

# EASTERN MICHIGAN UNIVERSITY

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SCHOOL *of* NURSING

## **Nursing Graduate Student Handbook** (Certificate, Master's, and Doctoral Students) **2020-2021**

Last Revised in 2020

The contents of this Handbook are subject to revision at any time.  
The University and the School of Nursing's right to revise includes, but is not limited to, policies, programs, grading guidelines, graduation requirement, courses, services, fees and personnel.

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## School Director Welcome



Dear Graduate Nursing Students:

Greetings and welcome to your graduate program in nursing at Eastern Michigan University School of Nursing. This is a very important time for nursing in our state and throughout the country. *The Future of Nursing: Leading Change, Advancing Health* report has thrust nursing in the national spotlight with a call to action for nurses to achieve higher levels of education and training. The *Patient Safety and Affordable Care Act* has also created opportunities for nurses with higher levels of education to markedly impact the healthcare of the nation.

You are joining a recently revised graduate program that has maintained accreditation from the Commission on Collegiate Nursing Education (CCNE) since its inception. Using the *Essentials of Master's Education in Nursing* and relevant professional standards of practice, we have developed outstanding programs of studies. At this time, we offer BSN to MSN and DNP programs in Adult-Gerontology Health; either a Clinical Nurse Specialist track or Nurse Practitioner Primary Care track along with an MSN in Nursing Education and MSN in Clinical Research Nursing. We also offer post-MSN certificates in either the CNS or NP track along with a post-MSN DNP. We continue to offer graduate certificates in either nursing education or quality improvement. More improvements are right around the corner!

This handbook is filled with helpful information designed to help you navigate through your graduate study in the School of Nursing. Students are held accountable for knowing and abiding by the contents of this handbook as well as all University graduate policies and procedures.

On behalf of School of Nursing faculty, staff and administration all the best as you embark on this new chapter in your professional career. Thank you for responding to the call to action to advance nursing knowledge.

Sincerely,

A handwritten signature in black ink that reads "Michael L. Williams". The signature is written in a cursive style.

Michael L. Williams, PhD, RN, CCRN, CNE  
Director & Associate Professor  
School of Nursing

## Policy References and Faculty Welcome

The nursing faculty members at Eastern Michigan University welcome you to Eastern Michigan University Graduate Nursing Programs. Our programs are designed to provide you opportunities to grow in the knowledge and skills required to practice nursing at an advanced level. This Nursing Graduate Student Handbook has been compiled for reference by faculty and students in the Eastern Michigan University School of Nursing. *Policies within or referenced by this handbook apply to all graduate certificate, Master's degree, and Doctoral degree students within the School of Nursing (unless otherwise stated).*

The policies and procedures outlined here are subject to change and may be superseded by action of the School Director and the faculty. When such change occurs, the updated information will be provided to you in the form of substitute pages for this handbook.

**Policy References:** In addition to this handbook, references which contain policies relevant for graduate students at Eastern Michigan University include the following:

1. Graduate Student Services: Information for all graduate students is available on the Graduate School web site: <http://www.emich.edu/graduate/>
2. Graduate Program Catalog: Information regarding all graduate program offerings and credit hours is available in the Graduate Program Catalog: <https://catalog.emich.edu/>
3. Capstone/Thesis Information for Graduate Students: This is available at: [http://www.emich.edu/graduate/thesis\\_dissertation/capstone.php](http://www.emich.edu/graduate/thesis_dissertation/capstone.php)
4. American Psychological Association. (2019). *Publication manual of the American Psychological Association*, (7<sup>th</sup> ed.). Washington, D.C.: Author. This can be purchased from <https://www.apastyle.org/manual/>  
(APA editorial style must be followed for all graduate program papers.)

### Select Contact Information

- **Nursing Director:** Michael Williams, PhD, RN, CCRN, CNE  
[mwilliams@emich.edu](mailto:mwilliams@emich.edu)
- **Director of Nursing Operations:** Sherry Bumpus, PhD, RN, FNP-BC  
[sbumpus2@emich.edu](mailto:sbumpus2@emich.edu)
- **Associate Director for the DNP Program:** Lydia McBurrows, DNP, RN, CPNP-PC  
[lmcburro@emich.edu](mailto:lmcburro@emich.edu)
- **Associate Director for Graduate Nursing Studies:** Jennifer Avery, PhD, RN, GNP-BC  
[javery10@emich.edu](mailto:javery10@emich.edu)
- **NP Program Director:** Dejuana Jackson, DNP, RN, FNP-C  
[djack129@emich.edu](mailto:djack129@emich.edu)
- **Graduate Program Coordinator:** Deanna Kowaleski  
[dkowales@emich.edu](mailto:dkowales@emich.edu)
- **Nursing Faculty:** Faculty names, specialties, and contact information are located on the School of Nursing website which you can access by following this url:  
<https://www.emich.edu/chhs/nursing/faculty/index.php>

## Accreditation

The BSN and Graduate programs at Eastern Michigan University have met the standards for accreditation by the professional Commission on Collegiate Nursing Education (CCNE). Accreditation for ten years was awarded in Fall 2012 through December 31, 2022.

## Administrative Structure

The College of Health and Human Services (CHHS) is composed of four schools including the School of Nursing, School of Health Sciences, School of Social Work, and School of Health Promotion and Human Performance. The Director of the School of Nursing reports directly to the Dean of the CHHS, Murali Nair, PhD. The Associate Dean of CHHS is Christine Karshan, PhD.

In the School of Nursing, there are program directors and coordinators for all programs: doctorate, MSN and graduate certificates, BSN, and RN/BSN. Decisions regarding the MSN and Graduate Certificate programs, planning, admission and retention of graduate students are made by the Master's Program Admissions and Curriculum Committee (MPAC). In addition, decisions regarding the Doctorate programs are made by the Doctoral Planning Committee (DPC). Students may be invited to serve on these school committees.

In addition to serving on committees, graduate students have other opportunities to provide input to the School of Nursing and address their concerns. Student cohorts may select two to three representatives who will meet with the Associate Director for Graduate Nursing Studies and the School of Nursing Director to provide input and to address any of their concerns. These representatives also assist in selecting students to serve on the planning committee for the annual Convocation ceremony.

## Mission, Philosophy, Beliefs, Objectives, Program Outcomes, and Conceptual Framework

### **Mission**

The mission of the School of Nursing is to deliver high quality education that prepares students to become nurse clinicians, educators, leaders and scholars.

### **Philosophy**

The School of Nursing became an integrated unit of Eastern Michigan University (EMU), College of Health and Human Services (CHHS) in 1971 and the first group of baccalaureate nursing students graduated in 1975. The RN/BSN completion program began in 1979 and in August 1993, the Master of Science Degree Program was instituted to confer advanced practice standing in Adult Health Nursing. Most recently to continue the advancement of nursing at EMU, the Doctorate of Nursing Practice Program began with its first cohort of students in Winter 2018.

In partnership with the University and the College, the School of Nursing is committed to excellence in teaching, the extension of knowledge through research, and preparation of caring and competent professionals to enhance health and quality of life within the global community.

The faculty of the School of Nursing are committed to the shared values of the University and recognize that as members of the academic community they are required to fulfill the three-pronged role of teaching, research and service. They also accept the responsibility for the continued development and enhancement of clinical practice.

The faculty believe that programs that prepare professional nurses must include opportunities for students to acquire a knowledge base that is rich in the social sciences, the physical sciences and the humanities. When learners have a broad base of knowledge, they are better prepared to be critical thinkers and problem solvers who use critical inquiry throughout their professional development. A nursing program must be guided by beliefs about person, environment, health, nursing, and teaching/learning:

Persons are dynamic, whole and human. Knowledge and awareness of the human systems-- biological, psychological, social, cultural, spiritual-- are necessary in order to interact with persons in the wholeness of their being. Persons have worth, dignity, and the capacity for growth and change. They also have the right to make decisions about their lifestyles, health care and educational processes. Persons experience and constantly interact with their ever-changing internal and external environments which affect their responses to health and well-being. Responses are manifested in a variety of ways depending on developmental life span; cultural, racial/ethnic backgrounds; gender; economic status; and unique abilities. Persons are viewed as individuals, families, or communities.

Environment is an open system including all that is external to the person whether viewed as individual, family, or community. Persons are in constant interaction with the environment. The external environment is envisioned as a global community composed of physical, social, political, technical, economic and cultural influences. The environment is recognized as important for both clients and providers of health care. Choices in health care are influenced by a person's ability to meet basic needs, availability of resources, and access to resources. Organizational and political constraints affect the availability and provision of health care resources. The constant exchange of energy between persons and environments constitutes an arena for assessment action. Nurses need skills to operate within health care systems and to deliver needed services.

Health is a dynamic phenomenon experienced by persons in different dimensions and degrees throughout the life span. Health is a dynamic state defined by the person. Three phases of health are: (1) healthful living, harmony with one's environment; (2) health disruption, disharmony with one's environment, and (3) health reorganization, the process of changing to achieve, preserve, and/or recover healthful living. Health also relates to functioning within roles, engaging in personally identified aspects of joy, wonder, and need, and developing one's potential for the fullest state of being. Not only do persons define health for themselves, they also make decisions affecting the level of health they wish to attain.

Nursing is an art and a science. As a profession, nursing is rooted in caring as a value. As a science, nursing integrates theory and practice through research to build a body of unique knowledge. Nursing is goal oriented, yet responsive to the dynamic changes in persons, their environments and their health. As an action, nursing is defined as the diagnosis and treatment of human responses to actual or potential health problems (ANA Social Policy Statement, 1980, p.9; 2010, p.10). Nurses advocate for and promote the self-advocacy of health in recipients of

nursing and other health care services. Nurses work collaboratively with other health professionals in striving for an optimal health care delivery system. Just as persons are growing and evolving, nursing as a profession also continues to develop as an art and as a science.

Teaching-learning is an ongoing process that results in goal attainment for each person. Learners are self-aware persons with responsibility for their actions. Learners bring strengths, knowledge and responses to the learning environment. Teachers and learners engage in ongoing developmental processes. Both teachers and learners have styles of learning which influence their creative interactions. Learning environments must be open, encourage diverse ideas, and promote generation and acquisition of knowledge. In creative collaboration with clients and other health professionals, nursing students engage in synchronous experiences enabling them to participate in meeting the health needs of society.

### **MSN Program Beliefs**

The School of Nursing faculty believes that professional education at the MSN level encompasses the following components:

1. The clinical knowledge component (courses specific to developing the knowledge, attitudes, and skills central to the discipline).
2. The research component (courses focusing on scholarly critical inquiry which provide the knowledge and skills to identify and investigate knowledge).
3. The role component (courses that define the manner in which discipline-specific content will be enacted)

The MSN Program allows students to explore a variety of nursing models within diverse clinical settings. Using a systems framework based on the nursing metaparadigm, students gain advanced knowledge and skills for delivering care to clients in the specialty area of adult-gerontology health nursing. Clinical nursing skills in advanced health assessment and advanced content in critical areas of adult-gerontology health provide the basis for the development of a variety of nursing interventions. Advanced nursing leadership/ management skills are developed. Critical thinking and clinical judgment are emphasized throughout the curriculum.

The faculty believes that graduate education develops a practitioner capable of expert clinical practice with clients; able to examine health care policies and issues in terms of implications for the delivery of nursing care; and able to analyze the intersection of roles of nursing and other health professionals in planning, delivery, and evaluation of health care.

### **MSN Program Objectives**

MSN Graduates at EMU will meet the four program objectives below:

1. Practice nursing of adults, at an advanced level, using selected theoretical frameworks.
2. Develop leadership skills in promoting health for adult individuals and groups in the organizational and political arenas.

3. Manage caseloads of adult patients/clients within selected health care delivery systems.
4. Apply the process of scientific inquiry toward appraisal and translation of research evidence.

### **MSN Learning Outcomes**

Upon completion of the MSN program, students will:

1. Demonstrate the specialized body of knowledge and experiential base necessary for the assumption of the role as an advanced practice nurse, providing both direct and indirect care to adult and geriatric populations in a manner that promotes and improves the health of respective individuals.
2. Utilize critical thinking skills to integrate nursing theory, concepts of human behavior and cultural preferences, individual experience and education to meet patient and family needs for health promotion, maintenance, and improvement.
3. Work collaboratively with interdisciplinary teams to direct patient care, and improve patient outcomes through advocacy, continuous quality improvement, and systems leadership.
4. Develop implement, and evaluate evidence-based practice that informs health care decision making for direct and indirect care of individuals, populations, communities and healthcare systems.
5. Utilize informatics and health-care technologies in the advocacy and delivery of patient care to guide and improve patient outcomes, and promote quality and safety in practice.

### **DNP Program Beliefs**

The goal of the DNP program is to prepare nurses for the highest level of leadership in advanced practice roles. The School of Nursing faculty believes that these expert clinicians will be prepared to translate research into evidence-based practice, assess and manage patient outcomes, and transform health care systems to ensure patient safety. DNP graduates will be leaders in healthcare policy and advocacy, and will be setting national guidelines for standards of practice, research, and education toward improved health outcomes.

### **DNP Program Objectives**

DNP Graduates at EMU will meet the eight program objectives below:

1. Integrate theory and knowledge from the nursing sciences and bio-physical, psychosocial, behavioral, and organizational sciences as a foundation for the highest level of advanced nursing practice.

2. Integrate teaching methodologies, curriculum design and development, and program evaluation into educational services at the organizational (healthcare and/or academic) level.
3. Develop standards of advanced practice nursing to deliver culturally competent care for individuals, populations, and systems.
4. Develop and advocate for health care policy addressing issues of social justice and equity.
5. Support leadership, critical thinking, and effective therapeutic communication skills to design, evaluate, and improve the implementation of quality advanced practice nursing services.
6. Lead and support inter-professional development/collaboration to facilitate and improve desired health outcomes for individuals, populations, and systems.
7. Integrate health care informatics and an evidenced base practice approach tin clinical scholarship to critically evaluate, design, and implement health care services for individuals, systems, and populations.
8. Investigate the epidemiological, financial, social, and political influences in health care that impacts the advance practice nurse role and health care outcomes.

### **DNP Program Student Outcomes**

Upon completion of the DNP program, students will:

1. Demonstrate safe and high quality patient care in a defined area of advanced nursing practice.
2. Integrate nursing theory and science with the bio-physical, psychosocial, behavioral, and organizational sciences as the foundation for innovations in advanced nursing practice.
3. Use analytical methods to critically evaluate research and scientific literature in order to translate evidence into standards of care.
4. Implement standards of care and develop effective strategies to ensure safety and quality health care for individuals, families, and populations.
5. Design, direct, and evaluate quality improvement methodologies to promote safe, effective, and equitable patient centered care.
6. Evaluate information systems and patient care technology, considering related ethical, regulatory, and legal issues, to improve patient care and healthcare systems.

7. Demonstrate collaborative and leadership skills on intra-professional and inter-professional teams to improve effective communication, enhance patient outcomes, and create a positive change in complex health care delivery systems.
8. Design, implement, and evaluate teaching methodologies at the healthcare organization and academic levels.

## **Conceptual Framework**

Recognizing nursing's change and growth as a profession and as a field of study, faculty believe that graduate level practitioners must build on more than one theoretical model in developing their practice. Graduate students must explore a variety of models and select the model that best directs clinical practice. Further, graduate students need to be aware of a variety of models as they practice in the diverse settings within local and global communities. Accordingly, the graduate program is designed with a conceptual framework based on the concepts of nursing's metaparadigm, i.e., the relationships of person, environment, health and nursing. These concepts are examined within a systems perspective. The systems perspective provides the broadest framework within which to investigate and develop the concepts crucial to nursing. Furthermore, a large number of conceptual models and theories are built upon the foundation of systems theory.

Adult persons, clients of the health care system, are seen as multidimensional yet expressing a wholeness of being. Clients may be individuals, families or communities. As nurses assess the dimensions of clients as a basis for providing care, they must simultaneously assess the health care system in which care is being delivered in order to provide care most effectively.

Students will gain advanced knowledge and skills for delivering care to clients as advanced generalists in the specialty area of adult health nursing. Clinical nursing skills will include advanced knowledge in health assessment related to the multiple dimensions of adult persons. Advanced content in critical areas of adult health such as health promotion, stress and coping, grief and loss, and pain and disuse phenomena will provide the basis for the development of a variety of advanced nursing interventions. Advancement of critical thinking and clinical judgment will be emphasized as processes throughout the curriculum.

In addition, students will be provided with the basis for effecting change and for managing conflict and change within systems. Leadership and management skills are critical for the delivery of effective care to clients, for the maintenance of client health, and the continuity of the system of care delivery. The health of both adult clients and the environment constitute the output of the conceptual framework proposed for the program. The effects of values, politics, ethics, and law are seen as the basis for the evaluation and quality control integral to the feedback mechanism in this systems framework. The synchronous nature of nursing and management knowledge will be initiated and developed throughout the curriculum.

## Master of Science in Nursing (MSN) and Certificate Program Options

The Master of Science in Nursing program builds on the knowledge and competencies of baccalaureate nursing education. The structure and process of this master's program provides for the attainment of advanced knowledge and skill in the practice of nursing with adult-gerontology populations. This program provides a curriculum that focuses current practice while analyzing trends concerning evolving needs of the community for health care and for nursing in particular.

The master's program prepares graduates for clinical practice as advanced practice nursing in the roles of Nursing Education, Clinical Research Nursing, or Clinical Nurse Specialist or Primary Care Nurse Practitioner in the specialty area of primary care adult-gerontology nursing, with the knowledge and skill to function in various roles within health care settings. The MSN **program plan of study** consists of 35 to 54 credits depending on the program, track, and whether a graduate certificate is selected. See the most recent EMU Graduate Catalog for required credit hour details for each program: <https://catalog.emich.edu/>

All MSN and certificate students must meet with their advisor as soon as possible after admission to the program to confirm their program Plan of Study. The Plan of Study should be completed prior to the end of the student's first semester in the program. When this is completed, the student receives a copy to direct their study, a copy is uploaded to Project Concert, and the original is signed and sent to the Graduate Records Office.

### Choose one program below:

- MSN in Adult - Gerontology for the Clinical Nurse Specialist (min. 43 credit hours + precepted clinical practice hours)
- MSN in Adult - Gerontology for the Primary Care Nurse Practitioner (min. 43 credit hours + precepted clinical practice hours)
- MSN in Clinical Research Nursing [CRN] (min. 35 credit hours)
- MSN in Nursing Education [NE] (min. 38 credit hours + precepted clinical practice hours)
- Graduate Certificate in Teaching in Health Care Systems (min. 12 credit hours)
- Graduate Certificate in Quality Improvement in Health Care (min. 12 credit hours)
- Additional Graduate Certificates are offered through other programs (credit hours total vary) for example, certificates in Gerontology and Dementia through EMU's Aging Studies Program. See the most recent EMU Graduate Catalog for a complete listing of certificate programs: <https://catalog.emich.edu/>

### MSN Core Courses (21 – 28 Credits)

- NURS 500 Advanced Pathophysiology (3 cr)
- NURS 502 Advanced Health Assessment (3 cr)
- NURS 505 Health Status and Trends and Health Care Delivery Systems (3 cr) (formerly NURS 605)
- NURS 506 Nursing Theory for Practice and Research (3 cr)
- NURS 606 Advanced Practice Nursing Role Development (3 cr) \*Not required for CRN or NE Programs
- NURS 608 Health Promotion and Disease Prevention (3 cr) (replaced NURS 642) \*Not required for CRN Program
- NURS 611 Pharmacology for Advanced Practice Nurses (3 cr) (formerly NURS 510)
- NURS 640 Research for Evidence-Based Nursing I (3 cr)

### Optional courses:

- NURS 688 Field Study (2 cr) \*required for CRN Program but may be substituted by CLRA 597
- NURS 693 Thesis (4 cr)

**Advanced Clinical and/or Interdisciplinary Preparations (15-20 Credits + Practicum hours)**

**Clinical Nurse Specialist: Students Started Pre-2021 (min. 500 total practicum hours)**

- NURS 653 Advanced Adult - Gerontology Nursing I CNS (5 cr)  
[130 practicum hours minimum]
- NURS 663 Advanced Adult - Gerontology Nursing II CNS (5 cr)  
[130 practicum hours minimum] including 40hrs of women's health practice
- NURS 668 Practicum in Advanced Adult - Gerontology Nursing for CNS track (6 cr)  
[240 practicum hours minimum]
- NURS 692 Advanced Practice Registered Nurse Capstone (CNS) (3 cr)

**Clinical Nurse Specialist: Students Starting 2021 and Beyond (min. 600 total practicum hours)**

- NURS 653 Advanced Adult - Gerontology Nursing I CNS (6 cr)  
[180 practicum hours minimum]
- NURS 663 Advanced Adult - Gerontology Nursing II CNS (6 cr)  
[180 practicum hours minimum] including 40hrs of sexual/women's (gyn) health
- NURS 668 Practicum in Advanced Adult - Gerontology Nursing for CNS track (6 cr)  
[240 practicum hours minimum]
- NURS 692 Advanced Practice Registered Nurse Capstone (CNS) (3 cr)

**Primary Care Nurse Practitioner: Students Started Pre-2021 (min. 500 total practicum hours)**

- NURS 664 Advanced Adult - Gerontology Nursing I NP (5 cr)  
[130 practicum hours minimum] including 40 hrs of sexual/women's (gyn) health
- NURS 666 Advanced Adult - Gerontology Nursing II NP (5 cr)  
[130 practicum hours minimum]
- NURS 669 Practicum in Advanced Adult - Gerontology Nursing NP (6 cr)  
[240 practicum hours minimum]
- NURS 691 Advanced Practice Registered Nurse Capstone (NP) (3 cr)

**Primary Care Nurse Practitioner: Students Starting 2021 and Beyond (min. 600 total practicum hours)**

- NURS 664 Advanced Adult - Gerontology Nursing I NP (6 cr)  
[180 practicum hours minimum] including 40 hrs of sexual/women's (gyn) health
- NURS 666 Advanced Adult - Gerontology Nursing II NP (6 cr)  
[180 practicum hours minimum]
- NURS 669 Practicum in Advanced Adult - Gerontology Nursing NP (6 cr)  
[240 practicum hours minimum]
- NURS 691 Advanced Practice Registered Nurse Capstone (NP) (3 cr)

**Nursing Education: Students Started Pre-2021 (min. 265 total practicum hours)**

- NURS 653 Advanced Adult - Gerontology Nursing I CNS (5 cr), may be substituted as NURS 663 Advanced Adult - Gerontology Nursing II CNS (5 cr) or equivalent independent study approved by student's faculty advisor, the Associate Director for Graduate Nursing Studies, and school.

[130 practicum hours minimum]

- NURS 620 Teaching in Health Care Systems: Instructional Strategies and Skills (3 cr)
- NURS 622 Teaching in Health Care Systems: Curriculum/Program Development and Evaluation (3 cr)
- NURS 623 Teaching Nursing Online: Facilitating Learning in the Virtual Classroom (3 cr)  
(replaced NURS 505 Health Status and Trends and Health Care Delivery Systems (3 cr) requirement for students pre-2016)
- NURS 624 Practicum in Teaching Health Care Systems (3 cr)

[135 practicum hours minimum]

**Nursing Education: Students Starting 2021 and Beyond (min. 315 total practicum hours)**

- NURS 653 Advanced Adult - Gerontology Nursing I CNS (6 cr), may be substituted as NURS 663 Advanced Adult - Gerontology Nursing II CNS (6 cr) or equivalent independent study approved by student's faculty advisor, the Associate Director for Graduate Nursing Studies, and school.

[180 practicum hours minimum]

- NURS 620 Teaching in Health Care Systems: Instructional Strategies and Skills (3 cr)
- NURS 622 Teaching in Health Care Systems: Curriculum/Program Development and Evaluation (3 cr)
- NURS 623 Teaching Nursing Online: Facilitating Learning in the Virtual Classroom (3 cr)  
(replaced NURS 505 Health Status and Trends and Health Care Delivery Systems (3 cr) requirement for students pre-2016)
- NURS 624 Practicum in Teaching Health Care Systems (3 cr)

[135 practicum hours minimum]

**Clinical Research Nursing (min. practicum hours established by CLRA Program and vary upon student projects and need)**

- CLRA 510 Introduction to Drug Development (3 cr)
- CLRA 520 Clinical Study Administration I (3 cr)
- CLRA 530 Clinical Study Administration II (3 cr)
- CLRA 550 Preceptorship in Clinical Trial Management (3 cr)\*
- CLRA 575 Ethical Issues in Clinical Research (3 cr)

\*Contact Clinical Research Administration for specific practicum hour requirements:

[https://www.emich.edu/chhs/hs/programs/clinical\\_research.php](https://www.emich.edu/chhs/hs/programs/clinical_research.php)

**Graduate Certificates** (Optional for MSN students and can be completed without an MSN degree, classes are generally either online/hybrid and/or on a different day of the week from the required core MSN courses)\*\*

**Teaching in Health Care Systems (min. 135 total practicum hours)**

- NURS 620 Teaching in Health Care Systems: Instructional Strategies and Skills (3 cr)
- NURS 622 Teaching in Health Care Systems: Curriculum/Program Development and Evaluation (3 cr)
- NURS 623 Teaching Nursing Online: Facilitating Learning in the Virtual Classroom (3 cr)  
(replaced NURS 505 Health Status and Trends and Health Care Delivery Systems (3 cr) requirement for students pre-2016)
- NURS 624 Practicum in Teaching Health Care Systems (3 cr)

[135 practicum hours minimum]

\*Starting in 2020 all courses for the Teaching in Health Care Systems Certificate will be online.

**Quality Improvement in Health Care Systems (min. 135 total practicum hours)**

- NURS 505 Health Status and Trends in Health Care Delivery Systems (3 cr)
- HLAD 525 Quality Improvement in Health Care (3 cr)
- NURS 686 Practicum in QI in Health Care Systems (3 cr)

[135 practicum hours minimum]

*AND one of the following electives:*

- MGMT 638 Building Continuous Improvement Teams (3 cr), *or*
- QUAL 546 Total Quality Management (3 cr), *or*
- QUAL 568 Lean Service Quality (3 cr)

*\*\*Other graduate certificates and courses outside of the nursing department are offered at EMU and may be completed by nursing graduate students (e.g. certificates in aging studies and clinical research), to view a complete list please visit the graduate school catalog: <https://catalog.emich.edu>*

**Notes Regarding Certificates:** **(1)** Separate admissions applications are required to be enrolled in more than 1 program (e.g. to complete both a degree and certificate). Contact your faculty advisor or the Graduate Program Coordinator for instructions. **(2)** Students in only a graduate certificate program may decide that they would like to continue on for a MSN degree rather than stopping at their certificate completion. In this case, students who would like to continue on to a MSN from their certificate program should contact their faculty advisor BEFORE completing their certificate program in order for their completed certificate courses to count towards their MSN degree. Graduate School policy dictates that if courses taken during a conferred certificate are being counted towards a new degree, then for degree programs of 37 hrs or more (such as the MSN in Nursing Education) students must complete a minimum of 30 new graduate hours (whereas, if you do not have a conferred certificate, those courses, it would be a program change and courses could be counted towards an MSN in Nursing Education but you would only need an additional 21 credit hours to complete the degree). **(3)** Finally, graduate students may take certificate courses as electives without being enrolled within a certificate program; but, a certificate will not be retroactively awarded should they complete all required certificate courses without applying to that certificate program.

**Full MSN course descriptions by degree are available in the EMU Graduate Catalog.**

These can be found at: <https://catalog.emich.edu/>

## Doctoral Program Options

The Doctoral program builds on the knowledge and competencies of baccalaureate and master's nursing education. The Doctor of Nursing Practice (DNP) program prepares graduates for their terminal clinical practice degree in advanced practice with the knowledge and skill to function in various roles within health care settings. Students may begin their DNP program after having a conferred BSN degree (Post-BSN) or after having a conferred MSN degree (Post-MSN) as an Advanced Practice Registered Nurse (NP, CNS, NMW, or CRNA).

*While there are still some students enrolled in the Doctor of Philosophy in Education Studies with a Nursing concentration program, this program is no longer accepting new applications and may completely end once the final enrolled students graduate. For students within this program, they should refer to their faculty advisors and the College of Education for degree-completion and any other program-specific information which is not included in this handbook.*

The **program plan of study** for the DNP consists of 41 to 85 credits depending on the program selected. Alike the MSN program, DNP students at any level may also elect to complete a graduate certificate concurrently with their DNP.

All DNP students will be assigned a DNP Champion who will also serve as their faculty advisor. Students must meet with their DNP Champion as soon as possible after admission to the program to develop their program Plan of Study. The Plan of Study should be completed prior to the end of the student's first semester in the program. When this is completed, the student receives a copy to direct their study, a copy is uploaded to Project Concert, and the original is signed and sent to the Graduate Records Office.

### **Choose one program below:**

- DNP (Post-BSN) Adult - Gerontology Clinical Nurse Specialist (min. 84 credit hours + min. 1000 precepted practice hours)
- DNP (Post-BSN) Adult - Gerontology Primary Care Nurse Practitioner (min. 84 credit hours + min. 1000 precepted practice hours)
- DNP (Post-MSN) for APRN's (min. 41 credit hours + min. 500 precepted practice hours)

### **DNP (Post-BSN) [MSN] Core Courses (24 – 28 Credits)**

- NURS 500 Advanced Pathophysiology (3 cr)
- NURS 502 Advanced Health Assessment (3 cr)
- NURS 505 Health Status and Trends and Health Care Delivery Systems (3 cr) (formerly NURS 605)
- NURS 506 Nursing Theory for Practice and Research (3 cr)
- NURS 606 Advanced Practice Nursing Role Development (3 cr) \*Not required for CRN or NE Programs
- NURS 608 Health Promotion and Disease Prevention (3 cr) (replaced NURS 642) \*Not required for CRN Program
- NURS 611 Pharmacology for Advanced Practice Nurses (3 cr) (formerly NURS 510)
- NURS 640 Research for Evidence-Based Nursing I (3 cr)

**DNP (Post-BSN) [MSN] Advanced Clinical Preparations (15-20 Credits + Practicum hours)**

**Clinical Nurse Specialist: Students Started Pre-2021 (min. 500 total practicum hours)**

- NURS 653 Advanced Adult - Gerontology Nursing I CNS (5 cr)  
[130 practicum hours minimum]
- NURS 663 Advanced Adult - Gerontology Nursing II CNS (5 cr)  
[130 practicum hours minimum] including 40hrs of women's health practice
- NURS 668 Practicum in Advanced Adult - Gerontology Nursing for CNS track (6 cr)  
[240 practicum hours minimum]
- NURS 692 Advanced Practice Registered Nurse Capstone (CNS) (3 cr)

**Clinical Nurse Specialist: Students Starting 2021 and Beyond (min. 600 total practicum hours)**

- NURS 653 Advanced Adult - Gerontology Nursing I CNS (6 cr)  
[180 practicum hours minimum]
- NURS 663 Advanced Adult - Gerontology Nursing II CNS (6 cr)  
[180 practicum hours minimum] including 40hrs of sexual/women's (gyn) health
- NURS 668 Practicum in Advanced Adult - Gerontology Nursing for CNS track (6 cr)  
[240 practicum hours minimum]
- NURS 692 Advanced Practice Registered Nurse Capstone (CNS) (3 cr)

**Primary Care Nurse Practitioner: Students Started Pre-2021 (min. 500 total practicum hours)**

- NURS 664 Advanced Adult - Gerontology Nursing I NP (5 cr)  
[130 practicum hours minimum] including 40 hrs of sexual/women's (gyn) health
- NURS 666 Advanced Adult - Gerontology Nursing II NP (5 cr)  
[130 practicum hours minimum]
- NURS 669 Practicum in Advanced Adult - Gerontology Nursing NP (6 cr)  
[240 practicum hours minimum]
- NURS 691 Advanced Practice Registered Nurse Capstone (NP) (3 cr)

**Primary Care Nurse Practitioner: Students Starting 2021 and Beyond (min. 600 total practicum hours)**

- NURS 664 Advanced Adult - Gerontology Nursing I NP (6 cr)  
[180 practicum hours minimum] including 40 hrs of sexual/women's (gyn) health
- NURS 666 Advanced Adult - Gerontology Nursing II NP (6 cr)  
[180 practicum hours minimum]
- NURS 669 Practicum in Advanced Adult - Gerontology Nursing NP (6 cr)  
[240 practicum hours minimum]
- NURS 691 Advanced Practice Registered Nurse Capstone (NP) (3 cr)

***\*\*Once DNP (Post-BSN) Students have completed the MSN core courses and advanced clinical preparations, they will receive a conferred MSN degree from EMU in their specialty area (CNS or NP) then proceed with the remaining DNP (Post-MSN) courses on the next page.\*\****

## **DNP (Post-MSN) for APRN's Courses (min. 41 Credits + 500 Practicum hours)**

- NURS 810 Introduction to Doctoral Studies and Nursing Science (3 cr)
- NURS 811 Nursing Education: Teaching, Learning, Evaluation and the Faculty Role (3 cr)
- NURS 830 Quality and Safety Across Settings (3 cr)
- NURS 831 Leadership for Advanced Practice Nurses (3 cr)
- NURS 840 Epidemiology and Health Disparity in Health Systems for Advanced Nursing Practice (3 cr)
- NURS 851 Advanced Nursing Research I: Design and Methods (3 cr)
- NURS 852 Advanced Nursing Research II: Data Management and Analysis (3 cr)
- NURS 860 Health Policy and Advocacy for Health Care Professionals (3 cr)
- NURS 870 Health Care Delivery and Informatics: For Advanced Practice Nurses (3 cr)
- NURS 882 Doctor of Nursing Practice Clinical Practicum (1-4 cr)

[DNP Students must complete a total of 1,000 practicum hours total. Students may claim up to 500 practicum hours from their Advanced Practice Clinical Preparations courses or prior MSN degree towards the 1,000 hours total.]

- NURS 891 Doctor of Nursing Practice Scholarly/Capstone Project I: Proposal Development (3 cr)
- NURS 892 Doctor of Nursing Practice Scholarly/Capstone Project II: Project Development (3 cr)
- NURS 893 Doctor of Nursing Practice Scholarly/Capstone Project III: Completion/Dissemination (3 cr)
- NURS 894 Doctor of Nursing Practice Scholarly/Capstone Project: Continuous Enrollment (1 cr)

**Full DNP course descriptions by degree are available in the EMU Graduate Catalog.**

These can be found at: <https://catalog.emich.edu/>

## **MSN vs. DNP Practicum Hours Note**

While there are clinical or practicum requirements for both MSN and DNP courses, the fulfillment of these hours has different requirements at the MSN vs. DNP level. Traditionally, at the MSN level the attainment of practicum hours requires working 1-on-1 with a preceptor in a clinical practice environment with a focus on primary care (performing tasks such as advanced health assessments, diagnoses, and procedures). MSN students will have multiple preceptors across courses to gain their hours. In the DNP, the attainment of practicum hours goes hand in hand towards the completion of the DNP scholarly project and students will select 1 preceptor to cover all practicum hours. This preceptor may not be providing direct 1-on-1 supervision for all project activities such as the completion of research/literature review. DNP students should discuss the role of their preceptor(s) and practicum requirements with their DNP Champion as early as possible in their program to help promote their success.

## Admission Requirements

General Admission Requirements: By the time that you receive this handbook, you may already be admitted to one of the Eastern Michigan University School of Nursing graduate programs. This information will assist students taking courses before admission. Students must apply to and be admitted to each program from which they want to graduate. The maximum number of graduate credits (not transfer credits) a student may take *prior* to applying for admission to the MSN program and/or any post-graduate certificate is **six credits, and these must be approved by the School of Nursing**. See the Graduate School policies, and the School of Nursing Website for more information and Program Coordinator contact information for admission questions and assistance.

## Graduate Student Advising

Once a student is admitted to one of the nursing graduate programs, they will be assigned to an academic advisor. Students are expected to meet with their advisor at least once per academic year; once per semester is preferred. The function of an advisor is to assist the student to plan their course of study, answer any academic questions and assist students in their progress toward graduation. Students can locate their advisor information in ProjectConcert once they have been assigned. In the event that a student is reassigned to a new advisor (due to their request or other circumstances), the change will be located in ProjectConcert. For questions or concerns regarding faculty advisors, please contact either the Associate Director for Graduate Nursing Studies or Program Coordinator.

### DNP Champions

For DNP students, their faculty advisor also serves as their DNP Champion, working in the role of their project chair and oversight of their project development/progress. The DNP Champion will also be assigned to teach the DNP Scholarly Project and Practicum courses for their advisees. Outside of establishing a general Plan of Study, for advising the DNP Champions will assist students in developing goals for DNP program study and future career planning. It is expected that students will be in regular contact with their DNP Champion on a weekly/monthly/or semester basis (dependent on where they are in their program).

## Plan of Study

As stated at the end of the program descriptions above, students must complete a Plan of Study form with their faculty advisor for each program in which they are admitted. Example Plan of Study templates are located in the appendix at the end of this handbook. It is important to complete this Plan of Study as soon as possible after you have received your advisor assignment. The initial Plan of Study is expected to be completed prior to students enrolling in the 2<sup>nd</sup> semester of graduate coursework. The form must be signed by the student, their advisor and the Associate Director for Graduate Nursing Studies. The original is submitted to the Graduate Records Office, then a copy is placed in the student record in ProjectConcert so the student and faculty can access it. The purpose of this form is to keep an ongoing record of your plan for graduate study and is necessary to be on file with the Graduate School when they perform your graduation audit. The Plan of Study can be amended at any time if the student wishes to change the planned courses or falls out of sequence. Revisions must also be signed by the student,

advisor and Associate Director for Graduate Nursing Studies before being sent to the Graduate Records Office.

## Graduate Transfer Credits

Students who are in good standing (not probationary or conditional) in a degree program may request to transfer credits from other accredited universities or colleges, provided the coursework has not been used to complete another degree. These requests must be approved by the graduate nursing faculty advisor, program director, and the Dean of graduate studies. To be eligible for transfer to Eastern Michigan University (EMU), the credit must be earned at the graduate level with a grade of B, documented by an official transcript, applicable to the student's program, and not be older than six years. Additionally, **students must be cognizant of the Graduate School policies**; one such policy prohibits counting credits from any course over 10 years old toward a degree at the time of graduation. See graduate school policies available at: <http://www.emich.edu/graduate/policies/index.php>. The student should meet with their academic advisor or the Associate Director of Graduate Nursing Studies to complete a course transfer request form. Any request for transfer of credit should be filed as soon as possible after admission to EMU. Official transcripts of the work must be on file in the graduate school. Transfer of credit policy and the application form is available on the Graduate School web site at: [http://www.emich.edu/graduate/policies/trans\\_credit.php](http://www.emich.edu/graduate/policies/trans_credit.php) It is EMU Graduate School policy that a maximum of 12 semester transfer credit hours is acceptable toward a graduate degree, or 3 credits for a graduate certificate. Beyond the maximum transfer credits, students may receive additional transfer credit for courses completed (so they would not have to repeat a course) but those credit hours would not be applied towards their degree requirements so they would need to select additional elective courses in order to meet the minimum number of credit hours needed for their degree. Once approved, transfer credit will appear on the student's official transcript. Note that in order to transfer any credit hours, all requirements of the transfer credit policy of the Graduate School must be met.

## EMU Library and Writing Resources

Arrangements will be made for students to become familiar with the use of library resources at Eastern Michigan University. The library staff may present this information in person or provide the information in an online format. See <https://www.emich.edu/library/> for a listing of library hours and orientation availability. It is very important for all students to become familiar with resources available on campus, online, and through inter-library loan. Success in the graduate program includes the ability to locate appropriate professional resources from the academic literature.

In addition, the graduate nursing programs require the use of the current American Psychological Association (APA) (7<sup>th</sup> edition, unless otherwise requested) format in the preparation of all required course papers. APA style is also used in the preparation of any research or capstone projects. The Eastern Michigan University Library web site has very useful information on APA format and plagiarism. Go to: [www.emich.edu/halle](http://www.emich.edu/halle) You should also purchase and reference the most recent edition of the APA manual. The University Writing Center can also provide students with assistance at any point during their writing or research from project/paper conception to completion. See <https://www.emich.edu/ccw/writing-center/index.php> for details about the University Writing Center.

## School of Nursing Grading Scale

The Faculty of the Whole in the School of Nursing has adopted the following grading scale in the graduate program (Fall 2013).

<u>Satisfactory Grades</u>	<u>Unsatisfactory Grades</u>	<u>Graduate School Policy (F)</u>
A = 100-94	C+ = 79-78	D+ or lower = F on transcript
A- = 93-90	C = 77-75	
B+ = 89-87	C- = 74-70	
B = 86-84	D+ = 69-66	
B- = 83-80	D = 65-63	
	D- = 62-60	
	E = 59 or lower	

### **ALL GRADES ARE BASED ON STANDARD MATHEMATICAL RULES OF ROUNDING NUMERIC GRADES TO THE NEAREST 10<sup>TH</sup>.**

(Ex: 74.49 – 74%; 74.51 = 75%.)

Refer to the Office of the Registrar at: [http://www.emich.edu/registrar/registration\\_info/](http://www.emich.edu/registrar/registration_info/) for information and instructions on grading procedures, including course withdrawals and final exam schedule.

### **Passing Grades**

Acceptable performance in 500 level or greater nursing courses is a grade of 80% or greater. This is equivalent to a B- or greater. Students who receive less than a B- in any course must repeat that course. If a repeated course involves clinical or practicum hours, then those hours must also be repeated. Students must maintain a cumulative GPA of 3.0 to graduate per [EMU Graduate School Policy](#).

### **"I" (Incomplete) Grades**

An "I" grade is awarded when illness or extenuating circumstances beyond the control of the student have prevented completion of the required components of the course AND academic performance for the completed portion of the course was equivalent to a grade "B" or better. In such cases, the instructor will provide the student and school director with a statement of the reason for the "I" grade and will specify the amount and the nature of the work required in order to remove the incomplete.

The initiative for conversion of an "I" to a letter grade rests with the student. If not converted to a letter grade within one calendar year, the "I" will remain as a permanent part of the student's academic record. Incomplete grades received in thesis, capstone and independent study courses are not governed by these time limitations and are restricted only by the six-year time limitation for degree completion policy. Check graduate school policies for complete details.

### **Progression of Grades of C+ or Lower in any NURS Graduate Course**

The table on the following page demonstrates the expected outcome for all grades below B- in a graduate NURS course:

Progression for Grades of C+ or Lower in NURS Courses.

<b>If the student earns a/an:</b>	<b>Outcome</b>
C+ to D- in any non-clinical graduate course	<ul style="list-style-type: none"> <li>● Student must consult with faculty academic advisor and Associate Director for Graduate Nursing Studies for a revised program of study before registering for any other graduate course(s).</li> <li>● A revised program of study will be required to incorporate repeating the course based on course/program availability.</li> <li>● Registration for the revised program of study will always be dependent upon space available in class sections.</li> </ul>
C+ to D- in any clinical course  OR  C+ to D- in any two (2) non-clinical graduate courses	<ul style="list-style-type: none"> <li>● Dismissal from the program with the option to request a re-instatement recommendation from the graduate program planning committee and/or Associate Director for Graduate Nursing Studies. Recommendations are forwarded to the School of Nursing Director for a final decision.</li> <li>● Note: <i>Students are held to the Re-Instatement Policy and Procedures in the EMU Graduate Student Handbook.</i></li> </ul>
C+ to D- earned twice for the same graduate course or 2 clinical courses  OR  C+ to D- in a total of three (3) graduate courses  OR  F in any graduate course  OR  Second "W" from the same graduate course	<ul style="list-style-type: none"> <li>● Permanent dismissal without option for requesting re-instatement.</li> <li>● For "F in any graduate course" this pertains to a student's earned grade in the course, not when the graduate school interprets a D+ or lower as an F.</li> </ul>

## Academic Probation, Dismissal, Appeals, and Problem Solving Sequence

A graduate student (degree or non-degree) is placed on academic probation at the end of the semester in which the student's cumulative grade point average in courses taken for graduate credit at Eastern Michigan University is less than 3.0 ("B" average) based on the student's completion of at least six graduate credit hours. A graduate student who does not remove his/her probationary status by the improved GPA at the end of the next two periods of enrollment (spring and summer equals one enrollment period) is subject to dismissal from the University for academic reasons.

### Probation Guidelines

1. First probation letter: At the end of any semester in which a student's cumulative GPA falls below 3.0 they are placed on academic probation. A letter is sent from the Graduate School indicating probationary status.
2. Second probation letter: If a student's cumulative GPA is still below 3.0 at the end of the subsequent period of enrollment, the student remains on probation. A letter is sent to the student from the Graduate School indicating that probationary enrollment in only one more semester will be allowed.
3. If the student's cumulative GPA remains below 3.0 after the next two periods of enrollment while on probation, they are subject to dismissal from the University.
4. If at any time a student's cumulative honor points are 15 or more points below that required for a "B" in all completed graduate courses, the student will be dismissed.

### Removal from Academic Probation

When a student's cumulative GPA is raised to 3.0 or above during any probationary period, the student is removed from academic probation.

### Academic Dismissal

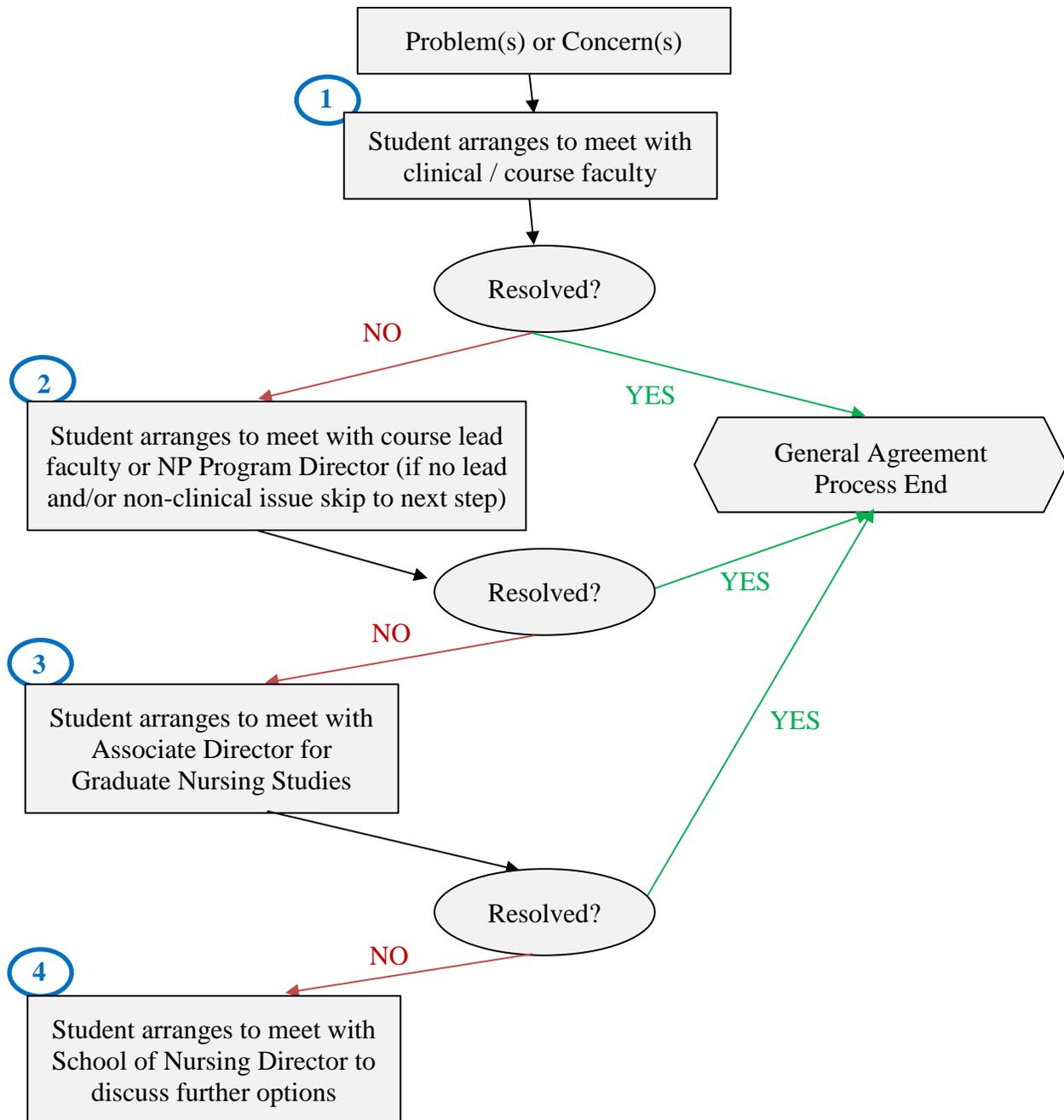
At the end of the third consecutive enrollment period after which any graduate student has a cumulative GPA of less than 3.0, the student is subject to dismissal from the University. Dismissal letters are sent to the student from the Graduate School.

After the dismissal letter is received, the student may appeal the expulsion from the University by submitting an appeals petition (letter form) for re-entry to the Dean's Office of Graduate School. The petition should include information about the causes of the student's academic problems; the modifications/changes in the student's individual situation that have occurred and how such will presumably help to rectify the situation; and the student's proposed plan of action to become successful in his/her graduate studies. For detailed information please see the Graduate School policies at: <http://www.emich.edu/graduate/policies/probation.php>

Please see your faculty advisor and Associate Director for Graduate Nursing Studies for information about the appeal process, appeals hearing, and composition of the Academic Dismissal Appeals Board.

## Academic Problem Solving Sequence

Similar to the undergraduate nursing programs, the following diagram pertains to the chain of command that students should follow in pursuing a resolution of their course problem(s) and/or concern(s):



**Note:** Consistent with the University's Grade Grievance Procedure located within the EMU Student Handbook that applies to both undergraduate and graduate students (located at <https://www.emich.edu/studenthandbook/>), only the end of semester course grades are subject to a grade grievance.

## Readmission / Remediation Policies and Procedures

### Readmission

Students should maintain active enrollment during their graduate program. Students that do not enroll for a period of 6 consecutive semesters are no longer considered active students, and must reapply to the School of Nursing and the Graduate School if they wish to seek readmission. Students who maintained a GPA of 3.0 or better (“B” letter grade or better) while in their graduate program prior to interrupting their studies will be considered for readmission. **Readmission is not automatic.** Reasons for withdrawal will be evaluated by members of the School of Nursing Master’s Program Admission and Curriculum Committee (MPAC) and/or Doctoral Program Committee as appropriate in addition to review of all other admission requirements. See the Graduate School website for policies regarding enrollment.

University Graduate School Policy states that a master’s degree must be completed within a six-year time frame. A student that has remained “active” but needs additional time to complete a master’s degree, must petition the Graduate School to extend time to degree completion. Information about this petition can be found on the Graduate School website at: <http://www.emich.edu/graduate/>

### Remediation

Remediation is intended to support student success in the program, establish clear expectations for conduct and performance, promote courtesy and fairness, and identify if plan of study modification or program removal is indicated. The need for remediation may be identified by any faculty members, clinical instructors or preceptors, or administration such as the NP Program Director, Associate Director for Graduate Nursing, or School of Nursing Director. In addition, the EMU Office of Wellness and Community Responsibility or other university resources may be involved as deemed appropriate. Indications for remediation may include:

- Violations of the code of conduct or code of community responsibility as outlined by the University, Graduate, and School of Nursing Student Policies.
- Practice that is incongruent with the *Social Policy Statement and Code of Ethics*, which are published by the American Nurses Association.
- Unsatisfactory, unsafe, or unethical clinical practice.
- Academic performance that does not meet the Graduate School standard.

Depending on the violation, the student may receive a verbal warning, student learning contract, and/or program suspension, probation, or dismissal. In the event that remediation is warranted, students are responsible for:

1. Completing all expected remediation activities to maintain their status within the program.
2. Communicating with faculty and providing documentation regarding any extenuating circumstances that may impact their remediation plan.
3. Providing faculty with documentation demonstrating completion of all required remediation activities.

## Social Media and Technology Use Policy

This policy was created to establish clear expectations regarding the use of social media and technology in the clinical and classroom setting. Using the Six Principles for Social Networking as outlined on the ANA website, social media are defined as but not limited to: web-based or mobile technologies used for interactive communication including text, images, audio, video, and technology conversations with a few or many people. Some other examples of social media include: texting, discussion forums, blogs, social networks, wikis, and podcasts.

Students, while in the EMU Graduate Program, are prohibited from:

- Personal phone conversations or texting at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
- Using computers (smartphones/tablets, notebooks, etc.) for any activity other than note taking, charting and/or classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
- Videotaping, photographing or voice recording professors or fellow students during class without either (a) the express written permission of the individual(s) recorded, or (b) an exception identified or accommodation obtained pursuant to University policy.
- Transmitting or placing online, individually identifiable patient information, other confidential information, course content (e.g. exams, syllabi, etc.), or any unethical or unprofessional content which reflects poorly on the program and/or university

Students (1) should recognize that they are responsible for any information or content that they post or share, (2) must observe ethically prescribed professional patient-nurse boundaries, (3) understand that patients, colleagues, institutions, and employers may view postings, and (4) should take advantage of privacy settings and seek to separate personal and professional information online. In addition, students should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities; and adhere to all applicable University and affiliated clinical sites' privacy and confidentiality policies.

Students are legally liable for what they post on their own site and on the sites of others.

Violation of this policy may result in disciplinary action ranging from remediation, course failure, or program/university dismissal.

## Continuous Enrollment Policy

All graduate students must enroll in approved course work (per plan of study), thesis continuation credit, or capstone credit every **term** until graduation to maintain their graduate student status. Students who fail to register for one of these terms will automatically be dismissed and must apply for readmission. Readmission requires departmental consent and the payment of all fees.

Students who have completed all credit requirements for their degree but need to continue work on their thesis or capstone may retain graduate status by enrolling in an NURS 597, 598, or 599 Independent study (1-3 cr) or NURS 894 Doctor of Nursing Practice Scholarly/Capstone Project: Continuous Enrollment (1 cr). Continuous enrollment requires completion of a registration form and updated program of study, identification of the type and amount of work to be done, and the approval of the student's faculty advisor/champion, thesis/capstone faculty, the Associate Director for Graduate Nursing Programs, and/or School of Nursing Director as applicable.

Continuous enrollment is required to maintain an affiliation with the University for access to student services, faculty time, library, health center, liability coverage for research or internship, international-student SEVIS issues, or financial aid for scholarships, fellowships, assistantships, or loans. Enrollment requires department permission, and regular tuition and fees apply.

## Graduation Procedures

### **Application for Graduation**

Before applying for graduation, students should meet with their faculty advisor to ensure that an updated Plan of Study is on file with the graduate school. Candidates for graduation, either for a MSN or Doctorate degree, or a post-baccalaureate graduate certificate, must submit an application for graduation via my.emich Student Services by the end of the first two weeks of the final semester in which all requirements will be completed. If applying for more than one degree and/or certificate, an application must be submitted for each. There is a non-refundable fee for each graduation application that will be charged to the student's account. Students who apply for graduation but fail to complete their degree requirements in a timely manner must notify the Office of Records and Registration in writing and submit a new graduation application for a subsequent semester. No additional fee is required. Deadlines for submitting applications for graduation are included in the course schedule bulletins. Information about graduation is available at the following website: <http://www.emich.edu/registrar/graduation>.

Students within the BSN to DNP program are eligible to apply for graduation with their MSN degree upon completion of their MSN coursework and should follow the same procedures listed above at that time.

### **Grade Point Average Requirements for Graduation**

No student will be recommended and approved for a graduate degree unless they have achieved a cumulative GPA of 3.0 in all courses taken for graduate credit and 3.0 in the areas of concentration. Only courses taken for graduate credit at EMU are used in computing a student's GPA. Grades received in courses accepted as transfer credit are not included. Students who do not have a GPA high enough for graduation can take additional courses to raise their grade point average. Because the person is receiving a degree in a particular program area, the student should take any additional courses in that area as opposed to potentially easier courses in an unrelated area.

### **Credit Hour Graduation Requirements**

Credit hour requirements for graduation vary based upon the degree and/or certificate(s) being completed. In general, at least 30 (non-transferred) credit hours are required for an MSN degree. For students in the BSN-to-DNP program, at least 84 credit hours are required for the DNP degree. For those enrolled in the Post-MSN DNP program, at least 41 credit hours are required for the DNP degree. Finally, a minimum of 12 credit hours are required for the Post-Baccalaureate Graduate Certificates: Teaching in Health Care Systems and Quality Improvement in Health Care.

### **Graduation Ceremonies**

Each year formal graduation ceremonies are held in December and April. When a student applies for graduation, they will receive information about the graduation schedule and purchase of a cap and gown. Graduate students also purchase a hood with the appropriate academic trim color. Students who end up with an incomplete grade during their final semester

may still be allowed to participate in that semester's graduation ceremonies with approval from the Associate Director for Graduate Nursing Studies and/or School Director.

The School of Nursing holds a Convocation ceremony in December and April of each year. These events are usually scheduled on the same weekend as graduation. All nursing graduates are honored, there is a guest speaker, and families are invited. A graduate nursing student representative may be sought to assist in planning. Students are requested to RSVP to facilitate planning. Academic attire is worn. One graduating MSN or Doctoral student may be asked to provide comments for the class. Students should expect to receive their degree verification letter within three to four weeks after the close of the semester. Diplomas and student-issued transcripts are mailed approximately eight weeks after the close of the semester in which the degree is conferred.

## Certification Post-MSN Degree

Once students receive a conferred MSN degree, they will be eligible to apply for the board certification appropriate for their degree. Students will be eligible for exams offered by:

- American Nurses Credentialing Center (NP/CNS): <https://www.nursingworld.org/ancc/>
- American Academy of Nurse Practitioners (NP): <https://www.aanpcert.org/>
- National League for Nursing (Nurse Ed): <http://www.nln.org/Certification-for-Nurse-Educators>
- Association of Clinical Research Professionals (CRN): <https://acrpnet.org/certifications/>  
(Note, CRN's may sit for some ACRP certification examinations but a specific CRN certification exam is in development but not yet available).

Questions regarding certification should be addressed within students' courses or through meeting with their faculty advisor.

### **BSN to DNP & Post-MSN DNP Certification Note**

Of special note: Students in the BSN to DNP program and those within the Post-MSN to DNP program are required to maintain an active nursing license along with certification within their specialty and must provide evidence of both by the end of the first fall semester of their DNP courses (or part-time equivalent in their plan of study), prior to beginning any practicum hours. Students should upload the evidence of their current certification and copy of their nursing license within Project Concert once available. If a student's licensure or certification is up for renewal during their program, they should provide updated documents in Project Concert prior to the expiration date(s) of previously provided documents. Failure to provide documentation will result in being ineligible to enroll in practicum coursework.

## Financial Aid

Up to date information about scholarships and financial aid can be found on the School of Nursing website at: <https://www.emich.edu/chhs/nursing/scholarships.php> The following forms of financial assistance for nursing graduate students are available at Eastern Michigan University:

### Graduate Assistantship (GA) Program

- a. Must be admitted to the MSN program and maintain a GPA of 3.0 and be enrolled in a minimum of six (6) graduate credits per semester;
- b. Award consists of tuition plus a stipend;
- c. Stipends and time commitment of service to the School of Nursing vary with the percentage of appointment. Graduate Assistant activities may include activities such as grading papers, supervising laboratories, preparing lecture demonstrations, assisting faculty research, holding regular office hours, and providing general program service.

Time of Appointment	Hours per week
Full time	20
1/2 time	10

Stipends are subject to change; check with School Director for availability.

### Nurse Professional Fund Scholarship

Amount and eligibility varies from year to year as available. Notification from the State of Michigan is usually sent out to students in the winter term.

### Nurse Faculty Loan Program (NFLP)

The Nurse Faculty Loan Program (NFLP) is a federally funded program through the Health Sciences Research Administration (HRSA). It was created to recruit students enrolled in advanced nursing education programs into teaching positions at nursing schools across the country. NFLP provides loan debt reduction through forgiveness of up to 85% in exchange for fulfilling a four-year service requirement as a full time faculty in a U.S. school of nursing post-graduation. \*<sup>1</sup>To be eligible to qualify for the NFLP, students must be enrolled in at least 3 credits per semester during fall and winter semesters as a degree-seeking student in the EMU School of Nursing graduate program, as either a Nursing Education MSN, DNP, or other MSN with a Certificate in Teaching in Healthcare Systems; and:

- Be a U.S. citizen, a non-citizen national, or a foreign national having in his/her possession, a visa permitting permanent residences in the U.S.
- Be a student in good standing in the MSN-Teaching Concentration program at the school.

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<sup>1</sup> \*eligibility does not guarantee NFLP funding for any student, as funding is based on fund availability and varies from one year to the next.

- Have no judgment liens entered against him/her based on the default on a Federal debt 28 USC 3201 (e)

*Interest:*

The NFLP loan will bear interest on the unpaid balance of the loan at:

1. The rate of 3% per annum, beginning 3 months after the borrower graduates from the MSN NE program or other MSN with teaching certificate, or
2. The prevailing market rate if the borrower fails to complete their program, or fails to serve as a nurse faculty member for the consecutive 4 year period post-graduation.

*Service Requirements and Cancellation:*

The borrower has 12 months after graduating to begin working full-time as a faculty member in a U.S. school of nursing. At that time the school will cancel an amount up to 85% of the principle and interest of an NFLP loan as follows:

1. Upon completion by the borrower of each of the first, second, and third year of full-time employment as a faculty member in a school of nursing, the school will cancel 20% of the principle of and interest on the NFLP loan, as determined on the first day of employment.
2. Upon completion by the borrower of the fourth year of full-time employment as a faculty member in a school of nursing, cancel 25% of the principle of and interest on the NFLP loan, as determined on the first day of employment.

*Repayment:*

NFLP loans are repayable over a 10 year period beginning 9 months after the borrower completes their Program; ceases to be enrolled as a student in the MSN program, or ceases to be employed as full-time faculty post-graduation.

*Borrowing Limits:*

NFLP funds are awarded through the EMU Office of Financial Aid based on the most current cost of attendance figures. Students may receive total funding up to the cost of attendance for the year in combination with other scholarships and financial aid. A NFLP loan may not exceed \$35,000/student per year, and funding is not to exceed 5 years.

*<sup>2</sup>Interested Students:*

NFLP funding is not available to students prior to being admitted to the MSN program. Students wishing to apply for NFLP funds at the start of their MSN program should:

- submit an application for the MSN program with Winter start date, **and**
- if a non-Nursing Education MSN, submit an application for the Certificate in Teaching in Healthcare Systems for either the prior or the following Summer semester simultaneously with their MSN application for the Winter semester.

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<sup>2</sup> Students are not guaranteed NFLP funding. Funding varies from year to year and is awarded first to current NFLP recipients in the graduate program, and then to new, eligible students admitted to the graduate program, provided additional funding is available.

Interested students should clearly discuss their intent to serve as nursing faculty in their goal statement and also indicate they intend to seek NFLP funding and apply for admission to the MSN in Nursing Education, DNP, or other MSN with a Graduate Certificate in Teaching in Healthcare Systems. Students should note that the Certificate classes are offered during the summer and fall prior to the start of the MSN program coursework, and it is recommended that they complete these courses prior to beginning the MSN coursework. Alternatively, students may take some of these courses concurrently with MSN coursework or at the end of their MSN program; however, **the Certificate courses must be completed before graduating with the MSN**; otherwise, any funds disbursed to students from NFLP funds will become payable at the prevailing market rate as indicated on the prior page upon graduation from the MSN program. Once admitted to both the MSN program and the Certificate Program, students may request a NFLP application from the School Director.

### **Other Scholarships**

Other programs, such as the Aging Studies Program (<https://www.emich.edu/chhs/hs/as/>), offer scholarships that are available to nursing graduate students with specific interests (such as the care for older adults) to assist with tuition, expenses, and/or conference attendance. Contact the Office of Financial Aid and/or those specific programs for additional scholarship information.

## Graduate Student Organizations & Participation

### **Master's Program Admissions and Curriculum Committee (MPAC) or Doctoral Planning Committee (DPC)**

To assist the School of Nursing with input from graduate students, graduate student representation is sought for the Master's Program Admissions and Curriculum Committee (MPAC) and may also be sought for the Doctoral Planning Committee (DPC). These committees usually meet monthly to address graduate nursing program issues. At least one student is encouraged to participate. The representative can be a volunteer or selected by the other students. Participants should be available for most meetings.

### **Graduate Council**

The Graduate Council is a University council that includes the Dean of the Graduate School and faculty representatives from each department with graduate programs. Its purpose is to address the concerns and needs of the Graduate School including periodic review of all graduate programs in the University. Students may be invited to participate and will attend meetings with the School of Nursing faculty who sits and Graduate Council.

### **Sigma Theta Tau, Eta Rho Chapter**

Sigma Theta Tau International is Nursing's international honor society, with members in every avenue of healthcare, in countries, territories and provinces around the globe. It encourages and recognizes nursing students whose scholarship and leadership set them apart. The Eta Rho Chapter was chartered at EMU in 1984. The chapter's work at EMU includes: sponsoring educational events for the nursing community, providing continuing education credits for relicensing, and mentoring nurse leaders in the community. Candidates for membership are selected on the basis of superior scholastic achievement, evidence of professional leadership, and dependable personal qualifications. Graduate nursing students are eligible for membership when they have completed ten credit hours of study toward the graduate program and have a grade point average of 3.5 or above.

### **MICNP: Michigan Council of Nurse Practitioners**

The Michigan Council of Nurse Practitioners provides information about job postings and continuing education for NP's and NP students in Michigan. Their website is: <https://www.micnp.org/> The EMU MICNP student chapter was established in 2019. Students who are eligible will be contacted by the NP Program Director with an invitation to join periodically during the year. Students who are not NP students are also welcome to participate in chapter activities.

### **Professional Conferences**

In addition to conferences sponsored by EMU, many professional organizations also sponsor conferences which encourage student participation and dissemination of their work in the form of an oral presentation or poster. In particular, EMU is often invited to select outstanding students to present their work at the annual meetings for the Midwest Nursing Research Society and Sigma Theta Tau. Student nominations generally occur early in the fall and

winter semesters. If a student is interested in attending/presenting, they should discuss their interests with their faculty advisor, course faculty, and/or the Associate Director for Graduate Nursing Studies. In addition, there is some department funding along with some university funding to help support student travel and conference fees, please contact the School Director for the proper forms to complete to request these funds. Funding and participation is often based on a first-come-first-served basis, so consider making contact early in order to ensure resources are available.

## Clinical Practicum Requirements / Health-Related Policies

Clinical Practicum Requirements and Health-Related Policies can be found as separate documents on the following site under the heading “MSN Clinical Documents”

[https://www.emich.edu/chhs/nursing/current\\_students/handbooks.php](https://www.emich.edu/chhs/nursing/current_students/handbooks.php)

The “Clinical Practicum” document specifies the health requirements and specific clinical requirements needed for all MSN clinical practicum courses. In addition, the site contains student preceptor forms to facilitate completion of the affiliation agreements needed for their clinical practicum courses. A few more general notes regarding preceptors and clinical hours are as follows:

### **Selection of Preceptors**

Developing a skilled practitioner depends upon both academic learning in the classroom and appropriate experiences in clinical practice. Graduate students completing a course with a preceptor requirement (with exception of CLRA courses and NURS 624) will be required to self-identify, contact, and secure their own preceptors. As a graduate student, developing the skills to promote yourself are very important and one way to enhance this experience is to have students work to develop their clinical practice relationships. Ultimately students are more comfortable with sites, preceptors, and locations that they have procured than sites that we can provide.

Once students have identified their potential site and preceptor, they should contact the Graduate Program Coordinator, NP Program Director and/or faculty of record for the course. Students must provide detailed information about the site so that it may be determined if it is appropriate for the anticipated course. The Graduate Program Coordinator will work with students and the site to obtain an affiliation agreement permitting them to do their clinical hours in that facility and with that preceptor. The School of Nursing has a number of clinical preceptorships that may be an option for students if necessary. Students should begin their search at least 6 months prior to the desired clinical date (the Graduate Program Coordinator will contact students with specific deadlines to encourage early identification and securing of sites). This will ensure adequate time to evaluate the clinical site, ascertain preceptor credentials and gather the appropriate information needed to formalize a contractual agreement between the University and the facility if one does not already exist. A current affiliation agreement must exist between the agency and Eastern Michigan University **before** the practicum begins.

### **Attendance & Obtaining Precepted Hours**

Once an affiliation agreement is in place, with permission from the site, students may attend their clinical site to address any pre-clinical hour needs (such as orientation to electronic documentation or a tour of the facility). Students may not begin obtaining precepted hours for their clinical courses until after that course has held its first class (unless permission is obtained prior to the start of class from the faculty of record). For example, if a student is enrolled in NURS 664 and the semester for that course begins on Jan 4<sup>th</sup> but the date of the first meeting for that class is Jan 7<sup>th</sup>, then the first date that a student could attend their clinical site and begin obtaining hours would be on Jan 8<sup>th</sup>. This is to ensure that students understand all course expectations and required documentation of clinical encounters.

In addition, students are expected to complete the minimum number of hours required for each course within the timeframe of that course. Students should contact the faculty of record as

soon as possible within any course if it becomes apparent that they may not be able to obtain the required hours within that timeframe. It is expected that students will inform their clinical site and faculty in the event of any absences (e.g. for illness or weather) or for permissions to attend their clinical site during school breaks/holidays prior to scheduling.

## MSN Capstone Course (NURS 691/692)

Students in either the CNS or NP program/track who completed all of their clinical coursework (except NURS 502) in 2015 or later will be required to complete NURS 691/692: APRN Capstone course. These students will not be required to complete a Field Study or Thesis, but may do so as elective coursework. If elected, students must maintain continuous enrollment until the Field Study or Thesis is completed. Completion of a Field Study or Thesis, does not satisfy the NURS 691 requirement, as this course will still be required.

## MSN Field Study or Thesis (NURS 688/693)

Some MSN student program plans (e.g. the CRN program) require a field study or thesis. In addition, students for who completed any or all of their advanced clinical coursework *prior* to 2015 (except NURS 502) are expected to complete one of these courses. These students are expected to complete a scholarly project related to their chosen area of interest under the direction of a faculty member. These students will complete a scholarly project that is significant to nursing and relates to their area of interest. Research methodology will guide the research project. Their project is a culmination and synthesis of prior graduate coursework. Scholarly projects are ideally developed in NURS 640 (Evidence Based Nursing I) and are either completed in the Field Study (NURS 688) or Thesis (NURS 693). Students completing the CRN program may elect to complete CLRA 597 (Independent Study) in place of NURS 688 (Field Study) with permission from their Clinical Research Administration faculty advisor and the Associate Director for Graduate Nursing Studies or School of Nursing Director.

The objectives of the Field Study or Thesis projects are to:

- Demonstrate the ability to analyze and synthesize the knowledge and skills acquired in prior MSN core course work, advanced practice nursing core coursework, and specialty curriculum content.
- Design and implement a project that demonstrates actual or potential practice or policy change initiatives and/or evaluations.
- Analyze results and its implications for future clinical research and practice.
- Disseminate the project through a written scholarly paper.

**Guidelines:** Please refer to the AACN document on “Defining Scholarship for the Discipline of Nursing” to help guide your project selection. This can be found at the following website: <https://www.aacnnursing.org/>

**\*\*Students completing a Field Study or Thesis, wishing to graduate must have their research project completed and signed off by their chair and second reader two weeks prior to graduation date. In order to facilitate this, students must be organized and follow the following steps listed below\*\***

### **Field Study or Thesis Steps:**

**Step One:** Determine the focus of your scholarly work. Many students start their work with a topic that is much too broad. You may want to discuss this with your faculty advisor before starting your proposal. Another important consideration is the type of scholarship that this capstone will demonstrate (see AACN website for dimensions of scholarly work).

**Step Two:** Consult with the Associate Director for Graduate Nursing Studies and review the nursing faculty list (available online) to see what faculty member(s) are best aligned with your area of interest. This may take several phone calls, emails or meetings to establish the best faculty chair and reader fit. You may also consult with your faculty advisor for direction in this very important step. The student then must identify who is the first reader (chair) and second reader for their project. Students may then enroll in either NUR 688 or NURS 693 once their Faculty Readers are in place. The Associate Director for Graduate Nursing Studies will help you determine the appropriate course to register for based on the scope of your project and plan of study.

**Step Three:** Prepare a proposal for your capstone project. This proposal should include the following components:

- Overview of the topic, including your rationale for doing this work.
- Discussion of the type of scholarship this will demonstrate
- Description and discussion of a conceptual framework for the scholarly work—this will guide your entire work
- Preliminary review of the literature on the topic, conceptual framework, and any relevant related topics
- Discussion of your methodology for conducting this scholarship
- A proposed time table for completion
- A plan for Institutional review Board (IRB) approval through EMU and any other organizations where data may be collected (please review this process and consider taking the CITI training).

**Note:** Students should not simply turn in the proposal developed in NURS 640. Often after meeting with your Faculty Advisor and Reader a new literature search or new dimension is added. It is important that your proposal guides your final product. Your NURS 640 proposal may serve as guideline, but will likely require revision

**Step Four:** Submit your proposal to your first reader (chair) and second reader. Your readers may ask you to edit your proposal before seeking IRB approval. Note that an IRB “expedited” review may take two-three weeks. A full review may take as long as more than a month so plan accordingly. **No work can begin on the research until the necessary review has occurred and approval by that committee is given. Any work completed prior to this time cannot be used in the scholarly work.** Your scholarly work may be exempt from review. See the guidelines for discussion of works that are exempt from review.

**Step Five:** Your first reader (chair) will notify you when you may begin your project. Moving forward, all communication with your readers will be coordinated by the first reader.

This ensures that communication is consistent in all directions. Plan to write/edit several drafts of your project before it is approved as a final document. The number of drafts will depend on how well you write and your ability to clearly articulate your thoughts and ideas.

**Step Six:** Once your project is approved (see Appendix for grading rubric) by your chair and second reader, the paper must be prepared and signed using the approved cover sheet (Appendix). Your chair/reader will direct you on how they want to receive a copy (digital or

hard copy). Additionally, a copy of your capstone will need to be sent to our digital commons and stored electronically (contact Graduate School for Instructions).

**Other things to consider:**

1. The scholarly work **must** be the work of the degree candidate.
2. Research proposals involving human subjects must be reviewed and approved by EMU IRB prior to the initiation of the actual data collection. When applicable, the proposal may also be subject to approval by the appropriate IRB committee of the institution/facility in which the research or project will be conducted.
3. All scholarly works must be written in English. The scholarly work must demonstrate effective critical thinking and communication skills as well as synthesis of the student's knowledge and experience in the specialization. Editing for clarity, grammar, spelling, cohesiveness, and organization is the responsibility of the student.
4. Scholarly works must be written according to the guidelines established by EMU School of Nursing, under the guidance of a nursing faculty member (chair/reader) and formatted according to The Publication Manual of the American Psychological Association (6th edition).
5. A signature page is the first page of each scholarly work (See Appendix for a sample).
6. The final documents must be submitted to your first reader/faculty for final grading.
7. The length of time the capstone will depend on the extent of revisions needed and the type of scholarship you select. If you are conducting research, you will have to plan for data collection. If working with another discipline in the scholarship of integration, you will need to consider the time needed to communicate with others. Generally, it will approximately a two week turn-around time for faculty to read and respond to your work so consider that as well. If you need to have IRB review, that may add additional time to the startup phase. Develop a timeline for yourself so that you can plot out the estimated timeframe. Review this timeline with your faculty chair and second reader and modify as necessary.

## **What is the Difference between a Field Study and a Thesis?**

**Field Study**, Nursing 688, 2 credits:

1. Conduct a smaller scope research project or pilot study:
  - a. Nature of the Project:
    - 1) Addresses a research question with a limited conceptual model and scope.
    - 2) Uses a smaller sample size.
    - 3) Uses limited data analysis with mostly descriptive statistical techniques or a limited qualitative study.
  - b. Steps in the research project:
    - 1) Complete a draft of the proposal in NURS 640.
    - 2) Select advisors who will facilitate and approve the project.
    - 3) Submit the proposal to CHHS Human Subjects Review Committee after advisors approve the proposal.
    - 4) Register for NUR 688.
    - 5) Implement the research after Human Subjects approval.
    - 6) Submit 2 copies to the School of Nursing: 1 for each advisor.
    - 7) Disseminate findings through a publication or presentation, such as the Graduate School Research Fair at EMU.

**Thesis**, Nursing 693: 4 credits (Conduct of an independent research project):

1. Nature of the research:
  - a. Incorporates a conceptual model.
  - b. Uses a significant sample size.
  - c. Analyzes data using a variety of statistical techniques or a qualitative study.
2. Steps in the research project:
  - a. Complete a draft of the proposal in NURS 640/642.
  - b. Choose advisors who will facilitate and approve the project.
  - c. Submit the proposal to CHHS Human Subjects Committee and study site (if needed) after advisors approve the proposal.
  - d. Register for NUR 693.
  - e. Implement the research after approval by the appropriate Human Subjects Committee/s.
  - f. Submit to the Graduate School by the semester deadline once advisors & director of the School have approved. (See Graduate School Thesis Guidelines).
  - g. Submit 2 copies of the final project to the School of Nursing: 1 for each advisor.
  - h. Disseminate findings through a publication or presentation, such as the Graduate Research Fair at EMU.

Visit the Graduate School website for additional information and instructions about thesis projects.

## Securing MSN Capstone / Field Study / Thesis Project Advisors

Specific members of the School of Nursing faculty have been designated as potential scholarly project advisors. Acceptance of a student for scholarly project guidance is dependent on that faculty member's current teaching and project advisement load as well as interest and expertise in the particular area to be studied. A minimum of two advisors from EMU School of Nursing are required for thesis or field study project. A minimum of one faculty advisor and one preceptor are required for clinical projects. Student and advisors complete the form titled: *Request for Appointment of Capstone/Research/Scholarly Project Advisor* (Appendix) and submit this to the Associate Director for Graduate Nursing Studies.

Once your project is completed, we would encourage you to share your project professionally, during the annual Graduate Research Fair. In addition, we would encourage submission of the product to the EMU Halle Library, Digital Commons site. It would serve as an example for other current graduate students and give new students or applicants an idea of projects completed with your degree. To submit to Digital Commons, email your final pdf version to your advisor, who will send it to the Graduate School. Please include a completed Rights and Permission form which is available online here:

[http://www.emich.edu/graduate/thesis\\_dissertation/capstone.php](http://www.emich.edu/graduate/thesis_dissertation/capstone.php)

The Graduate School will coordinate posting the document to Digital Commons.

## DNP Clinical Practicum Experience and Preceptor Requirements

Becoming a doctorally-prepared advance practice nurse requires academic, clinical, practical, and systematic leadership experience. At the completion of this program, students should be able to demonstrate mastery level leadership in an advanced practice specialization, evaluate practice problems, translate evidence into practice, monitor outcomes, and implement innovative models of care. The DNP Practicum hours are tied to the students' completion of their DNP Project. Students may not begin a DNP practicum without permission/approval from their DNP Champion.

### Obtaining Preceptor(s)

DNP preceptors may be masters or doctoral prepared nurses or other approved healthcare professionals with expertise in the student's area of interest. Individuals with doctorate or relevant experience in health policy, ethics, leadership, informatics or other appropriate foci will be considered. Preceptors are expected to:

- Serve as a resource for the DNP student as they develop, implement, and evaluate their project.
- Communicate and collaborate with the DNP Project Team, student, and DNP Champion to ensure alignment of the DNP project goals in the strategic clinical initiatives of the site.
- Direct and facilitate students' affiliation and compliance with the policies and procedures of the practicum site (e.g. IRB, HIPPA Training, etc.).
- Assist with completion of the affiliation agreement.
- Complete student evaluation forms and be willing to have a site visit.

Students are responsible for obtaining clinical placements that meet the requirements of the certifying agency (e.g. ANCC, AANP, NACNS), and the student's program goals. While the hours are different from the precepted hours obtained during an MSN degree, the process for preceptor affiliation is similar. Each student will pursue qualified preceptor(s) to assist in achieving individual goals and acquisition of new knowledge and skills toward earning the DNP. Students will be present in a variety of professional organizations; as such, appropriate clinical or business attire with EMU identification is required. The number of preceptors and needed affiliation agreements may vary between students. Students may work with the same preceptor across all DNP project courses. There must be a signed document for each learning experience which students will create/complete with their Preceptor(s) and DNP Champion. Students cannot earn hours if a contract and affiliation agreement are not completed. This threatens the accumulation of practicum hours for the term. If the required hours for the credit hour(s) are not earned, the student will not pass the course.

Upon mutual agreement between the student and the preceptor, the student will complete the Preceptor Request Form and submit it to the Graduate Program Coordinator who will send it to their DNP Champion for site and preceptor approval. Once the site and preceptor are approved by the School of Nursing, the student must submit the Preceptor Agreement Form, signed by the preceptor and themselves, and all accompanying documents as appropriate:

- a. Preceptor curriculum vitae or resume
- b. State License

- c. Highest degree
- d. Certification

### **Practicum Hours**

The practicum hours represent an immersion that occurs in the planning, implementation, evaluation, and dissemination of the DNP Scholarly Project. Activities for which clinical hours may be accrued can be found in the NURS 880 syllabus. At least one credit hour of clinical practicum must be completed concurrently with each capstone course (NURS891, NURS 892, and NURS 893). All students must complete a minimum of six credit hours of practicum in order to successfully complete the DNP program. It should also be noted that all clinical practicum hours are to be logged in Project Concert within 72 hours of each encounter.

Students are expected to accrue 90 practicum hours for every credit registered in NURS 880. Students must complete a total of 540 DNP practicum hours prior to completion of the program. This in addition to clinical hours obtain during your specialty area will equal > the 1000 credit hours required to obtain the DNP degree. Students who do not complete the required clinical practicum hours within a course may request an incomplete if greater than 50% of their hours are complete; in accordance with the Graduate School Policies.

## DNP Scholarly Project

The policy within this section is adapted from the *American Association of Colleges of Nursing and National Organization of Nurse Practitioner Faculties* organizational recommendations for DNP programs. The DNP Project provides students with the opportunity to synthesize previous learning in the implementation and evaluation of a system level change project designated to improve healthcare outcomes and lay the groundwork for future scholarship. The goal of the project is to generate new knowledge through innovation of practice change, the translation of evidence, and the implementation of quality improvement processes in specific practice settings, systems, or with specific populations to improve health or health outcomes. Students' projects will be determined by the students in conjunction with their DNP Champion as early as possible in the DNP course sequence, but no later than the beginning of NURS 891 Doctorate of Nursing Practice Scholarly /Capstone Project I: Proposal Development.

All DNP Scholarly Projects should:

- Focus on a change that impacts healthcare outcomes either through direct or indirect care.
- Have a system (micro-, meso-, or macro- level) or population/aggregate focus.
- Demonstrate implementation in the appropriate arena or area of practice.
- Include a plan for sustainability (e.g. financial, systems or political realities, not only theoretical abstractions).
- Include an evaluation of processes and/or outcomes (formative or summative).
- DNP Projects should be designed so that processes and/or outcomes will be evaluated to guide practice and policy. Clinical significance is as important in guiding practice as statistical significance is in evaluating research.
- Provide a foundation for future practice scholarship.

General areas of consideration for DNP Scholarly Projects include but are not limited to:

- Quality Improvement Projects.
- Implementation and evaluation of evidence-based practice guidelines.
- Policy analysis/development.
- Financial analysis to compare models of care delivery.
- Program development, implementation, or evaluation.
- Translation of knowledge to clinical care.
- Redesign of primary care models.
- Scale-up and customization of existing programs or interventions in a new context.

### Courses

Students will complete the DNP project benchmarks as planned/outlined throughout the three DNP Capstone Project course (and fourth course if needed):

1. NURS 891 Doctorate of Nursing Practice Scholarly/Capstone Project I: Proposal Development.
2. NURS 892 Doctorate of Nursing Practice Scholarly/Capstone Project II: Project Development.
3. NURS 893 Doctorate of Nursing Practice Scholarly/Capstone Project III: Dissemination.

4. \*NURS 894 Doctorate of Nursing Practice Scholarly/Capstone Project IV: Continual Enrollment.

### **DNP Project Team**

Students will work with their DNP Champion to identify potential team members as early as possible and be finalized by the beginning of their NURS 892 course. Each DNP project team needs to consist of at least three members including the DNP Champion, other School of Nursing faculty, and content expert(s). Student will work with their DNP Champion/project team to determine if their project is Evidence Based Practice or Quality Improvement. The DNP Project Team will help to determine if Eastern Michigan University IRB and/or other facility IRB approval or exemption is warranted. Any requests for a change in the DNP project team after initial approval must be approved by the DNP Champion.

### **Funding of DNP Projects**

There are several potential grant opportunities (internal and external) that students may consider applying for in order to support their DNP projects. Students should work with their DNP Champion and the EMU Office of Research Development and Administration (<https://www.emich.edu/research/>) in order to identify potential funding sources. The following are examples of organizations that offer various grants specific for supporting student projects:

- Sigma Theta Tau International ([sigmanursing.org](http://sigmanursing.org))
- American Nurses Foundation ([nursingworld.org/foundation](http://nursingworld.org/foundation))
- Midwest Nursing Research Society ([mnrs.org](http://mnrs.org))
- Internal to EMU: The Aging Studies Program's Emma Stevens Aging Research Award ([https://www.emich.edu/chhs/hs/as/emma\\_stevens\\_aging\\_research\\_award.php](https://www.emich.edu/chhs/hs/as/emma_stevens_aging_research_award.php))

The School of Nursing does not provide direct funding of DNP projects but may contribute towards expenses related to project dissemination (e.g. conference attendance and/or poster printing) as the budget allows. To inquire about possible funding, please contact the School of Nursing Director.

### **DNP Project Final Products**

The final products of the DNP Project will include both (a) the final DNP Project paper approved by the Graduate School, and (b) the final DNP Project Public Presentation. In addition, students are expected to disseminate their DNP project including both a written manuscript appropriate for publishing in a peer-reviewed journal and another product (e.g., abstracts, poster presentation, podium presentation, committee or board meeting presentation, or staff presentation etc.) approved by their DNP Champion.

## Appendix

### Example Full Time MSN Plans of Study

*Note: For an example of a certificate program Plan of Study, please contact the Associate Director of Graduate Nursing Studies.*

#### Nurse Practitioner:

#### STUDENT, TEST (TEST STUDENT)

Completion: Winter 2020

Advisor: Myler, Linda

Created: 4/26/19 by Avery, Jennifer Last Updated: 4/26/19 by Avery, Jennifer

Name: MSN Adult-Gero Primary Care NP 2018-

Min Req Credit Hours: 43.00

Comment: Example of a "full time" MSN (NP) Plan of Study  
(note - credit hours indicated are for students pre-2020)

Course	Comment	Plan	Comp
<b>Term: Winter 2019</b>		Credits Planned: 6.00 Completed: 0.00	
NURS 500 - Advanced Pathophysiology		3.00	0.00
NURS 506 - Nurs Theory for Pract&Research		3.00	0.00
<b>Term: Summer 2019</b>		Credits Planned: 6.00 Completed: 0.00	
NURS 505 - Hlth Stat Trends&Hlth Care Del		3.00	0.00
NURS 640 - Advanced Nursing Research		3.00	0.00
<b>Term: Fall 2019</b>		Credits Planned: 6.00 Completed: 0.00	
NURS 502 - Advanced Health Assessment		3.00	0.00
NURS 611 - Pharmacology for Adv Prac Nurs		3.00	0.00
<b>Term: Winter 2020</b>		Credits Planned: 8.00 Completed: 0.00	
NURS 608 - Health Prom&Disease Prevention		3.00	0.00
NURS 664 - Adv Adult-Gerontology Nur I-NP		5.00	0.00
<b>Term: Summer 2020</b>		Credits Planned: 8.00 Completed: 0.00	
NURS 606 - Advanced Pract Nurs Role Devlp		3.00	0.00
NURS 666 - Ad Adult Gerontology Nur II-NP		5.00	0.00
<b>Term: Fall 2020</b>		Credits Planned: 9.00 Completed: 0.00	
NURS 669 - Prct Adv Adult Ger Nur III-NP		6.00	0.00
NURS 691 - Adv Pract Regist Nur Cap (NP)		3.00	0.00

Signatures:

Student \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_

Clinical Nurse Specialist:

**STUDENT, TEST (TEST STUDENT)**

Completion: Winter 2020

Advisor: Myler, Linda

Created: 4/28/19 by Avery, Jennifer

Last Updated: 4/28/19 by Avery, Jennifer

Name: MSN Adult-Gero CNS

Min Req Credit Hours: 43.00

Comment: Example of "full time" MSN (CNS) Plan of Study  
(note - credit hours indicated are for students pre-2020)

Course	Comment	Plan	Comp
<b>Term: Winter 2019</b>		Credits Planned: 6.00 Completed: 0.00	
NURS 500 - Advanced Pathophysiology		3.00	0.00
NURS 506 - Nurs Theory for Pract&Research		3.00	0.00
<b>Term: Summer 2019</b>		Credits Planned: 6.00 Completed: 0.00	
NURS 506 - Hlth Stat Trends&Hlth Care Del		3.00	0.00
NURS 640 - Advanced Nursing Research		3.00	0.00
<b>Term: Fall 2019</b>		Credits Planned: 6.00 Completed: 0.00	
NURS 611 - Pharmacology for Adv Prac Nurs		3.00	0.00
NURS 502 - Advanced Health Assessment		3.00	0.00
<b>Term: Winter 2020</b>		Credits Planned: 8.00 Completed: 0.00	
NURS 608 - Health Prom&Disease Prevention		3.00	0.00
NURS 663 - Adv Adult Hlth Gert Nur II-CNS		5.00	0.00
<b>Term: Summer 2020</b>		Credits Planned: 8.00 Completed: 0.00	
NURS 606 - Advanced Pract Nurs Role Devlp		3.00	0.00
NURS 653 - Adv Adult-Gert Nur I-CNS		5.00	0.00
<b>Term: Fall 2020</b>		Credits Planned: 9.00 Completed: 0.00	
NURS 668 - Pract Adv Adult-Gert for CNS		6.00	0.00
NURS 692 - Adv Pract Regist Nur Cap (CNS)		3.00	0.00

Signatures:

Student \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_

Nursing Education:

**STUDENT, TEST (TEST STUDENT)**

Completion: Winter 2020

Advisor: Myler, Linda

Created: 4/26/19 by Avery, Jennifer

Last Updated: 4/26/19 by Avery, Jennifer

Name: MSN Nursing Education

Min Req Credit Hours: 38.00

Comment: Example of "full time" MSN (NursED) Plan of Study  
(note - credit hours indicated are for students pre-2020)

Course	Comment	Plan	Comp
<b>Term: Winter 2019</b>		Credits Planned: 6.00 Completed: 0.00	
NURS 500 - Advanced Pathophysiology		3.00	0.00
NURS 506 - Nurs Theory for Pract&Research		3.00	0.00
<b>Term: Summer 2019</b>		Credits Planned: 6.00 Completed: 0.00	
NURS 505 - Hlth Stat Trends&Hlth Care Del		3.00	0.00
NURS 640 - Advanced Nursing Research		3.00	0.00
<b>Term: Fall 2019</b>		Credits Planned: 6.00 Completed: 0.00	
NURS 611 - Pharmacology for Adv Prac Nurs		3.00	0.00
NURS 502 - Advanced Health Assessment		3.00	0.00
<b>Term: Winter 2020</b>		Credits Planned: 8.00 Completed: 0.00	
NURS 608 - Health Prom&Disease Prevention		3.00	0.00
NURS 663 - Adv Adult Hlth Gert Nur II-CNS		5.00	0.00
<b>Term: Summer 2020</b>		Credits Planned: 6.00 Completed: 0.00	
NURS 620 - Tch Hlth Care Sys:Instr Stratg		3.00	0.00
NURS 622 - Tch Hlth Care Sys:Progr Devlpm		3.00	0.00
<b>Term: Fall 2020</b>		Credits Planned: 6.00 Completed: 0.00	
NURS 623 - Tchg Nur Online:Fac Lm Vir Cl		3.00	0.00
NURS 624 - Seminar & Pract Tchg Hlth Setg		3.00	0.00

Signatures:

Student \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_

Clinical Research Nursing:

**STUDENT, TEST (TEST STUDENT)**

Completion: Fall 2020

Advisor: Myler, Linda

Created: 4/26/19 by Avery, Jennifer

Last Updated: 4/26/19 by Avery, Jennifer

Name: MSN Clinical Research Nursing (CRN)

Min Req Credit Hours: 35.00

Comment: Example of "full time" MSN (CRN) Plan of Study

Course	Comment	Plan	Comp
<b>Term: Winter 2019</b>		Credits Planned: 6.00 Completed: 0.00	
NURS 611 - Pharmacology for Adv Prac Nurs		3.00	0.00
NURS 502 - Advanced Health Assessment		3.00	0.00
<b>Term: Summer 2019</b>		Credits Planned: 6.00 Completed: 0.00	
NURS 500 - Advanced Pathophysiology		3.00	0.00
NURS 508 - Nurs Theory for Pract&Research		3.00	0.00
<b>Term: Fall 2019</b>		Credits Planned: 6.00 Completed: 0.00	
NURS 505 - Hlth Stat Trends&Hlth Care Del		3.00	0.00
NURS 640 - Advanced Nursing Research		3.00	0.00
<b>Term: Winter 2020</b>		Credits Planned: 6.00 Completed: 0.00	
CLRA 510 - Intro to Drug Development		3.00	0.00
CLRA 520 - Clinical Study Administration I		3.00	0.00
<b>Term: Summer 2020</b>		Credits Planned: 6.00 Completed: 0.00	
CLRA 530 - Clinical Study Administration II		3.00	0.00
CLRA 575 - Ethical Issues in Clinical Research		3.00	0.00
<b>Term: Fall 2020</b>		Credits Planned: 5.00 Completed: 0.00	
NURS 688 - Field Study	CLRA 597 may replace with permission	2.00	0.00
CLRA 550 - Preceptorship in Clinical Trail Management		3.00	0.00

Signatures:

Student \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_

## Example Full Time DNP Plans of Study

BSN-to-DNP (using the NP as an example, for CNS just alter courses in terms 4, 5, and 6 according to the MSN CNS Plan of Study included above):

### STUDENT, TEST (TEST STUDENT)

Completion: Fall 2022

Advisor: Myler, Linda

Created: 4/26/19 by Avery, Jennifer

Last Updated: 4/26/19 by Avery, Jennifer

Name: DNP Adult-Gero Primary Care NP

Min Req Credit Hours: 84.00

Comment: Example of "full time" DNP (NP) Plan of Study  
(note - credit hours indicated are for students pre-2020)

Course	Comment	Plan	Comp
<b>Term: Winter 2019</b>		Credits Planned: 6.00	Completed: 0.00
NURS 500 - Advanced Pathophysiology		3.00	0.00
NURS 506 - Nurs Theory for Pract&Research		3.00	0.00
<b>Term: Summer 2019</b>		Credits Planned: 6.00	Completed: 0.00
NURS 505 - Hlth Stat Trends&Hlth Care Del		3.00	0.00
NURS 640 - Advanced Nursing Research		3.00	0.00
<b>Term: Fall 2019</b>		Credits Planned: 6.00	Completed: 0.00
NURS 502 - Advanced Health Assessment		3.00	0.00
NURS 611 - Pharmacology for Adv Prac Nurs		3.00	0.00
<b>Term: Winter 2020</b>		Credits Planned: 8.00	Completed: 0.00
NURS 608 - Health Prom&Disease Prevention		3.00	0.00
NURS 664 - Adv Adult-Gerontology Nur I-NP		5.00	0.00
<b>Term: Summer 2020</b>		Credits Planned: 8.00	Completed: 0.00
NURS 606 - Advanced Pract Nurs Role Devlp		3.00	0.00
NURS 666 - Ad Adult Gerontology Nur II-NP		5.00	0.00
<b>Term: Fall 2020</b>		Credits Planned: 9.00	Completed: 0.00
NURS 691 - Adv Pract Regist Nur Cap (NP)		3.00	0.00
NURS 669 - Prct Adv Adult Ger Nur III-NP		6.00	0.00
<b>Term: Winter 2021</b>		Credits Planned: 6.00	Completed: 0.00
NURS 810 - Intro to Doctoral Studies		3.00	0.00
NURS 830 - Quality & Safety		3.00	0.00
<b>Term: Summer 2021</b>		Credits Planned: 6.00	Completed: 0.00
NURS 840 - Epidemiology/Health Disparity in the U.S and Global		3.00	0.00
NURS 851 - Advanced Nursing Research I		3.00	0.00
<b>Term: Fall 2021</b>		Credits Planned: 6.00	Completed: 0.00
NURS 852 - Advanced Nursing Research II		3.00	0.00
NURS 891 - Capstone Project I: Proposal Development		3.00	0.00
<b>Term: Winter 2022</b>		Credits Planned: 8.00	Completed: 0.00
NURS 831 - Leadership		3.00	0.00
NURS 860 - Health Policy & Advocacy		3.00	0.00
NURS 892 - Capstone Project II: Project Development		2.00	0.00

**STUDENT, TEST (TEST STUDENT)**

Completion: Fall 2022

Advisor: Myler, Linda

Created: 4/26/19 by Avery, Jennifer

Last Updated: 4/28/19 by Avery, Jennifer

Name: DNP Adult-Gero Primary Care NP

Min Req Credit Hours: 84.00

Comment: Example of "full time" DNP (NP) Plan of Study  
(note - credit hours indicated are for students pre-2020)

Course	Comment	Plan	Comp
<b>Term: Summer 2022</b>		Credits Planned: 9.00 Completed: 0.00	
NURS 870 - Health Systems Theory, Informatics, Policy & Practice		3.00	0.00
NURS 882 - DNP Practicum		6.00	0.00
<b>Term: Fall 2022</b>		Credits Planned: 6.00 Completed: 0.00	
NURS 811 - Nursing Education: The Faculty Role		3.00	0.00
NURS 893 - Capstone project III: Dissemination		3.00	0.00

Signatures:

Student \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_

Post-MSN DNP:

**STUDENT, TEST (TEST STUDENT)**

Completion: Fall 2021

Advisor: Myler, Linda

Created: 4/26/19 by Avery, Jennifer

Last Updated: 4/26/19 by Avery, Jennifer

Name: Post-MSN DNP

Min Req Credit Hours: 41.00

Comment: Example of "full time" Post-MSN DNP Plan of Study

Course	Comment	Plan	Comp
<b>Term: Winter 2020</b>		Credits Planned: 6.00 Completed: 0.00	
NURS 811 - Nursing Education: The Faculty Role		3.00	0.00
NURS 830 - Quality & Safety		3.00	0.00
<b>Term: Summer 2020</b>		Credits Planned: 6.00 Completed: 0.00	
NURS 840 - Epidemiology/Health Disparity in the U.S and Global		3.00	0.00
NURS 851 - Advanced Nursing Research I		3.00	0.00
<b>Term: Fall 2020</b>		Credits Planned: 6.00 Completed: 0.00	
NURS 852 - Advanced Nursing Research II		3.00	0.00
NURS 891 - Capstone Project I: Proposal Development		3.00	0.00
<b>Term: Winter 2021</b>		Credits Planned: 8.00 Completed: 0.00	
NURS 831 - Leadership		3.00	0.00
NURS 880 - Health Policy & Advocacy		3.00	0.00
NURS 892 - Capstone Project II: Project Development		2.00	0.00
<b>Term: Summer 2021</b>		Credits Planned: 8.00 Completed: 0.00	
NURS 870 - Health Systems Theory, Informatics, Policy & Practice		3.00	0.00
NURS 882 - DNP Practicum		6.00	0.00
<b>Term: Fall 2021</b>		Credits Planned: 6.00 Completed: 0.00	
NURS 811 - Nursing Education: The Faculty Role		3.00	0.00
NURS 893 - Capstone project III: Dissemination		3.00	0.00

Signatures:

Student \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_

**Request for Appointment of Capstone / Field Study / Thesis Project Advisors**

**EASTERN MICHIGAN UNIVERSITY  
SCHOOL OF NURSING**

*Instructions: Please complete then return this form to the Associate Director of Graduate Nursing Studies or School of Nursing Director.*

Name: \_\_\_\_\_ Student EID: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

E-mail: \_\_\_\_\_

Title of Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(The section below this line is to be completed by the primary project advisor)

-----

***Directions: Please print the following information.***

\_\_\_\_\_  
(Primary Advisor for project)

\_\_\_\_\_  
(Secondary Advisor for project)

\_\_\_\_\_  
Signature

Date

\_\_\_\_\_  
Signature

Date

## Rights & Permissions for Capstone / Field Study / Thesis Projects

### EASTERN MICHIGAN UNIVERSITY SCHOOL OF NURSING

#### Rights and Permission Form for Electronic General Coursework, Thesis, or Capstone Project/Field Study Placement in Digital Commons @ EMU (<http://commons.emich.edu>) or electronic and/or hardcopy filing in SON of General Coursework

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

E-mail Address \_\_\_\_\_ Phone (W) \_\_\_\_\_ (H) \_\_\_\_\_

Dept. \_\_\_\_\_

Document Type:  General Coursework  Master's Thesis  Capstone Project/Field Study  Dissertation

Document Title \_\_\_\_\_

#### Student Agreement:

**General Coursework:** I grant EMU SON permission to archive, either electronically or in hard copy, my document as named above and to make this work accessible, in whole or in part, in all forms of media now or hereafter known. This is a license rather than an assignment, and I therefore retain all other ownership rights to the copyright of the document named above.

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I hereby grant to Eastern Michigan University and its employees the nonexclusive license to archive and make accessible, under the conditions specified below, my thesis, dissertation, or capstone project/field study, in whole or in part, in all forms of media now or hereafter known. This is a license rather than an assignment, and I therefore retain all other ownership rights to the copyright of the thesis, dissertation, or capstone project/field study. I also retain the right to use in future works (such as articles or books) all or part of this thesis, dissertation, or capstone project/field study.

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**Open-Access Publishing:** I authorize immediate worldwide open access to the electronic full text of my work through the Eastern Michigan University Library.

**Open-Access Publishing – 1 Year Embargo:** I request that the EMU Library embargo (closed – no one can access) the electronic full text of my work for 1 year. If I want to extend the embargo for a second year, I will notify the Eastern Michigan University Library in writing. If I do not request an extension at the end of the embargo, I understand that the electronic full text of my work will default to open access at any time. I understand that my work cannot be embargoed for more than two years.

**Restricted Access:** I request that EMU Library restrict access to the electronic full text of my work to the Eastern Michigan University Library campus community. I understand that this restriction will expire after 1 year, and that I may request the restriction to be extended for one additional year at that time. If I do not request an extension, I understand that the electronic full text of my work will default to open access at any time. I understand that my work may be secured from view for a total of two years only.

I understand that any embargo is at my discretion as the copyright holder, and that I may request that the Eastern Michigan University Library lift this embargo at any time.

I agree to abide by the statements above, and I agree that this approval form updates any and all previous approval forms submitted.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
D

## **International and Foreign Student Information**

EMU School of Nursing welcomes international students to its program. It is our pleasure to assist you with your professional nursing career. It is also our pleasure to share in the richness of the cultural and health experiences from which all of us can learn! For the most current information (changes may be made after preparation of this handbook), visit the Office of International Students website: <http://www.emich.edu/ois/index.html>

**Since September 11, 2001, there has been a heightened awareness and responsibility of academic institutions to re-iterate the Student and Exchange Visitor Information (SEVIS) policy for International/Foreign Students. Below is the information International/Foreign Students must be aware of:**

**Revised Sevis Statement 8/2004 Attention students who hold an F or J visa:** To avoid being out-of-status, **it is your responsibility** to report within 10 days to the Office of International Students (OIS), King Hall, any change in name, current address of residence, academic status (full or part-time enrollment), date of program completion, program/major change, level change (undergraduate to graduate), change in funding source (employment or graduate assistant position), probation or disciplinary action leading to suspension due to conviction of a crime. Effective January 1, 2003, EMU has 21 days from the date of the reported event to inform the U. S. Government – Department of Homeland Security, Bureau of Border & Transportation Security and the Bureau of Citizenship and Immigration Services – SEVIS database (functions of the formerly known as Immigration and Naturalization Service are a part of two new offices effective March 1, 2003).

OIS enters the data into a real-time database and new document (I-20 or DS2019) are then issued to you. Remember that dropping or withdrawing from course(s) may put you below full-time enrollment. **Before** a drop/withdrawal change is made that reduces enrollment below full-time status, you **must** receive permission from the OIS. If you plan to transfer to another university, this process must begin **before** the end of your last semester at EMU, contact the Office of International Students. **Noncompliance could result in actions leading up to a fine, arrest, or deportation per the U.S. Government.**

## Verification of Receipt of Graduate School and School of Nursing Policy Information

All students admitted to a graduate program at Eastern Michigan University (EMU)\*\* are personally responsible to keep themselves informed Eastern Michigan University policies, (see: <http://www.emich.edu> and related links available through the search function), Graduate School information (including all graduate policies) available through the graduate school website at: <http://www.emich.edu/graduate/> and the information available on the School of Nursing website pertaining to their program(s) of study, including the most current Student Handbook. (see: <http://www.emich.edu/chhs/nursing/> and related links).

Each student is required to sign and submit this page of the handbook indicating the understanding that it is the student's personal responsibility to review and understand the policies and procedures of EMU, the Graduate School, and the School of Nursing while enrolled in a graduate program of study at EMU. These policies and procedures may impact the student's course of study, progress in the program, grades, time to degree, and financial aid, among other things, and it is the responsibility of the student to stay informed of the information available to him/her regarding these policies and procedures.

By signing this page, I agree that I have been informed of the availability and location of the policies and procedures of Eastern Michigan University, the Graduate School and the School of Nursing. I also agree and understand that it is my responsibility to review this information, and to abide by these policies and procedures while I am a student at EMU. Furthermore, I understand that these policies and procedures are intermittently updated by the University, the Graduate School, and/or the School of Nursing, and that it is my responsibility to stay abreast of such updates. This can be accomplished by periodically reviewing the policies and procedures published by the Graduate School and the School of Nursing.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student name printed: \_\_\_\_\_

**\*\*Students should sign this page within the semester of receiving the handbook. Once signed- Please return this page to the Graduate Program Coordinator or Associate Director for Graduate Nursing Studies.** Failure to sign this page does not grant exemption to the contents of this handbook. If you have any questions/concerns about signing/returning this page within the requested timeframe or about policies located within this handbook, please contact the Associate Director for Graduate Nursing Studies or School of Nursing Director. A copy of this signed page will be uploaded into students' Project Concert documents after receipt.