

Department of Nursing
Millersville University



Doctor of Nursing Practice
Handbook

Updated May 2021

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WELCOME

Welcome to the Doctor of Nursing Practice (DNP) program of Millersville University. Your decision to pursue a Doctor of Nursing Practice Degree marks an important step in your career as a professional nurse. The MU Doctor of Nursing Practice (DNP) builds upon one's previous graduate education and healthcare experience.

Developed in line with the goals and objectives of the American Association of Colleges of Nursing (AACN), the program prepares individuals to lead healthcare change and translate evidence into practice, collaborate intra-professionally to improve patient care outcomes, as well as advocate and provide leadership for health policy.

The overall goal of the Millersville DNP program *is to develop the next generation of nursing practice leaders who will have a positive impact on healthcare.*

The program goals are as follows:

- To prepare nurse leaders to use advanced levels of clinical judgment and systems thinking to design evidence-based care to improve the health of our communities.
- To position students to provide leadership in developing health care policy, which will influence access and delivery of services for improvement of care quality and patient outcomes.

This Student Handbook contains specific policies of the Department of Nursing. The handbook supplements the Millersville University Student Handbook (<http://www.millersville.edu/~handbook/>) and the Millersville University Graduate Catalog (<http://www.millersville.edu/~gcatalog/>).

The purpose of this handbook is to provide information that will assist you as you progress through the DNP program at Millersville University. You should use this handbook as companion document to the policies and procedures presented in the Millersville University College of Graduate & Adult Learning Catalog and found on the Department of Nursing website. This handbook provides information regarding policies and guidelines specific to the Department of Nursing as well as descriptions of various activities and requirements related to your education.

Please remember, this handbook reflects the most current program information in effect at the time of publishing. Please regularly visit the Department website and other related links for pertinent information.

Best wishes for success and happiness,

The Faculty of the Department of Nursing

Millersville University Department of Nursing

MISSION:

To provide high quality education, preparing professional nurse learners to advance the profession of nursing and improve health outcomes.

VISION:

Our learners will engage in the highest level of practice that elevates the profession of nursing both locally and globally.

MU DNP Program Outcomes

1. **Human flourishing** is defined as an effort to achieve self-actualization and fulfillment within the context of a larger community of the individual. The process is a lifelong existential journey of hope, regret, loss, illness, suffering, and achievement which encompasses the uniqueness, dignity, diversity, freedom, and holistic well-being of the individual within the larger family or community. The nurse's role is to assist a patient's efforts to reclaim or develop new pathways toward human flourishing.

Competency:

- Engages in systematic synthesis of evidence and research findings from nursing and other disciplines to translate knowledge to promote human flourishing within an organizational context

2. **Nursing Judgment** encompasses three processes: critical thinking, clinical judgment, and the integration of the best evidence into practice. The nurse's role is to employ nursing judgment to make decisions about clinical care, the development and application of research, and the dissemination of insights and research findings to the community.

Competency:

- Engages in systematic synthesis of evidence and research findings from nursing and other disciplines to translate knowledge to enhance nursing practice and the ability of nurses to make evidence-based judgments in nursing practice
-

3. **Professional Identity** involves the internalization of core values and perspectives recognized as integral to the art and science of nursing. The core values become self-evident as the nurse learns, gains experience, and grows in the profession. The nurse embraces these values in every aspect of practice while working to improve patient outcomes and promote the ideals of the nursing profession.

Competency:

- Functions as a nurse scholar to seek ways to translate research findings into practice, as well as helps to design, implement and evaluate changes in nursing practice and health policy that will serve to improve the outcomes of a diverse population and enhance the knowledge and professionalism of the diverse nursing workforce.

4. **Spirit of Inquiry** is a persistent sense of curiosity that informs both learning and practice. The nurse infused with the spirit of inquiry will raise questions, challenge traditional and existing practices, and seek

creative approaches to problems. A spirit of inquiry in nursing engenders innovative thinking and extends possibilities for discovering novel solutions in ambiguous, uncertain, and unpredictable situations.

Competency:

- Disseminates practice-based knowledge by engaging in practice with an open mind, systematically studying the practice of nursing, and analyzing research from nursing and other disciplines to develop and implement evidence-based proposals to enhance nursing practice and the delivery of nursing care.

**Doctor of Nursing Practice
Degree Requirements**

Course Number	Course Title	Student Credits	Theory Hours	Total Theory Hours	Total Clinical Hours
NURS 700	Advanced Practice Nursing: Transformational Leadership	3	3	45	0
NURS 701	Health Policy & Healthcare Economics	3	3	45	0
NURS 702	Evidence-based Practice: Models and Applied Research in Healthcare	3	3	45	0
NURS 703	Epidemiology and Health Promotion	3	3	45	0
NURS 704	Complex Healthcare Systems	3	3	45	0
NURS 705	Evidence-based Practice Process	3	3	45	0
NURS 706	Statistical Methods	3	3	45	0
NURS 707	Scholarly Design Seminar	3	3	45	110
NURS 708	Informatics and Data Management	3	3	45	0
NURS 709	Scholarly Implementation Seminar	3	3	45	110

NURS 710	Transforming Healthcare	3	3	45	0
NURS 711	Scholarly Evidence-based Practice Evaluation	3	3	45	110
Total		36		540	330

COURSE DESCRIPTIONS

DNP students complete NURS 700, NURS 701, NURS 702, NURS 703, NURS 704, NURS 705, NURS 706, NURS 707, NURS 708, NURS 709, NURS 710, and NURS, 711.

NURS 700: 3 theory hours/week

Advanced Practice Nursing: Transformational Leadership

Emphasizes the roles of the advanced practice nurse as a clinical scholar, clinical expert and as a leader in evidence-based practice and transformation of healthcare. Evolution and need for doctoral education in nursing is considered. Theories of leadership changed and transformation, and innovation diffusion are introduced. Systems theory, organizational and other mid-level theories are addressed. The interface between ethical and regulatory/legal obligations will be examined.

NURS 701: 3 theory hours/week

Health Policy & Healthcare Economics

Synthesize political action related to the structure of healthcare delivery. Analyzes factors that influence the production, financing, and distribution of healthcare services in the United States and globally. Topic included basic economic theory, market drivers, healthcare financing and reimbursement, cost/benefit analysis and healthcare entrepreneurship.

NURS 702: 3 theory hours/week

Evidence-based Practice: Models and Applied Research in Healthcare

Focus on the relationships among basic and applied research, translational science, and evidence-based practice in healthcare systems. Translational research strategies are identified and the theoretical and practical challenges of translating evidence into practice will be addressed. Emphasis on models of evidence-based practice. *Prerequisites: NURS 700, NURS 701*

NURS 703: 3 theory hours/week

Epidemiology and Health Promotion

Focus on the integration of evidence-based practice and epidemiological approaches to promote consistent and equitable care for diverse populations. Data will be critically analyzed to identify barriers to equitable quality healthcare. Analyze epidemiological, biostatistical, occupational, and environmental data in the development, implementation, and evaluation of clinical prevention and population health. Additional focus will be placed on underserved populations unique to the local regions, such as the Amish and Mennonite orders. *Prerequisites: NURS 700, NURS 701*

NURS 704: 3 theory hours/week

Complex Health Care Systems

Focus on the major theories and approaches to sustainable healthcare business practices. Key areas of interest include application of organizational theory and consideration of organizational culture. Focus on quality improvement and ensuring patient safety, with an emphasis on outcome indicators and the relationship among processes, outcomes, and costs. *Prerequisites: NURS 702, NURS 703*

NURS 705: 3 theory hours/week

Evidence-Based Practice Process

Focuses on developing the necessary skills for applying EBP processes with the context of a practice setting, health care organization, or community. Provides the foundation for the DNP scholarly experience. Emphasis on a scholarly, systematic approach to problem-solving. The relationship between nursing interventions and patient outcomes is examined and opportunities for improvement are sought.

Prerequisites: NURS 702, NURS 703

NURS 706: 3 theory hours/week

Statistical Methods

Exploration of statistical methods commonly used by advanced practice nurses to understand human health patterns. Descriptive and inferential statistics are applied through the use of statistical software packages and manipulation of datasets. Appraisal of appropriateness of research methods and techniques is included.

Prerequisites: NURS 704, NURS 705

NURS 707: 3 theory hours/week (110 clinical hours)

Scholarly Design Seminar

Focus is on the design and defense of the student's scholarly project. Integration of foundational courses to develop, design, and successfully defend the proposed scholarly project.

Prerequisites: NURS 704, NURS 705

NURS 708: 3 theory hours/week

Informatics and Data Management

Design, select, and use information systems/technology to evaluate programs of care, outcomes of care, and care systems. Information systems/technology provide a mechanism to apply budget and productivity tools, practice information systems and decisions supports, and web-based learning or intervention tools to support and improve patient care.

Prerequisites: NURS 706, NURS 707

NURS 709: 3 theory hours/week (110 clinical hours)

Scholarly Implementation Seminar

Focus is on the implementation of the student's scholarly project, as well as collection of specified outcome measures. Student will engage in their select area of practice to enact the previously approved scholarly project. Seminar style allows for increase interaction with faculty advisors and course peers.

Prerequisites: NURS 706, NURS 707

NURS 710: 3 theory hours/week

Transforming Healthcare

Provide a foundation for understanding complex systems within a socioeconomic and political context. Theories and concepts related to transformational leadership will be analyzed in relation to achievement of significant change in healthcare organizations.

Prerequisites: NURS 708, NURS 709

NURS 711: 3 theory hours/week (110 clinical hours)

Scholarly Evidence-Based Practice Evaluation

Focus is on the evaluation and completion of the student's scholarly project, including statistical analysis of the specified outcome measures. Analysis and application of the findings in the context of the greater healthcare system is essential. Emphasis on dissemination of results. Seminar style allows for increased interaction with faculty advisors and course peers.

Prerequisites: NURS 708, NURS 709

Millersville University Department of Nursing

DNP SPECIFIC POLICIES AND PROCEDURES

General Information

There are many general University policies that are important to registered nurses enrolled in the nursing programs. All of them cannot be addressed in this handbook. Please refer to the University Catalog: <http://www.millersville.edu/catalogs/graduate/index.pdf>

General Information on Admission

Admission information may be found in the Graduate Catalog: <http://www.millersville.edu/catalogs/graduate/index.pdf>

Application Deadline:

March 1st – full consideration date.

Registered Nurse Licensure Policy

Students must present evidence of current licensure as a Registered Nurse

ACADEMIC POLICIES

Program Completion

Students will have five years to complete all DNP requirements. Individuals who are not able to complete degree requirements within the designated time frame may seek an extension. A letter with faculty advisor endorsement will be submitted to the Program Director and the Dean, who will designate the length of the extension.

DNP Program Advisement

The Nursing Department views the advisee/advisor relationship as a critical aspect of graduate education and preparation. Each student will be assigned a faculty advisor upon admission to the program.

Your advisor is your primary contact with the Nursing Department and DNP program. You are strongly encouraged to develop a close working relationship with your advisor.

Each graduate student MUST meet with your advisor at least once a semester to discuss academic work and course selection. Each professor has office hours and should be ample to meet the needs of all students. However, occasionally, these times and days may not be convenient to the needs of the student. At those times, students are encouraged to make appointments. Further, appointments are encouraged to discuss issues of a critical nature or that need an extended period of time to resolve. Appointments can be scheduled face-to-face, via phone, or via other synchronous modalities.

Graduation

Students who plan to graduate at the end of any semester must complete an application for graduation which can be found at <http://www.millersville.edu/graduate/current-student-resources/forms-center.php> by the deadline printed in the registration information each semester. A \$30 graduation fee is charged. A student who applies for graduation but does not complete degree requirements by the anticipated date must reapply in the semester when he/she does expect to graduate. Students are billed by the Office of Student Billing for the graduation fee. Additional details and appropriate forms are available on the Millersville Commencement web page.

Grading Policy

The grading policy at Millersville University is determined by each faculty member; however, the nursing faculty has agreed on the following graduate program scale:

GRADE	PERCENTAGE	QUALITY POINT EQUIVALENT
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
F	≤ 72	0.0

DNP students must maintain a minimum cumulative grade point average of 3.0. If it drops below 3.0 in any given semester the student will be notified that he or she is not meeting the expected performance standard for progression, which is a cumulative grade point average of 3.0.

If the student fails to achieve a cumulative GPA of 3.0 in the following semester, he/she will be placed on academic probation.

A graduate student earning an F grade in any course will be dismissed from graduate study at Millersville University. An F grade earned at Millersville University may not be made up at another institution of higher learning for the same course.

Students may appeal dismissal to the Graduate Academic Appeals Committee (GAAC). Students who have been dismissed and believe specific, unusual circumstances affected their academic performance may request a review by writing a letter of appeal to the GAAC. For the appeal to be considered before the next semester, it must be received by the committee by the date specified in the notice of dismissal. Information and forms regarding graduate appeals may be found at www.millersville.edu/graduate or by calling 717-871-4723. After GAAC's decision, if an appellant believes the appeal process was not administered as prescribed herein, the appellant may pursue an appeal of the process, but not the academic decision, in writing, to the dean of the College of Graduate Studies and Adult Learning. Such an appeal must be made within 10 business days from the date of the decision letter from the chairperson of the GAAC. The appellant is advised to provide as much written documentation as possible, describing why the process was not administered as prescribed herein, and any supporting materials. The decision of the dean of the College of Graduate Studies and Adult Learning regarding the process appeal is final and not subject to further review.

Grading Policy for the Courses with Clinical components

Completion of clinical hours (NURS 707, NURS 709, NURS 711) is required to meet DNP degree requirements.

Policy on Transfer of Credits into the DNP Program

Up to a maximum of six credits of relevant courses taken prior to admission to the DNP Program may be transferred into the DNP Program. Students will be asked to submit an official transcript including the course grade, as well as a course syllabus. These will be reviewed and a determination will be made. Prior courses must have an equivalent course at MU in order to be considered for transfer.

Students are not usually permitted to take courses outside Millersville University for credit toward the DNP degree once admitted to the DNP Program.

Attendance Policy

Students are expected to attend/be active in all classes. It is the student's responsibility to complete all course requirements even if a class is missed. If a student misses class for an officially excused reason, then he/she is entitled to make up the missed work, but only at the convenience of the faculty member. Responsibility for material presented in, assignments made for, and tests/quizzes given in regularly scheduled classes, lies solely with the student.

The University policy is that faculty will excuse absences for the following reasons:

- personal illness,
- death or critical illness in the family,
- participation in a University-sponsored activity,
- jury duty,
- military duties, or
- religious holidays

Faculty judge the validity of student absences from class within the University's approved guidelines and may require documentation for excused absences. Faculty will evaluate any reason, other than those listed above, for a student missing class and determine whether the absence is justified. In these circumstances, a student may make up missed work at the discretion of the instructor. Any unauthorized absence from a class can result in a final grade of 'F'.

Graduate Programs Written Assignments

Students must obtain and use the appropriate edition of **the American Psychological Association's Style Manual** for the completion of **ALL** written assignments. Please use great care when completing any written assignment. This includes literature review papers, research papers, scholarly projects, case studies, on-line assignment, and any other material composed for completion of course work. DNP students beginning in 2020 will use the 7th edition, students starting prior to 2020 will use the 6th edition.

Plagiarism

Plagiarism is defined as the act of *using or closely imitating* the written words of another source or individual without permission or citation. Student work will be submitted to Turnitin (a plagiarism detection program). Any incidence of plagiarism may result in a grade of 0 for the assignment and may result in a failing grade for the course. Check course syllabus. All appropriate University policies related to cheating and academic dishonesty will be followed. See the Graduate Student Catalog: <http://www.millersville.edu/catalogs/graduate/index.pdf> and for disciplinary action as provided in the Student Code of Conduct: http://cs.millersville.edu/~bliffick/cs161/student_code.html.

Academic Honesty/Dishonesty Policy and Student Code of Conduct

Please review the "Academic Honesty/Dishonesty Policy" in the MU Graduate Catalog <http://www.millersville.edu/catalogs/graduate/index.pdf> as well as the Student Code of Conduct: http://cs.millersville.edu/~bliffick/cs161/student_code.html.

OTHER POLICIES

Email

Only email originating from a Millersville account will be acknowledged by faculty.

Electronic Devices

While electronic devices have become an important part of our lives, these devices can be significant distractions in the classroom. The Department of Nursing recognizes the value of taking notes on such devices and even periodically looking up information to share with the class. However, use of phones, tablets, laptops for non-academic purposes in the classroom is not acceptable. Texting, game play,

emailing, etc. during class is prohibited. Further, in the event a student is using an electronic device to take notes in class, it is under the purview of the faculty member to request an emailed copy of these notes within 10 minutes of the completion of class. If the faculty member deems the quantity of notes is not congruent with the volume of typing/screen attention of the student, the student will not be permitted to use electronic devices to take notes in the future.

Appeal of Department Policies

Students who have a problem with a department policy may petition the department, through their advisor, for consideration of their concern at the Department of Nursing meeting.

Formal Complaint Process

A formal complaint is viewed as an occasion whereby a nursing student voices an issue and follows the procedure of involving several levels of administration within the College and University. Complaints within the College generally fall into three categories: faculty performance, grade disputes, and a variety of course related concerns. Whenever possible, these types of complaints are resolved at the Department level, prior to be elevated to the level of formal complaint.

As per University policy, when students believe problems they have had at the University have not been addressed adequately, they have the option of bringing the matters to the attention of the appropriate University personnel via the [student complaint process](#). When doing so, a student should first contact the person or faculty member whose decision/action is the cause for concern. If the student does not believe the matter has been resolved at that level, the student can then proceed to speak with a staff member's immediate supervisor or a faculty member's academic department chairperson. If the issue cannot be resolved by the Nursing Department Chair, the student can then begin the formal complaint process by making an appointment and discussing with the appropriate member of University administration. The [Student Judicial Affairs Handbook](#), available online to all students, details the Student Code of Conduct as well as the student appeal process.

Title IX Information

Millersville University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment, comply with Title IX of the Education Amendments of 1972, 20 U.S.C. §1681, et seq., and act in accordance with guidance from the Office for Civil Rights, the University requires faculty members to report to the University's Title IX Coordinator incidents of sexual violence shared by students. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. Faculty members are obligated to report to the person designated in the University Protection of Minors policy incidents of sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred.

Information regarding the reporting of sexual violence, and the resources that are available to victims of sexual violence, is available at <http://www.millersville.edu/sexualviolence/index.php>.

Change of Name, Address, and Telephone Number

The student must complete a Name or Address Change Form in order to officially change his/her name, address or telephone number. The Name or Address Change Form is available in the Registrar's Office. The student must also notify the Department of Nursing secretary (871-4274) if there is a change of name, address, or telephone number. The student's timely completion of the form and notification of the Department of Nursing office will ensure ongoing communication from the University and the Department of Nursing with the student.

Ethical Responsibilities

Throughout enrollment in the graduate programs at Millersville University, students are expected to maintain the highest ethical standards. In that regard, students are held to the standards of the 2015 ANA Code of Ethics as well as the Professional Mandates of the Pennsylvania State Board of Nursing.

ADDITIONAL OPPORTUNITIES

Millersville University Chapter Sigma Theta Tau International

Xi Chi Chapter membership will be open to qualified graduate nursing students. Students are invited to join annually, based on their academic record.

Graduate Assistantships

The graduate assistantship in nursing is designed for highly motivated individuals who have a desire to engage in academic activities. Students should be well organized, work well in groups, and have well-developed computer skills. Students can apply for an assistantship through the Office of Graduate Studies.

INFORMATION RELATED TO CLINICAL COURSES

According to the AACN Essentials for DNP Education, all DNP students must achieve a minimum of 1,000 post-baccalaureate supervised clinical hours to achieve the DNP competencies. MU DNP students are required to submit a letter verifying their total number of clinical hours achieved in the their master's program as an admission requirement.

Students will engage in 330 indirect clinical hours in the MU DNP program. These hours are not to be spent in direct patient care, but rather they are intended to be spent in the development and execution of the scholarly project.

If a student enters the MU DNP program with fewer than 670 documented post-baccalaureate supervised clinical hours, the student must register for NURS 786 Clinical Advanced Doctoral Nursing Practice. Depending on the number of additional clinical hours needed to achieve both the minimum 1,000 clinical hours and the DNP program competencies, this course may be taken for 1 – 6 credits (55 clinical hours per credit).

Students who need to register for this course, either to achieve the minimum number of clinical hours or to meet the program competencies, must notify the DNP Program Director of the intended semester. Availability of the course will be based on the department complement and faculty availability.

DNP students must adhere to the specific requirements of the agency / state / country in which you will be conducting your evidence-based project. It is the student's responsibility to discern the specific institutional requirements and ensure all necessary materials are submitted to the agency, with copies submitted to the MU Nursing Department. This includes background checks, malpractice insurance, health form requirements and other as specified by the agency.

The costs for all components of the background check process are the responsibility of the applicant or student.

Guidelines for the DNP Scholarly Project

All DNP students will complete an evidence-based practice scholarly project as a requirement for graduation. Through the completion of the project, students will demonstrate a culmination of the knowledge acquired through the DNP program. The project is expected to be a scholarly endeavor, where students will apply the principles of evidence-based practice. In this project, students will focus on the identification and resolution of practice problems through the application and translation of evidence-based recommendations. As per AACN Guidelines, the Scholarly Project will demonstrate achievement of the AACN DNP Competencies.

It is expected that sufficient rigor and integrity will be applied to all project. While not a research dissertation, the DNP Scholarly Project will employ sufficient data and analysis techniques to demonstrate the impact on patient outcomes and safety.

Unlike a PhD dissertation, the DNP scholarly project is not designed to test hypotheses, develop new theories, or test new models. The scholarly project is the translation of evidence into practice.

1. DNP students, as part of the admission criteria, will identify a potential focus for their DNP Scholarly Project. Students will begin working toward increasing their knowledge of the evidence in this area in their first semesters.
2. Students will continue to develop and refine their project topic each semester as a part of the assigned course work. While it is possible to change topics, it is highly discouraged after the first two semesters. Significantly changing topics may delay graduation and may impact the student's ability to remain within the admission cohort.
3. The DNP Project team will be defined and selected as per the DNP Project Team policy. The DNP team must be approved by the Director of the DNP program and the Department Chair.

Project Proposal Defense:

Proposal defense will take place at the completion of the second summer term. Prior to oral defense, the DNP student must have his/her written proposal approved by their DNP Project team. Two additional faculty will be assigned by the DNP Program Director as reviewers to review the proposal. At the proposal defense, each student will have a specified period of time to provide an overview of their project. All faculty and other attendees will have time to ask questions regarding the proposed project. There will be a time of private discussion between the faculty and the student. During this time, questions will be asked about the project, as well as other comprehensive questions designed to ensure the student has mastered doctoral competencies based on previous courses and content. At the completion of the defense, the Project Team and two faculty reviewers will make a recommendation regarding acceptance of the defense.

1. Accepted with no revisions (submit to IRB)
2. Accepted with minor revisions (submit to IRB following revisions approved by the Project team chair)
3. Accepted with major revisions (must be approved by Team and readers prior to IRB submission)
4. Not accepted

Students will be notified both orally and in writing of the decision on the day of the defense.

Project Final Defense:

The final project defense will take place at the completion of the second spring term. Prior to oral defense, the DNP student must have his/her final DNP Scholarly Project paper approved by the DNP Project team. The same readers will be assigned to review the final scholarly project. In the event that one of the readers is no longer a faculty member, the DNP Program Director will appoint a new

reader. At the final defense, each student will have a specified period of time to discuss their project, along with time for public comment and questions. There will be a time of private discussion between the faculty and the student. During this time, questions will be asked about the project, as well as other comprehensive questions designed to ensure the student has mastered doctoral competencies. The Project team and readers will make a recommendation regarding acceptance of the project.

1. Approved with no revisions
2. Approved with minor revisions (revisions can be approved by the Project team chair)
3. Conditionally approved with major revisions (revisions must be approved by Team and readers)
4. Not approved

Candidates who are Approved or Approved with Revisions will satisfy the committee members that all necessary revisions been made. One bound copy will be provided to the Nursing Department.

The Program Director will sign the degree completion form which is transmitted to the Office of the Registrar in the semester of the student's actual graduation from the University. Students will be notified that they have successfully completed the degree.

The degree will be awarded according to the usual schedule of the University for awarding of degrees. The University conducted one graduate level graduation ceremony at the conclusion of the spring semester. Successful degree completion can be documented in a letter by the Graduate Dean.

Guidelines for the DNP Project Team

1. The appointed faculty advisor will serve as the chair of the DNP Project Team.
2. The Director of the DNP Program will appoint the second faculty member. Any full-time faculty with an earned doctorate can serve in the second faculty member position. The second faculty member will be selected based on expertise and familiarity with the proposed scholarly project.
3. Recognizing the expertise of both the PhD and DNP, whenever possible, both degrees will be represented on the committee
 - a. The PhD will serve as the expert resource for the areas related to data collection methods, data analysis and other methodological issues. .
 - b. The DNP will serve as the expert resource for the areas related to EBP models, implementation strategies and evidence translation.
4. Students are required to have a community member on the project committee. The community member should minimal be prepared at the master's level. This individual must submit an updated resume/curriculum vitae to the Department of Nursing.
5. All members of the DNP Project team must be identified on the DNP Project Team Appointment Form and the team must be approved by the DNP Program Director and the Department Chair.
6. Students may consult with anyone at all who has expertise in the student's content area or methodology. If consultation entails expenses, those are the responsibility of the student.
7. It is the student's responsibility to communicate frequently with the Project Team member

MILLERSVILLE UNIVERSITY
DEPARTMENT OF NURSING
DNP Program

DNP Project Team Appointment Form

Student Name: _____ M _____

Project title:

Faculty Advisor: _____

Faculty Advisor Signature: _____

Project Institution: _____

Unit (if applicable) _____

Second Faculty Member: _____

Signature: _____

Community Member: _____

Signature: _____

Brief Rationale for Community Member Selection:

Approved by DNP Program Director (signature):

Approved by Nursing Department Chair (signature):

**MILLERSVILLE UNIVERSITY
DEPARTMENT OF NURSING**

Important Student links:

Millersville University Mission Statement

<http://www.millersville.edu/about/administration/missionstatement.php>

Academic Honesty Policy

<http://www.millersville.edu/about/administration/policies/pdf/academics/Academic%20Policy%20-%20Academic%20Honesty%20and%20Dishonesty.pdf>

Student Code of Conduct

<http://www.millersville.edu/services/judicialaffairs/files/StudentCodeofConduct.pdf>

Services available to students

<http://www.millersville.edu/currentstudents/index.php>

Campus map and directions

<http://www.millersville.edu/directions/>

MU Alert – Emergency procedure:

<http://mualert.millersville.edu/>

Emergency Response Guide

http://www.millersville.edu/hr/ehs/ehs%20forms/Emergency_Communication_At_MU_Brochure.pdf

Graduate Catalog

<http://www.millersville.edu/catalogs/graduate/index.pdf>

Graduate Student Forms

<http://www.millersville.edu/graduate/current-student-resources/forms-center.php>

Sigma Theta Tau International, Xi Chi Chapter

<http://blogs.millersville.edu/xichi/>