Doctor of Nursing Practice Program

2023 Handbook

At the College of Nursing, we are committed to Inclusive Excellence by embracing and demonstrating diversity, equity, and inclusiveness throughout all levels of the institution and in the community. We strive to promote inclusive and safe learning environments for all people regardless of background. We uphold that the diversity of our students, faculty, and staff are a resource, strength, and benefit. We also uphold that excellence is inseparable from inclusivity. We respect and honor diverse learning needs and strive to model behavior aligning with the College of Nursing Mission, Vision, and Values. We will not tolerate any demonstrations of discrimination, and any suggestions on how we can improve our learning environments are welcomed. We affirm that all members of the College of Nursing are responsible in upholding this commitment.

Contents

General Information

This publication is for informational purposes and is neither a contract nor an offer to contract. The College of Nursing reserves the right to change any provision or requirement without notice. This material supplements the University of Arizona Graduate Catalog and the Schedule of Classes. Additional information may be found at the following websites:

- The University of Arizona
- The University of Arizona Catalog
- The Graduate College
- The College of Nursing

The DNP Program Handbook is designed as a resource for DNP students and faculty advisors. Relevant policies and procedures of the University of Arizona, Graduate College, and College of Nursing are included in this handbook. Much of the information is online; therefore, the actual websites are listed for the official information on policies and procedures. Where information is not available online, a brief description is provided. Additional information can be obtained from the Office of Student & Academic Affairs (OSAA). Students are responsible for knowing and adhering to all established policies and procedures.

Relationship to Other Documents

The DNP Program Handbook is intended to be used in conjunction with other university documents, including those named and linked above. Students should first consult their Program Handbook and relevant Clinical Guidelines Handbooks and then consult the appropriate Graduate College or university policies when questions arise. Many policies in the DNP Program Handbook are specific to students in the program and within the College of Nursing. All students, faculty, and staff must read the handbook and be familiar with college and university policies.

In addition to this handbook, students must review the Policies & Procedures posted on the College of Nursing's website. These policies include (but are not limited to):

- Obligation to self-report
- Code of Ethics for Nurses
- Use of social media
- Clinical Policies (technical/essential qualifications, immunizations, uniforms, etc.)
- Graduation

The College of Nursing upholds all University Policies related to but not limited to, the following:

- Absence and Class Participation
- Threatening Behavior
- Accessibility and Accommodations
- Code of Academic Integrity
- Nondiscrimination and Anti-Harassment

DNP Program Overview

The Doctor of Nursing Practice (DNP) Program is designed to:

- Prepare nurses with the highest level of practice expertise
- Equip doctorly-prepared APRNs to serve the needs of their communities in Arizona and beyond
- Enable doctorly-prepared APRNs to be leaders and change agents in the clinical setting by:
  - Engaging patients, other clinicians, and administrators in the scholarly evaluation of current procedures and opportunities for improvement
  - Providing the APRN with the knowledge to navigate organizational culture and change processes
  - Integrating evidence-based knowledge into practice to ensure quality patient outcomes

Each DNP student will demonstrate competency in the eight identified DNP essentials through coursework, clinical Immersion, and scholarly integration. The College of Nursing's Competency Statements were developed from the American Association of Colleges of Nursing (AACN) and National Organization of Nurse Practitioner Faculties (NONPF) documents. They are:

- Scientific Foundations
- Organization & Systems Leadership
- Clinical Scholarship & Evidence-Based Practice
- Information Technology
- Health Care Policy
- Interprofessional Collaboration
- Population Health
- Advanced Practice

DNP Program Orientation

The online "Required Immersive Summer Experience" (RISE) orientation occurs during the first week of the first semester of the DNP program of study. During RISE, students engage in an online synchronous conference environment. Students can meet with other students, faculty, and staff, learn to use instructional technologies, and learn more about their DNP Program specialty.

On Campus Requirement

Three on-campus Clinical Immersions are required for all Nurse Practitioner Specialties and scheduled during the clinical year's first week of the Spring, Summer, and Fall semesters. Each Clinical Immersion is on campus for three days and is designed to help students develop specialty-specific clinical skills. Faculty from all the DNP specialties support learning workshops to develop essential clinical skill competencies. Upon completion, students are prepared to continue to enhance their clinical skills under the supervision of preceptors in clinical environments. Students may not start their clinical rotations each semester until they have completed that semesters' CCI. Violation of this policy will result in failure of the clinical component of the clinical course and impact academic progression and projected graduation.

Absence from CCI: Students are expected to maintain a perfect, on-time attendance record for each CCI. If a student is not able to attend a CCI, they are required to submit via email to their Specialty Coordinator a request to attend a make-up CCI. The request must be received no later than the start of CCI and must include rationale documenting the reason for the absence. If the Specialty Coordinator approves the student's absence, the student is then required to attend a make-up CCI on campus as scheduled by the Specialty Coordinator. If a) the student is unable to attend either the originally scheduled CCI or the make-up CCI, or b) the faculty does not approve the student's absence, the student will fail the clinical portion of the course, resulting in a failing grade for the entire course. Failure to pass any course may impact the student's progression and/or result in a delay of the student's projected graduation date.

Line of Communication

The CON is committed to creating an environment that promotes the student learning experience. Open and respectful dialogue between students and faculty is critical to enriching the learning experience. The CON has outlined a line of communication to resolve academic issues that may arise in the classroom and at the clinical site to facilitate open communication between students and faculty. Student issues or concerns need to be addressed promptly and according to the established line of communication outlined below.

Dialog with the next person in the line of communication is necessary only after the prior contact does not lead to a resolution.
1. Course or Clinical Instructor
2. Course Chair (if applicable)
3. Specialty Coordinator
4. DNP Program Director
5. Department Chair
6. Associate Dean Of Academic Affairs: CON-ADAA@arizona.edu

OSAA can assist the student in this process at CON-OSAA@arizona.edu or 520-626-3808. The Graduate College also provides resources for students related to grievances on its website.

Changes to Contact Information

To help ensure the CON can effectively communicate with students, the CON requires students to promptly update their contact information, including their permanent mailing address. Students must submit updates using the Student Center in UAccess. In addition, students must notify OSAA of changes to contact information. Students must also meet with their Specialty Coordinator before moving to another state during the DNP program to determine how moving to another state will impact their clinical placement opportunities.

DNP Program Requirements

Time Limits on Graduate Course Work

- All requirements for the Doctor of Nursing Practice (DNP) must be completed within 6 years. Time-to-degree begins with the earliest course to be applied toward the degree, including credits transferred from other institutions. Work more than 6 years old is not accepted toward degree requirements.
- All requirements for a graduate certificate must be completed within 4 years. Time-to-certificate begins with the earliest coursework to be applied toward the certificate, including any credits transferred from other institutions. Work more than 4 years old is not accepted toward meeting certificate requirements.

DNP Portfolio

DNP students must maintain and complete a DNP Portfolio before graduation from the DNP program. The DNP Portfolio link can be found through UA D2L. Completion of the DNP Portfolio is required for program graduation. Students should submit a Help Ticket to LHTI for assistance with accessing/using the DNP Portfolio.

Continuous Enrollment Policy / Minimum Enrollment

All students must complete a Plan of Study as developed with the faculty advisor. If the student wishes to change the Plan of Study in a way that will impact the timeline to complete their coursework, the student must consult with the faculty advisor and identify a new timeline for completion.

DNP students must maintain Continuous Enrollment as defined by the Graduate College's policy. The policy requires that the student registers for a minimum of 3 graduate units each regular semester (fall and spring term) until the completion of all course requirements, comprehensive examinations (for students admitted before summer 2015), and the completion of 6 units of the DNP Project. When the above requirements are met, doctoral students not on financial assistance and need to maintain appropriate visa status must register for a minimum of 1 unit each regular semester until final copies of the DNP project are submitted to the Graduate College.

While DNP students are not required to maintain Full-Time Graduate Student Status, student financial aid may require full-time status. DNP Students receiving funding such as assistantships, fellowships, loans, grants, scholarships or traineeships may be required by their funding source to register for more than 1 unit to meet full-time status requirements and should check with their program advisor regarding such requirements to ensure that they remain qualified for funding.

DNP students who have completed all coursework (comprehensive exams for students admitted before summer 2015) and completed six units of NURS 922 may apply for Advanced Status with the University. Advanced Status allows the DNP student to be considered a full-time enrollee at 1 unit. Interested students must review the policy in the catalog and complete the required form.

Students working with faculty and using University resources during the summer term only on DNP Projects must register for a minimum of 1 unit and obtain approval from the faculty advising the student. The student and advisor should discuss the number of units required for registration relative to the activity. Students must be registered for a minimum of 1 unit if they defend the DNP Project during a summer session.

Successful completion of the DNP program requires substantial time commitment across the entire year, including summer. Time commitment includes time spent on homework, assigned readings, online discussion participation,

clinical rotations, and personal study. The College of Nursing uses the University of Arizona's policies on the [Definition of a Unit of Credit](#) when determining assigned credits relative to course content.

Leave of Absence

Students may request a Leave of Absence (LOA) from the CON and the University by following the [Leave of Absence Policy](#). Failure to obtain an approved Leave of Absence will result in penalties, including program dismissal. LOAs may affect the status of a student's financial aid. Students are responsible for determining their funding agency's and academic unit's requirements before applying for an LOA.

Following is the recommended process for requesting an LOA:
- The student should discuss their intent with their Faculty Advisor and Specialty Coordinator.
- If the student decides to proceed, they will write a Leave of Absence Plan in consultation with their Faculty Advisor and Specialty Coordinator.
- The LOA Plan will address the following: 1) the LOA time frame, 2) the date for resuming or beginning clinical, 3) which courses the student will take the semester they return 4) DNP progression timeline / new graduation term.
- The student will email the LOA plan to con-osaa@arizona.edu and cc their Faculty Advisor and Specialty Coordinator.
- OSAA will send the student instructions on the final steps to secure formal approval.
- The University will send its denial or approval of the request to the student's UA email.

Students who have an approved LOA:
- Are not required to reapply for admission if they return within the approved time.
- Must meet with their Faculty Advisor no later than the first day of the semester before their scheduled return to ensure the College is able to secure clinical placements and provide the student time to meet the clinical site partner compliance requirements. i.e., a student who is scheduled to return in the Spring semester should contact their Faculty Advisor before the first day of the Fall semester.
- Must be clinically compliant 30 days before the first day of the semester in which they are returning.
- They are strongly encouraged to check their official UA email weekly.
- Must contact con-osaa@arizona.edu if they need to extend their LOA

A student who does not return from an LOA within the approved time will be automatically discontinued from the program and need to re-apply to the University and the DNP program. Readmission is not guaranteed.

DNP Program Resources

Office of Student & Academic Affairs (OSAA)

[OSAA](#) works collaboratively to support the educational mission of the College of Nursing. OSAA is responsible for student services, including current academic advising, recruitment, admissions, progression, success, academic support services, graduation, student-centered events, and College of Nursing scholarships. Students may contact OSAA via email (CON-OSAA@arizona.edu) or by calling 520-626-3808. When contacting the OSAA, students should provide their Student ID number, year admitted to the current program and DNP specialty.

Faculty Advisor

The role of the faculty advisor is to mentor and guide the student throughout the program of study. The faculty advisor will facilitate accessing resources of the University and the College of Nursing and assist the student in understanding relevant policies and procedures. Before RISE, students will be assigned a faculty advisor based on specialty. Students may request to change their faculty advisor. To change advisors, the student must complete the Change of Advisor Form. The form is available on the College's [Student Resources](#) page. Approval from the student's current and new advisor is required.

Financial Aid & Scholarship Information

Doctoral students in the College of Nursing are eligible for financial aid and scholarships. The College of Nursing offers scholarships yearly and requires all interested students to apply. An email is sent to all newly admitted and current students during the spring term with relevant information. All students are encouraged to submit a Free Application for Federal Student Aid (FAFSA). Many college and university scholarships rely on information provided by the FAFSA to be awarded. The University of Arizona maintains a comprehensive database of scholarships available to students in all programs and majors. Students may log in with their NetID to search for opportunities and complete applications. All College of Nursing scholarship applications must be submitted through Scholarship Universe.

Graduate students in the College of Nursing are assigned alphabetically (last name) to counselors in the Office of Scholarships & Financial Aid. Students with questions should use the contact information on OSFA's website to reach out to the appropriate individual for inquiries related to financial aid.

Disability Resource Center

Students with disabilities who anticipate issues related to the format or requirements of the program should meet with the appropriate course chair or specialty coordinator as early as possible to determine if accommodations are necessary. If formal, disability-related accommodations are necessary. Students must complete the accommodations request form online to register with the Disability Resource Center (520-621-3268). To arrange for reasonable accommodations, students are responsible for immediately notifying the course chair(s) of each course regarding eligibility for reasonable accommodations. Early notification ensures the most effective accommodation and support. Students may also wish to take advantage of the Strategic Alternative Learning Techniques (SALT) Center for additional support services. Students may also contact OSAA for assistance navigating these resources or for connection with the College's Academic Success Coach.

Online Systems

There are several university systems that students in College of Nursing programs students will need to use (links provided for tutorials):

UAccess Student   Desire2Learn (D2L)   GradPath

Students will be oriented to other systems throughout their program of study. All students should review the resources provided by the Learning & Healthcare Technology Innovations team.

UArizona Student Email

All students are given an official University of Arizona email address (@arizona.edu) upon admission. The UArizona email is the official source of communication between faculty, staff, and students. Students are responsible for all program updates and requests sent to the UArizona email.

Learning and HealthCare Technology Innovations (LHTI)

Learning and HealthCare Technology assists in enhancing the students' learning experience. The LHTI department is responsible for technical support and developing enabling technologies for students, faculty, and staff. A wide range of supportive services is available to students via the LHTI Help Page. LHTI also provides technology recommendations and requirements on its Help page.

Grading and Program Progression

The DNP Program course grading policy ensures that students are safe, competent advanced practice registered nurses (APRNs), and prepared to become licensed healthcare providers upon graduation from the DNP program. The grading policy aligns with the national accreditation standards of the American Association of Colleges of Nursing (AACN), the Council on Accreditation of Nurse Anesthesia Educational Programs (COA), and the National Council of State Boards of Nursing (NCSBN) standards that address patient and public safety.

A high level of performance is expected of students enrolled in the DNP program. To remain enrolled in the DNP degree program, a student must be making satisfactory progress toward completion of the degree and as per the criteria defined below. A student will be recommended to the Graduate College for immediate dismissal from the DNP program for unsafe clinical practice or unethical conduct during clinical training.

The College of Nursing enforces the University and Graduate College policies on Graduate Academic Standing, Progress, and Probation with the following additions:
1) A student must maintain a cumulative grade point average (GPA) of 3.0 or better to be considered in good standing & to be awarded the DNP degree.
    a. Students achieving less than a 3.0 GPA will be placed on Academic Probation, per Graduate College policy, and have two (2) consecutive semesters to raise the GPA above 3.0. If the student fails to remediate during those two semesters, the College of Nursing will recommend to the Graduate College that the student be disqualified and dismissed from their degree program. Summer semester is included since the DNP is a year-round program.
        i. If a student is placed on probation: The student must meet with their faculty advisor to devise a written action plan for remediation.
        ii. The plan will be submitted using a Trellis Progress Note to the Director of the DNP Program and OSAA, who forwards it to the Graduate College.
2) Graduate students in the College of Nursing are expected to earn grades of A or B. Grades below a B are considered unsatisfactory academic performance, and no course with a grade lower than a B may be included in the student's official plan of study in GradPath.
    a. Students in the nurse practitioner (NP) program who earn lower than a B:
        i. Before graduation, NP students must repeat all courses with a C, D, or E grade.
        ii. A student may attempt the same course only twice.
        iii. If the student does not earn an A or B grade the second time, the student shall be recommended to the Graduate College for dismissal from the program.
        iv. Students who earn a grade below B in their core non-clinical DNP course(s) must repeat the course(s) with a satisfactory grade before starting their clinical year and DNP project. Resulting in an extension of time to a degree.
    b. Students in the nurse anesthesiology (NA) specialty who earn lower than a B are not eligible to repeat the course and shall be recommended to the Graduate College for dismissal from the program.
3) Grades for 922 courses
    a. Are graded using S (superior), P (pass), or F (failure) each semester of enrollment.
    b. Grades (S, P, or F) awarded for NURS 922 units do not factor into the GPA.
    c. The units may be applied toward the DNP degree if a grade of S or P is earned.
    d. A total of 6 units of NURS 922 with grades of S or P are required to earn the DNP degree.
4) Clinical course grades:
    a. If a nurse practitioner (NP) student in any specialty earns a C, D, or E in any clinical course, then the student may not register for any other clinical courses in the DNP program until they have repeated that clinical course with a grade of A or B. Resulting in an extension of time to a degree. A student may attempt the same clinical course only twice. If the student does not earn an A or B grade the second time, the student shall be recommended to the Graduate College for dismissal from the program.
    b. If a nurse anesthesia (NA) student earns a C, D, or E grade in any clinical course, then the student may not progress in the DNP program, and the student shall be recommended to the Graduate College for dismissal from the DNP program.
    c. For clinical courses that assign one grade for the combined lecture and independent study components, a student who earns less than a B grade in either the lecture or independent study component will receive a final grade no higher than a C for the total course.

Clinical Courses		
All Specialties		
	NURS 609a - Health Assessment	
	NURS 501 - Advanced Physiology & Pathophysiology	
	NURS 572 - Advanced Pharmacotherapeutics for Nursing	
AGACNP		
	NURS 574 - Pharmacology in Acute Care	
	NURS 615 - Adult- Gerontology: diagnosis & Management of Chronic & Acute Illness	
	NURS 616 - Adult- Gerontology Diagnosis & Management of Chronic & Acute Illness II	
	NURS 617 - Clinical Residency	
	NURS 680 - Women's Health in Advanced Practice Nursing	
	NURS 682 - Cardiac Rhythm analysis & Interventions	
	NURS 684 - Adult-Gerontology Traumatic Injury and Emergent Illness	
	NURS 685 - Clinical Issues in the Care of Acutely ill Older Adults	
FNP		
	NURS 542- Pediatric Pharmacotherapeutics	
	NURS 609c - Pediatric Health Assessment	
	NURS 612 - Pediatrics in Advanced Practice	
	NURS 620a - Introduction to Primary Care	
	NURS 620b - Advanced Primary Care	
	NURS 620c - Clinical Residency	
	NURS 680 - Women's Health in Advanced Practice Nursing	
	NURS 683 - Advanced Practice Nursing Issues in the Care of Older Adults	
Nurse Anesthesia		
	NURS 501 - Human Gross Anatomy	
	NURS 670 - Bioscience for Nurse Anesthesia practice	
	NURS 575 - Nurse Anesthesia Pharmacology	
	NURS 671a - Foundations of Nurse Anesthesia	
	NURS 671b - Foundations of Nurse Anesthesia II	
	NURS 673 - Advanced Anesthetic Principles	
	NURS 672 a,b,c- Clinical Practicum I,II,III	
	NURS 675 - Co-existing Disease and Anesthetic Implications	
Nurse Midwifery (NM)		
	NURS 680 - Women's Health in Advanced Practice	
	NURS 681a Routine Antenatal and Gynecologic Care	
	NURS 681b Midwifery Care in the Birthing Experience	
	NURS 681c Advanced Midwifery Management of Gynecologic Care	
	NURS 681d Management of Complications in the Birthing Process	
	NURS 681e Pharmacotherapeutics in Midwifery Care	
	NURS 681f Midwifery Integration (Clinical Residency)	
	NURS 681g - Introduction to Primary Care	
PMHNP		
	NURS 573 - Psychopharmacology	
	NURS 542 - Pediatric pharmacology	
	NURS 629a - Advanced Psychiatric Mental Health Nursing I	
	NURS 629b - Advanced PMHNP II	
	NURS 629c - Advanced PMHNP III: Focus on children and adolescents	
	NURS 683 - Advanced Practice Nursing Issues in the Care of Older Adults	
PNP		
	NURS 542- Pediatric Pharmacotherapeutics	
	NURS 609c - Pediatric Health Assessment	
	NURS 642a - Care of the Well Child and Adolescent	
	NURS 642b - Diagnosis and Management of Acute & Chronic Conditions	
	NURS 642c - Clinical Residency	
	NURS 680 - Women's Health in Advanced Practice Nursing	

Late Policy

Graduate students are expected to turn in their assignments on time. A student should contact faculty by the University of Arizona email before the deadline to discuss any circumstances preventing them from meeting an assignment deadline. Given the circumstances, this request should occur before the due date, or if unable to do so, as soon as feasible. Approval is at the discretion of the course chair, who will respond in writing using the University email with the new due date of the assignment.

Late assignments can have negative consequences on student success and progression. Suppose students are unable to meet deadlines habitually. In that case, students should contact the Academic Success Coach through the College of Nursing, Office of Student & Academic Affairs (OSAA), who will work with the student to develop successful habits. Faculty may also refer students who are habitually late with assignments to the College of Nursing Academic Success Coach using the Trellis Progress Report on D2L. Students should discuss with their academic advisor options or changes in the plan of study to ensure maximum success (e.g., going from full-time to part-time study given full-time work and family responsibilities). The faculty, student, advisor, and Academic Success Coach can make a plan to help the student meet deadlines. If the student has not communicated with faculty by University of Arizona email to obtain an approved extension or the approval has been denied, the grading policy may be:

Course Assignments:
A 10% grade reduction will be applied to assignments submitted late. For every calendar day that the assignment is late, a 10% reduction of the earned grade will occur. On day 10, after the original submission due date, the student will earn a 0. Any assignments with an approved extension must be submitted by the agreed-upon due date or the student will earn a zero.

Quizzes & Exams:
All quizzes and exams must be completed and submitted by the posted deadline. Since quizzes and exams are proctored and only open for specified periods, students must obtain approval from their course chair to take the quiz or exam at an alternate time. If an alternate time is not approved, the quiz or exam will receive a grade of zero.

Grades of Incomplete

The grade of "I" for "Incomplete" may be awarded only at the end of the semester when all but a minor portion of the course work has been satisfactorily completed. DNP students should discuss with the instructor whether or not their circumstances allow them to receive an Incomplete grade. This should be done at least two weeks before the end of the semester. Instructors should work with the student to document what course work must be completed by the student for the "I" grade to be removed and replaced with a grade. Documentation should include:
- Which assignments or examinations should be completed, and when
- How the work will be graded
- How the student's course grade will be calculated
- Date all incomplete requirements must be met.

The instructor may use the University's Report of Incomplete Grade form to document the agreement. Both the instructor and student sign this agreement and forward the agreement to OSAA. DNP students have a maximum of one calendar year to remove an Incomplete, however, the time frame to complete any unfinished work is at the discretion of the faculty. Most incompletes should be resolved before the end of the next semester for the student to progress satisfactorily. An Incomplete not removed within one year is replaced by a failing grade of "E" and counted as an "E" in determining the student's GPA. If the coursework cannot be completed within one year, the student may petition to extend the Incomplete. This petition must be submitted before the grade converts to an "E". A Leave of Absence does not extend the one calendar year time frame for Incomplete replacement. If there is a possibility that the student's cumulative GPA will fall below 3.00 through the conversion of Incomplete grades to failing grades, the DNP degree will not be awarded.

Unsatisfactory Grade Notifications

Midterm Notification

- OSAA will send all students an email at midterm (fall, spring & summer) as a reminder to check their course progression. Students will be directed to check the D2L grade books for each course with special attention to any missing grades/assignments. The reminder email will encourage students to connect directly with the course chair for support or clarification of any items. Additionally, students will be provided with a link to the program handbook to review the progression policies.
- OSAA will send an email at midterm (fall, spring & summer) to all **faculty** as a reminder to ensure that all completed assignments and grades are posted to the D2L grade book. The grade book should allow the student to see their current grade and what changes (if any) should be made to improve before the end of the term. Faculty are encouraged to complete a Trellis Report for any student achieving less than an 80% at midterm so they may have the opportunity to improve and pass the course. Course chairs may also refer students before midterm to OSAA, the Writing Coach, and the Academic Success course via a Trellis Report for support.

End of Term Notification

- The College of Nursing provides notification to the student's University of Arizona email account each semester to students who have earned a "C" grade or below in any course(s). Students who are repeating a course due to previously receiving a grade of "C, D, or E in that course and earn a grade "C, D, or E" in the course being repeated will be provided with a recommendation for dismissal notice sent to the student's University of Arizona email account.

Grade Appeal

All graduate students at the University may appeal a grade. According to university policy, the basis for filing a grade appeal in any course is limited to fundamental fairness in treatment of the student by the instructor, as specified by the syllabus supplied to students at the beginning of the course. When considering a grade appeal, a student should meet with an OSAA team member to review the required steps and timelines. All grade appeals should follow the line of communication provided in this handbook.

Withdrawal Grades

The University controls withdrawal (dropping a course or from the University) processes. Complete policies are available in the current university catalog. Requests for complete withdrawal from the University are initiated through Graduate College. Students leaving the University without a statement of formal withdrawal will be awarded a failing grade in each course.

Students should review the current term's Registration Dates & Deadlines Calendar when considering a withdrawal. Summer courses are often dynamically dated, with non-standard start and end dates – please see the registrar's calendars for Dates and Deadlines for Classes with Non-Standard Start Dates to verify the appropriate term deadlines.

Petitions

A student who believes, with good academic reason, that they deserve redress or exception to the University of Arizona Graduate College rules, regulations, or policies can formally petition for an exception. A petition form must be submitted to the Graduate College Graduate Student Academic Services Office explaining all relevant facts. The petition form must be accompanied by supporting documents and a letter of support from the student's Faculty Advisor, Director of Graduate Studies, or Department Head. Petition forms are available via GradPath.

Program of Study

The Program of Study is a critical resource for students located on the CON website in the Student Resources area. The Program of Study provides the required courses and sequences students must follow each semester. Students must meet with their faculty advisor about anything that impacts their program of study, as any change may alter their projected graduation date. All DNP students must complete and submit a Program of Study to the Graduate College before the end of their first semester in the DNP program. The Program of Study is completed using GradPath, and requires the approval of the student's faculty advisor before being routed to the Graduate College for final approval.

Transfer of Graduate Course(s)

Transfer unit/credit requests must be submitted within the first semester of admittance to the DNP program. DNP students can transfer up to 9 units/credits from other graduate programs. Transfer courses must be graduate level from a regionally accredited university with a grade of "A" or "B." To start the transfer request process, the student must complete and submit a DNP Program Course Transfer Form. If the request is approved, OSAA will instruct the student to submit a "Transfer Credit Form" to the Graduate College via GradPath. There is no opportunity to appeal transfer or substitution decisions. All decisions are final. If a student is not approved for nine units of transfer coursework, they may submit additional courses for evaluation by following the above procedure.

Changing Specialties

After consultation with the appropriate specialty coordinators and their faculty advisor, DNP students may request to change clinical specialties after admission. All specialty change requests occur during the spring semester before the start of the clinical year to provide the DNP Program time to arrange for clinical placements in the new specialty. Clinical courses may be delayed while clinical sites are set, which may alter the students' projected graduation date. Students who wish to switch must follow the procedure outlined in the Request to Change Nurse Practitioner Specialties form.

Transferring Between Doctoral Programs within the College of Nursing

Students wishing to transfer from one doctoral program to another (PhD to DNP or DNP to PhD) must be in good academic standing in their current doctoral program. Students should first meet with their faculty advisor to discuss the transfer, and then the following documentation must be provided to the appropriate program committee for review:
1) The student provides a letter requesting the change that contains:
    a) Requested option
    b) The rationale for changing options:
    c) What the student plans to do after obtaining their doctoral degree
    d) Anticipated area of research or DNP Project
    e) Question to be answered by research or DNP Project
2) The student's advisor provides a letter of support.
3) An identified potential mentor in the "receiving" option provides a second letter of support, indicating their willingness to mentor the student.
4) Transfer requests must be submitted no later than one month before the end of thesemester.
5) The PhD or DNP committee will review the request at their next meeting and notify the student and advisor of their decision. The student should then notify OSAA of the change and schedule a meeting with their advisory committee to discuss any changes in the Plan of Study.
6) After committee approval, the student will work with OSAA to follow the Graduate College process for switching programs.

DNP Program Options

Dual PhD/DNP Degree

The College of Nursing offers a unique opportunity for a student to pursue the DNP & PhD degrees concurrently. Students interested in this option must review the Dual Degrees Policy on the Student Resources page of the website. Students must also meet with their faculty advisor to discuss their interest in seeking dual degrees.

DNP Program & Graduate Certificate

Overview: A currently enrolled full-time DNP student in the FNP or PNP specialty may apply for a graduate certificate in a different nurse practitioner specialty. Available DNP and graduate certificates options are:

DNP Program	Graduate Certificate
FNP	PMHNP
FNP	AGACNP

PNP	PMHNP

Clinical Requirements: Are 720 hours for each specialty (1440 total clinical hours).
RISE and CI: Required to attend RISE and Clinical Immersions #1, #2, and #3
DNP Project: Begins the fall semester before starting the second specialty.
Timeline: Requires one additional year (3 semesters) beyond a single full-time program of study.
When to Apply: Applications are only accepted from full-time students during the second semester of their first year during the spring admission cycle.
Steps to Apply:
1. During their first fall semester, the student meets with their current academic advisor to discuss their interest and rationale for applying for the dual specialty option.
2. The advisor does or does not recommend the student apply for the dual specialty option.

Advisement:
1. The FNP or PNP advisor will be the advisor of record until the requirements for that specialty are completed.
2. When the student begins the clinical year of their second specialty, the advisor of record will be assigned by the specialty coordinator of the second specialty.

DNP Project:
1. The specialty coordinators for each dual specialty will collaborate and assign one faculty member from each specialty as a DNP Project Chair and DNP Project Committee member.

Clinical Placements:
1. Specialty coordinators will work closely with the clinical placement coordinators to support the dual specialty students' clinical placements.
2. The FNP or PNP CSF will meet with second specialty CSF and provide a "warm handoff" during the fall semester before the student begins their second clinical specialty.

The DNP Project

DNP students must complete the DNP Project to graduate. The DNP Project is conducted in two phases: Proposal and Final project defense. During DNP foundational courses, students will develop the skills necessary to develop the DNP project. Students are encouraged to complete core course assignments focused on their planned DNP project topic and meet with their DNP project committee chair before enrolling in their first NURS-922 DNP Project course.

NURS-922 DNP Project Enrollment

DNP students must complete a minimum of six units of NURS-922 DNP Project. If six units have been taken and the DNP Project is not yet completed, students must register for additional units of NURS 922 each semester, as determined by the student and the advisor, until the DNP Project is complete.

DNP Project Committee

DNP students will establish a DNP Project committee to complete the DNP Project. Additional requirements for DNP Project Committee are outlined in the DNP Project Tool Kit. All DNP students must complete the DNP Project Committee Appointment Form. This form reports the student's planned DNP Project Committee, DNP Project title (subject to change), and the expected graduation term (may be updated as necessary). The Committee Appointment Form must be submitted in GradPath before the defense of the DNP Project Proposal.

DNP Project Special Member

Special members are professionals who do not hold an active faculty position whose knowledge, skills, or experience may complement the other members of the student's DNP project committee. Special members must be educated at a doctoral level and have applicable skills and knowledge to apply to the student's work. Special members may be faculty at other institutions, employed by government entities or the private sector. The special member must participate in the DNP project proposal and final defense. Follow the instructions posted on the DNP Project webpage and submit the DNP Committee - Special Member Request

DNP Project Proposal Defense

The student must coordinate a time and date for the DNP Project proposal defense with their DNP Committee Chair and committee members, and all must be present at the DNP Project proposal defense. Students may not defend on any holiday listed on the [Academic Calendar](#) or when the University is closed. Within 2 days of the proposal defense, the student's DNP Committee Chair will complete the "DNP Project Proposal Defense Form" and email it to OSAA at con-osaa@arizona.edu for processing.

Human Subjects & IRB Compliance

All students must obtain approval for the proposed study through the University of Arizona Human Subjects Protection Program. There are no exceptions to this policy. Students may not submit for eIRB review until the student's faculty committee approves the proposal via the Proposal Defense. Information regarding the Human Subjects process can be found on the [Office of Nursing Research's website](#). Students may not commence any study-related activities (recruit, enroll, etc.) until approval is received. External approval may be required and must be accomplished in addition to standard university policies.

Final DNP Project Defense

Each student is required to present the DNP Project in an open forum upon completion. The official term of "Final Oral Defense" consists of a presentation of the DNP Project, questions, and a closed session for the student and committee. The closed session follows the presentation and allows the committee to discuss the DNP Project with the student and identify any required revisions before submission. The student should coordinate a time and date for the presentation with their committee, as all members must be present at the final DNP Project defense. Students must adhere to the "Intent to Defend" deadlines provided by OSAA each term. Additionally, students may not defend after the date established by OSAA or on any holiday listed on [Academic Calendar](#). OSAA sets this date to ensure that students can also adhere to the Graduate College's [deadline for final submission](#).

Final DNP Project Defense Celebration

Students who present in person at the College of Nursing are celebrated with a sparkling water toast after successfully passing this milestone. OSAA provides sparkling water for the student, committee, and any special guests the student has invited (friends, family, etc.). Weather permitting, OSAA coordinates taking pictures of the student & committee in the college courtyard. The student also has the opportunity to ring the College's memorial bell.