

Doctor of Nursing Practice Program

University of Hawai'i at Hilo



**Faculty, Preceptor, and
Student Graduate
Handbook
2011-2012**

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INTRODUCTION

The purpose of this handbook is to assist you while you are a graduate student in the School of Nursing at the University of Hawai'i at Hilo (UHH SON). The information contained in this handbook is supplemental to, but does not replace, the information in the *University of Hawai'i at Hilo General Catalog*, *Scholarship Applications*, *Financial Aid office bulletins* and the *University of Hawai'i MYUH site*.

The UH Hilo General Catalog includes requirements, academic standards, regulations, financial aid information, and school programs. It is available for purchase at the University of Hawai'i at Hilo Bookstore online at <http://hilo.hawaii.edu/catalog/>. Familiarity with all University of Hawai'i at Hilo rules and regulations, and graduation requirements as published in the catalog is the responsibility of the student. The student must meet all requirements as stipulated in the catalog at the time of admission to the University to qualify for graduation. This publication is also available in alternate format on the Web at <http://hilo.hawaii.edu/catalog/>.

UH Hilo Schedule of Classes is distributed by the UHH Office of Admissions & Records during each registration period. Included in the publication are registration procedures, specific information on courses and times offered each semester, fees, and change of registration procedures.

Scholarship information for Nursing Students will be available throughout the school term. Please check the School of Nursing website periodically.

MISSION STATEMENT & ESSENTIALS

MISSION

The Doctor of Nursing Practice (DNP) is a terminal degree in nursing focusing on nursing leadership and application of research into practice. The DNP program is also designed to prepare the nurse at an advanced level of nursing practice specifically as a Family Nurse Practitioner (FNP) and as leaders and administrators for health care organizations. The program emphasizes the development of the student's capacity to impact the clinical setting as leaders and educators and to utilize clinical research to improve and transform health care. Our program is based on the understanding that nurses provide services which include the direct care of individual clients, transcultural nursing care, management of care for rural populations, administration of nursing systems, and development and implementation of health policy. The program encompasses health economics, cultural diversity, chronic care management, health promotion, and disease prevention in rural communities and will create a cadre of new nursing faculty who can immediately address the nursing faculty shortage. Advanced practice nurses with practice doctorates will address significant practice issues in a scholarly way, adopt broad system perspectives for health promotion and risk reduction, and act as agents of change that transform client/community care, participate in the on-going evaluation of health care outcomes, and assist in the translation of research that leads to positive nursing practice changes.

PHILOSOPHY

The philosophy of UHH SON is to educate professional nurses to lead change and translate science into practice in a dynamic global health care environment. Our school promotes transcultural nursing with a focus on rural populations and communities where each person has the right to participate in making decisions that affect their health.

Our emphasis includes deepening commitments to social justice, improving the quality of healthcare, and advancing access to the underserved. Our vision is a world where our graduates will strive to promote health, alleviate suffering, provide service to the community, and become leaders at local and global levels.

DNP EDUCATION

DNP graduates will increase the number of primary care providers available to residents of Hawai'i, in addition, it will also create a pool of qualified nursing faculty candidates to address the severe nursing faculty shortage. DNP graduates will also be given the opportunity to focus on organizational systems and nurse leadership issues which will qualify the DNP graduates for leadership positions in administration, research, clinical care delivery, patient outcome and systems management, and the nursing academic workforce.

DNP ESSENTIALS

The UHH SON ascribes to the curricular elements and competencies of the DNP degree proposed by the American Association of Colleges of Nursing (AACN) (www.aacn.nche.edu/). The DNP essentials describe the necessary foundational outcomes required for the DNP graduate.

1. Scientific Underpinnings for Practice
2. Organizational and Systems Leadership for Quality Improvement and Systems Thinking
3. Clinical Scholarship and Analytical Methods for Evidence-Based Practice
4. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
5. Health Care Policy for Advocacy in Health Care
6. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
7. Clinical Prevention and Population Health for Improving the Nation's Health
8. Advanced Nursing Practice

PROGRAM LEARNING OUTCOMES FOR UH HILO DNP PROGRAM

Graduates from the UHH SON DNP program will achieve the following program learning outcomes as a result of an integrated approach to learning, problem solving, evidence-based knowledge utilization, and skill acquisition.

1. Synthesize theoretical knowledge and research evidence in designing primary care delivery for diverse populations across the lifespan in rural contexts.
2. Collaborate with multidisciplinary professions, multisectoral agencies and lay communities to influence social and health policies impacting rural population health.
3. Assume leadership role in organizational systems to improve rural population health in local and regional communities.
4. Promote adherence to professional and ethical-legal standards of practice by individual professionals and organizations.
5. Integrate cultural competence and social justice in addressing health disparities in rural populations.
6. Examine research evidence in design and implementation and evaluation of policies and programs for population health in rural communities.
7. Use best practices and technology to improve care delivery for diverse individuals, families and communities within the continuum of primary, secondary and tertiary care.
8. Create educational programs to develop culturally competent practice and education of the nursing workforce.

9. Design educational programs and evaluation programs to enhance rural community empowerment for health.

PROGRAM INFORMATION & POLICIES

ADMISSION TO THE DNP PROGRAM

- Application for UH-Hilo Graduate School and a non-refundable application fee
- Official transcripts from all previous colleges/universities attended from an accredited nursing program
- Current resume or curriculum vitae
- 3-5 page Personal Goal Statement
- 3 Recommendations from academic and/or professional references
- Current RN Licensure for Hawaii
- Current Licensure in state where clinical practice or practice inquiry project will be conducted
- Verification of APRN certification or license appropriate to the state where the clinical practice and practice inquiry project will be conducted
- Interview w/graduate faculty
- Background check (agency specific)
- Health Clearance: Tuberculosis clearance documentation, documentation for tetanus/diphtheria vaccination received within the last ten years; documentation for hepatitis-B vaccination series or serological evidence of immunity; serological evidence of immunity to mumps, rubella, rubeola, and varicella. Others as requested by agency.

FOR INTERNATIONAL STUDENTS:

- TOEFL/IELTS results to be sent to UH-Hilo
- Successful completion of CGFNS exam

PROGRAM ENTRY-POINTS

Students have two program entry points to earn the DNP degree.

- The Post Baccalaureate DNP entry point is intended to allow entry into the DNP program for nurses who have completed the BSN. The program will educate registered nurses to be Family Nurse Practitioners (FNP) with concentrations in gerontology, transcultural nursing, rural health care, and evidence-based practice.
- The Post Masters DNP entry point offers nurses with advanced degrees in nursing specialty areas (e.g. APRN or education, administration, practice, information systems management, leadership etc.) a doctoral program which expands their level of evidence-based practice expertise in an area of student interest.

SCHOOL OF NURSING CORE REQUIREMENTS FOR DNP

All students must complete the core nursing requirements for the DNP track. Six credits of graduate nursing course work may be transferred after approval of courses by the faculty.

Supervised experiences are required for a number of the DNP courses (see course descriptions) and necessitate the oversight of faculty from the UHH SON and expert preceptors from the community. These supervised experiences are arranged in advance and require prior approval from the UHH SON and the faculty of record for the course. Examples of supervised experiences include a clinical practice environment while enrolled in FNP courses or guided experiences in the leadership course.

The Practice Inquiry Project (PIP) (see course description) is a program requirement for all students. The DNP student in conjunction with their Advisory Committee selects this requisite project. The Advisory Committee has oversight of the project from conception to completion.

POLICY ON DNP NURSING COURSES

UHH SON must formally approve agencies and institutions in which the student desires to meet practicum objectives. An authorized agent at the practicum site must also provide formal approval for the student to practice at the site. Please review the APPENDIX section for Preceptor/Student information.

POLICY OF DNP COMPLETION

- All core courses, Practice Inquiry Project, and practice hours must be completed to meet graduation requirements.
- Students will have up to three (3) years maximum to complete the program after the expected graduation date.

Clinical Lab Courses

Satisfactory performance in practicum is required in order to receive academic credit and is designated as “CR”.

Practice Hours

A minimum of 1,000 practice hours is required to meet AACN standards for the DNP program. Practice hours are defined within the courses.

- MSN/NP students entering into the program with 500 hours documented practice hours will be required to complete an additional 500 practice hours to meet the required 1000 hours.
- MSN/NP students entering the program with 1,000 documented practice hours, will be required to complete an additional 225 hours.
- A minimum of 225 hours are required for MSN/DNP students who have 1000 documented practice hours. The 225 hours have been integrated into the DNP curriculum.

DNP COURSE LISTING & DESCRIPTIONS

NURS 518 Environmental Epidemiology, & Statistics (3 credits)

Epidemiological concepts and quantitative research techniques used in modern epidemiology will be examined as well as the health effects on the general population associated with selected environmental exposures. The course emphasizes analytical studies, quantitative measures of association, and critical readings of current literature. Epidemiology approaches estimating the burden of disease and evaluation of primary, secondary, and tertiary prevention strategies are presented.

NURS 501 Transcultural Determinants of Care (3 credits)

Complex interactions among the physical and social environment; health status; education; culture; and human capital in urban and rural communities are examined. Issues related to quality of life as the outcome of micro and macro-determinants of health, consequences of health that operate at the individual, family, neighborhood, community, national, and global levels, and the influence of sociopolitical agendas and community organizations are addressed through a multidisciplinary framework.

NURS 502 Information Systems/Technology (3 credits)

Exams emerging health information resources including: 1) the theory and conceptual base for healthcare information systems and technology; 2) design, selection, and use of current and developing health information technology applications; and 3) approaches to evaluating the effectiveness of health information systems used in health care systems, for patient care, and in education.

NURS 503 Advanced Clinical Pharmacology (3 credits)

Evidence-based pharmacotherapeutic and pharmacodynamic principles of drug therapy across organ systems and life spans, including mechanism of action, types and mechanisms of adverse drug action, and drug interactions are presented. Decisions underlying the selection of specific drug classifications for therapeutic management of acute episodic and chronic health problems as well as health maintenance is stressed. Regulations and drug legislation affecting advanced practice nurse's ability to prescribe medication is addressed.

NURS 504 Advanced Clinical Pathophysiology (3 credits)

Advanced pathophysiological concepts and clinical manifestations of diseases necessary to support clinical decision making of advanced practice nurses in the management of common acute and chronic diseases of adults, older adults, and children are presented. Internal and external causative factors for disease expression including genetic, autoimmune, environmental, and biochemical will be addressed and rational therapies to prevent or control illness will be offered. Analysis of the interrelated effects of genes, environment, and lifestyle on patterns of disease in populations will be an integral part of developing evidence-based care. Relevant screening and diagnostic laboratory evaluation methods will be presented.

NURS 505 Advanced Health Assessment (4 credits)

Focus of this course is on the integration and synthesis of knowledge from natural and behavioral sciences, humanities, and nursing in order to conduct a comprehensive history and physical examination. Diagnostic reasoning for the purpose of clinical decision-making and problem solving will be stressed. Interview techniques will address developmental, psychosocial, cultural, and occupational concerns as well as symptoms. Advanced examination skills and analysis of pertinent diagnostic data will support critical thinking and selection of accurate differential diagnoses. Faculty and preceptors facilitate laboratory and clinical experiences in a variety of settings. Two (2) semester hours supervised practicum (90 clock hours).

NURS 506 Rural Health Promotion (3 credits)

Focus is on the responsiveness of organizational health services to health needs of populations, individuals, and families in rural communities. The impact of political, ecological, economic, and cultural factors on community health in rural areas will be analyzed. Utilization of evidence-based processes and collaborative leadership in designing and structuring health promotion services to address rural community needs are emphasized.

NURS 506L Rural Health Promotion L (3 credits)

This is a supervised advanced practice practicum focusing on health promotion and clinical management of the health concerns of adult clients as commonly encountered in diverse and rural primary care settings. Emphasis will be placed on culturally appropriate evidence-based practice, consultation, research, and evaluation. Three (3) semester hours of supervised practicum hours (135 clock hours) are required.

NURS 507 Primary Care of Adults (3 credits)

Course focus is on primary care of adults addressing the evidence-based strategies for health promotion and disease prevention. Integration and application of advanced pathophysiology and pharmacology will aid in addressing the management of common acute, episodic and chronic health problems. Transcultural and biobehavioral assessments are used in the diagnosis and evidence-based management of health problems and are integrated into patient education and evaluation of care.

NURS 507L Primary Care of Adults L (3 credits)

This supervised advanced practice practicum focuses on health promotion and clinical management of the health concerns of adult clients as commonly encountered in diverse and rural primary care settings. Emphasis will be placed on culturally appropriate evidence-based

practice, consultation, research, and evaluation. Three (3) semester hours of supervised practicum hours (135 clock hours) are required.

NURS 508 Primary Care of the Older Adult (3 credits)

Building on the management of acute and chronic illness of the adult, this course emphasizes special needs of the older adult. The focus on quality of life will be supported utilizing theories of aging, management of complex chronic health problems, polypharmacy, dementia, and frailty. Evidence-based management plans incorporating transcultural and functional assessments are used to address issues of self-care, family care giving, surrogate decision-making, and end of life care.

NURS 508L Primary Care of the Older Adult L (3 credits)

This supervised advanced practice practicum focuses on health promotion and clinical management of the health concerns of older adult clients as commonly encountered in diverse and rural primary care settings. Emphasis will be placed on culturally appropriate evidence-based practice, consultation, research, and evaluation. Three (3) semester hours of supervised practicum hours (135 clock hours) are required.

NURS 509 Primary Care of Women (2 credits)

The provision of comprehensive and culturally competent primary care to women including the maturation process from menarche, through pregnancy, child bearing period, and menopause is presented. Emphasis is on evidence-based health assessment, diagnosis, health education, health promotion, disease prevention, perinatal care, clinical management and evaluation of common gynecologic and obstetric health care needs of women commonly encountered in diverse and rural settings.

NURS 509L Primary Care of Women L (2 credits)

This supervised advanced practice practicum focuses on health promotion and clinical management of the health concerns of female clients as commonly encountered in diverse and rural primary care settings. The health and wellness, perinatal care, gynecologic aspects of care, and occupational health concerns of women will be specifically addressed. Emphasis will be placed on culturally appropriate evidence-based practice, consultation, research, and evaluation. Two (2) semester hours of supervised practicum hours (90 clock hours) are required.

NURS 510: Primary Care of Children (2 credits)

Using normal development and physiology as the foundation of care, evidence-based management of the health and social needs of children will be addressed. Management of acute and episodic illnesses in children commonly encountered in diverse primary care settings is emphasized. Health education, health promotion, and disease prevention of children are addressed.

NURS 510L: Primary Care of Children L (2 credits)

This supervised advanced practice practicum focuses on health promotion and wellness for infants, children, and adolescents. Students will focus on clinical management of common acute and chronic health conditions encountered in diverse and rural primary care settings related to infants, children, and adolescents. Emphasis will be placed on culturally appropriate evidence-based practice, consultation, research, and evaluation. Two (2) semester hours of supervised practicum hours (90 clock hours) are required.

NURS 511 Advanced Research Methods (3 credits)

This course focuses on the systematic examination and application of the qualitative, quantitative, and outcomes processes used in nursing research. The interrelationships among research theory, research ethics, and evidence-based nursing practice are explored. Uses of

culturally appropriate research database tools consistent with specific patients or populations are included.

NURS 512 Evidence-based Practice (3 credits)

Focus is on culturally appropriate evidence-based practice (EBP) used to produce best outcomes for diverse populations. Steps of the EBP process, implementation and evaluation of EBP, practical strategies, and information systems approaches are explored. Proposal development for the practice inquiry project will be a primary objective of the course and will address issues and practices relevant to culturally diverse and rural populations.

NURS 513 Program Development/Evaluation (3 credits)

This course builds on the synthesis of evidence-based knowledge for a specific culturally diverse clinical target population/practice. Students will identify and propose appropriate strategies for organizational/practice program development and evaluation. An innovative policy action plan for a population of interest based on an understanding of the cultural, financial, legal, and human resource needs of the health care environment is developed.

NURS 514 Systems-based Leadership (3 credits)

Leadership and management concepts used to address complex microsystem and macrosystem issues within selected health care organizations are explored. The role of the DNP within complex health organizations will be addressed using the interrelationships of specific theoretical frameworks and models of care. Emphasis is on the application of advanced communication skills necessary to serve on collaborative and interdisciplinary teams within health care organizations.

NURS 515 Health Policy: Local to Global (4 credits)

Emphasis will be on exploration and analysis of health policy from the perspective of evidence development, analysis, and socio-economic impact within a socio-political context. The leadership role of the DNP in developing and implementing health policy is examined. Social justice, access equity, and delivery of health care services will be discussed. Opportunities are provided to participate in the political processes impacting nursing and health care policy. Includes two (2) semester hours of a specialty focused practicum (90 clock hours).

NURS 516 Health Economics (3 credits)

Basic economic theory, market drivers and restraints, cost/benefit analysis, and reimbursement are analyzed. Theory and application are integrated with a focus on the role of the DNP in complex healthcare organizations, the delivery of healthcare in rural settings, and the DNP as entrepreneur. Issues of equity, fairness, ethics, and efficiency in health care resource allocation and management are explored.

NURS 517 Practice Inquiry/Project (6 credits)

Emphasis is on the synthesis, critique, and application of evidence to support quality clinical or organizational practices in complex health care organizations. Students will implement an evidence-based clinical study or project on a topic of practice interest targeting a culturally diverse and vulnerable population, present an oral presentation of the study or project, and submit a scholarly paper from the study or project. Includes six (6) semester hours of a cognate residency (270 clock hours).

Elective (3 credits)

Graduate level cognates from nursing education, pharmacy, business, education, or social sciences as approved by DNP advisor.

PRACTICE INQUIRY PROJECT

UH-Hilo requires a Practice Inquiry Project (NURS 517) for all DNP students; as the culminating course, emphasis is placed on the demonstration of knowledge synthesis in doctoral level nursing practice defined by the program outcomes. The practice inquiry project is a scholarly project designed to address a practice issue affecting groups of patients, healthcare organizations or health care systems. Students implement the practice inquiry project and evaluate outcomes of the project during the course. The practice inquiry project provides faculty the opportunity to evaluate students' achievement of program outcomes.

The practice inquiry project is guided by an Advisory Committee composed of UHH SON faculty that have experience facilitating graduate level projects and who have content expertise in the area of inquiry. The student is responsible for assembling the Advisory Committee. Students work with their Advisory Committee in the implementation and evaluation of the project. Each student will have a minimum of two readers for the project. Successful achievement of the project will be based on an oral presentation and a written paper. The oral presentation will be presented to the Advisory Committee. The written paper will be submitted to the Advisory Committee for review and approval. Once the project is approved, a final copy will be submitted to the UHH SON archives and a copy will be housed in the Edwin H. Mookini Library. A candidate who does not successfully complete the oral or written defense of their project may request another project defense (written and oral) at a date no earlier than the following semester. If the student fails to pass on a second attempt, the student will be dropped from the degree program.

Practice Inquiry Project Outcomes, students will:

- Develop realistic timelines for project implementation, outcomes evaluation and completion of report with Advisory Committee.
- Consult regularly with the Advisory Committee throughout the project residency.
- Submit progress reports to the Advisory Committee as determined by a timeline set by the student and the committee members.
- Satisfy ethical requirements for project implementation (IRB approval).
- Select appropriate technology and resources for data collection, analysis and reporting.
- Collaborate with multidisciplinary practitioners, multisectoral agencies and lay communities in comprehensive implementation and evaluation of project outcomes.
- Update review of the literature.
- Complete Practice Inquiry Project written report and submit to the Advisory Committee for approval.
- Orally defend the Practice Inquiry Project at the UHH SON.
- Submit a final written copy to the UHH SON and the Edwin H. Mookini Library.
- Present Practice Inquiry Project in a Campus-wide colloquium.
- Submit plan for wide dissemination of Practice Inquiry Project in scholarly publications or conferences.

MATRICULATION CREDIT: Students that do not finish their project during the last semester are required to be continuously enrolled and take one matriculation credit for each semester until graduation. See "Policy of Completion" for supplemental information.

ACADEMIC POLICIES

Satisfactory Progress

To remain eligible for further graduate work and to be awarded a graduate degree, students must maintain progress towards completion of their programs and must have a B grade (3.0 GPA) for all courses completed at UH Hilo applicable to the degree. Students must also have a B average for all courses taken as a classified graduate student and for all graduate courses numbered 500 and above.

Probation and Dismissal

When the cumulative GPA falls below 3.0, the student will be placed on academic probation. Once a student is placed on probation, the student has two semesters to attain a cumulative GPA of 3.0 or higher or the student may be dismissed. No credit is granted for graduate courses in which a grade lower than a B has been received. Graduate students who do not meet other academic program standards will be dismissed from their graduate program. This process entails a warning letter from the Coordinator of the graduate program to the student. If the necessary academic standards are not attained within a period specified by the graduate program, the graduate program's Coordinator recommends to the UHH SON Director that the student be dismissed from the program. Students will be sent written notification of the intended action. Appeals of such action may be made in writing to the Vice Chancellor of Academic Affairs (VCAA) within ten business days.

For purposes of these rules, a “semester” is the calendar period, regardless of the number of credit hours taken.

Concurrent Degrees

An applicant may apply to more than one graduate program but may enroll in only one program initially. Concurrent enrollment in more than one program is strongly discouraged. However, the individual programs applied for will individually determine what constitutes the minimum course load, and the student (in consultation with the graduate programs) may decide to attempt both programs. For students pursuing approved concurrent graduate degree programs, the requirements stated above are applicable to both programs but will be applied toward each program independently.

Readmission

Students who have not progressed through the program for reasons other than from failure to maintain professional or academic standards can petition the faculty for readmission. A faculty committee will review the petition and provide recommendations to the Director. Readmission will depend upon available space.

Withdrawals

Students who withdrew from courses for which they are registered at the University must follow a formal withdrawal procedure if they wish their record to indicate good standing. Absence from class does not constitute due notice of withdrawal. No grades are recorded for students who formally withdraw by the listed withdrawal date that is noted in the Catalog. Withdrawal from all classes after the listed withdrawal date may be granted, but only in exceptional circumstances, such as illness or other unusual personal hardships, and requires detailed justification. Withdrawal from classes may affect financial aid eligibility. See the Financial Aid Satisfactory Academic Progress Policy in the UH Hilo Guide to Financial Aid (www.uhh.hawaii.edu/financialaid/). For international students, student visas require that students be registered as full time, so withdrawal from courses may result in a failure to meet visa requirements.

Leave of Absence

Under exceptional situations, students may apply for a Leave of Absence. Students on leave are excused from the registration requirement during the period of the leave. Leaves are normally granted for six months with an extension of up to one year. A Leave of Absence is granted only in exceptional circumstances, such as illness or other unusual personal hardship, and requires detailed justification. Leaves of Absence are not granted to students who wish to absent themselves to undertake thesis or dissertation research elsewhere. If possible, requests for Leaves of Absence should be submitted one month **prior** to the semester for which the leave is requested. Students must complete a readmission application upon return. The UHH SON committee responsible for graduate student progression assigns available space for a student who takes a Leave of Absence. Available space is based on budgetary constraints in all cases.

Transfer of Credits

Students matriculated in advanced degree programs must petition to have previously earned graduate credits from other institutions transferred toward their UHH graduate degrees within their first semester of UHH. Using the Graduate Division's "Application For Transfer Credit" form, students submit this petition to their graduate program. A copy of the official transcript from the other institution must be on file with the Graduate Division.

Credits petitioned for transfer must be relevant to the student's UH Hilo degree program, must have been earned at a regionally accredited university, must not have been used to satisfy the requirements of another degree, and must have been earned in graduate-level courses for which the student earned a least a B. In cases where a graduate student wishes to take graduate coursework elsewhere for transfer credit during their tenure at UH Hilo, the course work must be pre-approved by the student's primary academic advisor and graduate program coordinator.

Petition for transfer of these credits must be completed within a semester of completion of the course work, and will otherwise be subject to the same regulations as credits petitioned for transfer from before the student's acceptance to UH Hilo. Credits earned through correspondence courses or through courses or experiences offered under the auspices of proprietary schools, business, or industrial training programs, or schools conducted by federal agencies such as the Department of Defense normally are not considered for transfer. Course(s) taken more than five (5) years prior to matriculation in the Graduate Division are accepted only when the graduate program coordinator attaches a statement justifying the transfer.

The graduate program coordinator in the student's program forwards all approved petitions to the VCAA or designee for final approval. Approved transfer credits will be included on the student's official Graduate School transcript as a single entry of total credits accepted in transfer. Letter grades from transfer credits are not considered in the determination of grade-point average.

Limitations on the numbers of credits acceptable in transfer are set in the first instance by the minimum residence requirement of 24 credit hours for any advanced degree; transfer credits cannot be applied toward the degree. When graduate programs require more than 30 credit hours, the VCAA or designee may accept a correspondingly larger number of transfer credits.

Unclassified Graduate Students

Students with documented baccalaureate degrees who do not meet the minimum requirements for admissions to a program, or who for any other reason have not been formally accepted into a program, may attempt to register for selected courses. Such registration is done on a space-available basis, and is with the written consent of both the faculty teaching the course and the coordinator of the program. **Admission into a course as an unclassified graduate student does not guarantee admission as a regularly classified graduate student at a future date.**

A maximum of 9 credits at UHH SON may be taken at the graduate level by unclassified graduate students in their academic career unless a special waiver of this rule is made with the approval of the instructor, graduate program coordinator, and the chair of the Graduate Council.

Overload Policy

Students may register for up to 15 credits with the approval of the graduate program coordinator. Any registration above 15 credits requires approval by both the graduate program coordinator and the Graduate Division. Students wishing to register for more than 15 credits must complete an Overload Petition. After obtaining the approval of the graduate program coordinator, the form must be submitted to the Graduate Division for approval. The Overload Petition must be approved before the end of the registration period.

Retaking Courses for a New Grade

With the exception of courses that are explicitly repeatable for credit, graduate courses cannot be retaken unless approved by the program coordinator and graduate division prior to registration. With the permission of the graduate program coordinator, courses may be retaken, but not for additional credit. No more than two courses may be retaken, and no graduate level course may be retaken more than once during the student's graduate career. The grade received will be averaged with the previous in that course in computing the UHH cumulative grade point average (GPA). For graduation purposes, however, a program GPA may be computed with includes only the grades earned in the courses that are part of the student's graduate program. A statement which specifies the recomputed program GPA will be reflected on the student's academic records and transcripts.

TRANSCRIPTS

To receive a transcript a student must contact the University of Hawai'i-Hilo, Office of Admissions & Records. Transcript Request Forms are available at the Admissions & Records offices. A nominal fee may be required.

REGISTRATION

Graduate students are encouraged to participate in early registration whenever possible. Graduate students must meet general guidelines and payment schedules set by the University. Graduate students must register for six or more credits during the Fall or Spring semesters, and, when applicable, three credits during the summer to be considered full-time

Registration information can be found on the University of Hawai'i-Hilo website.

ACADEMIC SUSPENSION & DISMISSAL

Students have the right to participate in the UHH grievance protocol. Reasonable cause for suspension or dismissal includes but is not limited to the demonstrable behaviors contrary to the Code of Ethics and Standards of Practice of the American Nurses' Association, the International Council of Nurses and the rules and regulations of the Hawai'i Board of Nursing (Hawai'i Revised Statutes, Chapter 457). Students are responsible to be knowledgeable regarding these aforementioned codes, rules, and regulations.

GRADES

Grades are maintained by at the University of Hawai'i at Hilo Records Office. Grades can be accessed using the website described in the UHH Schedule of Courses (see the latest issue for access instructions). Changes in grades, due to error or late completion of a course must be initiated and completed by a faculty member.

FINANCIAL OBLIGATIONS

Students who have not met their financial obligations (traffic fines, library fines, locker fee, lab breakage charges, transcript fees, loans, rental contracts, etc.) to the satisfaction of the UHH Business Office may be denied registration.

EDUCATIONAL RIGHTS & RESPONSIBILITIES

RESPONSIBILITIES OF STUDENTS

At all times and in all settings (in the classroom, in the seminars, in the laboratory, practicum or other institutional setting, and during conferences) students are expected to adhere to the highest academic standards of behavior and conduct. (For specific information refer to the Academic Regulations published in the *University of Hawai'i at Hilo General Catalog*.)

STUDENT CONDUCT CODE

DNP students are preparing for a service profession which expects members of its community to adhere to a high ethical and moral standard. All students must abide by the UHH Student Conduct Regulations published in the *University of Hawai'i at Hilo General Catalog*. Failure to adhere to this code may result in course failure and/or dismissal from the nursing program.

STUDENT CONDUCT CODE IN CLINICAL SETTING

Students are expected to meet health requirements, dress codes and all applicable policies of the clinical facilities. It is important to:

1. Be on time.
2. Report to appropriate people.
3. Let faculty or clinical area know if you are ill and cannot be there before the assigned clinical time.
4. Follow the agency dress code.
5. Act in a professional manner at all times.
6. Respect the policies of the agencies. Remember you represent the UHH SON.

DRESS CODE

Appropriate and professional attire is required for all lab and clinical experiences. Open toed shoes, high heels, midriff tops and shorts are unacceptable attire. Please limit facial jewelry to earrings only. Inappropriate and/or unprofessional attire will result in dismissal from the clinical and an unexcused absence. A lab coat and UH student ID should be worn at all times during the clinical experience.

RESPONSIBILITIES OF FACULTY

In the classroom, in the laboratory, practicum or other instructional setting, and during conferences, faculty members are expected to adhere to the highest professional standards of behavior conduct. For specific information refer to the University of Hawai'i at Hilo Student Academic Complaint Policy (May 1992).

ACADEMIC GRIEVANCES

For academic grievances the student is referred to the University of Hawai'i Hilo Academic Complaint Policy (Academic # 42005). See University of Hawai'i Hilo Academic Affairs.

PRE-REQUISITES (NON-ACADEMIC)

MALPRACTICE INSURANCE

Arrangements will be made by the UHH SON for all students to be covered by malpractice insurance of at least \$1,000,000 per incident/ \$3,000,000 aggregate. It must be current for the entire year.

HEALTH COVERAGE

A physical exam must be completed on entry to the program, and a healthcare provider's statement and immunization record must be on file in the Nursing Office. TB clearance must be done annually for continuing students. Some clinical facilities have special requirements and students must meet those to obtain clinical experience at those agencies. Faculty will inform students of the requirements. All annual renewals must be completed prior to pre-registration or student's registration will be held.

CPR

Must be current every year and must include one person/two person, infant, and child (AHA BLS Health Provider Level Course or Red Cross Professional Rescuer Level).

HEALTH INSURANCE

All students are required to have personal health insurance.

PREREQUISITE DEFICIENCIES

Newly admitted students must have prerequisites of CPR Certification (BLS Health Provider Level), current TB clearance documentation, and health insurance by the deadline specified on the acceptance letter documents. Laboratory documentation (Titers) is required of all students for proof of immunity for Rubella, Rubeola, Mumps, Varicella and Hepatitis B. Incoming students must have completed titers prior to the first semester of enrollment in the Department of Nursing. If this requirement is not completed, students will have a hold placed on their registration until the requirement is met.

HEALTH RISK

DNP students can be exposed to selected health risks related to the environment of their learning experiences. Clinical labs are held in medical centers, clinics, and in various community locations. Enrolling in the DNP program requires students to be aware of possible health risks in practice settings that may lead to unintended exposure to health risks.

PAYMENT FOR EMERGENCY CARE

Students enrolled in the UHH SON have potential for exposure to communicable diseases or may sustain injuries in the clinical setting. The clinical agencies will render emergency care at the clinical site but students are financially liable for all care received including emergency room charges.

BACKGROUND CHECK AND DRUG TESTING

DNP students are required to complete University-prescribed academic requirements that involve clinical practice in approved University-affiliated agency settings. It is the *responsibility of the student* to satisfactorily complete affiliated-agency background checks and drug testing requirements in accordance with procedures and timelines as prescribed by the affiliated agency. It is also the student's responsibility to pay for the background checks and drug testing.

OTHER POLICIES & PROCEDURES

ILLEGAL DRUGS & SUBSTANCE ABUSE

(Prepared by the Office of the Vice-President for Student Affairs in conjunction with the Alcohol & Substance Abuse Task Force and the Director of Planning and Policies)

In conformance with the existing law, students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs as prohibited by State and Federal law, at the university-sponsored or approved events or on university property or in buildings used by the university for education, research or recreational programs. Consistent with its mission, the university will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs. Students found in violation shall be subject to the provisions of the student conduct code.

GIFTS TO FACULTY & STAFF

Faculty and staff of the UHH SON are subject to the gifts section of the State Ethics Code, Chapter 84, Hawai'i Revised Statutes (HRS) which provides as follows: Section 84-11 Gifts. No legislator or employee shall solicit, accept, or receive, directly or indirectly, any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing, or promise, or in any other form, under circumstances in which it can reasonably be inferred that the gift is intended to influence the legislator or employee in the performance of the legislator's or employee's official duties or is intended as a reward for any official action on the legislator's or employee's part.

TRANSPORTATION

Students are responsible to have reliable transportation for use for all clinical experiences.

COMPUTER REQUIREMENTS

Students are expected to have a university e-mail address and access to a computer with Internet services, which may include campus resources. All nursing students are required to have a hawaii.edu email address. If you do not have a hawaii.edu address, you may apply online at <http://www.hawaii.edu/account/>.

SPECIAL REQUIREMENTS

Special fees for testing and agency-required off-campus practicum training may be required.

PREPARATION FOR GRADUATION

GRADUATION APPLICATION

An application for graduation must be obtained from, and then submitted with a fee to the Business Office. This should be done during the first three weeks of the semester that the student plans to graduate. (See the Academic Calendar for deadline date.)

GRADUATION CHECK

- After the graduation application is completed and the student has received notice from of the applications approval, a Final Check and clearance for graduation is done by the University of Hawai'i Hilo.
- Schedule a final graduation check with the Program Coordinator as necessary to clarify credits, grades, and courses for graduation.

COMMENCEMENT EXERCISE

Commencement is a "rite of passage" for students and a memorable experience. Caps, gowns, and announcements are obtained from the bookstore. Students are encouraged to participate.

CHECKLIST FOR COMPLETION OF DEGREE REQUIREMENTS

- ✓ Student maintains continuous enrollment in program
- ✓ Student: Completes coursework required for degree
- ✓ Student: Completes any other program requirements
- ✓ Student: Registers for semester in which degree requirements will be completed
- ✓ Student: Submits “Application for Graduation” form to the Business Office by the required deadline
- ✓ Student: Completes required Practice Hours
- ✓ Student: Completes Practice Inquiry Project

PROFESSIONAL ORGANIZATIONS

DNP students are encouraged to participate in professional organizations that address specialty or leadership practice.

SIGMA THETA TAU

Sigma Theta Tau International has four major goals: knowledge development, knowledge dissemination, knowledge utilization, and resource development. As a chapter, Gamma Psi at-Large supports these goals and recognizes the importance of fostering local leadership in nursing in this state. To that end, this chapter provides opportunities for research funding, scholarships, and fellowship with other nurses through the annual business meeting, annual research conference, and the annual induction of new members into the organization.

Membership in the national nursing honor society is awarded to baccalaureate, graduate or doctoral nursing candidates who achieve high scholastic achievement. Also eligible are former graduates of nursing programs, those community nursing leaders who have made an outstanding contribution to nursing.

Regular membership is by invitation and based on qualifications established by Sigma Theta Tau International. Community membership is by application and based on the community nurse leader having demonstrated marked achievement in nursing education, practice, research or publication. In addition, the community nurse leader must have obtained at least a baccalaureate degree in nursing. New members are inducted into Gamma Psi Chapter-at-Large once a year in the spring semester

THE HAWAI‘I LEAGUE OF NURSING

The Hawai‘i League for nursing is the state component of the National League for Nursing, which is involved in education and recruitment in nursing. Inquire about student membership rates via their website at <http://www.nln.org>

THE HAWAI‘I NURSES' ASSOCIATION

The Hawai‘i Nurses' Association is the state component of the American Nurses Association. The association is involved in many areas such as certification, standards, continuing education, and legislation. Information about membership can be found at <http://www.ana.org>

SUPPORT

ORIENTATION TO CLINICAL AGENCIES

Successful achievement of clinical objectives is directly in relation to knowledge about the setting in which the learning activities occur. Consequently, all students are required to participate in the orientation to the clinical agency as directed by the preceptor or agency policy.

ASSISTANCE TO THOSE WITH SPECIAL LEARNING NEEDS

Any student with a documented disability who would like to request accommodations should contact the University Disability Services Office at 933-0816 (V), 933-3334 (TTY), Hale Kauanoë A Wing, or you may contact Susan Shirachi by email at shirachi@hawaii.edu, as early in the semester as possible.

ADVISING

Advising is a very important resource designed to help students complete the requirements of the University and the DNP program. Advising should be initiated once the student is assigned an advisor and continue throughout the program on a regular basis with the objective of completing the program in a timely manner. Advising will minimally consist of registration review, progression review, and practice inquiry project advisement. Different advisors may assume roles consistent with the needs or project of the students. Advising is a shared responsibility, but students have final responsibility for meeting degree requirements.

Students should consult with their advisor at least once a semester to decide on courses, check progress towards graduation, and discuss career options and other educational opportunities provided by UHH.

COUNSELING SERVICES

Students are encouraged to align their career focus and full attention to the requirements needed to succeed in the DNP program. Counseling services are available to students who need additional support in their personal, social and emotional lives while attending the DNP program. Counseling is available for those who need support, information, advocacy and assistance regarding sexual harassment or assault. Counselors and Nursing faculty can assist with academic and career issues and are committed to maintaining confidentiality. Any other concerns not in keeping with the mission of the program will be referred to the counselors at Student Services.

WRITING CENTER SERVICES

The UH Hilo Writing Center is located in the UH Hilo Mo'okini Library, 2nd floor, in the PC Lab. Generally student writing tutors are available on a first-come, first-serve basis. Plan accordingly for assistance well ahead of time prior to an assignment deadline if you expect to avail yourself of these services. Times and days of availability are available from the Center.