



**COPPIN STATE UNIVERSITY
COLLEGE OF HEALTH PROFESSIONS**

Helene Fuld School of Nursing

Doctor of Nursing Practice (DNP)
Student Handbook

Implemented May, 2015

Introduction

This handbook is for Doctor of Nursing Practice (DNP) students in the Helene Fuld School of Nursing (HFSON) doctoral program. The handbook contains information about administrative and academic policies, curriculum, and course work. The document is not a contract. All attempts have been made to ensure that the information contained is accurate. The HFSON reserves the right to make changes to the policies and/or procedures contained herein. Students will be notified of these changes electronically. It is essential that the student becomes familiar with the information contained in this handbook in order to facilitate progress in the program. Therefore, every student is required to read, and become familiar with the contents of this handbook. A student is required to sign the plan of study Honor Code, Confidentiality Statement, Release of Information Form and Video/Photo Release located in the Appendix and upload these signed documents to the designated database system.

Note: This handbook should be used in conjunction with the CSU Graduate *Student Handbook*.

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**Coppin State University
College of Health Professions
Helene Fuld School of Nursing
Student Acknowledgement**

I understand that it is the student's responsibility to read, understand and abide by all policies and requirements listed in the Doctor of Nursing Practice Student Handbook for the Helene Fuld School of Nursing, the Coppin State University Catalogue and the Coppin State University Student Handbook. A copy of this signed acknowledgement shall be kept on file. A complete copy of this handbook can be found on the CSU CHP HFSON academic program webpage.

I have read and understand the policies in the attached Handbook and understand that it is my responsibility to know and follow these policies. I agree to abide by these policies.

Student Name

Student ID Number

Student Signature

Contact Phone Number

Date

University System of Maryland (USM)

The University System of Maryland (“USM” or “the System”), Maryland’s system of public higher education is comprised of eleven colleges and universities of higher education, one research center/institute, and two satellite campuses. The System is governed by the Board of Regents and is administered by a Chancellor. All public Universities in the State are members of the System, with the exception of Morgan State University and St. Mary’s University. Within the eleven colleges and universities of higher education, the USM includes three research institutions (Bowie State University, University of Maryland Baltimore County and University of Maryland College Park), two satellite centers (Hagerstown and Shady Grove), and one system office (www.usmd.edu).

Coppin State University

Coppin State University (“CSU” or “the University” or “Coppin”) is one of the eleven colleges and universities of higher education within USM and a Carnegie classification Master’s Comprehensive Colleges and Universities I (MAI). Founded in 1900, CSU, a comprehensive, urban institution, builds upon its legacy of affording access to higher education for students traditionally underrepresented in higher education.

The University is committed to enrolling a more diverse student body, and in compliance with State goals, to increasing the number of under-represented students from vulnerable communities. CSU will maintain its commitment to those students who come from economically challenged communities. It is also committed to addressing the critical shortage areas in the community’s workforce.

Coppin State University College of Health Professions

The College of Health Professions is an integral component of the parent institution. In 2011, the Helene School of Nursing obtained approval from the University System of Maryland (USM) and Maryland Higher Education Commission to create the College of Health Professions (CHP) which includes the Helene Fuld School of Nursing (HFSON), a School of Allied Health (SAH) and two nurse managed Health Centers (CSU Community Health Center and the Coppin Clinic at St. Frances). Within the College of Health Professions, supporting departments include: the Office of Strategic Partnerships, Student Affairs and Retention (STAR) Office and the Business Office. The CHP Office of Strategic Partnerships focuses on building strategic relationships in nursing and allied health in the areas of education, scholarship and service.

Helene Fuld School of Nursing

The Helene Fuld School of Nursing (HFSON) was established in 1974 and has three foci: the baccalaureate, masters and doctoral program. The Doctor of Nursing Practice (DNP) program will be the first doctoral degree offered at Coppin. The first cohort was admitted May 2015. The nursing graduate program offers the Doctor of Nursing Practice Post Master’s degree, Master of Science in Nursing and the Post Master Family Nurse

Practitioner (FNP) Certificate which was approved by the Maryland Higher Education Commission and the Maryland Board of Nursing (MBON).

School of Nursing Organization and Administration

The School of Nursing is administered by the Dean, who reports directly to the Provost of Coppin State University. There are three Chairpersons: (1) Baccalaureate, (2) Masters (3) DNP. The Chairpersons are responsible for program administrative and advising functions in relation to the undergraduate and graduate programs. They report directly to the Dean of the college and Associate Dean of the School of Nursing.

Mission

The Helene Fuld School of Nursing is committed to providing exemplary education that broadens empowered nursing student's intellectual and scholarly pursuits while promoting healthy communities and strengthening relationships with local, national and global partners.

Core Values

The Helene Fuld School of Nursing has established Core Values which are integrated throughout the Program. The Core Values are: Nurturing, Holism, Excellence, Integrity, Diversity, Scholarly Endeavors, Accountability, Service and Collaboration.

Foreword

The School of Nursing faculty developed statements which reflect their beliefs about the interrelationships among the individual, health, nursing, environment, community, society education, and nursing education. These philosophical statements give direction to the curriculum of the current baccalaureate and graduate degree program in nursing.

Philosophy

Professional nursing education is built on a theoretical foundation of the humanities, liberal arts, and applied sciences to prepare the HFSON graduates for entry-level positions as professional nurses. The goal of professional nursing is to give direction to search for a body of knowledge. The professional nurse in the health care setting functions independently, interdependently, and in collaboration with members of the health care interdisciplinary team. The professional nurse provides health promotion and disease prevention education and strategies to meet the needs of vulnerable and underserved populations. The professional nurse manages all nursing care to clients in hospitals, community based agencies and in the home.

Faculty of the Helene Fuld School of Nursing believe that nursing education prepares the *professional* nurse with a strong theoretical foundation, and provides increased opportunities to utilize analytic methods to critically appraise existing literature and other evidence to determine and implement the best evidence for practice. Faculty believes nursing is a scientific and clinical practice discipline, requiring clinical reasoning, which facilitates health promotion, maintenance, and restoration of clients through therapeutic nursing interventions. Faculty believe the learner is self-directed and is involved in

active learning, acquisition of knowledge, scientific inquiry, translation of knowledge and personal assessment.

Faculty believe that the incorporation of emerging information systems and technology for the improvement and transformation of healthcare is essential to process, assist in management and evaluation of healthcare outcomes. Faculty believe that one important component of the external environment is the health care delivery system. The health care delivery system is impacted by societal trends, demographics, health care policies political influences and technological advances.

Faculty believe that *baccalaureate* education prepares the graduate for the emerging roles of the beginning nurse generalist and provides the foundation for graduate nursing education.

Graduates address healthcare disparities among individuals, families and communities while respecting individual values, autonomy and promoting self-determination.

Graduates incorporate advanced theory, research, advocacy, leadership and clinical skills with an emphasis on independent and interprofessional practice. Graduates will assume responsibility and accountability for the health promotion, assessment, diagnosis, and management of culturally diverse clients' across the life span

Faculty believe that continual evaluation of the curriculum, faculty and students are essential to sustain the integrity of the program.

Graduates address healthcare disparities among individuals, families and communities while respecting individual values, autonomy and promoting self-determination.

Graduates translate research in clinical settings, incorporate advocacy, leadership and clinical practice with an emphasis on independent and inter-professional practice and collaboration in the management of culturally diverse clients across settings.

Accreditation

The Nursing Program initially approved by the Maryland State Board of Examiners of Nurses in 1974 (currently known as the Maryland Board of Nursing), and leads to the Bachelor of Science degree in Nursing. Graduates are eligible to write the registered nurse licensure examination of the Maryland Board of Nursing. The Helene Fuld School of Nursing Baccalaureate and Master's programs at Coppin State University are accredited by the Commission on Collegiate Nursing Education (CCNE), One DuPont Circle, NW, Suite 530, Washington DC 20036, and (202) 887-6791. Policies of the Helene Fuld School of Nursing are subject to change due to requirements of external accrediting agencies.

Doctor of Nursing Practice Program Information

The purpose of the Doctor of Nursing Practice Program in the School of Nursing at Coppin State University is to prepare nurses to provide advanced primary health care to the underserved population in urban settings. The curriculum reflects the general philosophy of the School of Nursing, as well as the expressed needs of community. The curriculum content reflects integration of various concepts that are essential for the graduate program focusing on primary health care of the community. The program defines the DNP graduate as a registered nurse with advanced knowledge in the assessment and management of changing family health pattern across the life span.

The Doctor of Nursing Practice (DNP) program delivers an innovative academic endeavor that will assist in increasing the number of advanced practice nurses prepared to meet the healthcare needs locally, nationally and internationally. The DNP program of study provides education in nursing science, leadership, evidence-based practice, quality improvement, systems thinking and evaluation of health outcomes. The DNP program curriculum will prepare advanced practice nurses who have earned a Master of Science in Nursing degree from a nationally accredited program. The Post-Masters option incorporates the AACN's recommended guidelines for Graduate Nursing education, and advanced practice.

Advanced practice may be either direct care specialty (examples include but are not limited to nurse practitioner or clinical nurse specialist) or indirect care specialty (nursing administration, health policy or health informatics). The student shall complete a minimum of 30 semester hours and additional practice hours. Up to 700 verifiable practice hours may be transferred from the student's MSN degree program. Students will successfully complete a DNP scholarly project that can involve, research, gaining additional expertise in an identified area and spending practicum hours in a setting that is relevant to their DNP Project. Students are able to gain experiences during the DNP practicum that will aid in the development and completion of the DNP project. This advanced practicum will provide the opportunity to, for example, link policy making with clinical systems, translate research into practice, and/or serve as change agents for health care. The student will have an individualized practicum plan to meet the goals and objectives related to their DNP Project. Plans of Study will be developed for individual students, which reflect their goals, background, specific requirements, either for full-time or part-time study. Each student will have advisement with a member of the faculty. A curriculum outline for the degree is provided for students' part-time or full-time study.

Doctor of Nursing Practice (DNP) Program Outcomes

Upon successful completion of the requirements for the DNP degree, the student will:

1. Integrate advanced knowledge from the sciences, humanities and ethics with clinical expertise to support advanced nursing practice.
2. Demonstrate knowledge and evaluate nursing theories and concepts as a basis for advanced nursing practice.
3. Plan, engage, and participate in clinical scholarship for evidence practice.
4. Provide and design care for vulnerable, underserved, culturally diverse clients utilizing health promotion strategies.
5. Plan, initiate, and evaluate changes in health care policy and the healthcare system.
6. Analyze epidemiological, statistical, environmental, and relevant data regarding individuals, families and the community.
7. Integrate nursing science with emerging technology and information systems to identify, gather, process, manage and evaluate healthcare outcomes, the healthcare delivery system and investigate healthcare issues to improve quality.
8. Develop and evaluate organizational and systems leadership for quality improvement and systems thinking.
9. Demonstrate and integrate interprofessional collaboration for improving patient and population health outcomes to foster continuity of care.
10. Advocate for health care and policies that promote client health and the advancement of nursing as a profession.
11. Utilize professional standards in advanced practice nursing roles.
12. Develop and evaluate new practice approaches based on nursing theories and theories from other disciplines.

The School of Graduate Studies

The various departments provide courses of instruction for graduate students, direct their studies, conduct examinations, maintain requirements, and make recommendations for advancement to degree candidacy and graduation. Admission to graduate study is granted through the School of Graduate Studies Admissions Committee. The Office of the Registrar supervises academic transactions involving registration and awarding of degrees.

Graduate Council

Policy and curriculum matters related to the Graduate School programs are approved and monitored by the Graduate Council. The Graduate Council approves all Graduate Programs before they are submitted to the Maryland Higher Education Commission and the University System of Maryland. It promulgates all policies and procedures used in the governance of the Graduate School.

Duties:

- a. The Graduate Council is the major policy making body for the graduate programs of the University. It is responsible for recommending approval of all graduate programs, course offerings, admissions, and degree requirements to the dean, vice president for academic affairs, and president for official action.
- b. The Graduate Council shall:
 1. Encourage and stimulate the development of graduate level programs/majors, courses, and workshops;
 2. Monitor and evaluate the Graduate Programs;
 3. Establish criteria for the maintenance of academic standards in graduate course offerings;
 4. Generate strategies for the recruitment and the advisement of Doctoral students; and
 5. Function as an appellate organ for appropriate student and/or faculty related concerns, which transcend department level resolutions.

Student Representation on School of Nursing Committees

The bylaws and rules of procedure of the School of Nursing provide for graduate student representation to the following School Committees:

1. Curriculum Committee
2. Faculty and Student Affairs Committee
- 3

Representatives to these committees are identified by the students in the fall term of each year for one-year appointments.

Coppin State University Community Health Center

The Coppin State University Community Health Center, a nurse-managed clinic located in the Health and Human Services Building (HHSB) at 2500 West North Avenue, is a primary care facility which is operated by the Dean of the College of Health Professions. The Center provides readily accessible, low cost, high quality care to Coppin State University students, faculty, staff, administration and residents of the neighborhood surrounding the University. Services of the Center emphasize health promotion and prevention of disease. The goal of the Center is to improve the health of persons who reside in areas adjacent to the University. Services are provided by nurse practitioners, faculty and students of the College of Health Professions, and in some instances, by a physician. All professional personnel are properly licensed by the State of Maryland. The Community Health Center serves as a clinical placement for both graduate and undergraduate students.

Coppin State University College of Health Professions Helene Fuld School of Nursing Coppin Clinic at St. Frances

The Coppin State University College of Health Professions Helene Fuld School of Nursing Coppin Clinic at St. Frances, a nurse-managed clinic located on St. Frances campus, is a primary care facility which is operated by the Helene Fuld School of Nursing. The Center provides readily accessible healthcare to St. Frances administration, faculty, students, staff and residents of the neighborhood. Services of the Center emphasize health promotion and prevention of disease. The goal of the Center is to provide access while removing barriers to care with an end outcome on optimal healthcare outcomes. Services provided include physicals, Women's health services, immunizations and management of acute and/or chronic health problems. Services are provided by nurse practitioners, faculty and students of the Helene Fuld School of Nursing, and in some instances, by a physician. All professional personnel are properly licensed by the State of Maryland. The clinic serves as a clinical placement for both graduate and undergraduate students.

Learning Resource Center

The Learning Resource Center (LRC) is a clinical preparatory facility with standard healthcare equipment. Students practice actual one-on-one patient care simulations before entering a health care facility. The Computer Lab is equipped with computer hardware and software. Students may use software on an independent basis or with faculty or staff to enhance their nursing knowledge.

Simulation

Simulation is an integral part of the clinical experience in which realistic situations are utilized for the learner to gain knowledge and skills. Simulation is grounded in experiential learning theory; holistic learner-centered learning created through transformation of experiences (Kolb, 1984). Simulation is identified as focused clinical strategies using low, medium or high fidelity simulation. Low-range experiences include: focused case studies, role playing, virtual clinical excursions and/or task-trainers. Medium range experiences include increased realism, screen-based simulators, synthetic models, moulage and live actors. High range fidelity experiences may include the use of simulators. Medical Education Technologies Incorporated (METI) and/or Laerdal simulators including the SimMan, SimBaby and additional technologies may be used. The simulation experiences serve as relevant strategies for achieving the program objectives (Childs & Seeples, 2006). Students are actively engaged in the simulation experience in the role of participant or observer. Participant roles may include: Charge nurse, Medication nurse, Educator, Researcher or Family Member. With diminishing clinical sites and the needs to foster clinical competence (American Association of Colleges of Nurses, 2007), especially among technologically-confident students, the use of simulation aims to blend traditional course delivery styles with technologic advances.

Simulation Center (SimCenter)

Brand new in 2009, the Simulation Center for advancing and enhancing clinical practices and patient safety, gives Coppin's future healthcare providers extraordinary opportunities to indulge in the real world hospital environment, practice quality patient safety, and learn and apply clinical teaching practices – before they treat real patients or interface with health information. Located in the newly built Health and Human Services Building (HHSB), this state-of-the-art facility houses the Learning Resource Center, and the six (6) Health Assessment Simulation Laboratories in the building's 4th floor. This allows students to sharpen their clinical skills and patient safety practices using simulators (representation of human patients) alongside cutting-edge technology with the direct guidance of the exceptional and experienced Helene Fuld School of Nursing faculty. Each simulation laboratory is fully equipped with various operational equipment's and high-fidelity (electronic reproduction of sound and physiology action) simulators that allow the environment to be a realistic depiction of a real hospital.

Office of Student Affairs and Retention (STAR)

The Office of Student Affairs and Retention (STAR) serves students in the General Health Profession, Helene Fuld School of Nursing and the School of Allied Health. The Office of STAR foci is to recruit students who have the potential to become experts and professionals in their chosen fields of study, increase Customer Service satisfaction with our clientele and assist with persistence to graduation for our students. These objectives are consistently met by the STAR staff whose responsibilities include academic advisement of "General Health Professions" students; assisting current students with registration issues; facilitation (establishment of dates, processing and proctoring) of the entrance examination for the undergraduate nursing programs; assigning academic advisors to students when admitted; hosting regional and national employers at our annual Spring Career Fair to meet and hire our students into various career opportunities; assisting with advertising and marketing of programs through various methodologies including print media, social media, radio and television; and continuously updating the College of Health Professions website to name a few.

Application Procedures

The Helene Fuld School of Nursing does not discriminate against students on the basis of race, color, ethnicity, age, gender, gender identify and/or expression, marital status, sexual orientation, religion, creed, handicap, veteran status, or national origin.

Applications received after the official posted deadlines may be given consideration at the discretion of the Dean, Associate Dean, and the DNP Chairperson.

Applicants Information

The program involves instruction and clinical. The academic load varies depending on the selection of part-time or fulltime plan of study. Each individual student will be evaluated independently to develop their course of study using the gap analysis and where applicable,

approved credits from other colleges and universities will be accepted. Other exceptions will be determined by the departmental Chairperson in collaboration with the Associate Dean and the Dean of the College of Health Professions.

Application for enrollment into the College of Health Professions at Coppin State University is a three-step admission process. Step 1: An application must be made *first* to the University. Applicants must meet all University requirements and be officially admitted to the University by the Graduate Admissions Office. Step 2: Applicants must be admitted to the College of Health Professions. Step 3: Applicants must be admitted into the Helene Fuld School of Nursing. Admission to the Helene Fuld School of Nursing is based upon a thorough evaluation of all components of the application.

Students must be admitted to the university, have a competitive* cumulative with a minimum GPA of 3.25; meet the competitive criteria for the admission to the Helene Fuld School of Nursing Doctor of Nursing Practice program. All students admitted to the program will be required to sign the Honor Code, Confidentiality, Release of Information form, and complete the Health Clearance, Background Check, and Drug Screen.

The Director of Admissions submits all completed applications to the Dean of the School of Graduate Studies. No decision is made with respect to an application to a graduate program until all required credentials have been submitted. The DNP Chairperson, HFSON Graduate faculty and the CHP Dean make all decisions regarding admission to the DNP Program.

Students apply to the Coppin State University School of Graduate Studies through the Office of Admissions. The Dean of the College and the Dean of the School of Graduate Studies in collaboration with the faculty, Chairperson of the DNP program, and HFSON Associate Dean make admission decisions. These persons constitute the Graduate Admissions Committee.

Applicants must submit a completed application, and official transcript for the degree granting institution, and all of the institutions attended, and three (3) current letters of reference from current employer, instructors, or other persons who can attest to their character, integrity, and academic potential.

All applicants who meet the requirements shall have an interview with the HFSON Graduate Faculty. In addition, official transcripts and three (3) letters of reference are required for admission. All doctoral student applicants must hold an unencumbered RN license in Maryland or a compact state prior to enrolling or applying in the program. Licensure must be maintained in good standing throughout enrollment in the School of Nursing. The Dean, Associate Dean, and Chairperson of DNP program must be notified immediately if the status of licensure changes for any reason.

Applicants are advised that if they have been convicted of or have pled nolo contendere to a felony or a crime involving moral turpitude, they may not be eligible for relicensure as a professional nurse in Maryland.

Note for all applicants: Admission to Coppin State University is not considered automatic admission to the Helene Fuld School of Nursing.

****Note to all applicants: Admission to the Helene Fuld School of Nursing is highly competitive. The criteria contained here are the minimum criteria; however, this does not guarantee admission.***

Admission Decisions

The Director of Admissions submits all completed applications to the Dean, School of Graduate Studies. No decision is made with respect to an application to a graduate program until all required credentials have been submitted. The DNP Chairperson, Graduate faculty and the Dean make all decisions regarding admission to the DNP Program.

Criteria for Admission

1. Master's degree in Nursing from a program accredited by the Accreditation Commission for Education in Nursing (ACEN) or Commission on Collegiate Nursing Education (CCNE) or an equivalent degree from a comparable foreign university.
2. A minimum GPA of 3.25 in a master's degree program in nursing
3. A minimum of 1 year of experience as an Advanced Practice Nurse [Advanced practice may be either direct care specialty (examples include but are not limited to nurse practitioner or clinical nurse specialist) or indirect care specialty (nursing administration or health informatics)].
4. Official transcripts from undergraduate and graduate programs
5. Unencumbered Registered Nurse Licensure in Maryland
6. National Certification in your specialty area
7. Three professional letters of reference
8. Resume or Curriculum Vitae
9. Essay identifying goals, objectives, and primary area of interest in pursuit of the DNP.
10. Interview with Graduate faculty*
11. Writing sample

* Interviews will be held with students who have met admission requirements.

Students apply to the Coppin State University School of Graduate Studies through the Office of Admissions. The Dean of the College and the Dean of the School of Graduate Studies in collaboration with the Chairperson of the DNP program and Associate Dean make admission decisions. These persons constitute the Graduate Admissions Committee.

Applicants must submit a completed application, and official transcript for the degree granting institution, and all of the institutions attended, and three (3) current letters of

reference from current employer, instructors, or other persons who can attest to their character, integrity, and academic potential.

All applicants are required to have an interview with the Graduate Faculty. In addition official transcripts three (3) letters of reference are required for admission. All doctoral student applicants must hold an unencumbered RN licensee in Maryland prior to enrolling or applying in the program. Licensure must be maintained in good standing throughout enrollment in the School of Nursing. The Dean, Associate Dean and Chairperson of DNP program must be notified immediately if the status of licensure changes for any reason.

Procedures after Admission

1. Computer skills: proficiency is expected in word processing (preferably Microsoft Word), presentation software (preferably Microsoft PowerPoint), spreadsheets (preferably Microsoft Excel), Internet use (such as search/browse, access specific web sites), email (including the ability to attach and send documents via e-mail and to retrieve documents from incoming emails), uploading/downloading documents and or attaching files to web enhanced courses management system (Blackboard), ability to access and navigate the official University web site, and the installation and maintenance of anti-virus and firewall software. If students are lacking in any of these skills, it is important that these skills be obtained through, for example, courses offered or via self-study through any of the free on-line tutorials that are available via web. Computer skills as recommended above by CSU Helene Fuld School of Nursing are defined as a demonstrated ability to use technology to access, manipulate, evaluate, use, and present information.
2. CPR Basic life support (BLS for Healthcare Professionals) and AED Training – Must be an American Heart Association Certification of CPR (adult, child, infant). The card must include date of expiration and must be valid for the academic year.
3. Annual training in the principles of Confidentiality, HIPAA, OSHA Blood borne Pathogens Standard, and Joint Commission requirements prior to enrollment including Diversity and Restraints. Must provide certification of this training. An admitted student shall receive instructions on how to meet this requirement.
4. Signed Honor Code, Confidentiality, Release of this Information and Photo/Video Consent.
5. An admitted student shall receive instructions on how to meet this requirement.
6. Completion of background check and drug screening prior to enrollment and must use the company selected by the HFSON.
7. Complete the following health requirements:
 - a. Physical Examination with statement by physician or care provider verifying student is in good health and capable of maintaining the rigors of a nursing program. To obtain the physical examination from your personal provider, students must utilize the Coppin State University College of Health Professions Helene Fuld School of Nursing Community Health Center Physical Examination Form. The form must be stamped and dated by the care provider.

- b. PPD testing ---Initially. If positive, proof of Chest x-ray within a designated period.
- c. Titers for the following:
 - i. MMR (Measles, Mumps and Rubella): Initially, immunizations or titers required. If date of birth in 1956 and MMR before then, will not need titers. Immunizations must have been received after 1980. If titers positive or documented proof of immunization, no further testing will be required.
 - ii. Varicella
- d. Tetanus: Initially, documented proof. Immunizations required every 10 years.
- e. Hepatitis (which will include last date of immunization or statement of declination of vaccine): This will provide the School of Nursing with information on whether the student has had three-injection of hepatitis B vaccination series or serologic confirmation of immunity to hepatitis B virus.
- f. Influenza vaccine shall be required each October while enrolled in the program.
- g. Health clearance with statement by physician or care provider verifying student is in good health and capable of maintaining the rigors of a nursing program. To obtain the physical examination from your personal provider, students must utilize the Coppin State University Community Health Center's Physical Examination form. The form must be stamped and dated by the health care provider.
- h. Complete the health requirements including PPD testing, Immunizations, and titers. Additional requirements may be identified by the Community Health Center administration to be in compliance with the agency stipulations.
- i. Completion of background check and urine drug screening once admitted and must use the company selected by the HFSON.
- j. CPR Basic Life Support (BLS for Healthcare Professionals) and AED Training. Must be an American Heart Association Certification of CPR (adult, child, and infant). This card must include date of expiration.
- k. Completion of the HFSON online training for HIPAA, OSHA, Bloodborne Pathogens standard and Joint Commission requirements including Diversity and Restraints. Instructions will be provided on this requirement.
- l. Signed Honor Code, Confidentiality, Release of this Information and Photo/Video Consent. An admitted student shall receive instructions on how to meet this requirement.

Residency Requirements

1. All degree-seeking students must complete a minimum of 21 credit hours on the Coppin State University Campus.
2. All degree-seeking students must complete the degree program within 6 years from the date of their first enrollment with degree status, unless this limitation is waived.
3. Regular full-time students must complete a minimum of nine credit hours per semester.

Verification of Clinical Hours

The number of precepted clinical hours completed in a student's MSN or post MSN program must be documented. All students must complete the student section of the Verification Form: Verification of Appendix Precepted Post BSN Clinical Hours (Appendix A). This form must be received no later than 1 month prior to admission. Each student will be awarded 100 hours of clinical credit for implementation of the DNP project.

Preceptors

A DNP student shall identify and select, with consultation from his/her faculty advisor and DNP Chairperson, a preceptor for his/her clinical experience. The preceptor must be an expert in the area in which the DNP student wishes to develop expertise. The practicum preceptor can be a DNP prepared advance practice nurse, however, the preceptors does not have to be a DNP-prepared advanced practice nurse.

Persons who demonstrate the knowledge and expertise required to assist the student in developing expertise in the specialty area selected for the DNP project are suitable as preceptors. Persons who could serve as preceptors can include an advanced practice nurse or other professional with a doctoral degree; an advanced practice nurse with considerable experience and recognition as an expert in a particular clinical field; a physician with specialized training and experience; a nurse with a high level administrative position as the Director, Vice President, President, or CEO within a health care organization; a doctoral-prepared nurse educator; a nurse with an advanced business or other degree, etc. The preceptor must be able to facilitate the DNP student's access to clinical services, organizational information, decision makers, and other personnel in order to meet the student's practicum experience objectives and implement the DNP project (if applicable) during the practicum within the organization.

Dropping a Course

To drop a course, the student should contact the course faculty first, then his/her Academic Advisor, and then the Chairperson for the DNP Program. A student shall review the Registrar Academic Calendar to identify the deadline dates for dropping a course. A

student shall make an appointment to finalize and complete the appropriate documentation and approval with the advisor and Chairperson.

Continuation Standards

Continuation in the program is contingent upon satisfactory progress as determined by the School of Nursing DNP Progression Committee and conformity with the School of Graduate Studies standards. A Student is required to maintain a 3.0 cumulative grade point average on all coursework taken for graduate credit to be eligible for continuation. Unsatisfactory clinical performance may be grounds for dismissal from the program.

Re-enrollment in a Course/Reinstatement

A grade of C will require the repeating of the courses the next time the course is offered. The student who earns a C grade may be allowed to repeat the course. A student who earns a grade of C more than once will be dismissed from the program. Progression through the program may be delayed in such cases. A dismissed student shall complete the required documentation for reinstatement.

Course Repetition

A student who receives a grade of “B” may not repeat the course for credit. A student who receives a grade lower than the original grade when repeating a course, shall receive the most recently earned grade. Whenever a course is repeated on a credit basis, the last grade and credits earned will replace the previous grade in computing the grade point average; however, all entries remain a part of the student’s permanent academic record. A student shall not repeat a course more than one (1) time.

Incomplete Grades

The grade of Incomplete (“I”) is given when the course work is incomplete or there are extenuating circumstances that are justifiable. At a minimum, at least 75% of the student’s coursework shall be completed. The grade of “I” is not applicable to avoid a failing grade in a course. An Incomplete grade form submission will be completed by the course coordinator. The information on the Incomplete Grade form will list clearly the course work required to satisfy the requirements to remove the “I” grade and the grade to be earned if the course work is not completed. The student, the DNP Chairperson, the student's advisor and the course faculty will receive a copy of the Incomplete Grade submission. A copy will also be filed in the student’s record.

A student may not progress to additional coursework if an “I” remains in any course that is pre-requisite to the course(s) to which the student intends to enroll.

The Course Coordinator may enter a grade of “I” for a student who has not, because of extenuating circumstances, completed all requirements at the end of the semester of enrollment. If the “I” grade is not removed within the designated weeks into the following semester, the grade converts to an “F.” Extensions of “I” grades will generally not be granted. There must be accurate and sufficient documentation that an extenuating circumstance exists.

Retention and Academic Dismissal

Doctoral students, who incur two or more failing grades in formal coursework, after being admitted to the program, are subject to academic dismissal, as are students who fail to meet additional or more rigorous academic standards imposed by the School of Nursing. The School of Nursing reserves the right to review students' records at any time for the purpose of determining whether a student meets the standards necessary for retention and graduation. If, in the opinion of the CSU School of Graduate Studies, and the College of Health Professions, this review reveals serious shortcomings, the student may be dismissed. Academic dismissal is made by the Dean of the School of Nursing upon recommendation of the DNP Chairperson and DNP faculty and submitted to the School of Graduate Studies.

Success in doctoral study requires that the student maintain a minimum overall "B" average. Any student who fails to do so may be suspended from doctoral study. Students who fall below the required 3.00 average will be placed on probation the following semester. Failure to bring the cumulative average to the mandated 3.00 level during the semester the student is on probation will result in dismissal from the program and suspension from the University.

Criminal Background, Immunization, and Drug Testing

Clinical facilities require that students have specific requirements for clinical affiliation or clinical learning at the clinical agency. Therefore, a student is required to complete the Immunization and Criminal Background check forms online. The results of these must be requested and received by the School of Nursing the semester prior to any practicum experiences. Felony convictions and some serious misdemeanors may preclude participation in clinical learning experiences. As a result, this could, prevent the completion of clinical requirements and completion of the DNP program. A student is required to report current immunizations. Information about submitting criminal background checks and immunizations will be sent to students prior to starting a practicum.

Procedure for Criminal Background Checks

1. Students in the DNP program will have a criminal background check before beginning practicum experiences. Faculty will work with students to assure that checks are done in a timely fashion semester prior to a practicum experience.
2. Students will be provided information about accessing the *Certified Background Check* website to complete the required criminal background check. The details about obtaining the background check will be provided to the student at the time of the background check. The results of the background check must be available to the DNP Chairperson and faculty of the DNP program before the student may participate in practicum experiences.

3. The School of Nursing does not require drug tests as part of the background check. However, students are advised that drug testing may be required by particular clinical agencies. Drug testing is offered by the same company that completes the background check.
4. If the background check indicates a criminal history, the DNP Chairperson and student advisor will meet with the student to plan a course of action that may include notifying Boards of Nursing and clinical agencies.

Class and Clinical Attendance

Course attendance is an essential and intrinsic element of the educational process and a valid consideration in determining the grade a student receives. It is the responsibility of the faculty to stipulate the relevance of attendance to the evaluation process and final grade in the course at the beginning of each course. All students are expected to be in regular attendance at all class meetings throughout the academic year. Attendance will be kept at didactic and clinical classes; unexcused absences may be grounds for dismissal.

Class Attendance

Responsibility for class and clinical attendance rests with the student. It is the student's responsibility to obtain course information (lecture notes, handouts, etc.). A student is expected to attend all classes. All absences require notification to the course faculty regarding the reason for the absence. When a student has an assigned clinical experience and a preceptor, the student must notify the preceptor of any absence. Absences of more than 1 absence shall constitute cause for dropping a student from class. In case of an illness that will require absence from class for more than a week, the student must notify the course faculty and the DNP Chairperson.

The student must provide a written (documented) excuse for an absence. The Absence Policy is that the student's final grade may be reduced a total of 3% for excessive absences (missing more than 2 classes for each course). Three percent (3%) will be deducted from the final course grade. For extenuating circumstances (illness, hospitalization, accidents, etc.), the course faculty is to be notified within 48 hours of the incident. An absence for any reason may result in an administrative removal from the course, the equivalent of withdrawing from the course.

A student is expected to attend all classes, clinical experiences and preceptor meetings. When an unavoidable absence is anticipated the student is expected to notify the course faculty and/or preceptor via email and via a phone call. Contact information for each course faculty and email address is provided in each course syllabi. This notification must be done within 48 hours of the class/clinical meeting time. Contact information for the preceptor will be provided to the student.

A Student may be automatically dropped from a class for unexcused absences. All absences are reviewed by the DNP Chairperson. A meeting with the student advisor and the DNP Chairperson is required for more than 2 absences. Reports of all absences and meetings will be kept in the student's record.

Graduation Requirements

Successful completion of all courses taken with a cumulative G.P.A. of 3.0.

1. Completion of all courses with a grade of B or higher.
2. Completion of a DNP Project.
3. Recommendation of the faculty.
5. Completion of 1000 clinical practice hours (students can transfer a maximum of 700 verifiable clinical practice hours from their Nurse Practitioner program.) 300 clinical practicum hours must be completed as a component of the DNP program.

Commencement

Each candidate who has fulfilled all degree requirements and has been recommended to the Graduate School by the Dean of the School of Nursing is required to attend the commencement exercises.

Summary of Expenses

Summary of potential student fees and expenses (All expenses as listed are subject to change)

In addition to university fees, housing, textbooks and supplies, students in the HFSON Program should anticipate the following approximate expenses:

1. Transportation and Parking: Transportation to and from professional practice experiences, field trips and workshops must be arranged by the student. Costs for both transportation and parking are the student's responsibility.
2. Meals (professional practice experiences, field trips and workshops): The costs of meals are the student's responsibility.
3. Professional Liability Insurance: Paid by to the University.
4. Clinical Fee: \$75.00 for each credit of a clinically-associated course.
5. Online Course Fee: \$200.00 per online course (section number 400).
6. Simulation Center Fee: \$200.00 per semester.
7. Document Tracking Fee: \$40.00
8. Criminal Background Check Fee (varies from a minimum of \$48.50): Payable to screening agency. Urine Drug Screen: Payable to screening agency.
9. A student will be responsible for the student registration fee, if applicable. This cost can range from \$50 - \$65. A student shall upload a copy of attendance /participation on the database.

Graduation Expenses*

A CSU HFSON stole, to be worn at graduation with the academic regalia, may be purchased through the CSU Cashier's office. The receipt shall be provided to the CSU CHP Business Office located in HHSB 133.

Credit Hour Allocation: The credit hours for courses are based on semester hours. The meeting times for classes, laboratory practice and clinical experiences is based on a ratio calculation. The ratio is the amount of contact hours allocated for each credit hour (contact hours: credit hours). A contact hour is the time required for the student to meet for classes, participate in laboratory practice and/or provide care in a clinical setting.

Didactic contact hours: For all didactic courses the clock hours is based on a ratio of *one 50 minute contact hour: for each credit hour* (1:1 ratio). For example a 3 credit course would meet for three clock hours weekly. The semester is 15 weeks (15 weeks X 3 contact hours per week equals 45 total contact hours).

Course Descriptions and Plan of Study

Full-time Plan of Study		
Course	Title	Credits
Fall Semester Year 1		
NURS 830	Research Methods and Design for Nursing Practice	3
NURS 831	Theoretical Perspectives in Nursing Practice	3
NURS 832	Foundations for Evidenced Based Practice	3
Wintermester Year 1		
*NURS 840	DNP Seminar	1-4
Spring Semester Year 1		
NURS 834	Leadership and Analysis of Health Care Delivery Systems	3
NURS 835	Epidemiology	3
NURS 838	DNP Project I	3
Summer Year 1		
NURS 833	Global Health: Perspectives of Health	3
NURS 840	DNP Seminar	1-4
Fall Semester Year 2		
NURS 836	Health Policy Analysis	3
NURS 837	Nursing Information Technology and Analysis	3
NURS 839	DNP Project II	3
Spring Semester Year 2		
NURS 840	DNP Seminar	1-4
<p>The requirement is that all students must complete 1000 Practicum hours as a criterion for graduation. 1000 Practicum hours. Practicum hours calculation formula: 1 credit = 45 contact hours; 2 credits=90 contact hours, 3 credits =135 contact hours; 4 credits = 180 contact hours.</p>		

DNP Plan of Study (Part time)

This Plan of Study can be individualized as needed.

Course	Title	Credits
Fall Semester Year 1		
NURS 830	Research Methods and Design for Nursing Practice	3
NURS 832	Foundations for Evidenced Based Practice	3
Wintermester		
*NURS 840	DNP Seminar	1-4
Spring Semester Year 1		
NURS 834	Analysis of Health Care Delivery Systems	3
NURS 835	Epidemiology	3
Summer Year 1		
NURS 833	Global Health: Perspectives of Health	3
*NURS 840	DNP Seminar	1-4
Fall Semester Year 2		
NURS 831	Theoretical Perspectives in Nursing Practice	3
Spring Semester Year 2		
NURS 837	Nursing Information Technology and Analysis	3
NURS 838	DNP Project I	3
Fall Semester Year 3		
NURS 836	Health Policy Analysis	3
NURS 840	DNP Project II	3
	Total Credits	30

**The DNP Seminar can be taken for a minimum of 1 credit or a maximum of 4 credits based on student identification of goals and objectives. *The DNP Seminar class hours will be based on the number of credit hours. Example 1 credit hour =15 contact hours or 45 Practicum hours.*

Additional Seminar hours may be needed based on the number of practicum hours the student transfers into the program to meet the 1000 Practice hours requirement.

Courses: Pre-Requisites / Concurrent Courses

Students are responsible for meeting the prerequisites indicated in the Graduate Catalog. General prerequisites pertain to all Doctoral students, while departmental prerequisites pertain to the students in a departmental major area of study.

Courses: Pre-Requisites/Current Courses		
NURS 830	Research Methods and Design for Nursing Practice	NONE
NURS 831	Theoretical Perspectives in Nursing Practice	NONE
NURS 832	Foundations for Evidenced Based Practice	NONE
NURS 834	Leadership and Analysis of Health Care Delivery Systems	NURS 832
NURS 835	Epidemiology	NURS 830
NURS 838	DNP Project I	NURS 830, 831, 832, 834
NURS 833	Global Health: Perspectives of Health	NONE
NURS 836	Health Policy Analysis	NONE
NURS 837	Nursing Information Technology and Analysis	NONE
NURS 839	DNP Project II	NURS 838

Course Descriptions

NURS 830 - Research Methods and Design for Nursing Practice (3)

This course is designed to provide students with a solid foundation in statistical analysis and research process. Course content is geared towards providing students with the skills necessary for successful appraisal of biomedical studies; integration of evidence-based guidelines in their practice; and the ability to initiate, design, and conduct both quantitative and qualitative research.

NURS 831 - Theoretical Perspectives in Nursing Practice (3)

This course prepares nurses to transition into new roles and advanced nursing practice by exploring a wide range of theories from nursing and other sciences. Students will analyze critique and evaluate selected theories, and incorporate these theories into research, practice, education and leadership. Students will understand the role of knowledge development in advancing the nursing discipline.

NURS 832 - Foundations for Evidenced Based Practice (3)*

This course focuses on the connection of evidence-based guidelines and research in various healthcare settings to improve practice and the practice environment as essential aspects in transforming healthcare. Essential theory and methods in the area of evidence-based practice will be examined as it impacts patient safety and healthcare outcomes.

NURS 833- Global Health: Perspectives of Health Care (3)

This course is designed to provide an overview and analysis of domestic and international health issues.

NURS 834 – Analysis of Health Care Delivery Systems (3)

NURS 834 Analysis of Health Care Delivery Systems

This course will explore leadership theory, organization theory, philosophy, culture, structure, processes, information management, and other factors for their relevance to healthcare enterprises.

NURS 835 - Epidemiology (3)

This course provides a contemporary approach to the epidemiological concepts and methods of the detective and preventive branch of health care. The distribution and incidence of major health problems are considered, with strategies for their prevention.

NURS 836 - Health Policy Analysis (3)*

This course is designed to provide students with critical examination of health care finance from state, national and international perspectives. Focuses on government, provider, consumer, and payer role in delivery of healthcare. Examines past, present and future issues in healthcare and healthcare delivery process. Incorporate knowledge gained to assist clients in their role as Advance Practice Nurses.

NURS 837 - Nursing Information Technology and Analysis (3)

This course is designed to prepare the DNP student to apply computer technology to the management of individuals, groups, or organizations in the roles of healthcare practitioner, administrator, educator, and researcher. The course focuses on development of skills, knowledge and competencies with resources that can be beneficial in practice, research and educational settings.

NURS 838- DNP Project I (3)*

This course focuses on the comprehensive review of the literature related to specific practice concerns and issues with practice leaders. In the course students will develop a DNP project proposal in an identified practice area. Students in the course will identify and explore specific issues related to practice that will assist with the completion of the DNP project.

NURS 839- DNP Project II (3)*

This course focusses on the implementation, evaluation, and/or dissemination of the approved DNP Project. In the course, the role of the DNP prepared practitioner as a leader and innovator of complex organizational systems will be analyzed.

NURS 840- DNP Seminar

This course provides the opportunity for the student to utilize practicum hours to complete the DNP Program requirements for the DNP Project and to acquire practicum hours. The seminar will include activities related to the student's identified DNP project focus.

Academic Information

Each student is expected to meet the objectives of the program and are required to:

1. Remain apprised of and adhere to the rules and regulations of the CSU School of Graduate Studies School, the College of Health Professions and the School of Nursing.
2. Demonstrate a systematic, safe, accurate, timely, and efficient approach to accomplishing each objective.
3. Devote adequate time to class and clinical activities, and to preparation for each of those to meet the stated objectives.
4. Demonstrate academic integrity in each element of the student's performance.
5. Apply appropriate behavior and standards of a developing professional at all times, particularly in relation to maintaining the confidentiality of information regarding patients and clients.
6. Participate in evaluating the program and the School of Nursing.

Eligibility for Doctoral Degree

Degree seeking Doctoral students in good academic standing in approved graduate programs at USM institutions are eligible to participate. Regulations governing the registration process for the Inter-institutional Program may be obtained from department chairpersons.

Full-time/Part-time Status

Full-time Doctoral students pursue nine (9) credit hours of graduate coursework during regular semesters and should ideally not be employed full-time on or off campus. If a student desires to take twelve (12) credit hours, he or she must obtain approval from the Dean of Graduate Studies, Dean of the college and department Chairperson. Part-time Doctoral students pursue three to eight (3 – 8) credit hours of graduate work during regular semesters.

Use of DNP Credential

There is no credential in the DNP program. A student may not use DNP(c) or DNP(s) while still enrolled in the program. A student should continue to use only the degree initials that have been earned. It is appropriate to state that one is a DNP student in text form, i.e., in the biographical information that accompanies a published article, paper presentation, or poster. It is acceptable to use the DNP credential only after one has successfully completed the DNP program.

Maintenance of RN Licensure and APRN Certification

A DNP student is required to maintain continuous RN licensure and APRN certification during enrollment in the DNP program. If a student's RN license and/or APRN certification is renewed during the program, the student should provide documentation of this renewal to the advisor and Chairperson. If the student's RN license lapses or becomes encumbered due to a disciplinary action, or the APRN certification lapses, the student can be dismissed from the DNP program.

Coursework

A program of study is planned individually to meet the particular needs of each student, in accord with student's goals and nursing experience. A maximum of 6 transfer credits must be submitted before credits may be accepted.

Faculty Office Hours

Faculty members maintain a schedule of office hours each semester. These hours are posted for student's convenience. Appointments should be made if posted office hours are inconvenient.

Plan of Study and Advisement

A Plan of Study on a departmental status sheet will be developed prior to the first course registration. The plan of study will be reviewed with the student's Advisor a minimum of once each semester.

A Plan of Study should be appropriate to meet the needs of the student as determined by the advisors and Chairperson of the department. It must include any courses which the student is required to complete as prerequisites to admission to a program of study, courses to strengthen research, or communication skills, appropriate transfer credits, and all other requirements for the DNP degree being pursued.

The official Plan of Study is to be used when a student applies for Admission to Degree Candidacy. It must include the following:

1. All information contained in the Plan of Study.
2. All graduate courses taken by students (including transfer credits) with grades earned in each course.
3. A list of the courses the student plans to take to complete the program.

The plan will be prepared by the student with the Advisor's or Department Chair consultation and assistance. It must be approved by the Chairperson of the Department and submitted to the Dean. Upon submission of the student's application for Admission to Candidacy to the Graduate Council, the Plan of Study will be included.

All doctoral students are responsible for meeting the degree requirements specified in this Handbook. Since clear charting of a degree program is important, an incoming doctoral student shall contact the department chairperson about his/her program as soon as possible to meet with an advisor who will assist in developing a Plan of Study. This must be done prior to registration for classes.

HFSON Academic Policies

Academic Advisement

Upon admission to the Coppin State University Helene Fuld School of Nursing, each student receives notification, in his/her acceptance letter, of his/her assigned faculty advisor. The faculty advisor is assigned to the student throughout the student's tenure in the program. The Helene Fuld School of Nursing approaches academic advisement from a

holistic perspective. Nursing faculty serve as mentors, advisors, counselors and role-models. The academic status and progress of each advisee is carefully monitored. Assistance with registration and course selection is also provided.

An advisee may seek advisement at any time during the year. It is recommended that appointments be made with their faculty advisors, except in emergency situations. An Advisor will assist an advisee to plan for progression through the program. An advisee must confer with his/her advisors at the following times:

1. during the early registration period (of each semester);
2. upon receipt of a deficiency notice for any course;
3. when attendance problems occur;
4. prior to withdrawal from a course;
5. when achievement test results are received.

An academic hold will be placed on advisee account until he/she has been advised by his/her advisor. An advisee may seek advisement at other times during the school semester and are encouraged to make appointments when deemed necessary. On occasion, an advisor may initiate advisement meetings with students, such as: at the request of the individual student's instructor(s).

The Advisement Record Sheet is designed to keep an on-going record of consultation sessions with advisees. The Advisor is expected to record the date of the session and summarize the advisement meeting.

Academic and Professional Ethics

Coppin State University is a community where people of diverse backgrounds and philosophy live in harmony, accept personal responsibility for their actions, and respect the rights of others. In order for this community to thrive, tenets of behavior must be strongly valued and clearly understood. To accomplish these goals, the University must require certain standards of behavior. The University standards of conduct do not replace or relived the requirements of civil or criminal law. These standards are addressed in the following university-based documents can be found in the CSU Student Handbook:

- Coppin State University Student Code
- Policy on Destructive Student Groups
- Policy for On and Off Campus Event Related Misconduct
- Alcohol, Drug and Smoking Policy

A Code of Ethics is commonly created by professional organizations to guide its members' behavior and practice when carrying out professional work. In addition, a Code of Ethics may serve as a basis for judging the merit of a formal complaint pertaining to violation of professional ethical standards. Additionally, a student shall refer to the American Nurses Association (ANA) Code of Ethics.

Americans with Disability Act (ADA)

The program acknowledges the importance of ADA requirements. Nursing courses are compliant with Coppin State University's institutional policies, Blackboard Course

Management system, Section 508 of Rehabilitation Act of 1973 and Web Content Accessibility Guidelines (WCAG).

Coppin State University (CSU) supports all students in their academic endeavors. Should you need academic accommodations because of a disability, please contact CSU's Disability Support Services Program (DSSP) to register for reasonable accommodations. The office is located in the Health and Human Services Building (HHSB), Room 223. The phone number is 410-951- 3944. If already registered with this program, please provide the DSSP Accommodations Form to the professor immediately to describe what accommodations you are requesting.

Chain of Command

The student who believes he/she has a legitimate complaint must initiate the grievance within ten school days of learning the basis of the grievance. The following procedure must be followed:

1. Faculty
2. Course Coordinator
3. Chairperson
4. Associate Dean
5. Dean

Change of Advisor

The advisement process is between advisor and advisee. At times, it is necessary to change one's advisor. The advisee shall send an email to the Chairperson with copy to the advisor documenting the reason for the request to change the advisor.

The Chairperson shall communicate with both the advisor and the advisee independently. During this process, the Chairperson shall assist with the temporary advisement concerns. In collaboration with the faculty and the Chairperson, a new advisor shall be designated. Once the identified advisor has accepted the student, then the Chairperson shall provide this notification to the Director of Student Affairs to provide the name of the new advisor and advisee.

The Director of Student Affairs shall update the advisor information within the Eaglelinks system. Once verified within the system, the Director of Student Affairs shall send email notification to the advisee, new advisor, and Chairperson.

Children in Class and Clinical/Unauthorized Individuals

Children and/or unauthorized individuals are not allowed in the classroom or clinical setting.

Classroom Decorum

The Helene Fuld School of Nursing requires the execution of respect and maintenance of a safe learning environment for both faculty and students, while upholding the rights and responsibilities of each individual. Students are expected to exhibit respect to faculty members, fellow students and to be considerate of the learning environment. Behaviors

that disrupt or interfere with classroom instruction or the learning environments are subject to disciplinary action. Behaviors such as:

- Verbal or physical abuse
- Profanity
- Threats, intimidation, harassment or any conduct that endangers the health or safety of any person or persons.
- Theft or damage of personal or public property
- Usage, possession, or distribution of narcotics or other controlled substances, or possession of drug paraphernalia
- Usage , possession or distribution of alcoholic beverages
- Illegal or unauthorized possession of firearms, explosive, or other weapons or dangerous chemicals on University premises

A student is expected to arrive to class/clinical on time and is subject to the attendance policy of Coppin State University. In the event of an emergency that prohibits attendance in class the student must call or email the instructor of the course within 24 hours of the missed class. The student will also be responsible for obtaining the content missed.

A student is expected to come to class/clinical prepared to participate; which includes but is not limited to completion of reading assignments and the use of audiovisual aides identified for the selected course. Completing these tasks will assist the students with contributing to classroom discussions and enriching the teaching/learning process.

A student who is considered impaired will be immediately dismissed from the premises. Impairment may be associated with excessive work hours, or health related reasons. Mobile devices must be on vibrate or the off position and securely placed with belongings, as not to be used during class except for academic purposes.

Computerized Assessment Testing

Exams will be given via an online format using outside of class time. A student can take exams only at the designated computer access area. Exams will be launched at the designated time. A student must access the exam during this time. Any student who does not access the exam at the date and time posted will be considered absent and has missed the exam. Once a student opens an exam, he/she must complete the exam.

If a student encounters a computer problem during the examination, he/she must contact the proctor immediately. Permission must be obtained in advance to take the examination at another time. An alternate exam in an alternate format will be administered to the student at the designated time.

If a student is unable to take an examination or quiz on the scheduled date and time, the and/or the faculty member responsible for administering the examination must be notified at least 24 hours before the scheduled time of administration.

The grade achieved on the alternate make-up exam or quiz can be no higher than the highest

grade achieved by classmates who took the exam or quiz as scheduled.

A student with ADA requirements shall notify the faculty member responsible for administering the examination in accordance with the ADA guidelines.

Actions by the student that are interpreted as cheating and/or would lead to compromise integrity of the assessment exams will result in an immediate failure of the exam for the student and could lead to possible failure of the course and dismissal from the department, school, college and /or university.

Confidentiality

A student is required to maintain strict confidentiality at all times in the academic setting. Confidentiality is the right to expect communication with faculty, staff and healthcare professions, including nursing students, to remain unshared. Any violation of confidentiality will result in disciplinary action as deemed necessary by the faculty, agency or CHP Leadership. If faculty or CHP Leadership became aware that a student violates confidentiality at any time, action will be taken through formal process. Student's breaches of confidentiality can affect the clinical agency contracts of the University, College of Health Professions and/or the School of Nursing. A student is reminded that clients can pursue legal action should any health professional, including nursing students, violate confidentiality in any setting.

Early Alert System/No Show Reporting

The Early Alert System is a proactive approach to address student issues such as missed classes, missed assignments and/or low quiz or test grades. A student shall be advised to seek the appropriate University, College of Health Professions and/or HFSON resource.

A student's name is verified based on the class rosters of students who are registered for classes. For face-to-face courses the student must be visualized by the faculty member; for online courses, the student must engage in the required course orientation and introduction within the Learning Management System (Blackboard).

Electronic Messaging (Email)

Coppin State University's electronic messaging system is an official means of communication, i.e., Microsoft Office Outlook. Therefore, all University employees and students must use Coppin's electronic messaging system when communicating information electronically. This policy is intended to ensure the most efficient use of the University's electronic messaging system and the compliance with FERPA and other confidential/information security regulations.

Email Protocol

Only CSU student email addresses will be used by faculty and students to communicate. A student is encouraged to email course related questions, comments or concerns to the faculty and/or advisor throughout the semester. Student email accounts must be open and accessible throughout the course. A student is encouraged to communicate through the class list server email system.

A student shall include his/her student identification number and appropriate contact information within the body of the email. The subject of the message shall include the purpose of the communication.

Evaluation of Student Performance

The evaluation plan for assessing student performance is a critical aspect for each course. Criteria for evaluating theoretical and clinical components are described in each course syllabus, which is provided to students at the beginning of the semester. Student participation in the evaluation process is essential. Faculty are to review clinical performance with students on a weekly basis.

Examination Review

Examination /Assessment reviews are an important and expected part of instruction. Faculty will make every effort to complete Assessment (Examination) reviews within one week after the assessment/examination is administered. During the Examination /Assessment reviews, areas that require remediation and test taking strategies will be discussed.

The method of exam review chosen by faculty should be stated on the syllabus. The method in which the assessment/examination review occurs may differ on a course by course basis. Examination /Assessment review may be done in one of several formats: (a) the SEP specialist may review exams items with students, (b) faculty may use class time to review exams; (c) faculty may choose to review exams outside of class times.

Grading

Students must attain a final grade of "**B**" in all nursing courses required in the Nursing Program of Study.

The grading system for graduate students is as follows:

- A
- B
- C
- F
- I Incomplete
- W Official Withdrawal

Grades

The grade of "I" is given when the instructor believes that the course work is unavoidably incomplete or that a supplementary examination is justifiable. A grade of "I" is not appropriate to avoid an unsatisfactory failing grade in a course. A Contract to Remove Grade of Incomplete should be completed by the student and instructor before a grade of "I" is given, or during the first two weeks following the term during which the "I" was given. The contract should clearly explicate the work necessary to remove the grade of "I", the date for completion, and the grade to be given if the work is not complete. The

student, the Associate Dean, the student's advisor and the faculty should receive a copy of the contract. Contracts are a binding agreement between the faculty member and student. The contract form is found in the final section of this handbook (Appendix 5). Any Grade of "I" that is not resolved by the end of the following semester will automatically revert to the grade of "F". Students may not progress to additional coursework if an "I" is the grade.

Grade Appeal Procedure/Grade Review Process

The integrity of the grading system is essential to a quality academic program at Coppin State University. The University community also acknowledges that sometimes grades may be given inappropriately. If this situation occurs, a student has a right to voice his/her opinion about a specific course grade. The faculty is responsible for the assessment of a student's work and the grading process. If the student's concern is not resolved the student is to follow the Chain of Command.

Grievance Process (Student Concern)

The School of Nursing Graduate Program supports the "student appeal procedure", p. 35 of the CSU Graduate School Catalog, with the addition of the following Nursing School process:

Occasionally, a student will encounter an academic or academic related problem that he/she does not know how to resolve or to whom the concern should be addressed. A student should always try to work through the concern by first discussing it with those most involved with the issue. If, however, an issue or problem still exists, there is a formal concern process that a student may initiate by filing out a Student Concern Form. All formal concerns must be in writing using the Student Concern Form. These forms are available in hardcopy in the Office of Student Affairs and Retention.

Grading System and Academic Standards

Grade/Non-Grade Grievances

- 1. Grade Review Process**
- 2. Student Concern**

Grade Point Average

In the School of Nursing, a grade point average of 3.0 is required for retention. A grade of "B" is required in all courses. A course may be repeated only once.

Cumulative Average Computation

Grades are available from the Office of the Registrar approximately three weeks after the close of each semester. The grading system used, with the quality points assigned, is as follows:

Grade	Quality Points	Numeric value
A	4.00	100-90
B	3.00	80-89
C	2.00	70-79
F	0.00	69 & below

I - Incomplete
W- Official Withdrawal

Grade Review Process (Utilized after final grade posted in Eaglelinks)

To activate the grade review process, the student shall follow the procedure as described on the Grade Review Form which stipulates:

1. Student must submit the signed Grade Review Form to the professor by Monday of the second full week of classes in the regular semester that follows the semester for which the contested grade was given and meet with the professor by Friday of the second full week of classes. The student must attach a written explanation of reasons for the dispute and any documentation relating to the disputed grade. The instructor must sign and record a written response on page two of the form and forward a copy to his/her Department Chair by Friday of the third full week of class. The original form must be forwarded to the student.
2. To request a review of the professor's response, the student must contact the Department Chair offering the course by Friday of the fourth full week of classes by submitting the signed original copy of the form along with attachments. The Department Chair will confer with the professor and respond to the student in writing by Friday of the sixth full week of classes. Signature and response must be recorded on page two of the Grade Review Form. The original Grade Review Form will be returned to the student with a copy retained by the Department Chair and forwarded to the professor.
3. At the student's request, the School Dean may review the decision of the Department Chair for fairness. The student must contact the School Dean and submit the signed original Grade Review Form (with attachments) by Friday of the seventh week of classes. The School Dean must review materials and respond in writing to the student by Friday of the ninth week of classes. The original Grade Review Form with signature and response written on page two of the form must

Honor Code

The Honor Code is intended to serve as a framework to address personal and professional behaviors. When admitted, a student is required to sign the Honor Code. If a student is not continuously enrolled, then the student will be obligated to sign another form upon his/her re-admittance.

Inclement Weather Policy

A student shall adhere to the University's Policy and Procedures Governing Closing and Delays during Inclement Weather. To meet the course objectives, a student must attend all clinical sessions. When classes and/or clinical are canceled due to inclement weather, a student is not to report to the class or clinical site. If classes and/or clinical are delayed due to inclement weather, the faculty member has the option to delay and/or cancel the session with a plan to make up missed content. If the University closes early due to inclement weather, the faculty member will end class or clinical early. For up-to-date information on closings or delays, a student should sign up for the CSU alert system.

A student must complete all clinical hours as established in the syllabus. A student who misses practicum due to extenuating circumstances shall, in conjunction with the Advisor, and faculty member, and the DNP Chairperson develops a plan to make up the missed

session. A student who misses more than one clinical session in a given course will be advised that he/she is in jeopardy of a course failure.

Illegal Class Attendance Policy

Class rosters are the official document used by Coppin State University to verify a student's enrollment in a course. A student who is not on the official Class Roster cannot be allowed to attend class.

Picture Release/Video Consent

Photos and videos shall be used for educational and marketing purposes. A student shall complete the Photo Releases/Video Release consent upon admission. The Photo Release/Video Release consent is located in the appendix of this handbook.

Plagiarism

Plagiarism is the presenting of ideas, words, and/or writing of another as one's own. Failing to give credit for information obtained from a published reference is plagiarism. Extreme care should be exercised to cite one's authority for statements included in a written paper/project/assignment. References will be checked. Plagiarized assignments will be given a grade of zero (0). The student may be subject to being dismissed from the Helene Fuld School of Nursing, the College of Health Professions and/or the University. Refer to the section titled Dismissal Criteria within the HFSON and the Coppin State University Student Handbook.

Assignments (oral & written) that a student submits for any course is to be his/her original work. Any violation of this rule constitutes plagiarism. Plagiarism includes any form of cheating on examinations, tests, quizzes and any unacknowledged and/or undocumented use of another's writing or ideas published or unpublished, including copying or rewording information found on the internet. A student who plagiarizes will receive a zero (0) for the particular assignment. *To avoid being charged with self-plagiarism, a student is advised to ask faculty members if repurposed work is allowed. A student shall use the electronic surveillance system TurnItIn. A student who submit work with a Similarity Index of thirty (30) percent or higher shall require a meeting with course faculty to review the Similarity Index to make a determination about the results. In circumstances when there is evidence of Plagiarism; however, the Similarity Index is less than thirty (30) percent the student shall receive a grade of zero (0). Failure to use the TurnItIn surveillance system shall also result in a grade of a zero (0).*

The student may be subject to being dismissed from the School of Nursing, the College of Health Professions and/or the University.

Program Evaluation

A copy of the student's evaluation of the facility orientation should be included in the course reports submitted to the Curriculum and Evaluation Committee.

The School of Nursing wants to assure that every student receives an adequate orientation to his/her

assigned practicum site. To ascertain that this goal has been achieved or determine areas of improvement, the faculty asks the student be involved in ongoing program evaluation. All students are required to participate in continuous evaluation of the program. The ongoing evaluation includes:

1. CSU Course Evaluation / Faculty Evaluation at the end of each course
2. Student's Evaluation of Practicum Facility
3. Student's Evaluation of the Preceptor
4. Exit Surveys
5. One and five year post graduation surveys

Scholarships and Grants

A student may obtain information about scholarships and grants from the scholarship bulletin board, from his/her nursing advisor, and from the STAR Office.

Student Rights

Coppin State University (Coppin) recognizes that differences of opinions, complaints or grievances may arise between its students, faculty, and staff. It is the responsibility of all Coppin students, faculty and staff to establish and maintain an educational environment within which a problem or complaint by a student can be promptly identified, presented, discussed, given fair and timely consideration and successfully resolved.

In many instances, complaints can be successfully resolved informally through meaningful dialogue between the student and the other individuals involved. In addition, or as an alternative means, complaints may also be successfully resolved formally through the use of the grievance procedures.

Any Coppin State University student shall have the right to make known a problem or complaint without fear of reprisal or coercion. Complaints by students arising out of allegations of inappropriate, unlawful, or unauthorized behavior by Coppin staff or faculty (including, but not limited to, discrimination, intimidation, and verbal, or physical abuse) may be brought to the attention of the University for resolution through the grievance procedures. These policies and procedures are addressed in the following university-based documents and can be found in the CSU Student Handbook:

- Privacy Rights of Students
- Student Grievance Procedures
- Policy Prohibiting Sexual Harassment and Procedures for Complaints of Sexual Harassment
- Student Academic Due Process

Transfer Credit

Any course for transfer evaluation shall be reviewed at the time of initial application to CHP HFSON. For transfers of no more than six (3) nursing credits.

Writing Standards, Written Papers and Projects

Formally written papers and projects provide the student with the opportunity to demonstrate the ability for self-expression through a written format. The ability to

communicate in both verbal and written form is considered a prerequisite to effective professional practice.

General Guidelines:

1. The writing style manual to be used when preparing a written paper in the School of Nursing is: American Psychological Association (7th edition) and *Publication Manual of the American Psychological Association*. Washington, DC: APA Publishers.
2. Papers are to be typewritten, double spaced, and in size 12 font. Students shall retain a copy of their paper for their files.
3. Papers and projects must be submitted in accordance with the designated Rubric for the Assignment.
4. The paper/project/assignment will comprise the percentage of the total course grade as listed in the course syllabus. Students not submitting a paper as designated will receive a grade of zero.
5. Unless specifically designated by a faculty member, each paper/project/assignment is to be done by the individual student and not by groups of students.
6. It is the student's responsibility to seek faculty assistance as needed.
7. The minimum and maximum number of pages for the paper is determined by the faculty member of the course. These numbers are exclusive of the title page, abstract, and reference page.
8. Student will be required to submit his/her paper using the designated electronic surveillance system.

HIPAA Requirements

Students are required to provide verification of HIPAA training from their place of employment. Students who have not had HIPAA training, must complete the training prior the first week of nursing classes.

Background Checks

The agencies associated with the HFSON practicum education require background checks for students who will be engaged in a practicum. The aim is to insure the safety of the patients treated by students. A student shall complete the background check prior to the start of one's practicum courses.

If the agency determines that information in the Background Check will prohibit the student from the practicum; then, the HFSON is not obligated to place the student at an alternate clinical agency. If the HFSON is not able to place the student at the initial agency, then the student may be advised that he/she will have to withdraw from the designated course and/or the HFSON. If there is an interruption in attendance at the University, then the student shall be required to complete a new background check prior to resuming any practicum courses.

If the student is unable to participate in clinical experiences, the student will not be able to complete clinical course

requirements, and, therefore, will not be able to meet requirements to complete the DNP program. Students who have been charged with or convicted of a crime may be subject to suspension or dismissal from nursing courses.

Change in Health Status

A student, including a pregnant student must submit documentation from his/her healthcare provider that clearly states that the student can safely fulfill all the duties and requirements of the Plan of Study. After the change of status, the student must submit documentation from his/her primary healthcare that it is safe to return to the Nursing Program and fulfill all requirements.

A student who is absent from nursing courses due to medical reasons such as pregnancy, surgery and other health reasons must submit written documentation from his/her health care provider for any time he/she stop attending classes. A student should submit a copy of the documentation to the School of Nursing by giving it to the Course Coordinator.

A student who plans to return to nursing courses after having been out for a health-related reason (with appropriate submitted documentation as noted above) should submit documentation from his/her health care provider acknowledging that the student is able to complete the duties of a nursing student as identified by the school curriculum. The documentation should clearly state that student can fulfill all duties or clearly state what duties student cannot perform. This documentation should be submitted prior to resuming nursing courses. Reasonable accommodations will be made in accordance with ADA.

Clearance for Practicum

Practicum Clearance will include the completion and documentation of the following:

- Maryland or compact RN Licensure for RN to BSN Students
- Health Clearance, including Immunization Record
- CPR (American Heart Association Healthcare Provider)
- HIPAA, OSHA, Fire Safety, Joint Commission requirements including Diversity and Restraints
- Background Check from the agency designated by the HFSON
- Drug Screen

Each student shall be notified electronically when this Practicum Clearance has been validated. Policy is cross referenced with policy for Health Clearance. A student shall incur the cost associated with his/her clinical clearance. Failure to comply with the practicum requirement will result in an incomplete in the course or practicum. Administrative withdrawal from the course and practicum. The requirement shall be completed by August 1st.

CPR Certification Policy

A student is required to maintain a current certification in Cardiopulmonary Resuscitation by the American Heart Association Healthcare Provider.

Drug Screen

The agencies associated with the College of Health Professions HFSON clinical education require Drug Screens for a student who will be engaged in clinical. The aim is to insure the

safety of the patients treated by students. A student shall complete the drug screen prior to the start of one's practicum courses.

If the agency determines that information in the Background Check will prohibit the student from practicum experiences; then, the HFSON is not obligated to place the student at an alternate agency. If the HFSON is not able to place the student at the initial agency, then the student may be advised that he/she will have to withdrawal from the designated course and/or the HFSON. If there is an interruption in attendance at the University, then the student shall be required to complete a new drug screen prior to resuming any practicum courses. Refer to additional policies in the CSU Student Handbook: Drug Policy Statement and Drug Testing Program.

Fees

Fees are billed through the University. Assessment curriculum, practicum and lab fees are associated with designated course.

Health Clearance

Including Center for Disease Control (CDC) Guidelines for Health Care Workers Guidelines for Students

Coppin State University (CSU) follows the CDC guidelines for Health Care Workers (HCW). Coppin State University also contracts with affiliate agencies to provide practicum access to students in the College of Health Professions. A student enrolled in a practicum course must adhere to the policies and procedures as specified in the contract between Coppin State University and the affiliate agency. A student enrolled in a practicum course in the College of Health Professions (CHP) is required to provide proof of immunity (titers) to Measles, Mumps, Rubella (MMR), Varicella and Hepatitis B. A student is required to provide proof of immunization to Polio and Tetanus. Annually, a student in a practicum experience must provide proof of Influenza (seasonal flu vaccine). If vaccination is medically contraindicated, the student and licensed health care provider must sign a statement to that effect. If vaccination conflicts with the student's moral or religious tenets, the student must sign a written waiver. The supporting documentation shall be submitted to the Dean's office.

An exemption from vaccination requirements may inhibit the student's ability to attend required practicum activities at agencies affiliated with the Coppin State University, College of Health Professions. The affiliated agencies have the right to deny access to their institution because of vaccination exemption. Further, if available affiliated agencies deny student access because of vaccination exemption, then the student may not be able to meet program completion requirements, and any absences incurred because of vaccination exemption or immunity status will count against the maximum absences allowed in the course.

The student shall upload all original forms on the designated College of Health Professions platform (Certified Background.com). The student shall keep a copy of these documents to produce on request to an agency as required.

A student who is currently enrolled will need to complete the Health Clearance updates by as advised. Newly admitted students will be informed when to complete the Health Clearance.

Health Insurance

A student is required to have health insurance when registering for courses having a practicum experience component. An insurance group plan is available annually through the University for students who do not have individual coverage. The cost of the insurance will be charged to the student's account.

Health Insurance Portability Accountability Act (HIPAA)

A student shall complete HIPAA instruction upon admission and may also be required to complete HIPAA training provided by the health care facility.

University Resources

Computer Availability

Computers are available in the Resource Center and Computer Center for use with computer assisted instruction. Additionally, computers are available in the University's Computer Laboratory.

Student Information Technology (IT) HELPDESK

Library

The Parlett L. Moore Library is a full service library and includes books, pamphlets, periodicals and audiovisual materials. Faculty members may designate specific items to be placed on the reserve shelf, each semester, for each course. General references, periodicals, audiovisual materials and reserved items must be used in the library. Students must complete a Patron Registration form to obtain their patron number. This number will allow borrowing non-reserved materials for a three week period. This number will also permit Coppin students to use the facilities of Universities and Universities within the University of Maryland System.

The library is a precious resource that must be shared by many users. It is the responsibility of each user to take good care of the books and other materials of the library. It is also the responsibility of users of the library to maintain an atmosphere that will promote study and other scholarly pursuits.

University Bookstore

The Book store is located in the Tawes University Center

APPENDIX A

DNP Project Guidelines

Doctoral education, whether practice or research, is distinguished by the completion of a specific project that demonstrates synthesis of the student's work and lays the groundwork for future scholarship. Students will explore literature related to specific practice concerns in their area as well as discuss issues with practice leaders to identify and refine their project goals. The development of a project proposal will be based in part on an analysis of the literature.

Exemplars of DNP Projects

One example of the final DNP product might be a practice portfolio that includes the impact or outcomes due to practice and documents the final practice synthesis and scholarship. Another example of a final DNP product is a practice change initiative. This may be represented by a pilot study, a program evaluation, a quality improvement project, an evaluation of a new practice model, a consulting project, or an integrated critical literature review. Additional examples of a DNP final product could include manuscripts submitted for publication, systematic review, research utilization project, practice topic dissemination, substantive involvement in a larger endeavor or other practice project (AACN, 2006).

The theme that links these forms of scholarly experiences is the use of evidence to improve either practice or patient outcomes. The final DNP project produces a tangible and deliverable academic product that is derived from the practice immersion experience and is reviewed and evaluated by an academic committee. The final DNP product documents outcomes of the student's educational experiences, provides a measurable medium for evaluating the immersion experience, and summarizes the student's growth in knowledge and expertise (AACN, 2006).

DNP Project Requirements

Students are required to identify a practicum problem or professional issue that arises from a careful analysis of a practice population and/or system; develop and implement an innovative, culturally competent, sustainable, evidence-based solution; and implement and evaluate the outcome(s). The DNP Project will include the NONPF Competencies, 2011, and the AACN DNP Essentials, 2006 and will delineate how the applicable NONPF Competencies and DNP Essentials were addressed and included in the project.

During the DNP Project, students will develop, implement, and evaluate an, ethical, evidence-based solution to a problem or issue that the student has identified. The

identification of the DNP project topic and focus will begin in the first semester of enrollment in the NURS 830 Research Methods course. The courses in the DNP program provide the foundation and the requisite content to further assist the students in development and synthesis of ideas relevant to successfully complete their DNP project. The courses specifically DNP Project I and DNP Project II courses provide opportunities for the student to further develop and culminates in the implementation and evaluation of their DNP project. The examples of the types of DNP Projects that can be completed are available and listed under *Exemplars of DNP Projects*.

Student Responsibilities with Respect to Advisement

The student is responsible for:

1. Communicating regularly with his/her DNP Project Chair regarding progress, goals, and plans.
2. Initiating contact with faculty members whom s/he is considering as members of the DNP Project Committee.
3. Selecting a DNP Project Chair in consultation with the chair.
4. Communicating with DNP Project Committee members on a regular basis regarding progress and to schedule meetings (including the DNP Project proposal presentation).
5. Communicating to the Advisor and the Chairperson DNP Program, DNP a desire to change advisors, if indicated.
6. Becoming familiar with and complying with all relevant policies and procedures as set forth by the School of Nursing for the DNP program.
7. Report problems that delay progress in completing the degree requirements to the DNP Chairperson.

Required Forms

- DNP Approval Form
- Identification of Preceptor
- DNP Project Checklist

Selection of DNP Project Team

1. The DNP Project Chair will be a Graduate faculty member at the HFSON
2. The complete committee membership should be constituted no later than the first three weeks of the semester.
3. The DNP Project Chair must approve all members who are not Coppin State University faculty and the student should submit a letter request that includes a rationale for committee membership. A copy of the proposed member's curriculum vitae should be attached.
4. It is the responsibility of each student to submit the original committee members form to the DNP Chairperson.
5. A student may select faculty from other departments of the University of Maryland System. No more than one member of the committee may come from these areas. The faculty committee chair must approve all members who are not Coppin State University faculty. If a student is requesting an individual to be on their committee,

who is not a full-time faculty member of the Coppin State University faculty, the student must present a rationale for the inclusion of that individual on their committee. This needs to be done formally, in writing, including a rationale for inclusion, and a copy of that person's curriculum vitae. The DNP Chairperson for the Graduate Program must approve this person, in writing.

Meetings

Meeting arrangements for DNP Project is the responsibility of the student in conjunction with the course faculty, and DNP Project Advisor. No meeting may be arranged without prior approval of the Advisor for the project.

The DNP Project written proposal should be organized in the following manner:

- a. Background for the project/Statement of the problem
- b. Purpose of the project/Significance of the project/Need
- c. Review of the literature including emphasis on social determinants
- d. Theoretical/Conceptual framework
- e. Methodology
- f. Anticipated Findings
- g. Objectives
- h. Plan for evaluation of evidence-based outcomes
- i. References
- j. Timeline for project/Work Plan
- k. Identify resources needed for completion
- l. APA style is required for all submissions

Implementation and Evaluation

1. A grade is given for each term in which a student is registered.
2. Upon completion of required hours for DNP Project I and DNP Project II a grade is assigned. Any student who does not demonstrate progress by mid-term, will receive a no progress (NP) for the applicable course.
3. A typed draft of the DNP Project must be submitted to all DNP Project Chair and Committee members and the /presentation scheduled at an appropriate time in order for the student to meet all deadlines identified by the School of Graduate Studies. (March 1st for May Graduates.)
4. A DNP Project completion requires a public presentation.
5. The scheduling of the DNP Project presentation is done by the student in coordination with members of the student's DNP Project Committee.
6. The typed draft copy of the DNP Project must be submitted to all DNP Project Committee members a minimum of two (2) months or 2 weeks, prior to the scheduled defense date.
7. If a student is unable to meet deadlines for submitting the final copy of the DNP Project, the student will be required to register for an additional term or semester in order to complete all work, unless it can be completed on or before the first two (2)

weeks of classes in the next term. The student shall register for a DNP Practicum course to complete the requirements.

8. If the student is unable to meet the deadlines for submitting the final copy of the DNP Project, the student will receive an *Incomplete* and will be required to register for additional hours for next time the DNP Project Committee Chair is available. The student will have to reapply for graduation.

The style specified by the School of Nursing is the Publication Manual of the American Psychological Association (APA), current edition.

DNP Project Outline

Introduction: Brief introduction to the project and structure of the paper.

Background

General Background information: Identification of the challenges, problems, situations, or opportunities leading to the proposed project. This can include information about epidemiology of the health problem, research evidence of the proposed practice change, practicum guidelines, etc.

Problem Statement - Identification of the challenges, problems, situations, opportunities leading to the proposed project.

Purpose of Project: Description of the specific practice change as related to the problem.
Significance of Proposed Project. Identification of the potential significance of this project in addressing the identified problem.

Literature Review and Synthesis

The health issue that has been identified

Evidence-based best practices for addressing the identified problem in the organization

Theoretical/Conceptual Framework

The theoretical/conceptual framework chosen must support the implementation of change within a system.

Project

Description and Design of Evidence-Based Project /Intervention Plan

Discussion of how the theoretical/conceptual framework supports this specific project

Feasibility Analysis:

As appropriate to the individual project and determined by the DNP project committee chairperson and preceptor, the DNP student will include a strategic analysis that justifies the need, identify feasibility and sustainability of the proposed project.

Resources – personnel, technology, budget, etc.

Congruence of Organization’s Strategic Plan to Project

Evidence of Key Site Support

Timeline of Project with realistic timeframes for each phase of the project.

This information will be used by the Chairperson and the student and Chairperson to evaluate if the student is maintaining target dates and progressing satisfactorily toward DNP Project completion.

Project Objectives: The objectives must be measurable. The objectives focus on implementation of the practice change within a system.

Evaluation Plan:

For each objective listed, specific details are provided as to how the project will be evaluated:

What evidence-based measures will be applied to the evaluation plan are identified and explained?

What evidence-based measures/instruments were used for each objective are identified and explained?

What method of statistical analysis will be used for each objective are identified and explained?

The evaluation plan must include process and outcome evaluation of the change within the system.

Qualifications and selection of DNP Project Chair

Qualifications of faculty who may serve as advisors are specified by the DNP program policy. DNP Project Chair must be a member of Coppin State University Graduate School faculty. They will have expertise in the general area of the student's anticipated project interests.

a. When the student selects a DNP Project focus a DNP Chair will be identified based on the DNP Project focus and the expertise of the DNP faculty. The Advisor may be selected to act as a DNP Project Chair based on their area of expertise.

b. The DNP Project Chair is mutually agreed upon by the student and Advisor. The DNP Chairperson is informed regarding the student's selection in writing by the student and approves selection.

Required Forms (see Appendix)

- DNP Approval Form
- Identification of Preceptor
- DNP Project Presentation
- DNP Project Checklist

DNP Project Timeline

Item	Due Date	Document/s to be Submitted
DNP Project focus is identified.	Begins in NURS 830 and NURS 831. At the end of the courses the DNP Project focus is identified with supporting information. The DNP project focus for research and analysis is included in written assignments in NURS 830. The conceptual framework, model for the DNP Project focus is included in written assignments NURS 831	DNP Project Identification Form Submitted to: DNP Program Chairperson
Confirm your DNP Project Chair		DNP Project Chair Agreement Form. Submitted to: DNP Program Chairperson
Confirm DNP Project Team Members		CV for each Project Team Member Submitted to: DNP Program Chairperson
DNP Project Proposal Completed	Proposal Presentation date set by student with DNP Project Team	Completed Proposal Submitted to: DNP Project Team DNP Program Chairperson
IRB Application Submitted	After DNP Project Proposal Approval	CSU IRB Project site IRB Submitted to: DNP Program Chairperson and applicable IRBs
DNP Project Defense date scheduled	Two weeks before DNP Project Defense	Student coordinates date & time with DNP Project team members and reports final date & time Submitted to: DNP Program Chairperson
Final DNP Project	Submit paper to team a minimum of two weeks before DNP Project Defense	Defense outline and/or final copy of the scholarly manuscript Author guidelines from the journal in which the Student plans to submit their scholarly manuscript. Submitted to: DNP Project Team
Scholarly Manuscript	Final draft with any revisions suggested by DNP Project Committee during Defense due one week after Defense	Scholarly manuscript Submitted to: DNP Project Team
DNP Portfolio Completed	By 4th Monday in November	Portfolio with required cover pages Submitted to: DNP Chairperson

Appendix B

The American Academy of Colleges of Nursing (AACN) requires that all DNP graduates complete a minimum of 1000 hours of precepted post BSN clinical experiences in their specialty area. Each student must document the number of precepted clinical hours completed in their MSN or post MSN program.

Plan to provide the required documentation of precepted MSN clinical hours. Contact the appropriate person from your MSN or post-MSN program and have that person sign the completed form.

Name: _____ Date: _____

Nurse Practitioner Program: _____

Masters Program: _____

To be completed by MSN or post MSN program personnel:

Number of precepted clinical hours earned by the above person listed: _____

Printed Name: _____

Signature/Title: _____

Phone Number: _____ Email Address _____

Return completed form to:

jtilghman@coppin.edu

Appendix C

GAP ANALYSIS

Name of Student: _____

700 graduate practice hours is the maximum that will be counted towards the 1,000 post-baccalaureate clinical hour requirement.

Nurse Practitioner Preparation and Program completed: _____ Year completed: _____

Total Masters Program Practice hours: _____ Total Nurse Practitioner Practice hours accrued: _____

Practicum Hours needed to fulfill the 1000 Practicum hour Requirement: _____

There is a 1,000 post-baccalaureate clinical hour requirement (required by the DNP Essentials, 2006 and CCNE) that must be completed in a practice setting. This Gap Analysis is to identify how many qualified graduate practice hours an enrollee has upon admission to the DNP program and how many additional hours are required for the student to achieve the 1,000 practice hour requirement.

Practicum hours for DNP Program: <i>(The maximum hours that can be transferred is 700 hours).</i>		
DNP Practicum Courses	Hours completed	Date Completed
NURS 838: 135 hours	Required 135 hours	
NURS 839: 135 hours	Required 135 hours	
NURS 840: DNP Seminar I	(1-4 credits = 45-180 hours)	
Total Practicum hours completed		
<i>Explanation of practicum hours calculation:</i> <i>Explanation of practicum hours calculation:</i> 1 credit = 45 contact hours; 2 credits=90 contact hours 3 credits =135 contact hours; 4 credits = 180 contact hours		



Appendix D

**Coppin State University
College of Health Professions
Helene Fuld School of Nursing
Family Nurse Practitioner Program**

Preceptor Request Form

Complete and submit to Clinical Coordinator as early as possible for timely consideration.
Late or incomplete forms can result in delay or the inability to arrange a requested placement.

Preceptor Information	
Name on license	
Credentials	
Specialty	
Population focus	
Type of site (private, community, acute)	
Years in practice	
Business mailing address	
Business phone	
Cell phone	
Fax	
Email	
Name of Employer	
Name of Authorized contact person, if different, with mailing address, email and phone	
<i>Name of initial requester/student</i>	
<i>Email of initial requester</i>	

For office use: Do not write below this line

Site visit: Date	
Approval by FNP Clinical Coordinator	

To be completed by Director of Academic Affiliations

Professional Licensure verified-active and unencumbered	
Business status and accreditation of employer verified	
Contract prepared for signatures	

Coppin State University Graduate Faculty make all final decisions regarding clinical placements



Appendix E

DNP Project Approval Form

Student Name:

DNP Project Title:

Student Signature:

Date:

Approval: Yes

No

Comments:

Signature of DNP Project Chair:

Date:

Signature of DNP Chairperson:

Date:

Signature of Associate Dean :

Date:

Signature of Dean :

Date:



Appendix F
Proposal Evaluation Form

Component	Exceptional	Satisfactory	Unsatisfactory
<p>Abstract A brief summary of the DNP Project. Abstract limited to 150 words. Abstract includes: project purpose, the problem statement, description of the sample and overall project design, the proposed methods, analysis procedures, and significance.</p>	Abstract well-articulated and clearly addresses all areas.	Abstract is complete and includes all areas adequately addressed	Abstract is incomplete. Abstract does not reflect linkage to the project.
<p>Problem/Clinical Question/Practice Issue Identifies why the practice problem/issue is a concern, includes discussion about the breadth and depth of the problem, and why it should be evaluated. Includes information/literature to support the practice/problem.</p>	Clear and concise information about the significance and scope of the problem and the potential impact. Rationale for problem need is clear, concise and well-articulated.	Adequate information provided about the significance and scope of the problem and the potential impact.	Problem is not clearly identified. Lacks information about significance and scope of the problem and the potential impact.
<p>Project Goal(s) Identifies the overall goals of the project and/or the outcomes-based performance measures that will be used to assess change. The project aim or purpose is limited to one or two key areas that are clearly articulated. Describes how the goal(s) will be evaluated, and the rationale for selection of the chosen evaluation method</p>	Clearly articulates goals and outcomes measures and provides clarity with specific details. Clearly describes what the project will involve and what it will accomplish	Measures sufficiently described. Adequately describes what the project will involve and accomplish	Lacks a clear description of goals and outcomes measures. Does not include what the project will involve and accomplish.
<p>Significance Describes the overall project and its significance and how it addresses the DNP Project issue. Describes how the project may impact practice, research, nursing theory, and nursing education. Describes how the DNP project will provide new insight into the existing knowledge where there is currently a gap and implications of the project. Discusses how the potential for subsequent clinical inquiry, could influence current programs, and/or healthcare policy.</p>	Clear and well-articulated description of the significance that addresses the DNP Project issue. Clear and succinct details about the projects impact and future implications.	Adequate description of the significance of the DNP Project issue. Provides sufficient details about the impact and future implications.	Lacks a clear description of significance of the problem/clinical question/practice issue. Lacks details about the impact and future implications.
<p>Review of the Literature Provides a review of the evidence to support the DNP Project issue. Review is organized, integrated summary with relevant background about the problem/clinical question/practice issue identified. Evidence synthesized reflects a summary of the state of the science</p>	The literature review is systematic thorough, complete, well organized and clearly articulated.	The literature review is adequately organized.	Lacks organization, flow, integration of relevant studies to support proposal.
<p>Theoretical/Conceptual Framework Identify a theoretical/conceptual framework that will guide the DNP Project. Framework is relevant to the proposed project.</p>	Framework is well thought out and presented. Concepts are explained. Clearly delineates and explains the theory/conceptual model linkage of the framework to the DNP project.	Framework is described satisfactorily with explanations for the concepts. The frameworks linkages are identified	Framework is inappropriate. Supporting literature is not present.

Component	Exceptional	Satisfactory	Unsatisfactory
<p>Methodology (Protection of Human Subjects if applicable is provided) Project/Research design plan is described. Provides a description of the process step by step, from implementation to completion. Includes rationale(s) for the intervention(s), a description of the intervention, and the operational plan. Describes the project participants, number of anticipated participants and method of selection (if applicable).</p>	<p>Clearly connects methodology to the Project and describes how the practice/problem issues will be answered. Protection of Human Subjects if applicable is provided</p>	<p>Adequately describes the Project methodology. Protection of Human Subjects if applicable is provided.</p>	<p>The methodology section is unclear, lacks sufficient details. The method selected is inappropriate for the project. Protection of Human Subjects if applicable is not provided</p>
<p>Setting Describes site where the project will take place. Describes as applicable: services provided, resources, accreditation, client census and demographics, access to resources, and how permission obtained.</p>	<p>Information is clear and concise and completely describes the site</p>	<p>Adequate description of site is provided.</p>	<p>Lacks a clear description of the site</p>
<p>Tools/Instrument(s) Identifies the tools/instruments that will be used to evaluate the practice problem/issue. Describes all tools, if empirical measurements indicate psychometric properties.</p>	<p>Comprehensive Identifies the tools/instruments that will be used to evaluate the practice problem/issue. Describes all tools, if empirical measurements indicate psychometric properties.</p>	<p>Inconsistent discussion and identification tools, and of psychometric properties for tools/instruments that will be used to evaluate the practice problem/issue.</p>	<p>Does not identify and describes all tools, and identify psychometric properties for tools/instruments that will be used to evaluate the practice problem/issue.</p>
<p>Data Collection Describes the collection of data/information and the purpose. Describes how data/information will be collected. Identifies the approach or process that is appropriate for the project design.</p>	<p>Comprehensive description of the collection of data/information and the purpose. Describes how data/information will be collected. Identifies the approach or process that is appropriate for the project design.</p>	<p>Inconsistent discussion and identification of the collection of data/information and the purpose</p>	<p>Does not the collection of data/information and the purpose</p>
<p>Analysis/Evaluation Provides an Evaluation Plan that will be used to evaluate the project. Identifies goals of the project and/or the outcomes-based performance measures that will be used with rationales to assess change, the description of how the goal will be evaluated, and the reason for using the chosen evaluation method.</p>	<p>Elements of the project evaluation are well delineated. Analysis discussion provides a summary of how the results will be interpreted in logical succession.</p>	<p>Inconsistent discussion and identification of the how the results will be interpreted in logical succession.</p>	<p>Does not provides a summary of how the results will be interpreted in logical succession.</p>
<p>Resources Identify the resources necessary to implement and complete the project. Includes a realistic timeline for project implementation and completion..</p>	<p>All elements of the implementation and completion of the project are well delineated</p>	<p>Inconsistent discussion about the elements of the implementation and completion of the project</p>	<p>Does not discuss clearly and coherently the elements of the implementation and completion of the project</p>
<p>Integration of DNP Essentials Includes how project addresses AACN Essentials of Doctoral Education for Advanced Nursing Practice, October 2006</p>	<p>Specific and relevance of how project addresses AACN Essentials of Doctoral Education for Advanced Nursing Practice, October 2006</p>	<p>Inconsistent discussion of and relevance of how project addresses AACN Essentials</p>	<p>Does not clearly discuss relevance of how project addresses AACN Essentials of</p>

Component	Exceptional	Satisfactory	Unsatisfactory
		of Doctoral Education for Advanced Nursing Practice, October 2006	Doctoral Education for Advanced Nursing Practice, October 2006
<p>Paper Format APA Format must be followed for proposal to be accepted.</p>	<p>Well organized, with logical consistency, is free of spelling, punctuation and grammatical errors. The writing is excellent.</p>	<p>A few punctuation, and grammatical errors. The quality of writing is average.</p>	<p>The proposal is poorly written, unorganized and contains grammatical errors.</p>



Appendix G
Project Defense Form

Project Title: _____

Student: _____

DNP Project Title/Overview	Items Evident in Project?
Concise and accurate/ Provides direction for project	
Background of the Problem <ul style="list-style-type: none">a. Introductory materials with brief evidentiary statement to justify the topicb. Background and Significance of problem.c. Target population and/or stakeholdersd. Purpose statemente. Clinical questions to be answered through the DNP Projectf. Objectives of project with measureable outcomes	
Theoretical Framework and Review of the Literature <ul style="list-style-type: none">a. The model or framework to be used to conduct the project with justification and relevance to the clinical questionb. A thorough review of the literature with synthesis of the evidence supporting the clinical question and projectc. Literature search strategy and databases used	
Organizational Assessment & Cost Effectiveness Analysis <ul style="list-style-type: none">a. Assessment of the organization in which the project will be carried out to include readiness for change, facilitators and barriers, risks and/or unintended consequencesb. Cost factors associated with the project to include costs of the program and cost avoidance or savings associated with implementation.	

<p>Design and Methodology</p> <ul style="list-style-type: none"> a. Methods b. Outcome measures, evaluation and type of data analysis c. Psychometric properties of any instruments used for evaluation (Reliability and Validity) d. Time line for project e. Plan for sustainability f. Nursing implications for practice 	
<p>IRB Approval (as applicable)</p> <ul style="list-style-type: none"> a. Institutional IRB (if applicable) b. HFSON IRB (if applicable) 	
<p>AACN Essentials (2006). DNP Project reflects and demonstrates the AACN Essentials of Doctoral Education for Advanced Nursing Practice</p>	
<p>References, APA Format, Title Page</p>	

Program Decision:

The DNP Project has been presented and the following decision has been made:

<p>Approved without any changes: _____</p>
<p>Approved with revisions: _____</p> <p>Project requires minor to moderate, revision(s). The DNP Project Chair or other designated member of the committee will communicate to the student, the revisions necessary for completion of the DNP Project within 1 week. If after 1 week the DNP Project revisions have not been submitted for review the candidate will fail the DNP Project</p>
<p>Failed: Does not meet criteria for Defense and contains significant deficits: ___</p>

Additional Comments: