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The Doctor of Nursing Practice (DNP) program at the University of Kansas School of Nursing began in the Fall of 2008. This program has two possible entry points, post-baccalaureate and post-master’s.

The post-BSN DNP entry option is designed to prepare nurses for the highest level of practice in a clinical or leadership area that is new to the individual. For all specializations except Nurse Anesthesia, the post-baccalaureate in nursing to DNP entry option (post-BSN DNP) consists of 71-79 total credit hours. The Nurse Anesthesia specialization is post-BS DNP and requires 81 credit hours (http://na.kumc.edu/curriculum.html).

The post-master’s DNP (post-MS DNP) entry option is designed to assist the master’s prepared nurse in gaining more depth and breadth in the specialty area in which the individual completed the master’s degree, with a focus on either advanced practice or leadership. The post-MS DNP entry option is not designed to educate the individual in a new major or specialty area. The post-MS to DNP entry option requires a minimum of 32 credit hours.

**DNP Program Objectives**

- Integrate science-based theories with clinical expertise and organizational management to provide leadership in health care systems and in development of health care policy.
- Apply research utilization skills in various health care delivery systems.
- Synthesize, interpret, and apply knowledge from nursing practice, research, and theory to promote and sustain evidence-based advanced nursing practice.
- Demonstrate professional values in advanced practice nursing roles.
- Communicate and collaborate with colleagues in nursing and other disciplines to meet the health needs of client systems in varied health care delivery systems.
- Use information and technology in the development and implementation of programs to evaluate outcomes of care, care systems, and quality improvement.

**DNP Majors and Specialty Areas**

The School of Nursing (SoN) DNP program offers admission into the Advanced Practice Major or the Leadership Major. Students admitted to the post-BSN DNP entry option are prepared in one of several specialty areas offered within each major.

Specialty areas offered in the Advanced Practice Major include Adult Gerontological Clinical Nurse Specialist, Adult Gerontological Nurse Practitioner, Family Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner, and Nurse Midwife.

Students admitted to the Department of Nurse Anesthesia Education in the KU School of Health Professions (SoHP) complete the post-BS DNP entry option in the KU SoN Advanced Practice Major.
Specialty areas offered in the Leadership Major include Clinical Research Management, Nursing Informatics, Public Health, and Organizational Leadership.

Students admitted to the post-MS DNP entry option are already prepared in an area of specialization prior to admission to the program. Appropriate master’s preparation for post-MS DNP students admitted to the Advanced Practice Major include Nurse Practitioner, Clinical Nurse Specialist, Nurse Midwife, and Nurse Anesthetist. For post-MS DNP students admitted to the Leadership Major, appropriate master’s preparation includes Organizational Leadership (Nursing Administration), Nursing Informatics, Public Health, and Clinical Research Management.

POST-BSN ENTRY OPTION

Post-BSN Doctor of Nursing Practice

The post-BSN DNP entry option is divided into two components. The first component includes the initial preparation for the advanced practice clinical role or the leadership role. For leadership major students only, the Master of Science in Nursing may be awarded at the completion of this first section, and then the student moves directly into the advanced component of the program, if this option is chosen. If the leadership major student wishes to earn the MS in addition to the DNP, the student must officially notify the Associate Dean of Student Affairs that s/he wishes to add this program to her/his plan of study. There are additional requirements described below for leadership students who wish to add this plan of study.

Starting with Spring 2013 admissions, Advanced Practice major students are required to complete the DNP as the sole advanced practice degree option. The option for Advanced Practice at the master’s level is not offered to students admitted Spring 2013 or later.

PROGRAM PLANNING: Post-BS Entry

Course requirements for Advanced Practice and Leadership majors are outlined in the following sections.

ADVANCED PRACTICE MAJOR

Course Requirements for Specialty Areas in the Advanced Practice Major (Initial preparation for functional practice)

The six specialty areas in the post-baccalaureate DNP Advanced Practice Major are:

1. Adult Gerontological Clinical Nurse Specialist (A/G CNS)
2. Adult Gerontological Nurse Practitioner (A/G NP)
3. Family Nurse Practitioner (FNP)
4. Nurse Midwife (NM)
5. Psychiatric Mental Health Nurse Practitioner (P/MH NP)

Course descriptions can be found at: http://ku.edu/academics/courses/
**All Specialty Areas (except NA) Require the Following Courses:**

**Common Core Courses**
- NRSG 748 Theories for Practice & Research (3)
- NRSG 754 Health Care Research (3)
- NRSG 755 Professionalism in Advanced Nursing Practice (3)
- NRSG 935 Professionalism & Scholarship Workshop (1)
- NRSG 941 Preparing for Doctoral Leadership (3)
- NRSG 911 Tools for Practice Doctorate Scholarship (3)
- NRSG 980 Doctoral Capstone Project (6)

**Advanced Practice Core Courses – All specialty areas:**
- NRSG 806 Advanced Physiology (4)
- NRSG 809 Health Promotion and Complementary Therapeutics (3) (not required for midwifery)
- NRSG 801 Advanced Health Assessment and Clinical Reasoning (5)
- NRSG 812 Advanced Pathophysiology (3)
- NRSG 731 Pharmacokinetics & Pharmacodynamics for Advanced Practice Nursing (1)
- NRSG 813 Applied Drug Therapy (3)

**Doctoral Advanced Practice Core Courses**
Plus additional specialty courses, per individual program of study
http://nursing.kumc.edu/student-resources.html

**Specialty Area Core Courses** (The specialty area courses are specific for each area.)

**A/G CNS**
- NRSG 862/863 Adult Gerontological Health Care I & Practicum (3/2)
- NRSG 865/866 Adult Gerontological Health Care II & Practicum (3/4)
- NRSG 868 Adult Gerontological Health Care III Preceptorship (3)

**A/G NP**
- NRSG 862/864 Adult Gerontological Health Care I & Practicum (3/2)
- NRSG 865/867 Adult Gerontological Health Care II & Practicum (3/4)
- NRSG 868 Adult Gerontological Health Care III Preceptorship (3)

**FNP**
- NRSG 814/815 Primary Care I: Management of Common Health Problems & Practicum (3/2)
- NRSG 816/817 Primary Care II: Management of Complex Health Problems & Practicum (3/4)
- NRSG 818 Primary Care III: Preceptorship (3)

**NM**
- NRSG 830/831 Care of Women in the Antepartal Period & Practicum (2/2)
- NRSG 832 Nurse Midwifery in the Neonatal Period & Practicum (1)
- NRSG 835/838 Primary Women’s Health Care Across the Lifespan & Practicum (3/2)
- NRSG 836/837 Nurse Midwifery in the Intrapartal and Postpartum Period & Practicum (3/2)

**P/MH NP**
- NRSG 844 Advanced Psychiatric Assessment (3)
- NRSG 850 Mental Health Assessment of Infants, Children, and Adolescents (3)
- NRSG 851 Psychopharmacology for Advanced Nursing Practice (3)
- NRSG 845/846 Psychotherapeutics I: Practicum (3/2)
- NRSG 847/848 Psychotherapeutics II: Practicum (3/4)
- NRSG 849 Psychotherapeutics III Practicum (3-4)
LEADERSHIP MAJOR

Course Requirements for the Leadership Major (Initial preparation for functional practice)

The four specialty areas in the Leadership Major are:
1. Clinical Research Management (CRM)
2. Nursing Informatics (NI)
3. Organizational Leadership (OL)
4. Public Health Nursing (PH)

Course descriptions can be found at: http://ku.edu/academics/courses/

All specialty areas require the following courses:

**Common Core Courses**
- NRSG 748 Theories for Practice & Research (3)
- NRSG 754 Health Care Research (3)
- NRSG 755 Professionalism in Advanced Nursing Practice (3)
- NRSG 935 Professionalism & Scholarship Workshop (1)
- NRSG 941 Preparing for Doctoral Leadership (3)
- NRSG 911 Tools for Practice Doctorate Scholarship (3)
- NRSG 980 Doctoral Capstone Project (6)

**Leadership Core Courses – All Specialty Areas Except CRM**
- NRSG 880 Organizational Foundations for Leading Change (3)
- NRSG 820 Program, Project and Communication Planning (2)
- NSRG 808 The Social Context for Health Care Policy (2)
- NRSG 826 Global Perspectives and Diversity in Health Care (2)
- NRSG 885 Evaluation and Analysis for Health Care Effectiveness (2)

**Doctoral Leadership Core Courses**
- NRSG 919 Foundations for Leading and Communicating (3)
- NRSG 920 Microsystems in Healthcare Operations (3)

Plus additional specialty courses, per program of study http://nursing.kumc.edu/student-resources.html

**CRM requires a combination of Leadership Core Courses & Advanced Practice Core Courses:**
- NRSG 806 Advanced Physiology (4)
- NRSG 812 Advanced Pathophysiology (3)
- NRSG 731 Pharmacokinetics & Pharmacodynamics for Advanced Practice Nursing (1)
- NRSG 813 Applied Drug Therapy (3)
- NRSG 880 Organizational Foundations for Leading Change (3)
- NRSG 820 Program, Project and Communication Planning (2)
- NRSG 826 Global Perspectives and Diversity in Health Care (2)
Specialty Area Core Courses  (The specialty area courses are specific for each area.)

**CRM**
- NRSG 823 Research Clinical Trial Management: Pre-Study Activities (3)
- NRSG 824 Research Clinical Trial Management: During Study Activities (3)
- NRSG 825 Research Clinical Trial Management: Post-Study Activities & Practicum (3)
- NRSG 833 Managing Clinical Research Projects (3)

**NI**
- NRSG 853 Abstraction and Modeling of Health Care Information (3)
- NRSG 854 Knowledge Management in Health Care (3)
- NRSG 857 Transforming Health Care through use of Information Systems and Technology (3)
- NRSG 856 Health Informatics Practicum (3)
- NRSG 858 Health Data: Theory & Practice (3-4)

**OL**
- HP&M 822 Health Care Economics (3)
- NRSG 881 Applied Budgeting and Finance (3)
- NRSG 883 Complexity Science Approaches to Improve Organizational Effectiveness (3)
- NRSG 891 Human Resources and Workforce Development (3)
- NRSG 886 Practicum in Organizational Leadership (3)

**PH**
- PRVM 800 Principles of Epidemiology (3)
- PRVM 830 Environmental Health (3)
- NRSG 809 Health Promotion and Complementary Therapeutics (3)
- NRSG 827/828 Advanced Concepts in Public Health Nursing & Practicum (2/3)
- NRSG 829 Public Health Practicum (3)

Additional information about the DNP program is found in the PROGRAM INFORMATION FOR ALL STUDENTS section later in this document.

**POST-MS ENTRY OPTION**

**Post-MS Doctor of Nursing Practice**

The post-MS DNP entry option is available for Advanced Practice and Leadership majors. Students completing the post-MS DNP will come to the program with a set of skills, upon which they will build in the DNP program. The post-MS DNP is not intended as a mechanism for advancing education in a new specialty. Should a student want to transition from one major to another, the student will reapply for admission and complete all necessary prerequisites required of the respective program.

**PROGRAM PLANNING: Post-MS Entry**

Students complete at least 32 credit hours in the post-MS DNP program. Plans of study are developed in consultation with the faculty advisor and based on advising obtained during NRSG 935 Professionalism and Scholarship Workshop. In general, post-MS DNP students will take at least the courses outlined in the Doctoral Core Course listing below.
Doctoral Core Courses
NRSG 935 Professionalism & Scholarship Workshop (1)
NRSG 941 Preparing for Doctoral Leadership (3)
NRSG 911 Tools for Practice Doctorate Scholarship (3)
NRSG 963 Advanced Leadership Residency (variable) – for Leadership major
NRSG 964 Advanced Clinical Residency (variable) – for the Advanced Practice major
NRSG 980 Doctoral Capstone Project (6)
Plus additional specialty courses, per program of study http://nursing.kumc.edu/student-resources.html

Course descriptions can be found at: http://ku.edu/academics/courses/

Additional information about the DNP program is found in the PROGRAM INFORMATION FOR ALL STUDENTS section later in this document.

PROGRAM INFORMATION FOR ALL STUDENTS

Advising

Upon admission to the DNP program, students are assigned an academic advisor. The advisor assists the student in planning a program of study. In addition, the NRSG 935 Scholarship & Professionalism Workshop course is required for all DNP students who begin the DNP in January 2014 and thereafter. This course is taken the first summer semester after admission to the DNP program. NRSG 935 supplements advising and provides helpful information about doctoral studies at KU School of Nursing.

Program Milestones for the Advanced Preparation Component

There are events occurring during the program (other than completion of course work) that mark movement toward the degree, i.e., completion of research skills and responsible scholarship, completion of the capstone project and public presentation of the project, and completion of the oral comprehensive exam. Upon successful completion of the final oral comprehensive exam (oral defense), successful completion of the required course work, submission of the Capstone Project, and the Public presentation of the Capstone project, the student has completed all academic requirements for the DNP degree. Expanded descriptions of each event can be found later in this document.

Completion of the Research Skills and Responsible Scholarship:
These requirements are met by the completion of regular course activities and familiarity with policies of the School such as PROFITS, Human Subjects and Conflict of Interest. (See full statement later in this document.)

Completion and Presentation of Capstone Project:
This includes both the successful completion of the Capstone Project and the public presentation of the project (see section below for additional detail).

Final Oral Exam:
One milestone, the Final Oral Exam, requires Graduate Studies approval in order to take the exam. In order to acquire Graduate Studies permission, a “Progress Toward Degree”
Specialty Area Courses and Practice Experiences

Specialty area courses are designed to assist the student in learning new areas and in gaining depth and breadth in the area in which they are prepared at the entry level. These courses also may assist students in achieving additional practice hours in their programs of study.

According to The Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006), all DNP graduates must have completed a minimum of 1,000 hours of post-BS practice as part of a supervised academic program. In the KU SoN DNP program, 384 hours of practice are awarded to all students for completion of the Doctoral Capstone Project, i.e., NRSG 980.

For students in the Advanced Practice major, practice hours completed in the student’s entry-level preparation are included in the calculation. When additional hours are needed to reach the 1,000 hour minimum requirement, students may enroll in NRSG 964 Advanced Clinical Residency or other approved practicum courses to gain additional practice hours. NOTE: Post MS-DNP students in the advanced practice major must take at least three credit hours of practicum, regardless of the number of hours accumulated toward the 1,000 hour minimum requirement.

For students in the Leadership major, practice hours completed in the student’s entry-level preparation are included in the calculation. When additional hours are needed to reach the 1,000 hour minimum requirement, leadership students may enroll in NRSG 963 Advanced Leadership Residency, or other practicum courses. NOTE: Post MS-DNP students in the leadership major must take at least three credit hours of practicum, regardless of the number of hours accumulated toward the 1,000 hour minimum requirement.

The student and academic advisor, after discussing the student’s professional goals, will select additional specialty area courses as needed to assist the student in reaching professional goals, program objectives, the DNP Essentials, and other specialty competencies, as appropriate.

Grades for Courses Not Completed at the University of Kansas

In certain circumstances some requirements for the program can be taken at colleges and universities other than the University of Kansas. Courses taken through NEXus are an example of this circumstance (http://nursing.kumc.edu/academics/doctor-of-nursing-practice/nursing-education-xchangepractice.html). Normally these courses are electives.

In order for a course taken at another college or university to count toward the degree, a grade of “B” or better must be earned. Approval for a course taken outside of KU should be obtained in advance from the appropriate Associate Dean.

Research Skills and Responsible Scholarship

All students in doctoral programs must meet the Research Skills and Responsible Scholarship requirements of the University: http://policy.ku.edu/graduate-studies/research-skills-responsible-scholarship

The Research Skills Requirement Plan for the SoN DNP program requires that students participate in at least the following activities:
• Describe research methodologies; generate research questions; critique research reports; apply principles of ethical and legal issues involved in conducting and using research (NRSG 754 for BSN-DNP and NRSG 911)
• Apply research findings in practice; critique measures used in practice inquiry (NRSG 804)
• Identify and examine practice-focused problems; disseminate findings through public presentation (NRSG 980)
• Demonstrate knowledge of Human Subjects Protection (KUMC Tutorial)
• Adhere to KU SoN Professional Integrity System (SoN PROFITS)
• Complete Conflict of Interest reporting form (KUMC Form)

(Approved by School of Nursing DNP/MS Council, May 18, 2011; updated May 2014)

**CAPSTONE PROJECT**

**Capstone**

The DNP entails mastery of an advanced specialty within nursing practice. Practice is described in the AACN *Essentials of Doctoral Education for Advanced Nursing Practice* (2006) document as either advanced practice nursing or advanced nursing practice at an aggregate/systems/organizational level.

The DNP student must complete a specific project that requires leadership skills, uses systems thinking in addressing a practice concern, demonstrates synthesis of the student’s work, and lays the groundwork for future scholarship. The theme that characterizes capstone experiences is the use of evidence to improve practice or patient outcomes. (Statement adapted from AACN, *The Essentials of Doctoral Education for Advanced Nursing Practice*, 2006, p. 20). A final component of the Capstone project should be a recommendation(s) for improved practice.

A Capstone project should be evidence synthesizing, evidence implementation and testing, or evidence generating. Although not a comprehensive inventory, some examples of capstone projects are listed below:

- **Evidence Synthesizing**
  - Systematic review and clinical implications
  - Practice protocol recommendations

- **Evidence Implementation and Testing**
  - Program evaluation
  - Practice model/protocol evaluation
  - Healthcare consultation
  - Information technology project development

- **Evidence Generating**
  - Needs assessment
  - Quality improvement project
  - Healthcare policy analysis
**Enrollment**

Completion of NRSG 980 Doctoral Capstone Project requires a minimum of six credit hours. If the capstone is not completed within six credit hours, then additional hours of NRSG 980 are required until the capstone is completed. If more than six credit hours in NRSG 980 are taken, these additional credit hours do not count toward hours required for graduation, nor do they count as specialty course hours.

Students typically will begin enrollment in Capstone Project soon after completion of NRSG 911 Tools for Practice Doctorate Scholarship, as well as completion of the majority of specialty courses. Continuous enrollment in NRSG 980 is required, including enrollment during the summer semester, until the project is completed.

Each student will select a Capstone Project Chair and one to two other committee members who will oversee, advise, facilitate, and evaluate the project. Students must gain the faculty member’s approval that s/he will serve as Chair prior to enrolling in the faculty member’s capstone section. The student enrolls each semester in NRSG 980 under the Capstone Chair’s section.

**Capstone Committee**

The capstone project will be under the direction of a doctorally-prepared faculty member from the SoN or Department of Nurse Anesthesia Education, SoHP. The committee structure for the capstone project is usually two or three individuals, with at least one representing the student’s major (advanced practice or leadership). The committee structure should take into account the strengths and limitations of both the DNP student and his/her faculty chairperson. The goal is to align the DNP student with the appropriate research and/or content experts in the area of the proposed capstone project. Additional committee members, not including the chairperson, may be from inside or outside the above mentioned schools/departments. One committee member may be a stakeholder within the organizational structure where the capstone project is taking place. The committee helps to guide the student in completing the project in a timely manner.

All members of the committee must have a Graduate Faculty appointment. Those members from outside the University of Kansas must have special Graduate Faculty appointments. The student should submit the Capstone Committee Approval Form (Appendix C) to the SoN Office of Academic Affairs for final approval of committee members.

**Capstone Development, Approval, and Dissemination Process**

The capstone committee and the student jointly will determine the topic and methodology for Capstone Project. Students must present the Capstone Proposal during the Capstone Proposal Defense Day and receive final approval by the Capstone Committee before proceeding with the project. Steps for completion of the Capstone project are:

**Step 1: Development of Proposal**

- Identify and analyze a practice concern related to the student’s interest area
- Define a concern of interest, for example a practice problem or project questions, and the DNP role in addressing the concern, in consultation with stakeholders
- Conduct a comprehensive literature review related to practice concern
- Write the Capstone Proposal, which includes development of a timeline for the project
• Present the Capstone Proposal at the Capstone Proposal Defense Day and obtain approval from the Capstone Committee for project implementation (see below for more detail about this process)

**Step 2: Implementation**
• Submit Proposal to the KUMC Human Subjects Committee (as appropriate)
• Implement project outlined in the Proposal

**Step 3: Interpretation of Findings/Conclusions**
• Analyze and synthesize findings from the project
• Establish conclusions and recommendations based on the synthesis of evidence from the project

**Step 4: Dissemination**
• Develop a scholarly document (see below for more detail about this document) to be submitted to the capstone committee for approval
• Present project to the academic community, stakeholders, and interested parties (local, regional, national, virtual) at a time to be determined by the School of Nursing (see below for more detail about this presentation)
• Share plans for additional dissemination of the Capstone Project to the discipline

**Capstone Proposal Defense**
The capstone proposal must be written during enrollment in NRSG 980 DNP Capstone. Each semester, sessions for defense of the capstone proposal will be scheduled by the SoN Office of Academic Affairs. At that time, the proposal will be presented and approved by all members of the capstone committee. Implementation of the project, or work on the capstone may continue only after the capstone committee has approved the proposal.

One copy of the approved capstone proposal, with title page signed by the capstone committee members, is sent electronically by the student to the SoN Office of Academic Affairs for filing. The format for the capstone project title page appears at: 
[http://nursing.kumc.edu/Documents/son/student-resources/Capstone_Title_Page.pdf](http://nursing.kumc.edu/Documents/son/student-resources/Capstone_Title_Page.pdf)

Requests for Human Subjects Committee (HSC) approval (as needed) will be submitted to the School of Nursing SoN Office of Academic Affairs for review prior to submission to HSC. The student will apply for Human Subjects Committee approval under the guidance of the capstone chairperson. The capstone chairperson serves as Principal Investigator (PI) for the project. The HSC web link is: 
[http://www.kumc.edu/compliance/human-research-protection-program/institutional-review-board.html](http://www.kumc.edu/compliance/human-research-protection-program/institutional-review-board.html)

Work on the capstone project cannot begin until the Human Subjects Committee has sent final approval of the project.

**Final Scholarly Product**
The final scholarly product of the capstone may take many forms, for example, a manuscript suitable for publication (the paper does not have to be submitted), summary paper that describes evidence-based protocol (protocol attached), and/or other artifacts. The final product will be approved by all members of the capstone committee prior to taking the oral examination.

One copy of the final approved scholarly product, with title page signed by the capstone committee members, is sent electronically by the student to the SoN Office of Academic Affairs.
Public Presentation of the Capstone Project
Once the capstone committee has approved the final product and the comprehensive oral exam is successfully completed, the student will present the capstone project in a formal venue. One option is the KUMC seminar, usually scheduled on the Friday before the last day of classes. The seminar will be open to the entire KUMC community and the public. In the last semester of enrollment, the student will present the project at the KUMC seminar, unless another scholarly presentation option has been approved by the Office of Academic Affairs.

Policy for Grading of Capstone Hours
The letter “P” is used to indicate “Progress” in NRSG 980 capstone enrollment. In exceptional cases, the chairperson of record has the authority to issue a letter grade (A, B, C, D, or F) in a given semester. For such exceptional cases the chairperson must submit justification to the Vice Chancellor for Academic Affairs for approval before the grade can be recorded on the transcript. Under no circumstances will the grade be used to specifically enhance the cumulative GPA for students who are in academic difficulty. If no progress is made during a given semester of Capstone enrollment, a letter grade of F may be awarded. A letter grade (A, B, C, D, and F) is assigned in the last semester of enrollment to characterize the quality of the final product. The “I” grade is not appropriate for enrollment in capstone and will not be accepted.

FINAL ORAL COMPREHENSIVE EXAMINATION FOR DNP
All DNP students are required to complete a comprehensive oral examination prior to graduation. The oral examination, or “oral defense,” is a KU Graduate Studies requirement that all graduate students must complete to satisfy the requirements for graduate education.

For the DNP student, the oral examination is considered an evaluation process to determine whether the student can successfully integrate advanced nursing knowledge into the practice setting, regardless of major (e.g., leadership or advanced practice). The oral examination is based on the Program Objectives of the DNP program and also will include questions related to broader areas of knowledge as identified in the AACN Essentials of Doctoral Education for Advanced Nursing Practice (2006) document.

Criteria for Final DNP Oral Examination
1. Completion of required program of study with cumulative GPA of at least 3.0;
2. Completion of the Capstone Project; and
3. Within the eight year time frame for completion or exception approved by Graduate Studies.

Checklist for Final DNP Oral Examination
Students are required to check with the KU SoN Office of Student Affairs one semester prior to the anticipated semester of their impending graduation to make certain their academic record indicates that all of the required coursework for the degree has/will be met during the final semester of enrollment.
Once this has been completed, the student is responsible, after clearance with the chair of the oral exam committee, for arranging the examination with the committee. Once the date and time of the exam are established, the student is responsible for making the necessary arrangements for a conference room through the SoN Office of Academic Affairs.

The following is a checklist that students may find useful to assist with completing the oral examination requirements.

A. Selection of the DNP Oral Examination Committee and Chair
  1. The oral examination committee is composed of three faculty members with a regular or special appointment to the graduate faculty of the University of Kansas.
  2. Committee members are faculty in the School of Nursing SoN. Committee members also may be faculty from the Department of Nurse Anesthesia Education, School of Health Professions.
  3. The oral examination committee chair must be a doctorally-prepared nurse faculty member with a regular graduate appointment. It is not necessary for the chair to be either the capstone project advisor or the academic advisor.
  4. One committee member or the chair must represent the student’s specialty area, i.e., advanced practice or leadership.
  5. The capstone project advisor may serve as a member or chair of the committee but his/her participation is not required.
  6. Once the selected committee members have agreed to serve, the student completes the oral examination committee form for DNP students (Appendix B) to establish a file in the SoN Academic Affairs office.
  7. If students change oral examination committee membership, students must complete a new oral examination committee form (Appendix B) in the SoN Academic Affairs Office.

B. Scheduling the DNP Oral Examination
To schedule the DNP oral examination, the student will follow these steps:
  1. Identify a time when all oral examination committee members can attend. Students and the Committee Chair must attend the exam in person (face-to-face).
  2. Complete the Appendix B Final Oral Exam Committee Approval Form and submit it to the SoN Office of Academic Affairs Room 2015.
  3. The Associate Dean of the SoN Graduate Programs will review the committee membership for appropriateness.
  4. Upon committee approval by the Associate Dean, the Academic Affairs staff will reserve a room for the oral exam. The student will receive an email from the Academic Affairs staff notifying him/her that the committee has been approved and the room reserved.
  5. The student will send an e-mail to members to verify the time, date, and place of the meeting.
  6. The student will notify the SoN Office of Student Affairs about the exam by providing information for the “Progress Toward Degree” form (complete form on http://nursing.kumc.edu/Documents/son/student-resources/dnpprogress-toward-degree-do-all-Nov2011.pdf), graduation check, and scheduling the oral examination at least three weeks prior to the desired date. Failure to meet this deadline may require examination rescheduling.
  7. The oral examination must be conducted during the student's last semester of the DNP program.
  8. The student must be currently enrolled during the semester in which the oral examination is completed.
C. General Procedure for Final DNP Oral Exam

The oral comprehensive examination is up to two hours in length. A general procedure that can be followed is listed below.

1. The committee chair introduces the student.
2. The student summarizes his/ her professional goals for the next 5 years based upon the knowledge gained through the completion of the DNP program.
3. The committee directs questions to the student in order to assess the student's competency in the selected field of study and the student's ability to synthesize knowledge gained while in the program.
4. After the examination has been completed, the student will be requested to leave the room. At this time the committee members evaluate the student's understanding of the selected field of study. The criteria for determining a satisfactory and unsatisfactory oral examination are:

NOTE: IF A COMMITTEE MEMBER IS UNABLE TO PARTICIPATE IN THE ORAL EXAMINATION, THE EXAM MUST BE RESCHEDULED AND A REVISED PROGRESS TOWARD DEGREE MUST BE SUBMITTED.

Satisfactory
- The student demonstrates competency in the selected field of study by synthesizing and clearly articulating knowledge from the core courses, the specialty courses, and the research courses.
- The student identifies a variety of strategies whereby this knowledge can be applied for the future.

Unsatisfactory
- The student does not demonstrate competency in the selected field of study as evidenced by their inability to synthesize and clearly articulate knowledge from the core courses, the specialty courses, and the research courses.
- The student cannot identify a variety of strategies whereby this knowledge can be applied in the future.

Procedures in case of Satisfactory outcome of Final Oral Exam
If the oral examination is found to be satisfactory, the chair of the committee signs the Progress Toward Degree form and returns the completed forms to the Office of Student Affairs in the School of Nursing.

Procedures in case of Unsatisfactory outcome of Final Oral Exam
If the oral examination is found to be unsatisfactory, the “Progress Toward Degree” form will be returned to the Office of Student Affairs marked unsatisfactory. Students are responsible for scheduling subsequent oral comprehensive exam meetings.

A minimum of 60 days must elapse before the next exam is attempted. This period of time is to allow time for remediation in areas of weakness and adequate preparation before re-take of the exam, in addition to allowing adequate time to generate a new Progress Toward Degree form. Students are allowed a total of three attempts to successfully pass the Final Oral Exam. The exam committee Chair is responsible for providing written feedback to students not passing the oral exam and for sending a copy of the feedback to other committee members. The written feedback provides the student information about areas of weakness and strength.
PROGRAM POLICIES AND SERVICES

Graduate Catalog and Handbooks for Graduate Students

Doctoral students have access to a University of Kansas Catalog effective for the year in which study is begun. Beginning in 2011 the University Catalog is online only. It can be found at http://catalog.ku.edu/. The year will change with each new academic year; prior years will be archived and appear on the same webpage address under the link “Other Years’ Catalogs.”

All requirements of Graduate Studies for the DNP degree are included in the Graduate Catalog and KU Graduate Studies Website: http://www.graduate.ku.edu/. These documents/sites contain valuable information governing all aspects of the graduate programs at the University of Kansas. The School of Nursing policies regarding graduate study may be found at: http://www.kumc.edu/studenthandbook/.

The Graduate Studies Division at KUMC website has information specific for KUMC graduate programs http://www.kumc.edu/academic-affairs/graduate-studies.html and serves as a guide regarding graduate programs, policies, and services of the University of Kansas Medical Center.

Schedule of Courses

The schedule of courses for each semester can be found at http://nursing.kumc.edu/student-resources/class-schedules.html. The Graduate Course Projections document can be found at the same online location: http://nursing.kumc.edu/student-resources/class-schedules.html.

Students can enroll in courses, manage accounts, check holds, view grades, etc., through the KUMC student portal, which is located at: http://www.kumc.edu/students.html.

Financial Assistance

There are several kinds of financial assistance available to doctoral students.

1. Two types of Graduate Teaching Assistantships are available. One type provides teaching support to faculty members. The other GTA involves teaching undergraduate students in the Clinical Learning Lab. Both types pay an hourly salary as well as provide graduated tuition payments depending on the percentage of time worked. Full tuition and fees are paid for GTAs who work 40% time or more. For information about these opportunities contact the Office of Academic Affairs (913-588-1678).

2. Research Assistantships are available on an as-needed basis through the Office of Grants and Research (913-588-1632). Normally, research assistantships pay an hourly wage, tuition, and fees, depending on the percentage of time worked.

3. The School of Nursing participates in the full range of financial aid opportunities, including loans, grants and scholarships. For information about loans and grants go to http://www.kumc.edu/studentcenter/financialaid.html. In addition, private-donor scholarship applications are facilitated through the SoN Office of Student Affairs. Notice of scholarship application dates and electronic submission availability typically are communicated via email two times each year.
Academic Warning and Probation
Multiple academic alerts occur when students fall below acceptable academic requirements, as follows:

(a) A mid-term grade of “D” or “F” is reported by the faculty member to the Office of Student Affairs. The student receives correspondence directing them to seek assistance from their professor, advisor, and/or a KUMC educational specialist.

(b) The first occurrence of a “D” or “F” semester grade results in an academic warning letter directing the student to seek assistance from their professor, advisor, and/or a KUMC educational specialist.

   a. School of Nursing Policy
      i. No graduate student may graduate:
         1. With a graduate GPA below 3.0
         2. With a grade below “C” in any required course, unless the course is repeated with an earned grade of “C” or above
         3. With an incomplete grade in any required course

   b. Repetition of Nursing Courses
      If necessary to maintain the minimum course grade of a "C" or "P," a student may repeat a course once to earn the necessary grade. This practice is allowed one time for a single course in the nursing curriculum. Failure to achieve a "C" or "P" in two nursing courses, or the repeated nursing course, will result in dismissal from the School of Nursing at semester's end.

(c) First occurrence of program GPA falling below 3.0 results in academic probation. The student is notified of their probation status by the KUMC Graduate School. The student also receives correspondence from the SoN Office of Student Affairs directing them to seek assistance from their professor, advisor, and/or a KUMC educational specialist

   a. School of Nursing and Graduate Studies policy
      i. Upon falling below a cumulative graduate grade point average (GPA) of 3.0, computed with the inclusion of grades earned at the University of Kansas for all courses acceptable for graduate credit, the student is placed on probation by the Dean of Graduate Studies. The grades of P, S, U, and I, for which no numerical equivalents are defined, are excluded from the computation.

      ii. If the student’s overall graduate average has been raised to 3.0 by the end of the next semester of enrollment after being placed on probation, the student may be returned to regular status. If not, the student will not be permitted to re-enroll in graduate work unless the Dean of Graduate Studies acts favorably on a departmental recommendation for the student to continue study, i.e. the student may be dismissed from the program.

Professional Integrity System (PROFITS)

The Professional Integrity System of the University of Kansas School of Nursing delineates a standard of behavior expected of all persons, faculty, staff and students, associated with the School. The system helps prepare students to practice professionally and ethically in the nursing role and helps faculty and staff maintain professional and ethical standards. Becoming a member of the School of Nursing obliges implicit and explicit adherence to the system, without which
learning would be compromised, personal responsibility would be relinquished, and community standards would suffer.

The Professional Integrity System builds on values brought to the academic setting and provides a means of incorporating these values to form the foundation of professional nursing practice. This standard addresses behaviors in:

(a) course and clinical settings,
(b) evaluation and non-evaluation situations, and
(c) research and scholarly endeavors.

PROFITS promotes a spirit of community conducive to mutual trust and responsibility among students, faculty and staff. Mutual trust is essential to effective functioning of the System. The System is built on the concept of students as adult learners, and the rights and responsibilities of individuals. Students and faculty together share the responsibility for development, implementation and evaluation of the system. The System also delineates a process for handling student related occurrences of academic misconduct or abuse of academic resources. Faculty and staff related occurrences of unprofessional behavior will be handled by established policies for classified and unclassified staff.

More information about this policy can be found in the SoN Handbook, Item #28: http://www.kumc.edu/studenthandbook/son/#PROFITS

Program Time Limit

For a student who enters doctoral level graduate studies, no more than eight years may elapse from the first enrollment until the requirements for the degree have been completed. A student may petition Graduate Studies, through the School of Nursing Office of Student Affairs, for a leave of absence (LOA). LOAs are usually granted for one year or less based upon unexpected or uncontrollable events in the student's life. The time granted for a student LOA is not calculated into the eight-year program time limit.

Change of Academic Advisor and/or Program Advisory Committee Member

Student requests for change of academic advisor should be initiated using the Change of Academic Advisor (Appendix F) for final review and approval.

Doctoral Student Study Space

The SoN provides individual carrels for doctoral students who are spending extended periods of time on campus. These carrels are located on the 3rd floor of the SoN Building and are assigned by the Office of Academic Affairs (2015 SON).

Online Educational Expectations

A major advantage of online courses is the availability of the course at a time and place of convenience for the student. The course material and websites are available 24hrs/7days a week via computer and internet access. However, to prevent frustration for all concerned, it is important to remember that faculty members are not available 24/7. Each faculty member will provide you with information on his/her schedule and a reasonable time frame within which to expect a response.
As a general rule, most faculty work Monday through Friday. Response to an inquiry may be reasonably expected within 24-72 hours. Faculty members have other academic responsibilities including business travel which may affect availability. Faculty typically inform students if travel/responsibilities impact their availability. Faculty members appreciate being informed when changes in students’ schedules affect their interaction in a course.

The School of Nursing promotes respect for each other, in all environments, per the RESPECT Initiative: http://nursing.kumc.edu/respect-program.html. Proper netiquette is expected of all students http://www.kumc.edu/online-student-orientation/succeeding-online/forming-online-relationships.html.

Please see http://www.kumc.edu/information-resources/purchasing-for-work-use/home-computer-recommendations.html for standards for computer hardware and software, including the microphone and web camera that are necessary for online coursework.

DNP students are required to use electronic portfolios to store course materials and scholarship products for several courses. All students are encouraged to use this strategy to help prepare for the final oral examination. This system will be introduced during the NRSG 935 Scholarship & Professionalism Workshop. Where the e-portfolio is required, e.g., Doctoral Capstone, course faculty will provide additional directions about the e-portfolio process.

In general, documents prepared for course assignments should be completed according to APA guidelines, 6th edition (http://www.apastyle.org/).

**Use of E-mail Accounts**

Each student is issued a KUMC e-mail account with an address on the kumc.edu domain. This is the account used for University business and official University communications to students. Important, School of Nursing communication is sent using this KUMC account. Please check your e-mail account regularly, as you are held responsible for electronic communication sent to this address.

Your e-mail account name is a combination of your first name initial and last name (e.g., jsmith). Your e-mail address is accountname@kumc.edu (e.g., jsmith@kumc.edu). Your e-mail address will be provided to you upon acceptance of your place in the program.

The University expects students to regularly check their KUMC account for University communications. You can access your email from anywhere by connecting to http://www.kumc.edu/students.html The University encourages students to maintain separate e-mail accounts and addresses with an Internet Service Provider or free email provider (see directories at http://www.emailaddresses.com or http://www.fepg.net) for personal communications, but may use the KUMC account for personal communication at their discretion.

Please see http://policy.ku.edu/KUMC/information-technology/email-student for further information about KUMC student e-mail.

**Use of Degree Credentials**

There is no credential for doctoral candidacy for the DNP. The DNP (c) designation is not an accepted convention.
A doctoral student should continue to use the degree initials that have been earned, e.g., BS or MS. The student may state that s/he is a doctoral student in text form, i.e., in the biographical information that accompanies a published article.

Use of the DNP credential is acceptable only after one has successfully completed the degree.

LEADERSHIP MAJOR STUDENTS COMPLETING OPTIONAL MS DEGREE

Milestones for Initial Preparation Component (if the MS degree is desired; option available to Leadership Majors only)

There are two events occurring during the first component (other than completion of coursework) that mark movement toward completion of this component and the awarding of the MS degree (if desired). Expanded descriptions of these events can be found later in this document. These events are:

1. **Research Project**: This requires enrollment in NRSG 898 (2 credit hours). Students will participate in a research project that includes development and implementation of a project, and submission of a scholarly paper describing the project.

2. **Final MS Oral Examination**: The final MS oral comprehensive examination is a Graduate Studies requirement that demonstrates the student’s command of the content of the program being completed. A committee (described later) is established and Graduate Studies approval to test is sought by submission of a “Progress Toward Degree” form. Upon successful completion of the oral comprehensive exam, successful completion of the required coursework, and the submission of the completed research project paper, the student has completed all academic requirements for the MS degree. The student must have a cumulative GPA of at least 3.0 to qualify for the final MS oral exam.

**Progress Toward Degree Form Procedures for MS Oral Exam:**

The Final MS Oral Exam requires Graduate Studies’ approval in order to take the exam. Students must complete the following procedures:

- Select a date and time for the oral exam in consultation with the committee chair and two faculty members. All committee members must agree to the time and date of the exam.
- Complete Appendix A: Final MS Oral Exam Committee Form and submit it to the Manager of the Office of Academic Affairs. The Associate Dean of Academic Affairs, Graduate Programs, will review and approve the committee members.
- Upon committee approval by the Associate Dean of Academic Affairs, Graduate Programs, the Academic Affairs staff will assist the student in scheduling a room for the exam. Students receive an email from Academic Affairs staff indicating that the committee has been approved and the room has been scheduled. When this email has been received, the student proceeds to the next step.
- Complete the Progress-Toward-Degree form found at [http://nursing.kumc.edu/Documents/son/student-resources/dnpprogress-toward-degree-do-all-Nov2011.pdf](http://nursing.kumc.edu/Documents/son/student-resources/dnpprogress-toward-degree-do-all-Nov2011.pdf), providing the following information: Committee members; date, time and place of oral exam. Submit this completed form to the Graduate Specialist, SoN Office of Student Affairs.
NOTE: The student must provide the Office of Student Affairs information about the planned exam, including the time, day and place of the exam, the committee members, the committee chair, and the title of the NRSG 898 Research Project paper. This information must come to the Office of Student Affairs a minimum of **THREE WEEKS prior to the exam**. Students receive an email from the Graduate Specialist in the Office of Student Affairs when the exam has been approved by Graduate Studies. **Failure to meet these deadlines may require a rescheduling of the oral examination.**

**GUIDELINES FOR MASTER'S RESEARCH PROJECT**

**General Information/Project**

Consult with project advisor for direction and any exceptions to the following.

A. The two credits for the project must be completed in one semester. Continuous enrollment is not permitted. The student receives an Incomplete if the project is not completed within one semester. It is recommended that the student conceptualize the project, meet and discuss with the faculty member one semester; then enroll and implement the project during the next semester so that the project can be completed in one semester. The two credit project is similar to a seminar or lab course which is approximately one credit hour to two clock hour ratio, i.e., about 64 hours are spent in research activities, with the remainder of time used for development of the scholarly paper.

B. Prerequisites: NRSG 754 and one leadership specialization course.

C. The research project advisor must be doctorally prepared with a regular graduate faculty appointment. The student may have a topic in mind and, if so, may contact a faculty member who has expertise in that area to be the advisor. If the student does not have a topic in mind, a review of the faculty research interests may be found at [http://nursing.kumc.edu/research/current-research.html](http://nursing.kumc.edu/research/current-research.html). This document gives the research interests, current and past research projects and a synopsis of the scholarship of the faculty member, which may help in identifying a project topic. The student must obtain the faculty member’s agreement to serve as the project advisor prior to enrollment in NRSG 898 Research Project.

D. The subject of the project is selected in collaboration with the faculty project advisor and may be on any topic in nursing. Students need to complete the KUMC Tutorial for Human Subjects Protection which can be found at: [http://www.kumc.edu/compliance/human-research-protection-program/institutional-review-board/human-subjects-training.html](http://www.kumc.edu/compliance/human-research-protection-program/institutional-review-board/human-subjects-training.html).

E. Some suggested options are:
   1. Write an integrative review of the literature on a given topic using a recognized integrative review method.
   2. Participate with a faculty member in the development of a research proposal.
   3. Collaborate with a faculty member in the conduct of a pilot project.
   4. Investigate selected aspects of an ethical problem related to a specialized area of practice.
5. Participate with a faculty member in the design or implementation of the evaluation of a program in specialized area of nursing practice.
6. Collect, enter, or code data in conjunction with a faculty member engaged in research.
7. Assist a faculty member in the development of a grant proposal, research presentation, or publication.
8. Complete an evidence-based practice project.

F. The following is required for completion of the Research Project:
   a) A scholarly paper related to the research activities conducted by the student;
   b) A one page synopsis/Project Summary that includes:
      - Purpose of the project
      - Background/context for the project
      - Research activities conducted for the project
      - Results of the Project; and
   c) Title page signed by the faculty advisor (See KUMC Student Handbook for link)

One copy of the scholarly paper, a one page synopsis, and title page signed by the advisor must be delivered to the SoN Student Affairs Office prior to taking the MS oral exam. This is essential in order to complete the final “PROGRESS TOWARD DEGREE” form. The scholarly paper, project synopsis and title page are forwarded to the SoN Academic Affairs Office, 2015 School of Nursing Building where they are filed.

**MS Oral Examination (For Leadership Students Who Desire to Earn the MS Degree)**

A. Purpose of the Oral Examination
   The purpose of the oral examination is for faculty to:
   - Assess the student’s synthesis of knowledge in the areas of the common core, leadership core and the leadership specialty core.
   - Evaluate the student’s ability to demonstrate application of their knowledge in the context of the Master’s Program Objectives [http://nursing.kumc.edu/academics/master-of-science.html](http://nursing.kumc.edu/academics/master-of-science.html).

B. Planning for the Oral Exam
   Students should check with the SoN Office Student Affairs one semester prior to the anticipated semester for oral examination to make certain his/her academic record indicates all courses required for graduation. The student is responsible, after clearance with the chair of the oral exam committee, for arranging for the oral examination with the committee. Once the date and time are established, the student should contact the SoN Office of Academic Affairs staff (913-588-1614) and make the necessary arrangements for a conference room.

   The student will:
   1. Identify a time when all oral examination committee members can attend.
   2. Submit the completed Final MS Oral Exam Committee Approval Form (Appendix A of this manual) to the Office of Academic Affairs Room 2015, SoN. Reserve a conference room for the meeting through the SoN Office of Academic Affairs.
   3. Notify the committee members to verify the exam time, date, and location of the meeting.
Normally, the oral examination is conducted during the student's last semester of study. The student must be currently enrolled when the final oral exam is conducted.

C. Selection of the Oral Exam Committee and Chair
1. The oral examination committee is composed of three SoN faculty members with regular or special appointments to the graduate faculty of the University of Kansas.
2. The oral examination committee chair must be a doctorally-prepared SoN faculty member with a regular graduate appointment. The chair does not have to be either the research project advisor or the academic advisor.
3. At least one committee member must represent the student's leadership specialty area.
4. The research project advisor may serve as a member or chair of the committee but his/her participation is not required.
5. Once the selected committee members have agreed to serve, the student submits the MS oral examination committee form (Appendix A of this manual) to the SoN Office of Academic Affairs. The Associate Dean for Graduate Programs will review the committee membership to ensure that the appropriate composition is reflected.
6. If the oral examination committee membership changes, the student must submit a new oral examination committee form (Appendix A) for the SoN Office of Academic Affairs.
7. Prior to the examination, the role of oral examination committee chair and members is to act as resource persons in the area of expertise that the student identified in selecting the faculty member as a committee member, e. g., leadership.

D. Preparation for Oral Exam
In preparation for the oral examination, the student should:
1. Meet with the committee chair at least 1 month in advance of the examination, regarding how to prepare for the oral examination. Each committee chair will have a preferred examination format and structure, so this step is very important to complete.
2. Identify the approach that will be used in the formal presentation portion of the exam. Once the approach is determined, this becomes an additional factor in the preparation process for the examination.
3. Review coursework, knowledge gained, and how these have helped in meeting the Master’s Program Objectives. Review course assignments (products) and practice experiences against the Program Objectives to help organize examination preparation.
4. Conduct a personal reflection and identify insights about the educational process and outcomes.
5. Review information about theories, techniques, and experiences garnered that have raised the student to a ‘master’ level of practice.

E. Process of the Oral Exam
The oral comprehensive examination is up to two hours in length. The suggested procedure for the oral examination is as follows:
1. The committee chair introduces the student.
2. The student summarizes his/her experiences as a master's student
3. Presentation of the research project is optional. During examination questioning, the research project carries comparable weight as other courses.
4. An approximate time frame for oral examination follows. Please note that each committee chair and circumstances may vary one or more elements within the time frame.
   a. Chair introduction - 5 minutes
   b. Student presentation – 10 to 30 minutes
   c. Questions - 45 to 60 minutes
d. Evaluation – 5 to 10 minutes
5. The committee will direct questions to the student in order to assess the student's competency in the selected field of study and the student's ability to synthesize knowledge gained while in the program.
6. After the examination has been completed, the student will be asked to leave the room. At this time the committee members evaluate the student's understanding of the selected field of study using the Master’s Program Objectives as an evaluation guide.

F. Outcomes
The criteria for determining a satisfactory and unsatisfactory oral examination are presented in the SoN Student Handbook: http://www.kumc.edu/studenthandbook/son/#oralexaminonthesis

Satisfactory
- For each program objective, the student must obtain a rating of “advanced”, “good”, or “threshold” to receive a determination of Pass for the examination.
- The ways in which the student synthesized knowledge from the core courses, the specialty courses, and the research courses are clearly articulated.
- The student identified a variety of strategies whereby this knowledge can be applied for the future.

Unsatisfactory
- If the student receives a “lacks understanding” in one or more of the program objectives, the student receives a determination of Not Pass for the examination.
- The ways in which the student synthesizes knowledge from the core courses, the specialty courses, and the research courses are not clearly articulated.
- The student cannot identify a variety of strategies whereby this knowledge can be applied in the future.

G. Concluding Process:
- An outcome of Pass/Not Pass is determined by the committee at the time of the examination. The chair will verbally convey the committee’s decision to the student.
- If the results of the oral examination are satisfactory (Pass), the chair of the committee signs the Progress-to-Degree form and returns the completed form to the SoN Office of Student Affairs marked satisfactory.
- If the results of the oral examination are unsatisfactory (Not Pass), the chair of the committee signs the Progress-to-Degree form and returns the completed form to the SoN Office of Student Affairs marked unsatisfactory. The student is responsible for scheduling a subsequent oral comprehensive examination meeting.
  - At least 60 days must elapse between exams, and must allow adequate time to generate a new Progress-to-Degree form. Students are allowed a total of three attempts to successfully pass the oral comprehensive examination.
  - The examination committee Chair is responsible for providing written feedback to students not passing the oral comprehensive examination and for sending a copy of the feedback to other committee members. The written feedback gives students information about areas of weakness and strength.
- After the oral examination, the Program Objective grid is completed and is signed by all committee members. If a committee member is present virtually and therefore cannot sign the form, the committee chair will get a verbal permission from that faculty member to sign on his/her behalf.
FINAL MS ORAL EXAM COMMITTEE APPROVAL FORM

TO: Associate Dean, Graduate Programs, SoN

FROM: ________________________________________________________________
(Student's name)

RE: MS ORAL COMPREHENSIVE EXAMINATION COMMITTEE

The following faculty have agreed to serve on my MS oral comprehensive exam committee:

Chair _______________________________________________________________

Member ______________________________________________________________

Member ______________________________________________________________

Research Project (NRSG 898) Title: ________________________________________

_____________________________________________________________________

Reminder: A copy of the title page and abstract must be submitted to the SoN Office of
Student Affairs prior to graduation.

__________________________________     ______________
Associate Dean, Graduate Programs, SoN                                 Date

Room scheduling for the Final DNP Oral Examination will be done by the SoN Office of
Academic Affairs (913-588-1614).
Appendix B

FINAL DNP ORAL EXAM COMMITTEE APPROVAL FORM

TO: Associate Dean, Graduate Programs, SoN

FROM: _____________________________________________________________

(Student's name)

RE: DNP FINAL ORAL EXAMINATION COMMITTEE

The following faculty have agreed to serve on my DNP final oral exam committee:

Chair _________________________________________________

Member_______________________________________________

Member_______________________________________________

Doctoral Capstone Project (NRSG 980) Title: _______________________________________

______________________________________________________________________________

______________________________________________________________________________

Reminder: A copy of the title page and abstract must be submitted to the SoN Office of Student Affairs prior to graduation.

_________________________________    ______________

Associate Dean, Graduate Programs, SoN                                   Date

Room scheduling for the Final DNP Oral Examination will be done by the SoN Office of Academic Affairs (913-588-1614).
Appendix C

DOCTORAL CAPSTONE COMMITTEE APPROVAL FORM

TO:     Associate Dean, Graduate Programs, SoN

FROM:   ________________________________________ Date________________
        (Student’s name)

The following faculty have agreed to serve on my Capstone committee:
(two or three members are required)

Chair:  ________________________________________________________
        SoN Graduate Faculty or
        Department of Nurse Anesthesia Education, SoHP Graduate Faculty

Member: ________________________________________________________

Member (optional): ______________________________________________

Please include the e-mail address, phone number, and mailing address of committee members
who are not SoN or SoHP faculty. Committee members from outside of the University of Kansas
must have special Graduate Faculty appointments.

_____________________________________________________________

_____________________________________________________________

____________________________________________   __________________

Associate Dean, Graduate Programs       Date

After signature of the Associate Dean, Graduate Programs, Academic Affairs, this form will be
sent to the SoN Office of Student Affairs for inclusion in the student’s academic file.
FOR FINAL MS ORAL EXAMINATION

Criteria:
- Completed at least 37 credit hours (depending on specialty area)
- Completed the MS Research Project (NRSG 898)
- Within 7 year time limit or exception approved

1. ____ Submit APPLICATION FOR DEGREE during enrollment for the final semester. A student must be enrolled in a KU course during the semester in which the final oral exam and graduation takes place. This submission is accomplished by going to Enroll and Pay. The navigation is: Main Menu, then Degree Progress/Graduation, then KU Apply for Graduation.

2. ___ Submit the Appendix A Final MS Oral Exam Committee Approval Form to the Office of Academic Affairs, 2015 SoN, for approval.

3. ____ Set-up your final MS oral examination date, time, and place. After confirming with your exam committee, contact Academic Affairs, 913-588-1640, for room and audio-visual reservations.
   
   TIME ______________________________
   DATE ______________________________
   PLACE ______________________________

4. ____ Submit “PROGRESS TOWARD DEGREE” Information to Office of Student Affairs, (in writing http://nursing.kumc.edu/Documents/son/student-resources/progress-toward-degree-do-all-Nov2011, providing the following information: Committee members; date, time and place.

   “PROGRESS TOWARD DEGREE”’s must be submitted at least 3 weeks prior to the exam date. “PROGRESS TOWARD DEGREE” information submitted less than 3 weeks prior to the final oral exam might not be processed in time for the exam to be held as scheduled and may cause a delay in graduation.

   My final oral examination date is: ____________________

   My “PROGRESS TOWARD DEGREE” Information must be submitted by ____________________

   (3 weeks before exam date)
Appendix E

DNP GRADUATION CHECK LIST

FOR FINAL ORAL EXAMINATION
Criteria:
Completed all program course requirements
Completed the Capstone Project
Within 8 year time limit or exception approved

1. _____ Submit APPLICATION FOR DEGREE during enrollment for the final semester. A student must be enrolled in a KU course during the semester in which the final oral exam takes place. This submission is accomplished by going to Enroll and Pay. The navigation is: Main Menu, then Degree Progress/Graduation, then KU Apply for Graduation.

2. _____ In consultation with your oral exam committee, set-up your final oral examination date, time, and place. After confirming with your exam committee, contact Academic Affairs, 913-588-1640, for room and audio-visual reservations.

   TIME ______________________________
   DATE ______________________________
   PLACE ______________________________

3. _____ Submit the Appendix B form, Final DNP Oral Exam Committee Approval Form, to the Office of Academic Affairs, 2015 SoN, for approval.

4. _____ Submit “PROGRESS TOWARD DEGREE” Information to Office of Student Affairs, (in writing http://nursing.kumc.edu/Documents/son/student-resources/progress-toward-degree-do-all-Nov2011.pdf providing the following information: Committee members; date, time and place.

   “PROGRESS TOWARD DEGREE”s must be submitted at least 3 weeks prior to the exam date. “PROGRESS TOWARD DEGREE” information submitted less than 3 weeks prior to the final oral exam might not be processed in time for the exam to be held as scheduled and may cause a delay in graduation.

   My final oral examination date is: _______________________

   My “PROGRESS TOWARD DEGREE” Information must be submitted by _______________________

   (3 weeks before exam date)
Appendix F

CHANGE OF ACADEMIC ADVISOR

Student Name:____________________________________________________________

Student KUID#:___________________________________________________________

The following change in the advisor is requested:

Advisor from ___________________________________ to _________________________

Signature indicates approval by:

Student __________________________________________________________________

Present Advisor _________________________________________

New Advisor  ______________________________________________________________

Approved by:

______________________________________________________

Associate Dean, Graduate Programs, Academic Affairs SoN  Date