THE UNIVERSITY OF ARIZONA®

College of Nursing

Doctor of Nursing Practice Program Handbook

2012-2013

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College of Nursing Overview

Introduction

The College of Nursing (CON) Doctor of Nursing Practice (DNP) Program Handbook can facilitate DNP student advising by providing information to students and faculty members. Upon admission, each DNP student is assigned a faculty advisor who mentors and guides the student throughout the program of study regarding degree requirements and access to University and College resources. A faculty member will be assigned as a student's advisor during coursework. The same faculty member may continue to work with the student during comprehensive examinations and the practice inquiry, or different faculty members may be selected.

General Information

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

The University of Arizona
The University of Arizona Graduate College
The University of Arizona 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 CON are included in this handbook. Much of the information is online; therefore, the actual web sites 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 Affairs (OSA) or from the faculty advisor within the CON. Students are responsible to know and adhere 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 such as the University of Arizona Graduate Catalog. Students should first consult the DNP Program Handbook from the CON, then consult the Graduate Catalog when questions arise. The online Graduate Catalog, contains essential information about University Policies and procedures. Individual colleges within the University of Arizona may alter Graduate College policies and procedures when doing so results in the strengthening of an academic program. Therefore, some of the policies and procedures in the DNP Program Handbook are specific to DNP students.

Code of Ethics for Nurses

The CON faculty subscribes to the American Nurses' Association (ANA) Code of Ethics for Nurses as approved by the ANA House of Delegates in June 2001. Students are expected to perform in accordance with this Code. The nine provisions of the ANA Code of Ethics are available free of charge via the ANA web site.

Mission and Vision

The College of Nursing's Mission and Vision Statements are available online.

Academic Policies and Procedures for DNP Students

Code of Academic Integrity

Integrity and ethical behavior are expected of every student in all academic work. This Academic Integrity principle stands for honesty in all class work, and ethical conduct in all labs and clinical assignments. This principle is furthered by the student Code of Conduct and disciplinary procedures established by ABOR Policies 5-308 through 5-404, all provisions of which apply to all University of Arizona students. This Code of Academic Integrity is intended to fulfill the requirement imposed by ABOR Policy 5-403.A.4 and otherwise to supplement the Student Code of Conduct as permitted by ABOR Policy 5-308.C.1.

Code of Academic Integrity

Student Code of Conduct

Education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment. The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions to promote their own personal development, to protect the university community, and to maintain order and stability on campus.

Student Code of Conduct

Disruptive Behavior in an Instructional Setting

The University seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members and teaching staff have the authority and responsibility to effectively manage their classroom, laboratory and online environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules of classroom, laboratory and online behavior and decorum via the syllabus and discussion in the instructional setting. This policy is not intended to discourage appropriate student expression, discussion or disagreement, but to promote respectful interactions.

Policy on Disruptive Behavior in an Instructional Setting

Policy on Threatening Behavior by Students

The University seeks to promote a safe environment where students and employees may participate in the educational process without compromising their health, safety or welfare. The Arizona Board of Regents' Student Code of Conduct, ABOR Policy 5-308, prohibits threats of physical harm to any member of the University community, including to one's self. Threatening behavior can harm and disrupt the University, its community and its families.

Policy on Threatening Behavior by Students

Line of Communication

The CON is committed to the creation of an environment which promotes the student learning experience. Open, respectful dialogue between students and faculty is critical to the enrichment of the learning experience.

To facilitate the open communication between students and faculty, the CON has outlined a line of communication to resolve academic issues that may arise in the classroom, laboratory, online or clinical practicum. 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 resolution.

1. Communicate with the course faculty or clinical supervising faculty

2. Communicate with the course chair
3. Communicate with the Director of the DNP Program, Dr. Ted Rigney
4. Communicate with the Administrator of the DNP Program, Dr. Terry Badger

The Director of Student Affairs is available to assist the student in this process. Contact the Office of Student Affairs at 520-626-3808 or 800-288-6158.

Grading and Program Progression

A high level of performance is expected of students enrolled in the DNP program. A student must be making satisfactory progress toward completion of the degree to remain enrolled in the program. In addition to Graduate College policies, the CON requires adherence to the following Graduate Academic Progression policies:

A. A student must earn an overall grade point average of 3.0 or better to be awarded the DNP degree.

B. Graduate students in the College of Nursing are expected to earn grades of "A" (4.0) or "B" (3.0). Grades below a “B” (3.0) are viewed as unsatisfactory academic performance for graduate students.

C. A student with regular status achieving less than a 3.0 grade point average at any point in the program will be placed on academic probation. Students on probation are required to meet with their Faculty Advisor to discuss steps to be taken to resolve the problem that led to probationary status and devise a written plan of action to be submitted to the Director of the DNP Program and the Graduate College.

D. Students must apply for readmission to a degree program once a cumulative grade point average of at least 3.0 is achieved through additional course work taken in the non-degree status. Additional course work may be taken in the College of Nursing. Readmission must be supported by the Director of the DNP and approved by the Dean of the Graduate College.

E. A student shall be dismissed from the program if more than two final grades of “C” (i.e. 3 grades of “C”) are earned as a final course grade. All instances of “C” grades are considered in this policy, including all attempts of repeated courses.[1]

F. A student may petition the Director of Student Affairs to repeat a graduate course if a grade of “C” is earned. No more than one course can be repeated. A final grade of “C” earned twice in the same course will result in dismissal (see item E).[2]

G. A student will be dismissed from the program if a grade of "D" or "E" is earned in a graduate course.

H. A student with provisionary admission status must achieve a grade point average of 3.0 or better in each course within the first nine credits of course work in order to be eligible for regular status. Failure to meet this requirement will result in dismissal from the program.

I. A student may be dismissed from the College of Nursing for unsafe practice and/or unethical conduct in the program without having been previously warned.

Grade Appeal

Grades given in graduate courses may be appealed on the basis of fundamental fairness. To initiate the appeal procedure, the student must contact the course instructor no later than the end of the fifth week of classes of the first regular semester after the semester or summer term in which the grade was awarded. The entire procedure to be followed is described in the University of Arizona Online Catalog.

The College of Nursing has the following significant modifications:

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[1] Re: email from T. Dickson 11/1/2011
[2] Re: email from T. Dickson 11/1/2011

A. Pending appeal or review, a student who has been awarded a failing grade in or been withdrawn from a course on the basis of failing to provide safe patient care may not attend either the theory or clinical portions of the course.

B. Pending appeal or review, a student who does not complete a required nursing course satisfactorily is not eligible to progress in the professional nursing major.

Withdrawal Grades

Within the first four weeks after registration, withdrawal from a course will result in deletion of the course from the academic record. After the 4th week and through the end of the 10th week of classes, the grade of "W" may be awarded to students earning a passing grade at the time of the official withdrawal. If a student is not earning a passing grade at the time of the withdrawal, the grade of “E” will be awarded. Requests for complete withdrawal from the University are initiated through the Dean of Students Office. Students leaving the University without a statement of formal withdrawal will be awarded a failing grade in each course.

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 make arrangements with the instructor to receive an incomplete grade at least two weeks before the end of the semester. Instructors and the student must develop a written plan detailing the coursework to be completed and a specific due date for completion, so the “I” grade can be removed and replaced with a grade. Documentation should include:

A. which assignments or exams should be completed and when
B. date of completion
C. how the work will be graded
D. how the student's course grade will be calculated.

Both the instructor and student must sign this agreement and forward the agreement to the OSA.

DNP students have a maximum of one calendar year to remove an Incomplete; however, it is recommended that the incomplete be resolved within the semester following the incomplete. An incomplete not removed within one year is replaced by a failing grade of "E" and is used to determine the student's grade-point average. If the coursework cannot be completed within one year, the student may petition the instructor to extend the incomplete. This petition must be submitted before the grade converts to an “E” and forwarded to the OSA.

If there is a possibility that the student's cumulative grade-point average will fall below 3.00 through the conversion of incomplete grades to failing grades, the DNP degree will not be awarded.

Readmission to the College of Nursing DNP Program

Students who have been granted an approved Leave of Absence (LOA) and who return within the approved time period, do not have to apply for readmission.

Students who were previously enrolled in the DNP degree program but have not been officially enrolled for one regular semester or more must re-apply for admission. Readmission requires approval by the Director of the Office of Student Affairs. Only students in good standing will be reviewed for readmission. The student must also reapply for admission to the Graduate College.

If the student was in good standing at the time of departure and now wishes to return and enroll in a course, then readmission is likely to be approved. However, if there are any reservations about readmitting the student, the Director of OSA will consult with the DNP Committee. Before a student can be readmitted to enroll in any course in which there are space limitations (e.g. clinical management courses), admission must be approved by the Administrator and Director of the DNP Program.

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 Degree Certification Office explaining all relevant facts. The petition form must be accompanied by supporting documents and a letter of support from the student's Advisor, Director of Graduate Studies, or CON Division Director. Petition forms are available from the Graduate College.

Leave of Absence

Students may request a leave of absence from the CON and the Graduate College. Requests may be considered for the following types of leaves:

A. Academic Leaves: Academic LOAs (i.e., leaves to take course work at another university, for research, field work, internships, professional development, etc.) are considered on a case-by-case basis by the College of Nursing and the Graduate College.

B. Medical Leaves: With appropriate documentation from their healthcare provider, graduate students in degree programs may be granted a Medical Leave of Absence by the Dean of the Graduate College. Under extraordinary circumstances, LOAs may be granted retroactively for up to one year. Students will be readmitted without reapplying to the College of Nursing and the Graduate College. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from fees for that semester. Only academic services or facilities available to the general public can be used during the LOA.

C. Personal Leaves: Graduate students in degree programs may be granted a LOA for a maximum of one year throughout the course of their degree program by the Dean of the Graduate College. LOAs may be granted retroactively for up to one year. LOAs are granted on a case-by-case basis for compelling reasons including personal or family reasons, medical reasons, military duty, or financial hardship. Students will be readmitted without reapplying to the College of Nursing and the Graduate College at the expiration of the LOA. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from fees for that semester. Only academic services or facilities available to the general public can be used during the LOA.

An LOA may affect the status of a DNP student’s financial aid. Students are responsible for determining the requirements of their funding agency and / or academic unit prior to applying for a LOA.

Failure to obtain a Leave of Absence or remain in continuous enrollment will result in penalties, as described in the Continuous Enrollment policy requirements.

To request a LOA from the CON, the student should first discuss this intent with their faculty advisor and propose an updated Plan of Study to complete their coursework. If the faculty advisor supports the request, a formal written request should be forwarded to Graduate Student Services in the Office of Student Affairs. Once the request is completed, it will be forwarded to the DNP Program Director or Program Administrator for approval. The request should include the Plan of Study and a time line to complete coursework or other degree requirements. Students are responsible for withdrawing from the appropriate courses, and notifying the course chair of their LOA status. Students also are responsible for notifying the Clinical Affairs Coordinator in the Office of Academic Practice of their LOA status and may be required to complete a Request for Clinical Placement application in order to not delay their progression through the DNP program when their LOA is completed.

Student Resources

E-mail

Students are required to have basic computer knowledge prior to beginning the first semester of the DNP program. Students receive a personal e-mail account on the College's computer network (__@nursing.arizona.edu). E-mail sent to this address can be accessed within the College of Nursing and from remote sites (via the Internet) and must be checked daily, as it is the official source of communication between faculty, staff and students. All technology related issues should be directed to the Information Technology Group, located in room 351 at the College of Nursing. E-mail help@nursing.arizona.edu or call 520-626-5053 or 1-866-278-1427.

Faculty Advisor

The role of the faculty advisor is to mentor and guide the student throughout the program of study. The advisor will guide the student to determine the plan for completing the degree requirements, facilitate accessing resources of the University and the CON, and assist the student in understanding relevant policies and procedures. The faculty advisor may or may not be the chairperson of the student's comprehensive examination or Practice Inquiry committee.

Office of Student Affairs & Graduate Student Services

The Office of Student Affairs works collaboratively with students and faculty to support the educational mission of the College of Nursing. The Office of Student Affairs is responsible for student services including current student academic advising, recruitment, admissions, progression, academic support services, graduation, student-centered events and College of Nursing scholarships.

Graduate Student Services is located within the Office of Student Affairs in the College of Nursing. The Graduate Student Services Coordinator assists students with non-academic procedures and concerns. The Coordinator complements the role of the faculty advisor to ensure students' timely completion to graduation. The Coordinator assists students with admissions and progression issues, paperwork and procedures for the comprehensive examination, the Practice Inquiry, and graduation, as well as coordinating student events.

Office of Academic Practice

The Office of Academic Practice (OAP) supports DNP students in the successful completion of clinical practica. The OAP is responsible for assuring students have current Registered Nurse licensure, a valid fingerprint clearance card, current Basic Life Support certification and have completed all required immunizations and screening tests. The OAP maintains this documentation on file throughout the course of a student's program of study. The Clinical Affairs Coordinator is located in the OAP and manages all clinical placements, verifies preceptor and clinical agency suitability, contacts potential preceptors and secures contracts with the preceptors and their clinical agencies. Specific clinical policies may be found in the Appendix.

Nurse Practitioner Certification and Licensure

In nearly all states, national certification is one of a number of requirements to obtain a license as a NP. The licensure of NPs is handled at the state level through the Board of Nursing. Information about the student's NP licensure requirements can be obtained by contacting their state Board of Nursing. It is the student's responsibility to investigate certification and licensure requirements in the state where she / he plan to practice and to keep up to date on changes in requirements.

Currently, a Master's degree is required to sit for national certification examinations; therefore, UA DNP students are awarded a Master's of Science of Nursing degree after meeting Master's degree requirements and then are eligible to sit for certification examination through one of the following national certifying organizations:

1. American Academy of Nurse Practitioners (Family NP)
2. American Association of Critical Care Nurses (Adult Acute Care NP)
3. American Nurses Credentialing Center (Adult Acute Care NP, Family NP, Family Psychiatric Mental Health NP and Pediatric NP)

4. National Certification Board of the National Association of Pediatric Nurse Associates and Practitioners (Pediatric NP)

Human Subjects Procedures

Please see the College of Nursing website for information regarding Human Subject Procedures.

General Doctoral Student Information

Doctoral Transfer of Credits

The maximum amount of credits accepted for transfer credit is 9. Students who wish to transfer credits must submit Evaluation of Transfer Credit form to the Graduate College before the end of their first year of study. The procedure is outlined in the appendix for easy reference. Acceptable transfer work must be less than 6 years old at the time of enrollment in the DNP program.

Continuous Enrollment Policy / Minimum Enrollment

All students must maintain continuous enrollment and complete their plans of study as developed. **If students wish to change their Plan of Study in a way that will impact the timeline to complete their coursework,** after consultation with the faculty advisor, the student will forward a request to the DNP committee. The DNP committee must review and approve changes to the Plan of Study that may result in unsatisfactory progression in completing the coursework.

If faculty is advising students during the summer, the student must register for a minimum of 1 unit and obtain approval from the faculty who will be 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 are defending the Practice Inquiry during a summer session.

Additional Enrollment Policies for Doctoral Students:

A. If hired on an assistantship, students must register for six (6) graduate level units (not including audit).

B. If degree requirements are not completed, i.e., still need to complete one or more of the following: course requirements, comprehensive examination, and 9 units of Practice Inquiry, students must register for three (3) graduate level units (not including audit courses).

C. If the student has completed the course requirements, passed the Comprehensive Examination, and has completed the required 9 units of practice inquiry, and is using University resources such as the library, faculty services or computer services and/or receiving scholarships, fellowships or grants through the University of Arizona, the student must register for three (3) 900 level units (not including audit courses).

D. If the student has completed the course requirements, passed the Comprehensive Examination, and has completed the required 9 units of practice inquiry, and is ***NOT*** using University resources such as the library, faculty services or computer services and is ***NOT*** receiving scholarships, fellowships or grants through the University of Arizona, the student may register for one (1) 900 level unit.

E. DNP students must enroll for a total of 9 units of practice inquiry (NURS 922) over the course of their program. If 9 units have been taken and the practice inquiry is not yet completed, students must register for additional units of NURS 922 each fall, spring, and possibly summer semesters, as determined by the student and the Practice Inquiry Committee, until the practice inquiry is complete.

Doctoral Residency Requirement

To meet the minimum Graduate College residence requirement, the student must complete a minimum of 30 units of graduate credit in residence at The University of Arizona "In residence" is defined as units offered by The University of Arizona.

RISE

RISE is the acronym for "Resident Intensive Summer Experience." RISE is held on the University of Arizona campus in Tucson for 5-10 days in August, prior to the beginning of the fall term. During RISE, students are immersed in intensive scholarly, role or clinical laboratory experiences punctuated with time for meeting with advisors and committee members. Students have opportunities to become acquainted with other students, faculty and staff, to learn to use a variety of instructional technologies and to learn more about their program and the CON. Students are **required** to attend RISE for either two or three years, depending on their program.

Plan of Study

All doctoral students need to complete and submit a doctoral Plan of Study to the Graduate College by the end of their 3rd semester. The form is available at the Graduate College MyGradColl website for students to complete. Instructions are emailed to students specific to their specialty areas.

Benchmarks for Satisfactory Progression through Doctoral Programs

Satisfactory progression in the doctoral program is expected of all students. Students will be reviewed annually and assessed for satisfactory progression. The following performance benchmarks have been developed to assist faculty and students to determine satisfactory progression. Failure to meet these benchmarks may trigger a review by the DNP Committee. Failure to progress satisfactory may result in dismissal from the program.

A. Completion of coursework per Plan of Study: Students are expected to complete their plans of study as outlined. The student's Advising/Comprehensive Examination Committee must review and approve changes to the Plan of Study, which may result in the student failing to complete the coursework on the original timeline.

B. Time line for coursework to the comprehensive exam: Students are expected to successfully complete their comprehensive examination within two academic year semesters following completion of coursework. See DNP Comprehensive Examination Policy and Procedure for specifics about the comprehensive examination.

C. Time line for comprehensive examination to practice inquiry proposal: Students are expected to successfully present their practice inquiry proposal within two academic year semesters following completion of the comprehensive examination.

D. Time line for practice inquiry proposal presentation to the Institutional Review Board (IRB) process: Students are expected to submit their practice inquiry proposal for IRB approval within six months following their practice inquiry proposal presentation is approved by the student's Practice Inquiry Committee..

E. Time line for practice inquiry presentation (final defense): Students are expected to successfully present their practice inquiry presentation within two years following their practice inquiry proposal presentation.

Appeal of Decision of Unsatisfactory Progress

In accordance with CON policy, the student has a right to initiate a written appeal to the DNP Committee for the unsatisfactory progress decision during the 5 week period following written notification of disqualification from the program. The second and final level of appeal is to the CON Dean / Dean's designee.

Completion of Portfolio Annually

Students in the doctoral programs must complete their portfolio annually. Faculty will use this portfolio to determine adequate progression toward degree completion. Should the student not have satisfactory progression, the student may be dismissed from the program.

Doctoral Progression

Committees

Two committees are vitally important to DNP students. Students may change committee members at any time. The Advisory/Comprehensive Examination committee assists students with advising and conducts the written and oral portions of the comprehensive examination. Students have the right to modify either committee as their scholarly interests or needs indicate after consultation with their faculty advisor. Faculty also has the right to remove themselves from either student committee. This may occur if the faculty member is retiring, going on sabbatical or if the faculty member is not interested in or feels unqualified in assisting with the student's scholarly interests.

A. **Advising/Comprehensive Exam Committee**: Formed at the end of the first year of coursework. The committee will meet for the first time during the following RISE.

The **DNP** Advising/Comprehensive Exam Committee consists of a chairperson, usually the faculty advisor, one member from an advanced practice specialty area and one member representing another of the student's interests.

The Advising/Comprehensive Examination Committee must consist of a minimum of three members. The Committee Chair and one additional member must be tenured, or tenure track or equivalent. The third member may be tenured or tenure-track or equivalent, or a special approved member. Special members must be pre-approved by the Dean of the Graduate College. Any members beyond the third can also be tenured or tenure-track, or special approved members.

B. **Practice Inquiry Committee**: Formed before/during comprehensive examinations.

The Practice Inquiry Committee consists of a chairperson, one member from the an advanced practice specialty area, and another member representing the student's topic of inquiry. The Practice Inquiry committee may be the same as the Advising/Comprehensive Exam Committee, or different faculty members.

For the Practice Inquiry Committee, the Graduate College and the College of Nursing require a minimum of three practice inquiry committee members. Two members, including the chairperson, must be University of Arizona tenured, tenure-track, or approved as equivalent. The third member may tenured or tenure-track, or a special approved member. Special members must be pre-approved by the Dean of the Graduate College. Any members beyond the third can also be tenured or tenure-track, or special approved members. All practice inquiry committee members are expected to attend the final defense.

DNP Comprehensive Examinations

Before admission to DNP degree candidacy, the student must pass a general examination in the chosen field of study. This examination is intended to test the student's comprehensive knowledge of the advanced practice registered nurse role and core competencies, both in breadth across the general field of study, and in depth within the specialty focus of the area of practice. The examination consists of a written portfolio, and an oral examination. The student must be registered during the term in which they take all comprehensive exams. Comprehensive examinations may be taken in the semester in which the last of the coursework is being completed.
A detailed rubric of content, expectations, procedures and grading policies are available in the appendix.

The Written Comprehensive Examination

The written comprehensive examination consists of the student's portfolio, including the annual self-reflections completed throughout the coursework phase of the program. The committee will evaluate the portfolio during the semester in which the last of the student's coursework is being completed along with the final self-reflection statements. Passing the portfolio evaluation will lead to the oral comprehensive examination.

The Oral Comprehensive Examination

The oral comprehensive examination will be based on the student's portfolio, as well as addressing relevant questions related to course work foundational to the student's ability to conduct the practice inquiry. Students who have completed their practice inquiry proposal (e.g., problem, background, significance, literature review, and methods) may elect, with the consent of their advisory committee, to reconvene and present the practice inquiry proposal immediately after successfully completing the oral examination.

Advancement to Candidacy & Committee Appointment

When the student has an approved doctoral Plan of Study on file with the Graduate College Degree Certification Office, has satisfied all course work, and passed the written and oral portions of the Comprehensive Examination, they will be "advanced to candidacy" by the Graduate College. The student's bursar account will be billed the fee for candidacy, Practice Inquiry processing, and archiving. This is a one-time fee and the student will not be billed again if they change their anticipated graduation date. Copyrighting is optional and carries an additional fee.

After completion of the comprehensive examination and before submitting the practice inquiry proposal, it may be appropriate to review the composition and chairmanship of the committee that will guide the practice inquiry. Students must make any changes prior to submitting the Committee Appointment Form.

The Committee Appointment Form must be submitted to the student's Graduate Student Services Coordinator in the Office of Student Affairs within one month of completing the Oral Comprehensive Exam. The Graduate Student Services Coordinator will obtain the necessary signatures to submit the document to the Graduate College.

DNP Practice Inquiry and Final Oral Examination (Practice Inquiry Presentation)

After advancement to candidacy, DNP students have several steps to completing the Practice Inquiry and successfully graduating from the CON. These steps are:

1. Practice Inquiry Proposal
2. Completion of written project
3. Final Oral Defense (Practice Inquiry Presentation)
4. Submission of Practice Inquiry to the Graduate College

A detailed checklist is available in the appendix of this handbook.

Graduation

After completion of all degree requirements, graduates are "Hooded" by their Practice Inquiry advisor and the Dean during the College of Nursing Convocation. Attendance at Convocation is voluntary, but faculty and students are encouraged to attend. Hooding of doctoral students occurs at the December and May ceremonies.

Commencement and College Ceremony information is available online at: http://commencement.arizona.edu/.

Appendices

Appendix A: Transfer of Graduate Courses from Other Institutions3

1) The **faculty advisor** directs the student to contact the correct person in the Office of Student Affairs (OSA). That is currently, Amanda Selby, Academic Advisor, Senior. Then, the OSA can advise the student appropriately, about what they need to obtain from the prior institution. Importantly, the OSA can help the student problem-solve issues that may interfere with securing the necessary documents from the prior institution, e.g. a course no longer listed in that institution's course catalog. It also allows the OSA to initiate the necessary paperwork and verify that the course the student wishes to transfer is, in fact, on the student's transcript and is a graduate level course.

2) Once the **student** has obtained the proper documentation (as verified by the OSA), the OSA sends those materials to the faculty advisor.

3a) The **DNP Program Director or Administrator** reviews the materials to assess if they meet UA requirements (refer to the Graduate College website: http://grad.arizona.edu/).

3b) If the transfer request is for a course that meets a DNP program core requirement, the **faculty advisor** confers with faculty teaching the comparable course at the CON regarding suitability of the course being considered for transfer. (The OSA maintains a list of who teaches core courses, modified annually, as needed and they will supply that information to the faculty advisor, as needed.)

4) The **faculty advisor** informs the OSA if the course has been approved or denied for transfer.

5) The **OSA** informs the student if the course has been approved or denied for transfer.

6) The **OSA** provides this information to the appropriate administrator for review, obtains the necessary signatures and forwards this documentation to the Graduate College.

7) The **faculty advisor** notes this process in the student’s advising records.

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[3] G: Academic Affairs_ DNP Program_ Transfer of Graduate Courses From Other Institutions Policy. Approved by Office of Student Affairs, Director of DNP Program & Administrator of DNP Program _9-22-11.

Appendix B: Course Waiver Request Policies for Post-Master's Certificate and DNP students[4]

NURS 572 Pharmacotherapeutics for Nurse Practitioners (3 hrs)
This course may be waived* if student has taken a 3 hour graduate pharmacology course within the last three (3) years, or has prescriptive authority from the Arizona State Board of Nursing. If the course is waived, the ACNP student may progress to NURS 574 Pharmacology in Acute Care and the PNP student may progress to NURS 542 Pediatric Pharmacotherapeutics. NURS 501, or its equivalent, is a prerequisite for NURS 572.

NURS 501 Advanced Physiology and Pathophysiology (4 hrs)
This course may be waived* if student has taken a 4 hour graduate pathophysiology course in the last four (4) years. If student has taken a 2-3 hour pathophysiology course in the last four years, he or she may request to take an Independent Study for 1-2 credit hours from faculty teaching NURS 501, to equal a minimum of 4 hours of graduate pathophysiology coursework.

If the student has taken a graduate pathophysiology course longer than 4 years ago and is currently practicing as an NP, they may request an Independent Study for 1-2 credit hours from faculty teaching NURS 501, to equal a minimum of 4 hours of graduate pathophysiology coursework. If the student has taken a graduate pathophysiology course longer than 4 years ago and is *not* currently practicing as an NP, they must enroll in NURS 501 Advanced Physiology and Pathophysiology.

NURS 609A Health Assessment (2 hrs)
This course may be waived* if student has taken a 2 hour graduate health assessment course in the last five (5) years, or is currently practicing in a role where health assessment skills are utilized.

Additional Policies
There is no University credit given for certification or experience in an advanced practice role. Students pursuing a Post Master's certificate or the DNP degree are seeking new certification which has new clinical and course requirements.

The College of Nursing has no policy to offer credit by examination.

All clinical courses must be taken in appropriate sequence and adhere to the pre and co-requisites. For example, the sequence of courses for the FNP would be: NURS 620A, NURS 620B/612, and then NURS 693a.

If the post-master's applicant has obtained an NP degree from the U of A, they do not need to repeat NURS 620A Primary Care of the Adult.

*ALL waivers must be approved by the Administrator for the DNP program or the Director of the DNP program. A request for course waivers should be submitted (with justification) with the Plan of Study. The Plan of Study must be filed with the Office of Student Affairs during the student's first academic year.

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[4] G: Academic Affairs_ DNP Program_ DNP Program & Post-Master's Certificate Course Waiver Request Policy drafted 12.9.05. Approved by Associate Dean for Academic Affairs, Dr. Joyceen Boyle 12.9.05. Revised by Dr. Ted Rigney, Director, DNP Program 8.12.10. Approved by Interim Associate Dean for Academic Affairs, Dr. Terry Badger 9.12.10.

Appendix C: Procedure for Changing to Dual Degrees (DNP, PhD) Option[5]

Currently enrolled PhD or DNP students who request admission to the dual degrees (DNP, PhD) option must be in good academic standing in the currently enrolled doctoral program and must satisfy both the DNP and PhD admission and enrollment requirements. Students should first meet with their advisors to discuss their interest in seeking dual degrees.

Students requesting admission to the dual degree should submit the materials listed below to Amanda Selby in the Office of Student Affairs. The dual degrees application will be forwarded to the appropriate committee for approval. For example, DNP students requesting admission to the dual degrees option will be reviewed by the PhD committee. PhD students requesting admission to the dual degree will be reviewed by the DNP committee.

Application Procedure:
A. The student writes a letter that contains the following:
1. Request to complete the dual degrees
2. Rationale for requesting the dual degrees option, documenting:
    a. Career plans
    b. How the two degrees will help attain career goals
    c. Planned area of research
    d. Potential research advisor for the proposed research

B. The student's advisor writes a letter of support.

C. The identified potential research advisor also writes a letter of support, indicating his/her willingness to work with the student. Note, if the student's current advisor and identified research advisor will be the same person, only one letter is needed.

D. The request is submitted to the Chairperson of the appropriate committee no earlier than the first four weeks of student's second semester in the program.

E. The designated committee reviews all relevant materials at the next scheduled meeting and notifies the student, advisor, Office of Student Affairs and the other doctoral committee of the decision to recommend admission to the Graduate College to the dual degrees option.

Following approval, the student will:
1. Apply to the Graduate College for Fall term admission to the doctoral program to which he/she is not officially admitted (e.g., if currently enrolled in DNP, application is for PhD or vice versa). This means that submission of an additional Graduate College application is needed; however new transcripts may not need to be resubmitted if copies were submitted earlier to the Graduate College.
2. Schedule a meeting with the new advisory committee to revise the current Plan of Study to incorporate the added doctoral coursework.

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[5] Drafted 10/15/10 by Terry Badger, Judith Effken, Carolyn Murdaugh, & Vickie Radoye
Discussed and Supported by Admission and Progression of Students-Advanced Specialty Practice Subcommittee on 10/19/10 Discussed and Supported by the Joint Advanced Specialty Practice and Advanced Science Committees on May 3, 2011.

Appendix D: 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:

A. The student provides a letter requesting the change that contains:

   1. Requested option
   2. Rationale for changing options:
      a) What they plan to do after obtaining their doctoral degree
      b) Anticipated area of research or practice inquiry
      c) Question to be answered by research or practice inquiry

B. The student's advisor provides a letter of support.

C. An identified potential mentor in the "receiving" option provides a second letter of support, indicating their willingness to mentor the student.

D. Requests for transfer must be submitted no later than one month prior to the end of the semester.

The DNP committee will review the request at their next scheduled meeting and notify the student and advisor of their decision. The student should then notify the Office of Student Affairs of the change and schedule a meeting with their advisory committee to discuss any changes in the Plan of Study. The transfer will take effect the semester following the approval.

Appendix E: DNP Comprehensive Examination Policy and Procedure[6]

The Doctor of Nursing Practice (DNP) Comprehensive Examination policy is based upon the importance of ensuring competence of DNP students in advanced practice knowledge, scholarly inquiry for evaluating and improving health care delivery, and health policy formation.

The DNP Comprehensive Examination process reflects an evaluation of individual student achievement that is reflective of the *Essentials of Doctoral Education for Advanced Nursing Practice* (AACN, 2006) and the *Criteria for the Evaluation of Nurse Practitioner Programs* (NTF/NONPF, 2008). The DNP Comprehensive Exam process includes providing evidence of the attainment of advanced practice registered nurse role and core competencies, as well as competencies specific to the specialty focus of the area of practice. The DNP Comprehensive Examination process includes a written examination, consisting of a portfolio and a Final Self-Reflection Synthesis that demonstrates the student's ability to integrate and synthesize coursework and practice immersion activities in meeting each of the DNP Program Outcomes, which are linked to the DNP Essentials and competencies specific to the specialty focus, and an oral examination. The written examination is to be based on completed coursework, not the student's planned Practice Inquiry; however, in the Final Self Reflection Synthesis, the student also should demonstrate the ability to integrate and synthesize knowledge within the context of their scholarly and practice interests. Under some circumstances (described below), the oral exam be followed by the Practice Inquiry Proposal Presentation.

Comprehensive Examination

- The student will use an *electronic portfolio* to demonstrate their developing competencies throughout the program. The portfolio is reflective of knowledge and skills attained during required coursework and serves as the data to be evaluated for the written comprehensive examination. The written comprehensive examination may be taken in the semester in which the last of the coursework is being completed.
  - For each 'core' course, the student will include examples of practice or theoretical/ methodological scholarship completed in the course.
  - Practice scholarship can be represented by providing case examples, including evidence-based practice for care management and other examples of meeting the practice hours required for advanced nursing practice certification.
  - The student will write a self-reflection annually, as well as a Final Self-Reflection Synthesis during the written comprehensive examination, discussing how their coursework and practice immersion activities have advanced their achievement in meeting each of the DNP Program Outcomes, which are linked to the DNP Essentials and competencies specific to the specialty focus.
- Because students will be entering the DNP program with varying levels of clinical expertise, including BSN or Master's preparation with or without advanced practice certification, the portfolio should reflect the evolving advanced practice expertise of the student.
- The following table lists Practice Inquiry development and the CCNE competencies for DNP education together with expected evidence from course materials and the year (for full time study) that a student would reasonably be expected to achieve them:

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[6] G: Academic Affairs_ DNP Program_ DNP Comprehensive Examination Policy 3.8.10. Approved by Faculty Association 3-8-10. Rev 9-14-10. Approved by CIS-ASP_10-4-10. Admin Rev Rigney/ Badger 1-28-11, Rigney/ Badger 9-12-11, Rigney/ Badger 10-25-11. Admin rev, Gallek CIS/DNP Chair12-2-11. Admin rev, Rigney 4-5-12. Approved by DNP Committee 4-6-12.

Expectation	Suggested Evidence Source(s)	When Expected
I. Application of scientific underpinnings to practice. Practice Inquiry.	Theory course papers/ projects (e.g., NURS 705 & 706); practice residency)	Years 1 - 2; Practice Inquiry
II. Application of organizational and systems leadership for quality improvement and systems thinking	Leadership/ Organizational management; informatics course papers/ projects (e.g., NUS 646 & NURS 650); practice residency	Years 1, 3
III. Application of clinical scholarship and analytical methods for evidence-based practice	Methods of scholarly inquiry; evaluation methods for safety & practice; statistics courses papers/ projects (e.g., NURS 630, 631, 652, 738, 752) papers/ projects; practice residency	Years 1- 3
IV. Application of information systems/technology and patient care technology for the improvement and transformation of health care	Informatics course papers/ projects (e.g., NURS 646) papers/ projects; practice residency	Years 1, 3
V. Application of healthcare policy for Advocacy in health care	Policy and economics course papers/ projects (e.g. NURS 642) papers/ projects; practice residency	Years 1, 3
VI. Application of interprofessional collaboration for improving patient and population health outcomes	Emerging diseases & population health; evaluation methods for safety & practice course papers/ projects (e.g., NURS 752, 753) and course papers/ case studies/ clinical notes from clinical courses specific to the population focus of the student's area of study (e.g., NURS 615, 616, 620a, 620b, 642a, 642b, 642c); practice residency	Years 2 – 3
VII. Application of clinical prevention and population health for improving the Nation's health	Emerging diseases & population health; genetics/genomics course papers/ projects (e.g., NURS 644, 753)	Year 2
VIII. Application of advanced practice competencies (for BS-DNP and MS-DNP with Specialty options)	Advanced physiology and pathophysiology, advanced pharmacotherapeutics, advanced health assessment course papers/ projects (e.g., NURS 501, 572, 609a) and course papers/ case studies/ clinical notes from clinical courses specific to the population focus of the student's area of study (e.g., NURS 615, 616, 620a, 620b, 642a, 642b, 642c); practice residency	Years 2 – 3
Certification Exam results	For those currently certified and licensed as advanced practice nurses upon admission to the DNP program and for those who take and pass the certification in an advanced practice specialty during their enrollment in the program, copies of appropriate documentation should be included to the portfolio.	Years 1 – 3

- **The student's portfolio, including the annual self-reflection, is due the last day of class, annually.**
- The student's Academic Advisor or, if the Advisory/Comprehensive Examination Committee has been formed, the Chair of that committee will review the portfolio annually and discuss their assessment with the student **by the next RISE or fall semester**. This will be accomplished by:
  - Evaluating the presence or absence of each component by reviewing the student's checklist in the electronic portfolio.
  - Developing with the student a plan for correcting any deficiencies.
  - Evaluating the student's annual self-reflection (written in the electronic portfolio) for evidence of integration and synthesis of coursework and practice immersion activities in meeting each of the DNP Program Outcomes, which are linked to the DNP Essentials and competencies specific to the specialty focus. The Academic Advisor or the Chair of the Advisory/ Comprehensive Examination Committee will develop with the student a plan for correcting any deficiencies
  - Discussing with the student the Practice Inquiry development and synthesis of related course work and making recommendations as needed.

Written Comprehensive Examination

The written comprehensive examination covers all areas of study. The comprehensive examination, including both the written and oral comprehensive examinations, must be completed at least three months before the final Practice Inquiry Presentation.

Preparation for the Written Examination

The student's Advisory/ Comprehensive Examination Committee members confer with the student to review the student's plan of study. This meeting enables the committee to get a sense of the student's scholarly and practice interests. The examination is to be based on completed coursework, not the student's planned Practice Inquiry; however, in the Final Self Reflection Synthesis, the student also should demonstrate the ability to integrate and synthesize knowledge within the context of their scholarly and practice interests. The Chair of the Advisory / Comprehensive Examination Committee determines the start date of the written comprehensive examination with the student and the other members of the committee and coordinates the exam.

Scheduling the Written Examination

Students should schedule the written comprehensive examination only after conferring with their Advisory/ Comprehensive Examination Committee. The student is responsible for contacting the Chair of their Advisory/ Comprehensive Examination Committee at least 3 weeks prior to the requested examination start date to schedule.

The Written Examination

The portfolio evaluation will constitute the written comprehensive exam and provides one source of data for the oral comprehensive exam. All required elements of the portfolio must be present. The Final Self Reflection Synthesis will be an opportunity for the student to demonstrate integration and synthesis of coursework and practice immersion activities in meeting each of the DNP Program Outcomes, as well as integration and synthesis of knowledge within the context of their scholarly and practice interests.

Taking the Written Examination

Students will have 7 days to complete the written examination. Students may contact the Advisory/ Comprehensive Examination Committee Chair or designee with any questions regarding the examination. The student's written examination will take the form of portfolio evaluation, which includes a Final Self Reflection Synthesis. The student should demonstrate integration and synthesis of all coursework and practice immersion activities, referencing extant literature to demonstrate both depth and breadth of knowledge. The Final Self Reflection Synthesis is to be no more than 5 single spaced pages, excluding cover sheet and references. APA format is required with a complete reference list.

At the end of the 7-day period, the student will submit their completed written examination (portfolio, including the Final Self Reflection Synthesis) to the Chair of their Advisory/ Comprehensive Examination Committee via the electronic portfolio system. Prior to submission, however, students are required to submit their Final Self Reflection Synthesis to Turnitin® for an originality report. Students will not have an opportunity to revise their work so they should submit their final document to Turnitin® by the same deadline listed above. A Turnitin® tutorial may be found at: http://www.nursing.arizona.edu/PDF/turnit_in_enrollment_tutorial.pdf. To enroll in Turnitin® for the Written Comprehensive Examination, the student may log into D2L. Students will find the Turnitin® course in their class list under Ongoing (between Fall and Spring). The Turnitin® originality report should be submitted with their completed written examination.

The student's Advisory/ Comprehensive Examination Committee Chair will request the student's enrollment in the Turnitin® course prior to the written examination submission deadline.

Grading of the Written Examination

The Advisory/ Comprehensive Examination Committee Chair will notify committee members when the written examination is ready for evaluation in the electronic portfolio. The DNP Comprehensive Written Examination Grading Criteria sheet used by all committee members to score the written examination may be found at the end of the DNP Comprehensive Examination Policy and Procedure. The committee has 10 business days to review the student's electronic portfolio (including the Final Self-Reflection Synthesis). Members use the grading sheet to score the examination and then confer with each other to determine the outcome. To pass the written examination, an 80% acceptable rating across the committee members must be obtained in Section I. The criterion in Section II must be rated acceptable by all committee members.

Results of the Written Examination

The Chair of the Advisory/ Comprehensive Examination Committee notifies the student by email or phone of the results and sends the committee's grading sheets with comments to the student via email. Upon completing the comprehensive examination, the Chair of the Advisory/ Comprehensive Examination Committee will submit the results and the grading sheets to the student's Graduate Student Services Coordinator in the Office of Student Affairs by email, who will send a letter to the student as official notification of the results.

Retaking the Written Examination

If the student does not pass the written comprehensive examination, they may repeat the examination, which may be scheduled after consultation with the Advisory/ Comprehensive Examination Committee. The second examination must be taken within 3 months of the initial examination unless the Committee requires additional remediation prior to attempting the second examination. Failure to pass the comprehensive examination on the second attempt will result in the student's disqualification from the program.

The Oral Comprehensive Examination

The oral comprehensive examination will be based on the student's portfolio, as well as addressing relevant questions related to all course work foundational to the student's development as an expert in specialized advanced nursing practice and their ability to conduct the Practice Inquiry. Students who have completed their Practice Inquiry Proposal Presentation (e.g., problem, background, significance, literature review, and methods) may elect, with the consent of their Practice Inquiry committee, to present the proposal immediately after the oral examination is successfully completed.

Scheduling the Oral Examination

The oral examination must be taken within 3 months of successfully passing the written examination. The student should consult with all members of their advisory/ comprehensive examination committee to determine a date and time for the oral examination.

As soon as a date and time are agreed upon, the student's Graduate Student Services Coordinator in the Office of Student Affairs must be notified so that a room may be reserved for the exam. The student should reserve the room at least 6 weeks in advance of their scheduled exam.

Taking the Examination

The oral examination will be conducted, either onsite or via teleconferencing, as arranged by the student and the committee, following procedures put forward by the Graduate College. The oral examination is based on the student's electronic portfolio, as well as addressing relevant questions related to all course work foundational to the student's development as an expert in specialized advanced nursing practice and their ability to conduct the Practice Inquiry.
The examination is conducted in closed session. It is not open to the public. All members must be in attendance for the entire exam which should be at least one hour in length, but not exceed three hours.

At the conclusion of the Oral Comprehensive Examination (and after the student has left the room), discussion of the student's performance is initiated. Each member of the examination committee is expected to evaluate the student's performance on the basis of the examination as a whole, not just on a particular area of questioning or only on his/her own field of specialization. The Office of Student Affairs provides the committee chairperson with the appropriate paperwork for the exam.

Results of the Oral Examination:

A student passes or fails the Oral Comprehensive Examination. If the student fails, the Committee has two options, which need to be noted on the Results of the Oral Comprehensive Examination form. The option to be followed is determined by a majority vote of the Committee.

- Option 1: Repeat the Oral Comprehensive Examination
- Option 2: The Committee votes not to recommend a repeat examination

Regardless of the outcome of the Oral Comprehensive Examination, a committee member must return the "Results of the Oral Comprehensive Examination for Advancement to Candidacy" and the ballots to the student's Graduate Student Services Coordinator in the Office of Student Affairs for submission to the Graduate Degree Certification Office.

Retaking the Oral Examination

The oral examination may be repeated once if not passed initially. Failure to pass the second examination will result in the student's disqualification from the program. No student will be permitted a second attempt to pass the Oral Comprehensive Examination unless it is recommended by the examining committee, endorsed by the major department, and approved by the Dean of the Graduate College. The second examination, if approved, may not take place until four months after the date of the first examination.

No further course work is required from students before a re-examination. If a re-examination is recommended, the committee members must be the same as those present at the first examination. If changes are made in the composition of the examination committee, they must be approved by the Dean of the Graduate College prior to the examination.

A full pamphlet of Graduate College procedures and policies is available online for download.

**When the student has an approved doctoral Plan of Study on file with the Graduate College Degree Certification Office, has satisfied all course work, and passed the written and oral portions of the Comprehensive Examination, the student must file a Committee Appointment form to be “advanced to candidacy” by the Graduate College. The Committee Appointment formally creates the PI committee. The student, in consultation with their Advisory/Comprehensive Examination committee, must select their PI committee to be advanced to candidacy and begin work on the PI.

Appendix F: Criteria for Grading DNP Student Written Comprehensive Examination

UNIVERSITY OF ARIZONA COLLEGE OF NURSING[7]
Criteria for Grading DNP Student Written Comprehensive Examination*

READER: ____ **DATE:** ______________
STUDENT: ____
TOTALS: Acceptable = _____ Unacceptable = __________

Instructions: The 7 criteria below are considered to be applicable for grading the DNP Student Portfolio. The examination grade of Pass or Fail is determined by tallying the acceptable & unacceptable' ratings across the committee members. To pass the exam, 80% acceptable ratings across the committee members must be obtained in Section I. The criterion in Section II must be rated acceptable by all committee members.

	CRITERIA	ACCEPTABLE	UNACCEPTABLE
I.	**Final Self Reflection Synthesis**		
	1. Demonstrated critical thinking	__________	_______________
	2. Demonstrated an ability to integrate experiential knowledge and own ideas with extant knowledge in the field.	__________	_______________
	3. Presented logically.	__________	_______________
	4. Articulated clearly.	__________	_______________
	5. Supported with pertinent references (current, classic, and/or significant).	__________	_______________
	6. Written in a scholarly manner.	__________	_______________
II.	**Portfolio**		
	7. The required evidence is represented in the portfolio.	__________	_______________
TOTALS:	(list at top of page)	__________	_______________

Comments: (In addition to your general comments, please include reason for unacceptable marks. These comments will be shared with the student to assist them in preparing for their Oral Comprehensive examination.)

*This document is meant to guide the grader in evaluating the student's entire portfolio. In the portfolio is the evidence of successful completion of coursework and clinical practica, resulting in increased knowledge. The student shows evidence of meeting the DNP Essentials and NONPF Competencies (e.g., meeting DNP Essential V. *Health Care Policy for Advocacy in Health Care* is demonstrated by passing a health policy course and completing various elements in other coursework and NONPF competencies are met by successful completion of coursework and all clinical management courses), ultimately meeting the College of Nursing DNP Program Outcomes. The curriculum was designed to link the DNP Essentials and NONPF competencies to the DNP Program Outcomes, so faculty should look for completion of the portfolio elements, **not reevaluate student work (both didactic and clinical) that already has been evaluated by faculty.**

In addition, the student will write a **final self reflection synthesis** (the focus, but not entirety of the written comprehensive examination), which documents their progress thus far in meeting the DNP Essentials, the NONPF competencies and the DNP Program Outcomes. At (or near) the end of their coursework and clinical practica, they will write this **final self reflection synthesis**, which will show evidence of progression in their knowledge and allow them to demonstrate an understanding of how their coursework and clinical practica have allowed them to meet required components of the program.

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[7] G: Academic Affairs_ DNP Program_ DNP Comprehensive Examination Grading Policy. Approved by CIS-ASP_11-01-11. Revised Badger/ Rigney/ Gallek 11/14/11. Revised and approved by CIS-ASP_02-07-12.

Appendix G: Steps to the Practice Inquiry

Overview

There are many steps to beginning and completing a Practice Inquiry.

The basic steps are:
- Practice Inquiry Proposal
- Completion of written project
- Final Oral Defense (PI Presentation)
- Submission of PI to the Graduate College

Practice Inquiry Proposal

The student will meet with the Practice Inquiry (PI) committee to discuss the project, and create objectives and a timeline. This process should begin within weeks of the oral comprehensive exam. The proposal meeting may be held immediately after the oral comprehensive exam.

Completion of Written Project

The student will complete the required research and writing for the PI. The student must be registered for NURS 922 units during this process. If the student's PI Chair is available, the student may continue coursework during the summer term.

Final Oral Defense (PI Presentation)

Each student is required to present the PI in an open forum upon completion. The Final Oral Defense consists of a presentation of the project, questions and a closed session for the student and committee. The student's presentation and questions will be open to the public. The closed session follows the presentation, and allows the committee to discuss the project with the student, and to identify and required revisions prior to submission.

Scheduling the Final Oral Defense

Once the committee feels the student is ready to present the project, the student should coordinate a time and date for the presentation. It is the student's responsibility to contact OSA via their Graduate Student Services Coordinator to reserve a room and the necessary technology for the event. Students are encouraged to reserve room space within the first four weeks of the semester to ensure availability. If a student delays the final presentation, reservations can be cancelled. The student must complete the "Announcement of Final Oral Examination" form at least 10 business days prior to the scheduled defense.

Results of the Final Oral Defense

The Final Oral Exam is conducted according to the Graduate College's policies, with the PI Chair presiding. There is no minimum time limit for the Final Oral Examination, but the entire proceedings may not exceed three hours. Members of the committee must be present for the entire examination.

There are four possible outcomes of the examination:

- Pass
- Pass with minor Practice Inquiry revisions (only the dissertation chairperson needs to approve the dissertation following revisions)
- Pass with major Practice Inquiry revisions (the entire committee needs to approve the dissertation following revisions)
- Fail

Submission of the PI to the Graduate College

Students should check the Graduate College's deadlines to ensure timely submission of the PI for graduation. The PI should be submitted after all revisions are completed. Directions are available both at the Graduate College, and from OSA.

Helpful Tips:

- The student should use the Publication Manual of the American Psychological Association (6th ed.) as a format guide in writing the practice inquiry. Other sources include the University of Arizona's Manual for Electronic Submission of Thesis and Dissertations/Practice Inquiry.
- The student must be registered for at least one unit (NURS 922) during semester in which the examination is held.
- All students have revisions to make after the final presentation. Students should allow a few weeks between defense and submission to make the appropriate edits.
- **Guidelines to the PI are available on the Doctoral Commons in D2L.**

College of Nursing Submission Requirements

All graduate students completing their degree requirements must satisfy the following College of Nursing requirements for their Practice Inquiry:

1. Students will submit a copy of the final, revised Practice Inquiry for review of formatting compliance with Graduate College / College of Nursing guidelines.

2. You must verify that you have made the required arrangements regarding Human Subjects. All signed consent documents must be submitted to the Office of Nursing Research (Dr. Alice Pasvogel) for storage. For projects with human subjects approval, submit the appropriate paperwork to conclude your project. If your project did not have human subjects approval, contact Dr. Pasvogel (pasvogel@nursing.arizona.edu, 626-6656) with the following information: the title of the project, the nature of the project (literature review, developed educational material, etc.) and how it was determined that IRB approval was not needed. Dr. Pasvogel will notify Student Affairs once you have satisfied IRB requirements.

3. Students must submit an electronic copy of the final, revised Practice Inquiry to the College of Nursing. The Practice Inquiry must be submitted as a single Portable Document Format (.pdf) file.

4. Students must complete the online 'Thesis and Dissertation Agreement' on the CON website at: http://www.nursing.arizona.edu/scripts/ThesisLibraryAll.asp?qtype=DocTitle. (Select "Submit My Document" and sign in using the CON username and password.) This online form **must be** filled out and students must either grant or deny permission for the Practice Inquiry to be included in the digital repository of the library.

5. Students must submit the final, revised Practice Inquiry to the Graduate College by **the posted dates on the Graduate College website** at: http://grad.arizona.edu/current-students/deadlines). The Practice Inquiry must be submitted as a Portable Document Format (.pdf) through the *UMI ETD Administrator* at: http://www.etdadmin.com/cgi-bin/school?siteId=63. Students who miss the submission deadline will be both unable to participate in graduation ceremonies and will not be awarded a diploma until the next graduation cycle.

These steps must be completed in order to satisfy all College of Nursing requirements.