GENERAL PROGRAM INFORMATION

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. 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 to DNP entry option (post-MS DNP) requires 32 credit hours. 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. The 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 specialty area.

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 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. Starting June 2012, students admitted to the Department of Nurse Anesthesia Education in the KU School of Health Professions will be completing 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 on 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 (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 distinct components. The first component includes the initial preparation for the advanced practice clinical role or the leadership role. Currently, the Master of Science in Nursing may be awarded at the completion of this first section if the student chooses and then the student moves directly into the advanced component of the program without any additional application process. Starting with Spring 2013 admissions, Advanced Practice major students will be required to complete the DNP as the sole advanced practice degree option. The opt-out option for Advanced Practice at the master’s level will no longer be offered to DNP students admitted in Spring 2013 and after. Completion of the master’s degree along the way to the DNP is still acceptable for Leadership major students.

Milestones for Initial Preparation Component (if the MS degree is desired)

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, development, implementation of the project and submission of a scholarly paper describing this project.

2. **Final MS Oral Examination**: A Graduate Studies requirement which 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 this oral comprehensive exam, successful completion of the required course work and the submission of the completed research project paper, the student has completed all academic requirements for the MS degree.

If the MS degree is not desired, completion of the research project (NRSG 898) and the Final MS Oral Examination are not required.

**Progress Toward Degree Form Procedures:**

The Final MS Oral Exam requires Graduate Studies approval in order to take the exam. In order to acquire Graduate Studies permission, a Progress Toward Degree Form must be submitted to Graduate Studies from the School of Nursing (SoN) Office of Student Affairs. 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. Failure to meet this deadline may require a rescheduling of the examination.** The Progress Toward Degree information form may be found at [http://www2.kumc.edu/son/academicinformation/DoAllForm.pdf](http://www2.kumc.edu/son/academicinformation/DoAllForm.pdf)
**PROGRAM PLANNING**

**Advisement**

Upon admission to the DNP program, students are assigned an academic advisor. That advisor will assist the student in planning a program of study. In addition, there is a required orientation to doctoral graduate study, which is scheduled at the beginning of each Fall semester.

**Grades for Courses Not Completed at the University of Kansas**

In rare circumstances some requirements for the program can be taken at colleges and universities other than the University of Kansas. 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 these courses should be obtained in advance from the Academic Advisor or appropriate Associate Dean.

**Course Requirements for Specialty Areas in the Advanced Practice Major (the first component)**

There are six specialty areas in the post-baccalaureate DNP Advance Practice Major. These 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 Midwifery (NM)
5. Psychiatric Mental Health Nurse Practitioner (P/MHNP)

Course descriptions can be found at:
http://www2.kumc.edu/son/academicinformation/mscourse.htm and
http://nursing.kumc.edu/academic-programs/graduate/DNP/courses.html

**All Specialty Areas Require the Following Courses:**

**Common Core Courses**

NRSG 748 Theories for Practice & Research: Individual, Family, & Community (3)
NRSG 754 Health Care Research (3)
NRSG 755 Health Care Professionalism: Issues and Roles (3)

**Research Project Course** (optional – completed only when pursuing the MS degree; this option will end for advanced practice students starting with students admitted Spring 2013 and after.)

NRSG 898 Research Project in Nursing (2)

**ADVANCED PRACTICE MAJOR**

**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 810 Advanced Health Assessment & Physical Diagnosis (5)
NRSG 812 Advanced Pathophysiology (3)
NRSG 731 Pharmacokinetics & Pharmacodynamics for Advanced Practice Nursing (1)
NRSG 813 Applied Drug Therapy (3)

The course selection is determined by the specific specialty area of the Advanced Practice Major:

**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**

NRSG830/831 Care of Women in the Antepartal Period & Practicum (2/2)
NSRG 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 Psychiatric Assessment for Advanced Nursing Practice (2)
NRSG 851 Psychopharmacology for Advanced Nursing Practice (3)
NRSG 845/846 Psychiatric Mental Health Nursing: Short Term Illness & Practicum (3/2)
NRSG 847/848 Psychiatric Mental Health Nursing: Chronic Illness & Practicum (3/4)
NRSG 849 Psychiatric Mental Health Nursing Final Practicum (3-5)

**LEADERSHIP MAJOR**

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

There are four specialty areas in the Leadership Major. These are:

1. Clinical Research Management (CRM)
2. Nursing Informatics (NI)
3. Organizational Leadership (OL)
4. Public Health (PH)
All specialty areas require the following courses:

**Common Core Courses**

NRSG 748 Theories for Practice & Research: Individual, Family, & Community (3)
NRSG 754 Health Care Research (3)
NRSG 755 Health Care Professionalism: Issues and Roles (3)

**Research Project Course** (optional – completed only when pursuing the MS degree)

NRSG 898 Research Project in Nursing (2)

**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 Perspective and Diversity in Health Care (2)
NRSG 885 Evaluation and Analysis for Health Care Effectiveness (2)

**CRM requires a combination of Leadership Core courses and Advanced Practice Core courses.** These are:

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 Perspective 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)

**Nursing Informatics**

NRSG 853 Abstraction and Modeling of Health Care Information (3)
NRSG 854 Knowledge Management in Health Care (3)
NRSG 855 Topics in Health Informatics (3)
NRSG 856 Health Informatics Practicum (3)
NRSG 858 Health Data: Theory & Practice (2-4)

**OL**

HP&M 822 Health Care Economics (3)
NRSG 881 Applied Budgeting and Finance (3)
Master’s Research Project (For Students Who Desire to Earn the MS Degree)

GUIDELINES FOR MASTER’S RESEARCH PROJECT

General Information/Project

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

A. The two (2) 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 2 credit project is similar to a seminar or lab course which is approximately 1 credit hour to 2 clock hour ratio.

B. Prerequisites or Concurrent Enrollment with Research Project: NRSG 754 plus one (1) advanced practice, or leadership specialization course.

C. The research project advisor must be doctorally prepared with a regular or adjunct 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://www2.kumc.edu/son/currentresearch.html. This document gives the research interests, Current and past research projects and a synopsis of the scholarship of the faculty member. This can often suggest project topics. 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://www2.kumc.edu/researchcompliance/human_subjects_tutorial_inst.htm. The certificate must be printed while online and a copy submitted to the SoN Office of Grants and Research.

E. Some suggested options are:
   1. Write an integrative review of the literature on a given topic using a recognized integrative review method. For examples see the following source: Fink, A. (2010).

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 that includes:
      - Purpose of the project
      - Background/context for the project
      - Research activities conducted for the project
      - Results of the Project
   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. 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, 2010 School of Nursing Building where they are filed.

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

A. Purpose

The purpose of the oral examination is for faculty to:
1. Assess the student’s synthesis of knowledge in the areas of the common core, advanced practice or leadership core and the specialty core.
2. Evaluate the student’s ability to demonstrate application of their knowledge in the context of the Master’s Program Objectives (http://nursing.kumc.edu/academic-programs/graduate/Master-of-Science.html).

B. Planning for the oral examination

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 Administrative Specialist in the SoN Office of Academic Affairs (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) to the Office of Academic Affairs 2010 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.
4. Submit the completed Progress-to-Degree form to the SoN Office of Student Affairs at least three weeks prior to the desired exam.

Normally, the oral examination is conducted during the student's last semester of study. The student may do the oral exam during the semester prior to the final practicum course, if all coursework except the practicum has been completed before the last semester. The student must be currently enrolled when the final oral exam is conducted.

**C. Selection of the Oral Examination Committee and Chair**

The oral examination committee is composed of three SoN faculty members with regular, special, or ad hoc appointments to the graduate faculty of the University of Kansas.

The oral examination committee chair must be a doctorally-prepared SoN faculty member with a regular or adjunct graduate appointment. The chair does not have to be either the research project advisor or the academic advisor.

At least one committee member must represent the student's specialty area.

The research project advisor may serve as a member or chair of the committee but his/her participation is not required.

Once the selected committee members have agreed to serve, the student submits the MS oral examination committee form (Appendix A) 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.

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.

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, advanced practice.

**D. Preparation for oral examination**

In preparation for the oral examination, the student should:

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.

Identify the approach that will be used in the formal presentation. Once the approach is determined, this becomes an additional factor in the preparation process for the examination.
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 (program objective grid) to help organize examination preparation.

Conduct a personal reflection and identify insights about the educational process and outcomes.

Review information about theories, techniques, and experiences garnered that have raised the student to a ‘master’ level of practice.

E. Process of the oral examination

The oral comprehensive examination is up to two hours in length. The student must be currently enrolled. 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.
   - Chair introduction - 5 minutes
   - Student presentation – 10 to 30 minutes
   - Questions - 45 to 60 minutes
   - 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 reflected on the program objective grid (http://nursing.kumc.edu/academic-programs/graduate/MS/MS-courses.html).

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

b. Unsatisfactory
   (1) 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.
   (2) The ways in which the student synthesizes knowledge from the core courses, the specialty courses, and the research courses are not clearly articulated.
(3) 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 subsequent oral comprehensive examination meeting, allowing adequate time to generate a new Progress-to-Degree form. Students are allowed a total of three (3) 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.
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. Expanded descriptions of these events can be found later in this document. These events are:

**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 PROFFITS, Human Subjects and Conflict of Interest. (See full statement on page 14 of this document.)

**Completion and Presentation of Capstone Project:**
This includes both the successful completion of the Capstone Project and the public presentation of that project.

**Final Oral Exam:**
A Graduate Studies requirement for which a “Progress Toward Degree” Form is required (see below). Upon successful completion of the final oral 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.

**“Progress Toward Degree” Form Procedures:**

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” Form must be submitted to Graduate Studies from the SoN Office of Student Affairs. For the Final Oral Exam, the student must provide the Office of Student Affairs information including the time, day and place of the exam. This information must come to the Office of Student Affairs a minimum of **THREE WEEKS prior to the exam. Failure to meet** this deadline may require a rescheduling of the examination. The “Progress Toward Degree” information form may be found at [http://www2.kumc.edu/son/academicinformation/DoAllForm.pdf](http://www2.kumc.edu/son/academicinformation/DoAllForm.pdf)

**PROGRAM PLANNING**

**Advisement**

Upon admission to the DNP program a student will be assigned an academic advisor. That advisor will assist the student in planning a program of study.

**Grades for Courses Not Completed at the University of Kansas**

In rare circumstances some requirements for the program can be taken at colleges and universities other than the University of Kansas. Normally these courses may be in the specialty area. 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 these courses should be obtained in advance from the Academic Advisor or appropriate Associate Dean.
Specialty Area Courses and Practice Experiences for Post-MS Option

Specialty area courses are designed to assist the student in gaining more depth and breadth in the area in which they are prepared at the MS 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 (American Association Colleges of Nursing, 2006), all DNP graduates must have completed a minimum of 1,000 hours of post BS practice as part of a supervised academic program. For students in the Advanced Practice major, practice hours completed in the student’s MS program are included in the calculation as well as up to 384 hours of Capstone Project. When additional hours are needed to reach the 1,000 hour minimum requirement, students may enroll in NRSG 964 Advanced Clinical Residency or other practicum courses to gain additional practice hours. Students in the Leadership major may include hours of practicum included in their MS programs and up to 384 hours of Capstone Project in calculating the practice hour requirement. 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. 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 and in meeting the DNP Essentials and other specialty competencies, as appropriate.

Research Skills and Responsible Scholarship

All students in doctoral programs must meet the Research Skills and Responsible Scholarship skills and responsible scholarship requirements of the University.
https://documents.ku.edu/policies/Graduate_Studies/Research_Skills_and_Responsible_Scholarship.htm

The Research Skills Requirement Plan for the School of Nursing 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)
- 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)
CAPSTONE PROJECT

Capstone

The DNP primarily involves mastery of an advanced specialty within nursing practice. Therefore, the student must complete a specific project that demonstrates synthesis of the student’s work and lays the groundwork for future scholarship. Unlike a dissertation, the Capstone Project may take a number of forms. One example of the final DNP Capstone project could include a practice change initiative. This change initiative may be represented, for example, by a pilot study, a program evaluation, a quality improvement project, an evaluation of a new practice model, or a consulting project. Additional examples of a DNP final product could include development of an evidence-based practice protocol, a research utilization project, substantive involvement in a larger endeavor, or other practice project. The theme that links these capstone experiences is the use of evidence to improve either practice or patient outcomes. (Statement adapted from AACN, The Essentials of Doctoral Education for Advanced Nursing Practice, 2006, p. 20).

Enrollment

The minimum number of credit hours required for Capstone Project (NRSG 980) enrollment is six credits. Capstone is designed to be a series of steps. One or more steps can be completed each semester depending on the number of credit hours selected that semester (see Capstone Process Section below). Students typically will begin enrollment in Capstone Project following soon after enrollment in NRSG 804 Interpreting Research for Applied Science. Continuous enrollment in NRSG 980 is required, including enrollment during the summer semester.

During each semester of enrollment in Capstone Project, students will participate in required synchronous seminar meetings online or in a classroom. A faculty member will be assigned each semester to serve as the Capstone Project Seminar Leader. The Seminar Leader’s responsibility will be to deal with general topics that impact all students and to facilitate professional sharing among students. Each student will select a project chairperson and 1 to 2 other committee members who will oversee, advise, facilitate, and evaluate the specifics of the project.

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 2 or 3 individuals. The committee structure should take into account the strengths and limitations of both the DNP student and his/her faculty chairperson. The committee structure should meet a twofold goal. The first goal is to align the DNP student with the appropriate research and/or content experts in the area of the proposed capstone project. Second, the committee structure will support the completion of the project in a timely manner so as to increase the impact of the capstone project on the intended clinical site/population. Additional committee members, not including the chairperson, may be from inside or outside the above mentioned schools/departments. One of the committee members may be a stakeholder within the organizational structure where the capstone project is taking place.

All members of the committee must have a Graduate Faculty appointment. Those members from outside the University of Kansas must have ad hoc 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 Process**

The overarching goal of the Capstone Project is for the student to use leadership skills and systems thinking in addressing a practice concern. Practice is described in the AACN DNP Essentials document as either advanced practice nursing or advanced nursing practice at an aggregate/systems/organizational level. The capstone committee and the student jointly will determine the methodology for project completion. An essential component of the capstone project is peer and expert review of the capstone activities; therefore, a plan for peer and expert review will be determined at the onset of the project. Both the student and the faculty chairperson will be responsible for ensuring suitable peer and expert review of the project before a final capstone product is produced.

Suggested steps for completion of the project are:

**Step 1:**
- Identify and analyze a practice concern related to the student’s interest area
- Conduct a comprehensive literature review related to concern
- 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
- Write the scholarly project proposal (Capstone Proposal), which includes a plan for peer and expert review and develop a timeline for the project
- Present the Capstone Proposal to the Capstone Committee and obtain approval for project implementation

**Step 2:**
- Submit proposal to the Human Subjects Committee (if appropriate)
- Implement project

**Step 3:**
- Analyze, if appropriate, and synthesize findings from the project
- Establish conclusions and recommendations based on the synthesis of evidence from the project
- Develop a scholarly document to be presented to the capstone committee
- Present project to the academic community, stakeholders, and interested parties at a time to be determined by the School of Nursing

**Capstone Proposal**

The capstone proposal must be written during enrollment in NRSG 980 (Capstone). The proposal must be read 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, signed by the capstone committee members is sent electronically to the SoN Office of Academic Affairs for filing. Also, if appropriate, requests for Human Subjects Committee (HSC) approval 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 HSC web link is:

http://www2.kumc.edu/researchcompliance/doc/HSC_Submission_Req.pdf
Policy for Grading of Capstone Hours

The letter “P” is used to indicate “Progress” in NRSG 980 capstone enrollments. 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 Product for the Doctorate

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 at least one week before the public presentation of the Capstone Project.

Public Presentation of the Capstone

Once the capstone committee has approved the final product, the student will present the capstone project in a formal seminar on a specific designated day(s) each semester. The seminar will be open to the entire KUMC community and the public. The student will present the project at this seminar in the last semester of enrollment. Each term, the public presentation of the DNP Capstone Project is scheduled on the Friday proceeding the last day of classes.
FINAL ORAL EXAMINATION FOR DNP

All DNP students will be required to complete an oral examination prior to their graduation. The oral examination, or “oral defense”, is a requirement that all graduate students enrolled in the School of Nursing SoN 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 specialty major (e.g., leadership or advanced practice). The oral examination is based on the terminal objectives of the DNP program and will include questions related to broader areas of knowledge as identified in the AACN essentials for the practice doctoral degree.

Criteria for Final DNP Oral Examination

1. Completion of required program of study.
2. Completion of the Capstone Project
3. Within the eight year time frame for completion or exception approved

Checklist for Final DNP Oral Examination

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

A. Scheduling the DNP Oral Examination

Students are required to check with the Student Affairs Office 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 committee, for arranging for the oral examination with the committee and, once the date and time are established, for making the necessary arrangements for a conference room through the School of Nursing SoN Academic Affairs Office. The student will:

1. Identify a time when all oral examination committee members can attend.
2. Complete the Appendix B Final Oral Exam Committee Approval Form and submit it to the SoN Office of Academic Affairs 2016.
3. The Associate Dean of the Graduate Programs will review the committee membership for appropriateness and approve the form.
4. Reserve a conference room for the meeting through the SoN Academic Affairs office.
5. Send an e-mail to members to verify the time, date, and place of the meeting.
6. Notify the Student Affairs Office of the School of Nursing SoN to provide information for the “Progress Toward Degree” form, graduation check, and scheduling the oral examination at least three weeks prior to the desired date.
7. The oral examination must be conducted during the student's last semester.
8. The student must be currently enrolled during the semester in which the oral examination is completed.
B. Selection of the DNP Oral Examination Committee and Chair

1. The oral examination committee is composed of three faculty members with a regular, special or ad hoc appointment to the graduate faculty of the University of Kansas. Committee members are faculty in the School of Nursing SoN. A committee member also may be faculty from the Department of Nurse Anesthesia, School of Health Professions.

2. The oral examination committee chair must be a doctorally-prepared nurse faculty member with a regular or adjunct graduate appointment. It is not necessary for the chair to be either the capstone project advisor or the academic advisor.

3. One committee member or the chair must represent the student’s specialty area, i.e., advanced practice or leadership.

4. One committee member or the chair must have a regular graduate appointment.

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. The Associate Dean, Graduate Programs, Academic Affairs for the School of Nursing reviews committee membership for appropriateness.

8. If students change oral examination committee membership, they must complete a new oral examination committee form (Appendix B) in the SoN Academic Affairs Office.

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:

   a. Satisfactory

      (1) 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.

      (2) The student identifies a variety of strategies whereby this knowledge can be applied for the future.

   b. Unsatisfactory

      (1) 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.
(2) The student cannot identify a variety of strategies whereby this knowledge can be applied in the future.

c. 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 (3) 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.

d. 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.

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.
PROGRAM POLICIES AND SERVICES

Graduate Catalog and Handbooks for Graduate Students

It is recommended that 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://www2.ku.edu/~distinction/cgi-bin/all-schools-majors All requirements of Graduate Studies for the DNP degree are included in the Graduate Catalog and KU Graduate Studies Website www.ku.edu/~graduate/ . 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 www.kumc.edu/studenthandbook.son . The Graduate Studies Division at KUMC website has information specific for KUMC graduate programs http://www2.kumc.edu/aa/gradstudies/default.htm 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://www2.kumc.edu/son/schedule/index.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 (for doctoral students only) provides teaching support to faculty members. Another type (for both doctoral and master’s students) 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 Student Affairs Graduate Desk (913-588-1619).

2. 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 . The School of Nursing Office of Student Affairs handles the full range of scholarships from private giving to the School. Applications for Scholarships are sought three times per year. Applications may be obtained by contacting the Graduate Desk at the Office of Student Affairs (913-588-1619).

3. 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.

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.
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 at:
http://www.kumc.edu/studenthandbook/son.html#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, 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 (2010 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 their schedules and a reasonable time frame within which to expect a response from them. 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
will inform students if travel/responsibilities impact their availability. Faculty members appreciate being informed when changes in students’ schedules affect their interaction in a course.

Please see http://www2.kumc.edu/ir/operationalprotocols/pc_standards.asp for standards for computer hardware and software.

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. Where the e-portfolio is required, e.g., Capstone, course faculty will provide additional directions about the e-portfolio process.

**Use of E-mail Accounts**

Each student is issued a KUMC email account with an address on the kumc.edu domain. This is the account used for University business and official University communications to students. Your email account name is a combination of your first name initial and last name (e.g., jsmith). Your email address will be provided to you at student orientation, if not sooner. Your email address is accountname@kumc.edu (e.g., jsmith@kumc.edu). The University expects students to regularly check their KUMC account for University communications. You can access your email from anywhere by connecting to http://webmail.kumc.edu/. The University encourages students to maintain separate email 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://www2.kumc.edu/ir/operationalprotocols/studentemail.asp for further information about KUMC student e-mail.

**Test of Spoken English**

Doctoral students for whom English is not the native language must pass the Test of Spoken English (TSE) or Applied English Center (AEC) courses before the Oral Comprehensive Examination can be taken. If the student fails the English examination or courses, the test or courses must be repeated until successfully passed.

**Use of Degree Credentials**

There is no degree credential for doctoral candidacy. The DNP (c) designation is not an accepted convention to indicate doctoral candidacy. A doctoral candidate should continue to use the degree initials that have been earned. It is appropriate to state that one is a doctoral candidate in text form, i.e., in the biographical information that accompanies a published article. It is acceptable to use the DNP only after one has successfully completed the degree.
APPENDICES
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
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 have agreed to serve on my DNP final oral exam committee:

Chair _________________________________________________

Member _________________________________________________

Member _________________________________________________

Doctoral Capstone Project 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 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: ________________________________________________________

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 ad hoc 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.
Appendix D

MS GRADUATION CHECK LIST
(for students completing the MS)

FOR FINAL MS ORAL EXAMINATION
Criteria:
Completed at least 49 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 2010 SoN for approval.

3. Set-up your final MS oral examination date, time, and place.
   TIME _______________________________
   DATE _______________________________
   PLACE ______________________________
   (Academic Affairs, 913-588-1640, for room and audio-visual reservations)

4. Submit “PROGRESS TOWARD DEGREE” Information to Office of Student Affairs, (in writing http://www2.kumc.edu/son/academicinformation/DoAllForm.pdf or via telephone (913-588-1621) 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)
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. Submit the Appendix B form, Final DNP Oral Exam Committee Approval Form to the Office of Academic Affairs 2010 SoN for approval.

3. Set-up your final oral examination date, time, and place.
   TIME ______________________________
   DATE ______________________________
   PLACE ______________________________
   (Academic Affairs, 913-588-1640, for room and audio-visual reservations)

4. Submit “PROGRESS TOWARD DEGREE” Information to Office of Student Affairs, (in writing http://www2.kumc.edu/son/academicinformation/DoAllForm.pdf or via telephone (913-588-1621) 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 School of Nursing       Date