FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

SCHOOL OF NURSING

HANDBOOK FOR DNP GRADUATE NURSING STUDENTS
Supplement to the Ferris State University Code of Student Community Standards

July 2023

TABLE OF CONTENTS

SCHOOL OF NURSING VISION

The Ferris State University School of Nursing's vision is to be recognized as a leader in innovative and scholarly nursing education at the undergraduate and graduate levels with programming that is evidence-based and globally focused in design while remaining responsive to the diverse needs of the student population, the profession of nursing and an evolving health care delivery system.

SCHOOL OF NURSING Doctor of Nursing Practice MISSION

The mission of the DNP program is to expand, integrate, and translate nursing knowledge in clinical applications using advanced scientific knowledge.

SCHOOL OF NURSING VALUES

To fulfill its vision, the School of Nursing embraces the core values of the university which are conceptualized to support professional nursing education and practice:

Collaboration: The School of Nursing values collaboration among educational disciplines to provide relevant nursing education programs. Collaboration among interprofessional health disciplines is valued as a critical component of the delivery of patient care that reflects quality and safety.

Diversity: The School of Nursing is committed to recruit and retain a diverse population of students and faculty prepared to serve a diverse population and to embrace a diversity of ideas, beliefs and cultures.

Ethical Community: The School of Nursing is committed to the development of a professional nurse who will practice within the Nursing Code of Ethics and whose practice is guided by the values of altruism, autonomy, human dignity, integrity and social justice.

Excellence: The School of Nursing is committed to provide nursing programs that are built upon and responsive to established standards of practice and professional performance. The cultivation of both scholarship and service among faculty and students that supports the advancement of the profession is highly valued.

Learning: The School of Nursing values education that is learner-centered and incorporates current evidence-based practices in nursing and liberal arts education. The School of Nursing embraces the use of technology in the delivery of instruction to support the patient care environment. Finally, the ideal of lifelong learning is valued as an integral component of professionalism.

Opportunity: The School of Nursing is committed to provide opportunity for both career entry and career advancement within the profession of nursing and to deliver nursing programs that prepare professional nurses to practice in a rapidly changing global health care environment.

ACADEMIC ADVISING

The DNP Graduate Program Coordinator will serve as the graduate student's advisor. Graduate students should discuss their plan for program progression with their assigned advisor who is available by telephone, e-mail, or a face-to-face or virtual meeting.

ACADEMIC TRANSCRIPTS

Request an official academic transcript from:
      Records Office
      Center for Student Services 201
      Ferris State University
      1201 S State Street
      Big Rapids MI 49307-2020

Or call: (231) 591-2792

Or online at http://www.ferris.edu/admissions/registrar/transcriptRequest.htm

ACCREDITATION SURVEY REQUIREMENTS

When the DNP program is accredited, accrediting bodies require information on employer satisfaction with the DNP program. Following students' graduation from the program, the FSU DNP program sends out an employer survey asking for input on how well students were prepared for their roles. The questions are general in nature and feedback serves to inform the curriculum and is responsive to the program's accrediting body requirements. If you have questions, need more information, or have concerns about the survey please contact the DNP program coordinator or the Chair of the School of Nursing.

AFFIRMATIVE ACTION STATEMENT

Ferris State University affirms its steady commitment and dedicated efforts to provide equal employment opportunity as described by federal and state laws, the Affirmative Action Program of the University, and other pronouncements made by its President. Ferris State University will ensure equal opportunity without regard to race, creed or religion, color, national origin, sex, age, marital status, height weight, sexual preference, veteran status, handicap, or other characteristics which cannot lawfully be the basis for educational or employment opportunity.

ADMISSION CRITERIA
Doctor of Nursing Practice Program

The following criteria are required for the *Certificate Programs* in Nursing:

1. Licensure as a Registered Nurse.
2. MSN (Master's of Science in Nursing) degree from an accredited Master's of Nursing program.
3. A 3.20 GPA or higher on 4.0 scale in MSN program.
4. Official Transcripts from MSN program.
5. Successful (passing grade) completion of a graduate level statistics course within the last 5 years.
6. Curriculum Vitae or Resume.
7. Completed Application Form.
8. Three (3) letters of professional recommendation or reference.
9. An APA formatted writing sample.
10. Successful phone interview.
11. International Students: TOEFL – Per graduate office minimal requirements

Doctor of Nursing Practice (ferris.edu)

AMERICAN NURSES' ASSOCIATION STANDARDS

Ferris State University's Nursing graduate students are expected to abide by the standards set forth in the American Nurses' Association Code for Nurses and the American Nurses' Association Standards of Nursing Practice. These documents are available through the American Nurses' Association.

AMERICANS with DISABILITIES ACT

Ferris State University is committed to following the requirements of the Americans with Disabilities Act Amendments Act and Section 504 of the Rehabilitation Act. If you are a student with a disability or think you may have a disability, contact the Disabilities Services office at 231.591.3057 (voice), or email *ecds@ferris.edu* to discuss your request further. More information is available on the web at

https://www.ferris.edu/RSS/ecds/disabilities-services/homepage.htm

ATTENDANCE

Ferris State University's graduate nursing students are expected to participate in all learning experiences. **Absences from any learning experience may result in a lowered grade** (as determined by individual faculty as indicated in his or her course materials) and, thus, may jeopardize progression in the program.

COMPUTER REQUIREMENTS

As an online program, it is important for graduate students to have supportive technology. Student's technical requirements include **reliable and high-speed internet access.** Because computer hardware requirements change, students should have minimum system requirements at their entry into the program. Minimum software requirements include **Microsoft Word** for creation of scholarly papers, **Microsoft PowerPoint** for creation of scholarly presentations, and **Adobe Acrobat Reader** to open, read, and print scholarly articles. Please note the Technology Standards: https://www.ferris.edu/it/itstandards.htm

Students must register for the course through Ferris to gain access to the online course site and have a valid Ferris State ID access and password. Ferris State University uses the Blackboard platform to provide the online course infrastructure. It is strongly recommended that students are familiar with basic computing skills. There is a required online learning orientation prior to registering for the first online course available at: https://orientation.ferris.edu/
Students will need a computer with a built-in microphone or a microphone headset for creating audio presentations to upload online. This supportive technology will help the graduate student complete the online course requirements.

CONDITIONAL ADMISSION

Conditional Admission may be granted in cases where selected admission criteria have not been demonstrated. The DNP Graduate Program Coordinator will make recommendations regarding conditional admission to the Chairperson of the School of Nursing, whose approval is required. Continued admission will be conditional based on the student's meeting the following requirements in the DNP program.
If a student is admitted with:

     a.   a GPA of less than 3.20, the student must successfully complete 7 credit hours of graduate work with a 3.2 GPA to satisfy admission requirements.

     b.   a graduate level statistics course deficiency, the student must complete a graduate level statistics course (with a passing grade) by the end of the first semester of the DNP program.

     c.   TOEFL scores below the FSU graduate office minimum requirements, the student must enroll in and successfully complete recommended ESL courses or may retake the TOEFL exam

CONFIDENTIALITY

Materials prepared by students relating to course assignments must conform to ethical standards of confidentiality and the client's right to privacy.

Students and faculty may not take any patient records, notes, or any identifying data out of a clinical agency on paper [must be shredded] or electronically.
In addition, information regarding student records is covered by the Privacy Act of 1974. Therefore, student files are private, and most information may not be released without consent of the student.

COURSE MATERIAL

Each nursing course has course materials and required texts that are available through the FSU bookstore. Information about ordering course materials is provided when the student registers.

CREDIT HOUR DEFINITION

Students will participate in interactive online learning for the equivalent of 50 minutes of learning activities per credit hour per week. However, based on the student's background and experience, the actual time in learning activities may vary. Additionally, the integration course requires that a residency is completed to fulfil the 1000 required post BSN mentored clinical hours. The residency experiences are intended for final DNP research translation project completion.

CURRICULUM SEQUENCE

The sequencing of courses in the DNP curriculum is intentional to maximize skills and knowledge development. Some courses have co- or pre-requisites. Therefore, deviation from the identified course sequence may result in difficulty progressing or meeting graduation requirements. Likewise, this curriculum was designed for cohort learning experiences to promote and foster learning communities. Please check with your nursing advisor before omitting, substituting, or delaying any course.

GRADING SCALE

The grading scale for all nursing (NURS) courses is:

Letter Grade	Honor Points per Credit Hour	Numerical Grade
A	4.0	95 - 100
A-	3.7	92 - 94
B+	3.3	89 - 91
B	3.0	85 - 88
B-	2.7	82 - 84
C+	2.3	79 - 81
C	2.0	75 - 78
C-	1.7	72 - 74
D+	1.3	69 - 71
D	1.0	65 - 68
D-	0.7	62 - 64
F	0.0	61 and below

GRADUATION REQUIREMENTS

To meet the requirements for graduation, the DNP student must meet all the required program conditions and requirements as outlined below:

1. A cumulative grade point average of 3.2 must be maintained in the DNP program.
2. Earn a grade of "B" (3.0) or higher in all DNP courses.
3. Two unsuccessful attempts (grades less than "B") in any DNP course(s) will result in dismissal from the program.
4. Successfully complete courses in the order of program delivery from the time of entrance. All courses except the final residency must be complete prior to the integration course.
5. Degree requirements shall be completed within five years from first enrollment in a doctoral course following admission. If a course is dropped, it can be picked up when offered the following year. Students may request one extension, in writing to the Program Coordinator/Chair, in the event of extenuating circumstances.
6. Earn a minimum of 80% (70% for transfer students) of the total DNP credits from FSU.
7. If a student returns to the university after an interrupted enrollment (not including summer semester), the requirements of the curriculum which are in force at the time of return must be met, not the requirements in effect at the time of original admission. In special circumstances, the academic department head/chair may permit the student to finish under the program requirements in force at the time of original admission to the program.

PLAGIARISM

Plagiarism is "the taking of ideas, writings, etc. from another and passing them off as one's own". This practice is not acceptable to the University, the College, the Nursing programs, or to the instructors. In an academic setting, this is equivalent to grand larceny. Severe consequences may result and can include failure in the project or in the class, dismissal from the program, and/or dismissal from the University.

POLICY FOR STUDENT COMPLAINT

The Code of Student Community Standards states, "each Ferris State University student has a right to initiate a complaint that may bring about an investigation and/or disciplinary action involving another member of the University academic community." Ferris State University is committed to assuring a supportive process that invites student feedback in a manner that promotes a positive learning environment. It is important however that students follow established policies and procedures to resolve their complaints. When a student has an issue with a grade, internship or other student/faculty issue, it is the responsibility of the student to use a progressive procedure to resolve the issue. Please read the official "Student Complaint Policy: located at:
https://www.ferris.edu/HTMLS/administration/academicaffairs/Forms_Policies/Documents/Policy_Letters/AA-Student-Complaints.pdf

This policy provides a systematic means of resolving student/faculty issues. It is important that you understand and follow this policy should such a situation occur.

PROBATION/DISMISSAL

1.   Students will be placed on academic probation in the DNP program if any of the following conditions occur:
    - A grade of less than a "B" is earned in a graduate course.
    - The overall GPA drops below 3.2.
2.   Any course in which a grade of less than a 3.0 or "B" is earned will not count towards graduation and must be repeated.
3.   Only one course may be repeated one time in the DNP program. There may be no more than two withdrawals from courses for non-medical reasons.
4.   Students may be academically dismissed from the DNP program if any of the following conditions occur:
    - A grade of less than 3.0 is earned in a second graduate course.
    - A grade of less than 3.0 is earned in the second attempt of the same graduate course.
    - The student is unable to raise the overall GPA to 3.2 or higher after two semesters.
5.   Students who do not complete the program within the 5 year time frame allowed may be dismissed from the program, unless an extension has been permitted. Extensions will only be allowed if the student is making consistent, and satisfactory progress in the program as evidenced by a GPA of 3.2 or higher and no more than 2 course withdrawals.
6.   Students who are dismissed from the program are not eligible for re- entry into the program.

7. Students with extenuating circumstances may appeal their dismissal from the program, as outlined in the Academic Dismissal Policy at Academic Dismissals (ferris.edu)

   AA-Academic-Dismissal.pdf (ferris.edu)

RESIDENCY REQUIREMENTS

All DNP students will complete a cumulative total of 1000 post BSN supervised or mentored clinical hours. MSN clinical hours the student comes into the DNP program with, count towards the 1000 hours. The DNP residencies are arranged to fulfill the 1000-hour requirement over a one to three-semester period. The actual semesters and credits will vary on an individual basis depending on the MSN hours the student comes into the program with and project-preparation hours banked during the first semesters of course work.

DNP residencies are scholarly project-related clinical leadership experiences in the student's area of specialty or advanced practice. Students will identify both the clinical setting and/or population and preceptor/clinical expert for their residencies. The residency experiences will be under the guidance of faculty and an agreed upon preceptor/clinical expert. The residency culminates with the delivery or implementation of a clinical project. Preceptor/clinical experts will be specialists in their clinical areas and while preceptor/clinical experts with DNP qualifications are preferred, expert MSN or transdisciplinary expert are acceptable. Scholarly projects will be proposed and prepared for prior to the beginning of the residencies, in which implementation will occur. The integration includes a defense of the scholarly project along with a written plan for dissemination at the professional level and project evaluation and modification. Students should be prepared to dedicate the number of hours contracted for to complete the residency experiences during the semester taken.

STUDENT RIGHTS AND RESPONSIBILITIES

Students at Ferris State University have the right to:

> Be treated as an adult
> Be treated with respect
> Know the instructor's expectations for you in the class
> Know the grading scale
> Obtain a written syllabus
> Know all class policies (attendance, etc.) Know the instructor's office hours
> Know all safety procedures (if applicable)

Students at Ferris State University have the following responsibilities:

> To attend class on a regular basis according to the requirements set forth in the instructor's syllabus
> To be on time for class
> To be prepared for class
> To wear appropriate clothing to class
> To use appropriate language in class
> To take responsibility for your own learning
> To adhere to the academic honesty policies
> To respect all points of view, everyone's rights and feelings

If a student fails to fulfill his/her classroom responsibilities, such behavior may reflect negatively on his/her grade in the class, and/or disciplinary action may result.

TRANSFER CREDIT

A student has the opportunity to transfer into the DNP program 30% of the total credits (no more than 10-12 credits in a 36-42 credit program) from an accredited university. The student must formally request to have the courses considered for transfer credit by proposing the specific request to the DNP Program Coordinator. The course syllabus for the proposed transfer course must be submitted for review to the DNP Program Coordinator, who will then decide on whether the course is transferable based on its equivalency in content, structure, and hours. Once an equivalent course has been taken, the student will lose the opportunity to receive transfer credits for that course. Therefore, it is advised that students do not take courses that are being considered for transfer credit until final determination of equivalency.

WRITING STYLE REQUIREMENT

The current edition of the <u>American Psychological Association</u> Manual is the accepted departmental format for any papers submitted in any nursing course.

FERRIS STATE UNIVERSITY NURSING PROGRAM

DNP GRADUATE NURSING STUDENT HANDBOOK

My signature acknowledges receipt of a copy of the Ferris Handbook for DNP Graduate Nursing students. I understand it is my responsibility to read and understand the content herein, and any additional supplements that I may receive while enrolled in the Nursing program. I understand the Handbook is updated yearly and may contain changes. I understand it is my responsibility to stay informed of these changes during my time in the program. I assume responsibility for abiding by the policies and statements in the Handbook.

_____
Signature

_____
Date

_____
Name Printed