William Paterson University of NJ
Department of Nursing
Graduate Programs

Doctor of Nursing Practice Program

Student Handbook
of Policies & Procedures

2019 - 2020
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisement</td>
<td>9</td>
</tr>
<tr>
<td>Academic Integrity Policy</td>
<td>11</td>
</tr>
<tr>
<td>Academic Probation and Dismissal</td>
<td>14</td>
</tr>
<tr>
<td>Accessibility Resource Center</td>
<td>21</td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>8</td>
</tr>
<tr>
<td>Admission Status</td>
<td>9</td>
</tr>
<tr>
<td>Contact Persons</td>
<td>73</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>25</td>
</tr>
<tr>
<td>Course End Evaluation of Clinical Site</td>
<td>59</td>
</tr>
<tr>
<td>Course End Evaluation of Preceptor</td>
<td>60</td>
</tr>
<tr>
<td>Course Progression</td>
<td>29</td>
</tr>
<tr>
<td>Curriculum Course Progression</td>
<td>30</td>
</tr>
<tr>
<td>Degree Completion and Guidelines</td>
<td>31</td>
</tr>
<tr>
<td>DNP Clinical Documentation Checklist</td>
<td>51</td>
</tr>
<tr>
<td>DNP Course Log Form</td>
<td>56</td>
</tr>
<tr>
<td>DNP Essentials Competency Assessment</td>
<td>69</td>
</tr>
<tr>
<td>DNP Practice Experience Self-Reflection</td>
<td>58</td>
</tr>
<tr>
<td>DNP Practicum Employer Acknowledgement</td>
<td>57</td>
</tr>
<tr>
<td>DNP Project</td>
<td>32</td>
</tr>
<tr>
<td>DNP Project Proposal</td>
<td>37</td>
</tr>
<tr>
<td>Financial Assistance/Scholarships</td>
<td>22</td>
</tr>
<tr>
<td>Functional Health Status Form</td>
<td>50</td>
</tr>
<tr>
<td>Grade Appeal Process</td>
<td>16</td>
</tr>
<tr>
<td>Grade Change Policy</td>
<td>17</td>
</tr>
<tr>
<td>Grades and Standards</td>
<td>18</td>
</tr>
<tr>
<td>Grade Scale</td>
<td>19</td>
</tr>
<tr>
<td>Guidelines for DNP Clinical Practica</td>
<td>43</td>
</tr>
<tr>
<td>Incomplete Course Work</td>
<td>20</td>
</tr>
<tr>
<td>Initial Clinical Health Clearance Guide</td>
<td>45</td>
</tr>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>19</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>2</td>
</tr>
<tr>
<td>Nurse Faculty Loan Program (NFLP)</td>
<td>23</td>
</tr>
<tr>
<td>Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>Preceptor Evaluation Form – NUR 8350/8351</td>
<td>61</td>
</tr>
<tr>
<td>Preceptor Evaluation Form – NUR 8360/8361</td>
<td>65</td>
</tr>
<tr>
<td>Preceptor Information Request Form</td>
<td>53</td>
</tr>
<tr>
<td>Preface</td>
<td>2</td>
</tr>
<tr>
<td>Program Description:</td>
<td></td>
</tr>
<tr>
<td>Vision</td>
<td>7</td>
</tr>
<tr>
<td>Goals</td>
<td>7</td>
</tr>
<tr>
<td>Objectives/Outcomes</td>
<td>7</td>
</tr>
<tr>
<td>Repeat Policy</td>
<td>15</td>
</tr>
<tr>
<td>Responsibilities of the Students</td>
<td>12</td>
</tr>
<tr>
<td>Time Completion</td>
<td>18</td>
</tr>
<tr>
<td>Transfer Credit Policy</td>
<td>15</td>
</tr>
<tr>
<td>Withdrawal from a Course</td>
<td>17</td>
</tr>
<tr>
<td>Withdrawal from the University</td>
<td>19</td>
</tr>
</tbody>
</table>
PREFACE
The Department of Nursing DNP Student Handbook is designed to share information, procedures and policies specific to DNP students enrolled in the Graduate Nursing Program. The information presented here will be helpful as you negotiate your way through your graduate studies. Our expectation is that you will use this Handbook as your first point of reference when you have questions concerning your program of study or academic policies.

The primary reference for rules, policies and procedures concerning graduate education at William Paterson University is the Graduate Catalog on the William Paterson University website. It is expected that all DNP students become familiar with the policies and rules contained in this document.

While the primary responsibility for your success lies with each of you, many individuals stand ready to assist you in your efforts. On behalf of the Chairperson of the Department of Nursing, the Director of the Graduate Program, the DNP coordinator, faculty and the staff of the Department of Nursing, we wish you continued success with your academic studies.

UNIVERSITY MISSION STATEMENT
William Paterson University of New Jersey is a public institution that offers an outstanding and affordable education to a diverse traditional and nontraditional student body through baccalaureate, graduate and continuing education programs. The University’s distinguished teachers, scholars and professionals actively challenge students to high levels of intellectual and professional accomplishment and personal growth in preparation for careers, advanced studies and productive citizenship. Faculty and staff use innovative approaches to research, learning and student support to expand students’ awareness of what they can accomplish. The University’s graduates embody a profound sense of responsibility to their communities, commitment to a sustainable environment and active involvement in a multicultural world.

VISION: THE UNIVERSITY IN 2022
William Paterson University will be widely recognized as the model of outstanding and affordable public higher education characterized by rigorous academic preparation and a wide array of experiential, co-curricular and extra-curricular opportunities. The University will be distinctive for nationally recognized programs that prepare its students for the careers of today and tomorrow and known for its support of the personal growth and academic success of a highly diverse student body. It will be an institution of first choice for students committed to transforming their lives and making a difference.
**CORE VALUES**
At the core of everything the University does, the following five values define its ethos and fundamental beliefs:

**ACADEMIC EXCELLENCE**
As individuals and as an institution, we seek to model and to impart to our students the highest standards of knowledge, inquiry, preparation, academic freedom and integrity, as well as an expanded sense of what an individual can accomplish.

**CREATING KNOWLEDGE**
We strive to expand the boundaries of knowledge and creative expression in and outside of our classrooms. We help students think imaginatively and critically and encourage innovative solutions to social issues and challenges of ecological sustainability and economic growth and ethical dilemmas confronting our communities, regions, nation and world.

**STUDENT SUCCESS**
Students are our reason for being. We judge our effectiveness, progress and success in terms of how well we provide a platform for their personal, intellectual and professional development, enabling them to transform their lives and become civically engaged.

**DIVERSITY**
We value and promote the expression of all aspects of diversity. We maintain a campus culture that welcomes diversity of personal circumstances and experiences and prepares students to become effective citizens in an increasingly diverse, interdependent and pluralistic society.

**CITIZENSHIP**
We challenge our students, faculty, staff and alumni to recognize their responsibility to improve the world around them, starting locally and expanding globally. We offer critical expertise to New Jersey and our region, while our scholarship and public engagement address pressing community needs in the region and beyond in keeping with our public mission.

*Approved by the William Paterson University Board of Trustees March 19, 2012*
**INTRODUCTION**

The Doctor of Nursing Practice (DNP) is a *practice doctorate* that educates nurses in eight essential areas (AACN, 2006). DNP prepared clinical scholars who are recognized for outstanding patient care outcomes, leadership in nursing practice and health care organizations and academic faculty. The DNP is the terminal degree in clinical nursing. The American Association of Colleges in Nursing (AACN) voted in October 2004 to endorse changing the level of preparation necessary for advanced nursing practice roles from the master's degree to the doctorate level. This educational preparation includes advanced courses in informatics, population health, leadership, research translation, policy & advocacy, communication and inter professional collaboration and advanced clinical knowledge.

Presently, WPU offers a Post Masters DNP, which is a 41-credit program for nurses who have completed an MSN. In addition to the 41 course credits, each student must complete 1,000 hours of post BSN supervised practicum. Accumulated practicum hours from their MSN are considered towards the 1,000 DNP practice hours. Opportunities to earn clinical hours are integrated in the post MSN DNP curriculum. Additional credits may be required if you have less than 500 practicum hours in your former MSN program.

The Post-master’s DNP is offered as a full time or part-time program. The full time program is a two course per semester and the program that can be completed in 2.5 years by those students entering with a minimum of 500 practicum hours. The part-time schedule allows students to graduate in 5 years, taking one course per semester. Nursing DNP courses are offered on every other Saturdays asynchronous with online courses. The DNP program is accredited by the Commission on Collegiate Nursing Education (CCNE) 655 K Street NW, Suite 750, Washington, DC 20001, Telephone (202)-887-6791, until June 30, 2025.

**WILLIAM PATERSON UNIVERSITY**
**COLLEGE OF SCIENCE AND HEALTH**
**DEPARTMENT OF NURSING MISSION STATEMENT**

The William Paterson University Department of Nursing, through its educational programs, is committed to preparing nurses who are accountable for the delivery of culturally sensitive, caring, and competent nursing care to diverse clients in a variety of settings. Graduates of the Baccalaureate, Masters and Doctor of Nursing Practice degree programs are encouraged to pursue life-long learning to effect and enhance self-development, professional growth, critical thinking and leadership.

**PHILOSOPHY**

The Department of Nursing is an integral part of the University and shares its mission and goals in relation to quality education, research, creative activity, and community service. The faculty actively concurs with the University's commitment to promote student success, academic excellence, and community outreach. The faculty also values diversity and equity as essential to educational excellence and responsible citizenship in an increasingly global economy and technological world.

The beliefs of the faculty provide direction for the organization of the curricula in the Bachelor of
Science in Nursing, the Master of Science in Nursing and Doctor of Nursing Practice programs. The faculty believe in the integrity and worth of human beings. Human beings are holistic and continually responding to the environment in order to meet their biological, psychosocial, and spiritual needs. The individual is unique, capable of change, and participates in decision making related to health care needs. The individual warrants respect, dignity, and recognition of personal beliefs and values. All human beings deserve nursing care that is culturally sensitive and caring as they progress through the life span.

The faculty believes health is dynamic and is influenced by complex and technological environments. Health is a social concept existing in individuals, families, communities, and a nation that reflects normative standards referenced by cultural beliefs, personal values, mores, and experiences.

As an academic discipline and practice profession, Nursing's focus of concern is health and the delivery of health care. Nursing as a socially accountable profession exerts an essential influence on the health status of clients/client systems. Nursing's social influence prevails when the profession continues to recognize and respond to society's evolving health care needs. Nursing explores, examines, proposes, supports, and challenges health care practices and policies to maintain the dialogue that protects the quality of and access to the health system. Nursing is a creative human service provided within an active cooperative relationship with clients.

Nurses influence healthy responses that promote, maintain, and restore health across the life span and they participate in the wellness-illness and end-of-life experiences of those they serve. Baccalaureate nurses use a systematic five step nursing process approach that engages critical thinking, intellectual, interpersonal, and technical competencies in the delivery of professional nursing care. Masters prepared graduates build on those basic competencies and delineate nursing knowledge embedded in clinical practice through research. They are skillful in applying frameworks, models of care, concepts, and rationales for practice. Evidence based principles and research are critical premises for developing quality practice decisions by undergraduate and graduate students. Doctor of Nursing Practice graduates are prepared as thought leaders expected to advance nursing practice and the profession.

The goal of education within the department of Nursing is to promote student growth toward realizing their personal and professional potential. Nursing knowledge and relevant knowledge from the humanities, the natural and behavioral science are foundational for professional nursing and are prerequisites for graduate education.

The Masters’ education incorporates advanced theory, research, and skills into the competencies required in a variety of settings. The advanced prepared nurse provides leadership for the advancement of the discipline, in the scientific community, and in academic and service institutions.

Doctor of Nursing Practice education expands the professional nurse’s theoretical foundations. The nurse applies research, theory, and current evidence towards the improvement of the profession of nursing and patient health outcomes. These graduates actively engage in the critical conversation that
affects systems of care and health policy at the local, regional and national levels.

Faculty view learning as a continuous interactive and life-long process. The ways of knowing are many and include aesthetic, observational, experimental, intuitive, and rational approaches. Learning requires self-discipline and goal orientation. Faculty ensure that the curriculum includes learning opportunities to develop and apply knowledge, skills and values. Additionally, all graduates must be able to engage the technology driven information systems that are the repositories of health data.

Finally, the faculty believes the graduates of the educational programs are prepared to deliver safe and effective nursing through teaching, research, and collaboration with other professionals and health care consumers.

Doctor of Nursing Practice education expands the professional nurse’s theoretical foundations. The nurse applies research, theory and current best evidence towards the improvement of the profession of nursing and patient care outcomes. These graduates actively engage in the critical conversations that affect systems of care and health policy at the local, regional and national levels.

Rev. 5/89; 5/96; 11/12/07; 2/10; 5/10/13
DOCTOR OF NURSING PRACTICE
PROGRAM DESCRIPTION

VISION

William Paterson University of New Jersey nursing provides a premier academic and scholarly environment for nurses currently in advanced practice, and those DNP students in clinical practice, to pursue a rigorous practice-focused doctoral study. Graduates of the WPU Doctor of Nursing Practice program will be expert leaders in advanced clinical and organizational levels, capable of initiating health care programs and policy changes that address critical issues in health care delivery.

GOALS

The DNP program will prepare nurses to:

a. Function as advanced clinical leaders in administration, service and education.

b. Function as practitioners at the highest level of nursing practice as DNP prepared advanced nurse practitioners.

OBJECTIVES/OUTCOMES

Upon successful completion of the DNP, graduates will be able to:

1. Provide advanced nursing care to individuals, families, communities, and clinical populations.

2. Appraise and utilize current technologies to advance the quality and accessibility of care.

3. Critique and selectively translate science to guide clinical decision-making and program development.

4. Evaluate and influence health care policy and systems.

5. Provide leadership and inter-professional collaboration in multiple health care arenas

6. Evaluate systems responses to health and illness as a basis for the promotion, restoration, and maintenance of health and functional abilities and the prevention of illness.

7. Integrate and apply in clinical context advanced knowledge of nursing theories, related sciences and humanities, and methods of inquiry.

8. Initiate changes in the healthcare system through the design and implementation of health related projects that strengthen the outcomes in the healthcare delivery system.
ADMISSION REQUIREMENTS

1. Requirements for admissions to the post-masters to DNP program:

   a. A master’s degree with a major in nursing in an advanced clinical practice or in a nursing administration/management program accredited by Commission on Collegiate Nursing Education or National League for Nursing Accrediting Commission
   b. GPA of 3.3 on prior graduate level course work
   c. Course in research at the graduate level
   d. Essay discussing professional goals and focusing on recent experience, how the DNP will enhance the applicant’s professional development, and career goals upon program completion
   e. Verification of the number of supervised clinical hours from the previous director of the MSN program
   f. New Jersey registered nurse license (unencumbered)
   g. One year of work experience as registered nurse
   h. Current certifications (if you are an NP or CNS)
   i. Three letters of recommendation
   j. Current resume or Curriculum vitae
   k. In-person interview may be scheduled
ADMISSION STATUS

The following are regulations affecting all graduate students at WPU.

Matriculation Policy
Matriculated students are those who are fully accepted to a degree-granting program.

Student Responsibility

Graduate students are expected to know the requirements for the degree they plan to earn. While the staff and faculty will endeavor to aid in every manner possible, students are responsible for staying informed of current regulations, their status in the graduate program and progress toward graduation.

ACADEMIC ADVISEMENT

Academic Advisor Assignment

When a student is accepted into the doctor of nursing practice program, the DNP coordinator serves as the student's DNP academic advisor until the student has chosen a faculty DNP Project Advisor.

Responsibilities of Academic Advisor(s)

The academic advisement process is essential in order to promote a high quality educational program and to facilitate teaching and learning. This unique process assists in the clarification of goals and encourages continuity of learning throughout the program. Academic advisers are valuable resource persons for doctoral students. Advisement is seen as a responsibility of both students and faculty.

The responsibilities include:

After Admission

1. Review the student's records.
2. Clarify specific career goals.
3. Assist in planning the student's total program including appropriate sequencing and requirements.
4. Clarify expectations of student-faculty roles.
5. Spell out student responsibilities, e.g., record keeping and registration, and provide policy interpretation regarding academic standing.
6. Facilitate registration of courses.
Throughout the Program

1. Speak with student each semester to facilitate registration, e.g., discussion of changes in courses and/or program.
2. Grant approval for registration.
4. Communicate with student regarding academic progress, e.g., discussion of academic standing or problems interfering with study.
5. Refer the student to appropriate resources for assistance with personal or financial problems.
6. Maintain the student's records and update with pertinent data.
7. Note the student's progress on file each semester and as necessary.
8. Note special interviews, phone calls, etc., in student's record.
9. Determine the student's eligibility for awards and honors; recommend the student for awards and honors for which he or she is eligible.
10. Monitor that students have achieved 1,000 practice hours.

Once doctoral students enroll in NUR 8301, DNP Project Advisement I, the DNP Project faculty advisor of the course will be the student’s academic advisor for the remainder of the degree program. Hereby known as the faculty advisor.

Graduation: Completion of Program

Students who are eligible for graduation are required to apply on WP Connect. Students who are applying for graduation from the DNP Program must have all coursework and clinical hours completed prior to the presentation of the DNP project. See dates listed below:

<table>
<thead>
<tr>
<th>Month</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Candidates apply no later than October 1</td>
</tr>
<tr>
<td>May</td>
<td>Candidates apply no later than February 1</td>
</tr>
<tr>
<td>August</td>
<td>Candidates apply no later than June 1</td>
</tr>
</tbody>
</table>

Students who have already applied to graduate and need to change their graduation date now have the capability to complete this change through WP Connect.
RESPONSIBILITIES OF THE STUDENTS

Protocol for Advisement and Registration

1. Each student is to make an appointment or speak with the DNP Coordinator during the advisement period before or during registration.

2. Students will be able to view course offerings and register online by going to: http://www.wpunj.edu/enrolled and click on registration.

3. All dropping or adding of courses should be done after consultation between the advisor and student.

Authorizations or permits issued by the Graduate Program Director, Department Chairperson or DNP Coordinator to waive pre-requisites or for entry to a closed course must be claimed by the student registering for the course via Web Registration. The authorizations or permits that are unclaimed by the student will become invalid at the close of program adjustment. If you wish to drop all courses, you must take a Leave of Absence or a formal Withdrawal from the University. Students who are not enrolled in a given semester must complete a leave of absence.

For a leave of absence or withdrawal from the University students must go through WP Connect. You are only allowed no more than two leave of absence.

Registration and Course Selection

The final responsibility for proper course selection and timely registration rests with the student. Each semester, with the approval of their assigned advisor, students register for courses necessary to progress toward completion of the curriculum in which they are enrolled.

ACADEMIC INTEGRITY POLICY

I. Standards of Academic Conduct
As an academic institution committed to the discovery and dissemination of truth, William Paterson University expects all members of the University community to conduct themselves honestly and with professional demeanor in all academic activities.

William Paterson University has established standards of academic conduct because of its belief that academic honesty is a matter of individual and University responsibility and that, when standards of honesty are violated, each member of the community is harmed. All members of the University community are expected to adhere to the Academic Integrity Policy.

II. Violations of Academic Integrity
Violations of the Academic Integrity Policy include, but may not be limited to, the following examples:
A. **Plagiarism** is the copying from a book, article, notebook, video, or other source material, whether published or unpublished, without proper credit through the use of quotation marks, footnotes, and other customary means of identifying sources, or passing off as one’s own the ideas, words, writings, programs, and experiments of another, whether such actions are intentional or unintentional. Plagiarism also includes submitting, without the consent of the professor, an assignment already tendered for academic credit in another course.

B. **Cheating** during examinations includes any attempt to (1) look at another student’s examination with the intention of using another’s answers for personal benefit; (2) communicate, in any manner, information concerning the content of the examination during the testing period or after the examination to someone who has not yet taken the examination; (3) use any materials, such as notebooks, notes, textbooks, or other sources, not specifically designated by the professor of the course for student use during the examination period; or (4) engage in any other activity for the purpose of seeking aid not authorized by the professor.

C. **Collusion** is working together with another person or persons in preparing separate course assignments in ways not authorized by the instructor. Academic work produced through a cooperative (collaborative) effort of two or more students is permissible only upon the explicit consent of the professor. The collaboration must also be acknowledged in stating the authorship of the report.

D. **Lying** is knowingly furnishing false information, distorting or omitting data, failing to provide all necessary, required information to the University advisor, registrar, admissions counselor, or professor, for any academically related purpose.

E. **Other concerns** that relate to the Academic Integrity Policy include such issues as breech of personal security, stolen tests, falsified records, and vandalism of library or other materials. No list could possibly include all the possible violations of academic integrity. These examples should, however, give a clearer idea of the intent and extent of application of this policy.

### III. Faculty Responsibilities for Upholding the Academic Integrity Policy

A. Faculty is expected to be familiar with the Academic Integrity Policy. Each faculty member will inform students of the applicable procedures and conditions early in each semester before the first examination or assignment is due.

B. Ordinarily, in-class tests and final exams should be proctored. Proctoring is defined as having a faculty member or a representative of the faculty present in the room during an exam. Proctoring is the responsibility of the faculty member teaching the course although, where necessary, that responsibility may be shared with, or delegated to, faculty colleagues or graduate assistants assigned to the course.
IV. Resolution of Academic Integrity Policy Violations

A. If a faculty member has sufficient reason to believe that a violation may have occurred on any work submitted for a grade, he/she must attempt to speak with the student within ten (10) school days of the incident to discuss appropriate resolution.

B. After discussing this matter with the student, and if the student accepts the proposed resolution, the student waives his/her right to a hearing. Depending on circumstances, as assessed by the faculty member who has discussed the matter with the student, any of the following penalties may be imposed:

1. Resubmission of the assignment in question
2. Failure of the assignment
3. Failure of the course
4. Withdrawal from the course with no credit received
5. The imposition of other appropriate penalties with the consent of the student
6. Recommendation to the President of suspension or expulsion from the University

With any of the above, the faculty member may have a written record of the sequence of events placed in the student’s permanent record with a copy to the student.

C. If the student does not admit to a violation or disagrees with the proposed resolution, he/she must:

1. Speak directly to the faculty member within ten (10) school days of being informed of a violation or of the proposed penalty. If, after repeated attempts, the student is unable to reach the faculty member within ten (10) school days, the student must notify the department chairperson in writing within that ten (10) day period.

2. If, after discussion with the faculty member, the student is not satisfied with the outcome, the student may contact the department chairperson presenting a dated, written, and signed statement describing the specific basis for the complaint. At this time, the student must provide the faculty member with a copy of these written materials.

3. The department chairperson should try to resolve the issue by reaching an agreement by both the student and the faculty member. If the issue is not resolved at the chairperson’s level, the student may request that the chairperson convene the Department Executive Council (or other appropriate department team)—excluding the faculty members involved—to hear the appeal. The faculty member submits a written, dated, and signed statement of the alleged violation to the council/team. The student must submit a written, dated, and signed statement describing the basis of the complaint. The accuser assumes the burden of proof. When the faculty member involved is the chairperson, the student may request that the dean of the college convene the Department Executive Council (or
other appropriate department team). The Department Executive Council/Team submits its recommendation to the chairperson (or college dean, if the faculty member involved is the chairperson).

4. If not satisfied with the Department Executive Council’s (or other appropriate department team’s) decision, the student may ask the Dean of that college to bring the matter to the College Council. The faculty member submits a written, dated, and signed statement of the alleged violation. The student submits a written, dated, and signed statement describing the basis for the complaint. The accuser assumes the burden of proof. The chairperson of the department concerned does not take part in the final vote (although the written decision from the department chairperson is part of the college record). The College Council’s decision constitutes the University’s final decision regarding the substantive nature of the case. Future appeals based on violations of due process are permitted to the limit of the law.

5. Each step in the procedure must be initiated within ten (10) school days of the faculty, chairperson, department, or college response. Dated, written, and signed statements are required at each step. Likewise, at each level, the faculty member(s), chairperson, Department Executive Council (or other appropriate department team), or College Council must complete a review of all pertinent written materials prior to rendering a decision, in writing, within ten (10) school days of receipt of complaint materials. In case the faculty member has been verifiably unable to be contacted, or in other instances of extenuating circumstances affecting students or faculty, it is understood that the student’s right to appeal is not jeopardized and the time constraints will be extended. Due process must be followed at every step of this procedure. No penalty will be changed by anyone other than the faculty member who assigned it unless there is convincing evidence that the penalty was inconsistent with professional standards of the discipline.

6. Each student who registers a complaint with a department chairperson must be given a copy of this policy. A copy must be attached to the appeal and signed by the student to indicate that he/she has received a copy of the procedure and has read and understands it, before the appeal can proceed. In the event the College Council cannot resolve it, the matter is referred to the Dean of Graduate Admissions.

**ACADEMIC PROBATION AND DISMISSAL**

If at any time during a graduate student’s academic career that student’s grade point average (GPA) falls below a 3.0 cumulative GPA, the student will be placed on probation. While on probation, the maximum number of credits in which a student can enroll will be nine (9) credits. During the time in which a graduate student is on probation, if that student's cumulative GPA remains below 3.0, but the student has achieved a GPA of 3.25 or higher in the semester, the
student will be allowed to register for a subsequent term and a maximum of nine credits. If during the time a graduate student is on probation and that student has not attained a cumulative GPA of 3.0 or higher, and/or a GPA of 3.25 in the semester, the student will be dismissed from the University. A student must, however, attain a cumulative GPA of 3.0 or higher by the final semester of matriculation which is consistent with University policy.

No individual graduate program may have more restrictive probation policy or other academic standard policies unless reviewed and approved by the Office of the Provost. (2/16/17)

TRANSFER CREDIT POLICY
A maximum of 49% of the total required credits for a graduate degree program may be satisfied through the application of transfer credits provided that: (1) the student applies for transfer credit at the time of matriculation; (2) the work was taken in graduate courses for graduate credit; (3) the work was taken within the last six years; (4) the grade received was B or better; (5) the work does not duplicate any work, graduate or undergraduate, for which credit was previously given; (6) the work has been taken at an accredited college or university; (7) the work is applicable to the student’s program.

A current matriculated William Paterson University student may, in some instances, be allowed to take courses off-campus at other institutions as a visiting student and transfer the credit to William Paterson. The student must receive permission from the dean of the college and/or the department chairperson of his/her program of study prior to course registration. These credits are allowed as transfer credit; provisions two through six as stated above remain applicable in such instances.

REPEAT POLICY
A graduate student who has received an F in a required or elective course may petition the Graduate Program Director (with input from the Chair of the Department and course instructor) to be approved, at the discretion of the program director, to repeat the course or complete an equivalent course. An appropriate independent study may be used to satisfy a course repeat, if approved under the Independent Study Policy (https://www.wpunj.edu/policies/docs/academic/Approved_IS_Policy.pdf).

PROCEDURE
• The student’s petition must be accompanied by a remediation plan that has been developed and approved in consultation with the program director, course instructor and department chair.
• The student will be placed on probation until the remediation plan has been satisfactorily completed.
• No more than one course in the program shall be repeated.
• The repeated course must be completed within the time period stipulated in the remediation plan.
• The new course grade will be included on the student’s permanent record as the official final grade and will be counted in the student’s grade point average.
• The original grade will be converted to an “R” or other appropriate repeat designation on the student’s permanent record and will not be used in calculating the grade point average once the new course grade has been posted.

Graduate programs may modify this policy to be more stringent but not more lenient, based on disciplinary standards or accreditation and credentialing requirements, with approval of the Office of the Provost.

APPROVAL OF A SUBSTITUTION FOR A REQUIRED GRADUATE COURSE

A student may request a course taken at another accredited institution outside the William Paterson University graduate program in nursing to be used as a substitution for a required course. The course must meet all of the following requirements before it can be submitted for approval to the Graduate Program Director: The course must have been taken no more than six years before admission to the graduate program in nursing. The transcript must show a grade of A or B in the course; it must be a graduate-level course; and it must be approved by the faculty teaching the required course at William Paterson University.

A course description and an official transcript are required and should be attached to this petition before it is submitted. Use an Adjustment of Degree Requirements Form, which can be obtained by contacting the Graduate Nursing Department Office, if course is already completed.

When applying in advance of taking the course the student must file a Visiting Student Authorization Form (see page 49). The form must be signed by the Director of the Graduate Program, Department Chairperson and Dean. An official transcript from the College/University where the course was taken must be sent to William Paterson University, Office of the Registrar, P.O. Box 913, Wayne, NJ 07474-0913.

GRADE APPEAL PROCESS

Overview

Any complaints by students concerning their grades should be handled within the structure of the graduate program. The purpose of the following protocol is to ensure due process for all parties. It allows the student to determine if an error has been made in assigning the grade and, alternatively, it provides the instructor with an opportunity to explain why the grade was given.

Procedure

Complaints concerning the grading practices of individual instructors should be handled in the following manner:

1. The student must write to the faculty member within 10 working days of the receipt of the grade or after the incident related to the student’s academic performance, to request an appointment to discuss the complaint. The letter must also include any pertinent documentation to substantiate the student’s complaint.

2. At the meeting with the faculty member, the student must present any additional pertinent
documents to substantiate the complaint. The faculty member must make available for review at this meeting, materials submitted by the student for evaluation, and not yet seen by the student.

3. If the student is unsuccessful in making contact with the faculty member, or after meeting with the faculty member, wishes to further pursue the complaint, the student must write to the department chairperson, and request an appointment to discuss the complaint. A copy of all materials originally presented to the faculty member must be provided. The department chairperson will try to resolve the issue by reaching a settlement that is agreed upon by both the student and the faculty member. Each student who registers a complaint with a department chairperson must be given a copy of this policy. A copy must be attached to the appeal and signed by the student to indicate that he/she has been given a copy of this procedure, has read it and understands it before the appeal can proceed.

4. If the complaint is not resolved at the chairperson’s level, and if the student wishes to pursue the complaint, the student must request in writing that the department chairperson convene the Departmental Executive Council (or other appropriate department team) to hear further appeal. The team will then submit a decision to the department chairperson. When the faculty member involved is the chairperson, the student may request that the dean of the college convene the Department Executive Council (or other appropriate department team).

5. If not satisfied with the Departmental Executive Council’s (or other appropriate department team’s) decision, and if the student wishes to further pursue the complaint, the student must write to the Dean of that college requesting that the complaint be brought to the College Council for a decision by the department chairpersons of the college concerned. The chairperson of the department concerned will not take part in the final vote. This decision will constitute the University or College’s final decision.

6. The faculty unequivocally have the final responsibility with regard to grade changes.

WITHDRAWAL FROM A COURSE

A graduate student who wishes to withdraw from a course must do so within the established deadlines published in the online Master Schedule. If a graduate student wishes to drop to 0 (zero) credit, a Leave of Absence must be filed with the Office of the Registrar through WP Connect.

GRADE CHANGE POLICY

A grade is issued only by the faculty member teaching a course and may not be changed by anyone other than the faculty member who assigned it, unless there is convincing evidence that the assignment of the original grade was inconsistent with professional standards in the discipline. Students who would like to challenge a grade should pursue the following procedure, in accordance with due process at each step. Each step in the procedure must be initiated within ten (10) working days of the faculty, chairperson, or departmental response.
Dated, written statements are required at each step. Likewise, at each level, the faculty member, chairperson, or Department Executive Council (or other appropriate departmental team) must complete a review of all pertinent written materials prior to rendering a decision and inform the student in writing of the decision within ten working days of receipt of the complaint materials. If the student can verify that she or he has not been able to contact the faculty member, it is understood that the student’s right to appeal is not jeopardized, and the deadline will be extended. The student should retain a copy of all materials submitted at each level of the appeal process. If the student so chooses, he/she is allowed to appear before the appropriate team or council at each level of the appeal process.

**GRADES AND STANDARDS**

All graduate students must maintain a 3.0 GPA/B average in order to be considered in good academic standing. The following represents the grading standards for all graduate work at William Paterson University.

A course grade of A indicates an achievement of distinction. It marks work of excellence expressed in an exemplary manner.

A course grade of B indicates the acceptable standard of achievement. It reflects excellence in some aspect of the following areas: completeness and accuracy of knowledge, sustained and effective use of this knowledge, ability to work independently in the specific area, and originality in quality and execution.

A course grade of C indicates the minimum acceptable standard of work for which credit toward the degree can be received. It reflects such factors as familiarity with course content and methods of study, the actual use of such content and methods, participation with a discriminating and active awareness of coursework, and the ability to express one’s knowledge and opinions clearly.

A course grade of F indicates that the student has not demonstrated work of sufficient quality and quantity. No grade points.

A course grade of WD (withdrawal) indicates official withdrawal and has no effect on grade point average.

A course grade of IN (incomplete) indicates that the student has not completed all the work required in a course. Unless the work is completed within 30 days immediately following the end of the semester, the IN grade will automatically change to an F.

**Time Limit to Completion**

A doctor of nursing practice degree must be completed within a period of six years from the time the student matriculates. The time to completion includes leave of absences, withdrawals, thesis, and comprehensive examinations. The appropriate college dean must approve requests for extension of time. See specific program requirements unless otherwise indicated.
GRADING SCALE

Graduate Department Revised Grading Scale

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality Points</th>
<th>Number Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>93.51 - 100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>89.51 - 93.50</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>86.51 - 89.50</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83.51 - 86.50</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>79.51 - 83.50</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>76.51 - 79.50</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73.51 - 76.50</td>
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<tr>
<td>C-</td>
<td>1.7</td>
<td>69.51 – 73.50</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Below 69.50</td>
</tr>
</tbody>
</table>

Revised: Dept. of Nursing Faculty May 2017

WITHDRAWAL FROM THE UNIVERSITY

Overview

A withdrawal from the University will not be refused to any matriculated graduate student. The student must complete appropriate withdrawal forms through WP Connect, which removes them from courses without academic penalty. A withdrawal is for an indefinite length of time and is in force until the student chooses to apply for readmission. Withdrawal is not dropping a course. It involves dropping all courses.

Guidelines

Nonattendance of classes does not constitute withdrawal from the University. Graduate students who wish to leave the University during the academic year are required file with the Office of the Registrar through WP Connect. http://wpconnect.wpunj.edu/cp/home/loginf

Students who withdraw from the University must apply for readmission through Graduate Admissions according to the admissions calendar. Readmission is not automatic; enrollment and other considerations may preclude return during a particular semester.

LEAVE OF ABSENCE

Graduate students may apply for a Leave of Absence for up to one academic year. Applications need to be approved by the Graduate Program and recorded by the Registrar.

If currently enrolled at the start of an approved leave of absence, the grade of “W” will be issued in all courses. If a student re-enrolls in the program, within one academic year, they do not have to re-apply to the Graduate Program.
To apply for a Leave of Absence please go to WPCONNECT at the graduate student services tab and file the necessary information.

Refunds after the course drop deadline WILL NOT be considered under any circumstances.

INCOMPLETE COURSE WORK

Overview
For various reasons, a student may receive an incomplete (IN) in lieu of a letter grade. The following policy ensures a consistent approach to the completion of IN grades. In special cases, the Graduate Program Director and/or the Department Chairperson can and will review petitions from faculty on behalf of a student regarding the policy.

Policy
The grade of incomplete (IN) can be granted when the student has not completed the assigned work in a course because of illness or other reasons satisfactory to the instructor. The grade of IN is at the discretion of the instructor. Unless the work is completed within thirty days immediately following the end of the semester, the IN grade will automatically change to an F.

A student failing to complete the assigned work to remove the IN will be required to drop the subsequent course. University regulations require the removal of the incomplete within thirty days of the end of the semester. In unusual and compelling situations, an extension may be recommended by the Graduate Program Director and approved by the Dean. A specific plan for completion is required for an extension to be approved as follows.

Procedure
The student must discuss his or her request for incomplete status with the instructor. If the incomplete status is acceptable to the instructor, the student obtains the form "Request for Incomplete Status," from the Graduate Program Office, University Hall 353; the student completes the form as instructed.

If an extension of time is required, the student and instructor must inform the Graduate Program Director.

ATTENDANCE
Students are expected to attend regularly and punctually all classes, laboratory periods and other academic exercises. Students are responsible for all work required in courses. The instructor shall determine the effect of absences upon grades and may permit or deny the privilege of making up work, including examinations, within the time limits of the semester.

In the event of a prolonged absence, a student is advised to consult with Graduate Admissions, Morrison Hall, room 102, 973-720-3577.
Email Communication Policy
There is an increasing need for fast and efficient communication with currently enrolled students in order to conduct official business at William Paterson University. Each student is issued a unique University ID number (855 ID) and an email account for use throughout the time the student is enrolled for classes at the University. Accordingly, email is a formal communication by the University.

Email shall be considered an official form of communication by William Paterson University unless otherwise prohibited by law. The University reserves the right to send official communications to students by email with the full expectation that students will receive email, read these emails and respond accordingly in a timely fashion.

Official University email accounts are created for all accepted students and will be treated as directory information. The domain name for an official University email account is “@student.wpunj.edu”. Official University communications will be sent to students’ official University email addresses.

Students are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications. Students must insure that there is sufficient space in their email accounts to allow for email to be delivered. Students have the responsibility for recognizing that certain communications may be time-critical. Emails being returned due to “Mailbox Full” or “error Forwarding” messages are not acceptable excuses for missing official University communications via email.

Students who choose to have their email forwarded to a private (unofficial) email address outside the official University network address do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any unofficial email address, and any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to students’ official William Paterson University email addresses.

EDUCATIONAL SUPPORT PROGRAM
The Educational Support Program (ESP) has been an established part of the Graduate Program in the Department of Nursing since 1999. It reflects a commitment to support graduate students toward the successful completion of the program in nursing. Any student may use the ESP as a resource to assist in their academic success at William Paterson University. The program is coordinated by a mastered prepared nurse.

Accessibility Resource Center (ARC) (Formerly the Office of Disability)- the Mission of the ARC is to assist students with documented disabilities by providing reasonable accommodations and services that ensures equal access to all programs, activities, and related benefits of the University’s educational and professional programs link www.wpunj.edu/disabilityservices/ Or phone 973-720-2853
FINANCIAL ASSISTANCE/SCHOLARSHIPS

1. There are various financial assistance programs for which the student can apply using a Free Application for Federal Student Aid, which is described in the University Catalog. Graduate students are eligible for financial aid only if they enroll in at least (6) credits per semester. Contact Financial Aid Department for further information.

2. Applications for Graduate Student Assistantships are available in Graduate Admissions, Morrison Hall or online at: http://www.wpunj.edu/admissions/graduate/

3. Nurse Faculty Loan Program funds may be available through the graduate program. Upon yearly competitive grant approvals, applications are available in the Graduate Program Office, University Hall 302.

4. Further nursing resources can be found on the American Association of Colleges of Nursing Financial Aid website: www.aacn.nche.edu/students/financial-aid

5. Tuition Management Systems payment plan can be found online at: www.afford.com The monthly payment plan enables you to break your educational costs into easy-to-handle monthly payments rather than pay for the entire semester or year in one large sum. You pay only a small enrollment fee to participate. The amount of the fee is determined by your school. After enrolling, you simply make monthly payments to TMS.
Nurse Faculty Loan Program (NFLP) Available for MSN Nurse Educator and DNP students interested in a career as nurse faculty in schools of nursing

The program is funded by the Health and Human Services (HHS), Health Resources and Services Administration (HRSA), Bureau of Health Professions, and allows nursing schools to make loans to their students enrolled full-time or part-time in advanced degree nursing programs. Following graduation and upon full-time employment in a school of nursing within 12 months of graduation, the borrower can cancel up to 20 percent per year for a maximum of 85 percent of the total NFLP loan (years 1, 2, 3: 20 percent; year 4: 25 percent). The borrower must serve as full-time nurse (or two part-time*) faculty for a consecutive four-year period at a school of nursing following graduation from the program to cancel the maximum amount of the loan. Those who fail to become full-time faculty members, at a single institution, within 12 months of graduation, or take a leave from school, must repay the loan with interest. Recipients will sign a promissory note with the Office of Student Financial Services.

What does the Nurse Faculty Loan Program provide?

Recipients can receive financial awards for the academic year to offset a portion of the cost of tuition, books, fees and other reasonable educational expenses. Awards may be renewable for a maximum of five years but this is contingent upon ongoing federal funding and therefore subject to change.

Who is eligible to apply?

Matriculated students are eligible to apply if they are committed to a faculty role, in good academic standing, are US citizens or permanent residents, and not in default on any prior student loans. Priority will be given to:

• Full-time or part-time PhD or DNP students
• MSN nurse educator track students - Full (9 credits) or Part-time (6 credits/semester)

MSN Students receiving NFLP funds must be enrolled in 6 graduate credits per semester to qualify for the loan. Doctor of Nursing Practice (DNP) students taking the loan, and 6 credits of education courses required are not part of the 41 credits required for graduation.

For further information and application, contact Dr. Kem Louie, Director of the Graduate Nursing Program louiek@wpunj.edu or Jami, program assistant jenningsj3@wpunj.edu

• Two part-time faculty positions must be equivalent to full time position as determined by the Director of the Graduate Nursing Programs
# POST MASTER’S PROGRAM – DNP CURRICULUM

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 7100</td>
<td>Applied Biostatistics</td>
<td>3</td>
</tr>
<tr>
<td>NUR 7320</td>
<td>Information Systems Management</td>
<td>3</td>
</tr>
<tr>
<td>NUR 7300</td>
<td>Scientific Foundations for Advance Practice Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 7360</td>
<td>Clinical Health Promotion/Prevention for Advanced Practice Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 7340</td>
<td>Health Policy</td>
<td>3</td>
</tr>
<tr>
<td>NUR 7380</td>
<td>Leadership and Collaboration</td>
<td>3</td>
</tr>
<tr>
<td>NUR 7400</td>
<td>Evidence Based &amp; Translational Methods</td>
<td>3</td>
</tr>
<tr>
<td>NUR 8300</td>
<td>DNP Practice Project I</td>
<td>2</td>
</tr>
<tr>
<td>NUR 8301</td>
<td>Practice DNP Project Advisement I</td>
<td>1</td>
</tr>
<tr>
<td>NUR 8310</td>
<td>DNP Practice Project II</td>
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<tr>
<td>NUR 8311</td>
<td>DNP Project Advisement II</td>
<td>1</td>
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<tr>
<td>NUR 8350</td>
<td>DNP Practicum I (90 hours)</td>
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</tr>
<tr>
<td>NUR 8351</td>
<td>DNP Practicum II (90 hours)</td>
<td>2</td>
</tr>
<tr>
<td>NUR 8360</td>
<td>DNP Practicum III (90 hours)</td>
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</tr>
<tr>
<td>NUR 8361</td>
<td>DNP Practicum IV (90 hours)</td>
<td>2</td>
</tr>
<tr>
<td>Sample Cognate Electives - (Choose two)</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

| NUR 6010 Pharmacology                              |
| Gerontology                                        |
| MGT 6040 Management Process and Organizational Theory |
| ECON 6090 Economic Analysis                        |
| Genetics                                           |
| Public Health                                      |
| MBA 6160 Organizational Behavior and Communication |
| NUR 6060 Classroom Teaching Strategies             |
| NUR 7060 Clinical Teaching Strategies              |
| Graduate Statistics                                |

**Total credits:** 41
COURSE DESCRIPTIONS

All courses are 3 credits unless otherwise indicated.

NUR 7100 Applied Biostatistics
This course focuses on the statistical skills required to critically evaluate biomedical and healthcare research. Examination of advanced quantitative statistical methods is studied to identify appropriate techniques for interpretation of findings and presentation of results. Introduction to the use and interpretation of SPSS statistical software package will be utilized in the course.
(Two and a half hours of lecture and one hour of lab)
Prerequisite: Matriculation in the Doctor of Nursing Program and permission of the Graduate Program Director
Co-requisite: with NUR 7400
Prerequisite: Graduate Statistics

NUR 7300 Scientific Foundations for Nursing
This course focuses on the history and development of nursing as a profession and its related theories with a concentration on prominent nursing theories, their application to evidence-based nursing practice, and their application to the healthcare delivery phenomenon.

This course includes an exploration of contemporary issues in theory development, addressing the benefits and differences in use of different types of theories in research, education and practice. Theories from other disciplines are discussed and reviewed along with their use for the promotion of best practice for patient-centered healthcare outcomes.
Prerequisite: Matriculation into DNP Program or permission of Graduate Program Director.
Co-requisite: with NUR 7320

NUR 7320 – Information Systems Management
This course builds on computer skills and knowledge related to information technology and patient care technology to manage individual and aggregate level information. Students will design, select, and use information systems/technology to evaluate programs of care, outcomes of care, and care systems. Students will analyze practice information systems and decision supports and/or web-based learning or intervention tools to support and improve patient care.

Prerequisite: Matriculation into DNP Program or permission of Graduate Program Director.
Co-requisite: with NUR 7300

NUR 7340 Health Policy
Explores the political process, development and evaluation of health policy. Specific legislation which has influenced health care delivery will be examined in detail with application to community-based nursing. Emphasis is on the role of the community-based nurse as a politically active client advocate.
Prerequisite NUR 7360
NUR 7360 Clinical Health Promotion and Disease Prevention in Advanced Practice Nursing
The focus of this course is the application of public health concepts to the advanced practice nursing role. Based on an understanding of epidemiology and biostatistics the determinants of health for individuals, aggregates and communities are explored and analyzed. Evidence based interventions for clinical and population health services are discussed within the framework of health care delivery models.
Co-requisite with NUR 7380

NUR 7380 Leadership and Collaboration
An exploration of the role of the DNP in health care and patient safety. Current leadership and management theory are used to examine issues within a multidisciplinary health care environment Focus of the course is on the critical study of leadership and collaboration with intra professional and inter professional teams.
Co-requisite with NUR 7360

NUR 7400 Evidence-based and Translational Methods of Nursing Knowledge & Practice
This course provides students with the skills to critically evaluate and use evidence based practice as a problem solving approach to clinical practice, Students will integrate and synthesize current evidence to guide nursing practice. Emphasis is placed on the process of collecting the best evidence and integrating nursing science with knowledge from a multidiscipline approaches to form the basis for the highest level of nursing practice Students propose an evidence-based practice project with application to their area of clinical interest.
Co-requisite with NUR 7100

NUR 8300 Doctor of Nursing Practice Project I
The DNP project is a scholarly process which addresses a clinically relevant project in nursing. The project will include problem identification, proposal development, implementation and evaluation.

NUR 8301 DNP Project Advisement I
The DNP Project Advisement I pairs the DNP student and the DNP project team advisor to engage in the scholarship of discovery and integration in the development of the first three chapters of the DNP doctoral project.
Completion of NUR 7400 level courses, concurrent or completion of NUR 8300 and Permission of the Graduate Program Director/DNP Coordinator.
Co-requisite with NUR 8300 and elective Credit 1
NUR 8310 Doctor of Nursing Project II
The DNP project is a scholarly process which addresses a clinically relevant project in nursing. The project will include implementation and evaluation.
Completion of NUR 7000 level courses, NUR 8300 and NUR 8310 and Permission of the Graduate Program Director/DNP Coordinator
Co-requisite with NUR 8311
2 Credits

NUR 8311 DNP Project Advisement II
The DNP project Advisement II continues the mentoring and collaboration between the student and the DNP project team advisor in the scholarship of discovery and integration in the completion of the DNP doctoral project.
Completion of NUR 8300 DNP Project I, NUR 8301 Project Advisement I, and Permission of the Graduate Program Director/DNP Coordinator
Co-requisite with NUR 8310
1 Credit

NUR 8350 Doctor of Nursing Practicum I
The DNP practice practicum is required in the area of specialization. This course is the first of four sequential practica. Students are expected to develop goals for the practicum and complete a minimum of 90 hours with a preceptor expert in their field. This practicum will provide the opportunity for the DNP student to gain experience (advanced clinical skills), link policy making with clinical systems, translate research into practice and/or serve as change agents for health care. Students are expected to initiate plans for the DNP project appropriate to the practicum site.
Completion of NUR 7000 level courses.
Co-requisite with NUR 8351
2 Credits

NUR 8351 Doctor of Nursing Practicum II
The DNP practice practicum is required in the area of specialization. This course is the second of four sequential practica. Students are expected to develop goals for the practicum and complete a minimum of 90 hours with a preceptor expert in their field. This practicum will provide the opportunity for the DNP student to gain experience (advanced clinical skills), link policy making with clinical systems, translate research into practice and/or serve as change agents for health care. Students are expected to initiate plans for the DNP project appropriate to the practicum site.
Completion of NUR 7000 level courses; NUR 8300, 8301
Co-requisite NUR 8350
2 Credits
NUR 8360 Doctor of Nursing Practicum III
The DNP practice practicum is required in the area of specialization. This course is the third of four sequential practica. Students are expected to develop goals for the practicum and complete a minimum of 90 hours with a preceptor. This practicum will provide the opportunity for the DNP student to further gain experience (advanced clinical skills), link policy making with clinical systems, translate research into practice and/or serve as change agents for health care. The practice practicum will be under the guidance of the DNP faculty member and the student will be expected to complete and defend the DNP project.
Pre requisites/co-requisite NUR 8361
2 credits

NUR 8361 Doctor of Nursing Practicum IV
The DNP practice practicum is required in the area of specialization. This course is the fourth of four sequential practica. Students are expected to develop goals for the practicum and complete a minimum of 90 hours with a preceptor. This practicum will provide the opportunity for the DNP student to further gain experience (advanced clinical skills), link policy making with clinical systems, translate research into practice and/or serve as change agents for health care. The practice practicum will be under the guidance of the DNP faculty member and the student will be expected to complete and defend the DNP project.
Pre requisites/co-requisite NUR 8310, 8311, 8350, 8351
2 credits

PRACTICE HOURS REQUIREMENT
Every DNP graduate is required to have a minimum of 1,000 supervised clinical practice hours (post BSN) as part of the fulfillment of requirements for graduation.

The accumulation of practice hours that are part of the curriculum are described below:
For example: If you are an advance practice nurse (APN) entering the program with 500+ hours you will be able to earn:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>500</td>
<td>MSN earned hours</td>
</tr>
<tr>
<td>50</td>
<td>DNP Project advisement 1 (NUR 8301)</td>
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<tr>
<td>50</td>
<td>DNP Project advisement 2 (NUR 8311)</td>
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<td>50</td>
<td>DNP non-project experiences independent hours *</td>
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<td>90</td>
<td>NUR 8360 - DNP Practicum III</td>
</tr>
<tr>
<td>90</td>
<td>NUR 8361 - DNP Practicum IV</td>
</tr>
<tr>
<td>1010</td>
<td>Total</td>
</tr>
</tbody>
</table>

*Approval of the course faculty, faculty advisor or DNP Coordinator.
If you earned less than 500 hours in the MSN program you have the option below:

You may be able to earn a maximum of 50 hours in each of the following DNP core courses (NUR 7300, 7320, 7340, 7360, 7380) for a maximum of 250 hours which relate to the DNP competencies. These hours must be prior approved by the faculty teaching the course or DNP coordinator and meet the DNP essential competencies.

For those full time students who are entering the Post Masters DNP with fewer than 500 hours, it is important to realize that it will probably take you longer to earn the clinical hours and additional course credits that may be needed to graduate. For clinical hours earned, students whose major was in nursing education (MSN) cannot be considered towards the 1,000 post BSN hours in the program according to DNP White Paper (The Doctor of Nursing Practice: Current Issues and Clarifying Recommendations (2015) https://www.pncb.org/sites/default/files/2017-02/AACN_DNP_Recommendations.pdf).
# DOCTOR OF NURSING PRACTICE FULL-TIME PROGRAM

## CURRICULUM COURSE PROGRESSION

<table>
<thead>
<tr>
<th>DNP COURSE PROGRESSION</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YEAR 1</strong></td>
<td></td>
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<tr>
<td><strong>FALL</strong></td>
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<tr>
<td>NUR 7300 Scientific Foundations for Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 7320 Information Systems Management</td>
<td>3</td>
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<td><strong>Total = 6</strong></td>
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<tr>
<td><strong>SPRING</strong></td>
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<tr>
<td>NUR 7360 Clinical Health Promotion and Disease Prevention in Advanced Practice Nursing</td>
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<tr>
<td>NUR 7380 Leadership and Collaboration</td>
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<tr>
<td><strong>Total = 6</strong></td>
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<tr>
<td><strong>YEAR 1</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SUMMER</strong></td>
<td></td>
</tr>
<tr>
<td>NUR 7340 Health Policy</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVE/Graduate statistics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total = 6</strong></td>
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</tr>
<tr>
<td><strong>YEAR 2</strong></td>
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<tr>
<td><strong>FALL</strong></td>
<td></td>
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<tr>
<td>NUR 7400 Evidence-based and Translational Methods of Nursing Knowledge &amp; Practice</td>
<td>3</td>
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<tr>
<td>NUR 7100 Applied Biostatistics</td>
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<td><strong>Total = 6</strong></td>
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<tr>
<td><strong>SPRING</strong></td>
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<tr>
<td>NUR 8300 Doctor of Nursing Practice Project I</td>
<td>2</td>
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<tr>
<td>NUR 8301 DNP Project Advisement I</td>
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<tr>
<td>Elective</td>
<td>3</td>
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<tr>
<td><strong>SUMMER</strong></td>
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<tr>
<td>NUR 8350 Doctor of Nursing Practice Practicum I</td>
<td>2</td>
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<tr>
<td>NUR 8351 Doctor of Nursing Practice Practicum II</td>
<td>2</td>
</tr>
<tr>
<td>*NUR 7060 Clinical Teaching Strategies</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total = 7</strong></td>
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<tr>
<td><strong>YEAR 3</strong></td>
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<tr>
<td><strong>FALL</strong></td>
<td></td>
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<tr>
<td>NUR 8310 Doctor of Nursing Practice Project II</td>
<td>2</td>
</tr>
<tr>
<td>NUR 8311 DNP Project Advisement II</td>
<td>1</td>
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<tr>
<td>NUR 8360 Doctor of Nursing Practice Practicum III</td>
<td>2</td>
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<tr>
<td>NUR 8361 Doctor of Nursing Practice Practicum IV</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total = 7</strong></td>
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</table>

*This course is highly recommended for students who are seeking financial aid and need to have a minimum of 6 credits/term. This course is not required for graduation. DNP students are encouraged to enroll in an education course since they will be eligible to teach in a school of nursing program. This course is required for students on the Nurse Faculty Loan Program.*
DEGREE COMPLETION

DNP Graduation Requirements POST MASTERS DNP:

- Successful completion of all required courses (41 credits), a cumulative GPA of 3.0 and a total of 1,000 hours of supervised practicum post BSN.

For full time students this can occur in as few as 2.5 years for students who enter the program with a minimum of 500 practice hours. For students entering with fewer than 500 practice hours, the time frame will be longer in order to accomplish the practice hours needed to graduate. Students who have not completed the DNP Project and/or have not achieved the 1,000 hours will reenroll in NUR 8311 until the required hours are met.

DNP PRACTICE PROJECT – A synopsis of the process:

The DNP practice project is a scholarly clinical work. Student are requested to start considering the area they are interested in pursuing prior to admission, and described in the admission essay. William Paterson University believes that your DNP experience begins with the application process, with the essay in identification of your clinical scholarship. DNP students who have satisfactorily earned 21 credits and/or successfully presented their project to the nursing faculty for course NUR 7400, may select the faculty advisor for DNP project team.

The courses, NUR 8300 and NUR 8301, assist the student in developing their projects and identifying other members of the DNP Project Team. The composition of the DNP project team is: The student, the nursing faculty advisor, an expert in the field of the project and a faculty member from another department or college at WPUNJ. It is the student’s responsibility to seek out the team members and upon approval of the advisor, invite them to participate. The DNP project proposal is reviewed, approved according to criteria evaluation by the team members. Successful completion of this step allows the student to progress on to implementation in the DNP project and pursue WPU Institutional Review Board (IRB) approval, if necessary.

The course, NUR 8310, guides the student through evaluating the results of the project and applying the eight essentials of the DNP, providing an overview of the DNP experience and discussing to the importance of clinical investigation to improve healthcare and delivery outcomes. The course, NUR 8311, provides the student with 1:1 mentoring by the DNP project faculty advisor, in completing the DNP project and the final presentation of the outcomes of the project to the DNP project team for approval. The student, after completing the required 41 credits and the post BSN 1000 hours of supervised practice, is able to present his/her project to the student’s DNP Project Team for final approval and graduation from the DNP program. A DNP Project Symposium will be held in the final semester to the WPU community.
The Purpose of the Final DNP Project

The Department of Nursing requires that each DNP student develop a final DNP project representing an independent, creative project addressing a practice issue in advanced nursing for individuals, groups, populations, or systems that reflects the culmination of knowledge and experience gained over the course of the DNP program. The final DNP project is an experience in clinical nursing scholarship that allows the student to demonstrate mastery of an advanced practice specialty or leadership.

Examples of DNP Scholarly Projects

- Program Evaluation
- Evaluation of a new practice model (translational research)
- Implement and evaluate a Practice change initiative
- Consulting project
- Integrated critical literature review
- Systematic review
- Quality improvement project
- Research utilization project
- Financial Analysis
- Technology development and/or evaluation

Topic Identification and choosing a faculty advisor for the Final Practice Project

Each student provides a number of possible topics for the DNP project in the beginning DNP courses. The student has multiple opportunities to discuss these ideas in the courses that lead up to the NUR 7400 course, where the topic takes shape and the development of the research question and background. Each course in the DNP program is scaffolded to support the student’s capacity to identify an issue, problem or area of special interest for the DNP project.

Once the student has presented his/her topic at the pre-proposal conference, faculty members with similar interests engage the student in discussion, and the student and faculty member determine if the study is a good fit for both parties. The faculty advisor will meet regularly with the student to assist him/her in developing the project proposal NUR 8301.

Together the student and faculty advisor identify other members of the team and embark on developing the proposal. The progression towards completion is supported by coursework, however the student has six years from matriculation to finish the program if needed.

Once a nursing faculty advisor agrees to be on the DNP Project team (NUR 8301) the faculty advisor will be the academic advisor until graduation. (eg. Course selection, monitoring hours, etc.)
Practical Advice in Maintaining Momentum towards Completion of The Final DNP Project and Graduation

Progression towards the completion of the DNP project is supported by faculty members and scaffolded coursework, it is the student’s responsibility to meet the course requirements and work independently to achieve the completion of the DNP project.

NUR 8301 and NUR 8311 provide the student with 1:1 mentoring in the area of the DNP project. The student must work independently as well as with the faculty DNP project advisor through arranging face to face and electronic meetings in order to accomplish established weekly goals. The student is responsible for obtaining IRB approval, conducting the project and writing up both the proposal and the final DNP project. Graduation date is dependent upon the student’s successful completion of all DNP course work, practicum hours and final practice DNP project approval. It is not unusual for students to be required to make changes in the DNP project after the final review. It is important for the student to allow him/herself time to make needed revisions with the final approval of the faculty DNP project advisor.

In the event that a student needs to make a change in faculty advisor, that change cannot be made until after the proposal review, and only with the consent of the faculty advisor and the DNP coordinator. It is the student’s responsibility to identify and engage a new faculty advisor.

Working with Team Members

Each DNP student works primarily with the faculty team advisor. NUR 8300 works with the student in the initial development of the literature review and the methods section, then the student and DNP project faculty advisor set up regular meetings keeping the DNP student progressing towards the timely completion of the project. The student may also seek input from the team members. When the DNP project faculty advisor approves the draft project proposal, the DNP student provides the other team members with the draft and a reviewer evaluation sheet. The proposal review date is established to meet the schedules of all members and is set for no less than three weeks after the provision of the proposal (first three chapters) to review the entire project proposal with the full team. At the end of the review, the student is provided with the final evaluation form indicating if the project can proceed as written, or if some changes must be made.

Writing the Final DNP Project

The proposal is comprised of the first three chapters/sections and two chapters for the final DNP project. The DNP student should review what he or she already has written, incorporate recommendations from the advisor and team members, update and edit the original three sections of work in the proposal. Passing the proposal review is concurrent with NUR 8301, and without a passing grade for the proposal the student cannot move forward with DNP Project II (NUR 8310) or advisement (NUR 8311). The student has the summer months to implement the project and, during NUR 8310, the student is guided in the process of results and evaluating outcomes.
NUR 8311 is the second DNP project advisement course that pairs the student and the DNP project advisor, allowing the advisor to mentor and advise the student in the revision the proposal and the writing of the final two chapters. It is the student’s responsibility to implement the project, completes data collection, analyzes the data, and draft the final report.

Each DNP project should include five chapters. Final elements will be determined by the faculty advisor and the team. A general guideline is found below:

**Chapter One: Background**
1. Identification of problem or issue
2. Purpose
3. Significance of study to nursing and health care
4. DNP project objectives

**Chapter Two: Review of Literature**
1. Theoretical Framework
2. Related Research

**Chapter Three: Methods**
1. Research Design
2. Sample
3. Methods
4. Instruments
5. Data Analysis

**Chapter Four: Results**
1. Results

**Chapter Five: Discussion**
1. Discussion
2. Conclusions
3. Summary
4. Limitations
5. Implications for practice

References

Appendices
Overview of the Final DNP Project Completion Processes

1. Complete all required coursework with a minimum GPA of 3.0 and 1,000 hours of practicum.
2. Write a complete draft of your DNP project, submitting completed sections for review by your DNP project faculty advisor according to the agreed upon schedule.
3. Submit the final DNP project report to members of the team for their review (along with reviewer recommendation form) and feedback when the advisor indicates the final DNP project report is ready for full team review.
4. Set a date for the discussion of the final DNP project report by your DNP Team no less than two weeks after the DNP project is distributed to team members.
5. Meet with full team and present your findings. Receive evaluation for acceptance, revision or rejection of DNP project.
   a. DNP projects accepted as submitted can be sent to be bound.
   b. DNP projects that are graded “accepted with minor revisions” should be revised as requested and submitted to faculty advisor for approval. Upon approval, the DNP project can be sent to be bound.
   c. DNP projects that receive the grade “accepted with major revisions” must be revised as indicated and the team must reconvene to review the revisions before the DNP project is accepted as passing.
6. An appointment is made with the ProQuest library staff:
   Nancy Weiner 973-720-2161 or weinern@wpunj.edu
   Leah Zamora 973-720-2663 or zamoral@wpunj.edu
   ProQuest link: http://guides.wpunj.edu/dissertationstheses
7. Submit an electronic copy and/or hard copy of the final DNP project to the Department of Nursing Graduate Program.

Criteria for Satisfactory Final DNP Project Report and Presentation

1. The DNP student’s ability to adequately explain and the need and significance of the topic document DNP project.
2. To present a satisfactory rationale for the choices that he or she made (e.g., regarding selection of particular theoretical frameworks or methodologies or statistics).
3. To demonstrate familiarity with the relevant literature.
4. To discuss and support the methodology.
5. To discuss the implications of the final DNP project results within the framework of one or more of the eight DNP essentials.
6. To articulate next steps in the DNP student’s program of scholarship and dissemination.
**Appeal**

The Department of Nursing recognizes the DNP student’s right to appeal a decision of unsatisfactory performance on the final practice DNP project and supports the DNP student’s use of the appeal processes laid out by the university. (See Grade Appeal)

**Time to Degree**

DNP students are expected to complete their degree program DNP project in six years upon matriculation.

**Graduation Requirements**

**Checklist for MSN-DNP Program Requirements**

<table>
<thead>
<tr>
<th>The requirements for awarding the DNP include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completion of an approved program of study within six years and with a minimum cumulative point-grade of 3.0 on a 4.0 scale.</td>
</tr>
<tr>
<td>2. Completion of a minimum of 41 credit hours beyond the master’s degree.</td>
</tr>
<tr>
<td>3. Completion of 1,000 supervised clinical hours</td>
</tr>
<tr>
<td>4. Completion of the course requirements for the DNP degree.</td>
</tr>
<tr>
<td>5. Successful completion and approval of the DNP Project by unanimous decision of the DNP project team</td>
</tr>
<tr>
<td>6. Submission of electronic copies of the final DNP project to the department of nursing and submission to ProQuest.</td>
</tr>
</tbody>
</table>
PROPOSAL REVIEW: Each member of the DNP practice project team must read the proposal independently and evaluate it on its merits. The members each fill out the following form to bring with them to the 1 hour review.

Doctor of Nursing Practice Program:
Individual Team Member DNP Project PROPOSAL Recommendations

Instructions to Students:

Complete the top portion of this form and provide it to your team members when you send them your first three chapters/sections for your proposal.

Student name: ____________________________
Date of Proposal Hearing: _______________
Place of Proposal Hearing: _______________
Time of Proposal Hearing: _______________
Title of Proposal

______________________________________

DNP practice project team: Instructions to Proposal Reviewers
Name of reviewer
☐ Advisor    ☐ Expert    ☐ Second reader

Thank you for participating in this student’s proposal hearing for the DNP project. These projects use a chosen methodology to translate existing research into practice or evaluate evidence to bring attention to a practice focused issue. This proposal review gathering is to provide the student with an opportunity to get the reflections of the academic and practice communities on the practice project being presented. While reading the proposals, please keep the following guidelines in mind for evaluation purposes and provide your comments on a separate sheet:
Individual Team Member DNP Project Proposal Recommendations

Comments

Recommendation prior to discussion:

____ Approve proposal as presented
____ Approve with minor changes (see attached recommendations)
____ Not Approved: Major Revisions needed
    - rewrite and resubmit for proposal hearing. (see attached recommendations)
____ Rejected
Instructions to candidate:
Complete the top portion of this form and provide it to your team members when you send them your first three chapters/sections for your proposal.
After the hearing, make three copies – One for your advisor, one for the DNP coordinator and one for the graduate program office.
Submit this completed form, along with any recommendations from the team and the proposal to the graduate programs office.

Student name: ________________________________
Date of Proposal Hearing: ____________
Place of Proposal Hearing: ________________
Time of Proposal Hearing: ________________
Title of Proposal: _______________________________________________________________

After careful review, evaluation and discussion, the team has determined the recommendation below.

Recommendation:
___ Approve proposal as presented.
___ Approve with minor changes (see attached recommendations)
___ Not Approved: Major Revisions needed
   - rewrite and resubmit for proposal hearing, (see attached recommendations)
___ Rejected.

DNP practice project team: Proposal Reviewers Signature Page

Faculty DNP project Advisor: ________________________________
Expert: ________________________________
Second reader: ________________________________
Student ____________________________________________________________________
Student Name: 
Title of DNP Project:

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<tr>
<th>Item</th>
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<th>Unsatisfactory</th>
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<tr>
<td><strong>I. Oral presentation</strong></td>
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</tr>
<tr>
<td>a. Able to articulate overarching and individual project goals</td>
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<td></td>
</tr>
<tr>
<td>b. Able to respond orally to questions related to project plan</td>
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<td></td>
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<tr>
<td><strong>II. Problem/Issue</strong></td>
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<tr>
<td>a. Problem/Issue/Change clearly identified</td>
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</tr>
<tr>
<td>b. Focused literature appraisal supports relevance of problem/issue and/or project</td>
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<td></td>
</tr>
<tr>
<td>c. Significance to clinical nursing</td>
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<td></td>
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<tr>
<td>d. Relation to DNP Essentials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Scope of project realistic and appropriate</td>
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<tr>
<td><strong>III. Model/Framework</strong></td>
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<tr>
<td>a. Framework or model is evident and appropriate</td>
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<tr>
<td><strong>IV. Project Plan</strong></td>
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<tr>
<td>a. Research methods/design is feasible</td>
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<tr>
<td>b. Setting/population clearly described</td>
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<tr>
<td>c. Implementation plan articulated and appropriate</td>
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<tr>
<td>d. Timeline clear and feasible</td>
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<tr>
<td>e. Plan for statistical analysis</td>
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<tr>
<td><strong>V. Approvals</strong></td>
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</tr>
<tr>
<td>a. Statement of memorandum of agreement or permission with site/community/organization provided OR</td>
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</tr>
<tr>
<td>b. If applicable: human subjects approved or in process</td>
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<tr>
<td><strong>VI. Writing and organization</strong></td>
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</tr>
<tr>
<td>a. Writing is scholarly, clear and concise and referenced appropriately (APA)</td>
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</table>

Signatures
Faculty advisor: 
Faculty: 
Clinical expert:

Date:
At least two weeks prior to the final presentation of the DNP project to the team, the student is required to send the final paper to all the team members with the evaluation form below attached to the paper. Each of the reviewers must read the report, and come to the final presentation prepared to discuss the merits of the DNP project.

**PRACTICE DNP PROJECT FINAL PRESENTATION**

**Doctor of Nursing Practice Program:**

**Individual Team Member Final Practice DNP Project Recommendations**

**Instructions to Students:**
Complete the top portion of this form and provide it to your team members when you send them all of your chapters/sections for your final project.

Student name:________________________________________
Date of Project Presentation:____________________________
Place of Project Presentation:___________________________
Time of Project Presentation:___________________________

Title of Proposal:
__________________________________________________________________________

__________________________________________________________________________

A. DNP Project Team: Instructions to DNP Project Team Members

Name of reviewer:

Advisor ☐  Expert ☐  Second reader ☐

Thank you for participating in this student’s project review for the final DNP practice project. DNP projects are projects that uses a chosen methodology to translate existing research into practice or evaluate evidence to bring attention to a practice focused issue. This presentation gathering is to provide the student with an opportunity to get the reflections of the academic and practice communities on the practice project being presented. While reading the practice DNP project please keep the following guidelines in mind for evaluation purposes and provide your comments on a separate sheet:

A. **Recommendations prior to discussion:** (Please share with the faculty advisor and student prior to final review).

___ Approve proposal as presented.
___ Approve with minor changes (see attached recommendations)
___ Not Approved: Major Revisions needed rewrite and resubmit for proposal hearing
   (See attached recommendations on separate page)
___ Rejected.
William Paterson University-Doctor of Nursing Practice Program
DNP PROJECT Team FINAL REVIEW

Instructions to the student:
Complete the top part of this form:
Provide it to your faculty advisor on the day of the proposal hearing.
After the final presentation, make three copies of this form- One for your advisor, one for
the DNP coordinator and one for the Graduate Program office.
Submit this completed form, along with any recommendations from the committee and the
final report to the Graduate Programs office (University Hall, room 302).

Student name: ________________________________
Date and time: ________________________________
Place of Final Review: ___________________________
Title of Practice Dissertation:

=================================================================

Thank you for your participation on this team and participating in this student’s final
presentation. The purpose of the DNP Project is to translate existing research into practice
or evaluate evidence to bring attention to a health care practice focused issue. The final
presentation meeting is to provide the student with an opportunity to get feedback of the
academic and practice communities on the DNP project being presented.

We look forward to the lively discussions that will take place in these final reviews. After
careful review, evaluation and discussion, the Team members have determined the
recommendation below:

Recommendation:  Yes  No

<table>
<thead>
<tr>
<th>Approval DNP Project report as presented.</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve with minor changes (see attached recommendations)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Not approved: Major Revisions needed Rewrite and resubmit for proposal hearing. (See attached recommendations)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Rejected</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Comments on back:

DNP Project Team: Signature Page

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<thead>
<tr>
<th>DNP Project Advisor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Expert</td>
<td></td>
</tr>
<tr>
<td>Faculty Second reader:</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
</tr>
</tbody>
</table>
DNP PRACTICUM

Guidelines for DNP Clinical Practicum in the DNP Program

The DNP Practicum courses (NUR 8350, 8351, 8360 8361) will serve to provide an in-depth advanced clinical experience for students. This advanced practicum will provide the opportunity to gain advanced clinical skills, link policy making with clinical systems, translate research into practice and/or serve as change agents for health care. The student will show achievement of comprehension and application of the eight AACN DNP Essentials (2006). Completion of the minimum 1,000 supervised clinical practice hours is mandated by the American Association of Colleges of Nursing. A variety of clinical experiences can be obtained. Time spent and clinical mentor/preceptor/agency objectives related to the DNP essentials.

All DNP students at William Paterson University will complete at least 1,000 precepted clinical hours post-BSN. Clinical hours earned in your master’s program will be taken into consideration upon admission.

Calculation of Clinical Hours: Each student must submit official documentation of the number of precepted clinical hours completed in the MSN or post MSN program.

1. Independent related clinical hours:
   Several of the courses have optional clinical hours as part of their course (NUR 7320, 7300, 7340, 7360, 7380) related to the DNP Essentials, e.g. attendance at scholarly conferences, for these clinical experiences students must have prior approval and submit the practice experience self-reflection to either the professor in the course or the student’s DNP coordinator. The practice experience self-reflection can be found on page 41. The experience must also be logged in the student’s clinical hour log.

2. All students who enroll in the clinical course (NUR 8350, 8351, 8360, 8361) must have an approved clinical preceptor and are required to complete the Clinical Documentation Checklist prior to the beginning of their clinical experiences. Additional health requirements may be required depending upon the health care setting and/or agency. It is the students responsibility to find out these requirements e.g. HIPPA, agency orientations, etc. prior to beginning the clinical courses.

   The Health and Wellness Initial Physical Form can be found on the Health and Wellness website.
Doctor of Nursing Practice Practica

All students are required to complete a minimum of 90 hours of precepted clinical practicum course (NUR 8350, NUR 8351, NUR 8360 and NUR 8361) during the DNP program. If they document 1,000 hours or more of precepted clinical practicum in their MSN program, or post MSN work, a minimum of 180 hours are required.

Preceptors: Each DNP student will select, with the input of their NUR 8350, NUR 8351, NUR 8361, NUR 8361 faculty advisor, a preceptor for their clinical experience. (the highest degree in the profession is preferred) The preceptor must be an expert in the area in which the DNP student wishes to develop expertise. There are currently very few nurses prepared at the DNP level who can serve as the clinical preceptor for the DNP students. Therefore, the clinical preceptor will not necessarily be a DNP – prepared advanced practice nurse. Examples of persons who might fill the position of clinical preceptor include an advanced practice nurse or other professional with a doctoral degree; an advanced practice nurse with considerable experience and recognition as an expert in a particular clinical field; a MD with specialized training and experience; a nurse with a high level administrative position as the Director, Vice President, President, or CEO within a health care organization; a doctorally-prepared nurse educator; a nurse with an advanced business or other degree, etc. The clinical preceptor must hold a position in the organization where he/she can facilitate the DNP student’s access to clinical services, organizational information, decision makers, and other personnel in order to meet the DNP student’s clinical experience objectives and implement the capstone DNP project (if applicable) during the practicum within the organization.

When possible and practical, the DNP student is encouraged to select a clinical preceptor outside of their current work setting. An exception may be in large organizations, for example, where the DNP student would be placed for the clinical application course with a clinical preceptor outside the department or unit where they are employed. The line between current employment and clinical application hours and DNP project (s) (if applicable) must be clear to the organization, the preceptor, the NUR 8350 and/or 8351 faculty, the DNP Project Team (as applicable), and the DNP student. The organization of employ will be asked to submit a contract/agreement with WPUNJ that stipulates that the hours of supervised practice is outside of the students normal work hours.

The criteria is the preceptor mentor ideally holds a doctorate and has expertise in the DNP student’s area of specialization and practice goals.

Affiliation Agreements (Contracts) for Clinical Sites: The College of Science and Health, Department of Nursing, has existing clinical contracts across New Jersey. It may take 2 to 3 months to establish new contractual arrangements, so students should begin to work early with NUR 8350 and/or 8351 faculty to make those arrangements. Students may not participate in clinical practica in any agency in which there is not a current affiliation agreement. A list of current affiliation agreements will be provided for DNP students.
INITIAL CLINICAL HEALTH CLEARANCE GUIDE

Pre-entrance and periodic health evaluations are required by all students in the nursing major going to a clinical setting. This required data meets the requirements of the state of New Jersey Department of Health, as well as the various clinical agencies in which students affiliate. Carefully review the requirements below to successfully complete the attached Health Clearance Packet in its entirety. *Students who do not complete the clearance by the first day of the semester must drop all clinical classes and resume the following semester on a seat availability basis.*

**Initial Health Clearance Requirements:**

- **1. Initial Physical Exam for Clinical Clearance** form completed (front and back pages): Student must have a physical exam performed by a healthcare provider within 1 year of clinical start date. All information must be completed, including vision/color screen, date of physical exam, signed and stamped by the healthcare provider.

- **2. Two-Step PPD (Mantoux) OR QuantiFERON-TB Gold/ T-SPOT (blood test) within 3 months of clinical start date:**
  
  a. Student must have a Two-Step PPD (second PPD administered 1 to 3 weeks after first PPD) or documentation of annual TB tests within the previous *three years.*
  
  i. The following must be included to be a valid: the dates of the PPD placement, the dates the test was read, negative or positive result, and induration size in mm.

  OR

  b. QuantiFERON-TB Gold/T-SPOT blood test performed: must submit a copy of the lab report.

  - **A positive PPD or positive QuantiFERON-TB/T-SPOT test: Action Required**
    
    Please submit a post-positive chest x-ray report. Documentation of (prophylactic) medication regimen by a healthcare provider required and yearly documentation of TB symptoms check.

- **3. Complete blood count (CBC) lab report** within 1 year of clinical start date.

- **4. Varicella (Chickenpox):**
  
  a. IgG titer (laboratory blood test for antibodies): must submit a copy of the lab report regardless of past history of disease or vaccination.

  - **For Negative Varicella Titer: Action Required:**
    
    If there is documented history of 2-dose Varicella vaccinations, then *1 dose of Varicella booster vaccine is required.* If there is no documented vaccination history, then 2 dose Varicella vaccination is required: second dose at least 28 days after the first dose. Please submit vaccination record, if not done so already.

  - **For Equivocal Varicella Titer:**
    
    If there is documented history of 2-dose Varicella vaccination, then a booster is *highly recommended* but not required. If the student has only received 1 dose of the vaccine in the past then a *second dose of the vaccine is required.*

- **5. Measles, Mumps, and Rubella (MMR):**
  
  a. IgG titer (laboratory blood test for antibodies): must submit a copy of the lab report with each results.

  - **For Negative Measles, Mumps, or Rubella Titer Results: Action Required:**
    
    If there is documented history of 2-dose MMR vaccinations, then *1 dose of MMR booster vaccine is required.* If there is no documented vaccination history, then 2 dose MMR vaccination is required:
second dose at least 28 days after the first dose. Please submit vaccination record, if not done so already.

- **For Equivocal Measles, Mumps, or Rubella Titers:**
  If there is documented history of 2-dose MMR vaccination, then a booster is *highly recommended* but not required. If the student has only received 1 dose of MMR vaccine in the past then a *second dose of the vaccine is required.*

6. **Hepatitis B**
   - Documentation of a 3-dose series of Hepatitis B vaccine.
     - OR
   - Documentation of positive **Hepatitis B Surface Antibody test:** must submit a copy of the lab report.

- **For Negative Hepatitis B Surface Antibody: Action Required**
  If there is documented history of 3-dose Hepatitis B vaccinations, then *1 dose of Hepatitis B booster vaccine is required.* If there is no documented vaccination history, then 3-dose Hepatitis B vaccination is required at 0, 1, and 6-month intervals.

7. **Tetanus/Diptheria/Pertussis Vaccine (Tdap/Td)**
   - Documentation with date of vaccination of Tdap vaccine in a lifetime and Td booster every 10 years. If no documentation of Tdap is presented a single dose of Tdap is required.

8. **Flu vaccine**
   - Documentation of annual flu vaccine during the flu season (August through May).

9. **Clinical Student Request and Authorization to Release Records and/or Information Form:** must be signed and dated annually.

10. **Urine Drug Screen** through Castle Branch. Please follow specific instructions as instructed by the Nursing Dept.

Students may select to have the clinical clearance physical exam and required tests done by private health care provider or at WPU Counseling, Health and Wellness Center (CHWC). CHWC also provides 2-step PPD, Tdap, and Flu vaccination for a minimal fee. Please call CHWC for pricing and to schedule an appointment as earliest possible at (973) 720-2360.

Please submit **ALL** completed forms and documents to the CHWC. *Incomplete packets will not be accepted and will cause a delay in your clearance.* You may submit in person (drop off documents at the front desk or schedule appointment with nurse to review in person-*highly recommend*). You may also submit by fax (may subject to delay). When all clearance requirements are met, the CHWC will document clearance date electronically and students may access WPUconnect to see their nursing clearance.

William Paterson University
Counseling, Health and Wellness Center
Overlook South
300 Pompton Road
Wayne, NJ 07470
(973) 720-2360 (for appointments)
(973) 720-2632 (fax)
William Paterson University

Physical Exam for Initial Clinical Clearance - Page 1

For Nursing or Communication Disorder Majors only

**INCOMPLETE FORMS/DOCUMENTS WILL NOT BE ACCEPTED**

Submit completed forms and all required documents only to:

Counseling, Health & Wellness Center - Overlook South - 300 Pompton Road – Wayne, NJ 07470

For appointments/questions call: (973) 720-2360 * Fax (973) 720-2632

Patient Name: ___________________________ DOB: ___________________________

Student ID#: 855 ___________________________ Contact Phone# ___________________________

Program (circle one): Nursing Graduate Nursing DNP Communication Disorders

Allergies (specify reaction): ___________________________ Current Medications: ___________________________

Past Medical History: ___________________________

---

**1. Physical Examination (To be filled out by a medical provider)**

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<th>LMP</th>
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<th>WT</th>
<th>BP</th>
<th>HR</th>
<th>RR</th>
<th>TEMP</th>
</tr>
</thead>
</table>

Vision Screen-mandatory: Left Eye ___ / ___ Right Eye ___ / ___ Circle One: With / Without Correction

Color testing (circle one): Pass Fail

| General |  |  |  | Abnormal/Comments |
| Skin |  |  |  |  |
| Nodes |  |  |  |  |
| HEENT |  |  |  |  |
| Mouth |  |  |  |  |
| Chest/Breast |  |  |  |  |
| Lungs |  |  |  |  |
| Heart |  |  |  |  |
| Abdomen |  |  |  |  |
| Gent/Rect |  |  |  |  |
| Extremities/Hips |  |  |  |  |
| Back/Spine |  |  |  |  |
| Musculoskeletal |  |  |  |  |
| Neuro |  |  |  |  |

---

**2. Assessment:**

Patient is medically cleared to participate in the clinical setting (please circle one): Yes No

If no, explain reason: ___________________________________________________________

Provider Name & Signature ___________________________ Date ___________________________

**Provider’s Stamp (Required)**
William Paterson University  
Physical Exam for Initial Clinical Clearance- Page 2  
(All the information below is to be filled out by a medical provider and stamped at the bottom)

Patient Name: ________________________________  DOB: ______________

3. **Tuberculosis Screening** (via blood test -OR- PPD):

   - Option #1: Provide a copy of QuantiFERON TB-Gold –or- T-SPOT lab test results within the last 3 months
   - OR-
   - Option #2: 2-step PPD:

   **1st-step:** Date Placed: __________ Date Read: __________ Result: ________ mm  
   **-OR-**  
   **2nd-step:** Date Placed: __________ Date Read: __________ Result: ________ mm

   If 1st-step is negative, repeat 2nd-step, 1-3 weeks after initial (1st) test

   If valid 2-step PPD was completed > 10 months ago, patient needs 1 updated PPD now:

   **Annual PPD:** Date Placed: __________ Date Read: __________ Result: ________ mm

**Positive results complete all information below:**

Interpretation of Mantoux according to “at risk” status of individual tested, i.e.: > 5mm, 10mm,15mm may require follow up (June 2000, CDC guidelines):

<table>
<thead>
<tr>
<th>CXR Date(s)</th>
<th>Results: Negative Positive</th>
</tr>
</thead>
</table>

**TB Symptoms Assessment (date & results):**

<table>
<thead>
<tr>
<th>Prophylaxis/Treatment History (include date started and end date):</th>
</tr>
</thead>
</table>

Precautions and follow-up instructions:

If treatment is not recommended, give reason:

4. **CBC:** Provide copy of complete blood count lab report completed within 1 year of clinical start date

5. *VARICELLA & Measles, Mumps, Rubella titers:* Provide copy of the titer lab results, not the vaccine dates
   - *Non-immune* titer results *require* a booster  
   - *Equivocal* titer results, booster *recommended*

   **MMR Booster Date (if applicable):**  
   **Varicella Booster Date (if applicable):**

6. **Hepatitis B Vaccine:** Dates of Immunizations (or attach authorized copy of vaccines)
   - Dose #1 __________  
   - Dose #2 __________  
   - 2-dose series?  
   - Dose #3 __________

   - OR - Optional only if Hep B vaccine records are not available:
   
   Provide copy of positive Hepatitis B Surface Antibody test result

7. **Tdap** Vaccine: (tetanus, diphtheria & pertussis) within the last 10 years.  
   **Vaccine Date:**

8. **Flu** Vaccine: annually during current flu season  
   **Vaccine Date:**

   *PPD testing, Tdap and Flu vaccines are available at The Counseling, Health & Wellness Center – Please inquire about cost. Call for an appointment & look out for our advertisements for Flu clinics in the fall*
William Paterson University
Clinical Student Request and Authorization
to Release Records and/or Information

This form when completed and signed by you authorizes the Counseling, Health and Wellness Center, the Directors & Clinical Instructors of the Nursing Department, and the Directors & Clinical Instructors of the Communication Disorders Program to release protected information from your clinical record to the person or agency you designate.

I, ________________________________________, authorize the Counseling, Health and Wellness Center clinical and administrative staff, the Directors & Clinical Instructors of the Nursing Department, and the Directors & Clinical Instructors of the Communication Disorders Program to release information to one another regarding my clinical physical and any relevant information related to participation in the nursing and communication disorders programs at William Paterson University.

The records are to be discussed verbally, via fax, or via email for the purpose of coordination of care. This authorization shall remain in effect for one year from the date signed below (unless otherwise indicated).

I understand that I have the right to revoke this authorization in writing, at any time by sending or delivering such written notification to the Counseling, Health and Wellness Center. However, my revocation will not be effective to the extent that we have taken action in reliance on the authorization or if this authorization was obtained as a condition of obtaining insurance coverage and the insurer has a legal right to contest a claim.

I understand that information used or disclosed pursuant to the authorization may be subject to redisclosure by the recipient of my information and no longer protected by the HIPAA Privacy Rule.

______________________________________  __________________________
Student ID#                          Date of Birth

Signature of student (parent if minor)Date

Revised 1/11/15
FUNCTIONAL HEALTH STATUS

Students with a change in health status affecting functional capacity must complete the Department of Nursing’s Health Status Change form before attending clinical. Students with a change in health status that may impact their ability to attend and fully participate in clinical are highly discouraged from registering for clinical courses. However, if they choose to do so, they must submit the Department of Nursing’s Health Clearance form completed and signed by their provider prior to attending clinical. Students must again submit this form upon returning from any clinical absences or if there has been a change in health during the semester. Students are advised that any clinical absences may result in the inability to successfully meet the course objectives, thus resulting in failure of the clinical course. In addition to this, all students must abide by the regulations set forth by the clinical agencies. The Department of Nursing has developed this policy for the safety and well-being of the students and the patients.

William Paterson University Department of Nursing Health Status Change Form

By signing below, the Licensed Health Care Provider has determined that the following student,

is eligible for clinical practice and agrees with the following statement:
I find the above-named student to be in good physical and mental health; the student is free from any health impairment which is of potential risk to self, patients, personnel, students, or faculty and which might interfere with the performance of student’s nursing student responsibilities.

Licensed Health Care Provider's Signature  Date:

(Official Stamp Required)
NAME ________________________ STUDENT ID# ________________________ NUR ________ TERM ________________________

DOCTOR OF NURSING PRACTICE CLINICAL DOCUMENTATION CHECKLIST

• All students are required to provide the necessary documentation requested below.
• Students are required to submit this completed form to their clinical lab instructor at your first class.
• Any student not having all items current and completed may be denied access to the clinical site by hospital/agency personnel in accordance with Affiliation Contracts and Agreements.

Criminal Background Checks are required by all students entering any nursing lab course. The initial criminal background check will be valid for three years unless an incident requires having it repeated or a clinical agency requires checking at a more frequent interval. The only criminal background check accepted is with www.castlebranch.com/package code wi21. By entering your initials you are certifying you have ordered a criminal background with www.castlebranch.com/ within the past three years.

Urine/Drug Screening An initial urine/drug screening is required for all students.

A mandatory initial urine drug screen is required by all nursing students prior to the beginning of the first semester in which a clinical laboratory takes place. Order package code Wi22 from http://www.castlebranch.com/. In 1 – 2 business days students should receive an e-mail from Support@FormFox.com. The subject may be: Form Fox Authorization For “your name” this will give you the location of the testing center nearest your address, print and bring the form to the sampling site with you. If you do not receive the e-mail check your spam folder. If it does not appear in a reasonable amount of time or you require a different testing site call Certified Background.com at the customer service telephone number available from their website. The lab will require a picture ID. The screening is required before your initial Clinical Clearance Form can be issued by the Health and Wellness Center.

Requests for urine drug screening will incur an additional fee payable by the student.

CPR: BLS for the Healthcare Provider (HCP): Students are required to maintain valid CPR certification throughout all clinical lab courses. The only acceptable certification is the American Heart Association’s (AHA) BLS for the Healthcare Provider. Enter the expiration date of your AHA CPR card and attach a photocopy to the back of this form.

Health and Wellness Clearance: All students need to be cleared through the end of the semester by the Health and Wellness Center. Enter the expiration date of your health and wellness clearance and attach a photocopy to the back of this form. (If there is no expiration date on your clearance form it is one year from date of initial clearance).
Health Insurance Verification: All nursing students in a clinical lab course are required to have health insurance. Full time students pay for health insurance in their tuition and fees or provide a waiver documenting other coverage. All other students must provide documentation of health insurance coverage. Individuals in need of health insurance may review the policy the University has available at FirstStudent.com (this is not an endorsement however it is a reasonably affordable plan). Please complete the following appropriate statements:

△ I am a full time student and have health insurance coverage included in my tuition and fees.
△ I am a full time student and have provided documentation to the Bursar that I have other health insurance coverage and have declined the University’s coverage. Attach a photocopy of health insurance ID card to the back of this form.
△ I have attached a photocopy of my health insurance ID.
△ I do not have health insurance and understand that I will not be allowed in clinical. (Failure to do clinical will result in failure of the course)

Graduate Students in addition to the above information you must supply the additional documentation and attach a photocopy:

Nursing License

Exp. Date

Malpractice cover sheet or certificate of professional liability insurance (NP track students require a nurse practitioner rider).

Exp. Date

□ Yes Since completing your last clinical clearance checklist or criminal background check have you been arrested, charged or convicted of any crime or

□ No offense that you have not reported to the Graduate Nursing Department Director? (Minor traffic offenses, such as speeding or parking need not be provided but Motor Vehicle offenses such as driving while impaired or intoxicated must be disclosed.)

I __________________________ affirm that the above information, dates and attached copies are representations of true and valid documents necessary to comply with affiliate agencies of the Department of Nursing at William Paterson University. I understand it is my responsibility to keep all items valid and up to date or I may be removed from my clinical experience and risk failing all or part of my clinical experience course. Any misrepresentation of facts may be construed as a violation of the University’s Academic Integrity Policy.

_____________________________ Date ________________ Student ID #

Reviewed & approved by: __________________________ Date: ________________

Rev. 10/09
You are required to seek out a preceptor and a potential site for your practicum experience. The DNP student is required to select a clinical preceptor, with a minimum of a master’s degree, outside of their current work setting. An exception may be in large organizations, for example, where the DNP student would be placed with a clinical preceptor outside the department or unit where they are employed. The preceptor must be willing and able to oversee your practicum experience in the location you choose appropriate to the role. Students are required to submit the Practicum/Preceptor Information Request Form to Jami Jennings (University Hall 302 or by email at jenningsj3@wpunj.edu) by the submission deadline dates. The Practicum/Preceptor Information Request Form is only an agreement that the preceptor is willing and able to precept the student. It is NOT a contract. Please include the name, title and credentials of the prospective preceptor when filling out this form.

Any changes, additions/deletion of clinical preceptors must be sent to Jami by email at jenningsj3@wpunj.edu. Changes after the deadline may take an additional two months to complete the agreements and confirmation.

Upon receipt of this information, Jami will forward to the DNP practicum faculty for approval of the clinical site/preceptor. Upon approval of your preceptor by the DNP practicum faculty, a letter, Confirmation of Clinical Placement for Graduate Student, course outline and responsibilities in the preceptor partnership will be sent to the clinical preceptor and/or agency. (Until the signed Confirmation of Clinical Placement for Graduate Student is returned to our office, students are NOT to start their clinical.) These Confirmation of Clinical Placement for Graduate Student are considered as “contracts” between the WPUNJ and the clinical preceptor/agency. It is the responsibility of the student to follow this process. Call or email Jami in the Graduate Nursing Office (973-720-3511 or jenningsj3@wpunj.edu) as to whether the preceptor/agency has sent back their agreements and certification requirements.

In addition, it is the responsibility of students to show proof of compliance on the Nursing Clinical Documentation Checklist required for clinical placements every semester by the first day of the seminar/clinical. The documentation is to be submitted to the faculty teaching the course. Generally, the clinical preceptor/agency does not ask for documentation but at times, they have requested them. You are not permitted to start clinical without full compliance to the clinical requirements.

Upon completion of the course, you must submit to the faculty teaching the course all completed logs (with clinical hour verification), preceptor/site evaluations, and evaluation of personal learning objectives. You will not receive a grade in the course until the submission and course requirements are completed.
Please return PART II and III to the Department of Nursing Graduate Programs.

William Paterson University of NJ
Department of Nursing – Graduate Program
973-720-3511 FAX: 973-720-2668

DNP PRACTICUM / PRECEPTOR INFORMATION REQUEST FORM

PLEASE SUBMIT PART II TO THE DEPARTMENT OF NURSING GRADUATE PROGRAM NO LATER THAN THE SUBMISSION DEADLINE DATE ON PAGE 1

Date Submitted: _____________  Semester:  ___Fall  ___Spring  ___Summer  ___

Course Number (please √)  ___NUR 8350  ___NUR 8351  ___NUR 8360  ___NUR 8361

If any of the required fields are missing it will delay processing your paperwork and this form will be returned to you for completion

Student’s name _________________________ Course #: NUR ____________

Semester ___________________ cell phone# __________________________

Preceptor Name & Credentials: ________________________________

Population Focus (& specialty if applicable) Area of Practice __________________________

Preceptor’s Facility ________________________________

Preceptor Business Address:

Street _________________________________

City, State & Zip _________________________________

Phone: __________________ FAX: __________________

EMAIL: ________________________________________

Preceptor’s Unit/Type of Site _________________________________
(e.g., clinic, private practice, primary care setting, etc.)

Characteristics of Patients:
  a) Gender __________________________
  b) age (children, young adult, adult, elderly) __________________________
  c) ethnicity __________________________

Healthcare experience _________________________________
(e.g., primary care, chronic, in-hospital)
MUST BE COMPLETED BY PRECEPTOR:

b) Certification (specify type e.g. adult or family) ________________

c) (specify certifying body e.g. ANCC or AANP) ________________

d) (specify expiration date) ________________

e) Years of practice in the population focused or specialty area: ________________

f) Number of students precepted concurrently: ____________

g) State licensure #__________________________ expiration date ____________ (REQUIRED) expiration date ____________ (REQUIRED)

h) Please attach a copy of your CV or Resume (REQUIRED)

*Once the Preceptor has been approved by the DNP Instructor, a contract with supporting documents will be sent to the preceptor for signature.
William Paterson University of New Jersey  
College of Science and Health  
Doctor of Nursing Practice Program  
Program Practicum Course Log Form

Course Number and Name:  

Students Name:  Page:  

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Clinical Practicum Activities</th>
<th>DNP Essentials activity</th>
<th>Student Initials</th>
<th>Preceptor Initials</th>
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DNP Practicum Employer Acknowledgement

DNP Student ____________________________

Place of employment: ________________________________

Unit/Department __________________________

Dear Employer:

The student named above, who is an employee of your institution, has requested to accumulate his/her doctoral practice hours at your institution. These practice (clinical) hours may not be accumulated during the student’s normal work time, or any time that the student is carrying out any responsibilities that are a requirement of their official position.

Any practice hours must be completed outside those hours of expected clinical, administrative or service hours deemed part of their employment. This clinical practicum begins on ________________ and ends on ________________.

By signing this form, I acknowledge that ____________________________ will not be using work time as part of this clinical practicum experience.

DNP Student’s Name

Organization/Administrative Director Signature ________________________________

Position/Title ________________________________

Name of Student’s Preceptor ________________________________

Position/title ________________________________

Date ________________________________
The William Paterson University of New Jersey
Department of Nursing
Doctor of Nursing Practice
Practice Experience Self-Reflection

Student Name: _____________________  Date __________________

Practice Experience Category: DNP project ______ or Independent ______
Experience Number on the practice log _______________
DNP Essential(s)______________________________

Faculty Approval ______________________________

The activity I have engaged in is:

This experience strengthened my understanding or skill in Essential(s)_______ by

Describe how this experience related to the DNP essential(s)__________:

Describe what new professional perspective was gained through this practice experience:

Describe the most significant thing you learned about yourself from this experience:
THE WILLIAM PATERNSON UNIVERSITY OF NEW JERSEY DEPARTMENT OF NURSING - GRADUATE PROGRAM
Doctor of Nursing Practice Program

COURSE END EVALUATION OF CLINICAL SITE

Practicum Site: __________________________________________
Preceptor’s Name: ________________________________________
Course #: ___________________ Semester: ____________________

Please complete by checking (✓) all that apply in each category.

Type of site:  □ rural clinic □ private practice □ public health □ other ____________

Experiences Available: □ acute □ chronic □ in-hospital □ clinic

This evaluation is based on the course presented to students. The practicum experience, itself is to be evaluated, not the faculty teaching the course.

Directions: Place an “x” in the appropriate box for each question. Rate your practicum experience on each item using the following rating scale:

RATING SCALE: 9 = Not Applicable 3 = Agree
5 = Strongly Agree 2 = Moderately Disagree
4 = Moderately Agree 1 = Strongly Disagree

<table>
<thead>
<tr>
<th></th>
<th>9</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
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</thead>
<tbody>
<tr>
<td>1. Institution/Agency offers learning experiences needed to fulfill the objectives of the course.</td>
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<td>2. Agency provided an orientation to the policies and procedures.</td>
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<td>3. I would recommend this agency for future practicum student’s placements.</td>
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</table>

* Include comments on reverse side of sheet
THE WILLIAM PATERSO UNIVERSITY OF NEW JERSEY
DEPARTMENT OF NURSING - GRADUATE PROGRAM

DOCTOR OF NURSING PRACTICE

COURSE END EVALUATION OF THE PRECEPTOR

Practicum Site: ________________________________
Preceptor’s Name: _______________________________________
Course Name: ________________________________
Semester: ________________________________

**Directions:** Place an “x” in the appropriate box for each question. Rate your experience with your **preceptor** on each item using the following rating scale:

**RATING SCALE:**
- 9 = Not Applicable
- 5 = Strongly Agree
- 4 = Moderately Agree
- 3 = Agree
- 2 = Moderately Disagree
- 1 = Strongly Disagree

<table>
<thead>
<tr>
<th>Question</th>
<th>9</th>
<th>5</th>
<th>4</th>
<th>3</th>
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<tbody>
<tr>
<td>1. Preceptor demonstrates the ability to function as an effective role model.</td>
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<td>2. Preceptor demonstrates knowledge of DNP Essentials.</td>
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<td>3. Preceptor provides availability for consultation, collaboration, and guidance.</td>
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<td>4. Preceptor demonstrates knowledge of the student’s own learning plan/objectives and course objectives.</td>
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<td>5. Preceptor and agency staff offer support in meeting clinical objectives.</td>
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<td>6. I would recommend this preceptor for future practicum student placements.</td>
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*Include comments on reverse side.*
Student Name: ____________________________________________

Semester: _______________________________________________

Preceptor Name: __________________________________________

Professor: _______________________________________________

**Objectives of course**
Preceptor instructions: Place an “X” in the box indicating student’s performance regarding the specific objectives being evaluated.
The student demonstrates competence in the following objectives.

<table>
<thead>
<tr>
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The DNP Essentials

Preceptor instructions: Place an “X” in the box indicating student’s performance regarding the essentials being evaluated. Copy of 8 essentials attached. Student must achieve at least 4 DNP essentials.

The student demonstrates competence in the following objectives.

<table>
<thead>
<tr>
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Student Objectives

Preceptor instructions: Place an “X” in the box indicating student’s performance regarding the student objectives being evaluated. Objectives must meet at least 4 DNP essentials.

The student demonstrates competence in the following objectives.

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Summary Comments by Preceptor:

Printed Name of Preceptor

Signature of Preceptor

Date:

Comments by Student:

Printed Name of Student

Signature of Student

Date:
Comments by Instructor:

Printed Name of Instructor

Signature of Instructor
Date

Additional sheets may be added as needed for comments.
# Preceptor Evaluation Form

**Student Name:** ____________________________________________

**Semester:** _______________________________________________

**Preceptor Name:** __________________________________________

**Professor:** ______________________________________________

## Objectives of course

Preceptor instructions: Place an “X” in the box indicating student’s performance regarding the objectives being evaluated.

The student demonstrates competence in the following objectives.

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Comments by Instructor:

Printed Name of Instructor

Signature of Instructor
Date

Additional sheets may be added as needed for comments.
William Paterson University  
Doctor of Nursing Practice Program

NAME:  

DNP Essentials Competency Assessment  

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<th>DNP Project</th>
<th>Practicum</th>
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**Essential I: Scientific Underpinnings for Practice**

1. Integrate nursing science with knowledge from ethics, the biophysical, psychosocial, analytical, and organizational sciences as the basis for the highest level of nursing practice.

2. Use science-based theories and concepts to:
   - determine the nature and significance of health and health care delivery phenomena;
   - describe the actions and advanced strategies to enhance, alleviate, and ameliorate health and health care delivery phenomena as appropriate; and evaluate outcomes.

3. Develop and evaluate new practice approaches based on nursing theories and theories from other disciplines.

**Essential II: Organizational and Systems Leadership for Quality Improvement and Systems Thinking**

1. Develop and evaluate care delivery approaches that meet current and future needs of patient populations.

2. Ensure accountability for quality of health care and patient safety for populations with whom they work
   a. Use advanced communication skills/processes to lead quality improvement and patient safety initiatives in health care systems
   b. Employ principles of business, finance, economics, and health policy to develop and implement effective plans for practice-level and/or system-wide practice initiatives that will improve the quality of care delivery
   c. Develop and/or monitor budgets for practice initiatives
   d. Analyze the cost-effectiveness of practice initiatives accounting for risk and improvement of health care outcomes
   e. Demonstrate sensitivity to diverse organizational cultures and populations, including patients and providers.
3. Develop and/or evaluate effective strategies for managing the ethical dilemmas inherent in patient care, the health care organization, and research

**Essential III: Clinical Scholarship and Analytical Methods for Evidence-Based Practice**

1. Use analytic methods to critically appraise existing literature and other evidence to determine and implement the best evidence for practice.

2. Design and implement processes to evaluate outcomes of practice, practice patterns, and systems of care within a practice setting, health care organization, or community against national benchmarks to determine variances in practice outcomes and population trends.

3. Design, direct, and evaluate quality improvement methodologies to promote safe, timely, effective, efficient, equitable, and patient-centered care.

4. Apply relevant findings to develop practice guidelines and improve practice and the practice environment.

5. Use information technology and research methods appropriately to:
   - collect appropriate and accurate data to generate evidence for nursing practice
   - inform and guide the design of databases that generate meaningful evidence for nursing practice
   - analyze data from practice
   - design evidence-based interventions
   - predict and analyze outcomes
   - examine patterns of behavior and outcomes
   - identify gaps in evidence for practice

6. Function as a practice specialist/consultant in collaborative knowledge-generating research.

7. Disseminate findings from evidence-based practice and research to improve healthcare outcomes.

**Essential IV: Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care**

1. Design, select, use, and evaluate programs that evaluate and monitor outcomes of care, care systems, and quality improvement including consumer use of health care information systems.

2. Analyze and communicate critical elements necessary to the selection, use and evaluation of health care information systems and patient care technology.
3. Demonstrate the conceptual ability and technical skills to develop and execute an evaluation plan involving data extraction from practice information systems and databases.

4. Provide leadership in the evaluation and resolution of ethical and legal issues within healthcare systems relating to the use of information, information technology, communication networks, and patient care technology.

5. Evaluate consumer health information sources for accuracy, timeliness, and appropriateness.

### Essential V: Health Care Policy for Advocacy in Health Care

1. Critically analyze health policy proposals, health policies, and related issues from the perspective of consumers, nursing, other health professions, and other stakeholders in policy and public forums.

2. Demonstrate leadership in the development and implementation of institutional, local, state, federal, and/or international health policy.

3. Influence policy makers through active participation on committees, boards, or task forces at the institutional, local, state, regional, national, and/or international levels to improve health care delivery and outcomes.

4. Educate others, including policy makers at all levels, regarding nursing, health policy, and patient care outcomes.

5. Advocate for the nursing profession within the policy and healthcare communities.

6. Develop, evaluate, and provide leadership for health care policy that shapes health care financing, regulation, and delivery.

7. Advocate for social justice, equity, and ethical policies within all healthcare arenas.

### Essential VI: Interprofessional Collaboration for Improving Patient and Population Health Outcomes

1. Employ effective communication and collaborative skills in the development and implementation of practice models, peer review, practice guidelines, health policy, standards of care, and/or other scholarly products.

2. Lead interprofessional teams in the analysis of complex practice and organizational issues.
3. Employ consultative and leadership skills with intraprofessional and interprofessional teams to create change in health care and complex healthcare delivery systems.

**Essential VII: Clinical Prevention and Population Health for Improving the Nation’s Health**

1. Analyze epidemiological, biostatistical, environmental, and other appropriate scientific data related to individual, aggregate, and population health.

2. Synthesize concepts, including psychosocial dimensions and cultural diversity, related to clinical prevention and population health in developing, implementing, and evaluating interventions to address health promotion/disease prevention efforts, improve health status/access patterns, and/or address gaps in care of individuals, aggregates, or populations.

3. Evaluate care delivery models and/or strategies using concepts related to community, environmental and occupational health, and cultural and socioeconomic dimensions of health.

**Essential VIII: Advanced Nursing Practice**

1. Conduct a comprehensive and systematic assessment of health and illness parameters in complex situations, incorporating diverse and culturally sensitive approaches.

2. Design, implement, and evaluate therapeutic interventions based on nursing science and other sciences.

3. Develop and sustain therapeutic relationships and partnerships with patients (individual, family or group) and other professionals to facilitate optimal care and patient outcomes.

4. Demonstrate advanced levels of clinical judgment, systems thinking, and accountability in designing, delivering, and evaluating evidence-based care to improve patient outcomes.

5. Guide, mentor, and support other nurses to achieve excellence in nursing practice.

6. Educate and guide individuals and groups through complex health and situational transitions.

7. Use conceptual and analytical skills in evaluating the links among practice, organizational, population, fiscal, and policy issues.

Doctor of Nursing Practice Program
Contact Persons

Kem Louie, PhD, RN, PMHCNS-BC, APN, CNE, FAAN
Director, Graduate Program in Nursing
Interim DNP Coordinator
University Hall 302
973-720-3215
louiek@wpunj.edu

Nadine Aktan, PhD, APN-BC
Chairperson, Department of Nursing
University Hall 340
973-720-2527
aktann@wpunj.edu

Leo Felix Jurado, PhD, APN, CNE, NEA-BC, FAAN
Chairperson, Department of Nursing (Oct. 1, 2019)
University Hall 341
973-720-2513
juradol@wpunj.edu

Jami Jennings, MBA
Program Assistant
Department of Nursing – Graduate Program
University Hall 303
973-720-3511
jenningsj3@wpunj.edu
FAX 973-720-2668

Handbook Disclaimer

Although the provisions of the William Paterson University DNP Handbook are as accurate and complete as possible, the Department of Nursing Graduate Program reserves the right to change any provision herein without actual notice if circumstances so warrant. Every effort will be made to keep students advised of such changes. However, the student has the responsibility to know what changes have been made to the DNP Handbook and to meet completely and successfully the requirements of the graduate nursing program by reviewing updates in the handbook each semester.

Revised June 2019