

**EASTERN KENTUCKY UNIVERSITY  
COLLEGE OF HEALTH SCIENCES**

**DEPARTMENT OF BACCALAUREATE AND  
GRADUATE NURSING**

**DOCTOR OF NURSING PRACTICE PROGRAM**

**STUDENT HANDBOOK**



**2017-18**

## **INTRODUCTION**

This information booklet is for students entering Eastern Kentucky University's Post-MSN Doctor of Nursing Practice (DNP) Program. The booklet is not intended to replace the Graduate Catalog or the University Handbook for Students, but is provided for informational purposes to assist students' entry into and completion of the DNP program. Students should consult with the DNP Coordinator, Graduate Co-Directors or the Department Chair to obtain the latest information or answers to their particular questions, or clarification on their particular circumstances.

All statements in this hand book are announcements of present policy only and are subject to change without prior notice. Nothing contained in this publication is intended to create nor shall be construed as creating a contract, either express or implied, or guarantee for any term or for any specific procedures. The department reserves the right to make changes in its policies, procedures, handbook, academic curricula, informational and printed materials, and all other items whenever needed to fulfill and properly exercise its educational responsibilities and objectives in ensuring a quality educational program.

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**EASTERN KENTUCKY UNIVERSITY  
COLLEGE OF HEALTH SCIENCES  
DEPARTMENT OF BACCALAUREATE & GRADUATE NURSING**

**Preamble**

Eastern Kentucky University's Baccalaureate Nursing Program was organized in 1971. In the same year, the Meditation Chapel was dedicated, and its influence can be seen in the B.S.N. cap and pin. The program became part of the newly established College of Allied Health and Nursing in 1975. In 1995, the Master of Science in Nursing Program was approved and implemented. The department name was changed to Department of Baccalaureate and Graduate Nursing (DBGN). In 1999, the college name was changed to the College of Health Sciences (CHS).

The beliefs of the faculty and students relevant to nursing and health care are set forth in the statement of philosophy. The philosophy guides the educational program and learning environment. The philosophy mandates that faculty, students, and graduates adapt to the dynamics of nursing, health care systems, and society.

The Department of Baccalaureate and Graduate Nursing within the College of Health Sciences functions as an autonomous educational unit deriving the broad outlines of its aims and functions from the core values of Eastern Kentucky University. The College of Health Sciences affirms the University's core values of intellectual ability, sense of community, diversity, stewardship of place, accountability and excellence\*\* The foundations of professional nursing education are congruent with the purposes of the University and the College of Health Sciences. Graduate Nursing education builds on baccalaureate nursing education and reaffirms the core values of Eastern Kentucky University and the College of Health Sciences.

\*Revised and Approved by Faculty Organization September 25, 2016

\*\*Eastern Kentucky University Bulletin, General Catalog

## **Mission Statement**

The mission of the DBGN is to prepare professional nurses at all levels who work in interprofessional environments to promote health and well-being for diverse populations across the Commonwealth, country and world.

## **Philosophy**

Consistent with the core values of Eastern Kentucky University and the College of Health Sciences, the faculty of the Department of Baccalaureate and Graduate Nursing embrace the following beliefs about patient, environment, health, nursing, professional nursing practice, baccalaureate nursing education, and graduate nursing education.

## **PATIENT**

Patients include individuals, families, groups, communities, and populations. Each patient is unique and merits respect, support, and dignity. Patients develop and adapt in recognizable phases and patterns. Patients continually seek meaning and purpose. Through participation in life's experiences, patients grow, assume responsibility and develop across the lifespan. Patients are holistic beings integrating biological, psychological, socio-cultural, and spiritual dimensions. The term "client" may be used interchangeably with "patient".

## **ENVIRONMENT**

Environment is the aggregate of all objects, conditions, forces, and ideas that interact with patients. The elements of the environment include the physical, biological, socio-cultural, and organizational systems. A health promoting environment facilitates movement toward wellness.

## **HEALTH**

Health is a dynamic process between the patient and environment. Optimal health includes biological, environmental, psychological, socio cultural, spiritual, organizational influences. Health reflects a patient's ability, willingness, and resources to engage the environment in a manner that maximizes wellness.

## **NURSING**

Nursing is an autonomous and caring profession. Nursing is an art and science that promotes health through patient-centered care. While respecting patients' rights to self-determination, nursing provides holistic care during health, illness, and death.

## **Baccalaureate Nursing Education**

Preparation for professional nursing requires liberal and professional baccalaureate education. Baccalaureate nursing education develops critical thinking, collaboration, and decision making. Baccalaureate graduates are prepared to function as providers of patient-centered care,

designers/managers/coordinators of care, and members of a profession who are proactive in a changing health care system. Baccalaureate graduates must be professional, responsible, and accountable for evidence-based practice.

Baccalaureate nursing education is a transformative process for students and faculty and is a process of reciprocal accountability and responsibility. Teaching is a cooperative, collaborative venture. Students and faculty share responsibility for the integration of experience, knowledge and skills. Faculty members serve as role models and facilitators. **Graduates are prepared to pursue lifelong learning, function in a variety of health care settings, and delivery models, as well as specialize at the graduate level.**

Revision Approved: August 19, 2009  
Reviewed & Updated: February 5, 2010

## **Graduate Nursing Education**

Preparation for advanced nursing roles is obtained through graduate education in nursing. Graduate education in nursing further develops the intellectual skills of critical thinking, analytical inquiry, and problem solving which were initiated in baccalaureate nursing education.

Building on the foundations laid by baccalaureate education, the faculty recognizes the need for additional knowledge to prepare graduates for specialty practice and for advanced roles. The evaluation of theory and research in nursing and related fields is imperative for graduates to incorporate evidence-based practice into their advanced nursing roles. A higher level of synthesis, analysis, and application of advanced nursing knowledge is essential for performance of advanced nursing roles. The integration of the additional knowledge, theory, and skills is obtained through graduate education in nursing. The graduate develops professional concepts and behaviors in order to function in an advanced role.

Nurses prepared at the graduate level must collaborate with other health disciplines in providing innovative health care delivery. They do so as full partners, sharing the responsibility for delineating society's health goals and developing health care policy. In addition, they function as advocates for the health care consumer who has the right to health care, regardless of social class or ethnic background.

The University's rural geographic setting creates unique health care concerns. The online format of the DNP program creates an educational opportunity open not only to nurses in Kentucky, but in many states. The faculty is committed to educating nurses from Kentucky and other states at the graduate level who will contribute to the general health of the nation. The educational process at the graduate level is collegial in nature and promotes independent, self-directed learning and self-evaluation. Students are required to communicate the results of their discovery, analysis, and synthesis of knowledge both orally and in writing to prepare them for their increased responsibility in making contributions to the knowledge base of the discipline of nursing. Graduate education stimulates the learner to a lifetime of personal and professional development. As baccalaureate education serves as the foundation for professional nursing practice and for graduate study in nursing, graduate education in nursing prepares the nurse for more specialized and advanced roles in the profession. Graduate education in nursing prepares nurses to serve as advanced practice nurses, to serve in roles requiring other types of advanced nursing knowledge, and to serve as leaders in the health care system.

## **DOCTOR OF NURSING PRACTICE PROGRAM OUTCOMES**

Graduates of the DNP program will be able to:

1. Develop, evaluate, translate, and integrate theory-based nursing and interdisciplinary knowledge in new practice approaches to enhance health and health care delivery.
2. Develop and evaluate principles of organizational and systems theory to provide leadership in improving health outcomes and promoting excellence in practice.
3. Utilize analytic methods, information technology, and research methods to critically appraise evidence-based data to evaluate outcomes of practice, practice patterns, and health systems against national benchmarks, to improve health care outcomes.
4. Assimilate and process aggregate data, using information systems, informatics and technology, as well as evaluation and assessment tools, current research and outcome data, to translate this knowledge to improve or transform patient and health care systems.
5. Actively influence health policy that addresses health disparity, access, quality, and financing at institutional, local, state, federal, and international levels.
6. Employ effective communication and interprofessional collaboration to design, implement, and evaluate individual and system level interventions to improve health and create change in health care delivery systems.
7. Implement clinical prevention and population health activities to improve the health of individuals and populations.

## **PROFESSIONAL STANDARDS FOR DNP PROGRAM**

The Essentials of Doctoral Education for Advanced Nursing Practice, published in 2006 by the American Association of Colleges of Nursing, has been adopted as the professional standard to guide the DNP curriculum. The document specifies the curriculum content for the practice doctorate in nursing. ECU's Post-Master's DNP Committee has reviewed the curriculum carefully for consistency with these standards to ensure a quality DNP program.

The DNP Curriculum is conceptualized by DNP Essentials I through VIII which are the foundational outcome competencies deemed essential for all graduates of a DNP program, regardless of specialty or functional focus.

### Essentials

- I. Scientific Underpinnings for Practice
- II. Organizational and Systems Leadership for Quality Improvement and Systems Thinking
- III. Clinical Scholarship and Analytic Methods for Evidenced-Based Practice
- IV. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
- V. Health Care Policy for Advocacy in Health Care
- VI. Inter professional Collaboration for Improving Patient and Population Health Outcomes
- VII. Clinical Prevention and Population Health for Improving the Nation's Health
- VIII. Advanced Nursing Practice

(AACN, 2006, pp. 8-17)

## **ADMISSION INFORMATION FOR THE DNP PROGRAM**

Individuals interested in applying to the DNP Program should contact ECU Online Enrollment Specialist Halie Sissle at (859) 622-2517 or [Halie.Sissle@eku.edu](mailto:Halie.Sissle@eku.edu). Additional questions or concerns can be directed to the Department of Baccalaureate and Graduate Nursing Enrollment Specialist who can answer or refer the student to the appropriate person. The telephone number of the Department is 859-622-1838 or 859-622-1827. Office hours are Monday-Friday 8:00am-4:30pm. Students' advisors can be contacted at their individual office telephone numbers, through e-mail (instructors [firstname.lastname@eku.edu](mailto:firstname.lastname@eku.edu)), or by leaving a message with the Enrollment Specialist.

If an applicant or student needs to contact the Graduate School, the Graduate School staff is available during regular office hours. The telephone number for the Graduate School is 859-622-1742.

### **Graduate School Application Process**

A student seeking admission to the Post-Master's DNP Program at Eastern Kentucky University must apply online for admission to the Graduate School. The student is responsible for submitting completed materials to the Graduate School, including the Graduate School Application Form, transcripts of all previous college work (except course work at Eastern Kentucky University), and the current application fee. Applications for the Graduate School are available online from the [Graduate School](#) website.

Please note that the narrative relating your personal and professional goals for graduate study is a required part of the application process. This narrative should be considered a very important part of your application. Faculty will use this narrative to evaluate your written communication skills and the relationship of your career goals to those of the program.

A completed application packet includes the completed application form, resume or curriculum vitae, short essay (500-700 words) describing the relationship between the applicant's professional goals and the DNP program and email addresses for three professional references. An electronic reference form will be emailed to each reference when the application is submitted. A variety of references is suggested to provide a more complete picture of your potential for graduate study (i.e., peer, supervisor and a college or a university professor). References from family members and friends are not considered professional in nature. Please inform individuals receiving electronic reference forms that your application file cannot be completed until the reference form is submitted to the ECU Graduate School.

Completed application packets will be reviewed by members of the DNP Committee on an ongoing basis. Applicants will be admitted, denied, or asked to participate in a phone or video conference interview.

### **Admission Requirements**

Minimum requirements for admission to the DNP program include: (1) a MSN degree from a nationally accredited program, (2) a free and unrestricted R.N. license in the state of residence or nursing practice, and (3) a graduate GPA of at least 3.0 (4.0 scale).

### **Transfer of Credit from Outside Doctoral Programs**

Consistent with the [Graduate Catalog](#), an incoming student may transfer no more than 12 hours in the ECU DNP Program. Students wishing to transfer credits will be required to submit official transcripts and course syllabi. Transfer of credit is at the discretion of the DNP Committee and will be assessed on an individual basis to determine congruence of students' previous course work with NSC course outcomes.

### **Deadlines for Application Submission**

Application deadlines for the DNP program consistent with those published by the ECU Graduate School. Students are admitted for enrollment four times per year: Fall A (July 1), Fall B (August 15), Spring A (November 1), and Summer I (March 15).

### **Selection of Applicants for Admission**

Enrollment in the Graduate School does not guarantee either admission to or completion of the DNP program. As a limited number of applicants are accepted for admission, selection will be based on careful consideration of all admission information and the degree to which each candidate meets the requirements. Only completed applications will be reviewed.

## STUDENT SERVICES

### Class Offerings

Classes are offered through an on-line format with occasional synchronous classes utilizing web video conferencing technology. No on-campus class meetings are required.

### Bookstore Services

Textbooks and most course supplies may be purchased through the ECU Official Bookstore (Barnes & Noble at ECU), located in the Keen Johnson Building on ECU Campus. Phone orders are not permitted, but students can best order books online using the [ECU Official Bookstore](#) website. Contact information for the ECU Official Bookstore is:

Phone: (859) 622-2696

Fax: (859) 622-2660

E-mail: [ekubooks@ecu.edu](mailto:ekubooks@ecu.edu)

### Library Research Assistance & Services

General library services include: access to over 292 databases, group and individual research assistance, in-person and electronic reference assistant (<http://www.libanswers.ecu.edu>), discipline-specific subject guides (LibGuides: <http://libguides.ecu.edu/nursing>), and assignment-based instruction via classroom or Blackboard.

For reference assistance, contact the Nursing Library Liaison, Karen Gilbert ([karen.gilbert@ecu.edu](mailto:karen.gilbert@ecu.edu)). She has also posted a Blackboard forum titled Ask Your Librarian for each e-Campus class where reference questions can be posted and will be answered within a day during the week. To obtain assistance from the main campus library, call (859) 622-1790.

Library services are available to online students through ECU Libraries Distance & Online Education Program Office, Telephone number (859) 622-1801, or on the web at <http://library.ecu.edu/distance-online-learning>.

### Information Technology Services

**Resnet** offers a variety of information technology resources to support and enrich your personal and academic endeavors. Check out their website at <http://www.resnet.ecu.edu/> to get information on purchasing your own computer, getting connected to the ECU network including wireless setup, access to Blackboard (online course materials) and much more.

Every student registered with Eastern Kentucky University has access to a free ECU email address. Students are expected to check their email address on a regular basis since this is the primary method of contact for online classes. Use this website to activate e-mail account: <http://webapps.ecu.edu/stumail>.

ECU's ITDS **Helpdesk** serves as the first point of contact for all our computing needs. Call (859) 622-3000 (with phone support 24/7).

[EKU Direct](#) provides students with access to a variety of online services including but not limited to course schedules, managing ECU account passwords, and student financial information.

## **ADVISING AND REGISTRATION**

Admitted students will be assigned to an academic advisor and faculty advisor. The academic advisor assists students to register online through [EKU Direct](#). If registration is blocked for any reason, permission of the graduate school and/or the department for registration must be obtained and the registration unlocked before students can proceed with registration. Students need to consult with their academic and faculty advisors if they are deviating from the suggested curriculum progression plan under which they were admitted or if they are experiencing any academic difficulties.

## **DNP PROJECT TEAM ASSIGNMENT**

The DNP Coordinator assigns each student a DNP Project Advisor when the student is admitted. Other members of the team will be assigned as the student progresses through DNP courses. The DNP Project Team consists of at least two department faculty members with graduate faculty status. Details pertinent to the selection and role of the DNP Project Advisor and Team Members are found in the DNP Project Guidelines.

## **REQUIRED CLINICAL HOURS**

Each DNP graduate is required by the Kentucky Board of Nursing (KBN) and the Commission on Collegiate Nursing Education (CCNE) to have completed a total of 1,000 post-baccalaureate clinical hours. A minimum of 200 hours must be obtained while enrolled in the ECU DNP Program.

Upon program enrollment, students are required to submit a “*Verification of Post-Baccalaureate Clinical and Practice Hours for DNP Program*” form to the institution from which their master’s degree in nursing was obtained. Following receipt of this form by the DNP Program Coordinator, a gap analysis will be performed on each student to determine the minimum number of clinical hours required for the student to meet the KBN/CCNE requirement of 1,000 post-baccalaureate clinical hours for DNP graduates and/or the 200 clinical hours required by the ECU DNP Program.

Based on the total number of hours needed, each student will be advised of the number of clinical hours which should be completed in each of the seminar courses (NSC 900 and NSC 901), with a minimum of 60 and a maximum of 120 in each course. These hours are obtained from presence in a clinical institution with a preceptor and are dedicated to the seminar course objectives. Additional hours can be obtained by completing a Special Topics course (NSC 938) and in the DNP Project (NSC 994). Clinical hours in these courses are dedicated to the development, advancement, and completion of the DNP Project.

## **REQUIRED CLINICAL DOCUMENTATION AND EXPECTATIONS**

All students are required to submit evidence of, and keep current, the following documentation when enrolling in NSC 900 (Seminar I), NSC 901 (Seminar II), and NSC 994 (DNP Project). These courses all have a clinical component which requires the following documentation:

1. Current and unrestricted Registered Nurse License in the state of residence or nursing practice, with no State Board of Nursing imposed restrictions on practice, voluntary or otherwise.\*
2. Professional Liability Insurance purchased through Eastern Kentucky University\*
3. Other documentation and/or requirements specific to the clinical site.

\*Evidence of current professional liability insurance and a copy of RN license online validation must be presented each semester of enrollment in NSC 900, NSC 901, and NSC 994.

### **EKU Photo ID**

A professional ECU Photo ID must be worn at all times students are in clinical sites. The process for obtaining the ID is included in admission information forwarded to students following acceptance into the DNP Program. The ECU Photo ID process should be completed prior to enrolling in the first NSC course.

### **Professional Liability Insurance**

Professional Liability Insurance must be purchased through Eastern Kentucky University. The time period of coverage is August 15-August 14; no pro-rating for partial year coverage is possible. The liability insurance purchased through the University is paid for with the tuition and fees; a copy of the receipt must be shown to faculty before students can participate in clinical experiences. The student must register for the liability insurance, using the appropriate CRN number, only one time for the August 15-August 14 period: the student will then be covered for the entire period. The insurance covers only clinical experiences which are part of scheduled classes, and the insurance will no longer be in effect if the students withdraws from school or graduates.

### **Blood-borne Pathogens**

DNP students are expected to adhere to the CHS Department of Baccalaureate and Graduate Nursing **Blood-borne Pathogens Students Exposure Control Plan** (Appendix A).

**DEPARTMENT OF BACCALAUREATE AND GRADUATE NURSING  
DOCTOR OF NURSING PRACTICE  
REQUIRED COURSE CREDITS AND COURSE DESCRIPTIONS**

<b>COURSE</b>	<b>HOURS</b>	<b>COURSE DESCRIPTION</b>
NSC 942 Informatics in Healthcare Delivery	3	Focuses on theoretical basis of information systems in healthcare, impact of informatics on clinical practice and administrative decision-making, and strategies to evaluate and improve use of information technology in health care.
NSC 940 Theoretical Application for DNP	3	Analyze the development of knowledge and the interrelationship of theory, research and practice. Theoretical perspectives and foundations for inquiry of nursing science will be explored, emphasizing strategies for theory development, evaluation, and application.
NSC 950 Public Policy and Health	3	Analysis of policy process in order to develop advanced nursing leadership skills for designing, implementing, and evaluating health policy.
NSC 954 Healthcare Organizational Leadership	3	Explores theoretical foundations of leadership with an organization systems perspective. Examine principles of organizational systems, quality improvement, dimensions of health/organizations, and human resource management.
NSC 960 Healthcare Economics and Finance	4	Examines healthcare economics and business practices and their relationship on health policy and clinical practice. Economic concepts and tools will be utilized to examine issues and solve problems/issues pertaining to healthcare and the delivery of healthcare services.
NSC 905 Analytical Methods for Evidence Based Practice	3	Description and analysis of quantitative data using statistical and graphical methods, for purposes of evidence-based practice.
NSC 990 Analytical Methods I	3	Translate scientific nursing knowledge into complex interventions to improve rural health outcomes.
NSC 992 Analytical Methods II	3	Translate scientific multi-disciplinary knowledge into complex interventions to improve rural health outcomes in the development of a proposal to enhance evidence-based practice.
NSC 900 Seminar I: Role Transition	Variable 1-3	Explores issues pertinent to role transition and role assimilation for the DNP graduate.
NSC 901 Seminar II: Capstone Project Support	Variable 1-3	Provides an opportunity for synthesis of evidence-based theoretical concepts to incorporate into practice.
NSC 994 Capstone Project	9	Translate a body of evidence-based research in the implementation of a project to improve rural health outcomes.

**EASTERN KENTUCKY UNIVERSITY  
COLLEGE OF HEALTH SCIENCES**

**DEPARTMENT OF BACCALAUREATE AND GRADUATE NURSING  
DOCTOR OF NURSING PRACTICE CURRICULUM PLANS**

**Fall A Start Plan: 7 semesters**

	Fall A	Fall B	Spring A	Spring B	Summer I	Summer II
Year 1 Semesters 1-3	NSC 942	NSC 954	NSC 940	NSC 950	NSC 905 10 weeks	
Year 2 Semesters 4-6	NSC 900	NSC 960	NSC 990	NSC 992	NSC 901	
	NSC 900 Clinical 1-3 hours over 16 weeks				NSC 901 Clinical 1-2 hours over 10-12 weeks	
Year 3 Semesters 7	NSC 994* 9 Hours Required Continue until complete					

\* NSC 994 can be started in Summer II if NSC 901 clinical hours are completed **and** DNP Project Advisor is available.

**Fall B Start Plan: 7½ semesters**

	Fall A	Fall B	Spring A	Spring B	Summer I	Summer II
Year 1 Semesters ½-2		NSC 954	NSC 940	NSC 950	NSC 905 10 weeks	
Year 2 Semesters 3-5	NSC 942	NSC 960	NSC 990	NSC 992	NSC 901	
					NSC 901 Clinical 1-2 hours over 10-12 weeks	
Year 3 Semesters 6-7	NSC 900		NSC 994* 9 Hours Required Continue until complete			
	Clinical 1-3 hours over 16 weeks					

NSC 994 can be started in Summer II if NSC 901 clinical hours are completed.

**Spring A Start Plan: 7 semesters**

	Fall A	Fall B	Spring A	Spring B	Summer I	Summer II
Year 1 Semesters 1-2			NSC 940	NSC 950	NSC 905 10 weeks	
Year 2 Semesters 3-5	NSC 942	NSC 954	NSC 990	NSC 992	NSC 901	
					NSC 901 Clinical 1-2 hours over 10-12 weeks	
Year 3 Semesters 6-7	NSC 900	NSC 960	NSC 994 9 Hours Required Continue until complete			
	NSC 900 Clinical 1-3 hours over 16 weeks					

**Summer I Start Plan: 8 semesters**

	Fall A	Fall B	Spring A	Spring B	Summer I	Summer II
Year 1 Semester 1					NSC 905 10 weeks	
Year 2 Semesters 2-4	NSC 942	NSC 954	NSC 940	NSC 950	NSC 938 (if needed)	
Year 3 Semesters 5-7	NSC 900	NSC 960	NSC 990	NSC 992	NSC 901	
	NSC 900 Clinical 1-3 hours over 16 weeks				NSC 901 Clinical 1-2 hours over 10-12 weeks	
Year 4 Semester 8	NSC 994 9 Hours Required Continue until complete					

\* NSC 994 can be started in Summer II if NSC 901 clinical hours are completed **and** DNP Project Advisor is available.

## PROGRESSION AND COMPLETION

### Time Limit on Completion

The Graduate School has policies regarding the total length of time a student may take from the first to the last class. See the [Graduate Catalog](#) for specific details. The department may place other restrictions on the time limit for program completion to promote currency and competency of graduate nursing students who are sitting for national certification examinations. Please refer to the *DNP Program Progression, Readmission, and Reinstatement Policy* (below) for more complete information.

### MEETING THE GRADUATE SCHOOL AND DEPARTMENT REQUIREMENTS

Advisors in the department will work closely with students to facilitate meeting of requirements by both the Department and the Graduate School. However, it is the student's responsibility to be knowledgeable of policies and deadlines and to ensure that they are in compliance.

Students should note carefully the required dates for submitting and filing materials, or their progression and graduation from the program may be delayed. The required dates and materials are published in the [Graduate Catalog](#).

### GRADING

The grading scale is provided in each NSC course syllabus. Please refer to course syllabi and the [Graduate Catalog](#) for information on grading. The Department of Baccalaureate and Graduate Nursing's policy prohibits grades from being rounded up.

Students are expected to adhere to the **EKU Academic Integrity Policy (Appendix B)**. Failure to do so may result in a failing course grade.

### WITHDRAWAL FROM THE UNIVERSITY

A withdrawal is granted only through midpoint of a course. See the [EKU Colonel Compass](#) for exact dates. Students who withdraw prior to the designated time will receive a W. **Students who leave the University without officially withdrawing are subject to receive a grade of F.** A graduate student who must withdraw after the above stated time period because of EXTRAORDINARY CIRCUMSTANCES may petition for an administrative withdrawal from the University. See the [Graduate Catalog](#) for specific deadlines and direction for this procedure. Students who withdraw from the program are not guaranteed a place in the program at a later time. Please refer to the *DNP Progression, Readmission, and Reinstatement Policy* for more information.

## **APPLICATION FOR GRADUATION**

The Graduate School will send direction regarding applying for graduation. Applications are available online. If the student applies for graduation and then does not complete requirements by the anticipated date, the date can be changed by contacting the graduate school. To be considered candidates for graduation, students must have an overall and program GPA of 3.0 or higher at the beginning of the semester in which they are to graduate. Information specific to application for graduation can be accessed online at [Steps to Apply for Graduation](#).

**EASTERN KENTUCKY UNIVERSITY  
COLLEGE OF HEALTH SCIENCES  
DEPARTMENT OF BACCALAUREATE & GRADUATE NURSING**

**DNP PROGRAM PROGRESSION, READMISSION,  
AND REINSTATEMENT POLICY**

**DNP Progression/Readmission/Reinstatement**

To progress in the program, DNP students must achieve a grade of “B” or higher in all NSC courses. Students who fail to achieve the required grade in a NSC course must apply in writing to the DNP Committee by filing the *DNP Progression/Readmission/Reinstatement Application* for permission to continue in the program and to correct the deficiency. It is the student’s responsibility to file the readmission application at the end of the semester in which an unsatisfactory grade is received. The application should be filed as early as possible so the committee will have sufficient time to schedule a meeting and notify the student of the decision in advance of the start of the term in which the student is seeking readmission.

**Withdrawal from the DNP Program**

Students who withdraw from a DNP course are considered to be withdrawn from the DNP program and must reapply for admission by filing the *DNP Progression/Readmission/Reinstatement Application*. The decision to readmit or reinstate the student will be determined by the DNP Committee and is based on factors such as the circumstances surrounding the withdrawal from the program, the student’s standing at the time of withdrawal, the time period from the withdrawal until return to the program is requested, and spaces available in the program at the time the student would re-enter the program.

**Delayed Enrollment in the DNP Program**

A student who is admitted is expected to enroll in the term for which admission was granted. The student may defer enrollment for one eight-week term. If more than one eight-week term lapses between admission and enrollment, the student will be required to reapply for admission and will be reconsidered for admission on a competitive basis with other new applicants.

**Academic Probation**

**[Graduate Catalog:](#)**

Students on academic probation or who have been dismissed cannot take a course from another institution for the purpose of transferring the credit to their program.

## **DNP ADMISSION, PROGRESSION/READMISSION/REINSTATEMENT COMMITTEE**

### **A. Purpose**

The purpose of the DNP Admission/Progression/Readmission/Reinstatement Committee is to promote quality of the program, to ensure safety of clients, and to assist the student with entry into and progression within the DNP program. The Committee will consider applications for admission, and applications for readmission and for course repeat approval for students who have received less than a grade of B in an NSC course with a normal grading option. In addition, the committee will consider application for readmission from students who have withdrawn from the DNP program and not been granted permission to interrupt their studies and return at a specified date.

### **B. Committee Composition**

The committee will be appointed by the Department Chair and will be composed of members of the department's Graduate Committee representing the DNP program.

### **C. Meeting of Committee**

The committee will meet to consider applications for admission following the deadlines for receipt of applications and will meet at other times, as indicated. When an application for readmission or progression is received within the dates specified in the policy, the committee will meet before the start of classes for the next term. When an application for reinstatement after removal of unsafe practice is received, the committee will meet within ten working days of receipt of the application for reinstatement.

### **D. Student Notification**

Students applying for readmission or reinstatement will be notified within ten (10) days following the meeting. Notification will be sent to the address given on the application form.

### **E. Appeal of Decision**

If a student elects to appeal the decision regarding progression/readmission/reinstatement, the appeal must be made in writing in the following sequence:

1. Chair, DNP Admission/Progression/Readmission/Reinstatement Committee
2. Chair, Department of Baccalaureate & Graduate Nursing
3. Dean, College of Health Sciences
4. Graduate School

## STUDENT COMPLAINTS AND APPEALS

Students who believe they have not been treated appropriately by a university official may file a complaint or grievance following the procedures listed in the [EKU Student Handbook](#). **Please note that grade appeal and readmission appeals follow a separate policy and process.** If the complaint involves an academic affairs area, it is noted in the [EKU Student Handbook](#) as follows:

### *“Academic Affairs Area*

*Complaints involving a particular class or instructor should be communicated to the instructor or faculty member directly involved. If a resolution is not reached, a complaint or grievance should be filed, in writing, with the Department Chair of the class where you are having a problem. If you are not satisfied with the Department Chair’s explanation, the final appeal of the complaint or grievance procedure should be made in writing to the Provost or Vice President for Academic Affairs, Coates Room 108.”*

Complaints involving other areas than Academic Affairs should follow the procedures in the [EKU Student Handbook](#). Any concerns involving discrimination or harassment should be directed to the Equal Employment Opportunity Office, Jones Building, Room 106. Complete information is given in the [EKU Student Handbook](#).

If the concern is related to a **grade appeal or readmission**, those policies should be followed specifically. The readmission policy is given in detail in this *DNP Student Handbook*. The policy for appeal of a grade is given the EKU Policy 4.1.15P and in the [EKU Student Handbook](#) as noted below. **For additional information specific to the Department of Baccalaureate and Graduate Nursing see \* below:**

### *“Grade Appeal*

*If a student wishes to appeal a course grade, the procedure below should be followed:*

- *The student should consult with the instructor, seeking a satisfactory explanation. **\*In the Department of Baccalaureate & Graduate Nursing, if the instructor is not the coordinator of the course, the student should also consult with the course coordinator.***
- *If, after consulting with the instructor, the student believes that a grievance exists, the student may present a complaint in writing outlining the basis of the grievance to the department chair within 30 days after the beginning of the next semester, exclusive of summer session.*
- *The department chair shall consider the matter in consultation with the instructor and the student and exercise influence towards mediation.*
- *If the grievance remains unsettled, the department chair shall as soon as practicable refer the matter to the departmental committee on academic practices composed of the department chair, two members of the department elected by the faculty thereof (with one alternate member to serve in the event that one of the regular members is the person against whom the complaint has been lodged), and one student member chosen by the department chair. All members of the committee shall have voting privileges.*

- *Meetings of the departmental academic practices committee shall be scheduled at a mutually agreed upon time, when all relevant parties can reasonably be expected to participate. A student who has agreed to a time for a meeting of the departmental academic practices committee and who does not appear at that meeting may forfeit the right to present evidence beyond that furnished in the original letter of appeal.*
- *After considering the evidence and any rebuttals submitted by the student and/or the instructor, the committee shall make a decision which shall be binding. All parties shall be informed of this decision within ten working days.*
- *Appeals from the committee's decision may be made on procedural grounds only and must be made within 20 days following notification of the departmental committee decision. Such an appeal should be made to the dean of the college in which the course is offered and, if necessary, then to the Provost and the Vice-President for Academic Affairs."*

As noted above, appeals to the committee's decision can be made on procedural grounds only. Procedural violations would be a deviation from the above listed procedures. An example would be a meeting that was not scheduled at a mutually agreed upon time when all relevant parties could reasonably be expected to participate.

## APPENDIX A

### **Blood-borne Pathogens Student Exposure Control Plan College of Health Sciences Department of Baccalaureate & Graduate Nursing**

- I. Laboratory and Clinical Practices
  - A. All students who have occupational exposure shall practice Universal Precautions as the accepted standard of protection and infection control.
    1. According to the concept of University Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.
    2. All procedures involving blood or other potentially infectious material (PIM) shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of aerosols of these substances.
    3. Specimens of blood and other PIM shall be placed in a container which prevents leakage during collection, handling, processing, or storage.
  - B. Personal Hygiene
    1. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in areas where there is a reasonable likelihood of occupational exposure.
    2. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other PIM are present.
    3. Hand washing is mandatory immediately after removing gloves and other personal protective equipment (PPE), and after any barehanded contact with blood or other PIM.
    4. Hand washing facilities shall be available in any area where a reasonable likelihood of occupational exposure exists.
      - a. When hand washing facilities are not available, antiseptic hand cleaners or tolettes must be provided.

## C. Personal Protection Equipment

1. Gloves must be worn when:
  - a. Direct contact with blood or other PIM is anticipated.
  - b. During invasive procedures.
  - c. Examining non-intact skin.
  - d. During examination of the oral cavity, gastrointestinal and genitourinary tracts.
  - e. Working directly with contaminated instruments.
  - f. The student has cuts, lesions, or dermatitis, and
  - g. During phlebotomy.
2. Single-use gloves must be available of the proper size, material, and quantity. Hypoallergenic gloves or glove liners will be provided for those students who may have hypersensitivity to regular gloves.
3. If there is a chance of blood or other PIM to be splashed or spattered into the eyes or mouth, eye and face protection must be used. This shall consist of a:
  - a. Mask in combination with goggles or glasses with solid side shields, or
  - b. Chin-length face shield, or
  - c. Splash shield positioned between the worker and the infectious material.
4. Gloves, laboratory coats, gowns, and other personal protective equipment must be removed prior to leaving the laboratory area.

## D. Contaminated Sharps

1. Contaminated sharps (CS) means any contaminated object that can penetrate skin including, but not limited to, needles, scalpels, lancets, broken glass, broken capillary tubes, and exposed ends of dental wires.
2. Contaminated needles and other CS shall not be recapped, sheared, bent, or broken by hand. Any needle recapping or breaking shall be accomplished by the use of mechanical device or one-handed technique.
3. CS must be discarded in an appropriate container, which is (a) puncture resistant, (b) leak-proof on the sides and bottom, and labeled with the biohazard symbol and/or color-coded red.
  - a. CS containers must be readily and easily accessible and not be allowed to over-fill prior to disposal.
  - b. CS containers must be closed immediately prior to removal or replacement.

4. Broken glassware must not be picked up by hand. It shall be picked up with tongs or forceps, or swept up with a sterilizable brush or squeegee and dustpan, and placed in an appropriate container for disposal with other waste.
5. For disposal, CS must be sterilized by pressurized steam (autoclave) and placed in an appropriate container for disposal with other waste.

## II. Incidents of Possible Exposure to Blood-borne Pathogens

### A. Definitions

1. Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other PIM that results from the performance of the student's duties.
2. Source persons means any individual, living or dead, whose blood or their PIM may be a source of occupational exposure to a student.
3. Immunoassay means an approved serological test or group of tests which is currently performed in an accredited clinical laboratory for the determination of HBV and HIV infection.

B. If a student is involved in an exposure incident, the following procedure should occur at the student's expense:

1. Documentation of the exposure incident, which shall become part of the student's medical record, including the:
  - a. Route of exposure,
  - b. Circumstances surrounding the incident, and
  - c. HBV and HIV status of the source person, if known.
2. Confidential medical evaluation and follow-up of the incident should include:
  - a. Counseling
  - b. Immunoassay to exposed person.
  - c. Follow-up immunoassay at six weeks, twelve weeks, and six months post-exposure.
  - d. Medical evaluation of any acute febrile illness that occurs within twelve weeks post-exposure.
  - e. Use of safe and effective post-exposure measures according to recommendations for standard medical practice.

**APPENDIX B**  
**EKU Academic Integrity Policy**  
**(EKU Honor Code and Pledge)**

**PREAMBLE**

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual, honorable conduct, and respect for others. In order to meet these values, students at Eastern Kentucky University are expected to adhere to the highest standards of academic integrity. These standards are embodied in the Eastern Kentucky University Academic Integrity Policy, which all students shall pledge to uphold by signing the Eastern Kentucky University Honor Code. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it will not tolerate academic dishonesty.

Academic Dishonestly Defined

Students are advised that EKU's Academic Integrity policy will be strictly enforced in all courses. The [Academic Integrity policy](#) is available at the [policy website](#). Questions regarding the policy may be directed to the Office of Academic Integrity. Policy 4.1.3P

