DNP Program and Post Master’s APRN Certificate Handbook

2018-19

School of Nursing
College of Health and Social Services
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FOREWORD

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

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

The information provided in this handbook is to assist students with academic program planning and with successfully meeting the requirements of the School of Nursing and the Graduate School for completing the DNP. This information supplements the information in the NMSU Graduate Catalog and is specific to DNP program requirements. Students are expected to know and follow the requirements described in these handbooks. The DNP handbook is subject to updates and changes.

Do not hesitate to consult the Associate Director of Graduate Programs or faculty members if further clarification and information is needed (575-646-2041). The faculty and staff are here to help you attain your goals.

General Information

The NMSU School of Nursing has developed a DNP curriculum that is designed to provide the graduate with a sound foundation for advanced practice. This faculty-developed curriculum, theory, evidenced-based practice and reflective practice experiences are integrated, just as they are in actual nursing practice. In addition, the program offers students the opportunity to study their individual interests through a selection of advanced clinical practice experiences.

SCHOOL OF NURSING MISSION STATEMENT

The mission of NMSU School of Nursing is to promote health and improve the quality of life in the people of New Mexico through nursing education, research, practice, and public service recognizing the state’s multicultural heritage and dynamic border environment. The mission of the School of Nursing reflects a commitment to the mission of the university and the standards of professional nursing practice by demonstrating excellence in nursing education, research, practice, and public service.
The primary responsibility of the School of Nursing is to provide the highest quality professional nursing education including preparation for practice at the undergraduate BSN, and graduate MSN and doctoral levels. The intent reflects a commitment to the attainment of excellence in practice by designing innovative and challenging educational experiences valuing diversity, providing evidence based nursing care, and fostering lifelong learning for the professional nurse in a multicultural society. The faculty provides instructional strategies responsive to student needs for greater delivery of multimedia methods and distance education.

**SCHOOL OF NURSING GOALS**

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

(** Approved 12/2015)**

**NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING**

**PHILOSOPHY**

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

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

ENVIRONMENT

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

HEALTH

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

NURSING

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

EDUCATIONAL PROCESS

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

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

Nursing Education

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

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

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

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

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

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

**DNP PROGRAM DESCRIPTION AND OVERVIEW**

The Doctor of Nursing Practice (DNP) is a terminal professional degree that focuses on the application of best evidence to effective, efficient and patient-centered care. DNP level responsibilities include translating research in practice, evaluating evidence, applying research in decision-making, and implementing viable clinical innovations that change practice.

The recommendations for promoting professional nursing recommended by the Institute of Medicine (2010) requires that nurses serving in specialty positions have the highest level of scientific knowledge and practice expertise possible. Nurses work with individuals who have a high level of preparation in their respective fields - physicians, pharmacists, and other health providers. The effectiveness of nursing contributions to patient care is a result of the amount and type of education they receive. Recent research has established a clear link between higher levels of nursing education and better patient outcomes. DNP advanced practice is distinct from other disciplines in that it includes both direct care provided to patients by individual clinicians as well as indirect care in the form of policies, programs and protocols that are organized, monitored, and continuously improved upon by expert nurse clinicians.

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

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

**DNP PROGRAM OBJECTIVES**

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

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

**POST MASTER’S APRN CERTIFICATE OBJECTIVES**

Upon graduation from the post Master’s APRN certificate program, the graduate is expected to:

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

ADMISSION REQUIREMENTS

DISTANCE EDUCATION LIMITATIONS

New Mexico State University is a member of the State Authorization Reciprocity Agreement (SARA). Members of SARA agree to honor the regulatory requirements of each member state. If you live in a state where access to out-of-state nursing education programs are either limited or prohibited, we are not able to accept your application. Please check the SARA authorization map if you are planning to apply to the NMSU School of Nursing.  
[https://distance.nmsu.edu/prospective-students/state-authorization/](https://distance.nmsu.edu/prospective-students/state-authorization/)

DISCLAIMER

The NMSU School of Nursing is not responsible for nursing education program requirements imposed by states other than New Mexico. We reserve the right to choose not to submit applications for approval to conduct nursing education activities to out-of-state boards of nursing or other state agencies that will require substantial administrative time to complete and/or are cost prohibitive. Please refer to the state board of nursing rules for the state where you wish to complete nursing education classes/clinical practica for those specific criteria. Some states will not allow out-of-state programs to be offered in their jurisdictions.

APPLICATION PROCESS

The application process consists of,

1) application to the NMSU Graduate School,  
2) submission of a complete application packet to the School Of Nursing (SON) and,  
3) completion of an on-site (at NMSU) interview with faculty

Application forms to the NMSU Graduate School can be found at [http://gradschool.nmsu.edu/](http://gradschool.nmsu.edu/).

NOTE: Two sets of official transcripts from all universities/colleges attended must be received directly from each institution. One set needs to be sent directly to the NMSU Graduate School in a sealed envelope from each school attended, and a second set from each school attended should be forwarded to the School of Nursing in a second, sealed envelope. Student/applicant-delivered transcripts will not be accepted.
The second part of the application process is the submission of an application packet directly to the School of Nursing (SON). Complete applications must be delivered to the SON on or before the due date. Incomplete applications or applications received after the posted deadline will not be considered. All SON application materials are available online at the NMSU SON website at: http://schoolofnursing.nmsu.edu/online-doctor-of-nursing/. Applicants may call the graduate advisor at 575-646-7770 for additional information.

PART-TIME ENROLLMENT

The BSN-DNP is available exclusively as a full-time program of study. Students who are unable to progress in the full-time program will need to reassess their career goals and reapply when they are able to attend full-time study. The post-MSN certificates are only offered for full-time study. No part-time schedule is available. The MSN to DNP is offered on both a full-time and a part-time basis, space available. Please consult with the DNP faculty advisors for specific information on course schedules.

CRITERIA FOR ADMISSION: BSN-DNP

Successful applicants must document satisfaction of the following requirements:

- Bachelor’s degree in Nursing with a minimum cumulative GPA of 3.4 or better.
- Current unencumbered RN license from one of the 50 U.S. States or Territories.
- Eligible for licensure in New Mexico
- Evidence of prior completion of a basic inferential statistics course.
- Successful admission to the NMSU Graduate School
- Must sign a commitment to enroll for full-time study
- Complete 3 credits of the doctoral seminars held annually each summer (nonattendance results in non-progress in the program)
- Participation in a face-to-face interview with graduate faculty members, onsite, at the NMSU Main Campus. No interviews will be conducted using distance methodologies (ie, FaceTime™, Zoom™, Skype™ or others).
- A letter of intent specifying career goals and a clear statement of how the DNP degree will advance the applicant’s clinical practice.
- Current CV/resume.
- A two to four (2-4) page description of a clinical practice problem, issue, or policy that the applicant would like to see changed.
- Three (3) references from colleagues in clinical practice
• Two sets of official transcripts from all prior college and universities attended sent directly to the School of Nursing and to the NMSU Graduate School (1 set each).
• Satisfaction of all clinical clearance requirements as identified by the School of Nursing. Students who do not meet these requirements will not enroll in classes. Please note that non-compliance with clinical clearance requirements may delay or nullify admission or initial program start.
• After acceptance into the program applicants will be required to submit a criminal background check and toxicology screen (medicinal marijuana is prohibited). Failure to provide these screening items will result in dismissal and/or non-acceptance to the NMSU SON graduate program. Positive toxicology results and/or criminal background checks that do not meet the NM DOH clearance standards will mean a nullification of admission or dismissal from the program.
• Since the application process is competitive, applicants who wish to enhance their application packet may consider taking the Graduate Record Examination (GRE) and achieve 80% in each of the substantive areas. These GRE scores must be received by the application deadline.

**CRITERIA FOR ADMISSION: POST-MSN to DNP**

• A Master’s degree in Nursing is required with an MSN cumulative grade point average (GPA) of 3.4 or better. The cumulative GPA of the most recent nursing graduate degree will be considered. Those wishing to enhance their application packets may consider taking the Graduate Record Examination (GRE) and achieve 80% in each of the substantive areas. These GRE scores must be received by the application deadline.

In addition: each MSN to DNP applicant must

• Hold a current, and unencumbered, RN license from one of the 50 U.S. States or Territories.
• Hold current national certification as a Nurse Practitioner, Clinical Nurse Specialist, Nurse Midwife, or Nurse Anesthetist.
• Have completed of a graduate (500+level) inferential statistics course within 5 years of the application date.
• Have completed courses in
  o Advanced Pathophysiology across the lifespan
  o Advanced Pharmacology across the lifespan
  o Advanced Health Assessment across the lifespan
  o A graduate level nursing course in Health Promotion.
• Be able to provide a course syllabi for each of the above mentioned courses, if requested
by faculty advisors.
- Participate in a face-to-face interview with DNP faculty, onsite, at the NMSU main campus

Other requirements include:
- Successful admission to the NMSU Graduate School
- A letter of intent specifying career goals and a clear statement of how the DNP will advance the applicant’s clinical practice.
- Current CV/resume.
- A two to four (2-4) page written description of a problem, issue, or policy from clinical practice that the applicant would like to see changed.
- Three (3) references from colleagues in clinical practice.
- 2 sets of official transcripts from all prior college and universities attended must be sent to both the School of Nursing and to the Graduate School (1 set to each).
- Students are required to obtain official documentation or a letter from the MSN-nurse practitioner (or midwifery or anesthesia) program that they attended that clearly denotes the total number of clinical hours completed.
- Satisfaction of all clinical clearance requirements as identified by School of Nursing. All clinical clearances must submitted by the first enrollment date for entry into the program (Appendix ) A delay in finalizing clinical clearances may delay the start date of your admission to the DNP program.
- After acceptance into the program applicants will be required to submit a criminal background check and toxicology screen (medicinal marijuana is prohibited). Failure to provide these screening items will result in a nullified admission into the NMSU SON graduate program. Positive toxicology results and/or criminal background checks that do not meet the NM, DOH clearance standards will mean nullification of admission or dismissal from the program.

**CRITERIA FOR ADMISSION: POST MASTER’S CERTIFICATE**

The SON graduate certificates are a focused collection of specialty courses in either the FNP or PMHNP tracks. These certificates include 18 credits of specialty clinical and didactic preparation that allows the student to apply for national specialty certification. A graduate certificate is not an official graduate degree of NMSU. A student that successfully completes a certificate program at the graduate level will receive a certificate of completion statement on his or her official transcript and a formal certificate from the Graduate School.

The graduate certificate program is offered to both currently enrolled, degree-seeking students and students who enroll solely to obtain a certificate. Currently enrolled degree-seeking
students must apply separately to the graduate certificate program and their acceptance must be approved by graduate faculty. Students wishing to enroll solely in the certificate program must still meet all admissions criteria. Successful completion of a certificate program does not guarantee admission into any of the SON graduate degree programs.

A student enrolled in SON graduate certificate programs cannot transfer credits from another institution towards the completion of the certificate degree. However, transfer credits taken in a graduate certificate program may be applied towards a graduate degree program in the same area of focus. The number of transfer credits will be determined by SON department faculty and approved by the Graduate Dean.

Students only enrolled in a graduate certificate program are not eligible for a graduate assistantship.

CRITERIA FOR ADMISSION: POST-GRADUATE CERTIFICATES

A Master’s degree in Nursing is required with an MSN cumulative grade point average (GPA) of 3.4 or better. In addition, applicants,

- Must hold a current national certification and unrestricted state license as an Advanced Practice Nurse
- Must have completed
  - a course in Advanced Pathophysiology across the Lifespan
  - a course in Advanced Health Assessment across the Lifespan
  - a course in Advanced Pharmacology across the Lifespan.
  - applicant may be asked to provide syllabi for these courses
- Participate in a face-to-face interview with DNP faculty onsite at the NMSU campus. A distance interview is permitted for certificate applicants on a case-by-case basis.

Post-graduate certificate admissions are limited to space available. Applications are reviewed and ranked each spring after grades are determined for enrolled students in May. Complete applications for certificate seats are due to the School of Nursing no later than 30 April. Applicants chosen for a certificate admission will be notified in late May for enrollment in the upcoming Fall semester. Incomplete applications will not be considered.
EXCEPTIONS AND PETITIONING FOR ADMISSION STATUS

Exceptions to any of the program admission criteria are considered on an individual basis and at the discretion of the Graduate Committee and the Associate Director of Graduate Programs. Requests for exceptions are made, in writing, to the SON Graduate Committee at a regularly scheduled meeting during the Spring or Fall semesters.

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

It is the petitioner’s responsibility to clearly present the reason for the petition and to provide a logical rationale or explanation for the petition. The petition should be addressed to “SON Graduate Committee” and delivered to the graduate secretary in room 110. The petition will be considered at the next scheduled Graduate Committee meeting and the student notified of the Committee’s decision within 10 working days from the date of the meeting.

DNP PROGRAM SPECIFICS

Clinical Expectations

- The SON is not authorized to offer distance education courses in all states. Please check the specifics of your state at http://oap.nmsu.edu/newdistance/state-authorization-overview/state-by-state-authorization/

- We reserve the right to choose not to submit applications to other state regulatory agencies that will require substantial administrative time to complete and/or are cost prohibitive Please refer to the state board of nursing rules for the state where you wish to complete nursing education classes/clinical practica for those specific criteria.

- All clinical experiences are supervised by a qualified preceptor and an NMSU SON faculty member. Students are responsible for working with faculty to identify an appropriate clinical preceptor but these preceptors must be approved by faculty.

- Clinical experiences will not start until all clinical forms have been approved by course faculty and by the DNP Program Director. An approval letter will be sent to the HR department and/or the preceptor when all approvals are finalized. Clinical hours
obtained before approvals are issued are nullified.

**Affiliation Agreement**

All SON clinical experiences are conducted with clinical affiliates only when there is an approved and signed affiliation agreement between NMSU and the clinical partner. The student is responsible for identifying a potential clinical partner and for notifying their faculty supervisor and the SON Graduate Secretary that an affiliation agreement needs to be obtained. Ensure that the approval of this site by the faculty and DNP program director is documented before you turn the request into the secretary. With this notification the student must provide the name of the facility and contact information for the Graduate Secretary. The secretary will begin the process of approval by contacting the facility and track those agreements through each level of approval.

Under no circumstances will a student be permitted to obtain clinical experiences where no affiliation agreement exists.

**Alternative Clinical Credit**

Clinical hour substitutions are not granted by SON Graduate Programs.

**ONLINE LEARNING**

The DNP degree program and the certificate program are distance education programs that use a variety of distance methodologies. In addition, DNP degree students are expected to attend summer seminars as part of the doctoral residency requirement.

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

**Online courses can be:**

- Asynchronous – delivered at your convenience any time or place
- Synchronous – students are online at a specified time. The School of Nursing at NMSU offers classes that blend both asynchronous and synchronous methods of delivery into the course work.
- Online courses are ideal for students whose work schedule or family commitments don’t allow them to attend classes on campus. Distance education can provide you with the opportunity to meet your educational goals.
- Online learning allows you the leisure of participating in classes from the comfort of
your home.

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

- Students enrolled in a distance education program must have consistent and reliable access to the internet. Computer centers on the NMSU main campus are available for student use as necessary.

Note: NMSU is not approved to deliver distance education in some states. In the case of professional nursing programs, state regulatory boards impose additional requirements for distance education for nurses conducted in their states. To determine the status of NMSU distance education in any state please visit

NMSU Distance Learning website
https://distance.nmsu.edu/prospective-students/state-authorization/

National Council of State Boards of Nursing website
https://www.ncsbn.org/671.htm

DNP POLICY REGARDING COURSE PAPERS

Student papers must submit a plagiarism (i.e., Turnitin) analysis with each of their major papers. The analysis must indicate an overall source similarity content of 20% or less (without references and citations). Papers submitted without the plagiarism analysis or with a similarity index of greater than 20% will not be accepted or will receive a grade of zero (0).
SON faculty reserve the right to submit any and all student work, including but not limited to course papers, discussions, presentations, and written exams, to a plagiarism checker at faculty discretion.

**DOCTORAL SEMINAR ORIENTATION (NURS690)**

Each summer the SON holds a mandatory Doctoral Seminar for new and continuing DNP and PhD students. Students enroll for 1 credit of NURS 690. All BSN to DNP students are required to attend three consecutive annual seminars (3 credits). MSN to DNP students are required to attend two consecutive annual seminars. Certificate students are not required to attend these summer seminars. Check with your Advisor and/or the Doctoral Student Support Site for orientation/summer seminar dates.

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

**TRANSFER OF CREDITS**

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

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

The transfer of graduate credit from other universities and programs is not automatic. Students may seek approval for transfer credit from the Associate Director for Graduate Programs and the Dean of the Graduate School. Only courses from an accredited institution in which a grade of B or better was earned may be considered. All approvals for credit transfer are subject to final acceptance by the NMSU Graduate School. No credit toward a graduate degree may be earned through correspondence or through extension work for another institution. A student may apply for consideration of transfer credit only after satisfactorily completing a minimum of
twelve hours of graduate (DNP) credit at NMSU. Transfer credits must be less than seven (7) years old at the time of graduation.

CONDITIONS FOR READMISSION (Other than dismissal related to Comprehensive Exams)

Entering DNP students (1st year) begin coursework in the fall semester and progress through a series of sequential courses over three years. No entering student will begin coursework in spring or summer. Entering and Continuing doctoral students who do not enroll in doctoral program courses for one (1) academic year (fall, spring, summer semesters) must make a formal request to the School of Nursing for readmission, space available. The Graduate Committee will evaluate the request. If the request is granted, the student’s academic advisor will, in consultation with the Associate Director of Graduate Programs, stipulate any coursework to be repeated. However, the seven-year time limitation for completion of the program at NMSU shall remain in effect from the time the first doctoral credit is earned. If during the student’s absence, the curriculum or admission standards have changed, the student is expected to meet any new admission standards and/or fulfill the requirements of the current curriculum.

Students not in good standing with the NMSU Graduate School, have not met NMSU School of Nursing DNP program requirements, or have committed academic or non-academic misconduct at the time they cease coursework shall not be readmitted to the program. This includes but is not limited to grade criteria, progression policies, residency requirements including poster sessions, DNP project requirements, and any clinical learning experiences. A student, who has been dismissed from the program, for reasons other than unsuccessful completion of the comprehensive exam, shall not be eligible for readmission. See “DNP Comprehensive Examination” below. Comprehensive exams are subject to a specific set of requirements that govern progression in the DNP program.

A student who has dropped one course will be placed on academic probation within the School of Nursing (SON). If the student drops another course during the same or in future terms they must: 1) reapply to the SON, and write a formal appeal to the SON Graduate Committee; 2) Re-interview with nursing faculty. If approved to return by the Graduate Committee they will be placed at the appropriate level of the curriculum if there is space available.

TIME LIMITATIONS FOR COMPLETION OF DEGREE

Students must complete all requirements for the degree, as outlined in the NMSU Graduate School Catalog, within 5 years following completion of doctoral comprehensive exams. All courses and the DNP Project final defense must be completed within 7 years of the date the first doctoral credit is earned. Establishing a program plan (Plan of Study) and a timetable at
the outset of admission into the program along with adhering to this plan helps ensure a steady progress towards degree completion. This is especially important with the scholarly project, when the only structure is that created by the student. It is expected that all students will sustain the focus and momentum necessary to complete their studies within the seven year limit.

From UUCON

**Time to completion.** There is a seven (7) year time limit for completion of all degree requirements. The seven year time limit will begin with the first course to be applied to the doctoral degree. Students will be dismissed from the PhD/DNP Program for failure to progress if this time limit is exceeded, unless a petition for an extension is approved by the student’s Chair, Supervisory Committee and the PhD Program Committee. The petition is then forwarded to the Graduate School for approval.

**ACADEMIC ADVISEMENT**

Each DNP student is assigned a faculty academic advisor. The student should contact this faculty academic advisor for information related to procedures and requirements for degree planning, changes in the program of study, course advisement and transfer of credit from other institutions. In addition, the academic advisor serves to provide guidance to the student on the development of a program of study and may also continue to serve as the chair of the student’s scholarly project if the faculty member agrees to chair the student’s committee.

After the doctoral committee is formed, the chair of the committee is then responsible for advising the student until the project is completed.

**RESIDENCY REQUIREMENT**

The requirements for the BSN to DNP cannot completed in less than three years following the bachelor’s degree (2 years for the MSN-DNP). Attendance at the annual Doctoral Seminar for each year of enrollment in the program is part of the doctoral residency requirement.

**ACADEMIC PROGRESSION**

In accordance with NMSU Graduate School policies, it is expected that DNP students maintain at least a 3.0 Grade Point Average (GPA). Students must earn a grade of B or better in all required courses in order to progress in a timely manner. DNP coursework is leveled therefore all courses assigned to each level (year) must be completed before progressing to the next level.
ACADEMIC PROBATION AND SUSPENSION

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

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

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

DNP GRADING FORMAT

<table>
<thead>
<tr>
<th>GRADING SCALE:</th>
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<tbody>
<tr>
<td>A — Excellent = 90 - 100</td>
</tr>
<tr>
<td>B — Above Average = 80 - 89</td>
</tr>
<tr>
<td>C — Average = 70 - 79</td>
</tr>
<tr>
<td>D — Below Average=60-69</td>
</tr>
<tr>
<td>F — Failing = below 60</td>
</tr>
<tr>
<td>S -- &gt;80%</td>
</tr>
<tr>
<td>U-- &lt;= 79%</td>
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Each course syllabus contains specific information about how course grades are computed.

INCOMPLETE GRADES

The incomplete grade, I, is reserved for emergencies. Please see the NMSU Graduate School Catalog for further explanation. As not all courses are offered every year, receiving an “I” grade may substantially affect the progress of a student towards graduation. “I” grades need to be completed before the student may progress in the DNP Program.
CHANGING SPECIALTY AREAS/MAJORS

Students may not switch between specialties within the DNP program without the consent of the Graduate Committee and the Associate Director for Graduate Programs. Students wishing to make a change must withdraw from their current specialty track and petition for readmission to the DNP program with a transfer into another track, space available. The Graduate School must be notified of changes to specialty track.

PROGRAM OF STUDY/DNP DEGREE PLAN

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

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

DNP CLINICAL PRACTICE HOURS

In accordance with ANCC DNP Essentials (2006), DNP graduates must complete a minimum of 1,000 clinical hours as part of a supervised academic program. Clinical practica are documented in an electronic database for tracking by DNP faculty. Orientation to the database is scheduled with the summer seminar and/or within selected clinical courses. New Mexico participates in the State Authorization and Reciprocity Association (SARA). Students from outside New Mexico should check the SARA website to determine if NMSU may conduct clinical education in that state. If not, the student will need to participate in clinical experiences in New Mexico or in another state where these activities are not prohibited.

For BSN-DNP students, a minimum of 1,000 clinical hours will be required as part of the DNP program based on the chosen specialty track. In select circumstances and upon approval by faculty, students may petition to take a specialty certification exam (if offered) in the last semester of DNP studies after the total of program clinical hours have been completed.

For successful completion of the DNP the post-MSN (MSN-DNP) student must be able to
document at least 1000 clinical hours performed. MSN-DNP students are required to submit, as part of the application/admission process, documentation of clinical hours completed in their MSN/Advanced Practice program. Upon evaluation of hours submitted, additional credits of NURS 698 Advanced Practice Nursing may be required to achieve a minimum of the total of 1,000 clinical hours. Please note that all MSN-DNP students will be required to complete a minimum of two (2) credits of residency (128 hours) during the DNP program even if their previous MSN/Advanced Practice program required 1,000 or more hours.

All post-masters certificate students must complete 18 credit hours and at least 576 clinical hours in the specialty area of the certification.

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

**Students in the DNP program MAY NOT complete clinical hours in their workplace unit.** All clinical experiences are subject to approval by faculty advisors and/or course faculty.

Each course in the clinical scholarship sequence includes estimates of the time required to complete the practice immersion activities in the course. Rather than describing these hours as ‘precepted’ clinical, they represent an “immersion in practice” to clarify that the focus is on a population, aggregate nursing practice, or an organizational issue rather than on one to one patient care. All clinical practice hours must be satisfactorily completed for a passing grade in a course. Unsatisfactory work or incomplete clinical practice hours, as determined by course faculty, will result in a failing grade in that course.

While completing clinical hours each semester please make sure you keep your shifts **no longer** than 12 hours, with **no more** than 50 hours completed **per week**.

As a reminder, you may **not** complete clinical hours over holiday or summer breaks or on any other dates outside of the official semester. Completing clinical hours specifically to “bank” them for another course is not permitted. Each practicum course has specific learning objectives and outcomes that must be met and cannot be completed outside of the specific course.

**PRECEPTOR AND CLINICAL ARRANGEMENTS**

New Mexico State University is a member of the State Authorization Reciprocity Agreement (SARA). Members of SARA agree to honor the regulatory requirements of each member state. The NMSU SON will not approve clinical practica in states that limit or prohibit access to out-of-state distance education programs.
The NMSU School of Nursing is not responsible for the nursing education requirements imposed by states other than New Mexico. We reserve the right to choose not to submit applications for approval to conduct nursing education activities to out-of-state boards of nursing or other state agencies that require substantial administrative time to complete and/or are cost prohibitive. Please refer to the state board of nursing rules for the state where you wish to complete nursing education classes/clinical practica for those specific criteria.

Students are responsible for identifying and contacting potential preceptors and requesting from the preceptor a completed Preceptor/Field Supervision Biographical Data Form along with a current (2 years or less) curriculum vitae, if one is not already on file. These forms are submitted to the specialty track advisor for FNP and FPMH, and/or the NURS 698 instructor. Preceptor biographical and CV information will be reviewed for suitability with the particular clinical experience requested.

The SON will then initiate an affiliation agreement between the preceptor and agency. Please check with your instructor or the graduate secretary to determine if an agreement is already in place. As noted above, students may not conduct clinical experiences in an unaffiliated clinical agency or in units where they are employed. Please know that it may take from 3 to 6 months to establish a clinical affiliation agreement. Therefore, you should be anticipating your “next” semester’s clinical placement and PLAN ahead. Delay in establishing your clinical experience may delay your progression in the program.

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

**DNP PROJECT COMMITTEE**

In order to fulfill the requirements of the DNP, each student will develop, implement and evaluate a project that focuses on a clinical area of concern. A project committee is formed for the purpose of guiding and advising the DNP student through this project. This is a doctoral program outcome designed to demonstrate the knowledge and skills acquired with DNP studies.

DNP Project Committee consists of a committee chair, and two (2) other members chosen by the student. For those students in either the FNP or Family Psych/Mental Health specialty, the
Chair must be certified in that specialty and be a member of the NMSU Graduate Faculty. The other Nursing committee members can be any one from the Nursing faculty who has Graduate Faculty status. All nursing faculty selected for the committee must be a member of the NMSU Graduate Faculty. A fourth committee member, the Dean’s representative, is a Graduate Faculty member from an NMSU department from outside of the School of Nursing. A list of Graduate Faculty, including nursing faculty, can be found at http://gradschool.nmsu.edu/.

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

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

**CHANGES IN DNP COMMITTEE MEMBERSHIP**

The student’s chairperson must approve changes in committee membership. Change requests are to be made on the Program of Study and Committee for Doctoral Students form available at: http://gradschool.nmsu.edu/. The Associate Director for Graduate Programs must approve all requests.

**DNP COMPREHENSIVE EXAMINATION**

The DNP follows the Graduate School requirement for comprehensive examinations of doctoral candidates. The DNP Project prospectus serves as the written component of the comprehensive doctoral examination. The presentation and defense of the project prospectus serves as the required comprehensive doctoral exam.
**Project Prospectus**

Students work with their Chair and project committee members to develop a **Project Prospectus** with evidence table for a proposed DNP Project. When the Chair and student are satisfied that the prospectus is complete, the Chair sends the complete prospectus to all members of the DNP committee. Once all members of the committee have approved the project prospectus, the student prepares a power point presentation summarizing the students' plans and rationale for the project. The student schedules a comprehensive examination committee meeting for a defense of the proposal and invites the Dean’s Representative and the committee members. The project is described in the Project Guidelines in the Appendices.

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

The oral exam will be focused on the prospectus for the DNP final project. The student must satisfactorily pass both parts of the exam and must demonstrate the attainment of the DNP Essential competencies as determined by the student’s DNP project committee. There are three possible outcomes for this comprehensive exam;

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

Scholarly Product:
The product of the DNP Project may take on various final forms depending on the academic institution’s requirements and the student’s area of advanced nursing practice. Programs are encouraged to support innovation in the design and dissemination of the final project and product to reflect the changing healthcare environment. However, the elements of the DNP Project should be the same for all students and include planning, implementation, and evaluation components. As an outcome of the program, students must have the opportunity to integrate all DNP Essentials into practice. However, all Eight DNP Essentials do not have to be demonstrated in the DNP Project. All DNP Projects should:

a) Focus on a change that impacts healthcare outcomes either through direct or indirect care  
b) Have a systems (micro-, meso-, or macro-level) or population/aggregate focus  
c) Demonstrate implementation in the appropriate arena or area of practice  
d) Include a plan for sustainability (e.g. financial, system, political realities, not only theoretical abstractions)  
e) Include an evaluation of processes and/or outcomes (formative or summative)  
f) DNP Projects should be designed so that processes and/or outcomes will be evaluated to guide practice and policy. Clinical significance is as important in guiding practice as statistical significance is in evaluating research  
g) Provide a foundation for future practice scholarship  
h) Integrative and Systematic Reviews: Contrary to the DNP Essentials

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

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

The following are examples of potential projects:
• A student works at an institution and they want to begin an “Ask a Nurse” line. The DNP student develops the protocol for this project, implements the program, and evaluates how the program works.

• A CNS works in an emergency department and wants to know why screening for domestic violence is not being done. She identifies the barriers to implementing the policy and develops a program to improve screening rates. She oversees the “trial” of this program and evaluates beginning outcomes.

• A nurse anesthetist conducts a chart audit to determine compliance with clinical practice guidelines and develops a mechanism to improve compliance rates.

• A primary care NP notices that many in her practice do not adhere to the current guidelines regarding watchful waiting for otitis media cases. She determines why some providers don’t comply with the guidelines and implements a practice-wide initiative to ensure consistency between providers.

• A DNP student develops a policy to solve a practice’s issues surrounding coverage on call when there are only two providers in the practice. This policy is implemented and evaluated.

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

**CHAIR’S RESPONSIBILITY**

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

**ADVANCEMENT TO CANDIDACY**

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

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

**CONDUCTING THE DNP PROJECT**

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

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

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

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

**FINAL PROJECT AND COMMITTEE APPROVAL**

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

**TECHNICAL REQUIREMENTS IN WRITING THE PROJECT**

The New Mexico State University does not require that practice projects be bound for publishing. DNP projects will be disseminated through the School of Nursing website and in professional publications.
SCHEDULING THE FINAL PRESENTATION OF THE DNP PROJECT

When the scholarly project has been written and the project chairperson agrees that it is ready for presentation, the student has the responsibility to distribute the finished copy of the Scholarly project to all committee members. It is recommended that the student give the committee members no less than two weeks to review the finished copy of the project prior to schedule the oral presentation. Once the committee has approved the final scholarly project findings, the student may arrange a location, a date, and a time (usually two hours) that is satisfactory to all committee members for the oral presentation of the Scholarly project. The student submits the Doctor of Philosophy and DNP Examination Form (http://provost.nmsu.edu/gradschool/wp-content/uploads/sites/5/2015/04/doctorate_of_philosophy_examination_form.pdf) to the chairperson and all members of the project committee and to the Associate Director of Graduate Programs.

PROCEDURES FOR THE ORAL PRESENTATION OF THE FINAL PROJECT

The Graduate Dean’s representative on the project committee and the project committee chair will receive the Report of the Final Defense form from the Graduate School prior to the scheduled defense. The forms are brought to the defense by the Graduate Dean’s representative. The Forms and Procedures for Degree Completion Checklist (https://ece.nmsu.edu/files/2013/08/doctoral_program_of_study.pdf) is available to guide the student through the process. The student will complete and print the Project Approval Page (Appendix) and bring the form to the defense.

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

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

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

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

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

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

See NMSU Graduate Catalog and website for a complete list of forms, deadlines and procedures. (https://gradschool.nmsu.edu/)

**REPORTING THE RESULTS OF THE PROJECT PRESENTATION**

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

An unsatisfactory student performance that making it acceptable would virtually require starting over, or

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

The product of a successfully defended DNP Project is not subject to Graduate School standards for publication. DNP project abstracts will be displayed on the SON website.

**OVERVIEW OF THE DNP CURRICULUM**

See Appendices for DNP curriculum plans

**ASSOCIATE DIRECTOR FOR GRADUATE STUDIES**

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

**DNP PROGRAM COORDINATOR**

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

**GRADUATE ASSISTANTSHIPS**

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

**GRADUATE TRAINEESHIPS**

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

There are a number of computer labs located throughout campus. These computers, which are fully networked and provide many standardized software packages (i.e., MS Word), are available for student use. Please visit website for more information on schedules and availability, http://studenttech.nmsu.edu/labs/.

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

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

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

The ICT Office has developed a Student Technology Help web page with information on NMSU Technology requirements and services. (http://stp.nmsu.edu/)

EMAIL

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

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

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

Useful information includes:

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

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

These include:

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

Other items available from this web site include:

New Mexico State University Graduate Catalog
Financial Aid Information

Graduate School Student Handbook

Graduate School Calendar Registration for classes Regulations and procedures  A Checklist for Graduate Degree Candidates is also available from the Graduate School.

COURSE OR GRADE GRIEVANCE POLICY

Students who wish to appeal a decision or awarding of a grade by a faculty member are advised to utilize the student grievance procedure outlined in the NMSU Student Handbook available online at: https://schoolofnursing.nmsu.edu/advising-in-the-son/ and the Graduate Catalog available online at: http://gradschool.nmsu.edu.

STUDENTS WITH DISABILITIES

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

Trudy Luken, Director Student Accessibility Services (SAS) Corbett Center, Rm. 244
Phone: (575) 646-6840 E-mail: sas@nmsu.edu Website: https://sas.nmsu.edu/
NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct, sexual violence, sexual harassment and retaliation. For more information on discrimination issues, Title IX or NMSU's complaint process contact:

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

Other NMSU Resources

NMSU Police Department (575) 646-3311 www.nmsupolice.com
NMSU Police Victim Services: (575) 646-3424
Student Responsibilities:

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

Faculty Responsibilities:

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

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

All medical information will be treated confidentially.

POLICIES CONCERNING WRITTEN ASSIGNMENTS

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

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

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

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

See prior note on use of Turnitin for all written assignments

**PLAGIARISM**

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

Students are responsible for adhering to the policies and procedures related to academic integrity found in NMSU Graduate Catalog and NMSU Student Handbook. For further information you may refer to the NMSU Student Handbook [https://studenthandbook.nmsu.edu/](https://studenthandbook.nmsu.edu/)

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

*Plagiarism is defined as the intentional use of someone else’s words (e.g., direct quotes), thoughts (e.g., paraphrased quotes), ideas (e.g., charts, date), or internet materials in your own writings/presentations as if you had come up with them on your own. Plagiarism is the theft of intellectual property and is not unlike stealing from a commercial business. A special case of plagiarism is the unacceptable practice of “self-plagiarism” in which an author will use segments of his/her own published material (e.g., methods section of a scientific paper) in a new publication without reference.

**ETHICS**

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

- The nurse, in all professional relationships, practices with compassion and respect
for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

- The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.
- The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
- The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

- The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
- The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
- The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
- The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

1. Office of Research Education & Training, University of Miami School of Medicine, a Definition: Plagiarism, online: Retrieved on 7/6/2005 from http://researchedu.med.miami.edu.

OTHER SON POLICES AND INFORMATION

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

PROGRAM EVALUATION

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

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

STUDENT REPRESENTATION

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

GRADUATE STUDENT FACILITIES

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

PHONE CALLS AND MESSAGES

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

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

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

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

WRITING CENTER

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

STUDENT SERVICES

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

DNP nursing students who are participating in school-sanctioned clinical experiences are covered by the New Mexico Risk Management Pool. It is not necessary to provide documentation of additional malpractice insurance for student clinical experiences. The NMSU coverage is only valid for participation in activities required for specific nursing courses and does not cover nursing or nurse practitioner activities performed beyond the requirements of the nursing program.

CONFIDENTIALITY

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

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

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

PATIENT/CLIENT SAFETY

The safety and well-being of the patients and clients with whom students work while in the graduate program are of utmost importance and concern to faculty, the program, and the department. The following are guidelines to assist students in ensuring the safety and well-being of patients/clients. Violation of these guidelines may be grounds for corrective action or dismissal from the program. Please note that this includes all data collection activities. Your Academic Advisor or Project Chair can help you identify the appropriate steps to take to apply for IRB (Institutional Review Board) approval prior to data collection. Unsafe and/or inappropriate clinical and/or research practice includes, but is not limited to, situations where the student:
• Violates or threatens the biophysical, psychosocial, and cultural safety of the patient/client
• Assumes inappropriate independence in actions and decisions, including failure to maintain regular and timely communication with faculty about clinical objectives and performance
• Fails to recognize and to act upon own limitations, incompetence, and/or responsibilities.
• Fails to interact effectively with other members of the health care team.
• Fails to function in a legal manner as defined by the nurse practice act of the state or territory in which the student is licensed as a registered nurse.
• Fails to function in an ethical manner as identified in the ANA Code of Ethics.
Appendix B
New Mexico State University School of Nursing
DNP PROJECT PROPOSAL APPROVAL FORM

DNP Student: __________________________________________

Title of Study: __________________________________________

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

Committee Chair: _______________________________ Date: __________________________

Committee Members:
DNP Project Committee Recommendation:

1. __________________________________________________ Date: _______________

2. __________________________________________________ Date: _______________

3. __________________________________________________ Date: _______________

4. _________________________________________________ Date: _______________

Approval __________________________________________ Date: _______________

Approval with Reservations:__________________________ Date: _______________

Disapproval:________________________________________ Date: _______________

Adjourn:____________________________________________ Date: _______________

Original to Associate Director for Graduate Studies; Copy to Chair, Committee members, and IRB(s)
Form approved: 05/09/2011
APPENDIX C  
New Mexico State University School of Nursing  
DNP PROJECT APPROVAL

To the Director of the School of Nursing:

Date: ____________________________

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

[Name], Scholarly Project Committee Chair
We have read this Scholarly Project and recommend its acceptance:

_________________________________________ Date: ______
Committee Chair

_________________________________________ Date: ______
Committee member

_________________________________________ Date: ______
Committee member

_________________________________________ Date: ______
Committee member/Dean’s representative

Accepted __________________________ Date: __________
Director of the School of Nursing

Form approved: 5/09/2011
APPENDIX D  
New Mexico State University School of Nursing  
Change of Advisor Form

**Graduate Student Services** New Mexico State University PO Box 30001, MSC 3G  
Las Cruces, NM 88003-8001  
Phone: 575-646-2736  Fax: 575-646-7721  
*HUU*  
[http://prospective.nmsu.edu/graduate/index.html](http://prospective.nmsu.edu/graduate/index.html)

Date: ________________________________

Student Name: ________________________

Banner ID#: __________________________ Degree: _________________

Major: ______________________________ Minor: __________________

Current Advisor: _____________________ Banner ID: ______________

New Advisor: _________________________ Banner ID: ______________

Semester Effective: ____________________

<table>
<thead>
<tr>
<th>Printed Name:</th>
<th>Approval Signatures:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Advisor:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Head:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please fill out this form completely and turn it in to the Graduate Student Services office.*
APPENDIX E
New Mexico State University School of Nursing
Transfer of Credit Form

Last Name: __________________________________________
First Name: ________________________________________
Banner ID: __________________________________________
Major: _____________________________________________
Degree: _____________________________________________
Minor: _____________________________________________

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

University Name: ______________________________________
Course Number/Title/Credit Hours: ______________________
NMSU Equivalent Course(s): _____________________________
Course Number / Title / Credit Hours: ____________________

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

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

Student Signature: ___________________________ Date: __________
Department Head: ________________________________
Student Advisor: _________________________________
Minor Faculty: ____________________________ (If transfer courses are for the student’s minor) Student: ____________________________
Graduate Student Services: ___________________________
APPENDIX F
New Mexico State University School of Nursing
PROGRAM OF STUDY AND COMMITTEE FOR DOCTORAL STUDENTS

For the most current Program of Study forms go to
http://gradschool.nmsu.edu/forms/forms.html
APPENDIX G
New Mexico State University School of Nursing
NMSU SON CLINICAL CLEARANCES

Updated January 2014

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

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>ACCEPTED</th>
<th>NOT ACCEPTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background check</td>
<td>Clear or minor offenses (e.g., traffic tickets). Students and faculty are screened at the beginning of the program/employment.</td>
<td>Major offenses against people (e.g., child abuse, drug trafficking).</td>
</tr>
<tr>
<td>Cardiopulmonary Resuscitation (CPR)</td>
<td>American Heart Association (AHA) approved Basic Life Support (BLS) for health care providers.</td>
<td>American Red Cross (ARC) or other online only certifications.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>3 vaccines (usually the 2nd is given 1 month later and the 3rd is given 4-6 months later) of any of these brand names: Energix B, Recombivax HB, or Twinrix. OR a positive titer of antibodies in the blood</td>
<td>Havarix A vaccine (this is for Hepatitis A). Note: they can begin with 1 or 2 vaccines and then complete the series later. Negative or Equivocal titer.</td>
</tr>
<tr>
<td>Influenza (flu)</td>
<td>Flu immunization (injected or intranasal) every winter (September through March).</td>
<td>Pneumonia vaccine (this is for a different organism). Note: the injectable form can be given to pregnant women, but not the intranasal form. Note: If the immunization is declined, then many agencies require personnel to wear a mask.</td>
</tr>
<tr>
<td>Measles (Rubeola)</td>
<td>2 doses of the MMR vaccine that are at least 28 days apart (if born before</td>
<td>Negative or Equivocal titer to any virus.</td>
</tr>
<tr>
<td>Mumps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vaccine</td>
<td>Requirement</td>
<td>Note</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>1957, then 1 dose OR a positive titer to each virus.</td>
<td>Note: Rubella vaccine should NOT be given to pregnant women (a provider note is needed). Note: Some agencies/units require titers to all 3.</td>
</tr>
<tr>
<td>Tetanus, Diphtheria, and Pertussis (TDaP)</td>
<td>A vaccine (or booster) within the last 10 years containing Pertussis.</td>
<td>Tetanus and Diphtheria only</td>
</tr>
<tr>
<td>Tuberculosis (TB)</td>
<td>TB Skin Test (TST, PPD, Mantoux) every 12 months that is negative (usually less than 15 millimeters of induration); OR a negative blood test (T-Spot TB test or Quantiferon Gold); OR if person ever had a positive skin test result, then one negative chest x-ray AND a yearly negative screening of TB symptoms.</td>
<td>Positive skin test Note: people who had the BCG vaccine can have TB tests. Positive chest x-ray or symptom report. Positive blood test.</td>
</tr>
<tr>
<td>Varicella (Chicken pox)</td>
<td>Adults: 2 vaccines that are at least 28 days apart; OR 1 vaccine given before 13 years of age; OR a positive titer</td>
<td>Reports from providers or from individuals that they have had the disease. Negative or equivocal titer. Note: Varicella vaccine should NOT be given to pregnant women (a provider note is needed). Note: Some agencies/units require a titer.</td>
</tr>
<tr>
<td>Nursing License</td>
<td>Copy of current RN license issued in the United States</td>
<td>International or foreign licenses</td>
</tr>
<tr>
<td>Specialty Certification</td>
<td>Copy of current certification in a specific specialty from appropriate credentialing body in the United States</td>
<td>International and/or foreign certifications</td>
</tr>
<tr>
<td>OSHA Training</td>
<td>Proof of training from your workplace or a certificate issued by a training facility (some are online)</td>
<td>Any kind of safety/blood borne pathogen training that does not meet OSHA standards</td>
</tr>
</tbody>
</table>
All students/employees with positive TB skin tests must complete and sign this questionnaire annually. The questions relate to signs and symptoms of Tuberculosis.

Please check "yes" or "no" to each symptom. If you check "yes" to any item, in the comment section below, describe the symptom, including when it started. Should you have questions, contact the Nursing Office at 646-3812, Monday - Friday. Thank you for your cooperation.

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

COMMENTS:
Signature: ________________________________ Date: _________
Name, printed or typed: ________________________________
APPENDIX I
New Mexico State University School of Nursing
Independent Study

School of Nursing: ________________________________
Student’s Name: ________________________________
Course/No. _____________________________________
Student’s Banner ID: ______________________________
Phone No. _______________________________________
Semester & Year in which course is to be completed: _____________
Please list your cumulative Grade Point Average (if known): ______________
Academic Major: ________________________________
No. Course Credits Applied For: ______________________
Reason for Requesting to Complete an Independent Study:

Note: Independent studies are not to be used as a substitute for a required course without approval of a course substitution/waiver form signed by your advisor, School head, and with the approval of the CHSS Dean’s Office. This must be documented on the student’s Application for Admission to Candidacy Form.

Requirements to be Fulfilled:
Sample List of Readings* /Objectives Specific Requirements, Projects, etc.
* Not necessarily inclusive

METHOD OF EVALUATION (be as specific as possible):
1.

2.

3.

4.

Student: ______________________________________ Date: __________
Instructor: ________________________________ Date: __________
Advisor: ________________________________ Date: __________
Academic School Head: ________________________________ Date: __________
Distribution: __________________________________________
Student’s School File
Instructor __________________________________________
CHSS Dean’s Office Copy 06/23/10
revised
APPENDIX J

New Mexico State University School of Nursing
Acknowledgment of Receipt of DNP Handbook

AGREEMENT OF ACCEPTANCE OF DNP HANDBOOK

I, _______________________________ acknowledge that I have received a copy of the (Print Name) 2018-19 DNP Program and Post Master’s APRN Certificate Handbook.

I understand that it is my responsibility to:

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

I understand and acknowledge the following:

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

Student Signature: _______________________________ Date: _______________________________
### MSN-DNP Degree Plan
Admitted Fall 2018

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Revised Dec 2017

College of Health & Social Services
School of Nursing

NM State
### BSN to DNP Family Nurse Practitioner
Admitted Summer/Fall 2018

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*as required
revised May 2018
### BSN to DNP Psychiatric Mental Health Nurse Practitioner
**Admitted Summer/Fall 2018**

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*as required by degree plan

**Revised May 2018**

[Image of College of Health & Social Services, School of Nursing]
## Nurse Practitioner
### Graduate Certificate Courses

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