



**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 and complements University information, policies, procedures and regulations. It should be used in conjunction with the Bouvé College of Health Sciences Graduate Policies and Regulations and the Bouvé College of Health Sciences Graduate Catalog. Links to these resources and others are located in the *RESOURCES AND TECHNICAL ASSISTANCE* ([click here](#)) section of this Guidebook.

As updates are made to the Guidebook, they will be shared with you via the **DNP Community site** <https://northeastern.instructure.com/courses/30210>. Students are accountable for reviewing the information available in this Guidebook and the other University resources.

### PROGRAM OVERVIEW AND OUTCOMES

The DNP is a practice-oriented degree designed to prepare advanced practice 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 in a variety of roles including but not limited to those of nurse executives, clinical leaders, community leaders, and professional organization leadership.

Our goal, "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, and health policy and global leadership. The DNP Program Learning Outcomes are congruent with the DNP Essentials of Doctoral Education (2006), *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 on **the DNP Community Site** <https://northeastern.instructure.com/courses/30210>.

Expected DNP Student Learning Outcomes
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.aacnursing.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 practice 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 and scholarly project work. Close and continuous involvement with the Program Advisor, program faculty, and other DNP students fosters socialization into the practice 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 across the University and nurse scholars in the greater professional community who have expertise consistent with the Program focus on nursing practice 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 degree curricula. A Master's degree in nursing is preferred, and 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 held in a discipline other than nursing, additional course(s) may be required often in place of the 3 SH elective. As Master's prepared advanced practice nurses, students enter the program with a strong practice foundation currently functioning in roles such as (but not limited to) nurse practitioners, clinical nurse specialists, nurse anesthetists, nurse midwives, or as nurse leaders or executives in acute or chronic care institutions, community agencies, schools, or public health nursing.

We require all DNP students to have a current license to practice nursing and the appropriate APRN certification, if indicated. Students should possess recent experience in nursing and currently be in active practice.

Specific detailed criteria for admission and application to the DNP program are contained on: **The SON DNP website** <https://bouve.northeastern.edu/nursing/programs/doctor-nursing-practice/>

**The Bouvé College of Health Sciences Graduate Student Services Admission website:** <https://bouve.northeastern.edu/admissions/graduate-admissions/>

Admissions are accepted through the [NursingCAS system](#), located in the Application Requirements and Deadlines section and then scroll to the [School of Nursing Section](#), click on the [NursingCAS link](#).

### SCHOLARLY PRACTICE HOURS

Those students who hold a national APRN certification are granted the 500 maximum practice 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 AACN nationally required post-BSN 1000 practice hour requirement 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 hours in a post-baccalaureate degree program, will receive the appropriate number of practice hours following a review of their post-baccalaureate degree program and evidence of the practice hours. All students will have an individual contract developed through a *gap analysis* process conducted during orientation to the Program that outlines the designated additional scholarly practice hours needed to meet the post-baccalaureate 1000 practice hour requirement.

Unlike a Master's degree program with clinical experiences, the scholarly practice hours and 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 and in course work. The scholarly practice activities are aimed toward meeting

the DNP Essentials and specialty competencies not met in a Master's degree program. These may, for example, include health policy activities, leadership activities, activities to develop expertise in finance and informatics skills, population health, and change and quality improvement methods and skills. 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 **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* and any identified specialty competencies. An E-portfolio template can be found on **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, the School of Nursing Graduate Handbook, and the Bouve College of Health Sciences, Graduate Academic Policies and Procedures. Please refer to the [RESOURCES and TECHNICAL ASSISTANCE](#) section of this Guidebook.

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. Students who fail to register by the deadline may be considered 'inactive' and lose access to University resources. Future academic calendars can be found [here](#).

Information on academic standing petitions and academic dismissal policies can be found in the Bouve College of Health Sciences, Graduate Academic Policies and Procedures.

## 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. The hybrid-learning community supports students' knowledge acquisition through on-campus immersion and online 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.

For the full-time 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.

**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			Summer Full 1	
NRSG 7922	DNP Scholarly Project II	3	Fall 2			
NRSG 7923	DNP Scholarly Project III	3		Spring 2		
Upper Graduate level course; <i>NEEDs DNP Director approval</i>	Required Elective <i>Example 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 the student 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 at** <https://northeastern.instructure.com/courses/30210>

The rationale for the course sequence is planned 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 AACN 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 DNP Scholarly Project is completed over a minimum of 3 semesters (9 semester hours) following the Practice Inquiry Course (NRS 7920) that is a requirement before starting the project course sequence. The scholarly project 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 the DNP 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 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 not need to be a member of the faculty.

The faculty in the DNP Scholarly Project seminars is a member of each DNP Scholarly Project team. 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 (NRS 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 and the Program Director. 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 and DNP Program Director indicate 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 Program courses 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 addresses the needs of a selected population or system, 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. The Scholarly Project courses and goals are based on Brown & Crabtree Practice Inquiry (2013) framework: <http://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 during the program. 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 School of Nursing and Bouvé College leadership at networking opportunities.

## **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 College or 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 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 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: Follow the steps below and if you have any questions or concerns, please email Registrar@northeastern.edu

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. Please see: <http://catalog.northeastern.edu/graduate/academic-policies-procedures/course-credit-guidelines/>
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 (**NRSG 7976**), the student must follow the instructions provided by the Office of the University Registrar <https://registrar.northeastern.edu/article/individual-instruction-registration/>
5. Once approved, the student is responsible for registering for the course: **NRSG 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/>

According to the Graduate Catalog, in 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 and copy the Program Administrative Coordinator: A petition requesting transfer credit, <https://registrar.northeastern.edu/article/transfer-credit/>, a copy of the course syllabus, and the official transcript indicating successful completion of the course. 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 Director or 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 for granting and clearing 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 follow the procedures in the Graduate Catalog <http://catalog.northeastern.edu/graduate/academic-policies-procedures/records-transcripts/>

- ✔ Obtain an Incomplete-Grade Contract from the registrar: <https://registrar.northeastern.edu/article/incomplete-grade-contract/> on which the precise agreement for clearing an incomplete grade is specified and 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 Bouvé 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://globalsafety.northeastern.edu/travel-compliance/>

### 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 Community 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.

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.

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)

**Graduate Student Government (GSG)** provides individual funding to students attending conferences. Full time graduate students in good standing may be eligible for funding for reimbursement of conference expenses. Visit their website for funding policies, how to apply and important deadlines: <https://www.northeastern.edu/gsg/how-funding-works/>

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 courses which are considered practicum/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.

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.

## 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 **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 the 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.