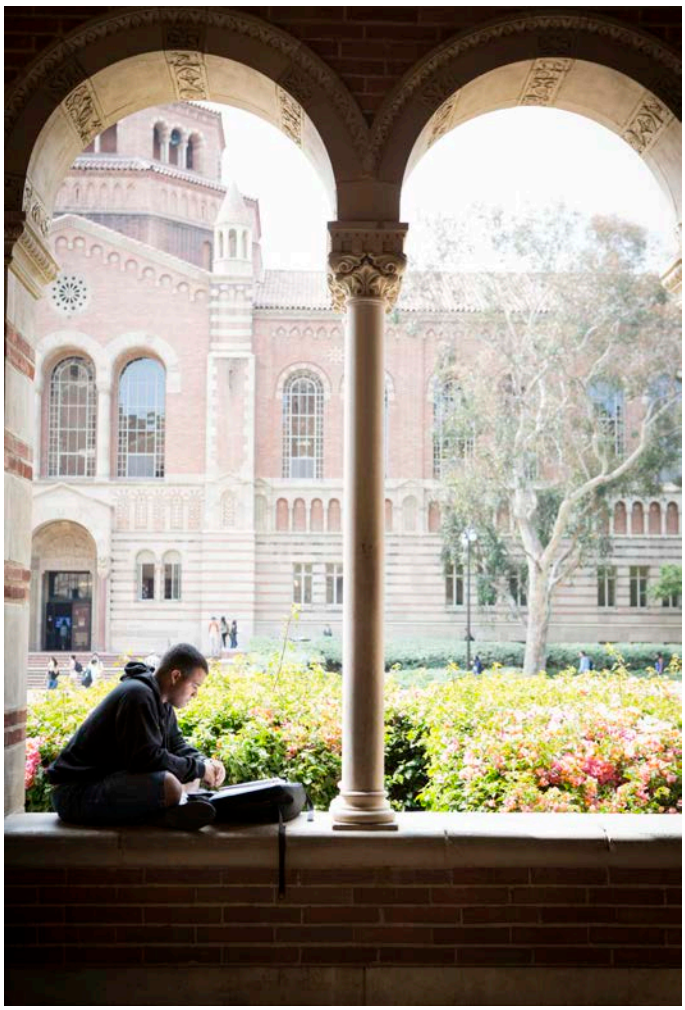
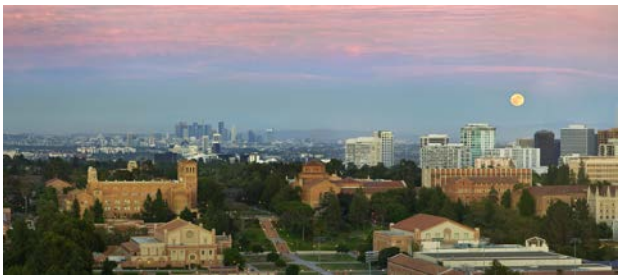
UCLA School of Nursing
Doctor of Nursing Practice

Student Handbook (2018-2020)





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HISTORY OF THE SCHOOL

In 1949, the Regents of the University of California authorized the School of Nursing as one of the professional schools of the UCLA Center for the Health Sciences. This action paved the way in 1950 for the opening of an undergraduate program in nursing leading to the Bachelor of Science (BS) degree and made possible the establishment of a graduate program to award a Master of Science (MS) degree in Nursing in 1951. In 1966, the Master of Nursing (MN) degree was established as an alternate option to the MS degree. The MS degree program was discontinued in 1969. The Regents approved the Doctor of Nursing Science (DNSc) degree program in 1986, and in 1987 the first doctoral students were admitted.

In 1996, the Office of the President and the Regents approved the change in the master's degree designation from MN to Master of Science in Nursing (MSN); the change in doctoral degree designation from DNSc to PhD in Nursing was approved in 1995. In 2013, an en route MS option was established within the existing PhD program for students in the BS to PhD pathway.

To meet the educational needs of students who are registered nurses with Associate Degrees or diplomas in nursing, the original BS program curriculum was revised in 1997 and the RN to BS Bridge Program was established and continued until 2010.

In 2006, the School of Nursing reinstated the pre-licensure bachelor's program (BS/pre-licensure) with admission at the freshman level and launched the Master's Entry Clinical Nurse (MECN/pre-licensure) program within the MSN degree, which is designed for pre-licensure students with bachelor's degrees in other disciplines.

In response to a rapidly changing and complex healthcare environment, in 2018, the School of Nursing is welcoming its first degree program in twenty years: the Doctor of Nursing Practice (DNP). The DNP program prepares the advanced practice nurse to be a clinical expert and leader in the translation of research and evidence-based practice to improve patient outcomes.

PHILOSOPHY OF THE UCLA SCHOOL OF NURSING

The UCLA School of Nursing is guided by a philosophy that embodies the mission and goals of the University of California. The philosophy addresses nursing, the clients of nursing, and nursing students. The school is committed to an interdisciplinary learning environment.

Nursing encompasses clinical practice, education, research, consultation, leadership, management and service to the profession at both the local and global communities. Nursing involves individuals, families, groups, organizations and communities as patients. The profession must consider the human, physical and social environments that affect these patients, who may have health conditions that range from wellness to illness. Nursing activities must, therefore, include health promotion and maintenance, intervention and treatment, rehabilitation and restoration, and palliation. At an advanced practice level, nursing involves comprehensive healthcare, which encompasses the responsibility and accountability for continuity of care across the health-illness spectrum.

Nursing research is both applied and basic and has as its core actual or potential human responses to illness and as its goal the development of nursing science. Guided by ethical standards that consider the perspectives of the patient, the healthcare provider and the larger society, nursing has a social mission that encompasses the right and responsibility to provide leadership in health policy, as well as healthcare to all patients regardless of disease status, gender, race or culture.

People who receive patient-centered nursing care are complex individuals who exist in relationship to others in their family and community. This complexity of person involves biological, behavioral, emotional, psychosocial, cultural and spiritual dimensions. Each individual reflects a unique combination of these dimensions that interacts dynamically with the environment. The patients of nursing are autonomous decision makers who have certain values and knowledge about themselves that not only are relevant, but also essential to successful healthcare outcomes. As a result, nurses have the responsibility to protect the patient's right to collaboratively participate with healthcare professionals involved in their care.

Successful nursing students are active learners who bring unique gender, cultural and ethnic life experiences to the professional practice of nursing and its advancement as a discipline. Students at all levels learn relevant theory, acquire practice skills and are socialized into the profession of nursing.

Increasing levels of complexity and sophistication of learning and socialization are expected of students in the different programs. Whether at the beginning practice, advanced practice, or scholar level, nursing students learn to apply knowledge, skills and professional attitudes in their work, which may include educative, administrative and research arenas. While students have the right and responsibility to participate in their own learning, faculty members have the right and responsibility to structure the teaching/learning environment to facilitate learning. Individual academic counseling and a variety of one- on-one, small-group, and interactive learning formats assist students to meet program and individual learning goals.

MISSION OF THE UCLA SCHOOL OF NURSING

The UCLA School of Nursing prepares nurses and scholars to lead and transform nursing care in a rapidly changing, diverse and complex healthcare environment through academic excellence, innovative research, superior clinical practice, strong community partnerships, and global initiatives.

Academics: The UCLA School of Nursing is ranked as one of the top nursing schools in the country by US News and World Reports. Through our innovative curriculum, students learn relevant theory, acquire practice skills and are socialized into the profession of nursing. The School of Nursing provides rich opportunities for students to pursue collaborative and interdisciplinary education and independent study projects. Individual academic counseling a variety of one-on-one small group and interactive learning formats assist students to meet program and individual learning goals and to apply knowledge, skills and professional attitudes in their practice. As the most competitive degree program on the UCLA campus, we attract the best and brightest students who will become leaders in transforming the profession of nursing.

Goals:

- ✓ Become the global leader of innovative education
- ✓ Lead transdisciplinary education
- ✓ Lead education of international students in nursing
- ✓ Spearhead the development of transformative nursing leaders
- ✓ Develop self-sustaining, cutting edge programs

Research: From the laboratory bench to the patient's bedside, from pediatrics to geriatrics, from prevention to cause, ground-breaking advances are being driven by nursing research. At the School of Nursing, research is at the core of our mission – not only as a primary component of a comprehensive education, but as a critical investment in the future of nursing. The School has a rich history of blazing the trail for nursing research and is continually pushing the boundaries to improve health. Our findings are about advancing health and they can be used by other disciplines.

Goals:

- ✓ Lead cutting edge science
- ✓ Lead International Research
- ✓ Lead innovative transdisciplinary research that transforms health and health systems
- ✓ Develop future leaders in nursing research

Practice/Service: From a health center in the Skid Row area of Los Angeles, to communities throughout China to small rural villages in India, Uganda, the School of Nursing is engaging with local partners to improve the health of entire populations. We are delivering quality care, conducting collaborative community-based research and educating the healthcare workforce.

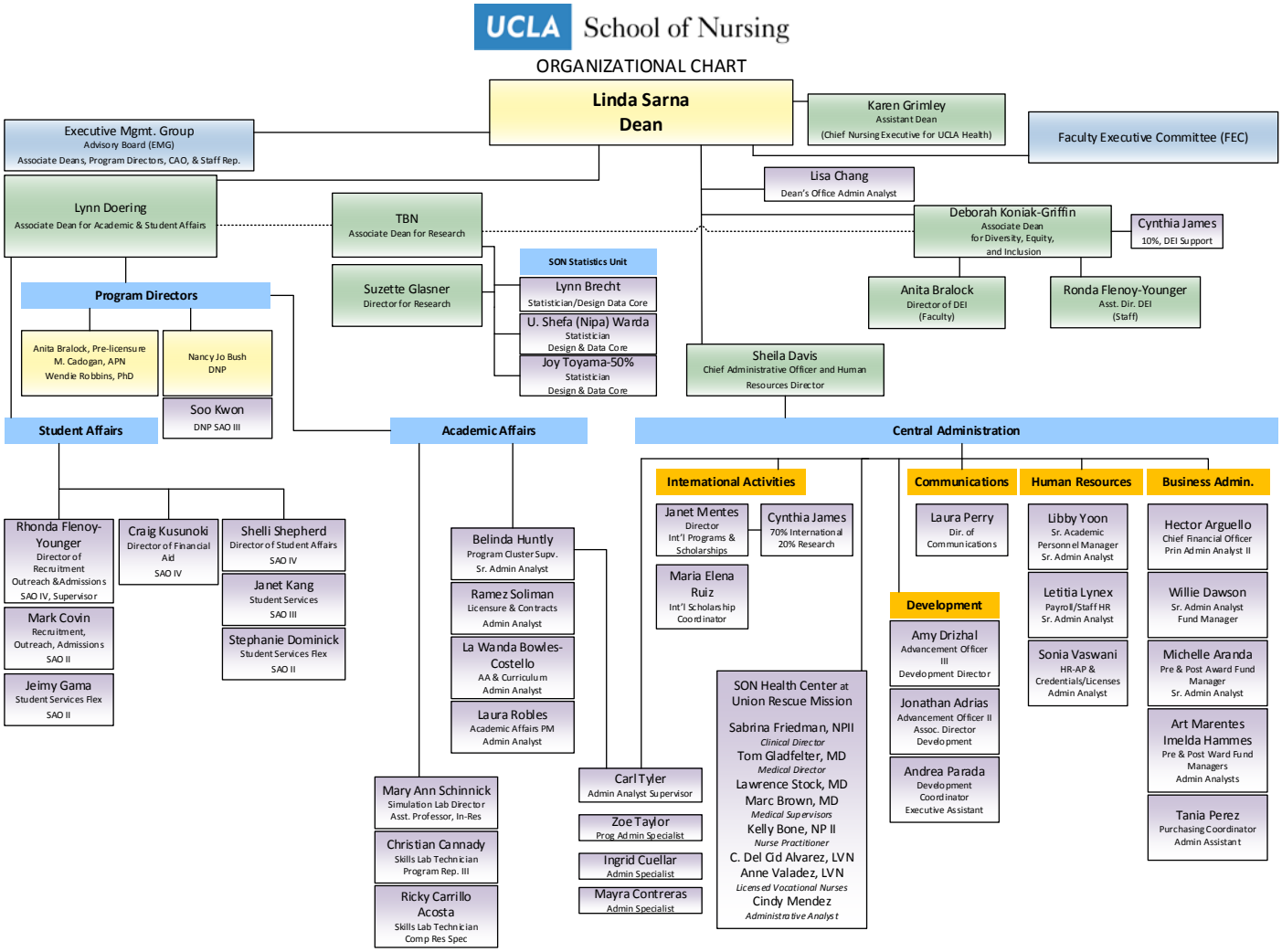
Goals:

- ✓ Lead the translation of knowledge into practice
- ✓ Spearhead development of a nationally recognized, financially self-sufficient community-based Health Center that serves disparate populations and is used as a training site for SON students
- ✓ Deliver transformative best practices content to healthcare providers worldwide
- ✓ Lead efforts to strengthen nursing practice globally

ACCREDITATION

The UCLA School of Nursing programs of study are approved by the Academic Senate of the University of California, the California Board of Registered Nursing, and are accredited by the Commission on Collegiate Nursing Education (CCNE). Curricular oversight and periodic reviews are conducted by the UCLA Academic Senate's Undergraduate and Graduate Councils. The University of California, Los Angeles holds accreditation from the Western Association of Schools and Colleges (WASC). In 2010, the Commission on Collegiate Nursing Education (CCNE) accredited the existing bachelor's and master's degree programs for a term of 10 years. Full CCNE accreditation for the Doctor of Nursing Practice (DNP) program is expected by 2020.

ORGANIZATIONAL CHART OF THE UCLA SCHOOL OF NURSING



DOCTORAL PROGRAM OVERVIEW

The goal of the UCLA School of Nursing Doctor of Nursing Practice (DNP) degree program is a professional practice doctorate designed to develop competencies for advanced clinical and leadership roles beyond the master's degree. This new degree is rapidly becoming the accepted degree for advanced practice. Leadership, health system knowledge and quality, as well as health-care policy are critical content emphasized in a DNP program.

Program Objectives

1. Critically appraise and translate research evidence into clinical practice.
2. Evaluate organizational and systems impact on practice change and health policy.
3. Carry out quality improvement and safety measures across diverse populations.
4. Provide leadership within the nursing profession and in healthcare with cultural competence and attention to ethical decision making.
5. Influence and contribute to healthcare change and policy within an inter-professional team focus.
6. Educate patients, nursing staff, and nursing students applying learning principals and evaluation criteria.
7. Utilize information technology to improve care delivery and clinical practice.
8. Assume leadership roles across healthcare settings.

Underlying Beliefs

Nursing is one of the health sciences. As such, it draws on behavioral sciences, life sciences, health policy, economics and management to create its body of knowledge. Nursing has integrated knowledge from a variety of scientific fields which is applied to patient care to: identify and test nursing interventions, describe the process and outcomes of care giving, and identify and manipulate the environmental variables that affect patient care and the management of care. The nature of nursing as an academic discipline has been defined as a synthesis of biological and behavioral sciences as they apply to the care of patients in health and illness. This orientation to research distinguishes nursing from the biological and behavioral sciences while at the same time acknowledging its relationship to both. Nursing research draws also on the knowledge of health systems and health care delivery in order to improve patient care.

The aim of the Doctor of Nursing Practice (DNP) is to translate research evidence into practice. Evidence-based practice (EBP) appraisal is carried out to promote understanding of scientific information and application within the clinical setting. Quality improvement and patient safety are a focus of DNP practice. The curriculum of the DNP degree are based upon the American Association of Colleges of Nursing (AACN) Essentials of DNP practice which address eight competency areas. AACN also requires a minimum of 1,000 hours of mentored post-baccalaureate clinical and/or organizational leadership experiences.

Program of Study

The DNP program at UCLA is carried out in the following areas of study as identified in the AACN Essentials:

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

DEGREE REQUIREMENTS

Course Requirements

A minimum of 61-quarter units and 16 separate courses are required for the DNP program. This includes both didactic and clinical residency hours. Required course work for the proposed DNP degree program satisfies the requirements for this American Association of Colleges of Nursing and is shown below. Core courses for the DNP program include the following:

- **Two Nursing theory courses:**
  - Scientific Underpinnings for DNP Practice (Nursing 401)
  - Clinical Scholarship for Evidence-Based Practice (Nursing 402)
- **Four Nursing research and clinical practicum courses:**
  - DNP Scholarly Project series (Nursing 470A, B, C, D)
- **Two Statistics courses:**
  - Analytical Methods for Evidence-Based Practice (Nursing 404)
  - Informatics for DNP Practice (Nursing 411)
- **Two Professional Development courses:**
  - Dissemination & Translation of Clinical Scholarship (Nursing 410)
  - Education Practicum for DNP Practice (Nursing 496A, B, C)
- **Four Nursing Policy and Leadership courses:**
  - Health Care Policy for Advocacy in Health Care (Nursing 409)
  - Organizational Systems Leadership for Quality Improvement (Nursing 403)
  - Communication and Ethics (Nursing 405)
  - Financial Management and Cost Analysis of Health Care (Nursing 407)
- **Two Healthcare Safety courses:**
  - Clinical Prevention and Population Health (Nursing 406);
  - Interprofessional Collaboration for Improving Patient and Population Health Outcomes (Nursing 408)

Education Practicum

Students will complete 90 clinical hours as part of their Education Practicum for the DNP in Nursing 496A, B, and C. The practicum will focus upon patient, staff, and academic education.

Written and Oral Qualifying Examinations

Academic Senate regulations require all doctoral students to complete and pass University written and oral qualifying examinations prior to doctoral advancement to candidacy. Also, under Senate regulations the University oral qualifying examination is open only to the student and appointed members of the doctoral committee.

Written Qualifying Examination

The written qualifying examination must be taken in the Summer of the first year after completion of the DNP core courses. The examination is submitted no later than the end of quarter 4. The written examination will be read by three DNP faculty members and graded as “pass” or “no pass”. Only one reexamination is permitted and it must be completed prior to the Oral Qualifying Examination and start of the DNP Scholarly Project.

Oral Qualifying Examination

The University Oral Qualifying Examination, taken after completing the course requirements and successfully passing the written qualifying examination, evaluates the student’s DNP Scholarly Project proposal. The initial step is selection of a doctoral committee from the DNP faculty. Students are responsible for obtaining the consent of four faculty members to serve on the committee as certifying members. Qualifications of members must be consistent with the student’s area of research and special interests and also with the requirements for doctoral

committees as stated in the Standards and Procedures for Graduate Study at UCLA. Additional members, including those from an institution or clinical agency representing the student's clinical and research interests who meet the requirements for committee membership as stated in the Minimum Standards for Doctoral Committees will be considered for additional membership on the DNP Scholarly Project Committee. The graduate adviser of the doctoral committee must give approval of members consenting to serve on the doctoral committee before the committee is submitted for the approval by the Graduate Division.

Advancement to Candidacy

Students are advanced to candidacy upon successful completion of the written and oral qualifying examinations. Successful completion of DNP Scholarly Project course series will be necessary in order for the student to plan, implement and evaluate the DNP Scholarly Project. Each member of the committee reports the examination as "passed" or "not passed." A student may not be advanced to candidacy if more than one member votes "not passed" regardless of the size of the committee as stated in the *Standards and Procedures for Graduate Study* at UCLA.

Doctoral Project (DNP Scholarly Project)

A DNP Scholarly Project will be required for this professional degree program. Students will complete a DNP Residency, DNP Proposal, and implementation of this project. The DNP Scholarly Project will require students to demonstrate a synthesis of evidence-based practice in a practice area specific to the student's specialty.

The DNP Scholarly Project requires application of leadership, policy, quality, management, and clinical learning experience. Each student will collaborate with an agency (ideally their current clinical setting) to address a real-world problem or health issue. Strong professional writing and public speaking skills are expected as part of the DNP Scholarly Project.

The DNP Scholarly Project should demonstrate an original and independent contribution to scientific knowledge in nursing. The traditional format in the School of Nursing consists of 6 chapters with references, appendices and tables. These chapters typically include: 1) Introduction, 2) Conceptual or Theoretical Framework, 3) Review of the Literature, 4) Methods, 5) Results, and 6) Discussion and Conclusions. ***Traditionally, the first four chapters have been required in preparation for the Oral Qualifying Examination.*** The student's project chair will guide the student in the proper preparation of materials for the Oral Qualifying Examination and in formatting of the traditional chapters or other suggested materials. Implementation of the DNP Scholarly Project begins the second year of study after didactic courses have been completed and the Written Qualifying Exam is passed successfully.

Preparation for research and writing will be facilitated by the provision of Nursing 470A-D, clinical nursing seminars. Students generally enroll in Nursing 596, Directed Individual Study to work with their Faculty Advisor/DNP Scholarly Project Chair at the beginning of Spring quarter in Year 1.

DNP Scholarly Project Committee members, otherwise known as Certifying Members, will be available to the student for guidance while implementation of the project is in progress.

Protection of Human Subjects

Any research associated with the DNP Scholarly Project and conducted as a UCLA graduate student must be approved by the Institutional Review Board (IRB). Application for IRB approval for the DNP Scholarly Project research application is submitted after the Oral Qualifying Examination and final approval of the DNP Scholarly Project proposal. Specific policies are listed in the Standards and Procedures for Graduate Study at UCLA.

Final Oral Examination (DNP Scholarly Project Presentation)

A final oral defense of the project is required of all DNP students. The entire committee must be in attendance and each member must record a decision of "passed" or "not passed". A student is not considered to have passed the final oral examination with more than one "not passed vote, regardless of the size of the committee." The final oral defense will follow the guidelines as stated in the *Standards and Procedures for Graduate Study at UCLA.*

Time-to-Degree

The normative time from matriculation to degree is seven quarters (21 months) for the post-master's DNP degree. From admission to advancement to candidacy (completion of DNP Scholarly Project Proposal): five quarters. From advancement to candidacy to filing DNP Scholarly Project: two quarters minimum, six quarters maximum. The maximum time for degree completion is three (3) years.

Degree	Normative Time to Advance to Candidacy	Normative Time to Graduation	Maximum Time to Graduation
DNP	5 quarters	7 quarters	11 quarters

To be eligible to file (thesis or project), or receive degrees during the Summer, students must pay the Filing Fee (if eligible) unless they are registered in a Summer Session

GUIDELINES AND POLICIES FOR THE *WRITTEN QUALIFYING* EXAMINATION

Purpose of the Written Qualifying Examination

The Written Qualifying Examination tests the ability to use knowledge in the areas of basic concepts of nursing science, nursing theory development, statistics, bioethics and the student's selected area of study. The purpose of this exam is to assess the student's ability to synthesize knowledge as demonstrated by the selection and integration of knowledge that is applicable to their DNP Scholarly Project.

The written qualifying examination can be used to evaluate strengths and weaknesses in the mastery of content presented in the first year courses. In addition, this will aid in the identification of existing learning needs and facilitate appropriate academic counseling regarding program planning.

Written Qualifying Examination

The written qualifying examination will be required of all doctoral students at the successful completion of the core courses of the first 3 quarters of study.

The exam will require students to: (1) identify their clinical problem and/or phenomena of study, (2) discuss the philosophical underpinnings that shape their view of the problem or phenomena, 3) discuss and appropriately apply a conceptual or theoretical framework, (4) provide a thorough review of the literature and table of evidence, (5) provide a discussion and summary that describes how the research will translate to shape nursing practice, the delivery of health care, and improve patient outcomes, and (6) propose the clinical site, population, and methodology to carry out project.

The exam will follow a take-home format and will be in the form of the DNP Scholarly Project Proposal. Specific instruction on the written proposal will begin in N402 Clinical Scholarship for Evidence Based Practice, continue through N410 Dissemination and Translation of Clinical Scholarship in the Spring quarter, and 470A the first course in the clinical practicum series. Students will also take N597 to provide time to focus upon writing the DNP Scholarly Project Proposal and to choose a Committee Chair.

Specific instruction and the examination will be distributed at an information session and posted on the UCLA School of Nursing website by the end of the Spring quarter. Students will have a specified amount of time to prepare their response to the examination criteria. Students must submit their exam as instructed for submission to Turn-It-In.com before the published deadline. All exams will be judged as PASSED or NOT PASSED. The written qualifying examination will be graded by at least two readers. Two passing scores must be achieved. If one reader passes the exam and one reader fails it, the exam will go to a third reader whose score will be the deciding factor. In the interest of providing students with feedback on their writing, all students who attempt the exam will receive the comments on their exam and be provided the opportunity to meet with the faculty advisor for a review of the exam grades.

Those students who do not pass the exam the first time are permitted to re-take the exam one time. In this case, students will be given approximately 3 weeks to review the comments of the faculty evaluating their exam and resubmit their revised examination before the beginning of the Fall Quarter of the second year. If a student fails the exam a second time, he/she will be terminated from the program.

Procedure for the Written Qualifying Examination

- The written examination will be passed into the Project Chair once a year in the Summer quarter.
- All exams will be judged as PASSED or NOT PASSED.
- The DNP Program Director will give a briefing about examination procedures before administering the examination.
- Should a student be unable to submit the examination on the specified date because of illness or other emergency, he/she should notify the DNP Program Director.
- The DNP Program Director will email examination results to the student's official UCLA email address. A Written Qualifying Examination Result Summary is sent to the DNP Program Director.
- Students' examinations are submitted to turnitin.com.
- The students' examinations are filed electronically for a period of two years after completion of the DNP program.

Criteria for Passing the Written Qualifying Examination

The student:

- Provides a thorough review of literature that is comprehensive, complete, logical and responsive to the specific clinical problem(s) being addressed. All crucial aspects of the problem are addressed accurately and in detail.
- Writes a creative, independent, and original examination.
- Selects and applies theoretical framework(s).
- Demonstrates an understanding of the research process. Implications are made which are valid and appropriate.
- Demonstrates the ability to analyze and synthesize knowledge from his/her readings and courses.
- Organizes material in a logical way that reflects synthesis of pertinent concepts. Creativity and originality are demonstrated to some degree.
- Cites relevant sources to support responses.
- Plagiarism, copying and deception are violations of the Student Code of Conduct. Suspected cases will be reported to the Office of the Dean of Students for investigation and adjudication. See the Office of the Dean of Students website for more information on Academic Integrity.

Academic Integrity on the Written Qualifying Exam

Since the written qualifying exam is intended to demonstrate that students have mastered the material covered in the first year of doctoral study, students are expected to present their own work, with no outside help from faculty, other students, advisors, consultants or editors. Graduate students at UCLA are expected to write in standard, scholarly English. No outside assistance or editors will be permitted for any graded coursework, assignments or on the chapters for the Scholarly Project. Since the tutors at the Graduate Writing Center follow strict guidelines that do not result in unauthorized assistance, students are encouraged to use the tutors at the Graduate Writing Center to help improve their writing skills.

Students will submit their exams through the turnitin.com portal, where they will be reviewed for originality prior to being read by faculty graders. Students will be given the opportunity to submit drafts of their exams to the TurnItIn portal prior to the final due date so that they can review the originality reports and make any corrections where plagiarism or self-plagiarism exists. Students are encouraged to utilize TurnItIn as a tool for self-correction. Once the final written qualifying exam is submitted to the TurnItIn portal, any incident of plagiarism or self-plagiarism that is evident through the TurnItIn originality report will be referred directly to the Office of the Dean of Students for investigation and adjudication.

If the Office of the Dean of Students determines that academic dishonesty (which can include plagiarism, self-plagiarism and citation errors) has occurred, a sanction will be imposed by the Dean of Students. A sanction that involves a suspension of a quarter or more will result in the student having to reapply for admission to the program since graduate students must maintain continuous enrollment.

For further discussion of expectations for academic integrity, see the Academic Honesty section heading.

GUIDELINES AND POLICIES FOR THE *ORAL QUALIFYING* EXAMINATION

Purpose of the Oral Qualifying Examination

The purpose of the Oral Qualifying Examination is to evaluate the student's DNP Scholarly Project proposal. After passing the Oral Qualifying Examination, the student will advance to candidacy.

Oral Qualifying Examination

After the satisfactory completion of the following, the student is eligible to take the Oral Qualifying Examination:

- All first year core courses,
- Passing score on the Written Qualifying Examination,
- Establishing a DNP Scholarly Project committee (see next paragraph) and receiving approval of the committee from the Graduate Division, and
- Submission of Institutional Review Board (IRB) approval if appropriate.

The student is responsible for obtaining the consent of four or more appropriate faculty members to serve on the DNP Scholarly Project Committee. The "Nomination of Doctoral Committee" form must be completed and turned in to the DNP Student Affairs Officer. See Standards and Procedures for Graduate Study at UCLA for more information**.** The DNP Student Affairs Officer will forward the form to the Graduate Division for approval. Students must nominate the committee and receive Graduate Division approval before taking the Oral Qualifying Examination. It is advisable to schedule the exam at least three weeks after the date the Nomination of Doctoral Committee form is sent to the Graduate Division. All members of the committee, both certifying and non-certifying, should be present for the Oral Qualifying Examination, *thus the student is advised to schedule the meeting well in advance*. Under specific circumstances, a committee member who is not the Chair or Co-Chair may participate remotely. Please refer to the Standards and Procedures for Graduate Study at UCLA for specifics.

Students must obtain the "Report on the Qualifying Examination and Request for Advancement to

Doctoral Candidacy" form from Go.Grad.ucla.edu and bring it to the examination. The report should be completed and returned to the DNP Student Affairs Officer by the Chair of the DNP Scholarly Project Committee for filing with the Graduate Division. Students will automatically be advanced to candidacy and billed the advancement to candidacy fee when the report is filed with the Graduate Division.

Scheduling the Oral Qualifying Examination

- Prior to scheduling the Oral Qualifying examination, an approved written proposal is required. This proposal should include introduction, literature review, conceptual framework and methods sections. The Chair and the committee establish the exact format for this proposal.
- When the Chair is satisfied with the quality of the proposal, the student should distribute it to the committee members for their feedback.
- After allowing *at least two weeks* for the committee members to read the proposal, the student should contact them for feedback.
- The student should discuss the feedback with the Chair, make revisions and redistribute the proposal to the committee *at least two weeks* before the scheduled date for the Oral Qualifying Examination. The DNP Scholarly Project Committee reads the proposal and certifies that the student is ready for the Oral Qualifying Examination.
- The student, in consultation with the DNP Scholarly Project Chair and the other members of the Committee, is responsible for scheduling the date and place of the oral examination.
- The oral examination cannot be scheduled until after the student completes the final quarter of coursework (after the end of Summer quarter, Year 2 at the earliest).
- -The DNP Scholarly Project Committee will evaluate the student's performance on the oral examination and will determine whether the student passed or did not pass. The student will pass with no more than one "not passed" vote.
- With approval by majority of the voting members of the DNP Scholarly Project Committee, the Oral Qualifying Examination may be repeated once.
- The same Scholarly Project Committee evaluates a retake of the Oral Qualifying Examination. The student will pass with no more than one "not passed" vote.
- If the student is unable to take the examination on the specified date because of illness or other emergency, he/she must notify the DNP Scholarly Project Chair as soon as possible, for approval to reschedule examination.

GUIDELINES AND POLICIES FOR THE *FINAL ORAL* EXAMINATION

Purpose of the Final Oral Examination

The purpose of the Final Oral Examination is for the student to orally defend his or her DNP Scholarly Project to the full committee.

Final Oral Examination

Each student must successfully complete a Final Oral Examination. The examining committee will consist of all members of the DNP Scholarly Project Committee.

Procedures for Scheduling the Final Oral Examination (DNP Scholarly Project Defense)

- When the Chair is satisfied with the quality of the project, the student should distribute it to the committee members for their feedback.
- After allowing at least two weeks for the committee members to read the DNP Scholarly Project, the student should contact them for feedback.
- The student should discuss the feedback with the Chair, make revisions and redistribute the written project to the committee at least two weeks before the scheduled date for the Final Oral Examination. The DNP Scholarly Project Committee must agree that the student is ready for

the Final Oral Examination.

- If there are conflicting recommendations for revisions from committee members/Chair, a meeting between the student, Chair and relevant committee member(s) is needed to work through conflicts.
- The student, in consultation with the DNP Scholarly Project Chair, the other members of the Committee and the DNP Student Affairs Officer, is responsible for scheduling the date and place of the oral examination. The student should make every effort to choose a date for the final defense that will allow for all certifying members to be physically present. However, if circumstances require it, one member may be present at the final examination via ZOOM. The Chair of the doctoral committee must be physically present for the final oral defense. If it becomes necessary for a member to participate via teleconferencing, the Chair of the committee as well as the DNP Student Affairs Officer should be notified in advance so that video conferencing can be arranged.
- The candidate will be expected to respond to any substantive and/or methodological questions raised during the meeting.
- The Final Oral Examination is open to the public. *The student must post a flier announcing the final defense a minimum of two weeks before the exam.* The flier should include the following information: Title of the project, name of the student, name of the Chair, School of Nursing, date, time and location of the defense. The fliers must be posted in public locations around the School of Nursing.
- The DNP Scholarly Project Committee will evaluate the student's performance on the Final Oral Examination and will determine whether the student passed or did not pass. The student will pass with no more than one "not passed" vote.
- With approval by majority of the voting members of the DNP Scholarly Project Committee, the Final Qualifying Examination may be repeated once.
- The same DNP Scholarly Project Committee evaluates a retake of the Oral Qualifying Examination. The student will pass with no more than one "not passed" vote.
- If the student is unable to take the examination on the specified date because of illness or other emergency, he/she must notify the DNP Scholarly Project Chair as soon as possible, for approval to reschedule examination.
- Certifying members will be responsible for final verification that the completed project meets the criteria set by the School of Nursing and the Graduate Division for an acceptable DNP Scholarly Project.
- Gifts to committee chair and/or members are discouraged.

When Chair determines that the project is ready, the student files his or her written project electronically as required by the Graduate Division. Please refer to Policies and Procedures for Thesis and Dissertation Preparation and Filing.

GUIDELINES AND POLICIES FOR DNP CLINICAL PRACTICUM

Each student must successfully complete a total of 1,000 DNP clinical practicum hours as required by the American Association of Colleges of Nursing (AACN).

- Proof of Master of Science Nursing 500 clinical hours must be provided upon admission.

Clinical Practicum Hours

- Ninety (90) clinical hours will be credited for the education practicum N496A, B, & C in the first year of coursework.
- Activities that meet any of the DNP AACN Essentials may accrue clinical practicum hours.
- Activities carried out for the student's DNP Scholarly Project will accrue clinical practicum hours.

- Students are responsible for carefully and accurately tracking their clinical hours on the digital spreadsheet located in their individualized Box folders, provided by the DNP Student Affairs Officer. Students are required to update their logs in a timely manner, and are strongly advised to update them weekly.
- Students must accurately reflect on DNP Activity Log the clinical activity carried out, the Essential met, and the number(s) of hours accrued.
- All clinical practicum hours will be monitored and approved by the DNP Program Director.
- **Clinical practicum hours are NOT to be performed during the student's work hours.**

Affiliation Agreements

Students *cannot* begin their clinical practicum hours until an Affiliation Agreement between the clinical site (hospital/clinic) and the UCLA School of Nursing is on file. Students are responsible for providing the DNP Student Affairs Officer with the contact information of the individual(s) at the clinical sites who are responsible for arranging Affiliation Agreements. Students must provide this information for *all* sites at which they plan on carrying out clinical practicum activities. Affiliation Agreements can take up to several months to process. Therefore, to avoid delay in starting clinical practicum activities, students must provide this information to the DNP Student Affairs Officer at the start of the DNP program. If an agreement cannot be reached between the school and the hospital/clinic, the student may be required to find an alternate site that has an Affiliation Agreement with UCLA School of Nursing to complete their clinical practicum hours. The DNP Program Director must approve alternate sites prior to the start of the student's practicum hours.

Castle Branch

Students are required to and are responsible for maintaining all professional and medical licensures and clearances in accordance to their clinical site's requirements. This includes health clearance, background checks, and license renewals. Students will update and maintain these items through the Castle Branch website and platform. All clearances and renewals must be submitted/updated on Castle Branch by the deadlines provided by both the DNP Student Affairs Officer and Castle Branch, and there are to be absolutely no gaps in coverage or clearance throughout the duration of the student's clinical activities.

Health Clearance

All doctoral students who will have direct patient contact while conducting DNP Scholarly Projects are required to complete the health clearance process. Students can receive the health clearance information from the DNP Student Affairs Officer. Students will submit and maintain their health clearance via the Castle Branch website and platform by the deadlines provided by Castle Branch and the DNP Student Affairs Officer. It is entirely the ***student's responsibility***, to provide verification of health clearance and to maintain continual clearance throughout the duration of their clinical activities. The Health Clearance Coordinator at the student's clinical site must be contacted by the student at least 5 weeks prior to entry at a clinical site.

Status as a Licensed Registered Nurse in California

All doctoral students must maintain current licensure as a registered nurse in the state of California. Doctoral students are expected to show evidence of a current registered nursing license upon starting the program. Renewals of licensure will be conducted by the student via the Castle Branch platform and website.

Background Checks

Students are to provide evidence of background clearance via the Castle Branch website. All background check renewals must be maintained by the student via Castle Branch.

Liability Insurance

Students may, at the University's sole discretion, be provided a University defense and indemnity for allegations of medical negligence arising out of clinical activities rendered pursuant to a University

approved affiliation agreement. Such defense and indemnity, if provided, would be limited to allegations of medical negligence for those clinical activities performed within the State of California that are required as part of their University of California degree requirements. The University may require the student to purchase liability coverage. University students are not considered to be employees of the University of California and any coverage provided by the University is subject to the University's sole determination and consideration of University excess insurance and legal requirements. Students provided a University defense and indemnity must cooperate with University assigned counsel and will not be reimbursed for personal expenses incurred, including travel or lost income resulting from participating in defense of any action. Nothing herein should be construed as a promise to provide defense and indemnification nor should it be construed to discourage students from purchasing their own liability insurance policies.

DNP students are advised to obtain personal liability insurance.

The University does not provide worker compensation to students.

GUIDELINES FOR LEARNING MANAGEMENT SYSTEM: CCLE

CCLE, or *Common Collaborative Learning Environment* will be the student's Learning Management System (LMS). This LMS is also referred to as the *Moodle* program. It can be accessed at www.ccle.ucla.edu.

- All course materials (e.g., syllabus, reading assignments) will be accessible on CCLE.
- Discussion Board Forums and/or class reflections will be carried out on CCLE.
- Students are required to check CCLE ***daily*** for course assignments, announcements, and changes.
- Course lecture slides and handouts will be posted on CCLE.
- Questions from faculty or peers may be posted on CCLE, you will receive an email notification via your posted email address for questions and/or announcements made by faculty pertaining to courses.
- Turnitin.com is located on CCLE. This program is utilized to assist students in preventing plagiarism. All written papers are required to be submitted to turnitin.com at https://www.turnitin.com. This site also offers resources such as writing tips.

GRADUATION

It is expected that students will complete their doctoral studies within two years (7 quarters). Students and faculty alike share in the responsibility for ensuring that all requirements are met and important deadlines observed.

Sequential steps to be accomplished in order to graduate include:

1. Completion of all required coursework including removal of any incomplete grades.
2. Successful completion of the Written Qualifying Examination.
3. Nomination of the DNP Scholarly Project Committee membership to the Graduate Division.
4. Successful completion of the Oral Qualifying Examination and Advancement to Candidacy.
5. Institutional Review Board approval.
6. Completion of the project.
7. Successful completion of the Final Oral Examination.
8. Submission of completed and signed project and accompanying documentation to the Graduate Division.

Length of Time to Complete Requirements

Below is a chart to help students understand the normative time it takes to achieve certain degree milestones. Students reaching milestones beyond the maximum time may do so at the discretion of the School of Nursing. Inability to make progress in the degree may result in termination from the program.

Degree Milestone	Normative Time for Completion
Written Qualifying Exam Summer Year 1	3-4 quarters
Oral Qualifying Exam and Advancement to Candidacy Fall Year 2	4-5 quarters
Final Oral Defense of DNP Scholarly Project Spring Year 2	7 quarters

Quarters in which students are on an official leave of absence or withdrawn do not count as enrolled quarters. Once a student has passed the normative time for a particular milestone, the student will be invited to meet with the DNP Program Director and DNP Student Affairs Officer to submit a petition and make a plan for completing the milestones within the allowable time extension.

Participation in Commencement Ceremony

The student must successfully defend **and** file his/her final DNP Scholarly Project by the June deadline (typically the first Monday in June) in order to participate in the School of Nursing Commencement Ceremony or the UCLA Doctoral Hooding Ceremony. The deadline to file is available at the Graduate Division's website.

ADVISEMENT

Overview

In the first year of study, the DNP Director will act as student advisor. The student is expected to meet with their advisor prior to the first quarter and at the beginning of each quarter thereafter. In collaboration with the faculty advisor, each student plans a course of study that constitutes a unified program within the framework of doctoral program requirements and the student's clinical interests and career goals. Students are expected to engage faculty regarding their research and clinical interests and solicit commitment of one qualified faculty member as Chair of the student's DNP Scholarly Project. After being selected, the DNP Chair becomes the student's advisor and mentors the student to direct the student's clinical project. The roles of the Faculty Advisor and the DNP Scholarly Project Chair are described in detail below.

The DNP Program Director keeps all the DNP Scholarly Project Chairs updated on policies and changes that occur in curriculum offerings both in writing and through monthly meetings. Additionally, students may make an appointment with the DNP Program Director and DNP Student Affairs Officer for further clarification or guidance at any time.

Role of the Faculty Advisor

The faculty advisor plays an important role in orienting the student to the School and the program, assisting with clarification of goals, helping the student to structure a meaningful and integrated learning experience and monitoring the student's progress in adjusting to doctoral study. The specific responsibilities of the faculty advisor to the student are to:

- Interpret the doctoral program's design, requirements and policies.
- Assist in planning objectives for doctoral study and clarifying career goals.
- Assist in planning the student's program of study in accordance with program requirements, individual clinical interests and career goals.
- Assist the student in selecting a DNP Scholarly Project Chair.
- Monitor student's progress through verification of completion and achievement of appropriate grades in required DNP nursing core courses as indicated in student's file.
- Communicate with student, DNP Student Affair Officer, Committee Chair and DNP Program Director when the student is not progressing at the appropriate level and assist the student with finding ways to improve.

If a doctoral student wishes to change his/her faculty advisor prior to nomination of the DNP Scholarly Project Committee, it is recommended that the student file a General Student Petition with the DNP Student Affairs Officer. The previous advisor, the requested/new advisor, and the DNP Student Affairs Officer must approve the petition. The Associate Dean of Academic and Student Affairs will be responsible for final review and approval of the petition.

Qualification and Selection of DNP Scholarly Project Committee Chair

For information on the qualifications of doctoral committee membership, see the Standards and Procedures Guide (available at the UCLA Graduate Division website).

Role of the DNP Scholarly Project Chair

The DNP Scholarly Project Chair will become the student's faculty advisor in the second year unless otherwise requested. The DNP Scholarly Project Chair has the following responsibilities:

- Assume primary responsibility for guiding the student throughout the clinical project process and completion of the project, including selecting and delineating a clinical problem and population; developing a written proposal; carrying out the project as proposed and approved; developing and evaluating the project outcomes.
- Assist the student in selecting a DNP Scholarly Project Committee.
- In conjunction with the student, determine his/her readiness to take the Oral Qualifying Examination.
- Serve as Chair of the committee, which administers the Oral Qualifying Examination to the student.
- Evaluate the student's progress toward completion of degree requirements.
- Serve as the Chair of the student's Final Oral Examination Committee.
- Complete and forward the report from the Examining Committee to DNP Student Affairs Officer.
- Communicate DNP Scholarly Project Committee concerns, such as, students who delay their progress and/or committee's recommendation for delaying student progress to the DNP Program Director and the DNP Student Affairs Officer for the DNP Program.

Qualification and Selection of DNP Scholarly Project Committee

The student selects the DNP Scholarly Project Committee with input from the Chair. The committee consists of at minimum three School of Nursing qualified faculty members. A staff member (e.g., Statistician) may serve on the DNP Scholarly Project Committee as an "extra" member, in addition to the four required members. The choice of committee members is based on mutual consent between the committee members, the DNP Scholarly Project Chair, and the student, and is subject to the approval of the Dean of the Graduate Division. The student must file the "Nomination of Doctoral Committee" form. A list of qualifications for service on a doctoral committee is included with the form on page 2. A list of the School of Nursing's faculty who are eligible to serve on a DNP Scholarly Project Committee is available from the DNP Student Affairs Officer for the DNP Program. Additional members, including those from an institution or clinical agency representing the clinical and research interest, or a staff such as a statistician without professional rank may be nominated as non-certifying members by petition if the DNP Director and the student agree that additional experts are needed. Both the

Associate Dean of Academic Affairs in the School of Nursing and the Associate Dean in the Graduate Division must approve the committee before the student can take the Oral Qualifying Examination. The student, the DNP Student Affairs Officer and each committee member will receive, by email, a copy of the approval form generated by the Graduate Division. For specific criteria on which faculty may serve on a doctoral committee, see the Standards and Procedures Guide for Graduate Study.

Role of the DNP Scholarly Project Committee

The DNP Scholarly Project Committee, selected on the basis of experience relevant to the clinical research, serves in an advisory capacity to the student. The Committee ensures that the clinical application of research and written project are of sufficiently high quality to demonstrate to the scientific community at large the student's competence as an independent clinician. The responsibilities of the Committee are to:

- Advise and, when appropriate, approve the clinical research plans and the written project proposal. Approval is a Committee decision based upon majority rule.
- Be available to the student for consultation regarding clinical research application and outcomes.
- Read the final project in entirety and, when appropriate, designate the project to be defensible.
- The Committee's designation of the project as complete and acceptable is based upon majority rule.
- Members of the DNP Scholarly Project Committee are members of the student's Final Oral Examination Committee.

Student Responsibilities with Respect to Advisement

The student is responsible for:

- Communicating quarterly with his/her advisor regarding progress, goals and plans.
- Selecting a DNP Scholarly Project Chair, in consultation with the DNP Program Director.
- Initiating contact with faculty member whom he/she is considering as DNP Scholarly Project Chair.
- Selecting, with the approval of the DNP Scholarly Project Chair, members of his/her project committee.
- Initiating contact with faculty members being considered as members of the DNP Scholarly Project Committee.
- Becoming familiar with and complying with all relevant policies and procedures as set forth by the Graduate Division and the Curriculum Committee of the School of Nursing. Many of the policies are available on the Graduate Division website.
- Reporting problems that delay completion of the degree requirements to the advisor and the DNP Student Affairs Officer of the DNP Program.
- Timely submission of the Annual Progression Report to the DNP Student Affairs Officer, describing issues in progress, and if any, identification of a plan to resolve any identified problems. The report is distributed by the DNP Student Affairs Officer via email.

Student Responsibilities Related to Completion of Degree Requirements

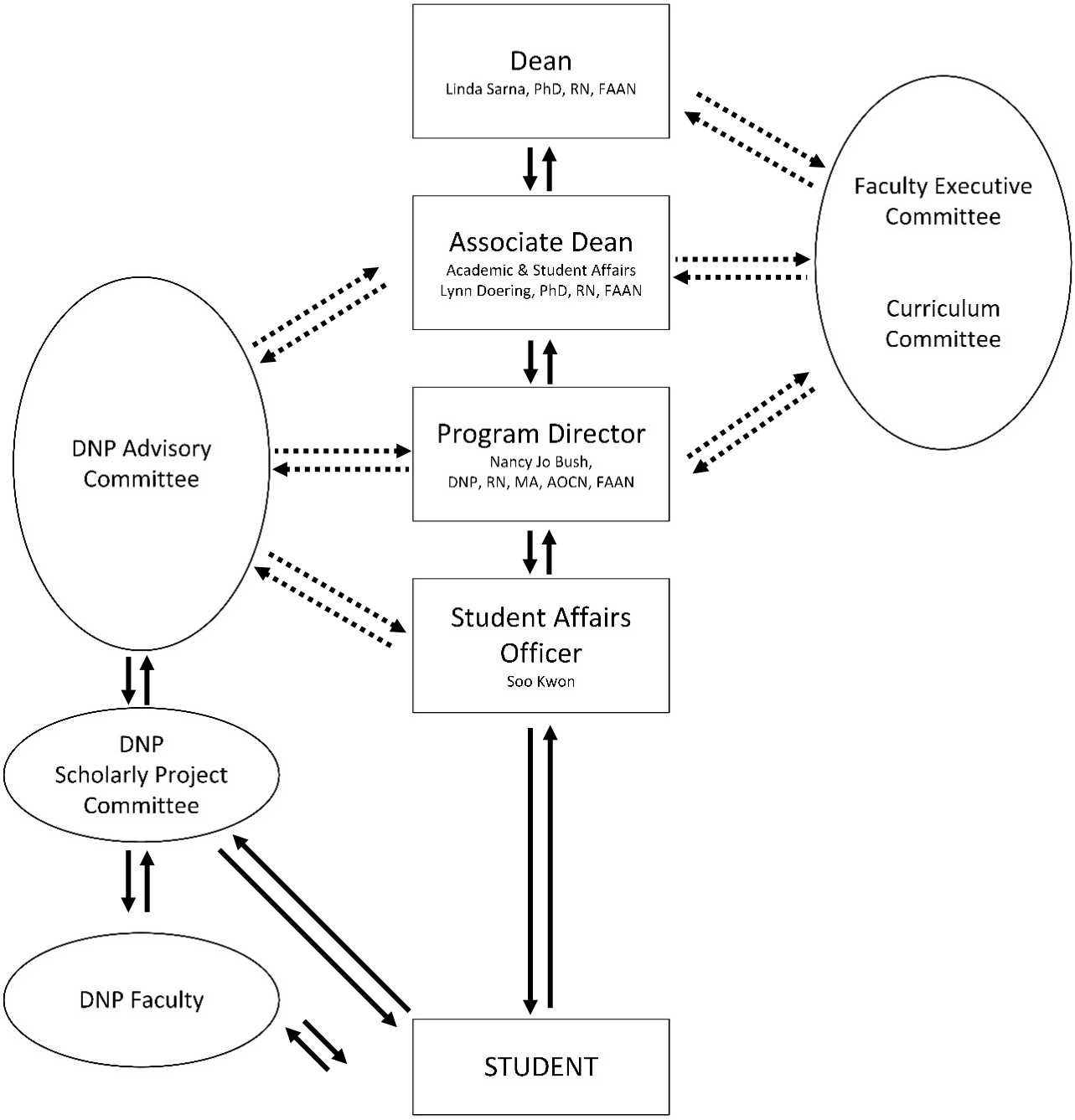
The student is expected to:

- Submit to his/her project committee, in a timely manner, a proposed project topic and a written proposal.
- Take an active part in planning his/her individualized course of study, including selecting appropriate clinical site and population for DNP Scholarly Project.
- Check transcript at the end of each quarter to be certain that courses are listed correctly and grades are reported accurately. If an error was made in enrolling or a grade is missing, it is the student's responsibility to follow-up with the appropriate forms or notify the instructor that the

grade must be filed. This includes follow-up on courses taken on other campuses.

- Complete any incomplete coursework by the end of the next full quarter of enrollment or by an earlier, mutually agreed upon deadline.
- Maintain continuous registration or, if that is not possible, request a Leave of Absence from the DNP Student Affairs Officer.
- Maintain a cumulative grade point average of at least 3.0 on a 4-point grade scale.
- Submit via General Student Petition any request for change in major area of study, or change in advisor or project chair.
- Submit all necessary forms at the appropriate time: Independent Study Petitions, yearly signed progress reports, Nomination of DNP Scholarly Project Committee, Report on Oral Qualifying Examination and Advancement to Candidacy, and Report on Final Oral Examination.
- Submit changes of name, address, phone or email in writing to the Advisor, to the DNP Student Affairs Officer, and on MyUCLA.
- Participate in program evaluation process via completion of progress reports and surveys requested by the School of Nursing and the UCLA Graduate Division.

CHAIN OF COMMUNICATION



This diagram represents communication pathways to follow regarding academic and administrative issues that arise. Depending on the nature of the issue, there may be lateral discussion which occurs among faculty and staff.

The key is to proactively communicate concerns early and keep all appropriate parties involved to encourage collaborative problem-solving

FACILITIES & RESOURCES

Instruction Support

The Office of Instructional Support (OID) provides support to doctoral students in several different ways. The OID provides room scheduling for presentations and meetings. They also provide limited audio/video support including laptop and LCD projectors for PowerPoint presentations or any other audiovisual needs. For room and/or equipment reservations, please contact OID at 310.825.4656.

Center for Accessible Education (CAE)

UCLA's Center for Accessible Education (CAE) facilitates academic accommodations for regularly enrolled, matriculating students with disabilities. The CAE provides access to the numerous educational opportunities available to students. More information available at www.cae.ucla.edu.

Computer Laboratory

The use of computers is an integral part of several courses. Computing resources of the University include the Technology and Learning Center (TLC) located on the 2nd floor of the Biomedical Library. Clinical simulation programs as well as word processing, graphics, and statistical computing are also available. Personnel in the TLC assist students in the use of computers to facilitate their learning. Students must show a valid registration card and photo identification such as Bruin Card and will be expected to establish a Bruin OnLine account to utilize the computers at the TLC.

Counseling and Psychological Services (CAPS)

The Counseling and Psychological Services (CAPS) office provides students support for mental health needs. See STUDENT HEALTH REQUIREMENTS & SERVICES section of the DNP Student Handbook for more information.

Graduate Student Resource Center (GSRC)

The GSRC is a resource, referral, and information center for graduate and professional school students. The GSRC offers advice and assistance in dealing with the challenges of graduate school, as well as a number of workshops and programs. Students can access free printing (250 pages per quarter) at the GSRC. Furthermore, students can also receive writing assistance at the **Graduate Writing Center** for their papers. More information at www.gsrc.ucla.edu.

Doctoral Student Lounge

The Doctoral Student Lounge is located on the third floor of the Louis Factor Building (room 3-650). Doctoral students may use this room to study or meet. All doctoral students will need to have their student ID (issued by CHS Security) set up for access to the doctoral lounge from support staff in room A-618 Factor Bldg.

Alumni-Student Lounge

The Alumni-Student Lounge is located on the second floor of the Louis Factor Building (2-146 Factor Bldg.). This room is available to all students and School of Nursing Alumni during regular business hours.

Libraries

The Louise Darling Biomedical Library contains over 450,000 volumes and almost 6,000 current journals. The facilities include group study rooms, study carrels, study area for Health and Life Sciences graduate students, photocopy machines, learning resources facility, and the TLC. The Biomedical Library is located in 12-077 Center for Health Sciences. Medline and other literature search engines are provided with establishing a Bruin Online account.

Graduate Nursing Students may utilize the Graduate Reading Room (GRR), located on the third floor of the Darling Biomedical Library. The Graduate Reading Room is a safe, quiet place to study at all hours

of the day and night. Access to the Graduate Reading Room is obtained by swiping the UCLA School of Nursing security badge. Students in the GRR are required to submit their badges for review by the security guards when requested.

International Student Support Program (ISSP)

UCLA partners with Morneau Shepell to provide the International Student Support Program (ISSP) to international students. The program includes two components: direct support for international students and consultative support for faculty and staff who work with them.

The International Student Support Program provides confidential support to international students at no cost to them:

- 24/7 remote acculturation support and counseling from clinical advisors who speak their language and understand their culture, including the unique challenges they may face while studying in the United States
- Access to digital content which aims to support the well-being and retention of international students at UCLA

International students can access articles, tools, resources, and their Support Advisor through the app, website, and telephone. Students can speak to a Support Advisor for immediate or ongoing support through every ISSP platform:

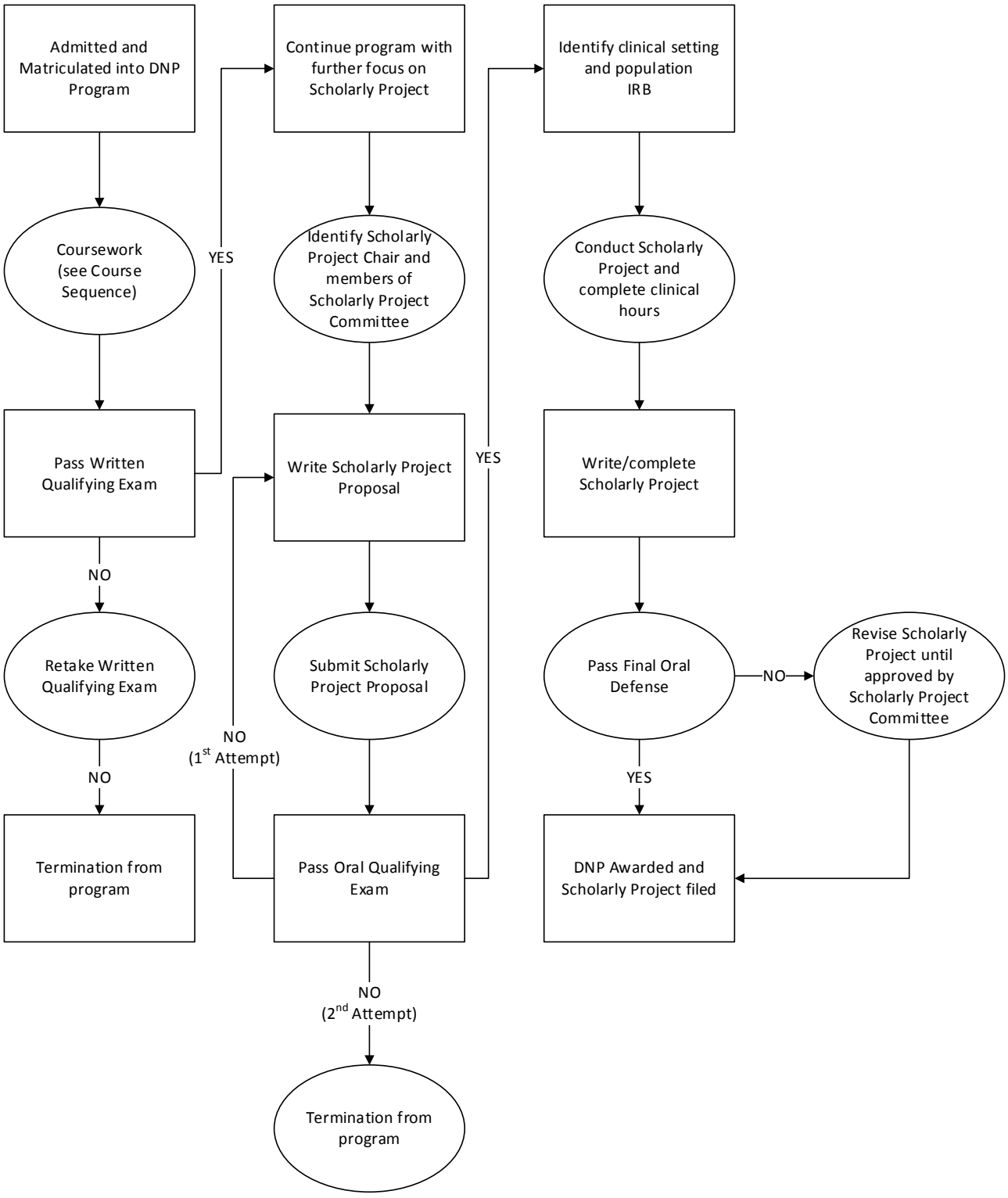
- Download the free My SSP app from the Apple or Android app store
- Visit the website us.myissp.com
- Dial 1.866.743.7732

Useful Links for Graduate Students

https://go.grad.ucla.edu is an indispensable website for grad students. On this website, which requires login and password, students can access the Standards and Procedures Guide, the Electronic Thesis Formatting Guide, as well as useful forms and information.

Doctoral students are urged to familiarize themselves with the Graduate Division Standards and Procedures Guide for Graduate Study. The guide is published online every year and contains information on intercampus exchange, doctoral committee membership, incomplete grades, registration in absentia, leave of absence, probation, academic residency, filing fees and other information pertinent to all graduate students.

DNP ACADEMIC PROGRESS FLOW CHART



PROCEDURAL INFORMATION

Student Services

Please contact the DNP Student Affairs Officer for the DNP Program with questions related to financial aid or when you need forms regarding procedures. Generally, office hours are Monday through Friday, 7:00am to 12:00pm and 1:00pm to 4:00 pm. On Fridays when DNP classes meet on campus, office hours are 7:00am to 1:00pm, and 2:00pm to 5:30pm. The DNP Student Affairs Officer can be reached by email at DNP@sonnet.ucla.edu or by phone at 310.267.5803.

Sources for student financial assistance will vary from year to year. As the DNP Program is a self-sustaining program (SSDP) there is not state funding. Scholarships will be limited to financial contributions from donors directly to the DNP Program. Sources of funding are listed on the Financial Assistance Fact Sheet. Copies of this fact sheet may be obtained from the DNP Student Affairs Officer.

The Student Affairs Officer for the DNP Program is located in the Student Affairs Office, 2-147 Factor. Doctoral student records are maintained in this office.

Master Course Schedule

The Sample Course Sequence for the DNP Program is included at the end of this handbook. Required doctoral courses are generally offered according to the schedule shown on the Sample Course Sequence, which is subject to revision if scheduling problems or curricular changes occur. Students should take note that nursing core courses are offered as scheduled only once each year and plan their completion of the program accordingly.

EXPLANATION OF LETTER GRADES FOR GRADUATE STUDENTS

The following grades are used to report the quality of graduate student work at UCLA:

A	Superior Achievement
B	Satisfactorily demonstrated potentiality for professional achievement in field of study
C	Passed course but didn't do work indicative of potential for professional achievement in field of study
F	Fail
S	Satisfactory (achievement at grade B level or better)
U	Unsatisfactory
I	Incomplete
IP	In Progress
DR	Deferred Report

The grades A, B, and C may be modified by a plus or minus suffix. The grades A, B, and S denote satisfactory progress toward the degree, but a C grade must be offset by higher grades in the same term for students to remain in good academic standing. Courses in which a C grade is received, however, may be applied toward graduate degrees unless otherwise prohibited by the program requirements.

Student Questions about Grades

If a student has a question about a grade, the student should go to first:

1. Lead Faculty
2. DNP Program Director
3. Associate Dean for Academic Affairs
4. Dean

If a student has concerns/issues related to their ability to succeed (e.g., sudden financial crisis, illness or family crisis, personal issues/concerns) go to first:

1. DNP Student Affairs Officer (including financial concerns)
2. Advisor/ DNP Program Director
3. Course Faculty
4. Associate Dean for Academic Affairs
5. Dean

POLICY ON ALTERNATE EXAMINATION DATES

In compliance with Section 92640 of the California Education Code, the University must accommodate requests for alternate examination dates for any test or examination at a time when that activity would not violate a student's religious creed, unless doing so would impose an undue hardship on the department.

Accommodation for alternate examination dates are worked out directly and on an individual basis between the student and the faculty member involved. Students should make such requests of the instructor during the first two weeks of any given academic term.

ACADEMIC HONESTY

UCLA is a community of scholars. All members, including faculty, staff and students, are responsible for maintaining standards of academic honesty. Cheating, plagiarism, unassigned collaborative work, multiple submissions without permission of the professor or other kinds of academic dishonesty are considered unacceptable behavior and will result in formal disciplinary proceedings, usually resulting in **suspension** or **dismissal.** All instances of suspected dishonesty will be referred to the UCLA Office of the Dean of Students for investigation and adjudication. In the meantime, a grade of DR ("Delayed Report") will be reflected on the transcript for that class, and the student should continue attending classes and submitting assignments.

Every student is responsible for following the UCLA Student Conduct Code. Graduate students who receive a sanction of suspension from the Office of the Dean of Students will be expected to reapply per the policies set form by the Graduate Division. Graduate students who are found culpable of violating the Student Conduct Code will be reviewed by the DNP Program Director, the DNP Student Affairs Officer, the Associate Dean of Academic Affairs, and the Dean to determine if the student may continue in the nursing program.

ACADEMIC DISQUALIFICATION AND DISMISSAL

University Policy

A student may be disqualified from continuing in the program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.0 for graduate or 2.0 for undergraduate students) required by the Academic Senate to remain in good standing (some programs require a higher grade point average). Other examples include failure of examinations, lack of timely progress toward the degree and poor performance in core courses. Probationary students (those not meeting the minimum cumulative grade point average) are subject to immediate dismissal upon the recommendation of their department. University guidelines governing termination of graduate students, including the appeal procedure, are outlined in Standards and Procedures for Graduate Study at UCLA.

Appeal Process for Grades and Progression through the Program

Students wishing to challenge a test or clinical grade or a final grade in a course must first speak with the instructor of record, or the course coordinator, within one week of issuance of the grade. If this discussion is unsatisfactory, or the grade prevents progression through the program, the student may choose to submit a written statement regarding his/her concerns to the DNP Student Affairs Officer (SAO). The student may choose to work with his/her advisor or consult the University Ombudsman for help with constructing the appeal. The following guidelines are meant to help the student understand the process and submit a well-thought out appeal.

1. The student should review the course syllabus, the course objectives and other aspects of the syllabus as it relates to the student appeal.
2. The Student should fill out the Request for Appeal form, available from the DNP Student Affairs Officer, clearly highlighting the concern/issue and the requested remedy. ***Please note that the DNP Student Affairs Officer may not change a grade, as that is the exclusive purview of the faculty of record.***
3. The student should provide any supplemental information that is pertinent to the issue and reinforces his/her appeal.

After submitting the appeal, the Associate Dean of Academic and Student Affairs, in conjunction with the DNP Student Affairs Officer and DNP Program Director, will review the appeal and request pertinent information from the faculty of record. Once the information is received the sub-committee will be convened to hear the appeal and make a decision.

The Associate Dean of Academic and Student Affairs will send the results of that meeting to the student and the faculty of record within one week after the meeting. If the student determines that the final decision of the Associate Dean of Academic and Student Affairs is not satisfactory, the written appeal may be presented to the UCLA Graduate Division for further determination. See the Standards and Procedures Guide for Graduate Study for guidelines.

APPEAL PROCESS FOR STUDENTS SUBJECT TO DISMISSAL

Students can be subject to dismissal for failing to maintain the required cumulative GPA, unethical and unsafe behavior and for not earning the requisite grades in the program as stated in the progression policy. Graduate students who are subject to dismissal will be referred to Graduate Division with the recommendation that they be terminated from the program. If the recommendation is upheld and the student is terminated by Graduate Division, the student has 30 days in which to write an appeal to the Associate Dean of Academic and Student Affairs, who may either uphold the original decision to recommend termination or overturn it. See the Standards and Procedures Guide for further details.

PROFESSIONAL COMMUNICATION

Behavior and communication that is disrespectful to faculty, staff, Teaching Assistants (TAs), or fellow students are equally disruptive and prohibited. This includes communications that are aggressive or hostile in tone, including emails that demand immediate replies from faculty, TAs, or staff. Students who exhibit a chronic pattern of hostility and intimidation as indicated by the issuance of more than one Anecdotal Note, including (but not limited to) verbal abuse, shouting, profanity, stalking, swearing, sexually suggestive talk, threatening communication of any kind, or any other activity that meets the legal definition of harassment, shall be referred to the DNP Student Affairs Officer and may be referred to the Office of the Dean of Students (upper campus) to determine if a violation of the Student Code of Conduct has occurred.

DISCLOSURE OF STUDENT RECORDS

The disclosure of information from student records is governed by the Federal Family Educational Rights and Privacy Act (FERPA). Students are urged to familiarize themselves with UCLA Policy 220, which stipulates their rights and the use of their student information. The policy can be found at http://www.adminpolicies.ucla.edu/pdf/220.pdf. To summarize the policy, students have the right to:

- Inspect and review their own student records
- Request correction of their own student records
- Grieve an alleged violation of privacy rights, as specified in the policy
- Have personally identifiable information contained in student records not be disclosed without signed and dated written consent that specifically identifies the records to be disclosed, the purpose of the disclosure and the party or class to whom disclosures are to be made.
- File with the US Department of Education a complaint concerning alleged failures by CUAL to comply with the requirements of FERPA.

If a student wishes to inspect his or her own student record, a request should be made in writing to the DNP Student Affairs Officer who will then provide the student with the opportunity to view or photocopy their records within 5 business days. Before the student may view the record, the DNP Student Affairs Officer will remove documents not covered by the policy, e.g. letters of recommendation for admission, parents' financial records, and records containing personally identifiable information of another student.

COUNCIL ON DIVERSITY, EQUITY AND INCLUSION

The Council on Diversity, Equity and Inclusion shall serve in an advisory capacity to the Associate Dean for Diversity, Equity and Inclusion. The mission of the Council is to foster and support an inclusive climate in the School of Nursing in which faculty, staff, and students feel valued and are treated equitably. This involves consideration of the relations among faculty, faculty and staff, and faculty and students, and a commitment to the core values of diversity, equity and inclusion.

Safe Zone

The Safe Zone is sponsored by the UCLA School of Nursing's Council on Diversity and Inclusion. The **Safe Zone** is a space where students can find a listening ear, encouragement and guidance in confidentiality.

While the **Safe Zone** is not intended to replace the academic advisement provided by a student's faculty and/or clinical advisor, or the program advisement and counseling available in the Student Affairs Office, it is a space where students can share personal issues affecting their academic success, without the fear of being judged or discriminated. Students can enter the **Safe Zone** with affirmation that they will be supported and valued.

The **Safe Zone** is designed to improve support to all UCLA School of Nursing Students. The UCLA School of Nursing believes in providing a community for students to feel safe, and foster an atmosphere of inclusivity, in accordance with the philosophical beliefs of the School of Nursing's Council on Diversity and Inclusion.

Safe Zone Members:
Soo Kwon
Student Affairs Officer
Doctor of Nursing Practice Program
2-147 Factor Bldg.
310.267.5803
skwon@sonnet.ucla.edu

Rhonda Flenoy-Younger
Director of Recruitment, Outreach and Admissions
Assistant Director of Diversity, Equity and Inclusion
2-150 Factor Bldg.
310.825.9193
rflenoy@sonnet.ucla.edu

Janet Kang
Student Services Coordinator
2-147 Factor Bldg.
310.825.6562
jkang@sonnet.ucla.edu

STUDENT INVOLVEMENT IN SCHOOL OF NURSING COMMITTEES

Student input is valued in the governance of the School of Nursing and UCLA. Thus, students may be nominated, asked to volunteer, or be appointed to serve on various committees within the School of Nursing and the University. Students are encouraged to be actively involved in the School of Nursing and University-wide activities.

Curriculum Committee

This committee shall be composed of ten individuals: the Chair and Vice Chair and two faculty members who teach in the baccalaureate program, two who teach in the Master's Advanced Practice Nursing program, two who teach in the Master's Entry into Clinical Nursing (MECN) program, and two who teach in the Doctoral Program. The Chair and Vice Chair shall be elected by the full Academic Senate Faculty for a two-year term. The Chair, Vice Chair and at least six of the eight other members must be Academic Senate Faculty. The Associate Dean for Academic and Student Affairs shall serve as an *ex officio* member without vote. The duties of the committee shall be to monitor curricular matters, changes in courses, instruction and degree requirements; to oversee comprehensive and qualifying exams; to recommend cognate courses for doctoral students; and to recommend policies regarding the programs. *Student representatives will be elected to the Curriculum Committee each academic year.*

CHANGE IN PERSONAL INFORMATION

Change in student's name, address, and/or telephone number should be communicated in writing to each the following:

- DNP Student Affairs Officer
- Office of the Registrar (name change form available in Student Affairs Office, change address through MyUCLA)
- Student's advisor or DNP Scholarly Project Chair

To facilitate contact with alumni, address changes following graduation should be submitted to the DNP Student Affairs Officer.

STUDENT HEALTH REQUIREMENTS & SERVICES

Student Health Insurance

All graduate students are required to purchase medical insurance as part of their registration fees. Students already covered by medical insurance through their employer or through the employment of another family member may request a waiver of this insurance fee on the Student Health website.

Student Health Services

The Student Health Service (SHS) makes available a complete range of preventive, diagnostic, and therapeutic health services at little or no cost to registered UCLA students. In cooperation with UCLA's Center for the Health Sciences and other community health agencies, SHS provides general outpatient health care through its primary health clinic, with referrals to specialty medical and surgical clinics. All registered and enrolled students are eligible to use the facilities provided by SHS. SHS is located in Arthur Ashe Student Health and Wellness Center on central campus between Ackerman Union and the John Wooden Center.

Counseling and Psychological Services (CAPS)

The Counseling and Psychological Services (CAPS) office provides students support for mental health needs as they pursue their academic goals. Some services include crisis counseling, emergency intervention, group therapy, psychiatric evaluation and treatment, and psychoeducational workshops. CAPS is located at the John Wooden Center. You can reach CAPS by phone at 310.825.0768.
Visit www.counseling.ucla.edu for more information.

SAMPLE COURSE SEQUENCE

UCLA
School of Nursing Fall 2018

DOCTOR OF NURSING PRACTICE PROGRAM
FALL 2018 ADMISSIONS
CLASS OF 2020
COURSE SEQUENCE: SUBJECT TO REVISION

This course sequence is provided as an example only and is subject to revision. Each student must meet with his/her faculty advisor *every* quarter to review progress in the program and plan coursework for future quarters.

FIRST YEAR (18-19)

Fall	Units	Winter	Units	Spring	Units	Summer	Units
N401	3	N403	3	N407	3	N408	3
N402	3	N404	3	N409	3	N410	2
N405	2	N406	3	N411	2	N470A	2
N496A	1	N496B	1	N496C	1	N597	2
Total	**9**	**Total**	**10**	**Total**	**9**	**Total**	**9**
						(N597) Written Qualifying Exam	

SECOND YEAR (19-20)

Fall	Units	Winter	Units	Spring	Units
N470B	2_T+6_C	N470C	2_T+6_C	N470D	2_T+6_C
Oral Qualifying Exam-Fall Quarter				***Final Oral Defense***	
Total	**8**	**Total**	**8**	**Total**	**8**

DNP Scholarly Project must be filed by the June deadline

Total units for program completion: 61

Required Courses

Required Nursing Courses

N401	Scientific Underpinnings for DNP Practice	3 units	Year 1: Fall
N402	Clinical Scholarship for Evidence Based Practice	3 units	Year 1: Fall
N403	Organizational & Systems Leadership for Quality Improvement	3 units	Year 1: Winter
N404	Analytical Methods for Evidence Based Practice	3 units	Year 1: Winter
N405	Communication and Ethics	2 units	Year 1: Fall
N406	Clinical Prevention and Population Health	3 units	Year 1: Winter
N407	Financial Management & Cost Analysis of Health Care	3 units	Year 1: Spring
N408	Interprofessional Collaboration for Improving Patient and Population Outcomes	3 units	Year 1: Summer
N409	Health Care Policy for Advocacy in Health Care	3 units	Year 1: Spring
N410	Dissemination and Translation of Clinical Scholarship	2 units	Year 1: Summer
N411	Informatics for DNP Practice	2 units	Year 1: Spring
N470A	DNP Scholarly Project Course I: DNP Project Conceptualization & Planning	2 units	Year 1: Summer
N470B	DNP Scholarly Project Course II: DNP Project Proposal	8 units	Year 2: Fall
N470C	DNP Scholarly Project Course III: DNP Project Implementation	8 units	Year 2: Winter
N470D	DNP Scholarly Project Course IV: DNP Project Evaluation	8 units	Year 2: Spring
N496 A, B, C	Education Concepts, Strategies and Evaluation in DNP Practice	1 unit each	Year 1: Fall, Winter, & Spring
N597	Written Qualifying Examination	2 units	Year 1: Summer

SCHOLARLY PROJECT CONFLICT OF INTEREST GUIDELINES

UCLA SCHOOL OF NURSING DOCTOR OF NURSING PRACTICE

DNP Scholarly Project Conflict of Interest Guidelines

The DNP is a clinical doctorate that supports clinical practice in administration, organizational management, leadership and policy.

As a member of an interdisciplinary team, emphasizing evidence-based practice and quality improvement approaches, the graduate of the DNP will help to explore and solve critical clinical practice issues.

The purpose of the DNP Scholarly Project is to demonstrate critical analysis and synthesis of scientific evidence for application to practice, and the creation of new knowledge for evidence-based practice (EBP), the essence of scholarship for the DNP. Graduates of the DNP program will be the leaders for the translation of research into practice.

The DNP Scholarly Project is carried out in a series of 4 courses (N470A-D) providing structured didactic content and application. The DNP Scholarly Project will be directly related to a practice issue in a clinical setting. The DNP Scholarly Project courses will occur sequentially and will be held in parallel to the student's DNP clinical practice hours.

A minimum of 1,000 post-baccalaureate practice hours are required as part of the supervised academic program. Practice experiences may include clinical hours in leadership, practice inquiry, and policy; part of the fabric of professional preparation for the practice doctorate.

The clinical practice site may be a hospital, a health care system, a public health agency, a clinic, or other healthcare organization. Clinical practice hours may be carried out in the student's place of employment to provide the student the potential benefit of their employer/organization and the support systems and relationships already in place.

The line between current employment and clinical application hours must be clear.

A conflict of interest may occur if the student attempts to carry out DNP clinical practice hours during work hours. To avoid confusion, the preceptor/mentor, clinical faculty, and the DNP Director will monitor practice hours and sign the attached "**DNP Scholarly Project Conflict of Interest Disclosure Form.**"

If any conflict of interest is significant or cannot be managed, the student and/or the committee member(s) should immediately contact the DNP Program Director for guidance.

If any potential for conflict of interest exists, please attach a memo describing the circumstances and explain how the potential conflict of interest will be managed.

SCHOLARLY PROJECT CONFLICT OF INTEREST DISCLOSURE FORM

UCLA SCHOOL OF NURSING DOCTOR OF NURSING PRACTICE

DNP Scholarly Project Conflict of Interest Disclosure Form

Student:

I, _____, understand the guidelines for clinical practicum hours required in association with the DNP Scholarly Project. These clinical hours may be carried out in my place of employment but are not to be done during work hours. My DNP clinical hours will be supervised by the DNP Director, Clinical Faculty, and the Preceptor/Mentor at my clinical site. I agree and abide by these guidelines.

Student Signature: _____ Date: _____

Preceptor/Mentor:

I, _____, have read and understand the guidelines for DNP clinical practicum hours. These hours will not be accrued during the student's work hours. I will be precepting/mentoring (student) _____ at (institution) _____.

Preceptor Signature: _____ Date: _____

DNP Scholarly Project Chair:

I, _____, understand the guidelines for DNP clinical practicum hours. The Scholarly Project may be carried out at the student's place of employment but required clinical practice hours may not be accrued during the student's work time or interfere with student's work obligations.

Faculty Signature: _____ Date: _____

DNP Program Director:

Director Signature: _____ Date: _____

HANDBOOK SIGNATURE PAGE

Signature and Confirmation Page of Doctor of Nursing Practice Program Handbook

ACKNOWLEDGEMENT OF RECEIPT OF INFORMATION ABOUT UCLA SCHOOL OF NURSING ACADEMIC POLICIES

Each student is responsible for reading and understanding the content of the UCLA School of Nursing DNP Student Handbook, and acting in accordance within the guidelines and spirit of the provisions outlined therein.

I _____ have read the UCLA School of Nursing Student
Student's Name (print)

Handbook, and my signature below indicates that I understand the content of the handbook as it applies to my course of study, and agree to abide by the policies and regulations outlined therein.

_____
Signature

_____
Date

The date of receipt will be noted in the Student Record.