

EASTERN MICHIGAN UNIVERSITY

SCHOOL *of* NURSING

Nursing Graduate Student Handbook (Certificate, Master's, and Doctoral Students) **2023-2024**

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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 requirements, 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 DNP programs in Adult-Gerontology Health (AGPCNP), Family Practice (FNP) and Clinical Nurse Specialist (CNS). We also offer the same programs above at the Masters level in addition to our MSN in Nursing Education and MSN in Clinical Research Nursing. Post-MSN certificates offered include the AGPCNP and CNS along with a post-MSN to 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 the School of Nursing, faculty, staff, and administration wish you 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,

Marguerite DeBello PhD, RN, ACNS-BC, CNE
Interim Director & 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 in the nursing program at Eastern Michigan University include the following:

1. Graduate Student Services: Information for all graduate students (e.g. residency requirements, time to degree requirements, and graduation procedures) is available on the Graduate School website: <http://www.emich.edu/graduate/>
2. Graduate Program Catalog: Information regarding all EMU 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 particularly important for DNP students to reference when writing their scholarly project paper, and is available at: <https://www.emich.edu/graduate/academics/dissertation-thesis/index.php>
4. American Psychological Association. (2020). *Publication manual of the American Psychological Association*, (7th ed.). Washington, D.C.: Author. This can be purchased from <https://www.apastyle.org/manual/> and the EMU Bookstore (APA editorial style must be followed for all graduate program papers unless otherwise specified by the course instructor.)
5. Graduate Clinical Practicum Guidelines: Information and policies pertaining to all clinical practicum courses. Available at: <https://www.emich.edu/chhs/nursing/resources/index.php>
6. DNP Scholarly Project and Practicum Handbook: Information and policies pertaining to DNP practicum courses and the DNP scholarly project. Available at: https://drive.google.com/file/d/11Cm6Uut0krHa5IfSu7RiBkJp_x5XkWM4/view?usp=sharing

Select Contact Information

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- **Nursing Faculty:** A full list of faculty names, specialties, and contact information is located on the School of Nursing website which can be accessed by following this url:
<https://www.emich.edu/chhs/nursing/faculty/index.php>

Accreditation

The Baccalaureate degree program in nursing and Master's degree programs in nursing at [Eastern Michigan University](http://www.ccneaccreditation.org) are accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

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, Jennifer Kellman-Fritz, PhD. The Associate Dean of CHHS is Andrea Gossett Zakrajsek OTD.

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 Program Committee (DPC). Students are invited to serve on these school committees to provide input to the School of Nursing and to address any student concerns.

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 lifespan. 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 primary care to clients in the specialty area of adult-gerontology or family practice nursing. Clinical nursing skills in advanced health assessment and advanced content in critical areas of advanced practice nursing provide the basis for the development of a variety of nursing interventions. Advanced nursing leadership and management skills are concurrently developed throughout all graduate programs. Critical thinking and clinical judgment are emphasized throughout the curriculum.

The faculty believes that graduate education develops leaders in the areas of clinical practice, education, and scholarship, who are capable of positively impacting the healthcare of patients and families in the area of their advanced training. Graduate prepared nursing experts are able to examine health care policies and issues in terms of implications for the delivery of nursing care and are 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 at an advanced level, using selected theoretical frameworks.
2. Develop leadership skills in promoting health for individuals and groups in the organizational and political arenas.
3. Manage caseloads of 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 patients/clients across the lifespan 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 healthcare 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 (health care 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 interprofessional development/collaboration to facilitate and improve desired health outcomes for individuals, populations, and systems.
7. Integrate health care informatics and an evidence-based practice approach in 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 advanced 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 intraprofessional and interprofessional 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.

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 practice roles. Clinical nursing skills will include advanced knowledge in health assessment related to the multiple dimensions of patients/clients across the lifespan. Advanced content in critical areas 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 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 system's 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. This program provides a curriculum that focuses on 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, with the knowledge and skill to function in various roles within health care settings. The MSN **program plan of study** consists of 35 to 52 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 (POS). 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.

Sample MSN Plans of Study by Program:

- [MSN in Adult - Gerontology for the Clinical Nurse Specialist](#) (CNS) (min. 45 credit hours + precepted clinical practice hours)
- [MSN in Adult - Gerontology for the Primary Care Nurse Practitioner](#) (AGPCNP) (min. 49 credit hours + precepted clinical practice hours)
- [MSN in Family Nurse Practitioner](#) (FNP) (min. 52 credit hours + precepted clinical practice hours)
- [MSN in Clinical Research Nursing](#) [CRN] (min. 35 credit hours)
- [MSN in Nursing Education](#) [NURE] (min. 38 credit hours + precepted clinical practice hours)

Post - Graduate Certificate Plans of Study:

- Graduate Certificate in Adult - Gerontology for the Primary Care Nurse Practitioner (credit hours vary based on gap analysis + precepted clinical practice hours; see AGPCNP POS)
- *Coming Soon:* Graduate Certificate in Family Nurse Practitioner (credit hours vary based on gap analysis + precepted clinical practice hours; see AGPCNP POS)

Post - BSN 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)**

- [Graduate Certificate in Teaching in Health Care Systems](#) (min. 12 credit hours; **min. 135 total practicum hours**)

*All courses for the Teaching in Health Care Systems Certificate are fully online.

- [Graduate Certificate in Quality Improvement in Health Care](#) (min. 12 credit hours; **min. 135 total practicum hours**)

***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 enrolled only in 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).

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 38 to 78 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.

Sample DNP Plans of Study by Program:

- [DNP \(Post-BSN\) Adult - Gerontology Clinical Nurse Specialist](#) (min. 75 credit hours + min. 1050 precepted practice hours)
- [DNP \(Post-BSN\) Adult - Gerontology Primary Care Nurse Practitioner](#) (min. 75 credit hours + min. 1250 precepted practice hours)
- [DNP \(Post-BSN\) Family Nurse Practitioner](#) (min. 78 credit hours + min. 1250 precepted practice hours)
- [DNP \(Post-MSN\)](#) (min. 38 credit hours + min. 500 precepted practice hours)

***BSN to DNP students may apply for the MSN program for their respective degree should they desire to obtain an MSN at the completion of their MSN courses, advanced clinical practicum courses, and all required clinical hours. EMU requires a separate application for each degree or certificate that gets conferred; hence the MSN application is required.*

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 DNP Essentials and completion of the DNP scholarly project. 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 (faculty) 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 the Graduate 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 overseeing 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 (depending 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 during your first semester with your assigned nursing advisor. 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 recommended by the graduate nursing faculty advisor, and approved by the department Director and Office of Records and Registration. To be eligible for transfer to Eastern Michigan University (EMU), the credit must be earned at the graduate level with a grade of B or higher, 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 must meet the requirements of the current graduate school policies at EMU. Official graduate transcripts from an accredited institution of the work must be on file with the Office of Records and Registration. Transfer of credit policy and the application form is available on the Graduate School website at: 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.

Gynecological Teaching Associate and Male Urogenital Teaching Associate Policy

While we accept transfer credits as referenced above, all graduate students enrolled in a clinical APRN program will receive training from a Gynecological Teaching Associate (GTA) and Male Urogenital Teaching Associate (MUTA) prior to beginning their clinical experience. If the student has not had this experience in one of the courses transferred in, we will offer this experience annually and students will be required to successfully complete this training.

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 interlibrary 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 use of the most current American Psychological Association (APA) 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. 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.

Suggestions for Success

Students sometimes ask what it takes to be successful in our graduate programs. Success can mean passing a course, securing a job, being top of the class, or any other number of program metrics. To help address this question, input was taken from faculty, alumni, and current students to create the following table of suggestions for success focusing on the personal qualities of successful students and the resources that they use the most:

Qualities	Resources (Ranked by Usefulness)
<ul style="list-style-type: none"> • Time Management & Prioritization Skills • Work/Life Balance – <i>Make time for yourself</i> • Perseverance • Flexibility • Creativity • Learn from critique rather than take it as a personal attack • Take advantage of opportunities for students (e.g. present your work & attend conferences) 	<ol style="list-style-type: none"> 1. Professors 2. Each Other / Alumni 3. Course Syllabi 4. Writing Center 5. Certification Examination Preparation Programs <ul style="list-style-type: none"> • Students recommend using throughout the program, not just at the end for certification preparation. • <i>Examples: Fitzgerald Health Education Associates, Dr. Hollier/APEA (Advanced Practice Education Associates), and those provided by the certifying agencies.</i> 6. CAPS/Holman Success Center 7. Rec/IM 8. Reference Manager(s) <ul style="list-style-type: none"> • Most useful for DNP students. • Software to store citations and sometimes PDF copies of articles that you may want to reference multiple times. • <i>Examples: Zotero, Mendeley, EndNote, RefWorks (several options paid/free).</i>

Graduate 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	
	F = 59 or lower	

ALL GRADES ARE BASED ON STANDARD MATHEMATICAL RULES OF ROUNDING NUMERIC GRADES TO THE NEAREST 10TH.

(Ex: 74.49 – 74%; 74.50 = 75%.)

Pass/Fail grades are not accepted for required program courses. Refer to the Office of the Registrar at: 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

Tables A and B below reviews the program policies for all grades below B- in a graduate NURS course:

Table A. Progression for Grades of C+ or Lower in a non-practicum graduate NURS Courses.

If the student earns a/an:	Outcome
C+ to D- or W in any 1 course.	<ul style="list-style-type: none"> Student must consult with faculty academic advisor and Associate Director of Graduate Nursing Studies (or equivalent) for a revised program of study before registering for any other graduate course(s). A revised program of study will be required to incorporate repeating the course based on course/program availability. Registration for the revised program of study will always be dependent upon space available in class sections.
C+ to D- in any 2 separate courses	<ul style="list-style-type: none"> Dismissal from the program with the option to request a re-instatement recommendation from the graduate program planning committee and/or Associate Director of Graduate Nursing Studies (or equivalent). Recommendations are forwarded to the SoN Director for a final decision. Note: <i>Students are held to the Re-Instatement Policy and Procedures in the EMU Graduate Student Handbook.</i>
OR	
C+ to D- and a “W” for the same 1 course	
C+ to D- earned twice for the same 1 course	<ul style="list-style-type: none"> Permanent dismissal without option for requesting re-instatement.
OR	
C+ to D- in a total of 3 separate courses	
OR	
F in any 1 course	
OR	
Second “W” for the same 1 course	

Table B. Progression for Grades of C+ or Lower in a practicum graduate NURS Courses.

If the student earns a/an:	Outcome
W in any 1 course	<ul style="list-style-type: none"> Student must consult with faculty academic advisor and Associate Director of Graduate Nursing Studies (or equivalent) for a revised program of study before registering for any other graduate course(s). A revised program of study will be required to incorporate repeating the course based on course/program availability.

	<ul style="list-style-type: none"> • Registration for the revised program of study will always be dependent upon space available in class sections.
C+ to D- in any 1 course	<ul style="list-style-type: none"> • Dismissal from the program with the option to request a re-instatement recommendation from the graduate program planning committee and/or Associate Director of Graduate Nursing Studies (or equivalent). Recommendations are forwarded to the SoN Director for a final decision. • If reinstated and student withdraws from the same course in which the prior C+ to D- was received, they will be dismissed without option for requesting re-instatement unless exemption is granted by the Associate Director of Graduate Nursing Studies (or equivalent). • Note: <i>Students are held to the Re-Instatement Policy and Procedures in the EMU Graduate Student Handbook.</i>
C+ to D- earned twice for the same 1 course	<ul style="list-style-type: none"> • Permanent dismissal without option for requesting re-instatement.
OR	
C+ to D- earned in 2 separate courses	
OR	
F in any 1 course	
OR	
Second "W" from the same 1 course	

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. See policy by following the link:

<https://www.emich.edu/registrar/documents/graduation-academic-probation-policy.pdf>

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

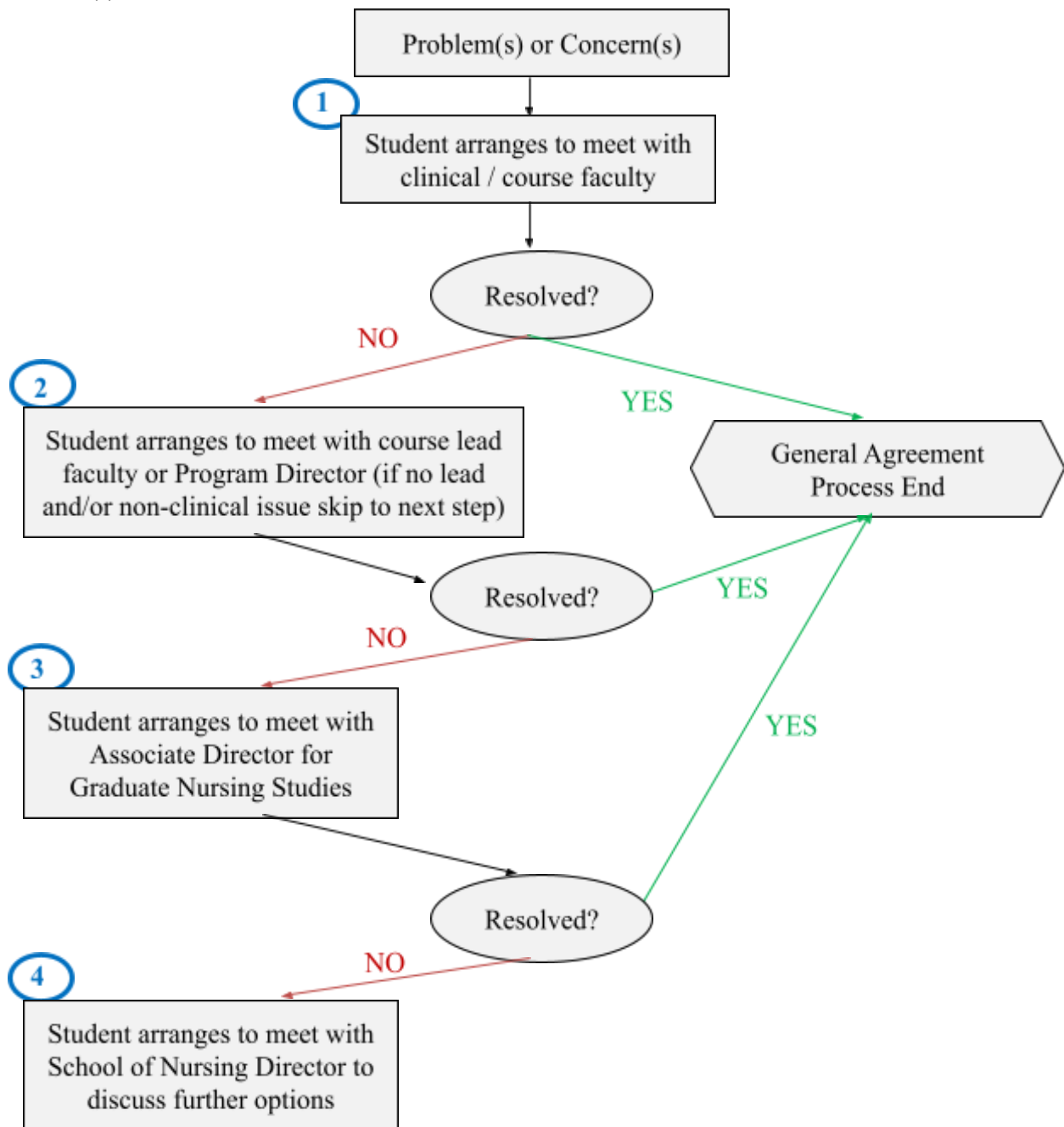
At the end of the third consecutive enrollment period after which any graduate student has a cumulative GPA of less than 3.0, the student is subject to dismissal from the University. Dismissal letters are sent to the student from the Graduate School.

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

Reinstatement

Process for Requesting Reinstatement after Dismissal

Students may request reinstatement by submitting a Request for Reinstatement to the Director of Nursing. The Director of Nursing will forward the request to the chair of DPC and/or MPAC. The deadline for submission of a reinstatement request will be included in the notice of dismissal. All reinstatement requests need to be in a Word Document or PDF file. The request for reinstatement should include a personal letter that states the causes of the student's academic problems, changes in the student's situation that may rectify those problems, and proposed plan of action to ensure success in graduate studies in the School of Nursing. Students are required to have a letter of support from the Associate Director of Graduate Nursing Studies, Associate Director of Online Studies (online graduate programs reinstatement request only), or Department Head. Letters from individual faculty members in the program are not sufficient. All documents become the property of EMU and will not be returned or copied after submission. Students should make copies for their personal use before submitting them to the Director of Nursing. Dismissed students whose cumulative GPA is less than 2.0 are automatically denied reinstatement. If the deadline for submission of requests for reinstatement has passed and documents are not submitted or received, the student is dismissed. The Director of Nursing will forward completed materials to the appropriate EMU SON Committees (DPC and/or MPAC) or EMU SON Administration. Personal interviews will not be considered, and reinstatement request decisions are final. Notification of decisions will be sent to the student's NetID (my.emich.edu) email account within 14-days of the request submission deadline. There are no exceptions to this process.

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 and has similar timelines for completing a graduate certificate or doctoral degree. 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 a 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 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 online application for graduation via my.emich Student Services in accordance with University guidelines in the last academic semester. If applying for more than one degree and/or certificate, an application must be submitted for each. There is a fee for each graduation application that will be applied 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. 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).

A recommended certification timeline to assist students with prepping/applying for their exam/licensure after graduation is on the next page. Any other questions regarding certification should be addressed within students' courses or through meeting with their faculty advisor. Keep in mind that certification is not the same as licensure. Students in an APRN program will also have to apply to the board of nursing for specialty licensure once certified.

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.

Recommended Certification Timeline

Apply for jobs
(if you plan to
change jobs)

- Can happen either before or after graduation.
- If before, you could consider money to pay for your certification exam & licensing in your contract negotiation.

Apply for
certification
exam

- Can apply as soon as ALL clinical practicum hours / MSN Coursework are completed.
- Generally requires Associate Director of Graduate Nursing Studies and/or Director of the School of Nursing signature(s) & information on application forms.

Study/Take
certification
exam

- Allow yourself ample time to study but beware of over-preparation. In general, the sooner you take the exam after graduation the more likely you are to recall information on the exam that you learned during your courses.

Apply for
transcripts

- Transcripts are issued by request from the University (not School of Nursing).
- Visit the Office of Records and Registration website or call in order to request official copies of your transcript.
<https://www.emich.edu/registrar/index.php>

Apply for your
APRN license

- If eligible (NP or CNS programs)
- Visit the state board of nursing website for requirements. You can usually apply before your certification examination is completed but the license will not be issued until after the board receives the exam results and your transcript.

Apply for your
NPI

- NPI = National Provider Identifier (again, if eligible)
- This requires a business mailing address and business practice address so do not apply until you have a job.

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 the 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.

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.

Visit the following EMU pages for EMU-specific scholarship opportunities:

- i. <https://www.emich.edu/chhs/nursing/scholarships-aid/index.php>
- ii. <https://www.emich.edu/finaid/index.php>
- iii. <https://www.emich.edu/chhs/scholarships/index.php>
- iv. <https://www.emich.edu/chhs/health-sciences/scholarships/index.php>

Also consider searching for opportunities from your local area community foundation (community foundations are non-profit entities that offer scholarships [and grants] funded by private donors to support either individuals or organizations), students may qualify for opportunities in their current geographic area or those from an area where they have lived previously. Local examples include: Ann Arbor Area Community Foundation (<https://www.aaacf.org/>) or the Community Foundation for SouthEast MI (<https://cfsem.org/>).

Finally, also search for opportunities from professional nursing organizations such as the Midwest Nursing Research Society, American Nurses Association, Sigma Theta Tau, NLN, etc. Often, you do not need to be a member of the organization in order to qualify for their scholarship. Most of these organizations also offer scholarships to promote attendance at their meetings or to promote student research.

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 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 would 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 $\frac{1}{4}$ (one quarter) of the nursing curriculum and achieved academic excellence. Graduate students must have a cumulative grade point average (GPA) of at least 3.5. GPAs should be computed according to policies of the university.

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.

Swoop's Food Pantry

Swoop's Food Pantry, located in the John and Angie Sabo Swoop's Food Pantry Room 104 Pierce Hall, <https://www.emich.edu/swoopspantry> (734-487-4173), offers food and more to all EMU students. Every EMU student is eligible to visit Swoop's and receive perishable and non-perishable food items, personal hygiene items, baby items, and more. Students can visit Swoop's website for hours of operation and more information.

Clinical Practicum Requirements / Health-Related Policies

Clinical Practicum Requirements and Health-Related Policies will be communicated to students through this handbook, by email, and within their related courses. The "Graduate Clinical Practicum Guidelines" document also refers to the health requirements and specific clinical requirements needed for all MSN clinical practicum courses. Students will be required to demonstrate compliance with requirements through documentation in Complio, Project Concert, and/or ACEMAAP or any other specified system (which may vary based on site). At minimum, before enrolling in clinical courses, it is mandatory for students to demonstrate compliance with the following requirements:

1. CPR Card
2. Proof of Health Insurance
3. Criminal Background Check - ordered through Complio.
4. Drug Test (must be negative result) - ordered through Complio.
5. Annual TB Test (Skin test, Gold Quantiferon, or X-ray).
6. Immunization record showing - MMR, Tdap Hep B, & Varicella (titers and/or vaccines accepted), and COVID-19 vaccination
7. Current Health History - forms in Complio and will be uploaded into Complio after completed
8. Current Health Examination (Physical) - forms in Complio and will be uploaded into Complio after completed
9. Yearly Flu Shot

All documents must be up to date and unexpired through the student's planned period of enrollment in clinical courses.

Some practicum sites may also require other specific documentation or training. If additional documentation is required, you will be informed by the Graduate Program Coordinator. All students are required to submit the above requirements into Complio starting 6 months prior to beginning their clinical courses and will receive a reminder email to begin this process by the Graduate Program Coordinator. Visit <http://www.emichcompliance.com/> to set up a Complio account and begin uploading documents. Be advised that there are fees associated with establishing the Complio account, background check, and drug screen. Contact the Graduate Program Coordinator with any Complio-related questions.

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) 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 4th but the date of the first meeting for that class is Jan 7th, then the first date that a student could attend their clinical site and begin obtaining hours would be on Jan 8th. 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 time frame. 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.

Public Health Emergencies

During potential or actual public health emergencies (such as has been most recently experienced with COVID-19), it is anticipated that the university campus and community will be impacted. As a result, students, faculty, lecturers, and staff may be asked not to come to campus, may be placed in quarantine, and/or may be ill for periods of time. In these situations, syllabus alterations may be essential to accommodate those affected for humanitarian reasons. Such alterations may include adjusting dates of content delivery, due dates, exam dates, and delivery methods. For example, but not limited to, offering extensions for assignments or exams for ill individuals; moving courses from face-to-face to hybrid or online; or offering quarantined individuals synchronous or recorded opportunities for attending class. Students should expect that when such changes are made, they will be announced to the entire class, accommodations will be made uniquely for each situation, but applied equitably to all students in the same situation. You may visit the [EMU Staying Healthy website](#) for health related resources provided by the University.

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 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
- **All** individuals conducting human subject research must complete and pass online human subject protection training. The online training course is hosted in Canvas. Follow the link here: <https://www.emich.edu/research/compliance/human-subjects/training.php>.
- A plan for Institutional review Board (IRB) approval through EMU and any other organizations where data may be collected.

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 a guideline, but will likely require revisions.

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 most current Publication Manual of the American Psychological Association.
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 take approximately a two week turn-around time for faculty to read and respond to your work so consider that as well. If you need 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): Follow the link to graduate school thesis manual here: <https://www.emich.edu/graduate/documents/thesis2019.pdf>

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. Students 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

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

DNP Clinical Practicum Experience and Preceptor Requirements

This chapter provides a basic overview of the DNP clinical practicum and preceptor requirements. For additional information, please see the *DNP Practicum and Scholarly Project Handbook*. Becoming a doctorally-prepared advanced 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, HIPAA 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 and submit paperwork in Project Concert for approval by their DNP champion. 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 882 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 80-90 practicum hours for every credit registered in NURS 882. Students must complete a total of 500 DNP practicum hours prior to completion of the program. This in addition to clinical hours obtained 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

This chapter provides a basic overview of the DNP scholarly project. For additional information, please see the [*DNP Practicum and Scholarly Project Handbook*](#). 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). Students 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)
- American Nurses Foundation (nursingworld.org/foundation)
- Midwest Nursing Research Society (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)

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 (FNP):

Student Name (E000000000)		Completion: Fall 2026			
Advisor: *****		Created: 3/21/24 by Jackson, Dejuana	Last Updated: 3/21/24 by Jackson, Dejuana		
Name: MSN - Family Nurse Practitioner _2024 Full Time Template (2 year)		Minimum Required Credit Hours: 52.00			
Comment:		Total Credits Planned: 52.00 Completed: 0.00			
Course	Comment	Plan	Comp	Grade	Registrar Notes
Term: Winter 2025		Credits Planned: 6.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 500 - Advanced Pathophysiology		3.00	0.00		
NURS 506 - Nurs Theory for Pract&Research		3.00	0.00		
Term: Summer 2025		Credits Planned: 9.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 505 - Hlth Stat Trends&Hlth Care Del		3.00	0.00		
NURS 640 - Research for Eviden Based Nurs		3.00	0.00		
NURS 611 - Pharmacology for Adv Prac Nurs		3.00	0.00		
Term: Fall 2025		Credits Planned: 7.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 502 - Advanced Health Assessment		4.00	0.00		
NURS 608 - Health Prom&Disease Prevention		3.00	0.00		
Term: Winter 2026		Credits Planned: 10.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 664 - Adv Adult-Gerontology Nur I-NP	180 direct patient care clinical practicum hours required	6.00	0.00		
NURS 670 Advanced Pediatric and Adolescent Health	90 direct patient care clinical practicum hours required	4.00	0.00		
Term: Summer 2026		Credits Planned: 11.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 606 - Advanced Pract Nurs Role Devlp		3.00	0.00		
NURS 666 - Ad Adult Gerontology Nur II-NP	180 direct patient care clinical practicum hours required	6.00	0.00		
NURS 674 Advanced Antepartum and Postpartum Nursing	60 direct patient care clinical practicum hours required	2.00	0.00		
Term: Fall 2026		Credits Planned: 9.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 669 - Prct Adv Adult Ger Nur III-NP	240 direct patient care clinical practicum hours required	6.00	0.00		
NURS 691 - Adv Pract Regist Nur Cap (NP)		3.00	0.00		

Clinical Nurse Specialist:

Student (E000000000)

Completion: Fall 2025

Advisor: *****

Created: 11/2/23 by Washington, Vicki Last Updated: 11/2/23 by Washington, Vicki

Name: MSN Adult-Gero CNS_2024

Minimum Required Credit Hours: 45.00

Comment: MSN in Adult-Gerontology Clinical Nurse Specialist

Total Credits Planned: 45.00 Completed: 0.00

Course	Comment	Plan	Comp	Grade	Registrar Notes
Term: Winter 2024		Credits Planned: 6.00 Completed: 0.00		Registrar Term: 202420	
NURS 500 - Advanced Pathophysiology		3.00	0.00		
NURS 506 - Nurs Theory for Pract&Research		3.00	0.00		
Term: Summer 2024		Credits Planned: 9.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 505 - Hlth Stat Trends&Hlth Care Del		3.00	0.00		
NURS 640 - Research for Eviden Based Nurs		3.00	0.00		
NURS 611 - Pharmacology for Adv Prae Nurs		3.00	0.00		
Term: Fall 2024		Credits Planned: 7.00 Completed: 0.00		Registrar Term: 202510	
NURS 502 - Advanced Health Assessment		4.00	0.00		
NURS 608 - Health Prom&Disease Prevention		3.00	0.00		
Term: Winter 2025		Credits Planned: 5.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 663 - Adv Adult Hlth Gert Nur II-CNS	130 direct patient care clinical practicum hours required	5.00	0.00		
Term: Summer 2025		Credits Planned: 9.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 606 - Advanced Pract Nurs Role Devlp		3.00	0.00		
NURS 653 - Adv Adult-Gert Nur I-CNS	180 direct patient care clinical practicum hours required	6.00	0.00		
Term: Fall 2025		Credits Planned: 9.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 668 - Pract Adv Adult-Gert for CNS		6.00	0.00		
NURS 692 - Adv Pract Regist Nur Cap (CNS)		3.00	0.00		

Nursing Education:

Student (E0000000)

Completion: Fall 2025

Advisor: *****

Created: 3/21/24 by Jackson, Dejuana

Last Updated: 3/21/24 by Jackson, Dejuana

Name: MSN Nursing Education _Winter 2024 Template

Minimum Required Credit Hours: 38.00

Comment: MSN in Nursing Education

Total Credits Planned: 38.00 Completed: 0.00

Course	Comment	Plan	Comp	Grade	Registrar Notes
Term: Winter 2024		Credits Planned: 6.00 Completed: 0.00		Registrar Term: 202420	
NURS 506 - Nurs Theory for Pract&Research		3.00	0.00		
NURS 511 - Adv Pathophysiology Non-APRNs	Note: APRN Hybrid Course Substitution Option is NURS 500	3.00	0.00		
Term: Summer 2024		Credits Planned: 6.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 505 - Hlth Stat Trends&Hlth Care Del		3.00	0.00		
NURS 640 - Research for Eviden Based Nurs		3.00	0.00		
Term: Fall 2024		Credits Planned: 6.00 Completed: 0.00		Registrar Term: 202510	
NURS 621 - Pharmacology for Adv Prac Nurs	Note: APRN Hybrid Course Substitution Option is NURS 611	3.00	0.00		
NURS 512 Advanced Health Assessment for Non-APRNs	Note: APRN Hybrid Course Substitution Option is NURS 502	3.00	0.00		
Term: Winter 2025		Credits Planned: 8.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 608 - Health Prom&Disease Prevention		3.00	0.00		
NURS 663 - Adv Adult Hlth Gert Nur II-CNS	130 direct patient care clinical practicum hours required	5.00	0.00		
Term: Summer 2025		Credits Planned: 6.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 620 - Tch Hlth Care Sys:Instr Stratg		3.00	0.00		
NURS 622 - Tch Hlth Care Sys:Progr Devlpn		3.00	0.00		

Student (E00000000)

Completion: Fall 2025

Advisor: *****

Created: 3/21/24 by Jackson, Dejuana

Last Updated: 3/21/24 by Jackson, Dejuana

Name: MSN Nursing Education _Winter 2024 Template

Minimum Required Credit Hours: 38.00

Comment: MSN in Nursing Education

Total Credits Planned: 38.00 Completed: 0.00

Course	Comment	Plan	Comp	Grade	Registrar Notes
Term: Fall 2025		Credits Planned: 6.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 623 - Tch Nur Online:Fac Lrn Vir Cl		3.00	0.00		
NURS 624 - Seminar & Pract Tchg Hlth Setg	135 Teaching practicum hours required	3.00	0.00		

Signatures:

Student _____ Date _____

Advisor _____ Date _____

Director _____ Date _____

Clinical Research Nursing:

Student (E00000000)

Completion: Fall 2025

Advisor: *****

Created: 3/21/24 by Jackson, Dejuana Last Updated: 3/21/24 by Jackson, Dejuana

Name: MSN Clinical Research Nursing (CRN)_Winter 2024 Template

Minimum Required Credit Hours: 35.00

Comment:

Total Credits Planned: 35.00 Completed: 0.00

Course	Comment	Plan	Comp	Grade	Registrar Notes
Term: Winter 2024					
		Credits Planned: 6.00 Completed: 0.00		Registrar Term: 202420	
NURS 506 - Nurs Theory for Pract&Research		3.00	0.00		
NURS 511 Advanced Pathophysiology for Non-APRNs (Fully Online)	Note: APRN Hybrid Course Substitution Option is NURS 500	3.00	0.00		
Term: Summer 2024					
		Credits Planned: 6.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 505 - Hlth Stat Trends&Hlth Care Del		3.00	0.00		
NURS 640 - Research for Eviden Based Nurs		3.00	0.00		
Term: Fall 2024					
		Credits Planned: 6.00 Completed: 0.00		Registrar Term: 202510	
CLRA 510 - Intro to Drug Development		3.00	0.00		
CLRA 520 - Clinical Study Administration I		3.00	0.00		
Term: Winter 2025					
		Credits Planned: 6.00 Completed: 0.00		Registrar Term: No registrar term relation	
CLRA 530 - Clinical Study Administration II		3.00	0.00		
CLRA 575 - Ethical Issues in Clinical Research		3.00	0.00		
Term: Summer 2025					
		Credits Planned: 5.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 688 - Field Study		2.00	0.00		
CLRA 550 - Preceptorship in Clinical Trail Management		3.00	0.00		
Term: Fall 2025					
		Credits Planned: 6.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 512 Advanced Health Assessment for Non-APRNs	Note: APRN Hybrid Course Substitution Option is NURS 502	3.00	0.00		
NURS 621 Advanced Pharmacology for Non-APRNs	Note: APRN Hybrid Course Substitution Option is NURS 611	3.00	0.00		

Example Full Time DNP Plans of Study

BSN-to-DNP (Adult Gerontology NP):

Student (E0000000)

Completion: Fall 2026

Advisor: *****

Created: 3/21/24 by Jackson, Dejuana Last Updated: 3/21/24 by Jackson, Dejuana

Name: Post BSN to DNP AGPCNP_ 3yr (full time)_2024 Template

Minimum Required Credit Hours: 75.00

Comment: This program requires a total minimum of 1250 practicum hours that are spread out across the direct patient care clinical courses(750 hours)and DNP practicum courses (500 hours) (see notes within POS).

Total Credits Planned: 75.00 Completed: 0.00

Course	Comment	Plan	Comp	Grade	Registrar Notes
Term: Winter 2024					
		Credits Planned: 9.00	Completed: 0.00	Registrar Term: 202420	
NURS 500 - Advanced Pathophysiology		3.00	0.00		
NURS 810 - Intro to Doctoral Studies		3.00	0.00		
NURS 830 - Quality&Safety Across Settings		3.00	0.00		
Term: Summer 2024					
		Credits Planned: 9.00	Completed: 0.00	Registrar Term: No registrar term relation	
NURS 611 - Pharmacology for Adv Prac Nurs		3.00	0.00		
NURS 851 - Adv Nur Resch I:Desig&Methods		3.00	0.00		
NURS 840 - Epid&Hith Disp Hith Sys Adv Nu		3.00	0.00		
Term: Fall 2024					
		Credits Planned: 10.00	Completed: 0.00	Registrar Term: 202510	
NURS 502 - Advanced Health Assessment		4.00	0.00		
NURS 852 - Adv Nur Resch II:Data Mgmt&Anal		3.00	0.00		
NURS 608 - Health Prom&Disease Prevention		3.00	0.00		
Term: Winter 2025					
		Credits Planned: 8.00	Completed: 0.00	Registrar Term: No registrar term relation	
NURS 664 - Adv Adult-Gerontology Nur I-NP	Requires a minimum of 180 precepted direct patient care practicum hours	6.00	0.00		
NURS 656 NP Seminar and Practicum I	7.5 weeks + 90 precepted direct patient care practicum hours	2.00	0.00		
Term: Summer 2025					
		Credits Planned: 10.00	Completed: 0.00	Registrar Term: No registrar term relation	
NURS 666 - Ad Adult Gerontology Nur II-NP	Requires a minimum of 180 precepted direct patient care practicum hours	6.00	0.00		
NURS 657 NP Seminar and Practicum II	7.5 weeks + 60 precepted direct patient care practicum hours	1.00	0.00		
NURS 836 Advanced Practice Role and Leadership		3.00	0.00		

Page 1 of 3

Student (E0000000)

Completion: Fall 2026

Advisor: *****

Created: 3/21/24 by Jackson, Dejuana Last Updated: 3/21/24 by Jackson, Dejuana

Name: Post BSN to DNP AGPCNP_ 3yr (full time)_2024 Template

Minimum Required Credit Hours: 75.00

Comment: This program requires a total minimum of 1250 practicum hours that are spread out across the direct patient care clinical courses(750 hours)and DNP practicum courses (500 hours) (see notes within POS).

Total Credits Planned: 75.00 Completed: 0.00

Course	Comment	Plan	Comp	Grade	Registrar Notes
Term: Fall 2025					
		Credits Planned: 13.00	Completed: 0.00	Registrar Term: No registrar term relation	
NURS 691 - Adv Pract Regist Nur Cap (NP)		3.00	0.00		
NURS 669 - Prct Adv Adult Ger Nur III-NP	Requires a minimum of 240 precepted direct patient care practicum hours	6.00	0.00		
NURS 891 - Doc Nur Prac Schol/Cap Prj I		3.00	0.00		
NURS 882 - Doc of Nurs Pract Clin Pract	DNP Practicum hours 1 credit hour = ~ 80-90 DNP practicum hours (Usually 1 credit hour this semester; students need 6 credit hours total and 500 DNP Practicum hours total upon graduation)	1.00	0.00		
Term: Winter 2026					
		Credits Planned: 7.00	Completed: 0.00	Registrar Term: No registrar term relation	
NURS 860 - Hith Poli&Advoc Hith Care Prof		3.00	0.00		
NURS 892 - Doc Nur Prac Schol/Cap Prj II		2.00	0.00		
NURS 882 - Doc of Nurs Pract Clin Pract	DNP Practicum hours 1 credit hour = ~ 80-90 DNP practicum hours (Usually 2 credit hours this semester; students needs 6 credit hours total and 500 DNP Practicum hours total upon graduation)	2.00	0.00		
Term: Summer 2026					
		Credits Planned: 5.00	Completed: 0.00	Registrar Term: No registrar term relation	
NURS 870 - Hith Care Del&Info:Adv Prac Nu		3.00	0.00		
NURS 882 - Doc of Nurs Pract Clin Pract	DNP Practicum hours 1 credit hour = ~ 80-90 DNP practicum hours (Usually 2 credit hours this semester; students need 6 credit hours total and 500 DNP Practicum hours total upon graduation)	2.00	0.00		

Page 2 of 3

Student (E0000000)

Completion: Fall 2026

Advisor: ****

Created: 3/21/24 by Jackson, Dejuana Last Updated: 3/21/24 by Jackson, Dejuana

Name: Post BSN to DNP AGPCNP_3yr (full time)_2024 Template

Minimum Required Credit Hours: 75.00

Comment: This program requires a total minimum of 1250 practicum hours that are spread out across the direct patient care clinical courses(750 hours)and DNP practicum courses (500 hours) (see notes within POS).

Total Credits Planned: 75.00 Completed: 0.00

Course	Comment	Plan	Comp	Grade	Registrar Notes
Term: Fall 2026		Credits Planned: 4.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 893 - Doc Nur Prac Schol/Cap Prj III		3.00	0.00		
NURS 882 - Doc of Nurs Pract Clin Pract	DNP Practicum hours 1 credit hour = ~ 80-90 DNP practicum hours (Usually 1 credit hours this semester; students need 6 credit hours total and 500 DNP Practicum hours total upon graduation)	1.00	0.00		

Signatures:

Student _____ Date _____

Advisor _____ Date _____

Director _____ Date _____

Post-MSN DNP:

Student Name (E00000000)

Completion: Fall 2025

Advisor: ***

Created: 12/7/23 by Jackson, Dejuana Last Updated: 12/7/23 by Jackson, Dejuana

Name: Post-MSN DNP_2024 Template

Minimum Required Credit Hours: 38.00

Comment: This program requires a total minimum of 500 DNP clinical practicum hours. See notes below within POS.

Total Credits Planned: 38.00 Completed: 0.00

Course	Comment	Plan	Comp	Grade	Registrar Notes
Term: Winter 2024		Credits Planned: 6.00 Completed: 0.00		Registrar Term: 202420	
NURS 830 - Quality & Safety		3.00	0.00		
NURS 810 - Intro to Doc Studies&Nurs Scie		3.00	0.00		
Term: Summer 2024		Credits Planned: 6.00 Completed: 0.00		Registrar Term: No registrar term relation	
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		
Term: Fall 2024		Credits Planned: 7.00 Completed: 0.00		Registrar Term: 202510	
NURS 852 - Advanced Nursing Research II		3.00	0.00		
NURS 891 - Capstone Project I: Proposal Development		3.00	0.00		
NURS 882 - Doc of Nurs Pract Clin Pract	DNP Practicum hours 1 credit hour = ~ 80-90 DNP practicum hours (Usually 1 credit hour this semester; students need 6 credit hours total and 500 DNP Practicum hours total upon graduation)	1.00	0.00		
Term: Winter 2025		Credits Planned: 7.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 860 - Health Policy & Advocacy		3.00	0.00		
NURS 892 - Capstone Project II: Project Development		2.00	0.00		
NURS 882 - Doc of Nurs Pract Clin Pract	DNP Practicum hours 1 credit hour = ~ 80-90 DNP practicum hours (Usually 2 credit hours this semester; students need 6 credit hours total and 500 DNP Practicum hours total upon graduation)	2.00	0.00		

Student Name (E00000000)

Completion: Fall 2025

Advisor:***

Created: 12/7/23 by Jackson, Dejuana Last Updated: 12/7/23 by Jackson, Dejuana

Name: Post-MSN DNP_2024 Template

Minimum Required Credit Hours: 38.00

Comment: This program requires a total minimum of 500 DNP clinical practicum hours. See notes below within POS.

Total Credits Planned: 38.00 Completed: 0.00

Course	Comment	Plan	Comp	Grade	Registrar Notes
Term: Summer 2025		Credits Planned: 8.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 870 - Health Systems Theory, Informatics, Policy & Practice		3.00	0.00		
NURS 882 - Doc of Nurs Pract Clin Pract	DNP Practicum hours 1 credit hour = ~ 80-90 DNP practicum hours (Usually 2 credit hours this semester; students need 6 credit hours total and 500 DNP Practicum hours total upon graduation)	2.00	0.00		
ELECTIVE - ELECTIVE	NURS 836 Advanced Practice Role and Leadership	3.00	0.00		
Term: Fall 2025		Credits Planned: 4.00 Completed: 0.00		Registrar Term: No registrar term relation	
NURS 893 - Capstone project III: Dissemination		3.00	0.00		
NURS 882 - Doc of Nurs Pract Clin Pract	DNP Practicum hours 1 credit hour = ~ 80-90 DNP practicum hours (Usually 1 credit hour this semester; students need 6 credit hours total and 500 DNP Practicum hours total upon graduation)	1.00	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

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Student Name _____ Student ID _____

Email 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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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

The EMU School of Nursing is pleased to welcome international students to our programs. It is our pleasure to assist you with your professional nursing career while sharing in the richness of the cultural and health experiences from which we can all learn. For the most current information, visit the Office of International Students website:

<http://www.emich.edu/ois/index.html>. This website provides information for: [New Students](#), [Advising](#), [Admissions](#), [Maintaining Visa Status](#) and [Scholars](#). You can also contact the office directly at 734-487-3116 or oiss@emich.edu. Please be aware that document processing time can take up to 10 or more business days to complete.”

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 of 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.

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 time frame 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 the students' Project Concert documents after receipt.