



**SALVE REGINA
UNIVERSITY**

Graduate Nursing Handbook

2025-2026

*This edition of the **Graduate Nursing Handbook** supersedes earlier editions.
Salve Regina University reserves the right to modify this handbook as needed.*

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SECTION I

Introduction

Welcome from the Vice Provost

Welcome to the Salve Regina community. Congratulations as you begin your academic pursuit of earning a graduate nursing degree. We are pleased that you have chosen the program at Salve Regina University and are confident that you will consider this a positive and worthwhile decision. The Graduate and Professional Studies faculty and staff strive to support you throughout your program. The program faculty are committed to providing you with many opportunities for discovery, intellectual stimulation, and personal growth throughout the program. Our program strives to be rigorous while encouraging you to explore and develop deeper insights into your area of research and study.

We look forward to getting to know you along your journey towards earning your degree.

Dr. David Altounian

Mission of the University

As an academic community that welcomes people of all beliefs, Salve Regina University, a Catholic institution founded by the Sisters of Mercy seeks wisdom and promotes universal justice. The University, through teaching and research, prepares men and women for responsible lives by imparting and expanding knowledge, developing skills, and cultivating enduring values. Through liberal arts and professional programs, students develop their abilities for thinking clearly and creatively, enhance their capacity for sound judgment, and prepare for the challenge of learning throughout their lives. In keeping with the traditions of the Sisters of Mercy, and recognizing that all people are stewards of God's creation, the University encourages students to work for a world that is harmonious, just, and merciful.

Accreditation

The University is accredited by the New England Commission of Higher Education (NECHE) through its Commission on Institutions of Higher Education. Accreditation of an institution of higher education by NECHE indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited College or University has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Purpose

This handbook is designed to familiarize students and faculty with the policies and procedures of the Graduate Nursing Program at Salve Regina University. It provides general information for all students in addition to specific information about the program's orientation and requirements. It is intended to be used as a guide for students to resolve problems that typically arise when engaged in advanced levels of study. If you have any questions about an aspect of this guide, contact the office of Graduate and Professional Studies at gradoffice@salve.edu or telephone (401)-341-2338.

Academic Policies and Procedures

[Academic Policies](#): can be found on the University Website and should be carefully reviewed each year by the student. Topics include:

Academic Honor Code Academic Conduct Intellectual Property Plagiarism Confidential Credit Hour Class Attendance Administrative Withdrawal Matriculation & Enrollment Course Numbers Registration Policies & Procedures Student Responsibility Academic Calendar Off-Campus Classes Change of Address/Name Registration Holds Registration	Add/Drop Period Course Changes Non-credit Registration Prerequisites Special Enrollment Sections Directed Study Independent Study Internship Thesis Option Dissertation or Scholarly Project Option Withdrawal from a Course Continuous Enrollment Time Limitations Leave of Absence Withdrawal from the University Transcripts	Online Studies Synchronous Asynchronous Hybrid Computer Requirements Graduation Policies and Procedures Grading Policy Incompletes Online Grade Reports Falsifying Educational Records Grade Review – Resolving Questions Cumulative GPA Course Repeat Policy Academic Probation and Dismissal Institutional Review Board
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[Academic Calendars](#) are available online and should be used as a reference for important dates.

[Course Registration](#) is required each semester for a student to be enrolled. Students need to enroll each semester to maintain an active status.

If a student has any problem with course registration, they should contact the Registrar at sruregistrar@salve.edu or call 401-341-2943

The graduate and academic program offices **do not** have access to registration systems.

Email Policy: Under Salve Regina's e-mail policy, ***only the [salve.edu](mailto:student@salve.edu) e-mail account should be used for student academic and business electronic communications.*** All electronic communication initiated by University offices for students is sent to students' Salve Regina University e-mail accounts and includes important announcements, individual notices, and course notifications. The Salve Regina e-mail account provides the University with a means of communicating effectively without being unduly concerned when other e-mail accounts become invalid. It is important to emphasize that Salve Regina does not send information to students using any other e-mail account. Students must check their Salve Regina Web mail often. The Office of Information Technologies provides detailed guidelines about the procedures for all students. Students who need help with the log-in should contact the Salve Regina Technology Services Center at tsc@salve.edu.

GPA Requirements: A cumulative grade point average of B (3.0) is required to qualify for a graduate degree or certificate. Students whose cumulative grade point average falls below 3.0 in any given semester or who earned a grade lower than a B- are placed on academic probation for the following semester. Students on probation for two continuous semesters may be dismissed from the University. Students will receive a written notice of this decision, including a process for appeal. Students who are dismissed may make a written appeal to the provost following the process specified on the dismissal notice. If readmission is granted, a student will be re-enrolled on academic probation and will be informed of specific academic criteria and expectations in writing. Students reinstated by appeal may not, if dismissed again in subsequent semesters, submit any further appeals for readmission. International students studying on a nonimmigrant visa should consult with the appropriate designated school official to review visa status issues and alternatives.

Graduate Catalog: The Salve Regina University Graduate Catalog is the official document of the University regarding policies and procedures. Each student is responsible for being familiar with and adhering to these policies.

Research Guidelines: All research involving human subjects must go through [Salve Regina University Research Institutional Review](#), the local review board created by federal regulations. The IRB is responsible for protecting the rights and welfare of human subjects in research conducted under the aegis of Salve Regina University. Salve Regina students who plan to conduct research applicable to IRB review should work through their professor or committee chair to obtain the relevant documents. After receiving IRB approval, students planning to conduct survey research can receive access to the University's license for [Qualtrics](#).

Student forms are available on the website in both a pdf and online format including:

add/drop	FERPA release
change of address/phone	grade release
change of advisor	leave of absence
change of legal name	health professions interest
change of major/concentration	incomplete grade request
change of minor	registration form
course audit	special enrollment
course authorization	transfer credit approval
course withdrawal	University withdrawal

Syllabus: A course syllabus is prepared by faculty for each course and is housed in [Canvas](#). In addition to University policies, students must pay close attention to unique semester guidelines and course-specific policies outlined in each syllabus.

Time Limitations All students are expected to complete coursework within five years of matriculation. If the student has a leave of absence which causes a delay in degree completion, the student may need to repeat course work.

Timeline for Graduation and Receipt of Diploma: Students must complete a Petition to Graduate online through My Salve six months before their graduation date when intending to complete their degree requirements for one of the three-conferral dates in May, December, or August. To participate in commencement and receive a diploma, students are required to:

- Complete a Petition to Graduate,
- Submit any official transcripts from another institution that will be applied towards completion of their degree requirements,
- Ensure that any balance on their account is paid in full.

The appearance of a student's name in the Commencement program is presumptive evidence of graduation but is not regarded as conclusive. The official Salve Regina University transcript is conclusive testimony of the student's academic record and possession of degree(s) awarded by this institution.

Exit Survey

Upon submitting the dissertation, candidates are asked to complete the Graduate Exit Survey, which will be available from the [Office of Institutional Research and Effectiveness](#).

Financial Information


Accepting Fiscal Responsibility: Students need to complete the Fiscal Acceptance each semester before registration. You may access the Fiscal Acceptance in My Salve in the Required Agreements section. It is recommended that students accept Fiscal Responsibility before their registration time to prevent registration delays.

Financial Aid is available for graduate students in the form of federal and private loans. Financial aid eligibility requires students to maintain at least 3 credits (half-time status) per semester. (For summer session 3 credits is also considered half-time.) If you fall below this requirement, you will not be eligible for financial aid (federal loans).

To be eligible for federal financial aid, you must apply each academic year. Since each graduate student's financial aid is calculated based on the individual's unique schedule and charges, it is the student's responsibility to inform the Office of Financial Aid of any schedule changes for each enrollment period. Complete instructions with links to required forms are available in the [Admissions/Financial Aid](#) section of the Salve Regina University Web site.

To be eligible for financial aid, a student must:

- Be a citizen or legal resident of the United States
- Be enrolled at least half-time and be accepted as a candidate in a degree- or certificate-granting program at the University (Conditionally accepted students are eligible for a maximum of two semesters).
- Be making satisfactory progress toward the completion of the course of study
- Not be in default on Federal loans
- Not have exhausted lifetime Federal loan limits
- Not owe a refund on a Federal grant

Renewal of financial aid is not automatic. Recipients are required to apply each year by the announced deadlines. The Office of Financial Aid reserves the right to reduce, increase, or otherwise adjust any financial aid for which it is responsible. For further information regarding any of these financial assistance programs, visit the Financial Aid website, and write or call the Office of Financial Aid at Salve Regina. For your convenience, complete instructions with links to the required forms are available in the  [Admissions/Financial Aid](#) section of the Salve Regina University website.

Tuition Refund Insurance is recommended and offered at Salve Regina through a plan independent of the University that guarantees a tuition refund in cases of physical illness (90 percent reimbursement) and mental illness (90 percent reimbursement) at any time during the semester. This plan is purchased per semester and the premium for this insurance plan varies from year to year but is generally less than 1 percent of tuition. You must enroll in the plan before the published start of each semester. Students with late start courses must enroll before the start of the semester, not before the start of each course. Canceling a plan must also be done before the start of each semester.

Policies can be requested in writing or by email to businessoffice@salve.edu. Premiums will be charged to the student tuition account and can be paid by mail, online through the portal, or over the phone with Visa or MasterCard. For additional information contact: A.W.G. Dewar, Inc. 4 Battery March Park, Quincy, MA 02169 Office: (617) 774-1555 Email: trp@dewarinsurance.com Website: www.collegerefund.com

Veterans Administration Educational Benefits: Salve Regina University is approved for veterans' benefits, including Yellow Ribbon benefits. The V.A. enrollments are certified through the Office of the Registrar. Interested persons should contact their federal veteran's education website at www.gibill.va.gov or phone 1-(888)-GI-Bill1 (1-888-442-4551) for assistance.

Salve Regina University complies with the Veterans Benefits and Transition Act of 2018 and the requirements of 38 USC 3679(e). As such, Salve Regina University will not prevent enrollment, assess a late penalty fee, require securing alternative or additional funding, or deny access to any school resources to any student using Chapter 33 Post 9/11 GI Bill or Chapter 31 Vocational Rehabilitation benefits, even if the VA has not yet paid tuition and fees. Students utilizing VA benefits are required to produce the VA's Certificate of Eligibility by the first day of class, provide a written request to be certified, and provide additional information needed for proper certification.

National Guard Tuition Assistance: Members of the National Guard may qualify for state-sponsored tuition assistance programs. Students interested in this program should contact their Adjutant General's office. Members of the Army National Guard may also qualify for Army ROTC tuition assistance benefits under provisions of the Army ROTC Simultaneous Membership Program.

Student Support Services

Campus Portal: Within the [Campus@Salve](#) portal is a group where students will find important program-specific announcements, can communicate with each other and faculty, and will find

student resources and notice of upcoming events. The group specific for Graduate students and one for those in the Graduate Nursing program.

Degree Planner: Upon acceptance, students may view and follow their degree planner found in the Academic Programs section of the Graduate Course Catalog. Students will refer to their degree listings to find an appropriate degree planner available to print. A student's online Academic Evaluation is found in Student Planning in My Salve. The evaluation displays program requirements. Once again, students are strongly encouraged to contact the program director for any advice related to their program and their academic progress.

Disability Services: Salve Regina University is committed to providing equal access to graduate and professional studies students with disabilities to all its programs and services, in accordance with the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973. Students with disabilities that entitle them to instructional modifications or other accommodations must register with the Office of Disability Services and provide professional documentation of the disabling condition. The office is located on the 2nd floor of the Library and is open Monday - Friday 8:00 a.m. - 4:00 p.m. EST, and can be reached by phone (401-341-3150) or by e-mail (disabilityservices@salve.edu).


Graduate Academic Progress Specialist is a resource available through the Office of Graduate and Professional Studies and can be reached at 401-341-2244 or elaine.forsythe@salve.edu.

McKillop Library offers extensive services and resources for graduate and doctoral students.

- Liaison program: <https://salve.libguides.com/liaisons>
- Online research guides (also linked to courses in canvas): <https://salve.libguides.com/?b=s>
- For Grad Students: <https://salve.libguides.com/GraduateStudents>

Online Course Structure and computer requirements: Online courses are delivered via the Internet using course management software. Students must use a supported Web browser to access the Internet and courses. The University uses Microsoft Office, so all written papers need to be saved in a file format compatible with Microsoft Word. Additionally, some courses may require plug-ins to access course material. Contact The Technology Service Center (tsc@salve.edu) for assistance if you need specific information regarding computer requirements.

Brainfuse is an online tutoring and writing lab that includes a wide range of academic support tools. This is available for all enrolled graduate students and is embedded in Canvas and as a stand-alone.

Student ID cards are required for all students and serve as identification for members of the Salve Regina University community. The SALVE card is available to all students after receiving their Salve credentials and can grant access to a multitude of services including access to materials from the library and special reference databases. A link is provided by the Admissions Office for new students to upload a photo and information to the  **office** using the [required](#)

[guidelines](#). Students may visit the card office located at the garden level of the library to obtain a student ID card.

Textbooks for courses are available from the Salve Regina University bookstore. Textbooks should be ordered before the course begins to ensure adequate preparation for the first day of class. If you wish to see what texts are required for specific courses, please consult the [bookstore website](#).

SECTION II

Introduction to the Graduate Nursing Program

Welcome from the Chair

Welcome to Salve Regina University and the Graduate Nursing program. We look forward to the contributions you will make to our school, our profession, and the overall health of the communities you will serve. The goal of our program is to graduate leaders in the field of nursing. We welcome you to our diverse community of scholars, a community that values scholarly thinking, dialogue, and an environment where imagination and ideas thrive. May you use your talents wisely, express inquisitiveness, read broadly, think critically, and engage your faculty and colleagues in the exchange of ideas.

This Handbook is designed to provide information about our program as well as provide information about the academic calendar and policies governing academic life easily available to you. If you have questions that are not easily addressed through the handbook, your faculty advisor, program faculty and staff, and the staff in the Office of Graduate Studies are available to help you. I hope that this Handbook will become a useful resource.

The Department of Nursing, in keeping with the traditions of the Sisters of Mercy, recognizes that all people, patients, and healthcare providers alike are stewards of God's creation. As you progress through the curriculum, and in your professional career and personal life, we encourage each of you to strive for a world that is harmonious, just, and merciful.

All the best for success,

*Elizabeth Bloom, Ph.D., RN
Associate Professor and Chair
Department of Nursing*

Welcome from the Program Director

Welcome! We are so excited to have you join Salve Regina University's Rodger's Family Graduate Nursing program. As we embark on this academic journey, you will be transitioning through many trials and triumphs. When you complete the program, you will be entering an elite group of nurses who are the frontiers in their profession.

Embedded throughout the program, the Salve Regina University's mission of providing compassionate, ethical, competent patient care to all is ever-present. Engaging in lifelong learning will cultivate new skills and critical thinking to transform the future of health care. You are pioneers in nursing. Salve offers an education with a ***personal touch***. You may connect with

me for any issues in your academic progression. May we all embody the mission of Salve to provide quality care with compassion, empathy, dedication, and mercy!

Sharon L Stager, DNP, APRN, FNP-BC
Nursing Graduate Program Director
Associate Professor, Nursing

Mission

The Rodger's Family Department of Nursing at Salve Regina University, supporting the University's mission and the tradition of the Sisters of Mercy, seeks to create a supportive learning community for students from all backgrounds and beliefs. The Department of Nursing endeavors to develop professional nurses who are liberally educated, ethically grounded, clinically competent, and providers of health care committed to human service and social justice regardless of the race, ethnicity or religion of the population served. Committed to patient-centered care graduates will recognize and include the patient or their designee as a full partner on the health care team. It is expected that graduates will become lifelong learners, continuing to develop as health care providers and members of the global health partnership crafting the role of the advanced practice nurse of the future.

Accreditation

Salve Regina University and the Graduate Nursing program are accredited by the New England Commission of Higher Education

Salve Regina University and the Graduate Nursing program is approved by the Rhode Island Board of Nurse Registration and Nursing Education.

The baccalaureate degree program in nursing, master's degree program in nursing and Doctor of Nursing Practice program at Salve Regina are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, (202) 887-6791.

[Commission on Collegiate Nursing Education \(CCNE\)](#)

Graduate Nursing Academic Policies

Late submission of assignments

All materials are to be submitted prior to the due date. Late submissions are accepted with a **5% deduction per day for the first 24 hours, 10% for 24-72 hours after due date, and no further submission is accepted.** The deduction begins at the time of submission deadline. The Canvas submission clock automatically calculates the assignment as late. Faculty has discretion.

If there are circumstances causing a delay of submission, please contact the faculty via salve.edu email to discuss accommodations for the late submission. If the student is unable to complete all work by the end of the semester, an incomplete may be requested from the professor. Communication is required prior to the end of class to request an incomplete. ***The best policy is to have asked than to never have asked.***

Academic Integrity

All integrity issues will be addressed by the instructor. There are certain practices to minimize the opportunities for violation of integrity, e.g., creating multiple exam versions, using Turnitin, etc. The sanction will reflect the gravity of the infraction and the instructor's assessment of the student's intent. If the faculty member imposes a penalty for the misconduct, he/she is required to report, in writing, the infraction to the student(s), to the chair or program director(s) related to that course, to the appropriate academic dean (of undergraduate or graduate studies), and the dean of students within 7 days of the determination that an act of academic misconduct has occurred.

Learning in our Mercy Tradition must strive for discovery and truth. It must cultivate the kind of integrity that is courageous enough to face the truth about ourselves and inspire trust in others. Put simply, academic integrity is carrying out scholarship honestly and responsibly. Academic integrity is upheld when individuals work independently when asked, acknowledge the work of others when appropriate, and complete examinations without unauthorized aid.

Turnitin Disclosure:

Salve Regina University has entered into a license agreement with Turnitin.com, a service that helps prevent plagiarism by comparing student papers with Turnitin's database and internet sources. Students who take this course are advised and agree that all assigned papers may be submitted to Turnitin.com. While student privacy is protected, papers submitted to Turnitin may become source documents in Turnitin's reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin service is subject to the Terms and Conditions of Use posted on Turnitin's website. Salve Regina University is committed to preserving academic integrity as defined by the Academic Honor Code as recorded in the Undergraduate and Graduate catalogs. Salve Regina University may from time to time enter similar arrangements with other service providers.

All assignments are submitted through Turnitin via Canvas.

The maximum percentage of Turnitin for prevention of plagiarism is 20%.

Points will be deducted for inappropriate Turnitin percentages.

20-25%	5% deduction
26-30%	10% deduction
31-35%	15% deduction
>35%	20% deduction

The only acceptable reference for nursing papers is the Publication Manual of the [American Psychological Association, Seventh Edition \(2020\)](#).

Academic Integrity and the Use of Large Language Models (LLMs)

Students may explore and utilize various resources to support their learning and research, including cutting-edge technologies like large language models (LLMs) such as ChatGPT, Bing Chat, and others. However, it is crucial to maintain academic integrity when using LLMs in assignments. The following guidelines must be adhered to when using LLMs in your coursework:

Transparent LLM Use: Indicate when and where you have used an LLM for assistance in your assignment. This includes specifying the LLM's name and how much you relied on its output to develop your final response. For instance, you may mention that you used ChatGPT to brainstorm ideas or gather background information.

Original Writing: Although LLMs can help generate content, your final assignment submissions must include original writing. You must critically analyze and synthesize the LLM-generated content to produce a well-structured and coherent response. **Directly copying and pasting from LLM outputs is strictly prohibited and considered a breach of academic integrity.**

Minimum Citations Requirement: To ensure a comprehensive understanding of the subject matter, your assignments must include the assignment-requested number of references and a minimum of four citations from non-LLM sources. This will demonstrate your engagement with various perspectives and evaluate evidence-based research to evaluate and uphold the commitment to engage in a thorough research process. Be sure to properly cite all sources according to the designated citation style for this course.

Collaboration and LLMs: While group discussions and collaboration are encouraged, each student is responsible for ensuring that their individual assignment submissions are original and do not contain copied content from LLMs or their peers. Using LLMs to complete group assignments should follow the same guidelines as individual assignments, with transparency and originality of utmost importance.

Use generative AI to write this assignment: Generative AI is not an author. With caution, these tools should only be used to improve language and readability. If you used generative AI or AI-assisted technology, include the following statement directly before the references at the end of your manuscript/ assignment.

Declaration of generative AI and AI-assisted technologies in the writing process

During the preparation of this work, I, [your name] used [NAME TOOL / SERVICE] in order to [REASON]. After using this tool/service, I [enter your name] reviewed and edited the content as needed and take full responsibility for the content.

All assignments are submitted to Turnitin, and an AI assessment is determined. Following the percentages to prevent plagiarism, deductions will be assessed in the following manner:

Points will be deducted for inappropriate Turnitin scores in both the overall Turnitin score and the AI assessment. There can be cumulative deductions with the Turnitin results.

20-25% 5% deduction
26-30% 10% deduction
31-35% 15% deduction
>35% 20% deduction

By adhering to these guidelines, you will maintain academic integrity and ensure that using LLMs in assignments is ethical and responsible. Failure to comply with these expectations may result in disciplinary action, including but not limited to a failing grade for the assignment, a failing grade for the course, or a referral to the university's academic integrity committee.

Class Attendance

For on-campus and online interactive courses, synchronous class participation is considered an essential part of the educational experience. Students are expected to attend all face-to-face interactions as well as fully participate in online courses and be responsible for course content. Faculty members may establish attendance policies for their courses which define expectations for attendance and participation. These policies may be found on the course syllabus. Habitual non-attendance of a course or courses will be considered academic misconduct subject to withdrawal from the course(s) not attended. Habitual non-attendance is defined as a consecutive absence in any course or lack of participation in discussion in an online course equating to three full weeks of missed class sessions (one absence for a course meeting periodically through the semester, three absences for a course meeting once a week, six absences for a course meeting twice a week, nine absences for a course meeting three times a week). Habitual non-attendance in one or more classes may result in administrative withdrawal from the class or classes affected. Moreover, when a student is habitually absent from most or all classes, the student may be subject to administrative withdrawal from the University or, in cases with extenuating circumstances, to an administrative leave of absence. In such cases, a grade of W or WF will be assigned to the classes affected according to the appropriate date published in the academic calendar.

Students should note that faculty members may have more stringent attendance policies and standards for participation in their courses, as noted on the course syllabus.

Communication with faculty

All communication with faculty is mandated to be through the Salve.edu email system or Salve phone system. Please address your professor with the title of their position, i.e. Dr, Professor, Miss, Mrs. or Mr. Faculty have 48 hours to respond to your email or phone call. If a response is not obtained within this time, the student may call the Department Administrative Secretary at 401-341-2211 during business hours.

Please note: If the faculty has supplied a personal cell phone, the expectation is for emergencies only. Emergencies include deaths in the family, medical issues, or inability to be present for class or clinical experience. Faculty personal cell phones are not to be texted or called regarding assignment issues, submission issues or grading questions.

E-mail Etiquette

When contacting any professor or university official by e-mail, always conduct yourself in a professional and courteous manner. You should always include a brief subject in the subject line of the e-mail, and you should always begin your message with an appropriate and respectful greeting, referring to the person you are e-mailing by name and credential (i.e. Dr. or Professor). Pay attention to grammar and spelling and do not use text message language in an e-mail. Always sign your name at the end of your message. The faculty will not respond to emails that do not use proper etiquette.

Netiquette within Course Discussions

Netiquette or “net etiquette” refers to an ethical code of conduct regarding communication while using the Internet. Good netiquette involves respecting the privacy of others, and not doing anything online that will disturb or frustrate other people. The following netiquette guidelines are suggested practice for success in your online learning environment at Salve Regina University.

1. **Use correct spelling and grammar rules:** It is a good practice to compose your message in a word processing program so you can check your spelling and grammar prior to sending.
2. **Avoid typing in all capital letters,** it is akin to shouting and is considered rude. A word or two in caps for emphasis is fine.
3. **Be respectful of others:** Whether you are receiving or sending an e-mail, or participating in an online discussion, it is important to be courteous and respectful of others. Keep personal beliefs, including politics and religion out of classroom discussion unless the instructor has invited such contribution.
4. **Maintain a positive tone:** When composing a message, ask yourself: “Would I say this to the person face-to-face?” Remember that the ease and speed of the Internet makes it easy to say something you may regret later.
5. **Don’t respond to personal attacks:** Contact your instructor for action and referral.
6. **Be brief and respectful of others’ time:** If your message is succinct and to the point, people will be more likely to read it.
7. **Keep personal information private:** Posting private information in the wrong location can have serious consequences. Remember that divulging too much information could give those with bad intentions valuable information they can use to harm you.
8. **Think of your comments as printed in the newspaper...** your online comments will be seen, heard and remembered by others in this class. Before you make an emotional, outrageous, or sarcastic remark on-line, think about whether you would care if it was seen in your local newspaper.
9. **Don’t be overcome by your emotions.** Take a few breaths and step away from your computer if need be.
10. **Avoid negativity.** You can disagree. You should disagree. You can challenge ideas and the course content but avoid becoming negative online. It will impact you negatively, hinder the class discussion, and may give the wrong impression of you to others.
11. **There is no need to be aggressive online.** No flaming, all caps, or !!!!, or????
12. **Disagree politely.** When you disagree politely, you stimulate and encourage great discussion. You also maintain positive relationships with others with whom you may disagree on a certain point.
13. **Don’t use acronyms that not everyone would understand.**

Requests for Letters of Recommendation

Students may request letters of reference from faculty for employment, scholarships, or other professional opportunities. Students should make the request in writing using a version of the form found in the Appendix A. Please submit a curriculum vitae or resume for the letter of recommendation.

Students should allow a minimum of two weeks for the faculty member to provide the requested

document(s).

Course Changes & Add/Drop period

Graduate students may drop and add courses without academic consequence during the first seven days of a course. The option to add a course includes only those courses where space is still available during the drop/add period. If students are only dropping a course without adding there are financial penalties. Please refer to the [University's graduate nursing refund policy](#). If a student has not officially dropped a course or received an approved course withdrawal by the completion date of the semester, the instructor must submit a final grade for the student.

Continuous Enrollment

Students are expected to have continuous enrollment throughout the program. Students who are not enrolled each semester (excluding summer) will be withdrawn from the University. Those who are withdrawn and desire to return for further studies may be reactivated through the office of the Registrar if within one year of study. Students who have been inactive for more than one year are invited to contact the office of Graduate and Professional Studies and may need to reapply. After an extended period of program interruption, the appropriate graduate program director may require the student to reapply to the program. Readmitted students must follow the curriculum and guidelines in effect at the time of readmission.

Course Repeat Policy

Graduate nursing courses may be repeated, with the lower grade excluded from the GPA, and duplicate credits excluded from the cumulative total. All grades earned, however, will remain on the student's transcript. **Students earning a grade lower than a B- in a required course must repeat that course at Salve Regina University.** Students may repeat a required course once. No further progression in the curriculum can occur until the successful completion of the repeated course. No more than three required courses may be repeated throughout a student's program.

Student Health Insurance

Health insurance is a requirement of all nursing students. Students who do not have coverage have the option of purchasing health insurance through the Salve Regina University Business Office.

Smoking

Salve Regina promotes a smoke-free environment and nursing students are expected to abide by these expectations. Students are not allowed to smoke while representing Salve Regina University, i.e. wearing a student identification badge, lab coat or uniform. Students are not allowed in the clinical arena if there is a smell of smoke on their person. Students who smoke and wish assistance in quitting may seek assistance through programs offered by Salve Regina Health Services.

Substance Abuse Policy

1. Salve Regina University expects all members of its community to adhere to and abide by all federal, state, and local laws concerning illegal substances and alcohol. Specifically, the University prohibits the unlawful possession, use, or distribution of alcohol or illicit drugs anywhere on University property or within the framework of a University function.
2. Substance abuse is a major concern because it can compromise not only the learning environment but also the care that is provided to patients.
 - a. Health care facilities require that students have drug testing before being placed in their facility for clinical learning experiences.
 - b. Standards require that nursing students must be free of chemical impairment during participation in any aspect of the nursing education program including classroom, laboratory, and clinical settings. This includes travel to and from clinical learning sites.The Department of Nursing follows the university policy on substance abuse.
3. Students must notify the Chair within five (5) days of any criminal drug arrest, arraignment, and conviction.
4. Failure of a student to comply with the university's policy on substance abuse will result in disciplinary action that could include dismissal, require completion of an appropriate rehabilitation program, and reporting to appropriate officials for prosecution under Rhode Island and United States law where penalties may include fines, imprisonment, or both.

Suspected Chemical Impairment

Definition - A chemically impaired student is a person who, while in the academic or clinical setting, reveals or exhibits signs that s/he has violated University policy and possibly state laws regarding the use of alcohol or drugs and is under the influence of, either separately or in combination: alcohol, over-the-counter medication, prescribed medication, illegal drugs, inhalants, or synthetic "designer" drugs.

Procedure to be followed when a student is suspected of being chemically impaired:

1. The student is taken to a private area. The faculty member describes the sign(s) and/or behavior(s) observed and allows the student to provide an explanation.
2. The student is asked about the use of any substance(s), and if used, what, when, and how much was used and by what route it was taken.
3. If the student refuses to answer or when the signs/behaviors that are observed could be signs of impairment the student is removed from the educational area. The situation may require that the student be transported to or within the health care facility for evaluation and treatment.
4. The student is subject to the Drug Screening Policy and Procedure as outlined below.
5. A written report of observed student behavior is prepared by the involved faculty member and is submitted to the Chair.
6. The Chair will inform other faculty on a "need to know" basis.
7. A copy of the report will be placed in the student's locked, confidential, health files.
8. Within one week a joint meeting will be held with the student, the faculty member who wrote the report, and the Chair. The purpose of the meeting is to review with the student the legal implications, as well as the physical, psychological, and social costs of drug and alcohol use/abuse and the procedural requirements that will be followed.

9. If chemical impairment is the concern, the student must go for a professional evaluation of chemical dependency status with a provider approved by the RI Board of Nurse Registration and Nursing Education. The cost of evaluation and any necessary treatment will be borne by the individual.
10. If the professional evaluation determines that no treatment is required, a report stating this will be submitted to the Chair. The student may then resume their course work.
11. If the provider determines there is a chemical dependency issue, the student will be asked to agree to the plan of action recommended by the provider and to confirm understanding of both the terms and the academic consequences by signing a treatment contract.
 - a. Should the student choose not to agree to the contract, he/she will be dismissed from the program.
 - b. Participation in clinical experiences will not be permitted until the provider submits documentation of the completion of the course of treatment and a written assessment of the student's ability to perform safely and effectively in the clinical area. This document should include any restrictions regarding the person's activities (e.g., limiting access to narcotics, schedule for self-help group meetings). Some restrictions may prevent the student from continuing clinical course work.
 - c. If a grade must be submitted before the contract is fulfilled a semester grade of "W" (withdrew) will be assigned.
 - d. If the provider states that it is safe for the student to return to the nursing program, the student must submit a written request for reinstatement indicating when they would like to return.
 - e. Readmission to clinical courses will depend on when space is available.
 - f. If at any time another incident of chemical impairment is documented the student will be dismissed from the program.

Drug Screening Policy and Procedures

The purpose of this policy is to provide a safe working and learning environment for patients, students, institutional staff, and property in the sites utilized for clinical learning by nursing students. Clinical facilities and organizations are now requiring students who participate in patient care are subject to the same standards as their employees. Accordingly, the Department of Nursing requires nursing students to submit urine drug screenings on an annual basis. A negative urine drug screen is a condition for participation in the clinical component of the program. It is the student's responsibility to upload the results into the clinical database prior to the annual renewal. If the documentation is not uploaded, all experiential learning will be stopped and not accepted until compliance is obtained.

Students must abstain from the use of all illicit drugs, recreational substances, and any non-prescribed controlled or mood-altering medications for the entire duration of their academic and clinical participation. The use of impairing substances is strictly prohibited during clinical hours or within a timeframe that could result in impairment during a clinical shift.

If any student has a drug test which indicates substance use, the student may NOT begin the

experiential learning experience. All students who take a leave of absence during their experiential learning will be required to repeat the drug testing prior to returning to experiential learning. Students are financially responsible for all substance use testing. The student must retest and maintain a negative screening. Students may be required to take the test during the academic year if there is any concern or suspicion of substance use or impairment. If the student is impaired or suspected of impairment, the student will be removed from the patient care setting until further notice.

Graduate Nursing Program Details

The Graduate Nursing programs are designed for nurses seeking an advanced degree in nursing. The curriculum provides clinical preparation for becoming an advance practice nurse and educated nurses in evidence-based practice, quality improvement, and systems thinking among other key areas. Graduates may seek leadership roles such as advanced practice nurses, managers of quality initiatives, executives in healthcare organizations, directors of clinical programs, and faculty responsible for clinical program delivery and clinical teaching.

The programs offered include

- Master's in Nursing (MSN) with a Family Nurse Practitioner Track
- Master's in Nursing (MSN) Psychiatric Mental Health Nurse Practitioner
- Post- Graduate Family Nurse Practitioner Certificate
- Post-Graduate Psychiatric Mental Health Nurse Practitioner
- Post-Master's Doctor of Nursing Practice (DNP)

Population track students are required to attend a face-to-face colloquium. The student is responsible for lodging, food, and transportation during the colloquium. The colloquium is required prior to enrolling in experiential learning courses.

Admission and Transfer Credits

Students are required to complete an application for acceptance into a Graduate Nursing program. If the student has completed the MSN-FNP program at Salve, the student may submit a declaration form to proceed into the Post-Master's portion of the program.

Students are officially accepted into MSN program after the successful completion of the following classes: pathophysiology, advanced health assessment and pharmacology with a GPA of ≥ 3.0 . If the student is at risk for not achieving these requirements, the Graduate Nursing Director should be notified as early as possible.

No more than 9 transfer credits can be applied to program requirements.

Policy for Readmission

- If a student does not attend or defer and it has been less than one year since their acceptance, they can reactivate their program by completing the [Reactivate Form](#).
- If a student would like to return to their program and they have not registered or enrolled for one year or more, they may reapply using the [internal application](#).

- If a student has been away for 5 years or more, they must do the [full application](#). Program directors have the discretion to waive certain materials.

Advising

Graduate Nursing has a director who serves as the advisor to all graduate students. Within each program, there is a program lead who is the initial point person and advisor to the student within the program.

Shadow Health

Shadow Health, a digital clinical experience system is offered in numerous classes. The fee for access to Shadow Health per course is pro-rated and accessible until graduation from Salve. Shadow Health provides a clinical simulation designed to improve students' health assessment skills in a safe learning environment through our valid and reliable instruments that assess critical thinking and clinical reasoning. Students can interact with the digital patients online 24/7. Here is a walkthrough of the steps for students to follow to register for a Shadow Health account:

1. Enter PIN
2. Register: Enter name, email, number and password
3. Confirm Email
4. Review Technical Requirements
5. Review End-User License Agreement
6. New User Survey (Optional)
7. Select Payment Type
8. Either enter in Bookstore Access Code or Credit Card
9. View Receipt

Exxat

Salve Regina University is using Exxat STEPS to manage your clinical education. Exxat will help you build your clinical profile and provide a place to upload your required documents. Exxat can also help you find a clinical site that fits. During your experiential learning, the system will coordinate the information and assignments required by your program. The [Exxat Action Items](#) helps students to set up an account when enrolled in the graduate program.

Family Nurse Practitioner Certification

An eligible student to sit for a national Family Nurse Certification examination may apply with American Nurses Credentialing Center (ANCC) or American Academy of Nurse Practitioners (AANP). The information required for application includes the following:

- demographic information,
- nursing licensure,
- program information,
- course name, credit hours and year of completion for the pathophysiology, pharmacology, physical assessment, and primary care courses,
- supervised clinical sites and hours, including preceptor's name and credentials,
- final transcript(s), and
- State Board request form.

The AANP Certification website is <https://www.aanpcert.org/certs/process>
The ANCC Certification website is <https://www.nursingworld.org/certification/>

The Salve Regina program is designed for the student to sit for the national examination at the completion of the program requirements. The student has the choice to sit for the examination when convenient for them.

Once you have passed, the practitioner will apply for license with the state. Prior to completing the license and CSR, you need to register with the DEA at https://www.deadiversion.usdoj.gov/online_forms_apps.html

Each state has different requirements.

In RI, you will go to RI DOH; <http://health.ri.gov/licenses/detail.php?id=231#>

Effective 01/19/2018 Rhode Island is no longer part of the Nurse Licensure Compact (NLC)

- Apply online, RN or LPN
- Nurse APRN
- Nurse APRN CSR
- Prescription Drug Monitoring Registration

You will need to complete the application; the CSR is the controlled substance request.

[State Authorization Reciprocity Agreements](#)

Salve Regina offers several programs leading to professional licensure. Licensing requirements differ from state to state. Salve Regina University provides education to satisfy Rhode Island licensure requirements. Students who do not reside in Rhode Island or may move and request licensure in another state are required to investigate and determine if licensure requirements for that state are met.

State licensing requirements change and can impact a program's ability to meet educational requirements for licensure. Students are required to consult with the state licensing board(s) in the state(s) where they intend to obtain licensure for the most recent information and requirements. These boards are responsible for establishing the requirements for licensure in their state and can provide guidance on whether a program meets the requirements for licensure in their state.

Some state licensing boards require additional requirements beyond education, which may include (but are not limited to): additional post-graduation examinations or experience, application and licensing fees, criminal background checks, reference checks, fingerprint submissions, etc. Continuing education may also be required for the maintenance of certification/licensure. Students are responsible for understanding and review any additional requirements for this licensure.

The university's website contains important information about state authorization and professional licensure. This information and program-specific disclosures may be found at this

link: <https://salve.edu/state-authorization-professional-licensure>

Students exploring learning placements (clinicals, practicums, internships, etc.) outside of Rhode Island will need to consult with the appropriate person in charge of the program's clinical experience, such as the program director, clinical coordinator, or department chair, for approval. Within some programs, students must have an active license in the state for placement. When already admitted, requests to have educational learning experiences outside of the original state may delay the program. If a permanent change of address is required, complete the change of address form to update the university.

Clinical Sites and Nursing License

All clinical sites are based on state of licensure of the student. All clinicals are conducted in the state in which the student holds an active, unencumbered nursing license. All active licenses are to be submitted. Holding multiple state licenses is recommended to increase opportunities for clinical placements. There is a [MSN Clinical Checklist](#).

Clinical Attire

All Salve Regina Graduate Nursing Practice students will be professionally dressed (business casual) as they represent the school in a clinical preceptor position. All students will wear their Student ID as a name badge on their Salve Regina lab coat at all clinical preceptor experiences. The student will introduce themselves as an "Advanced Practice Nursing Student" or "Nurse Practitioner Student" to the patients they are interacting with. The **professional attire** is required during simulation laboratory time.

The professional attire includes slacks/ skirts and sturdy shoes for [Clinical Attire](#). All skirts shall be knee length or longer. All shirts and tops need to prevent any visualization of cleavage or chest hair. The following are not appropriate for attire within the clinical preceptor experience; jeans, corduroys, sweatpants, yoga pants, leggings and shirts with a low-neckline, tank tops, sneakers, flip flops, or sandals. Appropriate piercings include 2 earing holes per ear. **No other piercings are acceptable while in Salve Regina University clinical uniform.** All tattoos shall not be visible to the patient while in clinical preceptor experiences. If tattoos are potentially visible, cover up makeup should be applied for the clinical experience. If the student is dressed inappropriately, the preceptor is to call the Salve Regina faculty or Director, and the student will be dismissed for the day.

Clinical Absence

All students will communicate with their Salve Regina professor and their preceptor if they are not attending the clinical preceptor experience as scheduled. The hours for the experience will be counted only when the student is within the practice working with the preceptor. The preceptor will confirm hours at the end of the semester.

Requirements prior to Clinical Experiences

All students have a [MSN Clinical Checklist](#) to complete the required steps annually. A background check, drug screening and documentation of immunizations are to be uploaded **annually**. The student will need to undergo a physical for clearance and fit for duty **annually**. The documents need to be submitted one to two months prior to starting the clinical rotation. If

the requirements are not submitted, the clinical will not be initiated.

Vaccination Policy

Salve Regina requires that all members of its community, including students, faculty, and staff with physical presence on campus or campus-related activities to remain up-to-date on their COVID-19 vaccines for the 2022-2023 academic year. Students and employees are asked to submit proof of vaccination. Under current state guidelines, individuals who are vaccinated will be exempted from regular COVID-19 testing requirements. Non-vaccinated individuals will NOT be able to participate in clinical experience based on RI state mandates. Individuals with valid medical or religious may not be able to conduct experiential learning.

Nursing Liability Insurance

In connection with the clinical practice component of the nursing program, all students **must** secure professional liability insurance provided by the University prior to their first clinical course. In addition, it is **required** for the student to have personal supplemental liability insurance for the advanced practice nurse student. Companies who offer these policies include www.proliability.com, www.nso.com and others based on your professional affiliations.

Direct Supervised Clinical Experiences

All students have Direct Supervised Clinical Experiences. The experience is spread over the entire semester. Students are required to complete all hours of the course required. The hours are evenly divided to allow for growth and development along with the academic content throughout the curriculum. Any student who requires dismissal from experiential learning through the semester requires approval from the faculty of the course, program lead, and Graduate Program Director. Military orders are honored and will be supported with the program's best intention. Deduction of grades is subject to faculty discretion. All students should schedule family vacations or academic leaves during semester breaks.

Injuries within Clinical

If there is an injury during a clinical experience, the following steps need to occur.

- 1) Contact the Salve Regina University Clinical Instructor
- 2) The student with the preceptor will complete the Report of Injury or Exposure to Health Threat Form (Appendix C)
- 3) Student will follow up with recommended medical attention including Occupational Health Medical Services approved for the injury.
- 4) The completed report needs to be sent to the Clinical Instructor, Graduate Nursing Director and Clinical Coordinator at Salve.
- 5) The Clinical Coordinator will forward the report to the Salve Regina University Business Office.
- 6) All medical services will be submitted through the **student's medical insurance**. If co-pays are required, overages or medical bills, the student pays the fees and submits the medical bills/ receipts to the business office for reimbursement related to the clinical incident.

Student Health

It is the responsibility of the student to inform the Graduate Nursing Director, the Chair of the

Nursing Department, the Clinical Coordinator, and relevant faculty of any recent or ongoing health issues. Unless otherwise informed, it will be assumed that a student is healthy and fully capable of meeting the challenges of the classroom and experiential learning activities of this program in a manner that is safe for both their patients and them.

All students are required to undergo a “fit for duty” evaluation prior to clinical. The student needs to complete a packet and submit to the coordinator to ensure clinical placement. A drug screening is mandatory to enter the clinical setting. Refer to the Clinical Requirements section below for details.

Castle Branch

Salve Regina University uses the services of Castle Branch for tracking nursing student background checks and drug tests. When you place your initial order with Castle Branch, you will be prompted to create your secure [myCB account](#).

University Codes for Access are as follows:

- LV14bg – Background Check
- LV14dt – Drug Test - Friday 8am-8pm & Sunday 10am- 6:30pm EST

From within your myCB, you will be able to:

- ✓ View your order results
- ✓ Upload and store important documents and records
- ✓ Manage requirements specific to your programs
- ✓ Place additional orders as needed.
- ✓ Complete tasks as directed to meet deadlines

- Your myCB Service Desk is available to assist you via phone, chat and email
- Monday-Friday 8am-8pm & Sunday 10am- 6:30pm EST
- 888-914-7279 or servicedesk.cu@castlebranch.com

Incomplete Clinical Hours within the semester

All clinical courses have a required number of direct supervised patient care hours which must be completed by the end of the course. If the student does not complete all clinical hours within the semester, the following actions are required.

- The clinical course coordinator, preceptor, student, Graduate Nursing Clinical Coordinator and Graduate Nursing Director need to approve the extension of clinical days to complete the required hours of the semester.
- The student will need to apply for an **incomplete** for the course until the hours are completed. The [incomplete](#) will be submitted via [student forms page](#).
- If the student does not apply for an incomplete with the registrar in adequate time, the student will receive a failure of the course.
- The clinical hours need to be completed before the start of the next semester to progress within the cohort.

Clinical Preceptor

The clinical preceptor is expected to provide a holistic experience for the advanced practice

nurse. The preceptor must hold an unencumbered license within the state of practice. The preceptor is required to be an advanced nurse practitioner for at least 1 clinical precept rotation. Other providers acceptable to offer a clinical preceptor experience include medical doctors and physician assistants.

Role of the Preceptor as Clinician and Educator

The role of the preceptor is to:

- Orient oneself to the learning objectives of the experience.
- Orient the student to the agency's policy, procedures and mission statements.
- Collaborate with the student for the best clients to enhance educational opportunities.
- Support and supervise clinical reasoning during patient care.
- Collaborate with the student's faculty to evaluate the student's strengths and weaknesses to enhance forward progression through the program.
- Mentor, demonstrate and enhance the student's experience with regards to collaboration with other health care team members from medical assistants to physicians.
- Evaluate and provide supportive guidance within the preceptor experience to improve the student learning objectives.
- Demonstrate attitudes and qualities of a leader within the agency and community to provide culturally and ethically competent health care for a world which is harmonious, merciful, and just.
- Ensures the student adheres and complies with HIPAA training and regulations.

Withdrawing from a Clinical Site

All student placements should be compatible with the student and preceptor. There are extenuating circumstances which may occur during the semester. The extenuating circumstances include a significant life event of the student or preceptor, loss of preceptor, site is not appropriate to complete the requirements of the student, or site is not a safe location for student. If this may occur, the student will meet with the clinical course coordinator to discuss options. The clinical course coordinator will communicate with the clinical placement coordinator and Director to provide solutions to the student withdrawing from the clinical site.

The potential outcomes may require the student to apply for an incomplete for the course, register for the course in the next semester to continue their clinical experience. There is a potential delay in completion of the program.

Graduate Nursing Curriculum

(a description of each course can be found in the Salve Regina University [Course Catalog](#))

Prerequisite Courses

Students must have successfully completed a course in statistics from an accredited university.

MSN Course for Family Nurse Practitioner Track

Requirements 48 Credits

NUR 503: Advanced Physiology and Pathophysiology
NUR 505: Foundations of the Advanced Practice Nurse

NUR 506: Comprehensive Care for Gender, Women and Children
NUR 520: Research for Evidence-Based Practice
NUR 512: Advanced Health Assessment
NUR 511: Global Influences in the Advanced Management of Care
NUR 514: Advanced Healthcare Informatics
NUR 535: Pharmacologic Principles for Advanced Practice Nursing
NUR 550: Advanced Care Practice I
NUR 552: Advanced Care Practice II
NUR 540: Application of the Advanced Practice Nurse Role I
NUR 555: Application of the Advanced Practice Nurse Role II
NUR 565: Application of the APN Role III

MSN Course for Psychiatric Mental Health Nurse Practitioner Track

Requirements 51 Credits

NUR 503: Advanced Physiology and Pathophysiology
NUR 505: Foundations of the Advanced Practice Nurse
NUR 520: Research for Evidence-Based Practice
NUR 512: Advanced Health Assessment
NUR 511: Global Influences in Advanced Management of Care
NUR 514: Advanced Healthcare Informatics
NUR 535: Pharmacologic Principles for Advanced Practice Nursing
NUR 542: Advanced Psychopharmacology Across the Lifespan
NUR 546: Psychiatric Mental Health NP I: Assessment, Diagnostics, Evaluation & Psychotherapies
NUR 558: Psychiatric Mental Health NP II: Psychogenomics, Psycho-Pharmaco- Management and Counseling
NUR 568: Psychiatric Mental Health NP III: Mental Health Across the Lifespan- colloquium
NUR 570: Psychiatric Mental Health Nurse Practitioner Clinical I
NUR 575: Psychiatric Mental Health Nurse Practitioner Clinical II
NUR 580: Psychiatric Mental Health Nurse Practitioner Clinical III

Post-Master's Family Nurse Practitioner Certificate

Requirements 27 Credits

NUR 506: Comprehensive Care for Gender, Women and Children
NUR 550: Advanced Care Practice I
NUR 552: Advanced Care Practice II
NUR 540: Application of the Advanced Practice Nurse Role I
NUR 555: Application of the Advanced Practice Nurse Role II
NUR 565: Application of the APN Role III

Post-Master's Psychiatric Mental Health Nurse Practitioner Track

Requirements 30 Credits

NUR 542: Advanced Psychopharmacology Across the Lifespan

NUR 546: Psychiatric Mental Health NP I: Assessment, Diagnostics, Evaluation & Psychotherapies
NUR 558: Psychiatric Mental Health NP II: Psychogenomics, Psycho-Pharmaco- Management and Counseling
NUR 568: Psychiatric Mental Health NP III: Mental Health Across the Lifespan- colloquium
NUR 570: Psychiatric Mental Health Nurse Practitioner Clinical I
NUR 575: Psychiatric Mental Health Nurse Practitioner Clinical II
NUR 580: Psychiatric Mental Health Nurse Practitioner Clinical III

***Post Master's Doctor of Nursing Practice
Requirements 30 Credits***

NUR 620: Epidemiology
NUR 625: Organizational and Systems Leadership in Healthcare
NUR 615: Ethical Issues in Advanced Practice Nursing
NUR 645: Advanced Nursing Research Methods
NUR 633: Business and Legal Aspects of Advanced Practice Nursing
NUR 652: Foundations of Scholarly Work
NUR 658: Health Policy & Population Health
NUR 662: Health Care Management and Care Systems
NUR 665: Biostatistics
NUR 670: Quality Improvement, Initiatives & Safety in Advanced Nursing

Appendices

Appendix A – Student Request for Letter of Recommendation

Appendix B – Grievance Procedure Form

Appendix C – Critical Incident Report

Appendix D – Report of Injury or Exposure to Health Threat

Appendix E – Clinical Warning

Appendix F – University Information Sheet

Appendix A

<u>SALVE REGINA UNIVERSITY</u> Department of Nursing <u>Student Request for Letter of Recommendation</u>

Student Name	
Reason for Letter	
Specific Information	
▪ Scholarship	
▪ Employment	
▪ Internship	
▪ Other	
Name, title and address of person (organization) to whom letter should be sent:	
Personal student information that would enhance the faculty member's ability to write a thorough letter of recommendation. (Attach a resume and include here relevant volunteer activities, special interests, employment history, and scholastic achievements).	
DATE LETTER IS NEEDED	

Student pick-up: yes no	Faculty to send to addressee: yes no If to be mailed please provide accurate address information
Sealed envelope: yes no	

NOTE: Please provide at least two weeks' notice when requesting a letter of recommendation.

APPENDIX B

<p><u>SALVE REGINA UNIVERSITY</u> <i>Department of Nursing</i></p> <p><u>GRIEVANCE PROCEDURE FORM</u></p>
--

STUDENT NAME:	DATE
STUDENT SIGNATURE:	
FACULTY MEMBER'S NAME:	
STUDENT'S STATEMENT	
FACULTY MEMBER'S STATEMENT	DATE
Faculty Signature	
DEPARTMENT CHAIR'S STATEMENT	DATE
Signature of Department Chair	
NAMES OF FACULTY ASSIGNED TO COMMITTEE	DATE
1.	
2.	
3.	
Committee Chair's Signature	
Committee Members' Signatures:	
CONSENSUS DECISION OF COMMITTEE:	DATE

Additional documentation may be attached as necessary. A copy of the complete report will be placed in student's file

APPENDIX C

SALVE REGINA UNIVERSITY
Department of Nursing
Critical Incident Report

CRITICAL INCIDENT REPORT	
Please check <input checked="" type="checkbox"/>	The student, under the direction of faculty, is to complete this form because a critical incident occurred:
1.	Incomplete, inaccurate or incorrect charting
2.	Unprofessional actions during to nurse/patient interactions
3.	Unprofessional behaviors
	Other (please describe):
REPORT OF A NEAR-MISS	
Please check <input checked="" type="checkbox"/>	The student, under the direction of the faculty, is to complete this form because a near-miss occurred:
1.	Student demonstrates an inadequate knowledge base and/or is unable to carry out safe clinical APRN practice.
2.	Poor APRN judgment is exhibited which could lead to danger to patient well-being
3.	Omitting the appropriate methods of assessing a patient to adequately determine a differential diagnosis, diagnosis and plan of care.
4.	A behavior which raises the concern of the Clinical Instructor or Clinical Staff (Please describe):
5.	Other (please describe):
Consequences of the student's actions shall be determined by the nursing faculty and the policies and procedures of the patient care agency.	

Critical Incident Report p. 2

This portion of form is to be completed by the student involved in incident.

Student Name
(PRINT)

Date

Facility and location where occurred:

Brief statement of the incident:

Pertinent Medical Diagnosis (es) of patient:

Results of incident:

A. To the wellbeing of the patient:

B. What action was taken at the agency by you, your Clinical Instructor, and Agency Staff?

C. Potential short/long-term consequences to the patient due to the incident:

Detailed Explanation of the incident:

A. Why did this incident occur?

B. How could this have been avoided?

C. What will you do to prevent this happening to another patient in the future?

APPENDIX C (cont'd)

Critical Incident Report			
Clinical Instructor's Name (print)		Date	
Explanation of the incident:			
Action Taken:			
Suggestions for future:			
Signatures:			
Student		Date	
Clinical Instructor		Date	
Chair		Date	
Distribution:			
<input type="checkbox"/> Student <input type="checkbox"/> Instructor <input type="checkbox"/> DON Chair <input type="checkbox"/> Student File <input type="checkbox"/> Agency copies as needed			

APPENDIX D

SALVE REGINA UNIVERSITY

Department of Nursing

REPORT OF INJURY OR EXPOSURE TO HEALTH THREAT

Student's Name				Date of Report	
Course and Section: NUR		Section		Date of Exposure	
Nature of Exposure Please check <input checked="" type="checkbox"/> all that apply	<input type="checkbox"/> Needle stick	<input type="checkbox"/> Burn	<input type="checkbox"/> Human bite or scratch		
	<input type="checkbox"/> Instrument puncture	<input type="checkbox"/> Saliva	<input type="checkbox"/> Laceration		
	<input type="checkbox"/> Injury from other sharp object		<input type="checkbox"/> Blood splash or spray		
	<input type="checkbox"/> Other (name)				
Describe injury or exposure in detail:					
Who at the facility was a witness: Name, title, department					
Who at the facility was notified: Name, title, department					
Was the correct equipment being used properly when incident occurred?					
<input type="checkbox"/> Gloves	<input type="checkbox"/> Mask	<input type="checkbox"/> Eye-ware	<input type="checkbox"/> Gown	<input type="checkbox"/> Other	
Explain:					
Was the individual sent for medical evaluation? Explain where, when, how, and for what purpose:					
Who was notified in Nursing Dept.? When? How?			Was student's family notified? Who? When? How?		
Comments and follow-up plan (if more space is needed us back of page):					

Signature Clinical Instructor		Date	
Received by Department Chair		Date	

Appendix E

SALVE REGINA UNIVERSITY ***Department of Nursing*** **CLINICAL WARNING**

Student's Name		Date	
Clinical course: NUR	Section	Site:	
<p>A clinical warning is provided to a student so that he/she will have written guidance as to what must be remediated in their clinical practice, directions for doing that, and a date by which it must be accomplished.</p> <ul style="list-style-type: none"> A student may be placed on clinical warning at any time by the preceptor in conjunction with the Clinical Instructor due to a deficit in knowledge, attitudes, skills, and level of fitness for providing care to human beings. A student may receive serial clinical warnings within the same semester as needed. A student on clinical warning must correct all listed deficiencies in order to pass the clinical course. The student will be given a copy of the clinical warning. Copies will be placed in the student's file, given to the Chair of the DON, and to the student's Academic Advisor. When a student successfully remediates the issues listed in the warning, they may be able to pass the course. 			
Professional and/or clinical behavioral deficiency			
Stipulations of what student must do to prepare for and/or demonstrate appropriate professional clinical behaviors, with specific measurable outcomes and a deadline date			
I have read and discussed with the Clinical Instructor, and understand the terms of this clinical			

warning.			
Student's Signature		Date	
Clinical Instructor's Signature		Date	
Received in Nursing Office		Date	

If a clinical faculty member needs to give a clinical warning and does not have access to this form, the warning may be written up covering the above components.

SECTION III

Introduction to the DNP Project

Students within the Doctor of Nursing Practice (DNP) program at Salve Regina University must complete a DNP Project. The DNP Project is a research endeavor and manuscript to demonstrate through a critical and systematic process the AACN *The Essentials: Advanced- Level Nursing Education*.

The DNP Project is integrated throughout the curriculum and incorporates practice and scholarship elements of the Doctor of Nursing Practice degree. The DNP Project is designed to address a practice issue affecting groups of patients, healthcare organizations, healthcare systems, or professional organizations. Students work with clinics, inpatient units, hospitals, health care systems, or professional organizations to assess, plan, implement, and evaluate an initiative jointly agreed upon by the setting, the student, and the student's advisory committee.

Purpose of the DNP Project in the DNP curriculum:

The primary purpose of the DNP Project is to focus the student on the development, implementation, and evaluation of a clinically concentrated process. The project will be implemented within a practice/ educational setting. The goal of the project is to construct, institute and evaluate a method to deliver care with the expectation to provide quality health care within a population or community.

The DNP Project seeks to demonstrate the student's understanding of new DNP concepts/knowledge and the ability to lead and practice at the highest level of professional, clinical practice. This project offers the student an opportunity to demonstrate skills as a researcher, leader, and inquisitive practitioner at a doctoral practice level. The student is required to integrate the domains of advanced-level nursing education. These domains include:

- Knowledge of Practice
- Person-Centered Care
- Population Health
- Practice Scholarship and Translational Science
- Quality & Safety
- Interprofessional Collaboration in Practice
- Health Systems
- Technology & Information Literacy
- Professionalism
- Personal, Professional, and Leadership

Key components of the DNP project include the following:

- **Advanced practice** in a health care specialty of choice
- **Inquiry** to identify existing problems/needs in practice and health care systems
- The ability to **critically evaluate, translate and utilize evidence, knowledge, and research** to improve quality of care and health outcomes
- **Organizational and systems leadership skills** to develop, implement and evaluate interventions to improve clinical care and health care outcomes for diverse populations/communities
- **Knowledge of advanced health care policy, ethics and law** to inform human rights, program ethics, risk/benefit and cost assessment guidelines and develop a population-based program based on best available and current evidence

- **Create a business/finance/entrepreneur environment** that focuses on patient/community/organizational/systems outcomes moving the practitioner into a global model of health care

NONPF Recommended Criteria for NP DNP Projects in the Practice Doctorate Program

1. The project is related to advanced practice in the nursing specialty and benefits a group, population or community rather than an individual patient. Project often arises from clinical practice
2. May be done in partnership with another entity: clinical agency, school, health department, church, government, voluntary organization or community group, etc.
3. The project leadership may be solo or collaborative depending on scope of the project and university requirements.
4. The DNP project addresses identified needs.
5. The literature review suggests an evidence base for the project or supports the need for the project.
6. Description of the innovation is adequate for others to use (essential components for success, cost, etc.)
7. A systematic approach is used, data are collected using methods and tools that meet accepted standards.
8. Expected outcomes are defined and measured (quality improvement, cost savings, etc.).
9. The project is conducted according to ethical principles.
10. Dissemination modes are professional and public (peer review is included).

Types of DNP projects include but are not limited to:

- Translate research into practice
- Quality improvement (Care processes, Patient outcomes)
- Implement and evaluate evidence-based practice guidelines
- Analyze policy: Develop, implement, evaluate, or revise policy
- Design and use databases to retrieve information for decision making, planning, evaluation
- Conduct financial analyses to compare care models and potential cost savings, etc.
- Implement and evaluate innovative uses of technology to enhance/evaluate care
- Design and evaluate new models of care
- Design and evaluate programs
- Provide leadership of interprofessional and or intra-professional collaborative projects to implement policy, evaluate care models, transitions, etc.
- Collaborate with researchers to answer clinical questions
- Collaborate on legislative change using evidence
- Work with lay and or professional coalitions to develop, implement or evaluate health programs (such as health promotion and disease prevention programs for vulnerable patients, groups or communities).

The scope of the DNP project is designed to benefit a group, population and /or a community rather than an individual patient. Specific examples are included to illustrate how these projects might be applied in different settings, for various populations and by different nurse practitioner specialties. Some projects focus on existing programs while others address the creation of new programs. The scope of the project would be determined by the university's guidelines, feasibility given time devoted to projects in the curriculum, faculty, funding, and other resources, etc. In some programs the project may evolve through course work in courses on policy and inquiry eventually culminating in the final design of the proposed project before it is launched. By providing opportunity over a longer duration in which to explore and develop aspects of the projects, students receive feedback regarding alternatives and strategies before project implementation. (NONPF, 2018)

A wonderful resource for DNP project ideas is [Developing Your DNP Capstone Project](#) by Doctor of Nursing

Practice DNP.

Optimum DNP Sites

It is important for the student to select a practicum site that will offer him/her the optimum experience by providing access to experiences and individuals to facilitate the student's needed learning experiences. Very often, it is the student's own organization who can enhance and who supports the students learning experience. The student must identify an agency liaison that is not a direct supervisor of the student when the student is in the employee role.

Doctor of Nursing Practice Project Plan

All students must complete a DNP Project, a quality improvement project to enhance healthcare outcomes.

NONPF Recommended Criteria for NP DNP Projects in the Practice Doctorate Program

1. The project is related to advanced practice in nursing specialties and benefits a group, population, or community rather than an individual patient. The project often arises from clinical needs or concerns identified in clinical practice.
2. May be done in partnership with another entity: clinical agency, school, health department, church, government, voluntary organization, or community group, etc.
3. The project leadership may be solo or collaborative, depending on the scope of the project and university requirements.
4. The DNP project addresses an identified clinical need for healthcare improvement.
5. The literature review suggests an evidence base for the project or supports the need for the project.
6. Description of the innovation is adequate for others to use (essential components for success, cost, etc.)
7. A systematic approach is used; data is collected using methods and tools that meet accepted standards.
8. Expected outcomes (quality improvement, cost savings, etc.) are defined and measured.
9. The project is conducted according to ethical principles.
10. Dissemination modes are professional and public (peer review is included).

Types of DNP projects include but are not limited to:

- Translate research into practice.
- Quality improvement (Care processes, Patient outcomes).
- Implement and evaluate evidence-based practice guidelines.
- Analyze policy: Develop, implement, evaluate, or revise policy.
- Design and use databases to retrieve information for decision-making, planning, and evaluation.
- Conduct financial analyses to compare care models, potential cost savings, etc.
- Implement and evaluate innovative uses of technology to enhance/assess care.
- Design and evaluate new models of care.
- Design and evaluate programs.
- Provide leadership of interprofessional and intra-professional collaborative projects to implement policy, evaluate care models, facilitate transitions, etc.
 - Collaborate with researchers to answer clinical questions.
 - Collaborate on legislative change using evidence.
 - Work with lay and or professional coalitions to develop, implement, or evaluate health programs (such as health promotion and disease prevention programs for vulnerable patients, groups, or communities).

At Salve Regina, DNP Students are expected to complete their DNP work in 5 semesters. The DNP Project is completed alongside the coursework.

Here is a road map of expectations for staying on track with the project and graduating on time. All forms to be completed can be found under Nursing (DNP) fillable forms in the [Resources for Doctoral Students](#).

Semester 1: Identify a topic and complete a 750-word literature review and short methodology recommendation to submit with the [DNP Project Declaration Form](#). Submit the Form titled as follows: Last Name DNP Declaration Date of submission; i.e., JonesDNPDeclaration2-14-24 to Sharon.stager@salve.edu.

Semester 2: Initiate a Conversation with the Graduate Program DNP Advisor to identify a Team Lead and complete the [DNP Project Team Lead Agreement Form](#). Identify and complete each committee member's [DNP Project Member Agreement Form](#). A resume/ CV, medical/ nursing license copy, advanced practice certification (if applicable), and [CITI training certificate](#) for each Committee Member are required. Instructions for completing the training are shown in the link above and below.

CITI Training Instructions

- Go to <https://about.citiprogram.org/en/homepage/>.
- New users must create an account by clicking the “Register” button on the login webpage (see section #1 in the guide). Do not click “Log In Through My Institution.”
- In the “Select Your Organization Affiliation” box, type/select Salve Regina University. Do not select the box for “Independent Learner Registration.”
- Use your Salve Regina email address for contact info in your account profile.
- Select Social and Behavioral Responsible Conduct of Research as the course to take (with prior approval from the IRB, you may substitute an alternative training on CITI if it seems more appropriate for your research).
- Complete that course.
- Save a screenshot or download a PDF of the certification to share with the IRB and keep in your files.

Semester 2: A PowerPoint presentation for Proposal Defense is REQUIRED to be presented to your committee for project approval. The student is responsible for coordinating the date & time with ALL DNP Project committee members. All DNP Project Committee members are required to be at the defense. The DNP Project Team needs to submit. The IRB application begins once the DNP Proposal is submitted, approved, and completed.

- If the DNP Project requires IRB approval from another site, the IRB approval must be submitted with the Salve IRB submission.
- If the DNP project occurs within an organization, a signed approval letter to conduct the project at the site must be submitted to the DNP Project Team Lead.

Semester 2/3: You will complete the Institutional Review Board application in collaboration with your DNP Project Team Lead. The application process begins at the [Research Integrity](#) website. The DNP Project Team Lead is to complete the IRB Submission. **The student needs to complete the appropriate form.**

See the links below for the appropriate form. All other information is answered in the IRB submission process. Students are recommended to participate in the submission process with the DNP Project Team Lead.

[Full Review Application](#)
[Exempt Determination Request Form](#)
[IRB Protocol Change Application](#)

Semesters 3, 4, and 5: If the DNP Candidate’s project is approved and underway, they must complete the approved work, preparing their final manuscript, PowerPoint presentation, and DNP defense. Read and start formatting your work based on the requirements for ProQuest publication. Refer to the [Dissertation Formatting and Deposit Guide](#).

Meeting with your DNP Project Team Lead and Team is recommended on a 1-to-3-week frequency.

When the DNP Candidate and team are ready, the following needs to be completed and submitted to the Team.

- Submit a DNP Project Manuscript 2 weeks before the defense date to the Team
- Submit a DNP Project PowerPoint 2 weeks before the defense date to the Team
- Schedule the DNP Project Defense with the Team and with Robyn Buck at the Graduate & Professional Studies Office Robyn.buck@salve.edu
 - Robyn Buck will set up the Webinar Platform for the team. The event will be advertised and open to the Salve community and publicized on the university calendar. You may invite community partners, leaders, and family to participate in the defense.

Steps for Defending the DNP Project

- Student will defend the DNP Project
- The Team will complete the following documents:
- [Doctor of Nursing Practice \(DNP\) Proposal Written Manuscript](#) evaluating the DNP Project Written Manuscript
- [Doctor of Nursing Practice \(DNP\) Project Oral Defense](#) evaluating the DNP Project Oral Defense

Once all revisions and forms are completed, the Team Lead will compile the following documents with a saved document title, the student's Last name, the Document Name, and the Date of submission and submit them to the DNP Project Advisor.

- DNP Written Manuscript in PDF
- DNP Oral PowerPoint Presentation in PDF
- DNP Proposal Written Manuscript Evaluation Rubric in PDF
- DNP Proposal Oral Defense Evaluation Rubric in PDF
- Final Defense Signature Form

You must submit your dissertation to ProQuest by April 15 for May graduates, August 1 for August graduates, and December 1 for December graduates.

All students should complete their DNP project work within their enrolled semesters. If the DNP Project is not completed within five semesters (18 months), **the student must remain enrolled to complete the work in either NUR 672 or NUR 674 (6-credit courses).**

DNP Project Roadmap to Completion

- ☐ Identify a topic and complete a 750-word review of literature and short methodology (title Lastname and submission date)
- ☐ Submit the [DNP Project Declaration Form](#) and short methodology (title, Lastname and submission date)
 - The Form is to be titled as follows: Last Name DNP Declaration Date of submission; i.e., JonesDNPDeclaration2-14-24 to Sharon.stager@salve.edu
- ☐ Initiate a Conversation with the Graduate Program DNP Advisor to identify a Team Lead
- ☐ Once the Team Lead is identified, complete the [DNP Project Team Lead Agreement Form](#).
- ☐ Identify Team Members and complete each team member's [DNP Project Team Member Agreement Form](#). A resume/ CV, medical/ nursing license copy, and advanced practice certification (if applicable) are required to submit. A CITI training certificate is required if the team member is actively working with the data and results.
- ☐ Complete a PowerPoint presentation for Proposal Defense.
- ☐ Be mindful of the editing guides and the need to publish your final manuscript in ProQuest. Please read the [Dissertation Formatting and Deposit Guide carefully!](#)
- ☐ Schedule a Proposal Defense to be presented to your team for approval.
 - You are now a DNP Candidate
- ☐ Obtain IRB approval from the site where the project will be completed.
- ☐ Submit the approval with the Salve IRB submission.
- ☐ If the DNP project occurs within an organization where IRB is unnecessary, an approval letter must be submitted to conduct the project at the site.
- ☐ Complete the appropriate Salve Regina IRB form.
- ☐ Submit the Salve Regina Institutional Review Board application.
- ☐ Once Salve Regina IRB approval has been granted, the project is approved and can be started.
- ☐ Continue writing the final manuscript and PowerPoint presentation and prepare for the DNP defense.
- ☐ Meet with your DNP Project Team Lead and Team every 1 to 3 weeks.
- ☐ At completion of the project, conduct the following.
 - Schedule the DNP Project Defense with the Team and with Robyn Buck at the Graduate & Professional Studies

Office Robyn.buck@salve.edu

- The Webinar Platform will be set up for the team by Robyn Buck
- Submit a DNP Project Manuscript 2 weeks before the defense date to the Team.
- Submit a [DNP Project PowerPoint](#) 2 weeks before the defense date to the Team.
- Once all revisions have been completed, the DNP Student completes all revisions and submits the final documents with the Final Defense Signature Form.
- Once approval has been obtained through the Vice Provost, the defense form will be sent to the registrar and head of McKillop Library. This completed form is mandatory for the ProQuest upload!
- Upload the final manuscript pdf to ProQuest.
- No grade is submitted to the registrar until the document is uploaded to Canvas and ProQuest
- Apply for Graduation. Congratulations!!!!

DNP Project Benchmarks

All dates are to be determined between the student and committee chair.

DNP Project Team

The establishment of the student's DNP Project Team is a requirement *before* the student engages in the development of the DNP Project. The role of the DNP Project Team is to mentor the student in the development, implementation, and evaluation of the DNP Project. The Team will encourage, support, and critique the process of construction to dissemination of the manuscript. The team will cohesively work together to aid the student in developing, critiquing, and evaluating the DNP process. The DNP Project Team is expected to provide guidance, assist the student to prepare for the defense and compilation of the DNP manuscript. All team members are expected to communicate with each other and attend (in person or via teleconference) the Defenses of the DNP Project Proposal and DNP Project.

DNP Project Chair and Committee

The Doctor of Nursing Practice (DNP) student will choose a DNP Project Lead to oversee and collaborate with on their DNP Project. In addition to the DNP Project Lead, the student must have two additional terminal degree prepared professionals on his/her committee. One member, either the DNP Project Lead or member, needs to hold a Doctor of Nursing Practice (DNP). It is highly recommended that the student discusses the selection of his/her members with his/her DNP Project Lead.

The student may opt to include other members to the team. These members may be an agency liaison or a community member who has expertise in the issue/problem being addressed. Again, it is highly recommended that any addition of members to the team be discussed with the DNP Project Lead.

The committee consists of three (3) advisors:

Lead - The DNP Project Lead must be a full time Salve Regina University faculty member or adjunct faculty with an earned doctoral degree (DNP, PhD, EdD, or JD degree).

Reader#1- An individual who may be faculty at Salve Regina University or an advanced practice nurse within an institution with a terminal degree to serve as a supportive resource.

Reader#2 – An optional member who may be faculty at Salve Regina University or another institution with a terminal degree in their discipline and has clinical expertise/ expert in the project topic area.

Reader #2 may be an agency liaison or a community member who has expertise in the issue/problem being addressed.

DNP Project Team Lead

The DNP Project Lead must be a full time Salve Regina University faculty member or approved Salve Regina adjunct faculty with an earned doctoral degree (DNP, PhD, EdD, or JD degree). The DNP Project Lead serves as the academic advisor and Chairperson of the DNP student's project. Once an agreement is reached between both student and faculty member, the student must submit a [DNP Project Chair Agreement Form](#) to the DNP Program Chair.

DNP Project Team Member

The DNP Project Team must have two additional professionals on his/her team. One of the members needs to hold a terminal nursing degree, preferably a Doctor of Nursing Practice (DNP). The DNP Project Lead and the Director of the Graduate Nursing Program must approve the additional members of the team. One of the committee members must have expertise in the area chosen for the DNP Project. Students must find and negotiate with the additional DNP Committee Members and submit a [DNP Project Member Request Form](#), curriculum vitae, and proof of certification within practice, if appropriate. The student must submit the form and supplemental information for approval and signature from the Director of the Graduate Nursing Program.

DNP Student and Committee Chair Responsibilities

It is the responsibility *of the student* to:

1. The student will initiate contact with the Salve Regina University Nursing Faculty member who is under consideration as the Chair of the DNP Project Committee.
2. The student will initiate contact with other professionals to serve as committee members on the DNP Project Committee. (See criteria above)
3. The student will complete and submit all required forms to declare the committee members to the Graduate Nursing Director with curricula vitae and proof of licensure and certification, if appropriate.
4. The student will meet regularly with the DNP Project Chair to communicate the project progress, goals, plans, changes, questions, etc.
5. The student will share with the committee chair written documents of the proposal, power point presentations and IRB submissions to obtain feedback and maintain understanding of the project.
6. The student will communicate timelines, alterations in the project, scheduled meetings, deadlines, and defense dates among DNP Project Committee members.
7. The student will report problems that delay progress in completing the DNP Project to the DNP Project Chair.
8. The student will communicate in a respectful manner via all modes of communication.
9. The student will adhere to all dates defined between the student and committee chair.
10. The student will conduct committee meetings per request of the Chair, Committee, Faculty of the course and/ or themselves.
11. The Student will receive feedback from the Committee Chair which is applicable to any assignments based on the project, despite grading.

Please note: Committee members are not expected to provide support to their student(s) during the Christmas break.

DNP Project Proposal Defense

The student is responsible for coordinating/scheduling a proposal defense date and time appropriate for all members of their DNP Project Committee.

* Students must speak with their DNP Project Committee Chair regarding extenuating circumstances (i.e., illness, family emergency, etc.) that affect the progression of the DNP Project Proposal and/or Project. Each situation will be evaluated on a case-by-case basis with individual plans of action being developed.

Once the DNP Project Proposal is accepted, the student is referred to as a **Doctoral Candidate**. All work and signatures should reflect the new title; i.e. Jennifer Jones, MSN, FNP-BC Doctoral Candidate

Time Limit for Completion of the DNP Project

The Post-Master's DNP program is designed to be completed within 18 months from the date of the start of coursework. A student who fails to complete the degree within a seven-year period will be dismissed from the DNP program unless approval is obtained from the Graduate Nursing Program Director or Chair of the Nursing Department.

DNP Project Defense

The student is responsible for coordinating/scheduling a DNP Project Defense date and time appropriate for all DNP Project Committee members. The specified date and time must be approved by all committee members prior to reporting the final date and time to the Graduate Nursing Program Director.

The DNP Project Defense is a formal presentation of the DNP Project followed by a question-and-answer period between the student and the DNP Project Committee. The Defense of the DNP Project serves as the final examination for the DNP student. The student must meet all the requirements of the DNP Project and have completed a project reflective of a doctoral-level clinically focused project. The final Defense of the DNP Project must be approved by the entire DNP Project Committee before the student is eligible for graduation.

Each member of the DNP Project Committee must attend the Defense in person or via audio or video teleconference. DNP Project Committee members will complete a Defense evaluation form and meet privately at the end of the Defense to reach consensus on the outcome of the oral presentation of the DNP Project, the DNP Project and the DNP manuscript.

Once the Doctoral Candidate has presented the DNP Project Defense and determined to pass or revisions are requested, the following needs to be completed links for required forms are below and also available on the [website](#):

- Submit a PDF of the Final Manuscript to the Committee Chair
- Submit a PDF of the DNP Project Defense Power Point Presentation to the Committee Chair
- The Committee Chair Submits the “committees” consensus and final decision on the DNP Project Oral Defense Form. The Committee members need to provide feedback and sign and date the form.
- The Committee Chair submits the above documents and the Doctor of Nursing Practice (DNP) Dissertation Signature Form with the student signature and chair signature to the Graduate Nursing Program Director.
- The entire packet will be submitted for signature approval through the academic leadership.
- Once the academic leadership has signed the Doctor of Nursing Practice (DNP) Project Dissertation Signature Form, the form will be sent to library archivist to approve publishing of the manuscript into ProQuest. The Doctoral Candidate is now a **Doctor of Nursing Practice**.

DNP Manuscript

The Order of Elements for the paper is as follows:

Front Matter

- Title Page
- Copyright Page
- Abstract (*typically limited to 250 words. Also included on this page is the **Keywords** section: three to five words that describe the most important aspects of your paper and help readers find your work during a database search*)
- Table of Contents
- List of Tables
- List of Figures (if applicable)
- Acknowledgements

Text

Chapter 1: The title serves as the Level 1 heading. Subsequent level headings in this section should be relative to those which state the problem (content in this chapter identify the purpose of the project, clinical questions, and the theoretical framework employed)

Chapter 2: Review of the Literature

Chapter 3: Methodology (this section includes study setting, sample/participants, study instrument(s), data collection, ethical considerations, timeline)

Chapter 4: Results (this section is for objective analysis of the data)

Chapter 5: Discussion (this section interprets the results and assesses its significance, as well as identifies strengths, limitations, and in conclusion, possible implications)

Back Matter

- References
- Tables
- Figures
- Appendices

Submission for Approval

A final draft of the DNP manuscript must be submitted to the DNP Project Committee no later than two weeks **before** the scheduled Project Defense. The manuscript will be discussed and evaluated during the DNP Project Defense. Any revisions to the DNP manuscript are due to the DNP Project Committee no later than one week after the DNP Project Defense. The DNP manuscript must be successfully completed prior to graduation. Students are encouraged to submit their DNP manuscript for publication.

Important Steps in Preparing Your Manuscript for Deposit

You must submit your dissertation to ProQuest by **May 1** for May graduates, **August 1** for August graduates, and **December 1** for December graduates.

Please note that if you have images in your dissertation that are not in the public domain, you will need to upload permissions documentation along with your dissertation. Please gather these documents (in pdf format) prior to sitting down to submit.

You will submit a digital copy of your dissertation to ProQuest UMI/ETD. The sooner you establish correct formatting in your documents, the less work you will have to do in preparing the final product -- you will be able to focus on content, not formatting! **Please read the [Dissertation Formatting and Deposit Guide](#) carefully**, and refer to this Doctoral Handbook, resources from ProQuest, the example dissertation available in this guide and in Canvas, and the *Turabian Guide* for more detailed guidelines.

Important reminders

- You must submit your completed signature page to the Graduate Program Director before submitting your dissertation. The signature page will **not** be scanned into the digital copy of your dissertation in order to minimize the presence of faculty signatures online.
- You do **not** need to print a hard copy of your dissertation – ProQuest will send the library a bound copy. This will appear on your final invoice but you will not be charged for it.
- ProQuest UMI ETD provides a series of guides on publication and copyright considerations for dissertation publishing. You are encouraged to review these guidelines before submitting your dissertation.
- If media (video, audio, computer programs, and/or significant number of images) needs to be included with the dissertation, please be sure to pay attention to the requirements for supplemental files.
- If the dissertation includes equations, please note that the Microsoft Word Equation Editor should *not* be used. Instead, use italic Times New Roman font and Symbol font along with superscripts and subscripts to create equations.
- Increasingly, dissertation writers are using images and media in their dissertations. The usual Fair Use guidelines for using other people's creations (photographs, artwork, infographics, etc.) for educational use do not apply to dissertations because they are published. It is not enough to cite the source of media you did not create. **Students are responsible for obtaining copyright clearance for all non-public domain media used in their dissertations.**
- The library will not help revise your dissertation submission once the deadline has passed (May 1st, August 1st, or December 1st, depending). If you notice an error you wish to change in your dissertation after it has been delivered to ProQuest, you must contact ProQuest customer service to change the document. There will be a fee.

There are some additional resources from ProQuest here: See *ProQuest Documentation and Resources* on McKillop Library's DNP Project page: <https://salve.libguides.com/dnpguide>

The final product will be a DNP manuscript of the project in a publishable form for ProQuest.

To publish your research as an article to disseminate to the profession, you must look at the author's notes sections of professional journals to obtain information on guidelines for submitting a manuscript (i.e., length, font, etc.). **Students must identify and use the journal guidelines where they intend to submit their work.**