



**Northeastern  
University**

# SCHOOL OF NURSING

Doctor of Nursing Practice (DNP)

Program Guidebook

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## INTRODUCTION

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### WELCOME

Welcome to the Northeastern University School of Nursing Doctor of Nursing Practice (DNP) program! You are beginning an exciting phase of your nursing career and we are glad you chose us to be a part of your journey.

This Guidebook is meant to provide you with specific information about the DNP program. It should be used in conjunction with the School of Nursing Graduate Program Student Guidebook, the Bouvé College of Health Sciences Graduate Policies and Regulations and the Registrar's Graduate Catalog. Links to these sites are on the next page.

This Guidebook complements the information, policies, procedures and regulations outlined in the other three documents. As updates are made to the Guidebook, they will be shared with you via the **DNP Community site on Canvas** <https://northeastern.instructure.com/courses/30210>. Students are accountable for reviewing the information available in all four documents.

### PROGRAM OVERVIEW AND OUTCOMES

The DNP is a practice-oriented degree designed to prepare advanced nurses at the highest level of scholarly practice. Keeping pace with the demands of today's changing health care environment requires clinical experts who have the knowledge and skills to be effective in various roles. Graduates of our DNP program assume clinical and leadership positions as advanced nurses in a variety of roles including nurse executives, community leaders, and professional organization leadership.

Our goal is "to prepare the next generation of nurse leaders with a greater breadth of expertise so they can collaborate more effectively with inter professional partners and provide leadership to enhance quality and safety in healthcare" is consistent with *The Essentials of Doctoral Education for Advanced Nursing Practice* (AACN, 2006). Emphasis is placed on clinical leadership, professional leadership, systems leadership, health policy/global leadership. The DNP Program Learning Outcomes are congruent with the DNP Essentials, *Interprofessional Education Core (IPEC) Competencies (2016)*, and the *Institute of Medicine (IOM) Health Professions Core Competencies (2004)*. A list of DNP Guiding Documents can be found in **CANVAS DNP Community Site** <https://northeastern.instructure.com/courses/30210>.

<b>Expected DNP Student Learning Outcomes</b>
Translate evidence to develop new practice approaches that will improve healthcare outcomes.
Lead and diffuse inter professional care coordination teams and collaborative efforts.
Direct the development and implementation of social, economic, political, and health policy initiatives to ensure and improve the quality of health care.
Lead the design, implementation, evaluation, and dissemination of evidence-based practice improvement initiatives.
Evaluate the impact of health information technology on systems, organizations and nursing practice



The Baccalaureate, Master's and Doctor of Nursing Practice programs at Northeastern University School of Nursing are accredited by the **Commission on Collegiate Nursing Education**, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

For more information, visit: <https://www.aacnnursing.org/>

#### PROGRAM ADVISEMENT

Upon admission to the program the DNP Director will be your Program Advisor and will guide you in developing your program of study. As Program Advisor, the director will also assist you in identifying your elective course(s) and other types of learning experiences that will foster your development as a clinical scholar in your chosen focus area. You are responsible for maintaining contact with the Program Advisor at least once per semester. This interaction is intended to provide structure for the development of a close professional relationship, yet you are encouraged to develop relationships with other faculty through your course work and scholarly project. Close and continuous involvement with the Program Advisor, program faculty, and other DNP students fosters socialization into the clinical scholar role.

#### FACULTY

The program's core faculty consists of nursing faculty members whose practice and research address a broad spectrum of clinical populations and health care problems. In addition, students have access to faculty in other Northeastern University departments and centers and nurse scholars in the greater professional community who have expertise consistent with the program's focus on clinical nursing scholarship and leadership in health care.

The list of current SON full time faculty can be found here:

<http://www.northeastern.edu/bouve/nursing/directory/>

## DNP PROGRAM EXPECTATIONS AND PROCEDURES

### ADMISSIONS

This 30-credit post Master's hybrid program, online with onsite sessions approximately twice a semester, builds on the students' previous master's curricula. A Master's degree in nursing is preferred, or in some cases, registered nurses holding a master's degree in a related health field may be acceptable. In the case of a Master's degree other than nursing, additional course(s) may be required often in place of the 3 SH elective. As Master's prepared advanced nurses, students enter the program with a strong practice foundation currently functioning in roles such as nurse practitioners, clinical nurse specialists, nurse anesthetists, nurse midwives, or as nurse managers or executives in acute or chronic care institutions, community agencies or public health nursing.

We require all DNP students to have a current license to practice nursing and appropriate APRN certification if indicated, possess recent experience in nursing and currently be in active practice. Specific detailed criteria for the DNP program are contained on the SON DNP website, <https://bouve.northeastern.edu/nursing/programs/doctor-nursing-practice/> and the Bouvé Graduate Student Services website, <https://bouve.northeastern.edu/graduate/>. Admissions are facilitated through the NursingCAS system.

Those students who hold a national APRN certification are given the 500 maximum clinical practicum hours pre-admission since all APRNs must have met that minimal requirement to sit for national certification. Those students will then earn 500 additional scholarly practice hours throughout the DNP program to meet the nationally required post-BSN 1000 practice hours for the DNP degree. Students who do not hold a national APRN certification, such as those in public health or health care administration and cannot show evidence of 500 pre-clinical practicum hours, will receive the appropriate number of practice hours following a review of their Master's program and evidence of the practice hours. These students will then have an individual contract developed through a *gap analysis* process to outline the designated additional scholarly practice hours needed to meet the required post-BSN 1000 hours. The *gap analysis* process is conducted during orientation.

Unlike a Master's program practice with clinical experiences, the clinical scholarly practice activities in the DNP program are unique to each student's competency needs. Students accumulate the scholarly practice hours in a variety of ways through their own professional and practice activities in course work. The scholarly clinical/practice activities are aimed toward achieving the DNP Essentials and specialty competencies not met in the original Master's programs. These may, for example, include health policy activities, leadership activities, budgeting skills, informatics, population health, and change and quality improvement work. Students may be mentored by faculty teaching courses, their DNP Scholarly Project Advisor, or identified experts in their practice, depending on the specific activity. A DNP Competencies Grid can be found on the **CANVAS DNP Community Site**.  
<https://northeastern.instructure.com/courses/30210>

We utilize a digital electronic portfolio (E-Portfolio) approach as described in *Competency Based Education Evaluation: A Portfolio Approach*, Washington, DC: NONPF (2007) to document scholarly practice hours and demonstrate achievement of the identified new skills and competencies. All students are introduced in the first semester of the program to the E-Portfolio approach, which maps practice hours against *DNP Essentials*, *IOM* & *IPEC* document grids and any identified specialty competencies. An E-portfolio template can be found in **the DNP Community Site**. <https://northeastern.instructure.com/courses/30210>

### ACADEMIC PROGRESSION and REGISTRATION

DNP students must maintain a GPA of 3.00 or better to progress in the program. While enrolled in the DNP program at Northeastern University students must abide by all Northeastern University graduate rules and regulations as listed in the Graduate Catalog (<http://catalog.northeastern.edu/graduate/>), the School of Nursing Graduate Handbook, and the Bouvé College of Health Sciences Graduate Policies and Regulations. <http://catalog.northeastern.edu/graduate/health-sciences/academic-policies-procedures/>

Students are expected to register themselves for coursework according to their plan of study and by the registration deadline each semester. Students are responsible for meeting with their advisor prior to registration to discuss their plan of study and update as needed. Students are also responsible for maintaining an updated plan of study on file with the DNP Director. Academic calendars, including registration deadlines, can be found on the Registrar's website: <http://www.northeastern.edu/registrar/calendars.html>. Students who fail to register by the deadline may be considered 'inactive' and lose access to University resources. The 2020-2021 Academic Year calendar can be found at the following link: <https://registrar.northeastern.edu/app/uploads/2020-2021-GR-Expanded-Calendar-List.pdf>

Information on academic standing petitions and academic dismissal policies can be found in the Bouvé Graduate Policies and Regulations.

### CURRICULUM

The DNP program curriculum first offered in Fall 2009 is delivered in an on-line hybrid executive model. It was developed in accordance with the *DNP Essentials* utilizing a gap analysis methodology of curricular design. For the full-time post-master's DNP student, the minimum amount of time required to complete the degree is 5 semesters including one summer semester in between the first spring and second fall semesters for a total of 21 months. The time to complete the program for part-time students will vary depending on how many courses are taken each semester, but it is usually 28-40 months. You may find that additional courses or learning experiences are needed to assure adequate preparation to conduct the scholarly project work. Although Northeastern University policy requires that all degree requirements must be completed within seven years of matriculation, we encourage no more than four years.

The hybrid-learning community supports students' knowledge acquisition through on-campus immersion and on-line learning. Full-time students meet on campus approximately twice per

semester, for 1-2 days each time. The DNP Scholarly Project seminar courses typically require that students meet twice a semester with the remaining course work completed online and at the project site.

**Post Master’s DNP Curriculum sequence is as follows:**

Course	Course Name	Credits	Semester/Year			
			F	SP	Su1	Su2
NRSG 7100	Leadership and Advanced Practice Nursing	3	Fall 1			
NRSG 7924	Epidemiology for Advanced Nursing	3	Fall 1			
NRSG 6306	Health Informatics I	3	Fall 1			
NRSG 7920	Steps to Practice Inquiry	3		Spring 1		
NRSG 6300	Health Care Finance & Marketing	3		Spring 1		
NRSG 7925	Health Policy & Advocacy	3		Spring 1		
NRSG 7921	DNP Scholarly Project I	3			Sumer Full 1	
NRSG 7922	DNP Scholarly Project II	3	Fall 2			
NRSG 7923	DNP Scholarly Project III	3		Spring 2		
<i>Any grad level course; needs DNP director approval</i>	Required Elective <i>Suggested Course: NRSG6341 Teaching Nursing</i>	3			Summer 1	
	<b>Total Credits Required</b>	<b>30</b>				

The curriculum consists of coursework that is designed to provide you with the knowledge, skills, and attitudes to be successful as a DNP prepared leader in advanced nursing practice. A program plan can be found on the **DNP Community Site** <https://northeastern.instructure.com/courses/30210>

The rationale for the course sequence is to help advanced nurses successfully return to the academic setting and begin the DNP program with content that is foundational to the expansion of their role and the building of essential content across the curriculum. The *DNP Essentials* and learning outcomes are mapped across each course in the curriculum and in the individual student learning outcomes within the context of the named competencies. Progression through the course content prepares students to develop their DNP Scholarly Project and complete the program requirements

## SCHOLARLY PRACTICE SEQUENCE

The DNP program culminates in the successful completion of a DNP Scholarly Project that demonstrates mastery of expert practice knowledge and many of the principles of nursing scholarship, and the competencies outlined in the DNP Essentials (AACN, 2006).

<https://www.aacnnursing.org/Portals/42/Publications/DNPEssentials.pdf>

The project is completed over a minimum of 4 semesters (12 semester hours). The work must be suitable for publication in a peer reviewed journal or a book. The DNP Scholarly Project is approved by the student's DNP Scholarly Project Advisor (who is assigned after having identified a topical area), the Seminar Instructor, and Program Director. Examples of and settings for DNP scholarly projects can be found in the AACN DNP Tool Kit,

<https://www.aacnnursing.org/DNP/Tool-Kit>

Students work with a DNP Scholarly Project Team consisting of the assigned DNP Scholarly Project Advisor who is a full time faculty member or affiliate faculty member, and an Expert Mentor chosen by the student, usually from the outside community in an area that will contribute to the quality of the project. The Expert Mentor should have expertise in the area in which the student wishes to seek further practice expertise and does need to be a member of the faculty.

The faculty in the DNP Scholarly Project seminars is a member of each DNP Scholarly Project. Students may have an assigned peer who serves as a reviewer of each stage of the peer's project. Students begin to formulate their scholarly project and draft the purpose and aims in ***Steps to Practice Inquiry (NRSG 7920)***. The DNP Scholarly Project Advisor guides the student in developing the topic, design, evaluation and dissemination of the project in collaboration with the faculty in the ***DNP Scholarly Project I, II & III*** courses. Additionally, the DNP Scholarly Project Advisor is the faculty member responsible for overseeing the student's application to the institutional review board (IRB) for protection of human subjects in collaboration with the DNP Scholarly Project course faculty. Prior to implementation of the project, the DNP Scholarly Project Advisor must indicate approval of the project by signing the Scholarly Project Approval Form <https://northeastern.instructure.com/courses/30210> The DNP Program Director must indicate approval at each step of the process in writing on these forms and by signing the IRB assurance form prior to submission to NEU IRB <https://northeastern.instructure.com/courses/30210> . Prior to graduation, the student's project team indicates successful completion of the project by signing the Scholarly Project Completion Form <https://northeastern.instructure.com/courses/30210>

In summary, students will apply knowledge, skills and attitudes obtained in the DNP courses in order to address the ethical, legal, financial and organizational aspects of the scholarly project. The DNP student will discuss his/her topic of interest, the development of the project and how it addressed the needs of a selected population; and evaluate the implementation and outcomes of the Scholarly Project. In 2014 the scholarly project sequence was revised to follow the process of practice inquiry over 4 semesters and was implemented in 2015. We based it on Brown & Crabtree Practice Inquiry (2013) framework:

<https://www.sciencedirect.com/science/article/pii/S875572231300118X>

## PROGRAM EVALUATION

Student feedback about all aspects of the DNP program are solicited through University administered course evaluations, formal and informal feedback to Program Faculty and the Program Director as well as standardized alumna and program evaluations. Networking opportunities are offered each semester. Student representation is requested for the DNP Advisory Board, which meets at least once a year. We have also encouraged a student representative to the American Association of Colleges of Nursing (AACN) Graduate Nursing Student Academy (GNSA). There will be opportunities to meet with both SON and Bouvé College leadership at the networking events.

## GRADUATION

It is the student's responsibility to be aware of all graduation procedures, policies and timelines. Additional information or requests may be sent from the School of Nursing leadership, Program Director or Program Administrative Coordinator. It is the student's responsibility to follow updates and respond accordingly. <http://catalog.northeastern.edu/search/?search=graduation>

## ACADEMIC POLICIES, REGULATIONS AND PROCEDURES

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### ACADEMIC INTEGRITY

In accordance with the expectations for student behavior the Bouvé College of Health Sciences (BCHS) assumes that all students come to the College for a serious purpose and expects them to be responsible individuals with high standards of academic integrity. The College will not condone academic dishonesty in any form, nor will it tolerate violations of research or professional ethics within the academic community.

The health care professions and health sciences in the College require more than simple mastery of technical knowledge and skills. Equally important is earning the respect and confidence of those who seek health care. The nearly universal existence of ethical codes of conduct among the various health professions is evidence that certain types of conduct are expected in order to promote this respect and confidence. Fundamental to most of these codes is an understanding that health care professionals and researchers are required to conduct their activities in a manner that reflects a concern for the total well-being of the patient/client and research participant.

Students are expected to follow the code of conduct of their individual professions, programs and departments. All students are responsible for knowing their program's code of conduct, professional policies and procedures.

### DIRECTED STUDY

Directed studies may not be used to replace required courses. Directed studies should be used as a last resort when the scheduled electives and cognates fail to meet a student's needs. Directed studies must be approved by the DNP Program Director and the Bouvé College Associate Dean for Graduate Education. Students should plan to submit their directed study paperwork to the DNP Program director **at least one month** before the semester they wish to

take the directed study.

To register for a Directed Study:

1. The student will need to identify a faculty member who is willing to work with them.
2. The student meets with the faculty to develop the overview of the course and the course goals(s), objectives, and a timeline for completion. Each directed study must include objectives and expected deliverables. In general, a minimum of 3 hours per week of effort (e.g., reading, writing, individual meetings with faculty or field work) is equated to one credit.
3. A formal written contract is developed by the student between them and the faculty; signed by both parties. The contract includes the information noted in Step 2.
4. For a doctorate level Directed Study (**NRS 7976**), the student must follow the instructions provided by the Office of the University Registrar <https://registrar.northeastern.edu/app/uploads/IIRF-Instructions-for-Students-1.pdf>
5. Once approved, the student is responsible for registering for the course: **NRS 7976 Directed Study** with their listed faculty member.

## TRANSFER POLICY

Transfer credits from other institutions (or other programs within the University) will only be accepted at the discretion of the student's destination academic unit and the associated College with constraints as outlined in the Graduate Catalog:

<http://catalog.northeastern.edu/graduate/general-admission-transfer-credit/regulations-degree-programs/>

For doctoral programs, a maximum of 25 percent of the total semester hours of required coursework may be granted upon the recommendation of the admitting college's graduate committee. Transfer credits must have been earned within five academic years of the date of matriculation in the Northeastern program to which they are to be applied. The courses must carry grades of 3.00, been earned at an accredited institution and not used toward another degree or certificate. The Program Director approves or denies the request, and then forwards the transfer petition forms to the Bouvé Office of Graduate Student Services for processing. The Program Director will notify the student of the decision by email and keep a copy of the petition in the student's file. Steps for the process are described below.

Courses that will be taken for transfer from another institution must receive pre-approval from the DNP Program Director. Students should submit the following to the Program Director: A petition requesting transfer credit, <https://www.northeastern.edu/registrar/form-gs-xfer-cred.pdf>, a copy of the course syllabus, and the official transcript indicating successful completion of the course.

Upon completion of the course, students must then submit their official transcript to the Program Director and Program Administrative Coordinator. If the student has met or exceeded the minimum grade requirement of a B (3.0) then the transfer paperwork will be forwarded by the Administrative Coordinator to the Bouvé Office of Graduate Student Services.

## INCOMPLETE GRADES

*An incomplete grade may be reported by the instructor when a student has not completed a major component of a required course. Students can make up an incomplete grade by satisfying the requirements of the instructor or, if the instructor is absent, the DNP Director.*

Be aware that the course faculty's policies on the granting of incomplete grades may vary and that the final decision on an incomplete grade is up to the course faculty. The period for clearing an incomplete grade and for changing a grade other than an incomplete or failure (F or U) is restricted to one calendar year from the date it is first recorded on the student's permanent record.

To clear an incomplete grade, a student must:

- ✓ Obtain an *Incomplete-Grade Contract* <https://registrar.northeastern.edu/article/incomplete-grade-contract/> on which the precise agreement for clearing an incomplete grade is specified and that is signed by the student and the instructor.
- ✓ Make an appointment with the instructor to arrange for clearing the incomplete grade.
- ✓ Complete the form, sign the agreement, and obtain the instructor's signature.
- ✓ Submit the original signed form to the Program Director, provide the course instructor with a copy, give a copy to the Bouve's Office of Graduate Student Services, and retain a copy as a personal receipt.
- ✓ Upon completion of the incomplete contract, the instructor must submit an official change of grade form.

## INTERNATIONAL TRAVEL

U.S. doctoral students who anticipate travelling abroad while enrolled in the program are required to adhere to the University policies. For more information please click on the following links:

<https://provost.northeastern.edu/international-travel/>  
[https://www.northeastern.edu/policies/pdfs/Policy\\_on\\_International\\_Travel.pdf](https://www.northeastern.edu/policies/pdfs/Policy_on_International_Travel.pdf)

Students traveling internationally must contact and register with the Global Experience Office: [geo@northeastern.edu](mailto:geo@northeastern.edu)

## LEAVE OF ABSENCE

For information and directions on how to request a Leave of Absence, *carefully* review Northeastern University's policies and procedures at:

<http://catalog.northeastern.edu/graduate/academic-policies-procedures/policies/>

Prior to submitting paperwork to Northeastern, a student must notify the Program Director of their intent and be able to develop a plan for returning after determining the length of their leave. Details of their leave do not need to be discussed, but the Program Director should be made aware of the student's intentions on leaving and returning within the jurisdiction that the University has put forth in their policies.

## FINANCIAL AID

The DNP Blackboard site provides a list of sources of financial aid, including assistance available through the School of Nursing, Bouvé College, the University, and external funding agencies and organizations. This is not an exhaustive list, so students should seek out other sources of funding that are specific to area of work and specialty practice. For the most up to date information on financial aid policies, including tuition, fees, and loan eligibility, please visit the Student Financial Services website: <http://www.northeastern.edu/financialaid/>

or contact the Student Financial Services Office directly:

354 Richards Hall

Graduate Phone: 617.373.5899

Fax: 617.373.8735

E-mail: [sfs@northeastern.edu](mailto:sfs@northeastern.edu)

Students must be enrolled in at least 6 semester hours per term (part time status) for most federal financial aid including loans, with the exception of DNP Scholarly Project 1, 2, and 3 which are considered clinical courses and meet the federal requirements by themselves for part-time status. Contact the Student Financial Services Office if you are unclear how your academic course load will affect your finances.

Various types of financial aid are available through the University and School of Nursing. Students are encouraged to contact the Student Financial Services Office for more information about other grant and loan programs administered through the University. Many foundations and professional nursing and healthcare associations also have educational grant programs that should be explored for possible funding.

PLEASE NOTE: Some scholarships are taxable. It is the student's responsibility to determine if their scholarships and funding are taxable or tax exempt. Students should plan their finances accordingly.

**Nurse Faculty Loan Program (NFLP)** Students may be eligible for this loan program, but on a first come first serve basis. See **CANVAS DNP Community Site**. For more information about NFLP, visit the website <https://www.hrsa.gov/grants/find-funding/hrsa-20-004>

**Graduate Student Government (GSG)** provides individual funding to students attending conferences. Full time graduate students (8 credits) in good standing may be eligible for funding for reimbursement of conference expenses. Visit their website for information on how to apply and important deadlines: [http://www.northeastern.edu/gsg/?page\\_id=28](http://www.northeastern.edu/gsg/?page_id=28).

## RESOURCES AND TECHNICAL ASSISTANCE

For help with CANVAS, call the help desk at 617-373-4357.

## LIST & BIOS OF SCHOOL OF NURSING FACULTY

<http://www.northeastern.edu/bouve/nursing/directory/>

## **LIST & BIOS OF BOUVE FACULTY AND STAFF**

<http://www.northeastern.edu/bouve/directory/>

## **ACADEMIC CALENDAR**

<http://www.northeastern.edu/registrar/calendars.html>

## **APA PUBLICATION MANUAL, 7<sup>TH</sup> EDITION**

<https://apastyle.apa.org/>

## **BOUVE COLLEGE OF HEALTH SCIENCES GRADUATE POLICIES AND REGULATIONS**

<http://catalog.northeastern.edu/graduate/academic-policies-procedures/>

## **IRB FORMS**

<https://research.northeastern.edu/hsrp/forms/>

## **LIBRARY SERVICES**

<http://library.northeastern.edu/>

## **SOFTWARE DOWNLOADS**

<https://www.northeastern.edu/its/general-access/>

## **APPENDICES**

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All Appendices and Forms are available for download on the **CANVAS DNP Community Site** <https://northeastern.instructure.com/courses/30210>. Please use the site to download the most current and up-to-date forms.

\*Note: Bouvé College of Health Sciences and School of Nursing have the right to change and update forms throughout the academic year. For the most up to date information on forms and processes, please check in with the DNP Program Administrative Coordinator and Director.