Byrdine F. Lewis College of Nursing & Health Professions
DNP Student Handbook Acknowledgement Form

I have reviewed the 2017-2018 Doctorate of Nursing Practice Student Handbook.

I am aware that it is my responsibility to read the Student Handbook and be aware of all policies and procedures included therein.

______________________________  _____________________
Student Name:                     Date:

(Print)

______________________________
Signature:

Please sign and give a copy to the DNP Program Administrative Assistant. Signed copies can be submitted by fax, email or U.S. mail.
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DEAN’S MESSAGE

Dear DNP Student:

We welcome you to the 2017-2018 academic year here at the Byrdine F. Lewis College of Nursing & Health Professions. This will be an exciting year! You will have challenging learning experiences, however, we are confident that the educational opportunities provided to you will only help to develop the knowledge and skills needed to become an innovative leader in advanced nursing practice. We are glad that you are now a member of the Panther family.

This Handbook is designed to guide you to achievement of your academic goals. This Handbook is filled with essential information including policies and procedures, expectations, program of study details and services available to you as a GSU student.

You are responsible for reading this Handbook, understanding the content therein and abiding by the policies and procedures. A lack of knowledge of the Handbook content is not a sufficient defense for inappropriate actions. In addition to the printed copy here, you can also access the Handbook anytime online via the School of Nursing website at http://nursing.gsu.edu/academics/graduateprograms/doctor-of-nursing-practice/.

Your acceptance into the DNP Program demonstrates our confidence that you are capable of meeting the opportunities and challenges of the program. Your greatest challenge will be balancing the academic demands of the program with other aspects of your life. We recognize this challenge and strive to support students in every way. However, unlike previous academic experiences, doctoral education requires focus and recognition that learning opportunities are not confined to the classroom.

In our program, you are very fortunate to have world class faculty who value your success and who are committed to helping you realize your fullest potential. Our location in Atlanta and national reputation is an asset for you. I have no doubt that you will achieve great things. I wish you the best for this academic year.

Again, welcome to the Byrdine F. Lewis College of Nursing & Health Professions.

Nancy Kropf, PhD, MSW
Dean and Professor
Byrdine F. Lewis College of Nursing & Health Professions
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INTRODUCTION TO THE HANDBOOK

This Handbook has been compiled by the faculty of the Byrdine F. Lewis College of Nursing to guide students through the DNP Program. This Handbook contains the most up-to-date policies and procedures specific to the School of Nursing and therefore supersedes any previous editions of the DNP Program Handbook. This Handbook is to be used in conjunction with the Georgia State University Graduate Catalog to answer policy and procedure questions regarding doctoral study. Each student is expected to obtain and keep a copy of this Handbook and the GSU Graduate Catalog. This Handbook also contains copies of required forms that students must submit throughout their DNP program of study.

GENERAL OVERVIEW

History
The School of Nursing was originally established as a Department of Nursing. The Georgia Board of Regents approved the Bachelor of Science in Nursing in 1968, the Master of Science in Nursing in 1973, and the PhD in Nursing in 1986. In 2003 the School of Nursing was renamed the Byrdine F. Lewis School of Nursing (BFLSON) following a generous donation by the former CEO of Bank of America, Ken Lewis. The donation was in honor of Lewis’ mother who was nurse. In 2012, the BFLSON became a free-standing school with a subsequent name change to the Byrdine F. Lewis School of Nursing and Health Professions and henceforth, in this document, will be referred to as the School of Nursing (SON). The Doctor of Nursing Practice (DNP) Program was initiated in 2013 and is accredited by the Commission on Collegiate Nursing Education (CCNE).

Faculty in the SON actively participate in practice and scholarship at the state, regional, national and international levels. In the Atlanta area alone, students have access to many diverse clinical settings that provide rich educational opportunities for DNP students. The SON is contracted with over 200 clinical agencies, including primary and tertiary care facilities, several special care hospitals, extended care facilities and public health agencies. These partnerships enable DNP students to conduct a variety of quality improvement, evaluation, and practice change projects important to patient care and nursing practice.

Philosophy Statement
The philosophy of the SON is congruent with the mission of Georgia State University. The philosophy reflects the nursing metaparadigm (nursing, health, human, and environment) and faculty beliefs about teaching and learning. Our program philosophy is founded in and shaped by our core values: honesty/integrity, professional excellence, collegiality/collaboration, cultural sensitivity/diversity, and creativity/innovation. The faculty is dedicated to teaching, research and service. We recognize and honor the value of interdisciplinary exchange, and believe that nursing education should be founded in the liberal arts and sciences.

Baccalaureate level nursing prepares a generalist for entry into professional nursing practice. Master’s level education prepares the student for advanced practice as a clinical nurse specialist, nurse practitioner, and/or leader of programs utilizing innovations in health care. Doctoral level education prepares nurses in the areas of practice, scholarship, and education.
Nursing
Nursing is a humanistic discipline that is grounded in the art of caring and the application of scientific principles. The profession of nursing is accountable to the individuals, families, and communities it serves. The faculty believe that honesty, integrity, knowledge, and professional excellence are the pillars upon which nursing is anchored, each of which affects the outcome of care at every level.

Nursing incorporates education, clinical practice, political awareness, research, and technology to prepare health care providers to engage in critical thinking as they interact with individuals, families and communities. Nursing emphasizes the importance of evidence-based clinical decision-making and scientific inquiry in evolving health care systems. The profession of nursing is dedicated to the restoration of health, promotion of wellness, and support throughout the lifespan for all individuals through care that is comprehensive, culturally sensitive, ethically sound, and cost effective. Furthermore, nursing has a responsibility to advocate for individuals, families, and communities as well as to minimize disparities in health care.

Health
Health is a dynamic state of adaptive functioning comprised of the biological, psychological, sociocultural, and spiritual wellbeing of individuals, families, and communities. Health is promoted and maintained in the context of the client’s beliefs, values, and perception of wellness. Being culturally sensitive is essential as nurses collaborate with clients from diverse settings and cultures for health promotion and maintenance of wellbeing, and when health has been compromised, restoration to the client’s full potential.

Humans
Humans are complex biological, psychological, sociocultural, and spiritual beings. Humans are interdependent with their environment but value independence and autonomy. Humans exist as individuals and members of families, groups, and communities. Humans share commonalities but require respect for diversity to grow and mature. Humans deserve care by qualified, honest nursing professionals who assist them to reach their full potential.

Environment
The environment is made up of internal and external factors that affect the health of a human being. Internal factors include biological, genetic, and psychological influences that synergistically and dynamically impact an individual’s health. External factors have broad effects on the health of an individual while simultaneously contributing to the health of a population. These include such factors as family and community structure, sociocultural beliefs, spirituality, economics, health policy, and ecology. Technological advances have broadened the environment, nationally and internationally to encompass global health issues.

Teaching and Learning
The faculty believes that teaching should be conducted in an environment that enhances learning and honors diversity. Teaching is aimed at encouraging students to develop the ability to influence individuals, families, and communities to improve their health outcomes. Teaching uses technological advances to integrate a variety of educational strategies such as didactic sessions,
simulations, and clinical and research mentoring in both face-to-face and web-enhanced environments.

Learning is a process involving the exchange of ideas to advance knowledge. Learning takes place in a collaborative environment aimed at challenging students to think in critical and innovative ways to solve practice problems and evaluate nursing science. The learning environment encompasses coursework, clinical practice, and evidence-based practice evaluation and implementation. Students demonstrate their proficiency of learned concepts and strategies by completing a DNP Project in their final year of the program. Upon completion of the DNP Program, students develop an appreciation of the multifaceted determinants of health as well as their role in influencing health outcomes among populations.

SON DNP PROGRAM DESCRIPTION

The DNP Program at Georgia State University Byrdine F. Lewis College of Nursing & Health Professions prepares advanced practice nurses to critically appraise existing evidence, implement innovative, evidence-based knowledge into clinical practice to improve health outcomes among individuals and populations. Advanced nursing practice is defined as, “any form of nursing intervention that influences healthcare outcomes for individuals or populations, including the provision of direct care or management of care for individual patients or management of care populations, and the provision of indirect care such as nursing administration, executive leadership, health policy, informatics, and population health” (American Association of Colleges of Nursing, 2015, p3). In addition to benefiting the graduate, doctoral education also serves to advance the stature of the profession, strengthen nursing leadership and improve nursing education.

The DNP is an academic degree that prepares graduates for a variety of roles in practice and education. The focus of the DNP is the development of practice scholarship. The purpose of the DNP is uniquely different from the PhD. For the DNP, scholarship is defined as the development of advanced knowledge and skills necessary to appraise research and implement innovative, evidence-based practice. In contrast, for the PhD the focus of scholarship is knowledge discovery. Although graduates of PhD and DNP programs can generate knowledge; the conceptual understanding of knowledge generation is different. For the DNP, the generation of knowledge is determined by the evaluation of existing knowledge and the use of best evidence to contribute to improved health outcomes. For the PhD, research efforts are used to generate knowledge that is generalizable. These distinctions will be emphasized throughout the DNP Program.

Mission Statement
The mission of the Doctor of Nursing Practice (DNP) Program is to prepare advanced practice nurses who will

- Generate new knowledge through innovation of practice change;
- Critically appraise and translate evidence;
- Implement quality improvement processes in specific practice settings or systems;
- Demonstrate effective organizational and systems leadership.
Graduates of our DNP Program will be able to lead the implementation of cost-effective practices that will lead to improved health outcomes among individuals and populations.

**Vision Statement**
The Byrdine F. Lewis College of Nursing & Health Professions’ DNP Program will be the premier hybrid program of choice for educating advanced nursing practice leaders in the United States on innovative approaches to quality improvement and effective practice change.

**Program Outcomes**
The Doctor of Nursing Practice Program:

1. Enables graduates to utilize and integrate evidence-based practice, translate research, and implement quality improvement initiatives to promote positive patient outcomes;
2. Prepares nurse leaders to translate current scientific knowledge for increasingly complex practice and collaboration with interprofessional teams;
3. Develops nurse leaders who are innovative and employ advanced levels of clinical judgment to improve population and health outcomes;
4. Produces graduates who demonstrate knowledge and skills of leading edge technology;
5. Creates nurse leaders with expertise in critical analysis of policy and advocacy.

**Accreditation**
The DNP Program is accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001, (202)463-6930.
APPLICATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Application for Graduate Study.</th>
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<tr>
<td>Fee(s)</td>
<td>$50 Application fee.</td>
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<tr>
<td>Degree Requirement(s)</td>
<td>BSN and/or MSN from an accredited nursing program.</td>
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<tr>
<td>Transcripts</td>
<td>Two official transcripts from all undergraduate and graduate</td>
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<tr>
<td></td>
<td>institutions attended.</td>
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<tr>
<td>Licensure</td>
<td>A valid, unrestricted RN license in state of residence and/or</td>
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<td></td>
<td>practice.</td>
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<tr>
<td>Entrance Exam</td>
<td>GRE or MAT.</td>
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<tr>
<td>Letters of Recommendation</td>
<td>Three letters of recommendation are required from individuals</td>
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<td>with doctorates in nursing (DNP or PhD). Individuals who provide</td>
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<td></td>
<td>letters of recommendation should be knowledgeable of the applicant's</td>
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<td></td>
<td>professional, intellectual and academic abilities. For BSN to DNP</td>
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<td>applicants, at least one recommendation must be from a faculty</td>
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<td>member from the applicant's BSN program.</td>
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<td>Personal Statement</td>
<td>Statements of professional goals and project area of interest.</td>
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<td>Writing Sample</td>
<td>A two-page position paper on a current social or health issue. The</td>
</tr>
<tr>
<td></td>
<td>Writing Sample must be written in APA style.</td>
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<tr>
<td>Current Vitae or Resume</td>
<td>Current vitae or resume including education, work experience and</td>
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<td></td>
<td>professional development, professional and/or community activities,</td>
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<td>research, presentations, and publications.</td>
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<td>TOEFL</td>
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<td>A Certificate of Immunization.</td>
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PLAN OF STUDY

The DNP Program at Georgia State University prepares the advanced practice nurse with leadership skills to initiate change, improve patient-centered care and facilitate interprofessional teams. For students who have a master’s degree, the program requires a total of 39 credit hours. For students who have a BSN, the program requires a total of 81 credit hours. Total credit hours for both tracks include 10 credit hours for completion of the DNP Project.

As a hybrid program, courses are primarily offered online with a limited number of on-campus sessions. On-campus sessions (also known as Intensives) are held for 1-2 days at the beginning of each Fall and Spring semester on the Downtown Atlanta campus. These sessions are mandatory for all students. The online classes are a combination of synchronous and asynchronous sessions offered in iCollege – the University’s online learning management system. The frequency and length of synchronous sessions are determined by the Course Instructor. Students are expected to
attend and participate in on-campus sessions and synchronous sessions.

**Plan of Study and Courses**

The curriculum includes nursing core courses, system and systems management, area of concentration practicum, electives, DNP project proposal and DNP project defense. Student should carefully note pre-requisites and co-requisites of required courses to assure that courses are taken in the correct sequence. Course descriptions, along with pre-requisites and co-requisites of required courses, appear in the University Graduate Course catalog, which can be found on the Georgia State University website. In addition to nursing courses, interprofessional electives in the student's area of concentration (DNP project) are often appropriate for students and provide other viewpoints that enhance the student's education, thus it is helpful to explore courses offered in other GSU departments and schools.

**BSN to DNP Program of Study**

The DNP program provides nurses with a Bachelors of Nursing (BSN) degree to develop the necessary foundational principles in theory, quality, safety, and leadership, on which to base their practice in their chosen area of specialty. Students are required to synthesize their learning through the completion of a DNP Project that is required for degree conferral.

The BSN to DNP curriculum has three components: (1) core master's courses for advanced practice preparation, (2) specialty courses for advanced practice preparation, and (3) DNP leadership courses.

<table>
<thead>
<tr>
<th>Course Master's Course Credits</th>
<th>Specialty Course Credits Hours</th>
<th>DNP Leadership Course Credit Hours</th>
<th>Total Credit Hours</th>
</tr>
</thead>
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<tr>
<td>BSN to DNP</td>
<td>16</td>
<td>26</td>
<td>39</td>
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</table>

The advanced practice nurse curriculum component includes the core master's courses for advanced practice preparation and the specialty courses for advanced practice preparation; these components center on preparing the student for direct nursing care (e.g., acute and/or primary care (NP) care) and indirect care (e.g., Nursing Informatics and administration) settings.

The DNP component focuses on leadership development in the context of the current healthcare environment.

In total, the BSN to DNP program requires 81 credits hours for completion.

Students can complete the requirements for certification as advanced practice nurses in their preferred specialty area (Child Health PNP, Adult Health NP, Family Nurse Practitioner, Psychiatric Mental Health NP, and Women's Health NP, Nursing Administration and Nursing Informatics) as well as the courses required for the expanded role for the practice doctorate in nursing. Our current advanced practice nursing master's degree requires 48 credit hours for completion, and the curriculum for the DNP program requires 39 credit hours; the total for the two curriculum components would be 87 credit hours. However, intentional overlap occurs to streamline completion to 81 hours.

The core master's courses for advanced practice preparation include two advanced pathophysiology
courses (NURS 7310, NURS 7320), advanced health assessment (NURS 7500), advanced pharmacology (NURS 7550), and two courses focusing on the role of the advanced practice nurse and the healthcare environment (NURS 7600, NURS 7940). These courses comprise 16 credit hours. The specialty courses for advanced practice preparation are specific to each specialty and vary in the number of courses; however, the total number of credit hours for specialty courses is consistent at 26 credits across specialties. Completion of core and specialty courses serve as the foundation for certification as an advanced practice nurse.

<table>
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<td><strong>Year 1 &amp; 2: MSN coursework</strong></td>
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<tr>
<td>Complete core Master's course credits (16).</td>
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<td>Complete Specialty course credits (26).</td>
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<tr>
<td><strong>Year 3 Fall: Begin DNP coursework</strong></td>
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<tr>
<td>NURS 8670</td>
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<tr>
<td>NURS 8120</td>
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<td>NURS 8992</td>
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<td><strong>Year 3 Spring</strong></td>
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<td>NURS 8700</td>
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<td>NURS 8001</td>
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<td><strong>Year 3 Summer</strong></td>
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<td>NURS 8550</td>
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<td><strong>Year 4 Fall</strong></td>
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<td>NURS 8610</td>
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<td>NURS 8998</td>
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</table>

The remaining 39 credit hours are devoted to leadership development for the role of DNP. These courses prepare the student for appraising scientific findings (NURS 8670, NURS 8001), designing, implementing, and evaluating programs of care delivery that significantly impact healthcare outcomes (NURS 8610, NURS 7660, NURS 8205) and for leading quality improvement initiatives (NURS 8992, NURS 8994, NURS 8996, NURS 8998, NURS 8550) in the current healthcare environment (NURS 8160). BSN-DNP students have the option to take one (1) elective course.

**MSN to DNP Program of Study**

Students who earned a master’s degree in nursing and are certified as advanced practice nurses and include - those providing direct care (nurse practitioner, clinical nurse specialist, nurse anesthetist, nurse midwife) or those providing indirect care (nursing administration, informatics) - are eligible for admission to the MSN to DNP track. Students admitted to this program of study will complete the 39 credit hours that are focused on leadership development for the DNP role. These courses prepare the student for critiquing nursing and other health-related scientific
findings (NURS 8670, NURS 8001, NURS 8120), designing, implementing, and evaluating
programs of care delivery that significantly impact healthcare outcomes (NURS 8610, NURS
8660, NURS 8205) and for leading quality improvement initiatives (NURS 8992, NURS 8994,
NURS 8996, NURS 8998) in the current healthcare environment (NURS 8160).

<table>
<thead>
<tr>
<th>MSN to DNP Program of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year 1 Fall</strong></td>
</tr>
<tr>
<td>Course Number</td>
</tr>
<tr>
<td>NURS 8670</td>
</tr>
<tr>
<td>NURS 8120</td>
</tr>
<tr>
<td>NURS 8992</td>
</tr>
<tr>
<td><strong>Year 1 Spring</strong></td>
</tr>
<tr>
<td>NURS 8700</td>
</tr>
<tr>
<td>NURS 8001</td>
</tr>
<tr>
<td>NURS 8994</td>
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<tr>
<td><strong>Year 1 Summer</strong></td>
</tr>
<tr>
<td>NURS 8550</td>
</tr>
<tr>
<td>NURS 8675</td>
</tr>
<tr>
<td><strong>Year 2 Fall</strong></td>
</tr>
<tr>
<td>NURS 8996</td>
</tr>
<tr>
<td>NURS 8620</td>
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<tr>
<td>NURS 8160</td>
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<tr>
<td><strong>Year 2 Spring</strong></td>
</tr>
<tr>
<td>NURS 8610</td>
</tr>
<tr>
<td>NURS 8998</td>
</tr>
<tr>
<td>Elective?</td>
</tr>
</tbody>
</table>

All MSN to DNP students will be required to take one (1) three-credit hour course as an
elective. The course offerings may include Advanced Informatics, Nursing Education,
Advanced Healthcare Systems, Gerontology courses and other faculty approved electives.

**DNP PROJECT**

All students will implement a DNP project in an agency selected by the student. *Students are strongly encouraged to not select their place of employment as the agency for the completion of the DNP Project.* In NURS 8994, NURS 8996 and NURS 8998, students will plan, implement, and evaluate the DNP Project. School of Nursing faculty will supervise students in the implementation and evaluation of the DNP Project. This project may be a program evaluation, a change project, an innovation, a quality improvement project, or an evaluation of a practice model. Students will defend their DNP Project during the Spring semester of their final year.

The final product of the DNP education process will be a cohesive project that will be presented to the university community. To guide the implementation of the DNP Project, the student will identify at least two individuals to serve on their DNP Project Team. At least one member of the Project Team must be a SON faculty member with Graduate Faculty Status. The other individual(s) can be faculty in another school, department or an employee of an outside agency.
The SON faculty member will serve as the Chair of the DNP Project Team.

**DNP Project Team**

**Overview**

The role of the DNP Project Team is to:

1) guide the student in the selection of area of concentration courses;
2) approve scholarly activities that meet the clinical hours requirement; and
3) oversee the DNP Project through development, implementation and defense.

**DNP Project Team Membership**

A minimum of two team members is required. One of the team members must be from the GSU SON. This team member must serve as the DNP Project Team Chair and hold Graduate Faculty Status. The Team Chair can also serve as the student’s Program Advisor. In the Advisor role, the faculty member will provide primary guidance in creating a program plan, monitoring timely progression through the program and assisting the student to choose Project Team members. Students may select their Chair/Advisor from any of the doctorally prepared faculty at the SON based on the student’s primary scholarly project interests and preferences, and the faculty member’s research/practice focus and availability. The deadline to select the Chair/Advisor is October 15th.

Students have three options for the second team member of the DNP Project Team. The three options include: (1) a SON faculty member who holds Graduate Faculty Status, (2) a GSU faculty member in another discipline who holds Graduate Faculty Status, or (3) an employee of the healthcare agency where the project is being implemented. It is important that individuals serving on DNP Project Teams have the necessary credentials to guide DNP level scholarship. If a student identifies a person who seems appropriate for the DNP Project Team, the student is responsible for confirming that the potential team member holds a DNP/PhD or graduate degree in their area of specialty and has a demonstrated track record in the area of expertise for the project. In addition to the necessary credentials, the second team member should possess access to services, information, peers, and other resources to assist the student to meet the project objectives, and assist the student to initiate, implement, or evaluate the Doctor of Nursing Practice scholarly project. This is usually done by having the potential team member’s CV send to the Project Chair and the Program Director. The second team member should be selected no later than March 1st of the first year.

Once the DNP Project Team is selected, the DNP Project Team Appointments Form should be completed (Appendix D). The deadline to submit the DNP Project Team Appointments Form with all Team Members is March 1st.

**DNP Project Team Membership Changes**

There may be cases when a need to initiate a change in the DNP Project Team membership. Students are permitted to make project team membership changes prior to defending the project proposal in NURS 8994: DNP Project Planning. To complete a DNP Project Membership Change, students are required to submit Change in Project Team Appointments Form (Appendix H). Should students feel the need to initiate change in the DNP Project Team membership after defending the proposal, then students should schedule an appointment with team members to discuss concerns. If the concerns cannot be resolved between students and team members, then students may schedule an appointment with the Program Director.
STUDENT PROJECT PROGRESSION & EVALUATIONS

Project Proposal
While enrolled in NURS 8994: DNP Project Planning, students will write a proposal according to program guidelines. The papers written in NURS 8670, NURS 8992 and NURS 8994 will be used to develop the project proposal. Once the proposal is finalized, each student will deliver an oral presentation (20-30 minutes) in NURS 8994 that covers all aspects of their project proposal. Students should work closely with their Project Team on the development of the written proposal. Upon successful defense of the Project Proposal, the student will submit the Approval of the DNP Project Proposal Form (Appendix F).

Required Format for Project Proposal
The written proposal must be in the most current edition of APA formatting guidelines. It should be formatted in a readable type face no smaller than 12-point font (Arial and Times New Roman are acceptable). Page numbers are to be placed at the upper right corner, three quarters of an inch (3/4") from the top and one inch (1") from the right edge. Include a title page that indicates the name of the project, student name and academic credentials, Georgia State University, Byrdine F. Lewis College of Nursing and Health Professions and the following phrase (verbatim) "In partial fulfillment of the requirements for the Doctor of Nursing Practice Degree". The paper copy of the report must be produced on good quality paper, 8.5 x 11 inches. An electronic copy of the proposal must be submitted to Project Team Members at least two (2) weeks before the scheduled proposal defense. Students and Project Team Members will discuss revision deadlines within the allotted timeframe.

The written Project Proposal must be comprised of the following sections:

- Title Page
- Background/Significance
- Problem Statement
- PICO(T) Question
- Purpose of the Project
- Systematic Review of the Literature/Evaluation of the Evidence (with evidence matrix)
- Conceptual and Theoretical Framework
- Proposed Project Design
- Proposed Methodology
- Target population (inclusion/exclusion criteria)
- Target sample size
- Setting (site description and rationale for choice of setting)
- Evaluation of resources (financial and human) with budget proposal (if applicable)
- Implementation/Intervention Plan
- Data collection (tools/measures) plan
- Data analysis plan
- Significance and/or Implications
- Plan for dissemination of information
The following courses correspond to each section of the project proposal:

<table>
<thead>
<tr>
<th>DNP Course</th>
<th>Section of Project Proposal</th>
</tr>
</thead>
</table>
| NURS 8670: Evidence-Based Practice | Background/Significance  
|                           | Problem Statement  
|                           | PICO(T) Question  
|                           | Purpose of the Project  
|                           | Systematic Review of the Literature/Evaluation of the Evidence (with evidence matrix)  
|                           | Target population  
|                           | Setting  |
| NURS 8992: DNP Project Development Transition | Conceptual and Theoretical Framework |
| NURS 8120: Univariate Statistics | Proposed Project Design  
|                           | Target sample size  
|                           | Data collection (tools/measures) plan  
|                           | Data analysis plan  |
| NURS 8994: DNP Project Planning | Proposed Project Design  
|                           | Proposed Methodology  
|                           | Evaluation of resources (financial and human) with budget proposal (if applicable)  
|                           | Implementation/Intervention Plan  
|                           | Significance and/or Implications  |
| NURS 8700: Scholarly Writing | Plan for dissemination of information |

**Georgia State University Institutional Review Board Approval**

All DNP Project must have approval from the Georgia State University Institutional Review Board. The Georgia State University Review Board holds a Federal Wide Assurance (FWA) of Compliance (number 00000129) with the Office for Human Research Protections (OHRP) and assurance is maintained by the IRB Compliance Officer. Even if a project utilizes de-identified data, and does not have direct human interaction it is required to be submitted to the IRB. Students may submit their IRB applications electronically. IRB applications must be submitted no later than May 31st to ensure timely progression through the program. For additional information about GSU IRB, please visit: [http://ursa.research.gsu.edu/human-subjects/general-information-and-contacts/](http://ursa.research.gsu.edu/human-subjects/general-information-and-contacts/). Students are strongly encouraged to work closely with their Project Chair during the IRB application submission process. **No aspect of the DNP Project can be initiated prior to receipt of written approval from the IRB.**

**Final Project Paper**

The Final Project Paper will be developed in NURS 8998: DNP Project Dissemination during the Spring semester of students’ second year in the program. The project paper must be in the most current edition of APA formatting guidelines. It should be formatted in a readable type face no
smaller than 12-font (i.e. Arial and Times New Roman are acceptable, Courier, etc). Page numbers are to be placed at the upper right corner, three quarters of an inch (3/4") from the top and one inch (1") from the right edge. Include a title page that indicates the name of the project, student name and academic credentials, Georgia State University, Byrdine F. Lewis College of Nursing and Health Professions and the following phrase (verbatim) "In partial fulfillment of the requirements for the Doctor of Nursing Practice Degree". The paper copy of the report must be produced on good quality bond paper, 8.5 x 11 inches. An electronic copy of the final project paper must be submitted to Project Team Members at least two (2) weeks before the scheduled final defense. Final defenses are usually scheduled in April of the final semester.

The final project paper must be comprised of the following sections:

- Title Page
- Abstract
- Background/Significance
- Problem Statement
- PICO(T) Question
- Purpose of the Project
- Systematic Review of the Literature/Evaluation of the Evidence (with evidence matrix)
- Conceptual and Theoretical Framework
- Project Design
- Methodology
- Population (inclusion/exclusion criteria)
- Sample size
- Setting (site description and description rationale and rationale for choice of setting)
- Resources (financial and human) used with budget (if applicable)
- Implementation/Intervention
- Data collection (tools/measures) procedures
- Analysis
- Results
- Discussion
- Significance and/or Implications for Clinical Practice
- Plan for dissemination of information
- Conclusion
- References
- Appendices

Final Project Defense
To qualify for graduation from the DNP Program, each student must successfully defend their DNP Project to their Project Team members. Final Project defenses will also be prepared and completed while enrolled in NURS 8998: DNP Project Dissemination. Students will demonstrate the synthesis of experience, coursework, and clinical practice application with a 20 minute Microsoft® PowerPoint presentation delivered to their Project Team members and the University community. After completing the defense, students will submit the Results of DNP Defense Form (Appendix G).
DNP Project Practicum Hours
Each DNP student is required to complete 500 Project Practicum Hours. Any time used for project development, leadership activities, professional committees above and beyond course assignments may be counted. Students are required to track and report hours for NURS 8994, NURS 8996, NURS 8998. Hours for each semester should track to the semester goals and objectives approved by the student’s advisor. Practice hours cannot include work which is part of a student’s expected and usual employment responsibilities. Student practice hours should be documented on the provided DNP practice hours tracking sheet, Typhon® and must track to the DNP Essentials. Hours should be reviewed by the DNP advisor each semester for approval.

DNP Project Progression
Students are expected to meet the requirements for completing the DNP project in a timely manner. In cases when unforeseen circumstances (defined as, “non-academic reasons beyond his or her control) interfere with a student's ability to meet all of the expectations for completion of the project during the final semester, the student may be eligible to receive an Incomplete for NURS 8998.

Per the GSU Graduate Catalog, an “I” (Incomplete) grade may be given to a student who, for nonacademic reasons beyond his or her control, is unable to meet the full requirements for a course. To qualify for an “I,” a student must: (a) have completed most of the major assignments of the courses and (b) be earning a passing grade in the course (aside from the assignments not completed) in the judgement of the Instructor. The grade of “I” is awarded at the discretion of the Instructor. The Instructor sets forth the conditions to be met by the student for removing an “I” grade (http://www2.gsu.edu/~wwwfhb/sec403.html). A student that receives an Incomplete will need to enroll the following semester in NURS 8060: Directed Reading. Students will need to make every effort to complete and defend the project during the Directed Reading course.

If a student fails to meet the expectation for completion during the directed reading, the student will receive an "Unsatisfactory (U)" for the directed reading course. This will not affect the student's grade point average, but it does require remediation. Students who receives an Unsatisfactory will need to repeat the directed reading course and receive a Satisfactory in order to graduate. Once the student has met all the requirements for completion of the DNP project, the incomplete will be overturned and the student will be eligible for graduation.

ACADEMIC PROGRESSION POLICIES
For a complete description of academic progression policies for graduate students, see the Graduate Catalog.

Transfer Credit
The maximum amount of credit which may be transferred from another institution and applied to the DNP degree requirements is six (6) credit hours. Coursework which was used to satisfy graduation requirements for the master's degree may not be transferred to meet requirements for the DNP degree. The student’s Academic Advisor and the DNP Program Director must approve all courses accepted for transfer credit. All credits, including transfer credits, presented for the Doctor of
Nursing Practice degree must have been earned within five calendar years of the date of the degree.

A student who wishes to transfer credits into the DNP program must complete an “Evaluation of Transfer Credit” form (Appendix B). This form should be returned to the Admissions Counselor II in the Office of Academic Assistance along with course description and/or the course syllabus. On the form, the student is to note which Georgia State University degree requirement the transferred course will satisfy, if accepted.

A copy of the transcript showing the course information will be forwarded to the student’s Advisor, along with the course description and/or syllabus. The Advisor and the DNP Program Director will review the materials and consult with faculty who teach the equivalent Georgia State University course to determine if the proposed transferred course meets the objectives of the required course.

The student’s Advisor and the DNP Program Director will sign the form and return it to the Office of Academic Assistance. If approved, the transfer credit will be documented on the student’s academic record through GoSOLAR®.

**Course Load**
The DNP is only offered on a full-time basis. Full-time course load is determined by a minimum of nine (9) semester hours in the Fall and Spring semesters and a minimum of six hours in the summer semester.

**Continuous Enrollment**
Students in all graduate programs must maintain enrollment totaling 6 hours (or more) over all consecutive three semester periods (including summers). Meaning, the total enrollment of the current term plus the two terms preceding it must add to 6 hours or more at all times. The status of all students will be checked by the midpoint of each term for compliance with the continuous enrollment requirement. Any student whose enrollment is out of compliance may receive a registration hold preventing all current and future registration. Those students will be notified by an email message sent to their official Georgia State University email account.

To resume their programs, students with continuous enrollment holds must file for re-entry by the published deadline and must enroll at a level sufficient to satisfy the continuous enrollment criterion. The maximum required enrollment level for the re-entry term is 6 hours.

**Grading Policy**
The following grades are used to specify level of performance in academic courses:

<table>
<thead>
<tr>
<th>Quality Points</th>
<th>Letter Grade</th>
<th>Numerical Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.3</td>
<td>A+</td>
<td>= 97 – 100</td>
</tr>
<tr>
<td>4.0</td>
<td>A</td>
<td>= 90 – 96</td>
</tr>
<tr>
<td>3.3</td>
<td>B +</td>
<td>= 85 – 89</td>
</tr>
<tr>
<td>3.0</td>
<td>B</td>
<td>= 80 – 84 (Graduate Program Pass Rate is 80 or above)</td>
</tr>
</tbody>
</table>
Institutional GPA is based on courses taken at Georgia State University and is cumulative. This grade point average is calculated by dividing all hours attempted at Georgia State University into total quality points earned. Quality points are calculated by multiplying hours earned for each course by the numerical value of the grade earned.

Credits earned in other institutions, credit by examination, credits which carry S/U grades, CLEP credit, IB credit, AP credit, remedial courses and courses specifically excluded by University policy are not used in computing the grade point average.

The institutional grade point average is used in determining your academic standing, and determines your eligibility for graduation. **A 3.00 is required for graduate students for graduation.**

**Academic Progression**

Students must maintain a cumulative GPA of 3.0 to progress. A doctoral student whose cumulative GPA falls below 3.0 at the end of a semester will receive a warning from the SON. If at the end of the next 9 semester hours of enrollment the 3.0 cumulative GPA is not achieved, the student will be suspended from the graduate program. Students who are suspended may apply for readmission after a period of one year.

A grade of B- or lower for a course is below graduate standards, and the student must repeat that course. However, a doctoral nursing student may only repeat one course, one time. The student must repeat the course on the next available offering to progress in the program. A doctoral nursing student will be dismissed if he/she fails the course again and/or if a second course is failed (even if he/she retook and passed the previous course). If the course is related to the Scholarly Project (NURS 8992, 8994, 8996 or 8998), then the student will not be permitted to progress in the DNP Scholarly Project. If students take courses in another discipline and a grade of “C” or less is received, then the credits from those courses cannot be used towards the requirements for graduation.

All credits, including transfer credits, presented for the Doctor of Nursing Practice degree, must have been earned within seven calendar years of the date of the degree. Thus, students must complete all requirements for the DNP degree within five (5) years of the semester in which they are admitted.

**Involuntary Withdrawal**

Students are expected to observe all policies governing the class. In addition to graded course requirements, professional behavior and accountability are overriding requirements for passing any graduate course. The programs in the SON reserve the right to require the withdrawal of any student, who, in the opinion of the faculty, does not maintain the standards of performance or professional conduct. Failure to adhere to professional behavior or professional accountability may result in the student being withdrawn from the course. Students involuntarily withdrawn prior to the midpoint of the course will be assigned a grade of W or WF at the discretion of the faculty. Students involuntarily withdrawn after the midpoint of the course will be assigned a grade WF. Note that a WF is treated as an F for GPA calculation purposes. A grade notation of – before the grade of W indicates non-attendance documented by the professor. Using the official Georgia State University
email system, the instructor will notify a student who is involuntarily withdrawn, and within ten days of this notification, the student may petition to the department chair for reinstatement in the course.

**Academic Appeals**
The faculty of the School of Nursing believe that each student should be assured the right to due process. All faculty strive to maintain the highest standards of integrity and fairness with all students. The formal academic appeal process provides students with an opportunity to ensure that academic decisions are executed in an equitable, non-discriminatory manner. The evaluation may be of an assigned grade, written work, oral presentations, examinations, or clinical performance.

A student who has concerns regarding a final course grade may appeal the grade. Students are encouraged to discuss concerns and disputes over final course grades with the Course Instructor prior to filing a formal grade appeal, in an effort to gain understanding about the basis of his/her grade. Instructors are encouraged to be available to students for such discussion to the extent possible. Most grade disputes can be resolved informally. However, if a student feels that formal appeal process is warranted, then grievance process can be found in the University catalog at: http://enrollment.gsu.edu/files/2017/09/Petitions_Appeals-2017.pdf. The responsibilities of the student, faculty, and School of Nursing related to the appeal process are listed below.

**Student Responsibilities**
The student is responsible for determining the basis upon which the evaluation is questioned and for initiating and maintaining communication and compliance within the framework of the University’s appeal process.

**Faculty Responsibilities**
Each faculty member is responsible for being aware of the student's right of appeal of an evaluation and for providing the student with guidance to initiate the process. The faculty is responsible for maintaining evaluation materials and providing materials necessary to the appeal process.

**School of Nursing Responsibilities**
The School of Nursing and the Director of the DNP will ensure that the student's expected progression through the program is not interrupted during the appeal process.

**ACADEMIC HONESTY**

The trust of the populations we serve is a hallmark of nursing. As doctoral nursing students prepare to be leaders in healthcare, ethical behavior is held to the highest regards. The DNP Program follows the American Nurses’ Association’s (ANA) Code of Ethics.

In addition, as members of the Georgia State University community, students are expected to recognize and uphold standards of intellectual and academic integrity. Examples of acts that violate academic honest include: plagiarism, cheating on examinations, unauthorized collaboration, falsification, and multiple submissions. See the following link for a detailed description of the policy: http://codeofconduct.gsu.edu/files/2013/03/2014-2015-Section-II- Academic-Conduct-
Lack of knowledge of this policy is not an acceptable defense to any charge of academic dishonesty. There is no statute of limitation on academic dishonesty and action against a student can be taken after program completion.

DISTANCE LEARNING REQUIREMENTS

System Requirements
Most of the content in the program is delivered via online format. Students will need to have the following (or access to the following) hardware and software:

- Working computer with minimum of 1.6 GHZ processor
- 1,024MB of memory and at least 60GB free space
- Broadband Internet access
- Flash/shockwave plug-in
- Java software
- Adobe Acrobat plug-in
- 2 working browsers (Java, cookies, and pop ups enabled for GSU)
- Media players
- Productivity software suite such as MS Office or Open Office
- USB Headset, speakers, or headphones, microphone for virtual classes and virtual meetings

Students should have at least 2 browsers and media players in case one stops working properly for a specific task.

Students are responsible for keeping their computer updated with the appropriate software. Please visit http://technology.gsu.edu/technology-services/services-for-you/it-services-for-students/ for additional details.

Minimum Student Technical Skills
Participation in an online course requires knowledge of computer technology. To participate successfully in an online course, you should be able to:

- Access and use iCollege course management system
- Use a word processing program.
- Use a presentation program.
- Use a web browser to view, navigate, and search for information on the internet.
- Use your GSU email account to send and receive messages
- Use your iCollege account to access course content and submit assignments.

Computer training sessions are available to students and we expect that students are proficient in the iCollege course management system by the start of classes. We suggest that all students avail themselves of all technological support early in the semester as successful completion of the course is dependent upon the student’s proficiency in the web-enhanced activities. For iCollege orientation sessions, contact Miguel Muirhead, Educational Technology Specialist at 404-413-1188 or mmuirhead1@gsu.edu.
SCHOLARLY RESOURCES FOR DNP STUDENTS

Assistance with Scholarly Writing
There are two major resources to assist with writing within the University. The first is “The Writing Studio,” sponsored by the GSU Department of English. The Writing Studio is located in Room 2420 of the 25 Park Place Building (across from Woodruff Park) on the main campus. The physical address is 25 Park Place, Suite 2420, Atlanta, GA 30303. The Writing Studio is staffed by doctoral students in English who assist students with all aspects of writing except line-by-line editing. To obtain assistance from them, students may call 404-413-5840. This service is free to GSU students. More information is available at http://writingstudio.gsu.edu/.

Guidelines for Scholarly Work
DNP students within the program are expected to engage in practice scholarship activities such as submitting abstracts and writing manuscripts. Guidelines for students engaging in practice scholarship activities can be found in Appendix I. Students are encouraged to work closely with their Advisors to identify opportunities for dissemination of their work. At a minimum, DNP students should submit abstracts to the Lewis College Graduate Research Conference. This conference is held at the Atlanta Downtown campus every Spring semester.

Computer Labs
A computer lab is located on the 9th floor of the Urban Life Building. The hours of operation are Monday-Friday, from 8:30 a.m. to 5:00 p.m. Computer labs are also located throughout the Downtown Atlanta campus and the Perimeter campus. For hours, locations and available software, go to http://technology.gsu.edu/technology-services/it-services/labs-and-classrooms/computer-labs/.

Cross Registration
To maximize learning opportunities while enrolled in the DNP Program, students are eligible to cross-register for courses at other schools in the Atlanta area via the Atlanta Regional Council for Higher Education (ARCHE) agreement. This program is coordinated by the Office of the Registrar. DNP students may find this option helpful when selecting electives. For additional information, go to http://registrar.gsu.edu/registration/cross-registration/.

FINANCIAL SUPPORT

Regents Opportunity Scholarships
A limited number of Regents Opportunity Scholarships are available. Students must demonstrate extreme financial need to qualify. Information is available from the Office of Academic Assistance.

Miscellaneous Scholarships
Graduates are eligible to apply for a variety of scholarships to offset the cost of tuition. Students may locate and apply for scholarships via the GSU Scholarship Resource Center http://sfs.gsu.edu/scholarships-grants/src/.

Non-Resident Tuition Waiver
A limited number of "out of state" tuition waivers are available through the Office of Academic Assistance. Please inquire with the Office of Academic Assistance.
**Graduate Assistantship**

Students may be eligible for a Graduate Assistantship (GA) or a Graduate Teaching Assistantship (GTA). Students who work as Graduate Assistants typically work with PhD faculty on research studies. Students who work as a Graduate Teaching Assistant work with Course Instructors to provide support to course prep, content delivery, and student evaluations. Availability for both assistantships is on a very limited basis and is only available per semester. In the School of Nursing, GAs and GTAs work up to 10 hours per week and may be expected to have availability to work on campus. If awarded an assistantship, students may receive a partial or full tuition waiver for the semester of hire (however the student is still responsible for all student fees). Contact the Director of the DNP Program early in the semester preceding the semester in which you wish to serve as a Graduate Assistant. GTA and GLA positions are not normally available during summer semester.

A limited number of assistantships are available. (See Appendix L for a copy of the application and more information on these positions). Assistantships pays a stipend and tuition charges. The student is responsible for payment of mandatory fees and insurance.

**Academic Common Market**

Certain states within the Southern Regional Educational Board region (15 southeastern states) have agreed to participate with the Board of Regents, University System of Georgia to allow resident fees to be paid for nonresident students. Please see the Director of the Office of Academic Assistance for more information if you are a nonresident and live within the southeastern region.

**Waiver of Student Fees**

Enrollment fees are reduced to only the technology fee for students who fall into the categories below.

- Students enrolled only in courses offered under a tuition agreement between Georgia State University and a corporation, organization, educational institution or other legal entity if the tuition agreement specifies that fees will be waived.

- Students enrolled only in courses which meet more than 50 miles from Georgia State University if taking those courses at that location is required by their program of study. Such courses may include: practicum, student teaching, internship, directed reading, independent study, thesis research, or dissertation research. If the program of study allows (but does not require) that the courses be taken more than 50 miles from campus, then the students will not be granted a fee waiver.

- Students enrolled only in courses that meet more than 50 miles from Georgia State University if those courses are part of an official Georgia State University off-campus study program. Such programs may include field study programs and study abroad programs.

- Students enrolled in a faculty led study abroad program will have all fees waived, except for the Board of Regents Institution Fee and Technology Fee. For more information see the Study Abroad website: http://www.gsu.edu/studyabroad/40110.html.

Students who have paid fees at other institutions do not receive a waiver of Georgia State University fees. To apply for a fee waiver, go to the Dean of Students website,
www2.gsu.edu/~wwwdos/waiverrequest.html and complete the Fee Waiver Request Form.
# Timetable and Key Forms for Student Progression

<table>
<thead>
<tr>
<th>Name of Form</th>
<th>Time to be Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>DNP Program Advisor Selection</td>
<td>October 15&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>DNP Project Team Appointment Form</td>
<td>March 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Plan of Study</td>
<td>April 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>DNP Practice Experience Form</td>
<td>March 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>DNP Project Proposal Defense Evaluation Form</td>
<td>At the time the proposal is approved by the DNP Project Team.</td>
</tr>
<tr>
<td>DNP Project Final Project Defense Evaluation Form</td>
<td>At the completion of a successful DNP Project Final Project defense</td>
</tr>
</tbody>
</table>
EVALUATION OF TRANSFER CREDIT FORM

INSTRUCTIONS: Part I and II are to be filled out by the student.

- A separate form must be filled out for each institution from which credit is requested.
- Please do not leave any spaces blank.
- If course work was taken prior to enrollment in GSU, a course description and syllabus is required. If course work was taken after enrolling at GSU, an official transcript (in a sealed envelope from the transfer institution) must be sent directly to:
  
  ATTN: Office of Academic Assistance
  Byrdine F. Lewis School of Nursing and Health Professions
  P.O. Box 3995
  Atlanta, GA 30302-3995

PART I.

Student’s Name _______________________________ Panther ID # __________________________
Dept./School __________________________ Specialty __________________________ Advisor _________________
College/University Where Courses Were Taken ____________________________________________
Dates Attended From __________________________ to __________________________
Year/Month Year/Month

PART II.

<table>
<thead>
<tr>
<th>Course Prefix &amp; Number</th>
<th>Course Title (As it appears on the transcript)</th>
<th>Semester/Quarter</th>
<th>Credit Hour</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

IMPORTANT

List Here the GSU Degree Requirement This Course Will Satisfy

PART III.

APPROVAL: __________________________ Approved Not Approved Date ________
Advisor

_____________________________ Approved Not Approved Date ________
DNP Program Director
GEORGIA STATE UNIVERSITY
SCHOOL OF NURSING

APPENDIX C

DNP PROGRAM ADVISOR SELECTION FORM

The DNP Program Advisor assists the student in planning an appropriate program of study and addressing any academic concerns with the student.

The DNP Program Advisor should be selected no later than October 15th or the accrual of 15 credits of DNP course work, whichever comes first. The Advisor must be a full-time, doctoral prepared School of Nursing faculty member with Graduate Faculty Status.

STUDENT’S NAME PANTHER ID NUMBER

DATE ADMITTED AREA OF CONCENTRATION

The following faculty member has agreed to serve as the above-named student’s Program Advisor:

MAJOR ADVISOR SIGNATURE DATE

DNP PROGRAM DIRECTOR SIGNATURE DATE

☐ Graduate Faculty Status confirmed.

Submit this form to the DNP Program Administrative Assistant.
The DNP Project Team assists the student in planning and implementing all components of the DNP Project as well as identifying residency activities and constructs.

The DNP Project Team chair and team members should be selected as soon as feasible, but no later than February 15th or the accrual of 15 credits of DNP course work, whichever comes first. There will be a minimum of two team members: one team member from the School of Nursing (who will serve as Chair of the Project Team) and a second team member who is either (1) a SON faculty member who holds Graduate Faculty Status, (2) a GSU faculty member in another discipline who holds Graduate Faculty Status, or (3) an employee of the healthcare agency where the project is being implemented. Students may select an optional third team member from outside the School of Nursing.

The following individuals have agreed to serve on the above-named student's DNP Project Team:

MAJOR ADVISOR/TEAM CHAIRPERSON

_________________________ SIGNATURE ____________________

TEAM MEMBER

_________________________ SIGNATURE ____________________

TEAM MEMBER

_________________________ SIGNATURE ____________________

APPROVAL: Signature below indicate approval of this DNP Project Team.

DNP PROGRAM DIRECTOR

_________________________ SIGNATURE ____________________

Be sure to include the CV/resume of any team members who are not faculty at the School of Nursing.

Submit this form to the DNP Program Administrative Assistant.
DNP PROJECT SITE FORM

Directions: If a student will implement the DNP Project at a health agency, please complete this form by May 1st of the Year 1. If multiple health agencies will be used, then a separate form must be completed for each agency.

Student's Name _______________________________  Panther ID Number _______________________________

Date Admitted _______________________________  Area of Concentration _______________________________

Name of Health Agency _______________________________

Street Address _______________________________

City __________________________  State ___________  Zip ___________

Primary Agency Contact _______________________________  Phone _______________________________

Secondary Agency Contact _______________________________  Phone _______________________________

Current contract with Georgia State University  Y       N       Unknown (Circle one)

Approvals

Doctoral Student _______________________________  Date ___________  Project Team Chair _______________________________  Date ___________

Program Advisor _______________________________  Date ___________  Project Team Member _______________________________  Date ___________

DNP Program Director _______________________________  Date ___________
GEORGIA STATE UNIVERSITY
SCHOOL OF NURSING

APPENDIX E

DNP PRACTICE EXPERIENCE FORM

The purpose of the practice experience is: (a) to enable the DNP student to maintain close and continuous involvement with faculty, professional colleagues, and other graduate students in the field; and (b) for socialization of the student to the doctoral role through engagement in scholarly activities expected of doctorally prepared nurses.

A separate sheet must be attached which describes the practice activities and includes a description of how these activities will meet the practice hours objectives.

Student’s Name

Panther ID Number

Date Admitted

Area of Concentration

******************************Residency Objectives and Activities******************************
(See attached sheet)

Approvals

Doctoral Student

Date

Project Team Member

Date

Major Advisor

Date

Project Team Member

Date

DNP Program Director

Date

The planned activities and course work were successfully completed.

Major Advisor

Date
GEORGIA STATE UNIVERSITY
SCHOOL OF NURSING

APPENDIX F

APPROVAL OF DNP PROJECT PROPOSAL FORM

TO: ___________________________________________________________

DNP Program Director

FROM: ________________________________________

Major Advisor

Date

Student’s Name ________________________________

Panther ID Number ________________________________

Date Admitted ________________________________

Area of Concentration ________________________________

The DNP Project Advisory Team of the doctoral student named above has approved a project proposal entitled:

______________________________________________________________________________________________

A copy of this proposal is attached.

Approvals: Signatures below indicate approval of the attached project proposal and recommendation to candidacy for the DNP Degree.

Major Advisor

Date

Project Team Member

Date

Project Team Member

Date

DNP Program Director

Date

Submit this form to the DNP Program Administrative Assistant.
GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  

APPENDIX G  

DNP PROJECT FINAL DEFENSE FORM

<table>
<thead>
<tr>
<th>To:</th>
<th>Associate Dean of Academics, SNHP</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>DNP Project Team Chairperson -</td>
</tr>
<tr>
<td>Cc:</td>
<td>DNP Program Director</td>
</tr>
<tr>
<td></td>
<td>Office of Academic Assistance Advisor</td>
</tr>
<tr>
<td>RE:</td>
<td>Results of DNP Project Defense</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT'S NAME</th>
<th>STUDENT ID NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>HOME TELEPHONE</td>
</tr>
<tr>
<td>CITY, STATE, ZIP</td>
<td>BUSINESS TELEPHONE</td>
</tr>
<tr>
<td>DATE ADMITTED</td>
<td>GRADUATE TRACK</td>
</tr>
</tbody>
</table>

THE ABOVE NAME CANDIDATE DEFENDED A DNP PROJECT ENTITLED:

THE FOLLOWING RESULTS ARE REPORTED:

○ Successfully Defended
○ Successfully Defended Pending Revisions
○ Unsuccessful

COMMENTS:

APPROVALS: Signatures below indicate acknowledgment of results reported above.

<table>
<thead>
<tr>
<th>STUDENT'S SIGNATURE</th>
<th>DATE</th>
<th>DNP PROJECT TEAM MEMBER</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAJOR ADVISER/DNP PROJECT TEAM CHAIRPERSON (signature)</td>
<td>DATE</td>
<td>DNP PROJECT TEAM MEMBER</td>
<td>DATE</td>
</tr>
<tr>
<td>DNP PROJECT TEAM MEMBER</td>
<td>DATE</td>
<td>DNP PROJECT TEAM MEMBER</td>
<td>DATE</td>
</tr>
</tbody>
</table>

File Copies: Student Department File and Office of the Associate Dean or Academic Affairs Created 1/3/13; pending approval
CHANGE IN DNP PROJECT TEAM APPOINTMENTS FORM

TO: ___________________________________________ Date

DNP Program Director

FROM: ___________________________________________

DNP Student

RE: (Check One) Change in: DNP Project Team Appointments

Student's Name: ___________________________________________

Previous DNP Project Team

Major Advisor

DNP Project Team Member

DNP Project Team Member

New DNP Project Team

Major Advisor

DNP Project Team Member

DNP Project Team Member

Signatures below indicate approval of this new DNP Project Team.

Major Advisor_________________________________________ Date____________

New DNP Project Team Member_____________________________ Date____________

New DNP Project Team Member_____________________________ Date____________

New DNP Project Team Member_____________________________ Date____________

DNP Program Director____________________________________ Date____________
GEORGIA STATE UNIVERSITY
SCHOOL OF NURSING

APPENDIX I

GUIDELINES FOR SCHOLARLY ACTIVITIES

These general guidelines apply to any form of scholarly work (e.g., scholarships, abstracts, presentations, manuscripts for publication). They are designed to assist and support students in successfully developing their scholarship in an informed, thoughtful, and ethical manner. We encourage students to be productive in writing, publishing, presenting, and seeking funding for scholarships and/or grants. Your DNP Advisor can be helpful in guiding you in this process. Scholarly work completed as part of your DNP studies needs to be recognized as such as we offer the following:

- The work you complete as a DNP student represents GSU. Although you may be employed elsewhere, scholarly works upon which you identify yourself as a GSU DNP student reflect on GSU. Therefore, it is essential that you inform your Advisor of plans for submission of scholarly works so that appropriate university approvals (if needed) can be obtained according to established guidelines.

- Always start early to discuss your plans with your Advisor. Some projects may require faculty support and/or university approval/signoff.

- Having a faculty's name on any scholarly work indicates to others that the faculty member has read and approved the work. Therefore, it is important not to put a faculty name on a grant, scholarship or abstract without providing that faculty an opportunity to review the final work and give consent to be listed on the project.

Submitting Grants/Scholarships
We encourage students to submit grants and/or scholarships to support their DNP study. If you are planning to submit a grant/scholarship during your doctoral studies, it is important to discuss your plans with your Advisor well in advance of the due date. Your Advisor can help you review grant or scholarship guidelines to offer insights and explanations that may increase your chances for a successful submission.

Some grants and scholarships come directly to the student; however, others must be administered by the university. If the guidelines require university approval, there is a specific process for this. Your Advisor will be helpful in guiding you through the process. Grants/scholarships that must be administered by the university must have internal documents completed, and you will need to contact the SON grants manager well in advance.

Authorship/Co-Authorship
If a faculty member is Principal Investigator (PI) or Co-Investigator (Co-I) on a study and you are interested in developing an abstract for submission to a conference or a manuscript for publication, you need to discuss authorship of the project with the faculty member before you begin. This will avoid future misunderstandings. If you are working as a member of a DNP project team or conducting a secondary analysis of the data set, the PI is responsible for dissemination of that data. Below are some questions you will want to discuss with the
APPENDIX I (CONTINUED)

the PI. You need to discuss your roles and responsibilities if you want to collaborate with the faculty to publish.
- Does the PI have a data-use agreement that you will have to sign to use the data?
- If you, the student, accept a major role in writing the manuscript, what will the order of authors be?
- What are expectations if you (the student) are the first author?
- Are there others on the DNP project team who are interested in being co-authors on the paper/abstract?

You may consider publishing a paper you have written as a course requirement. Doing so often requires substantial revision of a paper designed to meet course objectives to become a publishable manuscript. If you have an interest in publishing a paper developed from a course, you may want to invite course faculty or your Advisor to be co-author to facilitate you in the process. Working with a more experienced writer can be extremely beneficial for students.

For more information about authorship see these resources:


Council of Science Editors - White Paper on Promoting integrity in scientific journal publications


I have read and understand the Guidelines for Scholarly Activities.

____________________________________________________________
Student First & Last Name (Print)

____________________________________________________________
Student signature Date

*Please submit this file to the DNP Program Administrative Assistant.*
Please include this Academic Honesty statement with each paper submitted.

Author Note:

Pursuant to the academic honesty standards of the University, it is important to note that some of the information pertaining to ______ and _____ has been used in other classes for ________________________________ (provide a brief description of how the information was used). Additionally, some of the research performed related to __________________________ has been used as background information for other papers or projects conducted throughout the course of study, and then added to throughout the curriculum. In all circumstances, the information has been built upon to gain depth and knowledge related to the area of __________________________, and this assignment has not been submitted in full for any other assignment within the School of Nursing or the University.
GEORGIA STATE UNIVERSITY
SCHOOL OF NURSING

APPENDIX K

GUIDELINE FOR DIRECTED READINGS

General Guidelines and Procedure for Directed Readings (NURS 8060)

Student:

The student who plans to take a directed reading course (N8060) in the program of study must:

1. Complete the Student Course Request Form (data on this form may be considered preliminary and is refined upon meeting with the selected faculty member).
2. Review the faculty expertise/areas of interest list. Faculty profiles can be found on the School of Nursing website.
3. Select a faculty member as possible course administrator and contact that faculty member.
4. Notify the faculty member if it becomes necessary to drop the course.

Steps 1, 2, and 3 must be completed prior to the first week of the semester. (This will allow for mutual agreement about the course and time for the faculty member involved to authorize the course.

Faculty:

Once the faculty and student have agreed upon the specifics, a course syllabus form (1) will be completed and placed in the student file, (2) a second copy will be retained by the faculty member, and a (3) copy will be placed in the N8060 course book. (Course syllabus form and sample attached).

Grades for N8060 include A, B+, B, C+, C etc. The grade must be sent to the Doctoral Program Director at the completion of the semester. Students may not take Directed Readings as electives.
Request for Directed Reading (NURS 8060)
Student Course Request Form

This form must be completed by the student at the time a request for a directed reading course is made. Upon completion of this form, approval of the faculty with whom the directed reading will be completed and the student's Program Advisor, the student may proceed with the course registration process. A copy of this request is to be placed in the students' file.

NAME OF STUDENT:

COURSE:

NUMBER OF HOURS OF CREDIT:

TITLE OR PROPOSED AREA OF STUDY:
   (Include a brief description of what you would like to study)

OBJECTIVES:

LEARNING ACTIVITIES:

METHODS OF EVALUATION:

Signature of Faculty: ________________________________

Department: ________________________________

Date: ________________________________

Signature of Student: ________________________________

Signature of Program Advisor: ________________________________
Course Number:
Course Name:
Credit Hours:
Placement: (Semester and Year)
Class Schedule:
Faculty:
Textbook:
Directed Reading Objectives:
Learning Activities:
Class/Meeting Schedule:
Evaluation:
GEORGIA STATE UNIVERSITY  
SCHOOL OF NURSING  

APPENDIX L  

APPLICATION FOR GRADUATE ASSISTANTSHIP  

Graduate Assistant Position Application  

Name: ________________________________________________________________  

Panther ID #: ___________________________  

Address: __________________________________________________________________  

Phone Number: (______) _________________________________  

E-mail address: ________________________________  

Please Indicate Type of Assistantship Desired (You may apply for more than one type of assistantship position, however, only one position per student may be awarded.)  

Graduate Teaching Assistantship (GTA)  

*Please indicate area of teaching expertise:*  

Graduate Laboratory Assistantship (GLA)  

*Please indicate any experience or expertise you may have that might be helpful to us in considering you for a GLA position in the Computer lab or in the Nursing Skills lab.*  

(Continued on next page)
Graduate Research Assistantship (GRA)

If you receive a GRA appointment, the following information will be helpful in assigning you with a faculty mentor.

What is your area of interest for your own scholarship future?

What experience have you had related to scholarship (previous GRA positions, data entry, data collection, etc.)?

If you are familiar with the research interests/activities of faculty at Georgia State University School of Nursing, do you have a preference for assignment with a particular faculty member? If so, please indicate below.

Please return this form by mail or FAX to:
Georgia State University
Byrdine F. Lewis School of Nursing
Joan Cranford, EdD., RN
Assistant Dean of Nursing
P.O. Box 4019
Atlanta, GA 30302-4019
FAX: 404-413-1203
GEORGIA STATE UNIVERSITY SCHOOL OF NURSING

APPENDIX M

MSN to DNP PROGRAM ADVISEMENT FORM (39 CREDIT HOURS)

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Panther ID:</th>
<th>Specialty Practice Area:</th>
<th>Semester Admitted:</th>
<th>Expected Graduation Date:</th>
<th>Initial Plan:</th>
<th>Changes to Plan:</th>
</tr>
</thead>
</table>

I understand I am obligated to have liability insurance, CPR certification, Georgia Nursing License, OSHA documentation, and a current medical report, including immunizations whenever I am enrolled in a nursing course. I also understand if I drop the sequence of my nursing courses, I am not automatically assured that I will be allowed to enroll in these courses the next time they are offered. I understand that I must seek readmission to the DNP program if I have not been actively enrolled for two (2) consecutive semesters. I also understand that other policies affecting my student status can be found in the DNP Student Handbook.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Fall</th>
<th>Final Grade</th>
<th>Spring</th>
<th>Final Grade</th>
<th>Summer</th>
<th>Final Grade</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>NURS 8670 Evidence Based Practice (3)</td>
<td>NURS 8700 Scholarly Writing (2)</td>
<td>NURS 8550 Basics of Finance in Health Care</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>NURS 8120 Univariate Statistics (3)</td>
<td>NURS 8001 Epidemiology (3)</td>
<td>NURS 8675 Health &amp; Law Vulnerable Population and Disparities</td>
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<tr>
<td></td>
<td></td>
<td>NURS 8992 DNP Project Development Transition (2)</td>
<td>NURS 8994 DNP Project Planning (2)</td>
<td>Elective:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project Team Members:</td>
<td>Project Proposal Defense:</td>
<td>IRB Approval Date:</td>
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<tr>
<td></td>
<td></td>
<td>135 Practice Hours Verified Y</td>
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</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NURS 8996 DNP Project Implementation (3)</td>
<td>NURS 8998 DNP Project Dissemination (3)</td>
<td>NURS 8620 Healthcare Technology (3)</td>
</tr>
<tr>
<td></td>
<td>180 Practice Hours Verified Y</td>
<td>180 Practice Hours Verified Y</td>
<td>NURS 8610 Advanced Leadership &amp; Organizational Behavior (3)</td>
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<td></td>
<td>NURS 8160 Intro to Healthcare Systems (3)</td>
<td>Elective:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use this space to note any scholarly activity:</td>
<td>Successful Final Project Defense:</td>
<td>Use this space to note any scholarly activity:</td>
</tr>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>IRB Project Closeout</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Final Project Paper uploaded to Scholarly Repository</td>
</tr>
</tbody>
</table>

Notes: Students must complete a total of 3 semester hours’ worth of electives. Electives may be taken Year 1 Summer or Year 2 Spring. NURS 8130: Intro to GSU IRB (3) may count as an elective.

Comments: