

ROAR



DNP

Student Handbook



**Idaho State
University**

**School of
Nursing**

2021-2022 DNP Student Handbook

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**Welcome from the Director of Graduate Studies in Nursing and Associate Professor,
Susan S. Tavernier, PhD, APRN-CNS, AOCN®**



Welcome to the School of Nursing (SON) at Idaho State University! The faculty and I look forward to working with you as you complete your coursework and practicums. Active engagement and collaborative interaction between you and the faculty will prepare you as leaders and exemplary advanced nursing clinicians based upon the most current evidence. Through interprofessional practice, you are prepared to lead, influence, and improve the health care outcomes for individuals, families, and communities. In so doing you also improve the quality of life for patients as you integrate compassion, innovation, and science into your work.

Please take time to read the DNP Student Handbook and utilize this as a resource as you enter and progress through the program. The handbook is updated each year, or as needed so this is an important document to read and review on a regular basis. Please feel free to contact me if I can be of assistance as you move forward in this endeavor at (208) 373-1783 (office) or tavesusa@isu.edu.

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

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

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

All students begin with a required on-campus orientation (Pocatello) in August during the year of admission.

For additional information about graduate education at ISU refer to: <https://www.isu.edu/graduate/>

For additional information about the DNP program in the SON refer to:
<https://www.isu.edu/nursing/programs/doctor-of-nursing-practice-dnp/>

School of Nursing Vision, Mission, and Philosophy

Vision

The SON vision is to be a distinguished SON committed to being as humanistic and compassionate as we are scientific and innovative.

Mission

The SON mission is to prepare caring, exemplary nurse leaders who integrate education, service and scholarship, through practice and research, to enhance the quality of life for rural and diverse populations.

Philosophy

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

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

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

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

Utilization of nursing knowledge is the major focus in the undergraduate curriculum in the development of beginning level practitioners. The undergraduate program prepares graduates to meet the present and emergent community health concerns at local and global levels. Throughout the development of the professional role, students learn to view the recipients of nursing care as individuals, families, groups, or communities within cultural and environmental contexts. The population distribution and geographical nature of Idaho mandates that graduates be proficient in rural and frontier nursing.

Graduate education is built upon undergraduate education. Students are prepared to assume advanced practice roles by developing nursing knowledge through research, theory, and practice. At the graduate level, faculty and students contribute toward the application and elaboration of nursing theories to describe, explain, predict, and understand nursing phenomena. Graduate education facilitates learning environments where students can construct their own knowledge integration at an advanced level. Advanced practice nurses develop broad based knowledge and experience to facilitate or deliver personalized, holistic health care to clients over the lifespan in a variety of settings with an emphasis on rural practice.

Doctor of Nursing Practice (DNP) Program Overview

The primary objective of the DNP degree program is to prepare clinical leaders who can effectively evaluate clinical outcomes; identify and manage health care needs of individuals, families and populations; use technology and information to transform health care systems; and participate in interprofessional collaboration to develop efficient and effective models of health care delivery. The graduate of the DNP program is prepared for program option specific national certification examination.

The ISU SON DNP program offers two advanced practice nurse practitioner options, the Family Nurse Practitioner (FNP) option and the Psychiatric Mental Health Nurse Practitioner (PMHNP) option. The FNP option prepares the graduate to be a leader in primary care, combining the roles of provider, mentor, educator, and administrator. The FNP is prepared to practice autonomously and in collaboration with other healthcare professionals to provide evidence based care to individuals, families and populations across the lifespan in a variety of settings. The PMHNP option prepares the graduate to provide psychiatric mental health care along the wellness-illness continuum, effectively evaluate clinical outcomes, and identify and manage primary and acute mental health care needs of individuals and families.

DNP Program Goals

The graduate will demonstrate competence in evaluating clinical outcomes and identifying and managing health care needs of individuals, families, and populations. The graduate will also use technology and information to transform health care systems, and participate in interprofessional experiences to develop effective models of health care delivery. The primary goal of the DNP degree program is to prepare leaders who are experts in advanced nursing practice in specialized areas with an emphasis on innovation and evidence-based applications to improve healthcare outcomes.

DNP Program Outcomes

Each student will complete a core curriculum coursework specific to the DNP option including the DNP Project. Students complete coursework and the DNP Project through online technologies integrating an interprofessional approach to:

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

DNP Program Curriculum

The curriculum sequences for the full time and part time DNP degree options (FNP and PMHNP), as well as the Post Master's DNP degree, are found on the [School of Nursing web site](#) and are also posted in the Moodle DNP Student Homeroom. Course descriptions can be found in the [ISU Graduate Catalog](#). Required doctoral courses are offered according to the established curricular plan (PT, FT, or Post Master's). The SON may substitute a required course with an equivalent course offered through another department within ISU. Course sequencing may be subject to change based upon student enrollment. Students should take note of the established curriculum pattern for the DNP degree program and work closely with his/her assigned Faculty Advisor (FA) upon admission and throughout enrollment to establish a Plan of Study (POS) which is updated each semester by the student and approved by the FA. Students are admitted under full time, part time, or Post Master's status and are required to maintain the established POS until graduation unless approved by his/her FA. And the Director of Graduate Nursing Studies.

DNP students can petition to have up to 21 graduate level credits (non-clinical) approved to meet curriculum requirements for the DNP program excluding Scholarly Project (SP) credits. . Transfer credits taken more than five years or more are not recommended. Request for transfer credits MUST be received by the SON Graduate Nursing Studies Council (GNSC) and the Graduate School within the first year of enrollment. The student must petition by course to have these credits reviewed by the GNSC for approval. If the credits are approved through the SON GNSC, the petition is forwarded to the Graduate School for review and approval to meet curriculum and degree requirements. The student must work closely with his/her FA in the SON to complete this process.

Approval of Special Problems or Independent Study Courses

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

Advisement

Upon admission, each student is assigned a faculty advisor (FA). The student is expected to meet with his/her FA early in the first semester and at the beginning of each semester thereafter. In collaboration with his/her FA, each student develops a POS that constitutes a unified program, planned within the framework of the established curriculum for the DNP program option. Once selected, the DNP Project Team Chair becomes the student's FA. Formal communication occurs through the student's FA, DNP Project Team Chair, and/or Director of Graduate Studies as appropriate to support student progress.

Role of the Faculty Advisor

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

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

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

Student Responsibilities with Respect to Advisement*

The student is responsible for:

- Communicating each semester with his/her FA regarding progress, goals, and plans.
- Selecting a DNP Project Team Chair by the end of fall semester year 2 in consultation with the FA.
- Initiating contact with the faculty whom he/she is considering as DNP Project Team Chair.
- Selecting, with the approval of the DNP Project Team Chair, members of his/her DNP Project Team.
- Initiating contact with other individuals being considered to serve on the DNP Project Team.
- Reporting problems that delay completion of the degree requirements to the FA/DNP Project Team Chair in a timely manner.
- Becoming familiar with and complying with all relevant policies and procedures as set forth by the SON, GNSC, GS, KDHS, and ISU. Policies related to the GS can be found at the GS website at <http://www.isu.edu/graduate/> or in the Graduate Catalog at <http://coursecat.isu.edu/graduate/> which is updated yearly. ISU policies and procedures can be found at <http://www.isu.edu/policy/>.

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

Procedure for Changing Advisor/DNP Project Committee Composition

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

1. It is highly recommended that the student speaks first with his/her FA/Chairperson prior to requesting a change. The student must submit to the SON Director of Graduate Studies a written request for change of FA, DNP Project Committee Chair, or DNP Project Committee composition. This request shall contain the rationale on which the request is based and may include a request by the student for a specific replacement of committee member(s).
2. The Director seeks input as appropriate from committee members and course faculty. If the SON Director of Graduate Studies accepts the rationale, and if a qualified replacement is secured, the Director will document final approval in the students file.
3. Should the SON Director of Graduate Studies not agree to the proposed change and the conditions thereof, and if no compromise acceptable to all parties can be reached, the matter shall be arbitrated by the GNSC. Such arbitration may need to consider the question of ownership of the components of the DNP Project already undertaken by the student under the supervision of the DNP Project Committee Chair.
4. Any student appeal of the decision in this regard shall be directed to the Director of Graduate Studies in the SON.

DNP Project

The student is responsible for developing, implementing and evaluating a DNP Project. The student will select a health topic to study and a DNP Project Team with whom to work. The DNP Project Guidelines provide detailed instructions on the project and expectations of the student to complete the project. The DNP Project Guidelines are found in the Moodle School of Nursing Graduate DNP Homeroom. Students are expected to read the guidelines, appendices, and resource folders for complete information, and work closely with their FA/DNP Project Chairperson if they have questions.

Final Program of Study

The Final Program of Study lists all course requirements that must be completed, including six (6) DNP Project credits, by the student in order to receive the DNP degree. The Final Program of Study is electronically signed by the student and submitted to their DNP Project Chair for review and signature. The signed form is then forwarded to the SON Director of Graduate Studies for required signatures and then to the Graduate School for final review and approval. The final Program of Study must be submitted and received by the Graduate School according to Graduate School posted deadline, usually found at <http://coursecat.isu.edu/previouscatalogs/2020-21/graduate/generalinfoandpolicies/proceduresummary/>

Protection of Human Subjects

Any scholarship/research conducted as an ISU graduate student must be reviewed through the Office for Research, by the ISU Human Subjects Committee (HSC), Institutional Review Board (IRB). The link to the Office for Research is <https://www.isu.edu/research/>. The IRB determines if the project qualifies as research or not and the level of review required. The application is made using the Cayuse system. The student is responsible for requesting access to Cayuse by contacting the ISU Office for Research. CITI training must be completed and a certificate obtained before access will be granted. Once access is approved for the student, the student completes the application for IRB review through the Cayuse system. The DNP Project Team Chair must review the IRB application in the Cayuse system and be listed as the faculty advisor.

Once the DNP Project has been approved through the university and facility (if applicable) IRB, the student can move forward with implementing the DNP Project. Adherence to timelines and communication between the student and DNP Project Team Chair is critical to move this process forward in a timely manner.

Information on the Human Subjects project approval process, CITI training, and Cayuse IRB are available in the ISU Office for Research, Research Outreach and Compliance at: <https://www.isu.edu/research/research-support/research-outreach-and-compliance/human-subjects/>

Grading System

The SON has delineated the following grading system:

A	93-100
A-	90-92
B+	87-89
B	83-86 <u>Must pass all courses with a “B” or higher</u>
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

Student Progression Policy

Students enrolled in all graduate programs must achieve a B or higher in all required courses and electives toward the degree based on POS to progress. If a student receives a B-, C+, C or C- in any one required course or elective, the student will be initially placed on probationary status. At the discretion of the GNCS,

a student may be required to retake a course in which a B- or less was achieved. If the student receives a second B-, C+, C or C- in any additional required course or elective, the student will be dismissed from the program. Any student who receives a D or F in any required course or elective based on the POS will be dismissed from the program.

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

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

See the GS home page at <https://www.isu.edu/graduate/>; and Graduate Catalog at <http://coursecat.isu.edu/graduate/> for further information.

In Progress (IP) Grades for NURS 7790 DNP Project credits

See ISU Graduate School policy for in-progress grades is found at: <http://coursecat.isu.edu/graduate/generalinfoandpolicies/courselevelcreditsgrading/>

Students receive an IP grade for NURS 7790 DNP Project credits until they complete all DNP Project requirements as explained in the DNP Project Guidelines. After the project is completed in the final semester of study, the student will receive a grade for all NURS 7790 credits. The DNP Project Team chair will complete the ISU *Change of Grade Form* to have the grade recorded for all NURS 7790 credits.

If expectations for the DNP Project are not met by the student per the DNP Project Guidelines during the enrollment in NURS 7790, consideration for progression in the DNP program will be evaluated through the GNSC based on failure to meet expectations of the DNP program as outlined by the student and DNP Project Team and Team chair. Failure to complete IP grade and/or earning an unsatisfactory grade in NURS 7790 constitutes grounds for dismissal from the graduate program. Refer to the DNP Project Guidelines for further information, located in the Moodle SON Graduate Program DNP homeroom.

Incomplete Grades (I)

See the Graduate School catalog for the ISU Graduate School policy for incomplete grades found at: <http://coursecat.isu.edu/graduate/generalinfoandpolicies/courselevelcreditsgrading/>. Please be aware that an incomplete grade may change the POS and/or targeted date of graduation.

Waiver of Course or Deviation from Published Curriculum

A student may petition, using the *Departmental Graduate Petition* form to waive an existing requirement, or deviate from the published curriculum for any one option in the graduate program. The student FA, SON GNSC, and the SON Director of Graduate Studies must approve such petition. Some waivers may require approval through the KDHS and/or University GC. The student completes a petition form. The written petition for waiver/deviation is to be accompanied by supporting material which is detailed on the petition form. Only a complete petition will be reviewed by the GNSC. The petition is forwarded by the student to

their FA for consideration and signature. The petition is then posted by the FA in the GNSC meeting file for review by the GNSC. The FA is to make a request to the Director of Graduate Studies to place this item on the agenda for the next GNSC meeting. The petition will be placed on the GNSC agenda for consideration and outcome determination. Once the decision is made by the GNSC, the outcome is documented on the petition form by the FA and submitted to the Director of Graduate Studies for signature. Decision on such matters are documented in the student's file, and information as appropriate is forwarded to the KDHS and/or the GC by the Graduate Administrative Assistant I in the SON. The student is notified by the SON of the outcome of the petition process. A copy of the completed petition with outcome documented on the petition form, is maintained in the student file. See "DNP Program Curriculum" section on page six of this handbook for the process to petition the transfer of previously completed course credits to meet required DNP coursework.

Leave of Absence

A student needing to take a brief period of time off from doctoral studies for an appropriate reason may request a Leave of Absence (LOA). It is recommended that the student first meet with his/her FA to discuss options. The student must have completed at least one semester in good standing (minimum cumulative GPA of 3.0) prior to making the request. The *ISU SON Request for Leave of Absence* form must be completed, submitted, and approved by the FA and forwarded to the SON Director of Graduate Studies for final decision. Examples of appropriate reasons to request a LOA are: personal illness, pregnancy complications, illness in the family, or unexpected financial crisis requiring the student to work additional hours. A LOA may be granted for no more than two semesters. The student is expected to re-enter the program according to what was outlined on the *ISU LOA Request for Leave of Absence* form. Failure to do so may place the student at risk for losing his/her seat in the program. Should the student wish to extend the leave of absence beyond the agreed upon time but still within the two semester limit, he/she must submit an additional *Request for Leave of Absence* form. If the student wishes to re-enter sooner than agreed upon, she/he must submit the request via email directly to the SON Director of Nursing. Re-entry to the program prior to or later than the timeline established in the initial *Request for Leave of Absence* cannot be guaranteed.

Once the LOA time limit is exceeded, the student will be considered dropped from the program and must apply for readmission to the university, GS, and the SON and will be considered in competition with other applicants to the program. The student may need to retake classes. The SON Director of Graduate Studies will notify the student, FA/DNP Project Team Chair and GS if a doctoral student has been approved for a LOA.

Policy on Medical or Other Withdrawal

Students wishing to withdraw completely, medically, or otherwise, after the established deadline for withdrawals (see current academic calendar) should contact their FA in order to determine available options (i.e. incomplete, LOA, medical withdrawal, staying enrolled) and begin the required documentation. If the student makes the decision to pursue a medical withdrawal, the ISU SON adheres to all written policies related to medical withdrawal at the university level. Please see the ISU policies on medical withdrawal in the ISU Student Handbook located at: <https://www.isu.edu/registrar/student-resources/> and policy on withdrawal for non-medical reasons in the ISU Graduate School catalog at <http://coursecat.isu.edu/graduate/generalinfoandpolicies/>.

Any student that withdraws from the ISU SON graduate program related to medical reasons will be required to submit a formal petition to the Director of Graduate Studies to request readmission to the graduate program. The petition must be received within three months of planned date of intent to return to the graduate program. The GNSC will review student progression given intent to return and determine if there is space available to reenter the program in which the student was enrolled. There is no

guarantee of placement; re-entry into the program will be determined based on space availability. All students will be evaluated for progression and may be required to repeat a course or remedial work prior to readmission to any option. The student may be required to submit a letter from a licensed professional indicating medical clearance to return to the graduate program. The Medical Withdrawal Application Form is located at the following website:

<http://www.isu.edu/healthcenter/forms/>

Any student that withdraws from the ISU SON graduate program for reasons other than medical and wishing to re-enroll in the SON is required to submit a formal petition to the SON Director of Graduate Studies to request readmission to the graduate program. The petition must be received within three months of planned date of intent to return to the graduate program. The petition must include the reason for withdrawal and specific plan for academic success if approved for re-enrollment. The GNSC will review prior student performance, progression and the written petition. The student will be evaluated for progression and may be required to repeat a course or remedial work prior to readmission to any option.

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

Application for the DNP Degree

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

Graduation

Primary steps to be accomplished to graduate include:

1. Development of an initial and ongoing POS.
2. Successful completion of all required courses.
3. Development of the DNP Project Team.
4. Development and approval by the DNP Project Team of the DNP Project Proposal.
5. IRB approval of the DNP Project Proposal through the Cayuse system (including exempt status applications).
6. Successful completion of the DNP Project.
7. Successful completion of DNP Project final written document and final presentation.
8. Submission to the DNP Project Chair of a Final Program of Study. This Final Program of Study must be approved by the DNP Project Team Chair, signed, and forwarded to the SON Director of Graduate Studies.
9. Application for graduation and submission of associated fee.

The graduation checklist and other procedures can be found at:

<https://www.isu.edu/graduate/current-students/graduation-information/>

Student Responsibilities Related to Completion of Degree Requirements

The student is expected to:

- Take an active part in planning his/her POS, including selecting appropriate elective courses, collaborating with faculty on clinical placements and updating the POS each semester. The student is responsible for submitting an updated POS each semester to the FA for review and signature.

- Submit any petitions required for approval of any course to meet curriculum requirements within the first year of enrollment.
- Check transcript at the end of each semester to be certain that courses are listed correctly, and grades are reported. If an error was made in enrolling or a grade is missing, it is the student's responsibility to follow-up with the completion of appropriate form(s) or to notify the instructor that the grade must be filed.
- Complete any incomplete coursework by the end of the next full semester of enrollment or by an earlier deadline mutually agreed upon with course professor.
- Maintain continuous enrollment after the student initially enrolls in NURS 7790 DNP Project credit hours. (See section on Continuous Registration Requirements).
- Maintain a cumulative grade point average of at least 3.0 on a 4-point grade scale and per ISU GS policy.
- Meet all DNP Project requirements based on current guidelines.
- Submit all necessary forms at the appropriate time.
- Submit changes of name, address, phone, or email in writing to the advisor, to the SON Graduate office and online through Bengal Web.
- Participate in the program evaluation process via completion of instructor and course evaluations, surveys or other as requested by the SON and/or the ISU GS.

Length of Time to Complete Requirements

The student is expected to follow the POS established in the fall of the year of admission. The expected time for completion of the BS to DNP program is expected to be 7 semesters, including one summer session when enrolled full time. For the Post-Masters pathway, expected time for completion is expected to be 4 semesters, including one summer session. Student progress including completion of all courses in the established curriculum for the option is the responsibility of the student, supported by the FA/DNP Project Team Chair. Prolonged time to degree beyond the expected time will result in action ranging from counseling by the FA, DNP Project Team Chair, and/or SON Director of Graduate Studies, to consideration for dismissal from the program. Unsatisfactory academic progress could result in temporary ineligibility for any Teaching Assistant, Graduate Student Research position(s) or other award.

Continuous Registration Requirements

Students are expected to enroll each semester from admission through graduation. All doctoral students must maintain enrollment and follow the Plan of Study. Once the student has enrolled in any NURS 7790 DNP Project credit, the student is required to maintain continuous enrollment, excluding the summer semester, until they have completed their degree/graduated.

Students who, for compelling reasons, wish to interrupt their work on projects, theses, or dissertations may request, in writing, a leave of absence (refer to Leave of Absence policy above). The academic clock does not stop during the violation of the continuous enrollment policy.

Graduate students who fail to meet the continuing registration requirement will be considered to have dropped out of their respective program and will no longer have access to university resources, including the library and computer facilities. To regain access to university resources, students will be required to reapply to the Graduate School and be readmitted. A corollary of this requirement is that a graduate student must be registered for at least one graduate credit to take a final oral examination or be processed for graduation. Any student who registers for the required credit and then subsequently drops the credit, will be considered in violation of this Graduate School policy.

See ISU Graduate School policy for continuing registration for graduate students at:

<http://coursecat.isu.edu/graduate/generalinfoandpolicies/courselevelcreditsgrading/>

Dismissal from the Graduate Nursing Program

Dismissal from the School of Nursing graduate programs follows the policies and procedures of the ISU Graduate School. These may be found at

<http://coursecat.isu.edu/graduate/generalinfoandpolicies/appealsanddismissals/>. The following will constitute grounds for dismissal from the graduate program:

- Failure to complete and update as necessary all requirements of the Graduate Program. These include required health documents posted on Typhon Group.
- Background check results that make the student ineligible to complete clinical hours and requirements.
- Failure to meet grade requirements as detailed in the progression policy.
- Failure to complete any course according to SON policy
- Failure to maintain a 3.0 grade average.
- The academic judgment of two thirds of the graduate faculty in the SON that the student is not making satisfactory progress in the program, and such judgment is recorded by formal vote of the GNSC.
- Violation of academic, ethical, or professional standards of nursing practice and the SON, including plagiarism and cheating. Violations of plagiarism or cheating related to Graduate School work do not proceed through the Student Conduct Process.

If the student disagrees with the dismissal from the Graduate Nursing Program, the student can choose to move forward with a formal appeal process, outlined in the Graduate School catalog.

Of Note: the SON Associate Dean is the equivalent to the Dean of the Academic College and Academic Dean.

SON Student Concerns and Formal Complaint Policy *This process excludes final course grade appeal or dismissal appeal- see separate sections of this Handbook.*

A formal complaint is a written letter or email communication, which includes a statement of fact and rationale for a claim of difference in opinion, judgement or evaluation by a student, faculty, staff or community member, regarding an issue involving the university, a university program(s), individual, or circumstance at or about the university. Formal complaints are managed as directed by university policy in the University Student Handbook, the ISU Faculty/Staff Handbook, the Graduate School Catalog, and the SON Faculty Staff Handbook, Undergraduate Student Handbook, and the Graduate Student Handbook. A formal complaint in all SON programs is a written document that provides a clear, substantive statement of the issue and supportive documentation of fact. A formal complaint can be submitted to a course instructor, program administrative personnel based on chain of command, Associate Dean, or Dean. Any complainant is encouraged to first attempt to resolve a concern/complaint through direct conversation with those involved and/or at the appropriate level of administration before taking formal, written action in the form of a formal complaint. Should resolution not be possible, the complainant can file a formal, written complaint according to the process herein.

Student Formal Complaints

A formal complaint is resolved with the student attempting to resolve the complaint with the faculty/instructor responsible for the course, policy, procedure, or decision that resulted in the complaint/grievance. The student will make an appointment to meet with the faculty/instructor to discuss the student's concern as soon as the problem is identified. Documentation of the meeting (including written narrative of the student's problem, disagreement or issue) and result of the meeting will be placed in the student's permanent file. The student will receive a copy of this documentation. If a mutually agreeable resolution cannot be reached with the faculty/instructor and there is clear documentation that the student and faculty/instructor cannot reach a resolution, the student needs to make an appointment with their advisor to discuss next steps. The faculty advisor can discuss plans and help guide the student to resolution of any complaint. The student then can move to the administrative faculty to discuss the issue according to chain of command and organizational structure based on organizational chart in the SON. The student should bring copies of all documentation and the plans for action he/she would like to take to seek resolution. If the student is unable to resolve the complaint, the student can proceed through the chain of command following the same process to the point of the Associate Dean. If a settlement cannot be reached and the student wants to pursue acceptable resolution, the Associate Dean shall appoint a committee of three (3) faculty members who are not directly involved in the student's situation. This committee will meet within five (5) days of its appointment. The function of this SON ad hoc committee is to hear the student's concern and the faculty's response and make a recommendation within 24 hours to the Associate Dean. The Associate Dean will make a final decision on the student complaint. The Dean will meet with the student and discuss his/her final decision. If a settlement cannot be reached and the student wants to pursue acceptable resolution, the student may proceed to the Division of Health Science Scholastic Appeals Committee (in the case of a grade appeal) and follow the appeals process established at the KDHS level.

A formal complaint process beyond the Associate Dean of the SON will be handled according to university policies (and Graduate School policies as appropriate) and then to the Idaho State Board of Education policies (see links below). All student grievances must exhaust institution's dispute resolution processes first.

Policy on student complaints and grievances can be found in the ISU Student Handbook at <https://www.isu.edu/media/libraries/student-affairs/Student-Handbook.pdf> (p. 18).

ISU Graduate Council policies can be found at:
<http://coursecat.isu.edu/graduate/generalinfoandpolicies/appealsanddismissals/>

Idaho State Board of Education Complaint procedures can be found at:
<https://boardofed.idaho.gov/higher-education-private/private-colleges-degree-granting/state-authorization-reciprocity-agreement-sara/complaint-procedures/>

Final Course Grade Appeal

The SON adheres to the policy and procedure of the Graduate School for course grade appeals, found at <http://coursecat.isu.edu/graduate/generalinfoandpolicies/appealsanddismissals/>. If a student disagrees with a final grade assigned in a course, the professor of that course is the first point of resolution. If the instructor agrees to make a grade change based on evidence submitted by the student, the grade is changed using standard procedures. If the student is not satisfied with the outcome of the meeting with the professor of the course, the student can choose to move forward with the formal appeal process, outlined in the Graduate School catalog. Written appeal must be submitted to the SON Director of Graduate Studies within 10 business days of when a final grade is posted in Bengal Web.

Of Note: the SON Director for Graduate Studies is the equivalent to the Department Chair found in the Graduate School policy.

Policy Regarding Graduation from the Post Master's Options of the Graduate Program

Any student admitted to a Post Master's DNP degree option must complete a *minimum* of 1000 clinical practicum hours which can include post-baccalaureate (to Master's completion) and Post Master's DNP degree program combined, and meet all other program requirements (see contract signed upon admission).

The number of hours required is specified on the student's Son recommendation of acceptance letter. Post-Master's DNP students needing clinical hours to meet the 1000 hours required for the DNP must register for NURS 6699 in the section assigned to his/her DNP Project Chairperson. The student should work with his/her Chairperson and the DNP Program Coordinator regarding clinical requirements

Policy Regarding Participation in Commencement/Convocation Ceremony

The student must successfully complete and pass all requirements for the degree set forth by ISU, SON and GS (including presentation and written DNP Project) and meet all ISU, GS and SON deadlines related to graduation in order to participate in SON Convocation or the ISU Commencement ceremonies.

Other Information

Documentation

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

Clinical/Lab/Practicum Requirements

Be aware that you are expected to meet all requirements outlined in this handbook. Failure to do so may result in withdrawing you from the clinical site and/or dismissal from the program based upon not meeting program documentation requirements and/or violation of university, ethical and/or professional standards. All agency requirements/protocols such as professional behavior/demeanor, HIPAA education classes or verification of same, and documentation must be followed.

All requirements posted in Typhon must be met prior to any lab/clinical/practicum experience. The student has the responsibility to meet all posted deadlines in TYPHON Group. Failure to meet posted deadlines can result in dismissal from the graduate program.

A Clinical Occurrence form may be completed in the event a student is not demonstrating professional behavior in his/her clinical experiences. Examples include, but are not limited to attending clinical without current immunization documentation on file, inappropriate or lack of communication with Preceptor, staff or faculty, inadequate planning or completion of clinical hours within the time frame specified within a clinical course or unethical behaviors. The clinical occurrence form requires a plan of action by the student designed to avoid future occurrences. The form and plan will be reviewed by the student, instructor, students' FA, DNP Coordinator and the Director of Graduate Nursing Studies. A copy is placed in the student's file. Clinical occurrences may be grounds for dismissal from the DNP program.

Clinical Placement:

It is the expectation that students collaborate with the DNP Coordinator in securing clinical sites to meet course requirements. All clinical placements must be approved and coordinated by the assigned Clinical Coordinator prior to beginning any practicum whether the student, Clinical Coordinator, or faculty had

initiated initial contact with the agency or preceptor. When the clinical coordinator has indicated that a preceptor has agreed to work with the Advanced Practice Registered Nurse (APRN) student and all legal agreements are in order, the APRN student will work the schedule that is most conducive to the needs and requirements of the preceptor's schedule.

Any changes in a clinical assignment must be reported to, and approved by, the Clinical Coordinator prior to implementing any change. DNP students may not arbitrarily leave or suspend a clinical assignment by their own decision making.

Clinical Travel:

Travel and overnight stays to clinical sites may be required and are completed at the student's expense. Achieving adequate and appropriate clinical placements may involve significant clinical rotations of up to one-month duration in any academic semester in which clinical placement is required. While all attempts are made to arrange clinical placement in a local area, most students will be required to travel during the graduate program. It is mandatory to attend all intensives held on the Pocatello or Meridian campuses.

Clinical Site Protocol:

Be advised that graduate clinical placements are a delicate process and involve legal processes and clear communication. The availability of appropriate and quality preceptors and educational experiences is unpredictable and not all preceptors work Monday through Friday. Once an appropriate preceptor is found, it is expected that the student will work with the preceptor's schedule and this is not negotiable. If it is determined that a student has asked a preceptor to work around the student's personal work schedule, it will be grounds for immediate dismissal from the ISU Graduate Nursing Program. Placements will not accommodate personal work schedules.

In the event of clinical absence, timely notification must be made to the preceptor **in advance of** scheduled hours at site. Text messages or emails are not acceptable methods of communication for clinical absence. Notification must be by telephone speaking directly with a clinical manager or the preceptor. It is not acceptable to leave messages on answering machines, emails or text messages.

Tardiness to regular clinical hours will not be tolerated. The only excuse for tardiness is severe weather conditions or emergencies as outlined in the student handbook. More than one unexcused absence or tardy will be grounds for dismissal from the ISU Graduate Nursing program.

Background Checks

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

ISU GNSC Site Visit Policy

Clinical site visits are an important part of the evaluation process for both the DNP student and the clinical site. Supervising clinical faculty will conduct at least one (1) in-person or virtual site visit with each student and preceptor at one of their assigned clinical sites per semester. The purpose is to provide guidance, evaluation, and feedback regarding observed and/or reported patient care performance and preceptor interaction. If a concern arises in the clinical setting by a student or preceptor, the supervising faculty must be contacted. The supervising faculty will decide if an additional site visit and follow-up with the preceptor and student is needed.

Identification

The student obtains an Idaho State University School of Nursing name tag through the Idaho State University Campus Connections. A name tag with full name and identification is required to be worn during clinical experiences and when on campus. Instructions for obtaining name tags are posted in the SON Graduate Homeroom.

Bloodborne Pathogen Exposure Control

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

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

Standards of Confidentiality

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

HIPAA Training

All information relating to a client's health and/or personal status per the Health Information Privacy and Accountability Act (HIPAA) is confidential. HIPAA training is required **annually** by all nursing students. Instructions are posted in the SON Graduate Homeroom. HIPAA training requirements and process is posted in the SON Graduate Homeroom. All students must complete HIPAA training by the established deadline. Students are required to sign a **Confidentiality Agreement Acceptance of Responsibility for*

Access to Protected Information form which must be signed and posted by the student at the appropriate site in the Contracts and Agreements section of the Homeroom.

Simulation

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

Affiliating Agencies

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

Transportation to Clinical Sites

Students are responsible for their own transportation to and from clinical sites. To meet practicum requirements, students should expect to travel up to 2-4 hours one way from their home community and/or spend multiple days in any one area for lab/clinical/practicum experiences. All costs associated with lab/clinical/practicum experiences, including overnight stays (multiple days) away from home, are the responsibility of the student.

Code of Professional and Ethical Conduct

Professional behavior is an essential part of each student's nursing education. The student enrolled in any program in the ISU SON has the responsibility to maintain professional conduct in both classroom and lab/practicum settings. Unprofessional behaviors that violate the **ISU SON Electronic Professionalism Policy* (found in Graduate Student Homeroom Moodle site) or any ISU policy in this regard can result in immediate dismissal from the graduate program.

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

Academic Dishonesty

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

Sexual Misconduct/Harassment in External Lab/Practicum Sites

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

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

See ISU Student Handbook at:

<https://www.isu.edu/studenta/student-rights-responsibilities-and-advocacy/student-handbook/>

Important Resources

Instructional Technology Support

Instructional technology (IT) support is provided through the ISU Help Desk at (208)282-4357 or help@isu.edu. For assistance with Moodle, contact the Instructional Technology Resource Center (ITRC) at (208)282-5880 or itrc@isu.edu

Library

The ISU Health Sciences Library has a collection of nursing journals and books that will be needed for the DNP program. The student can access major databases for journal articles through the library. Interlibrary loan service is also available through the library. See SON Graduate Homeroom in the Research and Library Resources section for further information on library resources, or go to the Library web site: <https://isu.edu/library/>.

Student Health Center

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

Procedural Information

Change in Name/Address/Telephone Number

It is the student's responsibility to maintain up-to-date contact information including name, address, and/or telephone number with each of the following:

- Graduate School
- Office of the Registrar
- SON Graduate program Administrative Assistant 1

To update your information, go to Bengal Web and select "Password and Account Management" from the home page.

Status as a Licensed Registered Nurse

All DNP students must maintain current and unencumbered licensure as a registered nurse. In order to complete clinical hours and DNP Project as a DNP student, verification of current licensure as a registered nurse in the State of Idaho, in the state student plans to complete clinical hours, or other state including a compact state is mandatory. Verification of a current license must also be posted and remain current at all times in the appropriate section of Typhon Group Health Solutions Website.

Student Health Insurance

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

Malpractice Insurance

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

Financial Assistance

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

<http://www.isu.edu/finaid/> and <https://www.isu.edu/financialaid/apply-for-financial-aid/graduate-students/>.

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

Registration/Enrollment Procedures

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

For registration and enrollment assistance, please call the Registrar's Office at 208-282-2661. For information regarding payment of fees, please call the Cashier's Office at 208-282-2900.

Students are responsible for checking their account online and making sure they do not have any outstanding bills. Students will receive an electronic registration bill at the email address they maintain on file in Bengal Web. Payments can be mailed, paid with cash, credit card, ACH, and installment loans. Students cannot register or graduate if there is an academic or financial hold placed on their account.

Enrollment in classes at ISU is completed online through Bengal Web

Students will need their ISU student ID number (9 digit number) and password to enroll or access their records through Bengal Web. The student should meet with their Faculty Advisor each semester and review/update the Plan of Study.

FINAL 07-10-14 KN; Revised 12-02-14 KN; Revised 12-14-14 KN; Revised 03-02-15 KN; Revised and updated 06-25-15 KN; Revised and updated 06-12-16 KN; Revised and updated 08-08-17 KN; Revised 11-22-17 KN; Revised and updated 5-30-19tfm &st Reviewed and revised 6/26/2020 KC&SST



Documentation Requirement: Notification of Action Needed (See p. 21 of DNP Student Handbook under documentation)

The ISU SON affiliation agreement with clinical sites in state and out of state require that students completing precepted clinical hours in the organization maintain current documentation of required information as detailed in the DNP Student Handbook.

Documentation (pp. 15-19 DNP Student Handbook)

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

Students failing to maintain records of all required documentation as detailed in the DNP Student Handbook and DNP Homeroom will receive a written warning from the DNP Coordinator, which will include a completed Documentation Requirement: Notification of Action Needed and Suspended Clinical Rotation Verification form. The student will be provided 5 business days to complete the requirement and post the documentation in Typhon.

The student is to cease clinical rotation on the date of receiving the Documentation Requirement: Notification of Action Needed and Suspended Clinical Rotation Verification and contact clinical course faculty immediately of ceased clinical rotation status. The student will complete the Documentation Requirement: Notification of Action Needed and Suspended Clinical Rotation Verification form and return it within 24 hours of receipt. The student is responsible for communicating with the course faculty, and the clinical site preceptor of ceased clinical rotation status immediately upon receiving written notification of documentation deficiency. Approval for re-entry into the clinical setting must be obtained by the DNP Coordinator and the clinical course faculty prior to re-entry into the clinical setting. Once the student is approved to re-enter the clinical setting it is the student's responsibility to work closely with the clinical course faculty to re-enter the clinical setting. Students who fail to submit documentation within the five-business day grace period will receive a Professionalism/Practice Occurrence Report and may be dismissed from the program.

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