the end of the following semester. No one may be cleared for graduation with "I" grades on the record.

IN PROGRESS (IP) GRADES

Students who have not completed NURS 900 in the designated semester receive an "IP" (In Progress) grade. The grade "IP" is given only when the work in a course extends beyond the semester or term originally scheduled. It implies satisfactory performance. The grade "IP" will not alter the QPA of the student since hours attempted, hours earned, and quality points earned will be entered in cumulative totals once the final grade is submitted. The "IP" grade shall remain on the student's transcript until the instructor submits a grade upon completion of the thesis/project.

LEAVE OF ABSENCE POLICY

Any student requesting a Leave of Absence from the DNP program must submit a request in writing to the DNP Program Coordinator. This letter must include a reason for requesting the leave and the student's plans for return.

1. The Coordinator has the right to request a personal interview with the student requesting the leave before a decision is made.
2. Each Leave of Absence will be handled individually according to the specific need, academic standing, and clinical performance of the student.
3. The Coordinator will present the request to the Admission, Progression, and Graduation Committee with all pertinent information.
4. The Admission, Progression, and Graduation Committee will recommend denial or granting of the Leave of Absence.
5. No Leave of Absence will be granted for unsatisfactory academic performance or for a period longer than one year or two full semesters.
6. If the leave is granted, the student will be informed as such and must notify the Office of the Registrar of his or her intention to withdraw and the reason for withdrawal. At this time, the student will be informed of any conditional requirements for return (see CUP Graduate Catalog).
7. Before returning to the DNP Program, the student must notify the DNP Program Coordinator of intent, the semester before returning, in order to register for the appropriate courses.

READMISSION POLICY

Students who withdraw from the program without securing a leave of absence, leave because of unsatisfactory performance, or fail to complete the program requirements in six years (or by the approved extension date) may apply for readmission to the nursing program if they have a cumulative QPA of 3.0.

The Admission, Progression, and Graduation committee will evaluate student requests for readmission and make a recommendation to the graduate faculty based on the following criteria:

1. General academic history
2. Grade point average
3. Clinical performance as evaluated by graduate nursing faculty and preceptors
4. Time absent from the academic program
5. Potential for success

Students must request readmission in writing and address the reason for the dismissal or withdrawal and, if applicable, what the student has done or plans to do to improve academic performance. The Committee reserves the right to request additional information. The letter must be sent to:

Admission, Progression, and Graduation Committee
Clarion and Edinboro Universities DNP Program
Clarion University - Pittsburgh Site
4900 Friendship Avenue
Pittsburgh, PA 15224

Requests for readmission the fall semester of the next academic year must be received by the Committee no later than March 31. Requests for readmission the spring semester of the next academic year must be received by the Committee no later than September 30.

Students must apply for readmission within one year from the date of dismissal. Students who are not readmitted within the one year period will be considered new applicants and must meet the admission criteria.

Readmission to the nursing program is based on the professional judgment of the graduate nursing faculty and is contingent upon class size (space available). Students will be notified in writing of the Committee's decision.

RESIDENCY REQUIREMENTS

Seventy percent of all credits required for the DNP must be earned in coursework offered by Clarion and Edinboro Universities.

RETENTION POLICY

Probation

Students will be placed on probation for the following reasons:

1. Failure to maintain an overall quality-point average (QPA) of 3.0
2. Earning a grade of "C" or below in any one course

A letter grade of "C" in the internship courses (NURS 850 and NURS 851) or capstone (NURS 900) may not count toward fulfillment of requirements for the Doctor of Nursing Practice degree.

A letter grade of "D" or "E" in any course also does not count toward fulfillment of requirements for the Doctor of Nursing Practice degree.

Removing Probation Status

Students placed on probation may repeat grades of "C" or below according to the following policy:
1. Only one course may be repeated
2. This one course may be repeated only one time
3. The most recent grade (regardless of whether it is higher or lower) will be the grade used for the GPA calculation.

However, all attempts and the original grade(s) earned will continue to appear on the graduate transcript.

Progression

Students are admitted in cohorts and are expected to follow all courses in sequence. Although not all courses in the DNP program have pre-requisites, any deviations from the program plan require prior approval from the DNP Admissions, Progression, and Graduation Committee.

STATUTE OF LIMITATIONS

All requirements for the DNP degree must be completed within a six-year period commencing with the first graduate course registration. The DNP Program Coordinator may extend this period upon written request from the student for justifiable reasons. This request must be supported by the coordinator before submission to Clarion's Director of the School of Nursing and Allied Health for final approval.

STUDENTS' RIGHTS

In the case of a dispute between the student and a faculty member involving academic concerns (i.e., classroom evaluation, course grades, etc.), the student should follow the procedures outlined in the appropriate publication of the university employing the faculty member, for example, Clarion University's Student Rights, Regulations, and Procedures Handbook and Edinboro University's Student Handbook. The procedures to be followed are consistent with the university in which the faculty member is employed.

WITHDRAWAL POLICY

All class withdrawals must be made through the Clarion University Office of the Registrar. If a withdrawal is not made through the Office of the Registrar, a failing grade will be recorded for the affected course(s). Withdrawals between the end of the second and ninth weeks may be made without penalty. After the beginning of the tenth week of a semester or the second half of a summer session, a course from which a student withdraws shall be reported with a grade of "E." No student may have more than 2 class withdrawals while enrolled in the DNP Program. Exceptions may be made for withdrawals due to extenuating circumstances such as illness or some other unavoidable occurrence. (See Leave of Absence Policy)

Students may withdraw from the university (all courses) through the last day of classes. If a university withdrawal is not made through the Office of the Registrar, a failing grade will be recorded for the affected course(s). Any student who withdraws from the university (that is, withdraws from all classes) either during or at the end of a semester must notify the Office of the Registrar of his or her intention to withdraw and the reason for withdrawal. Such students must be readmitted to the university before being allowed to take classes again. This can be done by contacting Graduate Studies at 814-393-2337 or 800-676-7171, option 6.

Students are advised to review information on Class Withdrawals and University Withdrawal at http://www.clarion.edu/6874/#UniversityWithdrawals

GENERAL INFORMATION

ACADEMIC CALENDARS

In most aspects the calendars of both universities are the same. The Pennsylvania State System of Higher Education Universities has agreed to the same start and end dates of semesters. However, there are differences for holidays and reading days. When there are differences in breaks, students will follow the class schedule of the university which employs the faculty member teaching his/her course. Academic calendars can be found on each university's website.

BOOKSTORES

Textbooks are ordered by faculty for purchase at the bookstore located at the university where they are employed. Purchases at either bookstore can be made in person or online.

Clarion University Store: http://www.neebo.com/clarion-university-of-pennsylvania
Click on Rent or Buy Textbooks at the top of the page. Shipping is free.

Edinboro University Campus Bookstore: http://edinborobookstore.com/home.aspx
Click on Textbook Orders on the left side of the page. There is a shipping fee.

DESIRE2LEARN (D2L)

The DNP Program uses Desire2Learn (D2L), an online learning environment accessible from any computer with an internet connection. Faculty opting to offer synchronous class sessions using desktop conferencing will announce class times in advance and archive sessions for those students unable to attend due to work or other obligations. Faculty are sensitive to accessibility issues in rural areas. D2L technical requirements can be found at: http://www.clarion.edu/173562/

In addition, the following are required:

- Anti-virus software. McAfee anti-virus software is available without charge for enrolled Clarion students through a license agreement: http://www.clarion.edu/43307/
- Microsoft Office 2000 Professional, XP, or later

To access Desire2Learn and login go to: http://www.clarion.edu/d2l

EVALUATIONS FOR THE PROGRAM

Throughout the program students will be asked to evaluate courses and faculty. Students are expected to use these opportunities to provide *constructive* criticism. The intent of the evaluations is to provide valuable feedback for the planning and revising of the curriculum,

teaching strategies, and other factors that would enhance the learning experience. These evaluations are completed anonymously and will be made available to students online.

In addition, at one and three years after graduation, students will be asked to participate in the graduate and employer survey process, which is facilitated by the DNP Program Coordinator as follows:

Follow-up Procedures

1. One and three years after graduation, two survey forms, a Graduate Survey and Employer Survey, will be sent, or be made available electronically, to all program graduates.
2. A cover letter will accompany each follow-up survey explaining its objectives and instructions to graduates to complete the Graduate Survey and provide access information to the Employer Survey to their current employer.
3. If mailed, a pre-addressed stamped envelope will be included with each follow-up form to encourage responses.

The returned follow-up surveys will be reviewed by the DNP faculty and results posted in the Desire2Learn DNP Forum.

FINANCIAL AID

Admission to a graduate program does not include financial support. Information about financial assistance available to graduate students may be obtained by contacting the Financial Aid Office at Clarion University (814-393-2315) or by visiting:

http://www.clarion.edu/1022/

In addition, scholarships often become available intermittently. Many, if not all, include financial need documentation as part of their criteria. It is recommended that upon admission, all students fill out a FAFSA form documenting unmet financial need. This form can be obtained at financial aid offices at either university, but should be submitted to Clarion's financial aid office. Scholarship information can also be found at the following websites, as well as being posted via the DNP-L listserv or in the DNP Forum as information becomes known:

Clarion University: http://www.clarion.edu/admiss/scholarships.shtml
Edinboro University: http://www.edinboro.edu/departments/development/scholarship_listings.dot

Contact the nursing departments and graduate offices at each university for graduate assistantship and scholarship information.

GRADUATE ASSISTANTSHIPS

Clarion University

Each year a limited number of graduate assistantships are awarded to graduate students admitted with regular full admission status to a graduate program. Graduate assistants work 10 or 20 hours

per week in assignments related to academic programs or university-wide service. They are paid an hourly stipend and receive a 50% tuition waiver for a 10-hour assistantship or a 20-hour assistantship. Students are required to pay full tuition beyond 9 credits per semester. There are no summer assistantships. Assistantships are available on the main campus of Clarion University and on the Venango Campus in Oil City, PA.

Graduate assistants must take at least 6 credits of course work per semester, perform assigned duties in a satisfactory manner, and remain in good academic standing.

Students wishing to apply for a graduate assistantship should complete the Application for Position of Graduate Assistant form available at http://www.clarion.edu/18636/ and submit with it with their application to graduate study.

The Division of Graduate Studies also offers Frederick Douglass Assistantships to graduates of Historically Black Colleges and Universities (HBCU). Graduate assistantship includes a stipend and tuition waiver.

Edinboro University

A number of Graduate Assistantships are available each year and are awarded by the School of Graduate Studies and Research. Eligibility for an Assistantship includes acceptance into a graduate program, enrollment for full-time study, and acceptance by the director of the office assigned.

Full-time graduate assistantships will only cover 9 credits towards tuition per semester. If a GA enrolls in more than 9 credits (15 credits a semester is the maximum a GA can schedule) they must cover additional tuition costs at their own expense. Full-time Graduate Assistantships include a stipend and 270 hours of work per semester. Half-time Graduate Assistantships include a remission of one-half of course tuition, a stipend, and 135 hours of work per semester.

Assistantships in residential life also include a waiver of charges for a private room in the residence hall and a telephone. A limited number of prorated Assistantships are available for the summer. Applications can be obtained from the Office of Graduate Studies or online at http://www.edinboro.edu/departments/graduate_studies/graduate_assistantships/

LIBRARY SERVICES

Edinboro and Clarion University Libraries are accessible to distance students via a variety of online resources, including tutorials re: how to conduct searches and request materials. Students are also welcome to visit any of the campus libraries in person. Students may access each library's catalog from their home through the Libraries' home pages.

The Clarion University Libraries home page can be found at: http://www.clarion.edu/395/

The Edinboro University Library home page can be found at:
http://www.edinboro.edu/departments/library/

Specific information for distance education students can be found:

For Clarion: http://www.clarion.edu/12781/
For Edinboro: http://www.edinboro.edu/departments/library/services/Distance_Education.dot
From the library home pages, students are directed to various links such as library information, the online library catalog, online journals, reference web sites, databases, as well as the interlibrary loan service, and other academic links. To search a database you will need to login with your username/password. Select either Clarion or Edinboro from the drop-down list of institutions and then enter the username and password you use to access your campus email account.

All students have automatic access to Clarion University's digital databases when they are registered for classes. Students not attending classes out of Edinboro University but wishing to use their online database may need to specifically request to be added to their library system.

Requests for interlibrary loans can be placed from Clarion or Edinboro Universities Libraries' home pages. Students should request interlibrary loans from the campus affiliated with their faculty advisor.

MAINTENANCE OF STUDENT EDUCATION AND FINANCIAL RECORDS

Each university within the State System has an Academic Affairs division that provides the structure and governance for all academic programs (undergraduate and graduate) within the university. In conjunction with the academic colleges in which programs are housed, graduate programs at Clarion University are administered through the Office of Research and Graduate Studies and those at Edinboro University through the School of Graduate Studies and Research.

The DNP program is a jointly offered program that permits the universities to share faculty, material resources, libraries, facilities, and equipment. In order to facilitate the logistics of operating a joint program, an administrative site is designated every five years. Clarion University, currently functioning as the administrative site, handles all the administrative aspects of admission of students, student accounts (billing), financial aid, registration, etc. In addition, Clarion collects all fees related to admission, registration, and graduation.

OFFICIAL TRANSCRIPT ACQUISITION

Official transcripts are maintained in the Office of the Registrar, Clarion University. In order to protect students' privacy rights, we must receive a signed, written request before releasing transcripts. Transcript requests may NOT be requested by phone or email.

Transcripts can be requested in person in the Office of the Registrar, 122 Carrier Administration. In most cases, transcripts can be taken with you. Transcripts may also be ordered by mailing or

faxing a written request. Requests by fax should be sent to (814) 393-2039 (please do not include a coversheet). Requests by mail should be sent to:

Clarion University of PA
Registrar's Office
840 Wood Street
Clarion, PA 16214

Transcript delivery methods include regular mail, pick-up in person (photo ID is required), and electronic delivery. Electronic transcript delivery is only available to students who attended Fall 1999 to present and to institutions participating in this service.

For detailed transcript request instructions and access to a *Transcript Request Form*, see: http://www.clarion.edu/5764/

Note: No fee is required with your request; therefore, there is a limit of THREE (3) TRANSCRIPTS PER REQUEST AND ONLY ONE REQUEST PER DAY. Multiple daily requests will not be honored or held.

PARKING REGULATIONS

Students enrolled in the DNP program are eligible for parking privileges at both universities.

Clarion University

In order to secure a parking permit, please write to Clarion University Public Safety, Thorn I Bldg., 840 Wood Street, Clarion, PA 16214 or call 814-393-2111 to obtain a form to apply for a permit. The cost of the permit will be added to your tuition bill from Clarion University. Registration of student vehicles at Clarion University is required for parking on weekdays before 4:30 pm. Parking regulations (e.g., ticketing policy) for Clarion can be accessed at: http://www.clarion.edu/4260/

Edinboro University

Registration of student vehicles at Edinboro University can be completed online at https://secure.edinboro.edu/EVR/VehReg.pl or in person through the Edinboro University Police Department located in Earley Hall or by phone at 814-732-2921. If a permit has already been obtained through Clarion University an additional $1.00 will be charged for the permit. Registration of student vehicles at Edinboro University is required for parking on weekdays before 5 pm.

Parking regulations for Edinboro University can be accessed at:
http://www.edinboro.edu/departments/police/ParkingRegulations.pdf

PROGRAM ANNOUNCEMENTS

The main route for DNP Program announcements is via the DNP-L listserv, administered through Clarion University and moderated by the DNP Program Coordinator. New students are provided with instructions on subscribing to the listserv and may continue to be subscribed upon graduation. Select announcements are posted at Clarion University-Venango Campus, the Pittsburgh Campus, and Edinboro University. Other information is transmitted through class e-mail, class announcements, and individual mailings.

Using the DNP-L LISTSERV E-mail Account

DNP STUDENT LIST SERV INSTRUCTIONS

(DNPstudent-L)

The instructions below are for the listserv members regarding how to subscribe, signoff, and send e-mail to the list. This message also contains instructions for the owner.

Any with e-mail may now participate in this list. Please send instructions regarding how to use the list to those people you wish to participate in the list.

Following are examples of how a list member may subscribe to the list, signoff of the list, and send mail to the list. In each case, the commands are *not* case sensitive.

** To 'subscribe' to this list from a Clarion University e-mail account, send mail to Listserv as follows:

MAIL> send

To: listserv@listserv.clarion.edu

Subj:

Enter your message below.

SUBSCRIBE   DNPstudent-L

** To subscribe from an off campus non-Clarion University e-mail account, send mail to Listserv as follows:

Mail> send

To: listserv@listserv.clarion.edu

Subj:

Enter your message below.

SUBSCRIBE DNPstudent-L FirstName LastName

** To 'signoff' this list from a Clarion University e-mail account, send mail to Listserv as follows:

MAIL> send

To: listserv@listserv.clarion.edu

Subj:

Enter your message below.

SIGNOFF DNPstudent-L

**To 'signoff' this list from an off campus non-Clarion University e-mail account, send mail to Listserv as follows:

MAIL> send

To: listserv@listserv.clarion.edu

Subj:

Enter your message below.

SIGNOFF DNPstudent-L

** Send mail to the list from a Clarion University e-mail account as

follows:

MAIL> send

To: DNPstudent-L@listserv.clarion.edu

Subj:

Enter your message below.

Your message ….

** Send mail to the list from an off campus non-Clarion University e-mail account as follows:

MAIL> send

To: DNPstudent-L@listserv.clarion.edu

Subj:

Enter your message below.

Your message ….

Please note: When responding to an DNP-L message, remember that hitting "reply" sends your message to the entire listserv!!

SOCIAL EQUITY EDUCATION AND EMPLOYMENT OPPORTUNITY STATEMENT

Clarion University of Pennsylvania is committed to equal employment and equal educational opportunities for all qualified individuals regardless of race, color, sex, religion, national origin, affectional or sexual orientation, age, disability, or other classifications that are protected under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other pertinent state and federal laws and regulations

STUDENT CIVILITY GUIDELINES

Students are always free to express opinions publicly and privately by orderly means that do not disrupt the regular and essential operation of the universities. Students in the DNP Program are given an opportunity to openly discuss program-related issues in an online discussion board located in the Desire2Learn DNP Forum. Participation in the DNP Forum affirms these First Amendment rights of students' freedom of expression. Faculty ask, however, that students refrain from the following:

- Anonymous postings
- Use of indecent or offensive language
- Blatant disregard for authority

- Violation of published student rights and responsibilities at either university

Above all, students are expected to respect the rights, dignity, and worth of every person as well as exemplify the mission, philosophy, and values of the DNP Program.

Students with individual concerns and course-related grievances are encouraged to contact the involved parties first or file a formal grievance according to the Students' Rights policy (see Student Policies in this handbook).

Within the classroom, whether virtual, face-to-face, or in a clinical setting, students are expected to demonstrate the same civil behavior. Students may refer to the following resources for further guidance:

Netiquette by Virginia Shea (1994): http://www.albion.com/netiquette/book/index.html
Netiquette: E-guides on Social Interaction and Communicating Electronically:
http://www.studygs.net/netiquette.htm

SUPPORT SERVICES FOR ONLINE STUDENTS

As the administrative site for the DNP program, Clarion University offers a number of support services for students enrolled in the program that are available online. These include an online writing center, orientation, counseling, virtual library and others that can be accessed from their website: http://www.clarion.edu/11107/

TUITION

Tuition information can be found at: http://www.clarion.edu/60195/ Please note that the DNP Graduate tuition and fees are slightly higher and unique to that program.

WEB REGISTRATION PROCEDURES

All registration processes take place through Clarion University. Students in the DNP program are responsible for reviewing the relevant sections of the university catalog, consulting with their assigned academic advisor during the period of advisement, and monitoring their academic progress to ensure that every course scheduled will fulfill respective degree requirements. The university retains the right to remove students from any courses for which they are not academically qualified or lack the required co-requisite and/or prerequisite courses. Instructions for online registration can be found at Clarion's Student One Stop (SOS): http://www.clarion.edu/253/

STUDENT ORGANIZATIONS

STUDENT REPRESENTATION AT FACULTY MEETINGS

One graduate nursing student elected by the student body or volunteering from the student body serves as the student representative for the DNP program. When one or more of the program's graduate assistant(s) is/are DNP students, they may be appointed to assume this role. When there is no student representative, the Program Coordinator polls the student body via the DNP-L listserv for concerns, questions, and recommendations before each DNP meeting.

Students are also welcome to participate as members of the Graduate Student Advisory Committee which functions to a) address issues of mutual concern related to the graduate nursing program, b) address other concerns as they arise, and c) provide feedback related to curricular issues.

SIGMA THETA TAU INTERNATIONAL

Sigma Theta Tau is the international honor society of nursing. Both Clarion and Edinboro Universities have chapters in this prestigious organization. Member benefits include networking, conferences, publications, scholarships, and grant opportunities, among others (see www.nursingsociety.org)

Any student who is not already a member may contact a Chapter counselor once they meet the membership criteria:

- have completed ¼ of the nursing curriculum;
- achieve academic excellence (at schools where a 4.0 grade point average system is used, this equates to a 3.5 or higher);
- meet the expectation of academic integrity.

*Students in graduate programs who are registered nurses, legally recognized to practice in their country and have a minimum of a baccalaureate degree or the equivalent in any field, shall be eligible to be considered as a nurse leader at any point in the program.

Application for Induction to Honor Society

- Graduate students must have met eligibility criteria as described above
- Candidate must complete a Membership Intent Form
- Indicate on your intent form the graduate nursing courses you have completed
- Attach updated vitae
- Indicate if you are already a member of Sigma Theta Tau and want to transfer or hold dual membership.

Two letters of endorsement are required. At least one of the two endorsers is required to be a member of the nursing faculty and at least one of the two endorsers is required to hold active membership in Sigma Theta Tau International. Submit your completed application by the designated date. Please mail your application along with all required paperwork to the chapter of your choice.

Mu Xi Chapter (Clarion University): 814- 676-6591- Venango Campus; 412-578-5239 -CUP, Pittsburgh site

Nu Theta Chapter (Edinboro University): 814-732-2619

PHI KAPPA PHI

Phi Kappa Phi is an all-discipline honor society with a chapter at Clarion University. Membership is by invitation only. Benefits of membership include networking and scholarship opportunities. To learn more about this organization, visit their website at: http://www.phikappaphi.org/Web/AboutPKP/index.html

APPENDICES

APPENDIX A

GRADUATE FACULTY

Colleen Barrett, DNP, CRNP, FNP-BC (Edinboro University)
Dr. Barrett holds a BSN from Edinboro University, MSN from the University of Pittsburgh, and DNP from Robert Morris University. She is a certified family nurse practitioner with experience in acute care, pulmonary, internal medicine, and family practice. Her research interest is in preventative health care, with an emphasis on immunizations.

Dorothy Carlson, DEd, RN (Edinboro University)
Dr. Carlson holds a Bachelor of Science degree in nursing from Villa Maria, MSN from Edinboro, and Doctor of Education from Penn State. Her specialty training is in medical surgical nursing. She is published in the *Journal of Emergency Nursing* on how to critique and use research in practice.

Debbie Ciesielka, DEd, CRNP, ANP-BC (Clarion University)
Dr. Ciesielka is currently the MSN Program Coordinator as well as faculty. Dr. Ciesielka is a graduate of Indiana University of Pennsylvania with a Bachelor of Science degree in natural sciences, a Bachelor of Science degree in nursing, and Doctor of Education in leadership and administration. Her MSN in Adult Primary Health Care Nursing is from the University of Pittsburgh. She maintains a clinical practice as an adult nurse practitioner at an inner city ambulatory care clinic. Her special interests are nursing history, online teaching, ENT, allergy, and asthma.

Nancy Falvo, PhD, RN (Clarion University)
Dr. Falvo received her BSN from Duquesne University, a Master's degree in nursing from LaRoche College, and a PhD from the University of Pittsburgh. She teaches in both the undergraduate and graduate nursing programs at Clarion University. She is the past Director of Clarion University's Health Science Education Center, a health education project that provided health education programs to school-aged children in Clarion, Venango, Armstrong, Butler, Elk, Forest and Jefferson counties.

Andrew Grimone, Pharm.D. (Clarion University)
Dr. Grimone is employed as a part-time temporary faculty member each spring term to teach NURS 602, Pharmacologic Application. Dr. Grimone is currently a Clinical Pharmacology Specialist in Internal Medicine and Infectious Diseases at St. Vincent Health Center in Erie, PA. He graduated Magna cum Laude from the University of Pittsburgh School of Pharmacy.

Deborah Kelly, DNP (Clarion University)
Dr. Kelly holds an RN diploma from Shadyside Hospital School of Nursing, BSN from Clarion University, and received her MSN and DNP degrees in nursing administration from the University of Pittsburgh. She is certified in hospice and palliative care nursing. In addition to teaching at Clarion, she is Chief Clinical Officer for the Clarion Forest VNA. Her interests include public policy, chronic illness, geriatrics, and quality of life issues across the lifespan

Amy McClune, PhD, MSN, BSN (Edinboro University)
Dr. McClune is currently the Graduate Program Head at Edinboro University where she received both her BSN and MSN degrees. She completed her PhD at the University of Pittsburgh School of Nursing. Her doctoral work focused on comfort theory and quality of life. Dr. McClune has broad experience in critical care, neurosurgery, pediatrics, and orthopedics holding positions from staff nurse to outcomes manager and nursing excellence coordinator. Her research interests include comfort theory, measurement, and data analysis. Dr. McClune will serve the DNP program as the statistical consultant for the Capstone Research Projects.

Shelly Moore, PhD, CNE (Clarion University)
Dr. Moore is currently Chair of the Clarion University department of nursing. She earned her ASN at Gannon University, Villa Maria School of Nursing, and her BSN at Slippery Rock University. Her graduate education includes an MSN as a family nurse practitioner through Clarion and Slippery Rock Universities, Post-Master's Certificate as a nurse educator through Clarion, Edinboro, and Slippery Rock Universities, and PhD in nursing education at Indiana University of Pennsylvania. Her past clinical practice included working as an FNP for approximately 6 years before teaching full-time. She is certified by the NLN as a nurse educator.

Karen Morahan, PhD, RN, C (Edinboro University)
Dr. Morahan holds a BSN from Dominican College, MS as an adult health clinical specialist from the University of Maryland at Baltimore, and PhD from Capella University. Her research interest is in promoting student confidence and success in the clinical environment.

Lucille Morrison, DNP, FNP (Edinboro University)
Dr. Morrison holds a BA in religion from Allegheny Wesleyan College, BS in education and ASN from Kent State University, MEd, BSN, and MSN from Edinboro University, and DNP from Robert Morris University. Dr. Morrison has experience in pediatrics and nursing education. She maintains clinical practice as a nurse practitioner at UPMC Hamot.

Susan Sitter, D. Ed., FNP (Edinboro University)
Ms. Sitter holds a BSN from Edinboro University, earned her MSN with a concentration in nursing education from the Clarion, Edinboro, and Slippery Rock Universities MSN Program, and her Post-Masters FNP Certificate from the Clarion and Edinboro Universities' MSN Program. Dr. Sitter is certified as a family nurse practitioner.

Lana Smith, PhD, FNP (Clarion University)
Dr. Smith completed her BSN at Edinboro University, MSN as a family nurse practitioner at LaRoche, and her PhD in leadership studies at Indiana University of Pennsylvania. She continues to practice as a family nurse practitioner in Fairmount City, PA.

Mary Terwilliger, PhD (Clarion University)
Dr. Terwilliger holds an ASN and BSN from Clarion University, MSN in nursing education from the Clarion, Edinboro, and Slippery Rock Universities' MSN Program, and PhD in

nursing education from Capella University. Dr. Terwilliger has experience in medical-surgical and maternity nursing. Her teaching and research interest are in simulation in nursing, nursing education research, teaching Strategies, and course development.

Angela West, MSN, RN (Clarion University)
Mrs. West is currently Co-Chair of the Nursing Department at Clarion University. She is a diploma graduate of Jameson Memorial Hospital School of Nursing and earned her BSN from Slippery Rock University and MSN in Family Health Nursing from LaRoche College. She obtained a Post-Master's Certificate—Nurse Educator from the joint Clarion-Edinboro-Slippery Rock MSN Program. She has been a nurse practitioner in internal medicine and women's health. She currently practices parish nursing in her community.

Thomas White, D. Ed., FNP (Edinboro University)
Dr. White is currently Chair of the Nursing Department at Edinboro University of PA. Dr. White earned his BSN and MSN degrees from Edinboro University and DEd from Indiana University of Pennsylvania. He holds certifications as an emergency nurse (ENA) and family nurse practitioner (ANCC). He maintains clinical practice as a nurse practitioner in emergency medicine as well as in family practice.

APPENDIX B

ACADEMIC INTEGRITY PLEDGE

As professional nurses we are held to the provisions of the *Code of Ethics for Nurses* (ANA, 2005) adopted by the American Nurses Association in 2001. Provisions of the *Code* address privacy, confidentiality, responsibility, moral virtue, values, and social reform, among others. More importantly, the *Code* calls for nurses to not "act in a way that is inconsistent with the values of ethics of the profession" (ANA, 2005, Provision 5.4).

Faculty of the Clarion and Edinboro Universities Graduate Nursing Programs look to the *Code of Ethics for Nurses* to inform the program policy for academic integrity. Advanced practice nursing students in the program are expected to adhere to values consistent with the profession of nursing by:

- Submitting only original work
- Properly citing sources (e.g., crediting original authors for their ideas, enclosing exact words in quotation marks)
- Not falsifying data
- Not cheating on examinations or quizzes

Plagiarism, the act of misrepresenting someone else's words or ideas as one's own, and other violations of academic integrity will be handled through individual faculty members' university judicial system. As students in a joint program, the following resources further guide behavior and define potential consequences.

Edinboro University—Student Code of Conduct:
http://www.edinboro.edu/departments/judicial/code_of_conduct.dot
Clarion University—Academic Honesty Policy: http://www.clarion.edu/51642/

Pledge:

I have read and understood the above statement and agree to abide by the standards of academic integrity of Clarion and Edinboro Universities.

_____   _____

Signature   Date

_____

Printed Name

Reference: American Nurses Association [ANA]. (2005). *Code of ethics*. Retrieved from
http://nursingworld.org/ethics/code/protected_nwcoe813.htm