

Doctor of Nursing
Practice Program

Graduate Student Handbook
Academic Year 2023-2024



Manning College of Nursing & Health Sciences
University of Massachusetts Boston

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Section 1

Preamble

All members of the UMB community participating in or associated with the DNP Program are recognized to be capable, intelligent adult professionals, who have the responsibility to read this handbook, seek clarification of the Program Director for understanding where required, and engage collaboratively to create a community of learning that is committed to the highest levels of intellectual engagement and ethical behavior, consistent with the rules, regulations, policies, and procedures contained in this handbook and all other college and university policies.

This handbook is one part of the orientation and guidance provided to students who are considered members of the DNP Program, Manning College of Nursing and Health Science, and UMB community. Students are strongly encouraged to seek out additional sources of academic and organizational policy and procedure documents when further clarification and detail is needed. It is the expectation of the Program Director that all students review the basic rules and policies as outlined in this handbook.

Mission, Vision and Values

The DNP Program adheres to the [mission and values of UMB](#) and the [mission, vision and values](#) within the nursing department in the Manning College of Nursing and Health Sciences. The DNP Program educates knowledgeable providers of nursing care to analyze and inform health policy and to lead the way to the future of clinical nursing. Preparing DNP graduates for leadership in health care involves incorporating curricular opportunities for public service and innovation, community engagement and policy transformation.

The DNP program of study has as its core goal and value the improvement of patient care and systems outcomes by increasing DNP graduate's knowledge through the application of theory, applied evidenced based research, and leadership skills in the advanced clinical practice role. Graduates will learn to develop solutions to consumer barriers to health care access, how to utilize and implement practice guidelines and the analysis of health policy at the state, local and organizational level.

Student Involvement in the University

The Graduate Student Assembly (GSA) is comprised of representatives from the graduate student body, acts as the voice of UMB students and is dedicated to enhancing the academic and professional development of graduate students. The GSA provides information about resources available to graduate students such as graduate traineeships, assistantships, funding sources, and student services. See information at [Government - UMass Boston \(umb.edu\)](http://Government - UMass Boston (umb.edu))

Funding for Projects and Scholarly Work to Present at Conferences

The Graduate Student Assembly offers research funding for students. Please use the following link for more information [Graduate Student Government - UMBInvolved \(campuslabs.com\)](http://Graduate Student Government - UMBInvolved (campuslabs.com))

Program Communication Policies for Students and Faculty

All communications with the University must be conducted through student UMB emails and this includes communication with the DNP Program. Students are expected to check their University e-mail on a frequent and consistent basis to ensure that they are staying current with all official

communications generated by the DNP program but also by the Manning College of Nursing and Health Sciences and the University at large.

Students can find their email address by logging into WISER and selecting the link to their "Personal Portfolio" and then viewing "Email Addresses". All students receive a default email account. The link to access UMB email is found at <https://www.umb.edu/it/software-systems/email/>.

Financial Aid

UMB graduate students may apply for assistantships, grants, loans, and federal work-study jobs. Please see our web site for the most up to date information, including how to apply:

<https://www.umb.edu/financial-aid/>

Assistance With Writing Skills

Writing House (WHO) is CNHS's dedicated academic writing support center, serving all CNHS students, in any class, from the first year through graduate level. Students and faculty have access to writing, learning, and teaching resources on the Writing House Online Blackboard site.

Schedule a live tutoring session (on-campus or online) or request asynchronous written feedback on your paper via WHO's scheduling system: <https://umb.mywconline.net/>

For more information, please email WritingHouse.CNHS@umb.edu, or call (617) 287-7372. Please also visit their web page for further information <https://www.umb.edu/nursing-health-sciences/student-success-engagement/who/>

Section 2: Overview of The University of Massachusetts Boston Doctor of Nursing Practice Program

As an accredited program of the Commission on Collegiate Nursing Education (CCNE), the UMB DNP Program uses the American Association of College of Nursing (AACN) [The Essentials: Core Competencies for Professional Nursing Education](#) (2021) as the foundation for the curriculum and is based on the 10 Domains:

- I. Knowledge for Nursing Practice
- II. Person-Centered Care
- III. Population Health
- IV. Scholarship for Nursing Discipline
- V. Quality and Safety
- VI. Interprofessional Partnerships
- VII. Systems Based Practice
- VIII. Informatics and Healthcare Technologies
- IX. Professionalism
- X. Personal, Professional, and Leadership Development

DNP Program Outcomes

The UMB DNP student is an advanced practice nurse (APRN) who is a health care leader and seeks to improve patient care and health services for all populations, especially the under-

represented/underserved. At the completion of the UMB DNP Program, the student will be able to:

Nursing DNP Program Outcomes

The UMass DNP student is an Advanced Practice Nurse (APRN) who is a health care leader and seeks to improve patient care and health services for all populations, especially the under-represented/underserved.

At the completion of the UMass Boston DNP Program, the student will be able to:

- Evaluate the role of the nurse in shaping health care policy and systems that provide care for individuals, communities, health professions and populations.
- Apply population health principles to analyze and interpret research data to address basic questions related to individual, aggregate, and population health at the local, state, and national levels and selected trends related to health care disparities and inequity in health care access to populations at risk.
- Apply theory guided and evidenced based research to develop practice innovations and influence policy formation that will improve quality, safety, outcomes, cost and/or access to care for a specific setting or population.
- Employ the leadership skills necessary in professional practice to direct clinical policy evaluation, management of systems change, and practice improvement.
- Evaluate programs related to the use of information, information technology, communication networks, and patient care technology that monitor outcomes of care, care systems, and practice improvement to improve quality and efficiency in care delivery.
- Demonstrate knowledge in leadership related to evaluation and resolution of ethical and legal issues within healthcare systems, health policy and in research with human subjects.
- Apply health care economic and finance theory, including budget preparation, utilizing economic measurements and management of the financial status of health care organizations, to analyze factors influencing health systems' structure, function and process.
- Employ the knowledge of the science of improvement and process improvement methods, with a focus on structure, processes and outcomes, to advance quality and safety in health care organizations.
- Distinguish the concepts and methods of statistics, apply them in critiquing literature in the field of clinical and population-based research.
- Develop a practice improvement project that:
 - addresses a practice gap/problem in a priority area
 - is guided by theory
 - is based on best practice evidence
 - integrates knowledge from the sciences and humanities
 - applies an appropriate implementation method
 - addresses ethical considerations
 - evaluates outcomes
 - has the potential to lead to process and/or outcomes improvements in the local setting.

DNP Contacts

The program assistant for the DNP will assist students with any questions and direct students.

Email: dnp@umb.edu

DNP Program Director: Christine Salvucci

Email: christine.salvucci@umb.edu

Post-Master's Doctor of Nursing Practice Curriculum

The UMass Boston post-masters DNP Program was developed as a clinical practice doctorate. By the completion of the post-masters DNP Program, students have attained the leadership skills necessary to be a change agent.

Degree Requirements Post-Master's

A total of 31 credits and 400 practicum hours are required for this program. Students are guided by faculty throughout the program in completing a Scholarly Project that demonstrates the student's ability to analyze and guide a change in health care delivery.

MS to DNP program of study found [Doctor of Nursing Practice - DNP - UMass Boston \(umb.edu\)](http://umb.edu)

BS-Doctor of Nursing Practice Program (BS-DNP)

The BS-DNP program prepares BS nurses to excel as leaders in health care as advanced practice nurses. The student first obtains an MS degree after 48 credits and 665 clinical hours in their program of study. Students take the national certification exam as an advanced practice nurse (APRN) at the completion of the MS portion of the program. The DNP portion of study is an additional 22 credits.

The BS-DNP Program prepares the student in advance practice nursing in one of the population health tracks: Adult/Gerontological Primary Care NursePractitioner or Family Primary Care Nurse Practitioner.

Degree Requirements BS-DNP

A total of 70 credits and 1,065 clinical hours are required to complete this program. The program of study culminates in the Scholarly Project experience. Students are guided by faculty throughout the program in completing a Scholarly Project that demonstrates the student's ability to analyze and guide a change in health care delivery. Program of study found at [Doctor of Nursing Practice - DNP - UMass Boston \(umb.edu\)](http://umb.edu)

Electives

The purpose of electives in the DNP Program is to enhance the student's competency in meeting the Essentials of DNP. Electives can be accepted from a certificate program, but they cannot be transferred as an elective if the course was used to meet credits for a degree requirement. List of electives can be Found at [Doctor of Nursing Practice - DNP - UMass Boston \(umb.edu\)](http://umb.edu)

DNP Practicum Hours

Practicum hours are designed to demonstrate synthesis and application of expanded knowledge acquired within the DNP curriculum. The practicum hours signify the capability of the student to meet the core competencies of the DNP degree as established by the American Association of Colleges of Nursing (AACN). Coursework for DNP students includes 400 practicum hours focused on attainment of the DNP Essentials. The practicum hours are to be related to the scholarly project and /or to advance knowledge in the student's area of specialization. Students are required to have completed a minimum of 1000 clinical hours *post baccalaureate degree* as required by The Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2021).

The practicum hours may be demonstrated through a variety of methods including but not limited to:

- In-depth work/mentorship with experts from nursing, as well as other disciplines
- Opportunities for meaningful student engagement within practice environments
- Opportunities to build and assimilate knowledge for advanced specialty practice at a high level of complexity
- An opportunity for further synthesis and expansion of learning
- Experience in the context within which the final DNP Scholarly Project is completed
- An opportunity to integrate and synthesize the essentials and specialty requirements necessary to demonstrate competency in an area of specialized nursing practice
- Programmatic efforts to address a clinical practice issue
- Data collection and analysis
- Direct care or practice experiences outside of the job description and responsibilities of the student with goals and learning outcome

Section 3: Academic Policies, Procedures, and Requirements

Academic Policies, Procedures, and Requirements

All graduate nursing students should familiarize themselves with the University's Graduate Academic Policies available at <http://catalog.umb.edu/index.php>

Grading Policy

Letter grades are given in accordance with the grading criteria indicated in the UMB Graduate Student Handbook. Students must earn a B minimum of (83 total points) to pass a graduate level course.

For graduate students, the University uses a system of letter grades that are equivalent to numerical quality points according to the following table:

Letter Grade	Percentage	Quality Points
A	93-100%	4.00
A-	90-92%	3.75
B+	87-89%	3.25
B	83-86%	3.00
B-	80-82%	2.75
C+	77-79%	2.25
C	73-76%	2.00
F	0-72%	0.0
W	Received if withdrawal occurs before the withdrawal deadline.	N/A
AU	Audit (only permitted on space-available basis)	N/A
NA	Not Attending (student appeared on roster, but never attended class. Student is still responsible for tuition and fee charges unless withdrawal form is submitted before deadline. NA has no effect on cumulative GPA.)	N/A

Graduate students may also be given grades of: NA (Not Attending), Inc (Incomplete), Y (In Progress), SAT (Satisfactory), and/or AUD (Audit). The lowest passing grade for the DNP Program is a B grade. Grades lower than B that are submitted by ~~fall~~ will automatically be recorded as F.

Incomplete

See policy on incomplete grade at the following link

<https://www.umb.edu/registrar/policies/incomplete>

Transfer Credit Policy

Applicants who have completed graduate course work at other accredited institutions may transfer coursework toward the completion of a UMass Boston graduate degree. Transfer credits are restricted to up to 6 credits from such courses in which the applicant received a grade of B or higher. These courses may be accepted for transfer provided that they have not been used to fulfill requirements for another degree and were earned no more than seven years before matriculation in the program. There is a 24-credit residency requirement for the DNP program. See graduate catalog for transfer of credit policy http://catalog.umb.edu/content.php?catoid=45&navoid=7170#Transfer_Credit

The DNP Program Director determines what credits are eligible for transfer based on a review of the official transcript at the time of admission to the program and a review of the course description or syllabus if requested. Once enrolled in the DNP Program, students also can request transfer credit. Requests should be made to the Program Director and include a copy of the student's transcript and a copy of the course syllabus. Transfer credit decisions for either core or elective courses are made on a course-by-course basis. Courses accepted for transfer will show in student Wiser accounts but will not be included in the student's grade point average.

Course Waiver Policy

A student may seek a waiver from a prescribed course in the DNP Program if they have completed a course with substantially equivalent content at another institution or in another college of UMass Boston. If a course waiver is granted, the student will receive 0 credits towards degree requirements and must take additional courses to complete the required credits for the DNP degree.

Course waivers will be decided on a case-by-case basis, through negotiation between the student seeking the waiver and the DNP Program Director. All waived courses require a written request submitted to the Program Director. Approved waivers are documented as W on the plan of study.

Independent Study NU 796

Students may complete an independent study to fulfill required or elective credits. Independent study credits vary from one to three depending on the scope of the project. The independent study should consist of study and work at the graduate level with a specified written product. The faculty member who agrees to work with the student in independent study must be a recognized expert in the content area. The student and faculty member must agree to the UMass Boston number of credits, scope of the work and the amount of supervision required (for example, weekly or biweekly meetings). A written agreement, signed by the student and the faculty member, must be approved by the DNP program director in all cases of independent studies.

Academic Progress

The office of Graduate Studies specifies that a student must make satisfactory academic progress (SAP) toward completion of a degree within the Statute of Limitations for the doctoral degree. The determination of SAP is based on the student's GPA and credits completed vs. attempted. Failure to meet SAP requirements may result in the loss of eligibility for financial assistance. Please note that the determination of SAP is not a substitute for determining student academic standing.

Statute of Limitations

Each DNP matriculated student must complete all degree requirements within eight (8) calendar years of entering the program. Any semesters where a student is not enrolled in coursework requires payment of a continuation fee or the student will be removed from the program.

Continuous Registration

All degree-seeking graduate students must maintain continuous registration. Students can register for program fee (CAS 600) on the WISER online registration system. Continuous registration must also be maintained even when a student is on a leave-of-absence from the program. Continuous registration requires a fee be paid to maintain matriculation. Failure to register prior to the registration deadline for the semester in which the student is registering for may result in late fees and classification as an inactive student. <https://www.umb.edu/registrar/policies/graduate-student-statute-limitations/>

Full and Part-time Status

Students will meet with the DNP director prior to beginning the program to determine their academic plan. Students qualifying for federal financial aid must carry at least six credits per semester in the fall and spring.

Academic Advising and Registration

The DNP Program Director serves as an academic advisor to all students. An academic plan of study for the entire program is developed and filed with the Program office. Students are expected to follow this plan of study and if changes are needed, then the student should meet with the program director to revise their academic plan. Students should access their [WISER](#) account to register for classes.

Information on dates related to drop, add, withdrawal, UMB holidays/breaks can be found posted online. Refer to the University [Academic Calendar](#) .

Leave of Absence

The Office of Graduate Studies requires that a student seeking a leave of absence (LOA) must petition the Program Director who provides justification for the request to the Dean of Graduate Studies. An approved LOA extends the statute of limitations for degree completion by the length of the leave. [Graduate - University of Massachusetts Boston \(umb.edu\)](#)

Academic standing

Academic standing is the basis for decisions regarding student progression, probation, graduation, and dismissal in the Graduate Nursing Programs. Academic standing is determined by the student's cumulative quality point average, a measure of all the grades the student has earned at the University which are applied to the course requirements of the DNP Program.

At Risk of Course Failure Policy and Procedures

At any time during the academic program that the student is determined to be at risk of failing, the student will be advised in writing by the faculty course member. The student will be asked to meet with the course faculty to discuss his/her deficiencies and develop a plan for meeting the course objectives.

An email will be sent to the student detailing the reasons and the recommendations for meeting the course objectives. The graduate student receives a copy of the plan, and a copy is placed in the student's file. It is recommended that the student and faculty member set up a schedule to meet and discuss the student's progress in meeting the course objectives. If a student does not make sufficient progress in meeting course objectives, the student will receive a non-passing grade.

Progression Policies

All full and part time students must maintain a cumulative average of 3.0 to graduate. Students must earn a grade of B (3.00) in all required courses listed on the student's program of study. Any grade below a B (3.00) is considered a failure in a required course. All full and part-time students who fail to maintain a 3.0 GPA may be subject to academic dismissal. If a satisfactory grade (B) is not achieved when the student repeats the previously failed course, the student will be recommended by the Program Director to the Dean of Graduate Studies for dismissal.

Academic Probation, Dismissal & Appeal

Graduate Probation and dismissal decisions are based on the criteria stated below.

1. Graduate students whose cumulative grade point average falls below 3.0 will automatically be placed on academic probation and are not considered to be in good standing academically. Both the student and their graduate program director will be notified of this probationary status.

2. A student who in any two semesters, consecutive or otherwise, has semester grade point averages of below 2.8 is subject to academic dismissal for failure to make satisfactory progress, upon recommendation by the program director to the Associate Vice Provost for Graduate Education.
3. Any graduate student who has accumulated four (4) or more INC or IF grades will be considered not to be making satisfactory progress toward the degree, will be placed on probation, and will normally be barred from registering for additional classes until the INC/IF grades are cleared.
4. Students may also be placed on probation for failure to meet program requirements upon the request of the graduate program director.

A student who has been placed on academic probation in any two semesters, consecutive or otherwise, will automatically be dismissed from the program and the University. The dismissal decisions will be initiated by the Office of Graduate Studies, in collaboration with the Registrar's Office, after reviewing transcripts of graduate students who, based on approved program criteria, are subject to dismissal. The Office of Graduate Studies will then refer cases for dismissal to the appropriate Graduate Program Director for review and recommendations. A recommendation for dismissal can be waived by the Graduate Program Director upon request to the Associate Vice Provost for Graduate Education. A request for a waiver should include the basis for the recommendation and the terms for successful continuation in the program. Final dismissal decisions will be made by and communicated to the affected graduate student, the Graduate Program Director, and the Office of the Registrar by the Associate Vice Provost for Graduate Education. Dismissal Policies: Refer to Academic Policies on dismissal link

<http://catalog.umb.edu/content.php?catoid=49&navoid=7876#satisfactory-or-reasonable-progress-academic-probation-and-academic-dismissal>

Additionally, a student may petition to repeat up to two failed courses a total of one time for each course during their entire program of study. If a satisfactory grade (B) is not achieved when the student repeats the previously failed course, the student will be recommended by the Program Director to the Associate Vice Provost for Graduate Education for dismissal.

Graduate students may appeal dismissal decisions to the MCNHS Standards & Credit Committee. Instructions will be sent to the student on how to submit their appeal to the Standards and Credits Committee. Based upon review of the student's record and letter of appeal, the MCNHS Standard & Credits Committee will recommend conditions of Probation, or Dismissal and forward these to the Department Chair and Program Director. The Associate Vice Provost for Graduate Education makes a final determination as to whether to rescind the dismissal. In addition, the Associate Vice Provost for Graduate Education may add further stipulations to the reinstatement. All students for whom the dismissal is rescinded automatically remain on academic probation. Failure to meet any terms identified within the probationary letter will result in automatic dismissal without recourse to appeal.

Readmission of Students Who Voluntarily Withdraw

In general, graduate students who withdraw from the program of study in good standing may resume their studies by completing a readmission form obtained from the Registrar's Office. Applicants will be notified in writing of their request for readmission status. Graduate students are referred to the Office of the Registrar website [graduate re-enrollment](#)

Code of Student Conduct

All students are encouraged to review the Code of Student Conduct located at the following link: https://www.umb.edu/life_on_campus/dean_of_students/student_conduct

Section 4: Fulfillment of the DNP Program Requirements for Graduation

To fulfill the DNP program requirements for graduation, the student must

1. Successfully complete all coursework & DNP practicum hours
2. Complete the portfolio
3. Complete the DNP Scholarly Project (oral defense, written paper, dissemination)

Successful Completion of Coursework & Practicum Hours

Successful completion of all coursework and Practicum hours stipulated in the DNP Program of Study is required in fulfillment of the requirements for the degree of Doctor of Nursing Practice.

Portfolio of DNP Experiences

Throughout the DNP program, students will compile evidence of acquisition of the DNP Essentials. A google web-based template of the portfolio is to be utilized by each DNP student and should begin upon entering and are used throughout the DNP program. As the student progresses through coursework and completes assignments in those courses, the student reflects on the DNP Essentials and then places the assignment in the portfolio according to the Essential fulfilled. A completed portfolio is required to pass NU 719. The portfolio reflects the attainment of the Essentials of DNP Programs and the process of completing the DNP Scholarly Project.

DNP Scholarly Project

The DNP Scholarly Project is the culmination of the doctoral candidate's engagement in the DNP program and is expected to reflect the highest levels of nursing practice competencies. The project is practice focused, evidence-based and utilizes sound quality improvement methods.

The DNP Scholarly Project: Advancing to Candidacy

Advancing to candidacy is the first step in the DNP Scholarly Project process. To advance to candidacy the student must have:

1. Successfully completed required coursework
2. Formulated and maintained a Portfolio of DNP Experiences (DNP Portfolio)
3. Successfully completed the DNP Scholarly Project Proposal Paper (NU 716)
4. Formed a Scholarly Project Committee
5. Successful Proposal Hearing.

*Once a student has advanced to candidacy, they are eligible to use the initials DNP(c).

1. Successful Completion of Coursework

The first stage of the advance to candidacy process involves the successful completion of all core-required courses deemed pre-requisites for advancing to candidacy. Refer to the program of study for the specific courses required throughout the program.

2. Formulate and Maintain a Portfolio of DNP experiences

As part of Advancing to Candidacy, it is expected that the student's portfolio will be up-to-date and demonstrate that the student has progressed through the program of study. As noted previously, the

portfolio will contain evidence of acquisition of the Essential of DNP Programs competencies to include course papers, projects, logs and other sources of evidence of student scholarship and knowledge/skill acquisition.

3. DNP Scholarly Project: Proposal Paper (NU 716)

The DNP Scholarly Project proposal paper is written in stages. The student writes the initial draft in NU 716 EBP II under the direction of the course faculty. At the end of NU 716, the student will have the majority, if not all of DNP scholarly proposal paper completed with continued work in NU 717. The DNP Scholarly Project and paper are expected to be of sufficient quality and rigor to meet the requirements of doctoral study. At all stages of the paper the student should expect multiple iterations in response to faculty and committee suggestions.

The DNP Scholarly Proposal paper is to be written in SQUIRE 2.0 format. The expected length of the proposal paper is approximately 12-14 pages, double spaced and must contain a title page, abstract, introduction and methods section according to SQUIRE 2.0 format. References and in-text citations should be in APA format. Two (2) weeks prior to the scheduled proposal defense hearing, the Scholarly Project paper must be submitted to all committee members for their review

4. Forming the Committee

The faculty in NU 717, NU 718 and NU 719 will oversee the students scholarly project (they will be the faculty advisor). The student will then work with the faculty member in selecting a practice site mentor that is a content expert from the practice site and need not be a nurse or have a higher degree. The student may also invite a faculty member from Manning College of Nursing and Health Sciences as a third member of their committee.

The DNP candidate will work closely with the faculty advisor and other committee members throughout the DNP Scholarly Project, including project development, implementation, evaluation, writing phases and dissemination.

5. Scholarly Project Proposal Defense Hearing

The student is expected to work closely with the faculty advisor to develop a proposal paper that is of doctoral level rigor and quality and suitable to be presented to the full committee. Once the proposal paper meets the expectations of the faculty advisor, the proposal hearing will be scheduled. Two weeks prior to the scheduled hearing, the final draft of the proposal paper will be delivered to all committee members. One week before the proposal hearing the materials to be used in the proposal defense hearing will be shared with the faculty advisor.

The proposal defense hearing consists of a presentation that follows the proposal paper format (SQUIRE 2.0). This presentation is conducted over a web-based meeting, and it is expected that all committee members attend. The length of the proposal defense hearing will vary with the candidate and the topic but is generally about 30 minutes of student presentation with additional time for discussion/ questions. The proposal hearing must conform to the criteria for the DNP Scholarly Proposal contained in the Syllabus for NU 716 Evidence Based Practice II and follows the SQUIRE 2.0 guidelines for reporting practice improvement/quality improvement projects. Additional information on SQUIRE 2.0 guidelines

may be retrieved from <http://squirestatement.org/index.cfm?fuseaction=Page.ViewPage&pageId=471>

NOTE: For the proposal hearing, the student will not have the results or conclusions/recommendation sections completed. The project results and recommendations will be incorporated into the final paper after completion of the implementation, data collection and data analysis phases of the project.

Following the student presentation, the committee meets in executive session and makes one of four determinations regarding the Scholarly Project proposal:

1. Approved
2. Approved subject to minor revisions
3. Requires major revisions
4. Not approved

In the case of approved as is, the candidate may proceed with the project.

In all other cases, within ten (10) days of the proposal hearing the faculty advisor will provide the student with an email detailing the revisions required by the committee.

In the case of approved subject to minor revisions, the DNP candidate will revise their proposal in accordance with the committee instructions and submit the revised proposal to the faculty advisor and the other committee members. Once the proposal is revised to the satisfaction of the faculty advisor, the candidate may proceed with the project.

In the case of major revisions, the candidate must revise the proposal and resubmit the proposal to all committee member revisions within the designated due dates. The committee will decide if the revised proposal fulfills the requested revisions and if the student is required to orally present the project again. If not completed to the committees' satisfaction, the student will not advance to candidacy. Without successful completion of the DNP Scholarly Project proposal and proposal paper, the student will receive an incomplete for NU 717. The student will not be allowed to continue with coursework until the incomplete is converted to a passing grade.

Once the student has successfully completed their proposal hearing this means they have Advanced to Candidacy.

DNP Tracking Forms

The DNP Scholarly Project Tracking Forms serve as the official document that chronicles the student's progress through the process of forming a committee, advancing to candidacy, delivering the final oral defense and completing the final paper. There are three parts to the DNP Tracking form (available in NU 717, 718 and NU 719 Blackboard course) which are required to be completed and submitted to the Program Assistant

1. DNP Tracking Form: Part 1

Tracking Form 1 is completed after you form your committee and under the guidance of the faculty advisor in NUR 717. In addition, students are to complete the practice site mentor information form and acquire a copy of the practice site mentor CV. This information is needed for any committee member who is not on faculty at Mass Boston.

*Students are required to upload the completed Tracking Form 1, Practice Site Mentor information and CV prior to the

proposal hearing. Incomplete will be given to students not completing this task by the end of the semester. Email completed forms to program assistant. The DNP Program assistant will email your committee for signatures using DocuSign.

Please note; if committee members are added or dropped during the time you are working on your project, you will need to consult with your DNP Project Faculty Advisor and complete a new Tracking Form 1. At the conclusion of your program of study, when you present your DNP Project Oral Defense, you need to have a Tracking Form 1 that reflects your committee.

2. DNP Tracking Form: Part 2 DNP Scholarly Project Advance to Candidacy

Tracking Form 2 is completed after the proposal hearing in NUR 717. Once advanced the faculty advisor will instruct the student to complete tracking form part 2. Upload the completed Tracking Form 2 and a copy of your Project Proposal PowerPoint (pdf, 6 to a page) to the OneDrive (Link will provided by program assistant). The DNP Program assistant will email the committee for signatures using DocuSign.

*Students are required to upload the completed Tracking Form 2 within one week after their proposal hearing. An **incomplete** will be given to students not uploading tracking form 2 by the end of the semester.

3. DNP Tracking Form: Part 3 DNP Scholarly Project Oral Defense

Tracking Form 3 is completed after the DNP Scholarly Project Oral Defense in NUR 719. Course faculty will inform student once approved to complete the form. Upload the completed form and a copy of the Oral Defense PowerPoint (pdf, 6 to a page) to the OneDrive. The DNP Program assistant will email committee for signatures using DocuSign.

Students who do not upload Tracking Form 3 by the end of the semester will receive an **incomplete** in the course which could affect graduation date.

Note: if your committee changed over the course of your project implementation, return to Tracking Form 1 and provide an updated form.

The DNP Scholarly Project Final Stages

1. The DNP Scholarly Project: Oral Defense

All students must participate in an oral defense of their project. In order to participate in the oral defense, the student must have completed their project including the data analysis, results and discussion sections to the satisfaction of the faculty advisor and committee.

The date of the oral defense for all students is held on the same day and requires an on-campus visit towards the end of the semester. It is expected that all students in the graduating cohort attend.

The presentation is to be submitted to the faculty advisor at least two weeks prior to the defense date for review and feedback. Each student is scheduled for 1 hour to complete the oral defense. The presentation should be about 30 minutes in length with 10-15 minutes for questions. Following the student presentation, the committee will determine if the project oral defense met the requirements of the scholarly project. If requirements for presentation of the scholarly project are not met the student will meet with the faculty advisor to determine next steps.

2. DNP Scholarly Project Paper

The DNP Scholarly Project paper is written under the guidance of the student's faculty advisor and committee. DNP Scholarly Project paper is to be written in SQUIRE 2.0 format and reflect all phases of the project including the development, implementation, and evaluation of the project. References and in-text citations should be in APA format. The paper must be approved by the full committee before it is accepted in partial fulfillment of the requirements for a Doctor of Nursing Practice degree. Committee members are responsible for determining if the final paper is:

1. **Approved**- the student will be ready to submit the paper to the Office of Graduate Studies.
2. **Approved with minor revisions**-In the case of approval with minor revisions, the candidate will resubmit the revised Scholarly Project Paper to the faculty advisor and committee members. Once the student has made all requested changes and it is approved by the student's faculty advisor, the paper is submitted to the Office of Graduate Studies
3. **Major revisions**- In the case of major revisions, the candidate must resubmit the Scholarly Project paper to all committee members. The candidate must complete both minor and major revisions by date indicated by the faculty advisor. If the scholarly paper does not reach approval by this date the student's graduation date will be changed to a later date (even if the oral defense has been completed).
4. **Not approved**- the committee will meet with the candidate and decide how to proceed.

The final copy of the Scholarly Project paper and PowerPoint should be uploaded to the student portfolio

3. Scholarly Project: The Dissemination Product

The student must fulfill requirements for dissemination as part of the requirements of the DNP degree. The DNP Scholarly Project paper is required to be submitted to the UMass Boston ScholarWorks for completion of NU 719. Directions on uploading to ScholarWorks will be provided in NU 719. Past scholarly projects can be accessed at https://scholarworks.umb.edu/nursing_dnp_capstone/

Students are also encourage to submit their project as a journal article, a poster that is presented at an approved professional conference, or a podium presentation. The faculty advisor and all committee members must be made aware of the plan for dissemination and approve prior to the student disseminating the project.

Authorship, Acknowledgements and Attribution

Dissemination about work done while at UMass Boston doctoral student, including the DNP Scholarly Project, should provide attribution to UMass Boston. The project's site affiliation is also appropriate to list, but the primary affiliation on any dissemination related to a student's project should list the student as a DNP student (or a simply as a doctoral student) at UMass Boston.

Determination of authorship of books or manuscripts based on Scholarly Projects can be challenging. The doctoral student, as author of the scholarly project, holds the position of primary authorship of any subsequent publications based on it. Including co-authors, such as members of the committee, is appropriate if such persons meet the requirements of authorship set out in the International Guidelines

that are abstracted below.

Authorship: Authors submitting a paper do so on the understanding that the manuscript has been read and approved by all authors and that all authors agree to the submission of the manuscript to the journal. ALL named authors must have made an active contribution to the conception and design and/or analysis and interpretation of the data and/or the drafting of the paper and ALL must have critically reviewed its content and have approved the final version submitted for publication.

The International Committee of Medical Journal Editors (ICMJE) authorship criteria state that authorship should be based on 1) substantial contributions to conception and design of, or acquisition of data or analysis and interpretation of data, 2) drafting the article or revising it critically for important intellectual content and 3) final approval of the version to be published. Authors should meet conditions 1, 2 and 3.

Acknowledgements: Contributors who do not qualify as authors should be mentioned under Acknowledgements.

Under acknowledgements, students can specify contributors to the article other than the authors accredited. It is helpful to include specifications of the source of funding for the study and any potential conflict of interests if appropriate. Suppliers of materials should be named, and their location (town, state/county, country) included.

Ethical Assurance

Assuring that the DNP Scholarly Project meets ethical standards is a core value of the DNP program. The range of activities involving human participants in healthcare settings comprises patient care, teaching, and research; however, not all of these activities constitute human subject research. For example, training, education, quality improvement, and review of case reports are activities in which faculty and staff are commonly engaged in addition to research. The UMass Boston Office of Research and Sponsored Projects, in collaboration with the DNP faculty, has determined that projects which meet the following criteria and do not involve human subjects and therefore do not need to be reviewed by the IRB

- The project is designed to implement knowledge or assess a process or program considered standard practice that provide immediate and continuous improvement and feedback in the local setting
- While the activities described may involve accidental discoveries and/or innovative practices, they do not constitute research unless they also involve a systematic investigation with the intent to contribute to generalizable knowledge.
- The project translates established evidence to practice.
- The intention of the project is not theory generating or theory testing; the efficacy of new devices or drugs will not be tested.

If it has been determined the project meets the criteria for practice improvement, then the student must have an ethics section in your DNP Scholarly Project paper which includes the following statement: “ *The project or innovation [proposed (proposal paper); implemented (final paper)] is*

quality improvement and does not meet the definition of human subjects research because it is not designed to generate generalizable findings but rather to provide immediate and continuous improvement feedback in the local setting in which the project is carried out.”

If project deviates from the above stated guidelines for practice improvement, then the student will need to discuss the project with the faculty advisor. In the rare case where it is determined that a student’s project meets the criteria for human subject research, the student will need to submit an application to the UMass Boston Institutional Review Board (IRB) as well as the project site IRB. Directions for completing a UMass Boston IRB application can be found on the UMass Boston website. If IRB approval is required, the student must obtain this prior to implementation of the project.

In all cases, the student should discuss the details of the DNP project with the practice site mentor to understand the organizations process for determining whether the project fits their definition of practice improvement or would be considered human subject’s research. In the case of the latter, the student will need to obtain institutional IRB approval prior to implementing the project.