NURSING

UNIVERSITY of HAWAI'I at MĀNOA

Leadership · Excellence · Innovation

Graduate Nursing Programs Student Handbook August 2014 - July 2015

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TABLE OF CONTENTS

ACADEMIC INFORMATION

General Information for all Graduate Nursing Students

3

Professional Organizations

Information for Specific Graduate Nursing Programs

Doctoral Programs

APPENDICES

INTRODUCTION

WELCOME TO THE DEPARTMENT OF NURSING OHANA!

OUR VISION is to be the leader in nursing and dental hygiene education and research in Hawaiʻi with outreach to Asia and the Pacific Basin.

OUR MISSION is to provide an innovative, caring and multicultural environment in which faculty, students and staff work together to generate and transmit knowledge, wisdom and values to promote quality of life and health for present and future generations. To better reflect Hawaiʻi's unique cultural diversity and heritage, the SONDH is committed to increasing Native Hawaiian and other underserved people in all nursing and dental hygiene programs.

Program Outcomes and Program Competencies
The Department of Nursing program outcomes are located in Appendix A and program competencies are located in Appendix B.

Accreditation:
The baccalaureate and master's degree programs in nursing at UH Mānoa are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.

UH Mānoa Catalog
The information contained in this handbook is supplemental to, but does not replace, the information in the UH Mānoa Catalog at http://www.catalog.hawaii.edu/ and the UH Mānoa Academic Policies and Procedures http://www.studentaffairs.Mānoa.hawaii.edu/policies/

The University of Hawaiʻi at Mānoa (UHM) Equal Opportunity and Affirmative Action Policy
The University of Hawaiʻi is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or veteran status. This policy covers admission and access to, and participation, treatment and employment in, the University's programs and activities. Sexual harassment is prohibited under this policy. The University strives to promote full realization of equal opportunity through a positive, continuing program on each campus in compliance with the affirmative action in employment mandates of federal Executive Order 11246 and the Governor's Administrative Directives. For information regarding UHM equal opportunity policies, affirmative action plan, the filing of complaints, or to request a copy of UHM's complaint procedures, contact the following persons:

For employment-related EEO issues:	**For student/educational EEO issues:**
Mie Watanabe, Director EEO/AA	Lori Ideta, Assistant Vice Chancellor for Students and
Administrative Services Bldg1-102	Dean of Students
Phone :(808) 956-6423	Queen Liliʻuokalani Center for Student Services, Room 409
	Phone :(808) 956-3290 (Voice/Text)

UH MĀNOA CAMPUS RESOURCES

Campus Security

To contact a security officer in the Campus Security Office, call (808) 956-6911, Monday-Friday 7:45 a.m. - 5:00 p.m. and after hour access dial 0. Emergency call boxes indicated by a blue light, are located strategically throughout the campus. These phones connect you immediately with the Campus Security Office. During the hours of darkness, escort service is available on Campus by calling (808) 956-8211. In case of emergency call (808) 956-6911.

To prevent theft, mark your belongings for identification. Do not leave purses, wallets or books unattended. Lockers are available in the student lounge, Webster 206. The Student Lounge in Webster 206 is open from Monday to Friday from 8:00 AM to 10:00 PM. Report all thefts to Campus Security. Lock cars and motorbikes. Do not walk around the campus alone at night.

UH Mānoa Catalog

The UH Mānoa Catalog includes undergraduate and graduate requirements, academic standards, regulations, financial aid information, and school programs. It is available for purchase at the University of Hawai'i at Mānoa Bookstore. This publication is also available in an alternate format on the Web at http://www.catalog.hawaii.edu. Familiarity with all University of Hawai'i at Mānoa rules and regulations, and graduate and undergraduate graduation requirements as published in the catalog is the responsibility of the student. The student must meet all requirements as stipulated in the catalog at the time of admission to the university to qualify for graduation.

Career Services

The UHM Career Services Office is located in Queen Lili'uokalani Center for Student Services Room 212, phone (808) 956-8136. The Career Services Office offers the following programs that provide assistance in career searches: job-search skill workshops and videotapes; employment opportunity information; career fairs; and a library of relevant information. Credential files (letters of recommendation) may be established to assist in graduate school or employment applications. They will be mailed directly to an organization or institution on request.

The Counseling and Student Development Center

The Counseling and Student Development Center provides counseling and psychiatric consultation. Testing and learning assistance services are also available. The Center is located in the Queen Lili'uokalani Center for Student Services Room 312, phone (808) 956-7927.

Student ID

Many of the services and resources available to students at the University of Hawai'i at Mānoa require a validated student ID card. The UHM ID card confirms a student's status as an undergraduate or a graduate student, enrollment history, and UHM bar code number. Incoming graduate students with an undergraduate UHM ID card should get a new ID.

The Campus Center ID/Information Window processes and validates ID cards. New and returning students must pay their tuition before they can get or validate their ID card. New students should bring at least one form of picture ID (e.g., a driver's license, state ID, passport) with them. Returning students only need to bring their ID card for validation after they pay their tuition.

New students who do not reside on Oahu will get their UHM bar code number sent in the mail from the Office of Student Services in the Nursing department. For returning students who do not reside on Oahu, the Office of Student Services will submit a letter to the Campus Center ID Office to validate your ID. These services are only available for UHM Nursing students who do not reside on Oahu.

E-mail – UH email account

Students in the Department of Nursing have the opportunity to communicate with faculty and other students

via e-mail. After receiving your email address at Information Technology Services, you may use the computers in the Student Lounge (Webster 206) or your personal devices to access your mail.

If you do not have a UH email account you may request one from the Information Technology Services website at http://www.hawaii.edu/ account. You will need to use your email username and password to log in to myuhportal at https://myuh.hawaii.edu/cp/home/displaylogin.

Financial Aid Services

Any degree seeking student enrolled at least half time (i.e., at least 6 credits per semester for undergraduate and 4 credits for graduate students) at the University of Hawai'i at Mānoa is eligible for financial aid through UHM Financial Aid Services. The staff will work with students to create a package of loans, grants, or scholarships to help students finance their education. The office is located in the Queen Lili'uokalani Center for Student Services Room 112, phone (808) 956-7251. A limited number of tuition waivers and scholarships are awarded by the Department of Nursing to selected students who demonstrate outstanding academic and clinical ability and/or meet additional criteria that may be stipulated by the scholarship.

Information about these resources is available at the Office of Student Services, School of Nursing and Dental Hygiene, Webster Hall 201, telephone (808) 956-8939. The University of Hawai'i's Computer-Assisted Scholarship Help (CASH) is available at http://dbserver.its.hawaii.edu/cash/.

KOKUA Program

KOKUA serves the undergraduate, graduate and professional students with learning, physical, psychiatric and other documented disabilities. This program provides disability access services to individuals on a case by case basis, and students are not charged for these services. A student's disability status is considered confidential information and is only disclosed to faculty with the student's permission. Call, email, at (808) 956-7511 or (808) 956-7612 (voice and text), or kokua@hawaii.edu or visit the office at Queen Lili'uokalani Center for Student Services 013.

Information Technology

Information Technology Services offer a HELP DESK Email: help@hawaii.edu Phone: (808) 956-8883. Toll Free (neighbor isles): (800) 558-2669. System Status: (808)956-6168. The office provides technical assistance and general information about campus computing services. Visit the web address for further information including hours of operation: http://www.hawaii.edu/help.

Lost and Found

The Lost and Found Office is located in the Campus Center, Room 211, phone (808) 956-7236. There is also a SONDH Lost and Found in the Office of Student Services, Webster 201, (808) 956-8939.

Name, Address & Telephone Changes

The Office of Admissions & Records, Queen Lili'uokalani Center for Student Services Room 001, (808) 956-8975, and the Office of Student Services must be informed of name, address, telephone number, and e-mail address changes. Official change of information with the Admissions & Records office may be made in person or online by using the myuhportal website "View/Update My Address (es) and Phone(s)" option at http://myuhportal.hawaii.edu. Change of information with the School of Nursing, Office of Student Services should be done in person at Webster 201 or by printing out a "Change of Vital Information Form" online at http://www.nursing.hawaii.edu/oss_forms.

Outreach College

The Outreach College is commissioned with enhancing access to quality life-long learning opportunities for traditional and nontraditional students at the University of Hawai'i. The Outreach College offers credit/noncredit programs and community and international programs, as well as conference center operations. Students should review the listing of available courses each session in the Catalogs issued on online through the Outreach College website. Registration is available via the myuhportal website at http:/myuhportal.hawaii.edu, Fax (808) 956-3752, by mail, or in person. For additional information on credit programs contact the Outreach College at (808) 956-6780.

Schedule of Classes

The UH Mānoa Schedule of Classes is distributed by the UHM Office of Admissions & Records approximately 10 working days prior to each registration period. Included in the publication are registration procedures, specific information on courses, and times offered each semester, fees, and change of registration procedures.

Scholarships

Graduate Scholarships for Nursing Students are available online through the STAR system at https://www.Star.hawaii.edu/scholarship. For those seeking financial aid from the University Financial Aid Office, it is recommended to complete FAFSA by March 1st. For other scholarship opportunities, visit: www.hawaiicommunityfoundation.org.

University Health Services

The University Health Services is located at 1710 East-West Road, phone (808) 956-8965. Services are offered in the following areas: general medicine; (specialty clinics - women's health, sports medicine, orthopedics, dermatology, psychiatry); health education and promotion. Nursing students may receive required physical examinations and immunizations at the clinic. Fees may be covered by students' individual health insurance.

University of Hawai'i Libraries

The University of Hawai'i at Mānoa Hamilton, Sinclair and the John A. Burns Medical School Health Sciences libraries comprise the largest collection of research materials in the state and Pacific Basin. Collections total more than 25,000 currently received journals and periodical titles. ScienceDirect and EBSCOhost databases provide searchable full text access to more than 5,000 journals and magazines; full text access is limited to UH students and faculty. More than 150 electronic databases covering a variety of subjects are searchable (by topic or title) from the Library's '"Databases and Indexes" link at http://libweb.hawaii.edu/uhmlib/index.htm. Relevant nursing and allied health databases, including CINAHL, ERIC, PsychINFO, and PubMed, may also be searched from the Science & Technology Reference web site http://www.hawaii. edu/sciref.

Hamilton Library and the Hamilton Library Annex are located on Maile Way, next to Paradise Palms restaurant. Information is available from the University of Hawai'i Libraries home page at http://libweb.hawaii.edu/uhmlib/index.htm. In addition, Caroline Dennison is the SONDH librarian and can assist students on an as needed basis. She can be reached at (808) 956-2541 or at cdenniso@hawaii.edu.

The Hamilton and Sinclair libraries are important resources for UHM students. New students activate their library account after obtaining their student ID from the Campus Center ID/Information Window. New students must bring their new ID to the circulation desk of either Hamilton or Sinclair library and fill out the application form. Incoming graduate students who opened their UHM library account as an undergraduate should present their new ID card so they can take advantage of their graduate classification. Returning students who have already activated their UHM library account do not need to file any new forms at the beginning of each semester unless they have new contact information to report. For students who do not reside on Oahu, upon receiving your UHM bar code by mail, activation of the account can be achieved via the internet (http://libweb.hawaii.edu/uhmlib/forms/activatepg1.html)

Sinclair Library specializes in providing services to undergraduates. Sinclair Library is on Campus Road, next to Hemenway Hall. Sinclair includes the Reserve Book Room, the Wong Audiovisual Center, Music Collections, storage of older bound periodicals, and study areas. The Wong Audiovisual Center (http://www.sinclair.hawaii.edu/wavc/) is located in Sinclair Library on the 3rd floor. Tapes, records, films, slide/tape programs, videocassettes, and multimedia kits are available for use with proper identification.

John A. Burns School of Medicine Health Sciences Library serves as an information resource for the John A. Burns School of Medicine, as well as the University of Hawai`i at Mānoa campus, the UH system, and the State. Emphasis is on Web-accessible materials, and collections include a wide variety of print and electronic resources, primarily in the clinical sciences. The electronic collection is greatly enhanced by cooperative purchasing arrangements with University of Hawai'i's Hamilton Library and with the newly-formed Medical Libraries Consortium of Hawai'i.

Features Include:
- Convenient location on the ground floor of the Medical Education Building, 651 Ilalo St., Honolulu, Hawai`i 96813-5534.
- Computer workstations are available for public as well as student use in the main library.
- Computer lab/classroom equipped with 30 computers for individual or classroom use.
- Individual study carrels in stack area.
- Wireless capability throughout the library for UH Mānoa affiliates.

Services include:
- Reference assistance for all including the following: telephone service, assistance with literature searching, provision of quick answers, and help/advice with more in- depth inquiries.
- Individual and classroom instruction in the use of the resources.
- Reserve collection
- Assistance with interlibrary loan requests and document delivery. For more information, please visit http://www.hawaii.edu/hslib/

SCHOOL OF NURSING AND DENTAL HYGIENE RESOURCES

Office of Student Services
The Office of Student Services (OSS) provides a variety of student services for the School of Nursing & Dental Hygiene from pre-admission to beyond graduation. The services of this office include: responding to inquiries, handling admissions, academic advisement, facilitation of scholarships/awards, monitoring progress toward degree and certification of graduation. OSS also maintains and monitors records of student's information (i.e., records of immunization, CPR, and others) required by clinical agencies affiliated with UHM nursing programs. For more information please visit http://www.nursing.hawaii.edu/advisinginformation

Student Lounge
The UHM Department of Nursing Student Lounge is designed to give students space for relaxation and study. It is located in Webster 206. Individual lockers are provided for all classified nursing students on a first come first serve basis. Microwave and refrigerators are provided as well as tables and chairs for students' use in their study sessions. Additionally, printers and computers are available for word processing needs. Hours of operation are Monday - Friday, 8:00 a.m. to 10:00 p.m.

Information Services
The School of Nursing and Dental Hygiene Information Services (SONDHIS) group provides technology support and maintenance of the student computer lounge located on the 2nd floor of Webster Hall.   We also maintain the login and printing accounts for students to gain access to the systems.   For questions please contact us at sondhis@hawaii.edu, by phone at 956-0981 or stop by the office at Webster Hall 202.

The Department of Nursing Learning & Simulation Labs

The UH Translational Health Science Simulation Center (UH THSSC), located in Webster Hall 3rd floor, provides a place for students to learn and practice those skills which they will be performing in the clinical setting.

The UH THSSC utilizes state-of-the-art simulation equipment such as beds, training mannequins, hospital-type equipment, audio-visual materials, computer programs, and a limited reference library. In addition, the UH THSSC is home to high fidelity patient simulators, including SimMan, Noelle (pregnant woman), and Sim Baby, and are used to enhance student learning through clinical scenarios and debriefing sessions. There are scheduled classes where students can learn and practice their clinical skills in a supervised environment. Students can also sign up for unsupervised practice during times when the rooms are not being utilized. It is open from 8 a.m. to 4 p.m., Monday through Friday during the fall and spring semesters. Signup sheets with available practice dates/times and instructions on reserving time in the Center are placed on the door to the Student Lounge located in Webster Hall Room 206.

A loan agreement may be arranged for a limited supply of educational resources and medical equipment. These resources may be loaned to graduate students (with a faculty signature) and are to be utilized for educational purposes. Faculty who has class sessions there will arrange an orientation to the Learning Lab early in the semester to clarify the sign-out system and other policies on audiovisual and computer use. Also, in order to maintain reasonable costs, students will be expected to use and re- use equipment. Cooperation and consideration of others is very much appreciated.

For a virtual tour and more information on the UH THSSC please visit http://thssc.nursing.hawaii.edu/

`IKE AO PONO

`IKE AO PONO means to envision a lasting improvement, advancement, and promotion of health within the individual, family and the whole community. The program was established at the SONDH in 2001 and the goal is to provide Native Hawaiian and Pacific Islander students with access to quality nursing education at the baccalaureate, graduate and doctoral level. The mission of 'IKE AO PONO is to increase the number of Native Hawaiian and Pacific Islander Nurses in Hawai'i to improve health and healthcare, with special attention to at-risk, under-represented and under-served communities. With the full support of the SONDH, the UH Administration and the Board of Regents, the Native Hawaiian Councils of Kūali'i and Pūko'a and community health partners such as Papa Ola Lōkahi, Kamehameha Schools and the Queen's Medical Center. The 'IKE AO PONO program is designed to promote, mentor, and prepare nursing professionals to return to their home communities to support the health, well being and recovery of native islanders and all peoples throughout Hawai'i nei. For more information please visit http://www.nursing.hawaii.edu/IKEAOPONO

Research Resources

The vision for research at the School of Nursing and Dental Hygiene (SONDH) is to stimulate and develop a cadre of researchers who will contribute to the advancement of science and increase knowledge to improve the health of the diverse population in Hawai'i, the Pacific Basin and Asia by: (1) promoting standards for the conduct of research; (2) supporting academic research activities for faculty and students; (3) advancing collaborative research activities between the SONDH and strategic partners both within and outside of the University; and (4) creating a repository of scholarship and research activities.

All research conducted by students will be in compliance with the University of Hawai'i's Human Studies Program (http://www.hawaii.edu/irb/). This includes obtaining CITI certification and the University of Hawai`i's Committee on Human Studies review and approval prior to the initiation of a research project. If a student has a question about whether or not a project they are considering to develop is research she/he can refer to Appendix H. Protection of Human Subjects. SONDH faculty and students research activities are supported by the John A. Burns School of Medicine (JABSOM) Grants Development Office, the Honors Program, and the SONDH Research Committee.

The *JABSOM Grants Development Office* was established in 2003 to facilitate the grants preparation and submittal process. The office works in close collaboration with the Dean's Office, the Fiscal Office and the Office of Research Services (ORS). The ORS retains responsibility for policy interpretation and institutional signatory authorization on all outgoing proposals. The Grants Development Office is responsible for designing and administering effective procedural systems that help increase the probability of award success. The office reviews proposals, collaborative agreements, and financial and personnel requirements, and assists with budget preparation, and grant writing. After a project is funded, the office ensures that all requirements are met prior to actual implementation. The statistics core also provides consultation regarding data analysis during the proposal and implementation phase.

The *Research Committee* is comprised of faculty, students, and community members to facilitate the School's research agenda. Their work is comprised of setting and achieving benchmarks in accordance with the School's strategic plan, reviewing and evaluating proposals, abstracts, and other scholarly endeavors as requested, and monitoring and evaluating the research support system within the School.

ACADEMIC INFORMATION
GENERAL INFORMATION FOR ALL GRADUATE NURSING STUDENTS

Educational Rights and Responsibilities
Responsibilities of Students: In the classroom, seminars, laboratory, studio, conferences, practicum or other institutional setting, students are expected to adhere to the highest academic standards of behavior and conduct. For specific information refer to *University of Hawai'i at Mānoa Academic Grievance Procedures*, May 1993.

Responsibilities of Faculty: In the classroom, seminars, laboratory, studio, conferences, practicum or other instructional setting, faculty members are expected to adhere to the highest professional standards of behavior conduct.

Academic Progression
The goal of all SONDH programs is to ensure the successful and timely completion of degree requirements. The graduate nursing curricula are based upon a framework for students to gain knowledge in logical progression, where one course builds on another. Courses are taken in sequence so learning from one course supports a student's work in the next or concurrent courses. Students are expected to follow the curriculum pathway in place upon their formal admission with the guidance of the Program Director for their specialty or their assigned faculty advisor.

The Office of Graduate Education (OGE) sets forth the academic policies for graduate students. It is the student's responsibility to be knowledgeable the Office of Graduate Education's Academic Policies. These policies relate to the following areas: registration, withdrawal, enrollment and course loads, course applicability, transfer of credits, credits by exam, undergraduate excess credits, academic progress, seven-year rule, leave of absence, academic regulations and standards, conduct code grading policies, disciplinary actions, conflict resolution, grievance procedure, concurrent or sequential degrees, double-counting credits, change in degree objective/plan or enrollment status, graduation, degree check, and commencement. These policies are presented on the OGE's Graduate Division website and are available to students for review and further clarification at http://manoa.hawaii.edu/graduate/content/enrollment-policies

Student Advisement

        Procedure New classified graduate students should meet with their Program Director or assigned faculty advisor for advice about their academic schedule prior to registering for their first semester of classes. Continuing classified graduate students should arrange a meeting with their Program Director or assigned faculty advisor once each semester thereafter. Advising may occur face to face, by telephone or online. Making appointments with faculty for advising sessions is the responsibility of the student.

Each student contributes to the success of the advising system and the advisor-advisee relationship by assuming the following responsibilities:
- Knowing the degree requirements and progression policies of the University of Hawai'i at Mānoa and the School of Nursing and Dental Hygiene.
- Contacting their Program Director or Academic Advisor for advising

Program Directors'/Academic Advisors' services are as follows:
- Review of the program's pathway with the student
- Approval for various courses outside of the set pathways, such as course transfers or waivers
- Approval of changes in the student's pathway including student requests for course waivers or transfer of credits
- Requirements for credentialing/certification/examinations
- Advise graduate students regarding their academic progress every semester, and more frequently as indicated (e.g., when students are in academic jeopardy)
- Confirm completion of required coursework and requirements for the graduate degree
- Confirm academic progress and graduation certification with the Graduate Chair (GC)

Students enrolled in the PhD Program should review Appendix J. PhD Faculty Advisor Responsibilities, and those enrolled in the DNP Program should review Appendix I. DNP Academic and External Advisors' Roles and Responsibilities

Program Director The respective Program Director is available for advising when the faculty advisor is unavailable. Additionally, if the student requires assistance with any problems that cannot be resolved by the faculty advisor, the Program Director should be contacted.

Graduate Chairperson (GC) The GC is available for advising when the student's faculty advisor and/or the program director are unavailable. Additionally, if the student requires assistance with any problems that cannot be resolved by the faculty advisor and/or the program director, the GC should be contacted.

Graduate Academic Advisor Graduate academic advising is also available by the Office of Student Services, Webster Hall 201, gradnurs@hawaii.edu or (808) 956-3519. The Graduate Academic Advisor is available to assist students' progress through the program and can assist with matters related to the Office of Graduate Education.

Changing Advisors Master's students are advised by their individual Program Director; therefore, changing an advisor is not an option. However, Master's students who are in need of further guidance can contact the Graduate Chair.

Doctoral students' (PhD and DNP) interests may change as they progress through their programs. Therefore, it is possible to change advisors. Students may change advisors at any time during their program. To do so, the student should:
- First, consult with their current Academic or Faculty Advisor;
- Second, speak with the potential new Academic or Faculty Advisor; and
- Third, notify the Doctoral Program Director in writing or email when consensus is reached between the student, and former and new advisors.

The Advisor may also institute a change of advisor using the same process with the student. Specific to DNP students, External Advisors may also be changed with the agreement of the student and Academic and External Advisors.

New Student Orientation
Attendance at new student orientation session in the Master's Entry Program in Nursing (MEPN), Master's, post-Master's and doctoral programs is mandatory. The information presented in these sessions is to inform students about policies and procedures that are applicable to their specific program, as well as to review current University of Hawai'i at Mānoa graduate policies and procedures. Students that are unable to attend a mandatory orientation session must contact the Director for their specific program. The graduate program directors will determine what arrangements can be made for students to complete the orientation. In some instances, a student may not enroll in the program if she/he is unable to attend mandatory orientation sessions (e.g., DNP & PhD Programs' Summer Intensives).

Computer Requirements
Some courses in your program may be delivered via distance methods (i.e. web based, or videoconferencing to the Neighbor Islands) and some exams may require the use of a laptop during scheduled class time. Students are expected to utilize the assigned UHM email address for all email correspondence, and have access to a computer and the Internet when they are enrolled in courses offered via the web. Every entering student is expected to own a laptop computer with wireless internet capabilities that meets certain minimum performance standards and has connectivity to the Internet. Recommendations and requirements for computer hardware and software configuration are listed at http://www.hawaii.edu/askus/585. If you are considering purchasing a computer, visit UH ITS computer recommendations.

Graduate Course Registration Process
Registration is accomplished by connecting electronically to the MyUh Portal website at http://www.myuh.hawaii.edu.

Per the OGE, all graduate students must maintain enrollment of at least one credit each Fall and Spring semester or they will be regarded as withdrawn from the program and must apply for readmission to continue their programs of study. DNP students must register for a minimum of seven credits each Fall and Spring semester and a minimum of one N776 credit during each Summer session. Per the OGE, PhD students are not required to register for Summer course work. However, there are required courses in the PhD Program pathway that are only offered during the Summer and students should register for these. Refer to the current UHM Catalog at http://www.catalog.hawaii.edu/grad-ed/enrollmentreq.htm for additional information.

Registration for Courses, Nursing Licensure, and Certification Requirements
Graduate students who have just completed their baccalaureate program or a pre-licensure program (e.g., Master's Entry Program in Nursing) must have evidence that they are licensed as registered nurses (RN) (i.e., have passed the NCLEX and have licensure from their home state Board of Nursing) no later than the end of the first semester of their graduate courses. If a student has not passed the NCLEX and is without evidence of licensure as a RN by this time they must take a leave of absence [LOA] until this requirement is completed (refer to policy on leave of absences and maximum amount of time allotted for LOAs). For student with student loans who are required to take an LOA should contact the UH Mānoa Financial Aid Services to explore possible options related to scheduling student loan repayment.

Only students accepted in majors in nursing are allowed to register for clinical nursing courses. Classified graduate nursing students may only register for the courses listed in their Program pathway unless specifically granted permission by their Program Director and the faculty teaching the course.

Classified Status in the Department of Nursing
Graduate nursing students who are already RNs and enrolling in SONDH graduate programs must provide evidence of current licensure in Hawai`i or the state or jurisdiction in which they reside during their nursing course work. In addition, advanced practice RNs (e.g., nurse practitioners, clinical nurse specialists, certified nurse-midwives) enrolling in graduate nursing courses must provide evidence of current national certification in addition to their current RN licensures.

Financial Obligations
Students who do not meet their UH Mānoa financial obligations (traffic fines, library fines, locker fee, lab breakage charges, transcript fees, loans, rental contracts, etc.) may be denied registration. Notation of the hold will appear in the "Check my Registration Status" section of the MyUH Portal website under "Registration".

Orientation to Courses
Each course that is taught in the SONDH has a syllabus that provides essential information specific to the course (e.g., student learning objectives, any required texts, required assignments, faculty contact information, etc.). The faculty teaching a course reviews the contents of the syllabus with students. However, it is the student's responsibility to be familiar with the contents of the syllabus. The course syllabus is considered to be an agreement of understanding (i.e., a contract) between the faculty and the student regarding course expectations.

Grading Policy
According to the OGE, all graduate students must maintain and overall GPA of 3.0. If a graduate student does not maintain a GPA of 3.0 she/he will be placed on academic probation by the OGE Graduate Division (refer to Academic Jeopardy section of this Handbook).

SONDH Graduate Program Grading Policy
All courses in the SONDH graduate nursing curricula (clinical and non-clinical) must be taken for a grade (A-F) in order for the course credits to apply towards the degree unless otherwise specified in the current UHM Catalog or the SONDH student handbook. Directed reading/proposal development (NURS 699) and the DNP project (NURS 776) are the exceptions that may be approved by faculty for a Pass/Fail grade. The Office of

Graduate Education does not accept credit/non-credit (CR/NC) as applicable towards a graduate degree.

SONDH Grading Scale
The following is the grading scale that has been approved for use in the SONDH graduate programs:

Grade	GPA	Percent
A+	4.0	97-100
A	4.0	94-96
A-	3.7	90-93
B+	3.3	87-89
B	3.0	84-86
B-	2.7	80-83
C+	2.3	77-79
C	2.0	74-76
C-	1.7	70-73
D+	1.3	67-69
D	1.0	64-66
D-	0.7	60-63
F	0.0	≤59

Student Access to View Grades Students can view final grades on the MyUH Portal website using the "View My Final Grades" feature under "Student Records". Changes in grades due to error or late completion of a course must be initiated and completed by the faculty member who recorded the initial grade.

SONDH Graduate Program Policy
Graduate students receiving less than 80% (a grade of "B-") in a nursing course will not progress in their program and must repeat and pass the course as soon as it is offered again. The faculty of the course in which a student is enrolled and is receiving less than 80% will notify the student's Program Director (for MS students) or their faculty advisor (for doctoral students), and the Graduate Chair about the student's status. If students receive less than 80% in two nursing courses (including a course that they are repeating) they will be dismissed from their nursing program and is not eligible for readmission.

Academic Progression – conditions for being at risk of failing a didactic or clinical course, not progressing or being dismissed from the program Graduate students who fail to meet the minimum overall GPA of 3.0 are placed on academic probation by the Office of Graduate Education (OGE). Students who fail to attain a 3.0 GPA during a probationary semester will be denied further registration. Refer to the current OGE at: http://manoa.hawaii.edu/graduate/content/academic-progress

All graduate nursing students must receive a grade of 80% or higher or a "credit" grade in credit/no credit (C/NC) courses to continue to progress in their programs. If a student receives less than 80% (or "no credit") in a course s/he must repeat the course when it is next offered. A student who receives less than 80% in a master's core course may not enroll in additional courses until the core course is repeated successfully. If the student does not pass the repeated course, s/he will be dismissed from the program and denied readmission. The student who earns less than 80% or NC in more than one course will be dismissed from the program. Students enrolled in a program with a cohort model who receive less than 80% or NC on a course will be required to take a Leave of Absence (LOA) and may be able to take the course when it is next offered with the next incoming cohort of students.

When a student is not meeting the expectations of a clinical/fieldwork course, the faculty will develop a learning contract that defines the problem and clarifies what is expected of the student to meet the expected learning outcomes of the course. Learning contracts are developed to identify student performance problems and understand what is expected of them to be successful in the course. The learning contract will specify the consequences of not meeting the outlined expectations. Students should sign the learning contract as evidence of acknowledgment of the content of the contract.

SONDH Procedure When a Student is Not Passing a Course

The following is the procedure that is initiated when a graduate nursing student is in jeopardy of receiving a grade that will not allow her/him to progress in the program (i.e., a grade of less than B – [80%]).

- The faculty of the course for which there is evidence that a student is at risk for receiving less than 80% as a final grade (or "credit/no credit" (C/NC course) will notify the student in writing, the Program Director of the program that the student is enrolled in, and the Graduate Chair as soon as possible.
- Faculty will also notify the student's program director and the Graduate Chair when they place a student on a learning contract as well as the reasons for establishing the contract, the expected outcomes, and consequences if the student does not meet the outcomes.
- Once a student has received a grade of less than 80% or no credit in two courses, the student's program director and the GC will be notified and will meet with the student. Subsequently, the SONDH will send a letter confirming the student's dismissal from the program and notifies the Office of Graduate Education.

Academic Grievances

When there is an issue or concern with a didactic or clinical nursing course, the student will discuss the matter with the course faculty. When the matter is not resolved to the student's satisfaction, the student can submit a written statement to the Department Chair within 10 working days after the faculty has provided their final decision. The Department Chair will review the matter and meet with the faculty and student (separately or jointly, as needed). The Department Chair will provide the student with their written final decision within 10 work days of receipt of the formal student statement. If the matter is not resolved to the student's satisfaction, the student can file a written appeal to the Chair of the Academic Grievance Committee via the UH Manoa Dean of Students within 10 working days after receiving the Department Chair's decision.
See the following UHM websites for details:
http://www.studentaffairs.manoa.hawaii.edu/policies/academic_grievance/

Grievances involving professional practice within the nursing graduate program are handled by SONDH; the final decision making authority rests with the SONDH dean.

The Office of Graduate Education (OGE) http://manoa.hawaii.edu/graduate/content/academic-grievance policies and procedures apply to grievance situations unique to graduate students, such as grievances involving:

- specific graduate program requirements (including adequate academic progress),
- qualifying and comprehensive exams,
- formation and composition of the thesis or dissertation committee,
- final defense of the thesis or dissertation,
- infringement of intellectual property.

The student with a non-grade related concern must discuss the matter with the course faculty. If the student is not satisfied with resolution of the matter the student may file a formal grievance against the faculty by following the Office of Graduate Education (OGE) formal grievance procedure and filing deadline described at the following website: http://manoa.hawaii.edu/graduate/content/formal-grievance

Student Academic Records

Student academic records are maintained in the Office of Student Services for the duration of your program. Continuing graduate student files will be kept for a period of five (5) years for those who have graduated. Files will be kept for one (1) year after date of last attendance for students who have not maintained continued enrollment without an approved LOA from the Office of Graduate Education. You may review your academic record online on STAR at https://star.hawaii.edu/

Transcripts

To receive a transcript you must contact the University of Hawai'i at Mānoa, Office of Admissions & Records. Transcript Request Forms are available in the SONDH Office of Student Services (Webster 201), Office of Admissions & Records (Queen Lili'uokalani Center for Student Services 001), the University Cashier's Office, (Queen Lili'uokalani Center for Student Services 105), or online at http://manoa.hawaii.edu/records/transcripts.html

Student Evaluation of Faculty, Courses and Programs
Effective learning environments evolve from the contributions of both faculty and students. This partnership extends to evaluating the effectiveness of courses and SONDH programs. Student feedback is critical to this process and serves as a basis for faculty to make adjustments to courses and our programs. It is considered a part of each student's professional obligation to participate in course and program evaluations. In response to input from students, the DON revises course delivery. In addition, individual faculty will use the eCAFE survey process to gather information to assist them in their continuing professional development. ALL STUDENT EVALUATION INPUT IS CONFIDENTIAL AND ONLY AGGREGATE INFORMATION IS SHARED BY THE DON.

Faculty and Course Evaluation The student DON course evaluation report data is collated by the Office of the Associate Dean for Academic Affairs (ADAA) and then forwarded to the GC. The GC will review all of the information and those not meeting school benchmarks will be referred to the appropriate Curriculum and Evaluation Committee (for course deficiencies, possible revisions) or, if faculty issues are evident, to the Department Chair. Action plans to improve these courses will be developed, implemented and evaluated when the courses are next offered.

Annual Program Evaluation During the spring semester the Annual Program Evaluation will be distributed to all students. The purpose of this survey is to capture students' experiences of the program they are enrolled in. Student feedback is invaluable to the school effort to continuously improve our academic programs. Survey questions solicit student's experiences of nursing courses, clinical/fieldwork, the admission process, progression through the program and their experience of campus services. Student feedback is anonymous and students are encouraged to provide honest helpful comments intended to support program improvements. The results are reviewed by the SONDH administrative team (dean, associate dean and department chair) as well as by faculty on respective undergraduate and graduate curriculum evaluation committees. Major themes and action plans for improvement are shared with students enrolled in each program by the designated program director or designee.

PROGRESSION TOWARD DEGREE

Transfer of Graduate and Post-Baccalaureate Unclassified (PBU) Credits
Transfer of previously completed graduate and PBU credits for any of the Master's program's courses must follow the OGE Graduate Division's policy. For more detailed information about the procedures for transfer of Master's credits from another higher institution of learning to the Master's program at UH, refer to the OGE Graduate Division website at https://manoa.hawaii.edu/graduate/content/transfer-pbu-credits.

The official policy of the OGE regarding the transfer of credits is stated in the Graduate Division website as follows: "Transfer credits and UHM PBU credits are NOT applicable toward doctorate requirements" (UHM Office of Graduate Education, Graduate Division; https://manoa.hawaii.edu/graduate/content/transfer-pbu-credits). However, the following exemptions for SONDH doctoral students are allowed as follows:

- NEXus (elective course options for DNP and PhD nursing students): The UHM is a member of NEXus (The Nursing Education Xchange). NEXus is a collaboration between participating doctoral programs in nursing (DNP, PhD) that allows doctoral students enrolled at member colleges and universities to take elective courses that may not be offered at his/her home institution for a common price. The UHM NEXus staff liason is the DNP and PhD Program Coordinator who serves to coordinate course offerings and facilitate faculty and student selection of courses that are appropriate. For more information: http://www.nursing.hawaii.edu/nexus
- DNP students may enroll in electives at institutions other than UHM once they have been admitted to the DNP program. Since the DNP is a SONDH professional degree, the Graduate Division will review and consider the transferring of credits completed as electives from another institution, other than NeXUS, that have not been applied to another degree through the following procedure:
  - Student discusses elective graduate course with faculty advisor to determine if it is in alignment with the student's program of study/goals.
  - Student enrolls in the graduate level course and successfully completes it.

- o Student requests an official transcript from the institution from which the course was taken be sent to the UHM SONDH Office of Student Services (OSS). The transcript should document the course title, number of credits, final grade and whether or not it was a semester or quarter long course.
- o Once the transcript is received by the OSS, it is reviewed by the faculty advisor and the DNP Program Director.
- o A copy of the transcript is placed in the student's file in the UHM SONDH OSS.
- o The original copy is forwarded to the Office of Graduate Education with a memo from the SONDH Graduate Chair indicating that the student's elective course work was reviewed by the above faculty and approved for acceptance for "X" number of elective credits for the course.
- o The original copy of the transcript will be kept with the student's file in the Graduate Division.
- o When the student requests a transcript(s) from UHM Graduate Division/Registrar's Office, the copy of the transcript documenting the course(s) taken at another institution (while enrolled in the UHM DNP program) will be sent along with the UHM transcript. However, it may be prudent for the student to also directly request a copy of the transcript of the course and credits completed at the other institution(s) in addition to the UHM transcripts.

Course Waivers
All UHM policies regarding waiving or substitution of coursework in the graduate program will be adhered to by the Department of Nursing graduate programs (Refer to http://manoa.hawaii.edu/graduate/content/credit-policies). During the first semester of enrollment in the Master's or doctoral programs, the student should confer with his/her advisor (for doctoral students) or the student's program director (for Master's students) to review the course pathway for the program. At that time, any requests for course waivers or substitutions will be identified at that time. However, when a course is waived, the total number of credits for a degree will remain the same. Therefore, another graduate course of equal number of credits will need to be taken and accepted by the program and the OGE Graduate Division. Refer to Appendix K. Course Waiver and Substitution Definitions, Policies and Procedures for additional information about the SONDH course waiver and substitution policies and procedures for graduate students. The DNP Program does not allow for course waivers.

Nursing 699 (N699) Directed Study or Research Course
This variable credit course is a faculty guided course that addresses nursing theory and practice (UHM 2013-2014 Catalog, p. 473). Graduate students planning to enroll in N699 must confirm this plan with their program director or academic advisor to receive approval prior to enrollment. After this has been accomplished, the student must contact the instructor of the course to confirm the plan for the N699, determine the number of credits for the course, and obtain the proper course reference number (CRN) and registration override that might be required to enroll in the N699 course.

Student Directed Professional Portfolio
The preparation of registered nurses requires that there is evidence of successful completion of an educational process that provides the knowledge, skills, and professional role development essential to become a competent and safe advanced practice nurse. The Master's and Doctor of Nursing Practice program curricula at the University of Hawai'i at Mānoa (UHM) Department of Nursing (DON) includes ongoing professional development of the student.

A student-directed portfolio is a purposeful collection of work that provides evidence of the student's ongoing acquisition of knowledge and skills, achievements and contributions, and self-reflection and critical analysis to enhance their professional growth. The portfolio is a document that illustrates and catalogues the student's progressive growth in his/her knowledge, skills and abilities, as well as maturation of understanding and attitudes about professional nursing practice in the respective chosen graduate program specialty. Refer to Appendix E. Student Directed Professional Portfolio.

Variable Credit Courses
These are courses that allow students to specify the number of credits they will earn from the course during the semester. To register for the specific number of credits, students should contact their faculty advisor and the instructor for the course to determine the number of credits for which the student will be able to register. Once

this has been determined, the student can utilize the "Change Class Options" feature on the registration portion of Myuh portal website https://myuh.hawaii.edu/cp/home/displaylogin to register for the agreed upon number of credits (e.g., NURS N675, NURS 693, NURS 699, NURS 776, etc).

Double-Counting of Credits
Credits that have been taken and applied to completion of another degree cannot be transferred and be counted toward a graduate degree. Refer to the OGE Graduate Division website for more information about double-counting of graduate credits at http://manoa.hawaii.edu/graduate/content/double-counting-credits

Withdrawal from Courses
Students should be familiar with withdrawal procedures and dates by reading the University of Hawai'i at Mānoa Catalog. The catalog is for sale at the campus bookstore and is available online at http://www.catalog.hawaii.edu. Specific deadlines must be met in order to receive refunds for credits that the student registered for and if these deadlines have passed, reimbursement will not be provided.

Incomplete (I) Grades
According to the UHM Catalog a grade of an Incomplete (I) may be given to a student who failed to complete a small but important part of a semester's work, and if the instructor believes the failure to complete was caused by conditions beyond the control of the student.

The implications of an incomplete grade in a nursing course are as follows:
- Incomplete (I) grades received in graduate nursing courses must be cleared by earning a grade of "B-"or better before the student enrolls in the next required nursing course in their program of study (e.g., for nurse practitioner and clinical nurse specialist students, an incomplete in N613 Advanced Pathophysiology must be resolved before the student is allowed to enroll in N612 Advanced Health Assessment).
- Incomplete (I) grades for courses that are not "completed" by the deadline follow the academic procedures outlined in the UH Mānoa catalog (http://www.catalog.hawaii.edu).

Incomplete grades can be entered for DNP students but the incomplete work must be completed with a grade entered by the first day of the subsequent semester in order to maintain good standing in the cohort pathway. If the incomplete is not resolved by the first day of the next semester, the DNP student will be required to submit a request for an LOA (see LOA section).

Leave of Absence (LOA)
Graduate students can request a petition for a LOA a semester **prior to** the date of when the LOA is to begin. The LOA can be requested for a period of time no longer than one calendar year and may be granted to currently enrolled students in good standing (minimum GPA of 3.0) after the following criteria have been met: (1) completion of at least one semester of course work relevant to the degree as a classified graduate student; and (2) based on the recommendations of the Director of the student's graduate program that the student is currently enrolled and the Graduate Chair for the SONDH, and with the approval of the Office of Graduate Education. The date of return from a LOA must be set at the time the LOA is requested. Forms are available in the self-service rack outside Spalding 352 and on the website at http://www.manoa.hawaii.edu/graduate/

Since the Doctor of Nursing Practice (DNP) Program admits students on an annual basis and maintains a cohort model for their pathway, students receiving a LOA will have a space reserved for them to resume their coursework with the following year's incoming cohort.

Withdrawal from a Program
A student who decides to withdraw from their program should contact their program director and the SONDH OSS to review the procedure. Information about withdrawing from a program is also available through the OGE website at http://manoa.hawaii.edu/graduate/content/withdrawal.

Time to Complete Course Work and Degree Requirements
The OGE Graduate Division policy regarding time to complete graduate course work is as follows:

Master's Programs. Time to completion is typically two years with full-time enrollment. Effective Fall 2011, failure to complete the master's degree after five years will result in the student being placed on probation, *i.e.*, at the beginning of the sixth year the student automatically will be placed on probation. The probation notice will be rescinded if the student completes the degree within seven years. Students who do not complete the degree within seven years are subject to dismissal. Approved leaves of absence do not count toward these time limits.

If at the end of year seven more time is needed for completion of the Master's degree due to circumstances beyond the student's control, and the student has completed all of the degree requirements except the thesis or capstone experience, an extension may be requested. To request an extension, the student's graduate chair submits a petition to the Office of Graduate Student Services. If the program does not support the extension, the student will be dismissed.

The extension request should provide a timeline for completion that includes the expected graduation date and the reason(s) necessitating the extension" (OGE Graduate Division retrieved from http://manoa.hawaii.edu/graduate/content/time-allowed-completion-degree).

Doctoral Programs. Time to degree is typically four years with full-time enrollment. Effective Fall 2011, a doctoral student who has not completed his/her degree after seven years will be placed on probation, *i.e.*, at the beginning of the eighth year the student automatically will be placed on probation. The probation notice will be rescinded if the student completes the degree within ten years. Students who do not complete the degree within ten years are subject to dismissal. Also effective Fall 2011, a doctoral student who has not advanced to candidacy after five years will be placed on probation. The probation notice will be rescinded if the student advances to candidacy prior to seven years. If the student has not filed Form II within seven years, the student shall be dismissed from UH Manoa. Approved leaves of absence do not count toward these time limits.

If at the end of year ten more time is needed for completion of the doctoral degree due to circumstances beyond the student's control, and the student has completed all degree requirements except the dissertation, an extension may be requested. Similarly, if more time is needed for advancement to candidacy due to circumstances beyond the student's control, an extension may be requested. To request an extension, the student's graduate chair submits a petition to the Office of Graduate Student Services. If the program does not file for an extension, the student will be dismissed.

The extension request should provide a timeline for completion that includes the expected graduation date and the reason(s) necessitating the extension." (OGE Graduate Division retrieved from http://manoa.hawaii.edu/graduate/content/time-allowed-completion-degree)

Although the OGE timeline for completion of a doctoral degree is based on a full-time pathway and the PhD and DNP Program pathways are part-time, the timeline for completion of a doctoral degree remains the same as described above. Specific milestones for doctoral students at the SONDH have been developed to guide and monitor students' progression (refer to Appendix G. Academic Progression in the SONDH Doctoral Programs).

CLINICAL/FIELDWORK

Orientation to Agencies/Organizations Outside of UHM
Successful achievement of practicum, fieldwork, research, and project (e.g., DNP project) objectives is directly related to knowledge about the setting in which the learning activities occur. Consequently, all students are required to participate in orientation to any agencies/organizations in which these activities will take place.

Attendance Policy: Class & Clinical Laboratory
Regular attendance at class and clinical laboratory/fieldwork is expected for all courses. Notify your faculty of absences from class and notify the clinical unit and faculty of absences from the clinical area. Unavoidable absence should be explained to the instructor and make-up arrangements discussed. Make-up arrangements may not be possible in certain courses.

Transportation
All transportation required to participate in the nursing program is the responsibility of the student. Class sections and clinical placements are not altered to meet a student's transportation needs.

Student Conduct in Clinical Settings
Students are expected to meet health requirements, dress codes, professionalism, and all applicable policies of the clinical facilities. It is important to:

1. Be on time.
2. Report to the appropriate people.
3. Let the faculty or clinical unit know if you are ill and cannot be there before the assigned clinical time.
4. Follow the dress code (refer to Graduate Student Dress Code below).
5. Act in a professional manner at all times, including safeguarding of patient information.
6. Respect the policies of the agencies. Remember you represent the University of Hawaiʻi at Mānoa Department of Nursing.

Graduate Student Dress Code
Appropriate and professional attire is required for all laboratory and clinical experiences. Open toed shoes, high heels, midriff or low cut tops, and shorts are unacceptable attire. In addition, make-up, if used, is to be worn in moderation; facial jewelry is limited to earring posts; and hair must be neatly kept. Inappropriate and/or unprofessional attire will result in dismissal from the clinical and recorded as an unexcused absence. A laboratory coat and UH student ID should be worn at all times during clinical experience. Refer to the Master's Entry Program in Nursing (MEPN) section of the Handbook for the dress code for MEPN students enrolled in their pre-licensure year.

Clinical Course Evaluations and Grading
Mid-semester and final evaluations for clinical courses/practicum (e.g., NURS 675) are written and signed by both students and faculty. A mid-semester and final meeting is held to confer with students about their clinical progress. The responsibility rests on both faculty and student to arrange a meeting time for these evaluations. Students are expected to improve in their clinical performance throughout the semester and from semester to semester. This improvement should be reflected in the clinical evaluations that are based on the objectives found in each clinical course syllabus. Students enrolled in clinical courses that require a letter grade (A – F) must receive a minimum grade of B – (80%) or they will have to successfully repeat the clinical for the same number of credits.

Unsafe behavior in a clinical practicum or a breach in ethical conduct will result in an "F" grade for the course and may result in immediate dismissal from the program. Unsafe behavior in the clinical practicum may include but is not limited to the following:
a. Failure to maintain an expected level of competency for a registered nurse
b. Behavior that jeopardize the emotional or physical safety of the patient
c. Violation of the principles of asepsis
d. Charting incomplete or inaccurate information
e. Using words or gestures that suggest disapproval of the patient
f. Coercive actions to get the patient to cooperate
g. Using a communication style that confronts or attacks the patient
h. Failure to handle one's own emotions in the clinical setting in a manner that may negatively impact patients
i. A breach in ethical behavior including: A violation of the Patient's Bill of Rights as issued by the American Hospital Association (1992); A breach of confidentiality if 1) the patient's right to privacy has been violated, or 2) the consequence of disclosure of information about a patient has a negative impact on the patient's life.

Refer to the section on Academic Progression on page ___ for SONDH policy and procedure.

Student Health Requirements & CPR

In addition to satisfying the health clearance requirements set by UHM Health Services, all nursing students enrolled in a clinical course must clear all health clearance requirements specified by the clinical agency before starting a clinical experience and remain clear for duration of that term. In addition, all nursing students must be certified for BLS/Healthcare Provider CPR by an American Heart Association trainer (or equivalent). All health clearance documents and BLS CPR certification must be submitted to the SONDH Office of Students Services.

Health Insurance: All undergraduate and graduate students are required to have personal health insurance.

Health Risks: Students in nursing programs are exposed to selected health risks related to the environment of their learning experiences. Clinical labs are held in medical centers, clinics, and in various community locations. The nature of nursing is that there may be unintended exposure to health risks in any clinical setting.

Health Clearance – Illness or Injury

Students enrolled in clinical courses that require direct patient care must be in good emotional and physical health in order to ensure the student's safety and the safety and well being of their patient(s). In the event the student becomes ill or injured the faculty will ask the student for a signed letter from the student's health care provider stating that they are able to function in the setting for the time required and perform the clinical learning activities expected of them. This health clearance must be provided to the faculty prior to engaging in patient care activities. In the event the illness or injury impairs the student's performance the student will be required to take a leave of absence.

Emergency Care

Student enrolled in the SONDH have potential for exposure to communicable diseases or may sustain injuries in the clinical setting. The clinical agencies will render emergency care at the clinical site, if available. Students are financially liable for all care received, including emergency room charges.

Criminal Background Checks and Drug Testing

Hospitals and other clinical agencies require a criminal background check and drug testing of students in order to meet their hospital accreditation requirements. The Department of Nursing will not collect this information. It is the student's responsibility to provide information in accordance with the requirements of the clinical facilities. The following statement has been issued by the UH Legal Counsel:

"It is the responsibility of the student to satisfactorily complete affiliated hospital background checks and drug testing requirements in accordance with procedures and timelines as prescribed by the affiliated hospital. Nursing students are required to complete UH prescribed academic requirements that involve clinical practice in a UH- affiliated hospital setting with no substitution allowable. Failure of a student to complete the prescribed UH nursing clinical practice in a UH-affiliated hospital shall be deemed as not satisfying nursing academic program requirements."

If the requirements set forth by hospitals or other clinical agencies are not met by the individual student, the University is not responsible to provide a substitute clinical facility or clinical experience. The Department Chair will be notified by the clinical agency when negative information results in the student not being allowed to come to the agency. The DON will contact the student and inform them. Such refusals may impact the ability of the student to continue in the nursing program.

Affiliation Agreements

Any time a student conducts course requirements at a site other than UHM, an affiliation agreement is required. This agreement is a contract between the UHM and a facility where SONDH students fulfill course-related and graduate required off-campus practicum and fieldwork experiences. Refer to Appendix L. Affiliation Agreement Process.

Malpractice Insurance

All classified nursing students at the SONDH are covered by malpractice insurance of at least $2,000,000 per incident/ $4,000,000 aggregate.

STUDENT CONDUCT AND EXPECTATIONS

Student Conduct Code
Nursing students are preparing for or are already participating in profession that expects members of its community to adhere to a high ethical and moral standard. All students must abide by the UHM Student Conduct Code available at http://studentaffairs.Mānoa.hawaii.edu/policies/conduct_code/system_scc. ***It is the responsibility of the student to familiarize themselves with the contents of the UHM Student Conduct Code. Failure to adhere to this code may result in course failure and/or dismissal from the nursing program.***

HIPAA and Protection of Human Subjects Certification
Students are required to provide documentation of current HIPPA certification to the OSS. In addition, current CITI/NIH Protection of Human Subjects certification is required for all doctoral students and any Master's students who will be involved in research activities/projects (refer to Appendix H. Protection of Human Subjects).

Violation of Student Professional Standards
Violations include, but are not limited, to:
- Breaking confidentiality of client information and health records;
- Jeopardizing the physical and emotional well-being of a client or patient;
- Knowingly performing nursing actions without adequate preparation or beyond one's level of skill;
- Fabricating patient records or write-ups (such as history and physicals);
- Fabricating the documentation of the number of clinical hours, patient encounters and diagnoses of patients seen
- Verbal or social media threats or intimidation, or physical harm.
- Behaviors that disrupt class or clinical activities
- Lack of respect for faculty, staff (e.g., hospital, clinical agency, UHM Department of Nursing) and fellow students

Faculty may dismiss a student from the day's activity based on any of the above actions. Refer to Appendix X. SONDH Policy DON-6 for additional information on Guidelines on Resolving Student Professional Conduct Issues.

Social Networking and Electronic Communication Guidelines
Students are expected to utilize the assigned UHM email address for all email correspondences related to UHM. This includes any communication related to all UHM learning activities at any outside agency (e.g. clinical).

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media. Be mindful that what you publish is public for anyone to see and may be traced back to you even after a lifetime..

Popular social networks, blogs and forums used by students may include, ***but are not limited to***: Myspace, Facebook, Twitter, Allnurses.com, Tumblr, etc. If you are a member of any of these or similar sites, please make sure your material is appropriate.

Be thoughtful about how you present yourself. Nursing and dental hygiene students are preparing for a career providing services to the public. The UH Mānoa (UHM) School of Nursing and Dental Hygiene (SONDH) and future employers hold you to a high standard of behavior. By identifying yourself as UHM SONDH student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure content associated with you is consistent with your professional goals. If you are a new SONDH student, be sure to update your social profiles to reflect our guidelines.

Protect confidential information. While you are posting to your friends, many of the sites are open to anyone browsing or searching. Be thoughtful about what you publish. Do not disclose or use confidential information or that of any other person or agency. Respect the Health Insurance Portability and Accountability Act (HIPAA)

regulations. Do not post any information about your clinical rotations or clients in any online forum or webpage.

Respect your audience and your coworkers. Remember that UH Mānoa SONDH is an organization whose students, faculty, and clients have a diverse set of customs, values, and points of view. Do not be afraid to be yourself, but respect others.
For more information, see the American Nurses Association Social Networking Toolkit at
http://www.nursingworld.org/socialnetworkingtoolkit

Illegal Drugs & Substance Abuse
The Office of the Vice-President for Student Affairs, the Alcohol & Substance Abuse Task Force, and the Director of Planning and Policies http://www.hawaii.edu/apis/ep/e11/e11203.pdf) state:

In conformance with the existing law, students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs as prohibited by State and Federal law, at university-sponsored or approved events or on university property or in buildings used by the university for education, research or recreational programs. Consistent with its mission, the university will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs.

In the event that a faculty member in the Department of Nursing observes, by appearance or behavior, that a nursing student may be under the influence of any substance* which impairs judgment, the faculty will question the student and may dismiss him/her from that day's activity. This applies in the classroom, the UH THSSC, and the clinical sites. **Students found in violation shall be subject to the provisions of the student conduct code and could face dismissal from the nursing program.**

Substances include alcohol, illegal drugs, abuse of prescription or non-prescription drugs, or any other substances that impair thinking, learning and judgment.

Academic Dishonesty
Acts of academic dishonesty as defined by the UHM Student Conduct Code are found on the UHM website at http://www.catalog.hawaii.edu/about-uh/campus-policies1.htm

CHEATING includes but is not limited to:
1) The use of any unauthorized assistance in taking quizzes, tests or examinations;
2) Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, carrying out other assignments or test taking;
3) The acquisition, without permission, of tests or other academic material belonging to a member of the UH faculty, staff or student, or other sources.
4) Submission of the same written or oral material in one or more than one course without obtaining authorization from the instructors involved.

PLAGIARISM includes but is not limited to the use by paraphrase or direct quotation, of the published (hard copy or online) work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of terms papers or other academic materials, and the submission of the same written or oral material in more than one course without obtaining authorization from the instructors involved.

Note: This definitional material is taken from page 9 of the Student Code of Conduct and from the Campus Policies and Information section of the UH Manoa Catalog, which have a more complete set of definitions "of all the types of behavior that conflict with the community standards that the UH values and expects of students."

Documented acts of dishonesty will result in a failure for the course.

Student-Faculty Authorship Policy
The SONDH is committed to student faculty authorship that both offers student-faculty collaborations and mentoring while at the same time safeguarding student rights. The school has adopted the International Committee of Medical Journal Editors (ICMJE, 2008) definition of authorship, which defines an author as an

individual who has made significant contributions to the entirety of the document, including contributions to the conception, design, data collection, analysis and interpretation of data, and/or drafting or critical revisions of the document. Students and faculty working on documents that are planned to be submitted for publication must review the policy and complete the forms prior to beginning this work. Refer to Appendix F Student Faculty-Authorship Policy.

Gifts to Faculty & Staff
Faculty and staff of the SONDH are subject to the gifts section of the State Ethics Code, Chapter 84, Hawaiʻi Revised Statutes (HRS) which provides as follows: Section 84-11 Gifts states "No legislator or employee shall solicit, accept, or receive, directly or indirectly, any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing, or promise, or in any other form, under circumstances in which it can reasonably be inferred that the gift is intended to influence the legislator or employee in the performance of the legislator's or employee's official duties or is intended as a reward for any official action on the legislator's or employee's part" (http://ethics.hawaii.gov/wp-content/uploads/2013/08/Chapter-84.pdf).

SCHOOL/WORK ENVIRONMENT SAFETY

UH Executive Policy E9.210 on Workplace Non-Violence
Prohibits violence in the workplace and states that: "The University of Hawaiʻi is an institution which encourages the intellectual and personal growth of its students as scholars and citizens and recognizes the need to maintain a safe and secure environment for faculty and staff to fulfill the University of Hawaiʻi's mission of teaching, research and service. In order to maintain an environment where these goals can be achieved safely and equitably, the University promotes civility, respect and integrity among all members of its community." "All administrators, faculty, staff, and students are responsible for maintaining a university campus environment that ensures that all members are treated with civility and respect to fulfill the University's missions and goals."

UH Non-Violence Policy also Covers Threatening and Disruptive Behavior
- Threats can be direct. Threats can be implied
Examples (depending on the context)
- Repetitive unwanted phone calls, notes, texts or emails
- Verbal statements that can be interpreted as threatening or harassing
- Implicit or veiled threats, e.g., "This isn't over" or "You'll be sorry if ..."
- General verbal or written threats to people or property, e.g., "You better watch your back" or "I'll get you"
- Non-verbal threatening actions (e.g., moving closer aggressively)
- Threatening gestures (e.g., waving fists)
- Shouting, yelling
- Using profanity and verbally abusing others
- Refusing reasonable requests for identification
- Stalking
- Behaviors that a reasonable person would interpret as being potentially violent (e.g., throwing things, pounding a desk, kicking a door, sabotaging a coworker's equipment)

SONDH students who have concerns about the behaviors of others in the school should contact the Department Chair

For additional information:
https://www.hawaii.edu/offices/eeo/docs/wpv-system-brochure.pdf

E1.203 Policy on Sexual Harassment and Related Conduct
This policy reflects the University of Hawaiʻi's system-wide commitment to eliminate sexual harassment. Sexual harassment is a form of sex discrimination. It is the policy of the University of Hawaiʻi that harassment based on sex is prohibited and will not be tolerated in any part of the University's programs, activities, or

employment. Acts of sexual harassment undermine the trust and mutual respect essential to the mission and function of the academy.

Sexual harassment constitutes illegal discrimination under Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, as amended, and the Hawaiʻi State Fair Employment Practices Act, Chapter 378 HRS, as amended.

For more information about this policy: http://www.hawaii.edu/svpa/ep/e1/e1203.pdf

Students who have concerns can discuss this with the SONDH Department Chair, Associate Dean of Academic Affairs or Dean. Students may also contact any of the following: Title IX Coordinator, Gender Equity Specialist, UH Mānoa Office of the Dean of Students, or EEO/AA Office.

CONFIDENTIAL INFORMATION

Confidentiality of Student Records and FERPA
The University, in compliance with the Family Educational Rights and Privacy Act (FERPA), is responsible for maintaining the confidentiality of student education records and monitoring the release of information from those records. Faculty and staff with access to student education records have a legal responsibility to protect the privacy of students by using information only for legitimate educational reasons to instruct, advise, or otherwise assist students. FERPA also assures certain rights to students regarding their education records. These rights do not transfer to parents, guardians, spouses, or other family members without the express written permission of the student.

For additional information on FERPA and Confidentiality of Student Records:
http://manoa.hawaii.edu/records/pdf/FERPAnotice.pdf

Patient Confidential Information, Health Insurance Portability & Accountability Act of 1996 (HIPAA)
All healthcare providers have a legal and ethical responsibility to protect the privacy of all patients and their health information. As a nursing student at the UHM SONDH you will have clinical laboratories in a number of health care agencies that provide services to individuals and families. As a member of a profession you have both a legal and an ethical obligation to ensure that the privacy of patients is respected. Although the ethical obligation of privacy has always existed, the Department of Nursing will provide you with training about the law and its implications for your clinical education and practice. In addition, we are required to maintain documentation that you have received this training and agreed to abide by the principles of confidentiality. All students enrolled in clinical courses and all doctoral students must complete the HIPAA training module prior to the start of the clinical experience.

PREPARATION FOR GRADUATION

Graduation Check
The preliminary check is performed by the Office of Student Services, Webster 201 and the student's Specialty Program Director. The final check and clearance for graduation is completed by the UHM Office of Graduate Education after certification by the GC

In order for a student to be approved to graduate by the OGE, evidence of successful completion of all SONDH program course work is required. SONDH Master's students must successfully pass either a Plan A (a thesis) or Plan B (a capstone); PhD students must successfully pass their comprehensive examinations, pass their research proposal defense, and the public defense of their dissertation; and DNP students must successfully complete their project proposal defense and the final public defense of their DNP Project. Refer to Degree Requirements presented on the OGE website http://manoa.hawaii.edu/graduate/content/current-students/.

For Master's students enrolled in Plan A (Thesis), DNP, and PhD students, Form II (Proposal Defense), Form III (Final Defense), and Form IV (Signatory Page of Final Thesis paper, Final Dissertation paper or DNP project paper) must be submitted to and approved by the Office of Graduate Education in order to graduate. There are

specific deadlines each semester for submitting these documents to the Office of Graduate Education. The Office of Student Services graduate advisor (for Master's students) and the Coordinator of the DNP and PhD Programs can assist with these processes to meet the deadlines. Refer to Appendix X. Office of Graduate Education Student Progression Forms.

Applications for graduation from the graduate programs are obtained from and filed at the OGE, Spalding Hall 352, and fees are paid at the Mānoa Cashier's Office. Applications are filed during the first two weeks of the student's final semester.

Recognition Ceremony
The SONDH offers a special Recognition Ceremony for graduates of all nursing programs either prior to or immediately after the scheduled University Commencements.

This ceremony marks the beginning of the professional career and is a memorable time for family and friends to help celebrate students' success. Students who participate in this event are always moved by the beauty of the ceremony and the importance of making time to mark the passage from being a student to progressing in the profession of nursing. A committee formed by the events coordinator and coordinated by the Office of the Dean plans the recognition event. The committee keeps students informed of the ceremony's progress and final plans.

Graduate students must have evidence that they have successfully met all of their program and degree requirements to participate in the Recognition Ceremony.

Commencement Exercise
Commencement is a "rite of passage" for students and a memorable experience. Caps, gowns, and announcements are obtained from the bookstore. The Office of Student Services will provide information about commencement at least six weeks prior to commencement. All graduating nursing students are encouraged to participate in the commencement ceremony.

Diplomas
Diplomas for students are obtained from the Office of Admissions & Records, QLCSS 001 two months after graduation. A request to mail your diploma may be obtained and completed at the Office of Admissions & Records, Queen Liliʻuokalani Center for Student Services Center 001.

PROFESSIONAL ORGANIZATIONS

It is important to your career and development of leadership abilities to become active and involved in student and professional organization. The following are listed as examples.

UHM Graduate Student Organization
According to the OGE, "The purpose of the Graduate Student Organization (GSO) is "to provide classified graduate students, through the graduate programs, with official representation at the University of Hawaiʻi at Mānoa" (Constitution of the GSO). Its primary functions are:

- To provide input on policies affecting graduate students,
- To act as an advisory body to the Graduate Dean,
- To recommend graduate student representatives for service on campus-wide committees, and
- To initiate and to maintain co-curricular programs for graduate students. The president of the GSO is a member of the Graduate Council.

The GSO functions through a Graduate Student Assembly composed of representatives selected from each of the graduate programs and an Executive Council elected by members of the assembly. The GSO maintains a permanent office in Hemenway Hall." (Retrieved from http://manoa.hawaii.edu/graduate/content/graduate-student-organization).

Additional information about the GSO is available at www.http://gso.hawaii.edu/gso2/index.html

Hawaii State Center for Nursing (HSCN)
Through collaborative partnerships, the Center provides accurate nursing workforce data for planning, disseminates nursing knowledge to support excellence in practice and leadership development; promotes a diverse workforce and advocates for sound health policy to serve the changing health care needs of the people of Hawaii. Visit the website at: http://hawaiicenterfornursing.org/

Sigma Theta Tau, Gamma Psi Chapter-at-Large (STTI)
Sigma Theta Tau International is the nursing honor society and promotes excellence in academic scholarship, research and clinical nursing. Students must be nominated to become a member. For membership criteria visit the website: http://gammapsi.nursingsociety.org/GammaPsiChapter/aboutus/howtojoin/

School of Nursing and Dental Hygiene Nursing Alumni Association
The School of Nursing and Dental Hygiene has a proud tradition of producing caring and skilled professionals that provide for the health needs of our diverse population. These alumni are an invaluable part of the School that continues to inspire pride in our future graduates.

Today, more than 4,000 alumni of the School of Nursing and Dental Hygiene stretch the globe. The Alumni Association is a great way to stay connected with this remarkable network of talented and successful professionals. Reunite with old friends and classmates or create new connections for professional development.

The UH Mānoa Nursing Alumni Association (UHMNAA) is an independent LLC organization that strives to connect UH Mānoa Nursing alumni, foster networking, and to support UHM Nursing. Established in 2012, the UHMNAA is an alumni chapter organization of the University of Hawaii Alumni Association, a 501(c)3 nonprofit organization. Contact the chapter at nursalum@hawaii.edu or visit http://www.nursing.hawaii.edu/uhmnaa.

INFORMATION FOR SPECIFIC GRADUATE NURSING PROGRAMS

The following sections of the Graduate Student Handbook provide information that is **specific** to each of the SONDH graduate programs. It is divided into sections reflecting unique aspects of each of the graduate programs. In addition, several appendices have been included that students should refer to based on the requirements of their specific program.

MASTER'S OF SCIENCE DEGREE IN NURSING PROGRAMS

Master's Entry Program in Nursing (MEPN)

Master's of Science Degree in Nursing Specialty Programs

Post-Master's Certificate Program

MASTER'S ENTRY PROGRAM IN NURSING (MEPN)

Program Description
The Master's Entry Program in Nursing is designed for adult learners:
- Who have not attended an RN educational program
- Who have a baccalaureate degree in another field other than nursing
- Who are leadership bound and seeking a career in advanced nursing

The purpose of the MEPN program is to prepare advanced nurses with excellent clinical and leadership skills. The program consists of a MEPN pre-licensure year of study that is delivered across three continuous semesters. The students then transition into one of several advanced nursing specialties. The length of time necessary to complete the MS degree is dependent upon the specialty selected by the learner.

MEPN Progression Policy
The first year of the MEPN program constitutes the pre-licensure coursework of the program. This course work is taken full time and most of the course work is in person. Successful completion of this pre-licensure coursework does not lead to a degree but, rather, to progression into a specific master's program specialty area. A certificate is awarded after the successful completion of the pre-licensure year. Once the first year of the MEPN program is completed, all other requirements for graduate progression apply.
1. The MEPN pre-licensure coursework curriculum is based upon a logical progression, where each course builds upon the successful completion of previous course work.
2. The courses in the MEPN program are offered only once per cohort and in a specific sequence.
3. The student cannot move into his/her Masters nursing specialty area until all courses (didactic and clinical) in the pre-licensure year are successfully completed.
4. All didactic courses must be taken for a grade (A-F). Clinical courses (including laboratories [L]) must be taken for credit/no credit.
5. Students must maintain at least a "B" average (3.0 GPA) in the pre-licensure year in order to maintain good graduate academic standing and to continue on to their MS specialty courses. Each course must be passed with at least 80% (or a "B- grade"). Receiving less than 80% for any course will result in the course not being applied towards progression in the program. In addition, the course must be repeated at the next course offering.
6. Students will work with the MEPN Program Director (PD)and their MEPN faculty advisor to complete a "Progress Towards Degree" form each semester during the first year of the MEPN program.
7. Upon successful completion of the pre-licensure year, the student is eligible to take the NCLEX-RN examination. The MEPN PD will inform the PD of the student's specialty about the NCLEX result and its potential impact on her/his progression. MEPN students must pass the NCLEX-RN by the end of the first semester after the pre-licensure coursework. If a student does not take or pass the NCLEX-RN during their first semester of their MS specialty program they will be required to take a leave of absence until they successfully pass the NCLEX-RN.
8. Upon graduation, the MEPN graduate will demonstrate competency in basic undergraduate as well as graduate level nursing in a chosen specialty area.

Failure to maintain GPA or pass each course in the MEPN pre-licensure year:
1. A MEPN student who fails to maintain an overall "B" average during the MEPN pre-licensure year, or who does not pass a course in the pre-licensure nursing curriculum, may not continue in the program with his/her cohort.
2. The student will consult with the MEPN Program Director regarding options that are consistent with the Office of Graduate Education policy.
3. The student may request to be considered for re-admission for the following academic year in which the next MEPN cohort will be admitted. The request for readmission will be reviewed by the MEPN faculty, the Master's Programs Student Affairs Committee and the GC. Failure of a second course in the MEPN pre-licensure curriculum will result in dismissal from the program and the student will not be readmitted to other nursing programs.

MEPN Dress Code – Pre licensure Year

The following is the dress code for MEPN students during the pre-licensure year of their program:
1. Only the official Department of Nursing (DON) uniforms (white logo top) with white or hunter green pants should be worn to the acute care clinical setting. For the community setting, the green polo logo shirt with long slacks (no jeans or legging type pants) is worn. Uniforms are available for purchase at the UHM Bookstore.
2. White athletic or nursing shoes with white socks are required. Shoes should be clean and polished. Open-toed and/or open-back shoes are not appropriate in any clinical setting.
3. Uniforms must be clean and free from stains.
4. The DON patch and School of Nursing and Dental Hygiene (SONDH) ID badge are required. The ID badge is purchased at the UHM Bookstore.
5. Make-up, if used, is to be worn in moderation.
6. Stud earrings, wedding bands, and watches can be worn. No dangling earrings or long neck chains are to be worn.
7. Hair must be kept neat and confined.
8. White lab coats or lab jackets with SONDH ID badge must be worn in the clinical setting even when students are NOT assigned to patient care.
9. The general appearance of the student must conform to expectations of the profession as determined by the faculty and clinical agencies.
10. When a sweater or T-shirt under a white logo top is worn, it must be white in color.
11. Fingernails must be conservative in length, neatly trimmed, and without artificial nails.
12. Tattoos cannot be visible when on the clinical units. Long sleeve plain white T-shirt and/or band-aids can be worn to cover exposed tattoos.

Application for the National Council Licensure Examination (NCLEX-RN) for Masters Entry Program in Nursing students

The process for applying for the NCLEX-RN is as follows:

1. Obtain an application for License by Exam from the SONDH Office of Student Services or the Hawai'i Board of Nursing.
2. Submit a request for official transcript (green form) to the Office of Admissions and Records, University of Hawai'i at Mānoa.
   a. Check the box that says "Send after degree awarded notation is posted"
   b. The Office of Student Services will send graduation lists to the State Board of Nursing AFTER FINAL GRADES are submitted to that office. This will serve as the initial verification of graduation until UH Mānoa sends a transcript.
3. DO NOT SEND the "Student Final Record" form in the application packet to your nursing school. The graduation list replaces this form.
4. The Board of Nursing will determine your eligibility.
5. You will be mailed an NCLEX Candidate Bulletin and registration form. Follow instructions to register with the NCLEX/CAT Data Center. You will receive a response from Vue/Pearson. They will mail you an Authorization to Test Letter and a list of centers where you can schedule an appointment to take the NCLEX/CAT exam.
6. The Hawai'i State Examining Board will send the tests results to you directly. Your license will come separately. Licensure is for a 2-year period and is renewable on June 30 in odd-number years. The Department of Commerce and Consumer Affairs (the department responsible for licensure) sends you notification and cost of renewal.
7. If you wish to take the nursing licensure exam in another state you must contact the state's board of nursing directly. Addresses of State Boards of Nursing are available by calling the State of Hawai'i, Board of Nursing at (808) 586-3000.

Web link to the Master's Entry Program in Nursing information:
http://www.nursing.hawaii.edu/master-entry-program-in-nursing.html

MASTER'S OF SCIENCE DEGREE IN NURSING SPECIALTY PROGRAMS AND POST-MASTER'S CERTIFICATE PROGRAM

There are several Master's of Science Degree in Nursing specialty programs. Each has a focus addressing the health needs of specific patients, families and communities.

Program Descriptions

***Nurse Practitioner*s** This option in the graduate nursing program prepares students to be primary care nurse practitioners in either the Adult/Gerontology or Family specialties.

- Adult/Gerontology: The Adult/Gerontology Nurse Practitioner (A/GNP) program prepares students to provide comprehensive primary, acute and chronic care services to young, older and elderly adult patients in a variety of community and long-term care settings. This program prepares students to take a national certification examination upon graduation.
- Family: The Family Nurse Practitioner Program specialty prepares nurses to meet the primary care needs of individuals and families across the life span. Family nurse practitioners provide comprehensive, holistic health care, including a broad range of preventative, acute, and chronic disease services, to patients of both sexes and all ages within the context of family and community.

Advanced Public Health Nursing The Advanced Public Health Nursing (APHN) Program is a distance-based master's in nursing degree for registered nurses who wish to practice in Hawaiʻi, the U.S. Affiliated Pacific Islands and the continental United States. The program focuses on population-level health, wellness, and health promotion & disease prevention. The student learns critical population health skills such as community and population assessment; complex project/program management; health services research; and health policy analysis.

Adult Gerontology Health Clinical Nurse Specialist The Adult Gerontology Health Clinical Nurse Specialist Program prepares registered nurses for advanced practice in a wide variety of clinical practice areas. Generally, the practice focuses in a clinical area that may be identified in terms of a setting, disease, or medical subspecialty (e.g. diabetes, oncology, critical care). In addition to providing advanced patient care, the CNS improves patient outcomes through research, education, consultation, and program management.

Nursing Executive Leadership The Nursing Executive Leadership program prepares nurses to assume leadership positions within complex integrated healthcare delivery systems. The executive hybrid format, cohort model is tailored to the working professional and gives Registered Nurses the knowledge and skills to lead in the development of improvements in patient safety and quality of care to ensure clinical and financial outcomes are met. The program begins with a multi-day face-to-face orientation followed by intensive class sessions that are primarily online with the addition of in-person classes in a compressed format that results in students completing two classes (6 credits) over a 7-8 week period. This format allows students to complete the required courses for their degree within 18 months.

Nurse Executive Leadership/Master of Business Administration The Master of Science in Nursing Executive Leadership/Master of Business Administration (MS/MBA) dual degree program provides extensive professional preparation in nursing and business leadership. The dual degree program consists of 57 credits offered in full or part-time schedules.

Post- Master's Certificate Program
The Post-Master Certificate Program is designed for the nurse with a master's degree in nursing who wants to acquire expertise in an additional specialty. Students can apply and be accepted into any of the graduate nursing specialties (e.g., FNP, A/GNP, CNS, NEL, NEL/MBA).
The Program Director for the APRN specialty that the nurse is planning to enroll provides individual counseling and develops a program of study based on the nurse's previous academic work. A minimum of 15 credits must be completed to obtain a Post-Masters Certificate with at least 9 of these credits taken in graduate

nursing courses offered at UHM SONDH. After completion of the Post-Masters Certificate program, the student can sit for the national certification examination in her/his specialty area.

Graduate Degree in Nursing Progression Policy – refer to Academic Progression information on page 16 and 20 and Time to Complete Course Work and Degree Requirements on page 18 of the Handbook.

Application for Advanced Practice Registered Nurse (APRN) Recognition (for Nurse Practitioners and Clinical Nurse Specialists)
The following process should be followed for graduate nursing students who are applying for APRN recognition and certification:

1. Review the criteria for licensure as an APRN in Hawaii
2. Obtain an application for Advanced Practice Registered Nurse (APRN) Recognition from the Hawaiʻi Board of Nursing http://hawaii.gov/dcca/pvl/boards/nursing/application_publications/pvl_aprn.pdf.
3. The Board of Nursing will determine your eligibility and mail your APRN and/or APRN-Rx license. This license is for a two-year period and is renewable on June 30 in odd- numbered years. The Department of Commerce and Consumer Affairs (the department responsible for licensure) sends you notification and cost of renewal.

Professional Certification
Graduates of the advanced nursing programs are encouraged to apply for professional certification. Academic advisors can provide information about other national certification organizations as appropriate. To obtain information regarding professional certification contact:

1. American Nurses Credentialing Center
      600 Maryland Avenue SW Suite 100 W
      Washington DC, 20024-2571
      (202) 651-7000
      (808) 284-2378 toll free http: www.nursingworld.org

2. American Association of Nurse Practitioners Certification Program
      Capitol Station
      P. O. Box 12926
      Austin, TX 78711
      Phone: (512) 442-5202
      Fax: (512) 442-5221
      Email: certification@aanp.org

3. Pediatric Nursing Certification Board
      800 South Frederick Avenue
      Suite 204
      Gaithersburg, MD 20877-4152
      Phone: (301) 330-2921/ (301) 330-2921
      Toll Free: 1-888-641-2767/1-888-641-2767
      Fax: 301-330-1504
      Email: www.pncb.org

4. American Organization of Nurse Executives (AONE) Credentialing Center
      155 N. Wacker Drive
      Suite 400
      Chicago, IL 60606
      Phone: 312-422-2800
      Fax: 312-278-0861
      Email: aone@aha.org

5. Advanced Public Health Nursing

American Nurses Credentialing Center
8515 Georgia Avenue Suite 400
Silver Spring, Maryland 20910-3492

6. Adult-Gerontology Health Clinical Nurse Specialist
American Nurses Credentialing Center
8515 Georgia Avenue Suite 400
Silver Spring, Maryland 20910-3492

Web links to Master's of Science in Nursing Program information:

Nurse Practitioner: http://www.nursing.hawaii.edu/nursing-practitioner.html

AGNP Program: http://www.nursing.hawaii.edu/master/specialties

FNP Program: http://www.nursing.hawaii.edu/master/specialties

Advanced Public Health: http://www.nursing.hawaii.edu/master/specialties

Adult-Gerontology CNS: http://www.nursing.hawaii.edu/master/specialties

NEL: http://www.nursing.hawaii.edu/master/specialties

NEL/MBA: http://www.nursing.hawaii.edu/master/specialties

Post-Master Certificate: http://www.nursing.hawaii.edu/pmc

DOCTORAL PROGRAMS

**Doctorate of Philosophy (PhD) in Nursing
Doctor of Nursing Practice (DNP)**

DOCTORATE OF PHILOSOPHY (PhD) IN NURSING

Program Description
The University of Hawai`i at Mānoa School of Nursing's online PhD program is designed to prepare visionary scholars with expertise in conducting research to improve the health of culturally diverse populations, especially in Hawaii and the Pacific Basin regions and countries. The curriculum will establish a strong foundation in research methodologies with each course linked to previous and subsequent courses contributing to the development of the dissertation study. The program of study is rigorous and requires students demonstrate strong critical thinking and writing skills that allow them to coherently and logically communicate their course assignments, and ultimately, their dissertation.

Academic Advising
Academic advising for all graduate nursing students is presented on page 12 in the Handbook. In addition to this information, the responsibilities of PhD students' academic advisors are presented in Appendix J. PhD Faculty Advisor Responsibilities.

Progression in the Program
The goal of all SONDH programs is to ensure the successful and timely completion of degree requirements. The Academic Progression in Doctoral Programs policy and procedure describes the roles and responsibilities of students and faculty to ensure adequate support and processes are utilized for student achievement of the requisite academic milestones (see Appendix G. Academic Progression in the SONDH Doctoral Programs for more detailed list of milestones). The timeline for graduate students completing their specific programs and academic jeopardy is presented on page 18 of the Handbook.

A general overview of the timeline for progression in the PhD program is as follows:
- Summer year 1, 2 and 3
    - Attendance at Summer Intensives
- Year 1 (Fall semester) –Year 3 (Spring semester)
    - Enrollment in and successful completion of all required courses
- Year 2 – Year 3 (Summer semester)
    - Preparation of two publishable papers to be considered for the Comprehensive Examination
    - Selection of members of dissertation committee members
- Year 3 – Year 4
    - Comprehensive examination is scheduled and successfully passed
    - Defense of dissertation proposal (chapters 1 – 3) is successfully passed
    - Confirm chair of dissertation committee
    - Submission of institutional review board (IRB) application to conduct dissertation study; approval by IRB
    - Advance to Candidacy (From II filed and approved by OGE Graduate Division)
- Year 4 – Year 5
    - Conduct study, collect data, and complete data analysis
    - Complete writing of chapters 4 and 5
    - Schedule final dissertation defense
- Year 4 – Year 5
    - Successful public defense of dissertation (Form III)
    - Submit dissertation to Graduate Division (Form IV)

Selection of the Dissertation Committee
A student who has advanced to the comprehensive examination stage is responsible for forming her/his dissertation committee. In The Department of Nursing, members of the committee approve the student's comprehensive examination; and, subsequently, when the student proceeds to proposal defense stage, the committee reviews the student's research proposal and signs the Student Progress Form II. The student must keep the committee informed of the scope, plan, and progress of the dissertation research and manuscript. Refer to Appendix M. Selection and Composition of a PhD Dissertation Committee

Comprehensive Examination

The comprehensive examination will occur after the student has completed all of the required coursework (i.e., 45 credits) and has written two publishable papers in their research topic area. Enrollment in N699 "Proposal Development" is not considered a part of the student's coursework. When the advisor determines the student is ready, the student negotiates a date and time for the Comprehensive Examination when all committee members can be present.

Purpose The purpose of the comprehensive examination is to enable the student's committee to assess the readiness of the student to progress to the dissertation stage. An oral comprehensive exam is conducted by the graduate faculty or a sub-committee. For the School of Nursing, it is usually composed of members of the student's dissertation committee. Refer to Appendix N Purpose of, Procedure and Timeline for the PhD Comprehensive Examination

The Proposal Defense

Students passing the comprehensive exam may proceed with the preparation for the research dissertation proposal defense. When the advisor determines the student is ready, the student negotiates a date and time for the proposal defense. All committee members must be present at the proposal defense. If the distance modality is required, the PhD program office must be notified. The PhD program office must be included in scheduling the date and time of the Proposal Defense.

In some cases and with the approval of the chair, the student may proceed with the proposal defense immediately after the successful completion (i.e., pass) of the comprehensive exam. In this case, the student is required to schedule the comprehensive exam and the proposal defense with all committee members.

Purpose While the Graduate Division does not describe the proposal defense, it is a written and oral presentation of the student's proposed dissertation plan (the first three chapters of the dissertation) to the student's doctoral committee. The purpose of the proposal defense is to provide the student the opportunity to demonstrate depth and breadth of proficiency in content, design, and methodology for the proposed dissertation research. Refer to Appendix O. Doctoral Student Proposal and Final Defenses – Purposes, Procedures, Evaluation Criteria and Timelines.

Time allowed for completion of degree

Refer to page 18 in the Handbook, and the OGE's Graduate Division website at http://manoa.hawaii.edu/graduate/content/time-allowed-completion-degree

THE DISSERTATION

Dissertation Course (N800)

Once the student has completed all required classes; has passed the comprehensive examination and the dissertation proposal defense;, has obtained IRB approval; and has advanced to candidacy (i.e., the, Form II has been submitted t and approved by the OGE's Graduate Division, he/she may register for N800.The N800 course is taken every semester (this may include summer extension if the chair is an 11 month faculty) until successful completion of the dissertation study and public defense of the dissertation.

The Dissertation

According to the Graduate Division, "The thesis or the dissertation will be a scholarly contribution to knowledge and present research conducted by the student under the supervision of the thesis/dissertation committee chair. The student must be the sole author of the manuscript, co-authored thesis or dissertation is not permitted. In addition, the dissertation should exhibit originality in the sense that it does not duplicate someone else's work." http://manoa.hawaii.edu/graduate/content/thesis-dissertation

The Dissertation Defense

Once the student's dissertation is complete, the chair of the committee will recommend the scheduling of the defense. Refer to Appendix O. Doctoral Student Proposal and Final Defenses – Purposes, Procedures, Evaluation Criteria and Timelines.

Topic Change

Recognizing that students' interests may change as they progress through the program, although not recommended, it is possible to change the research topic anytime during the program. To do so, the student shall:

- Consult with their advisor,
- Consider changing advisor, to one whose expertise better matches the new topic.
- Negotiate with the potential new advisor
- Notify PhD Program Director about the plan.

Graduation

Information about the requirements for graduation is presented on pages 26-27 of the Handbook.

Web link to the PhD Program: http://www.nursing.hawaii.edu/phd_home

DOCTOR OF NURSING PRACTICE (DNP)

Program Description
The program is designed as a post-master's program to meet our statewide demand for a highly competent nursing workforce equipped with the skills to ensure the delivery of safe, quality nursing care in Hawai'i. The curriculum incorporates the AACN Essentials for Doctoral Education for Advanced Nursing Practice as the foundation for the curriculum, integrating evidence based practice, quality improvement, and systems leadership to prepare experts in specialized advanced nursing practice. For detailed competencies see AACN Essentials of Doctoral Education for Advanced Practice Nursing: http://www.aacn.nche.edu/DNP/pdf/Essentials.pdf

Academic Advising
Academic advising for all graduate nursing students is presented on page 12 of the Handbook. In addition to this information, the roles and responsibilities of academic and external advisors for DNP students are presented in Appendix I. DNP Academic and External Advisors' Roles and Responsibilities

Changing Advisors
Refer to "Changing Advisors" information on page 13 of the Handbook.

Academic Progression in the Program
The goal of all SONDH programs is to ensure the successful and timely completion of degree requirements. The Academic Progression in Doctoral Programs policy and procedure describes the roles and responsibilities of students and faculty to ensure adequate support and processes are utilized for student achievement of the requisite academic milestones (see Appendix G Academic Progression in the Doctoral Programs).

A general overview of the timeline for progression in the DNP Program is as follows:
- Summer year 1 and 2
    - Attendance at Summer Intensives
- Year 1
    - Completion of year 1 course work
    - Complete writing of first 3 chapters of DNP Project document
    - Confirmation of DNP Project committee members
    - DNP Project proposal defense (no later than last week of Summer session)
    - Form II filed
    - Implement DNP project
- Year 2
    - Completion of year 2 course work
    - Completion of implementation, evaluation of DNP project
    - Complete writing of chapters 4 and 5 of DNP Project document
    - Schedule DNP project presentation
    - Successful public presentation/defense of DNP project
    - Filing of Form III and Form IV to Graduate

Cohort Model
The DNP Program is offered as a true cohort model where the curriculum pathway is based upon a logical progression, where each course builds upon previous course work to facilitate the development, implementation, and evaluation of the DNP Project. The courses in the DNP program are offered only once per cohort and in a specific sequence. Therefore, when students receive less than 80% or NC for any course, the course will not be applied towards progression of degree. The student will be required to take a leave of absence until the course is offered again, usually the next year and a slot will be saved for the returning student.

Credit Hour Requirements and Tracking of Hours
The Essentials of Doctoral Education for Advanced Nursing Practice (The American Association of Colleges of Nursing, 2006) requires that DNP graduates obtain "a minimum of 1,000 hours of practice post-baccalaureate as part of a supervised academic program" (p. 19).

Credit Hour Calculation To meet this graduation requirement, post-baccalaureate academically-supervised practice hours will be calculated Doctoral Program Coordinator and validated by the GC based on transcript credits and/or course syllabi as follows:

- Semester Hours – 1 credit hour = 3 hours per week x 15 weeks for a total of 45 hours per semester. A minimum of 23 semester credit hours are required for graduation;
- 12-Week Quarter Hours – 1 credit hour = 3 hours per week x 12 weeks for a total of 36 hours. A minimum of 28 12-week quarter credit hours are required for graduation; or
- 10-Week Quarter Hours – 1 credit hour = 3 hours per week x 10 weeks for a total of 30 hours. A minimum of 34 10-week quarter credit hours are required for graduation.

If the student is a graduate of the UHM SONDH master's program, the following courses are considered academically-supervised practice courses:

- Clinical Nurse Specialist Track: NURS 693
- Nursing Administration Track: NURS 664 & 775
- Nurse Practitioner Tracks: NURS 675
- Public Health Track: NURS 672
- Other fieldwork, as appropriate

Credit Hour Tracking In order to graduate from the DNP program, students must demonstrate that they've met the 1,000 hour requirement. DNP Project hours include the time spent planning, implementing, and evaluating the DNP project (see NURS 776 DNP Project Syllabus). DNP Project hours should not include time spent on class assignments.

DNP Project hours shall be maintained by the DNP student and submitted to the Academic Advisor and DNP Program Coordinator each semester. Any form of tracking mechanism can be devised to track these hours; an excel spreadsheet is one option. The DNP student's external advisor needs to sign the form each semester to validate the hours.

Formation of the DNP Project Committee
Each DNP student is responsible for forming her/his DNP Project committee in the Spring semester of Year One. Members of the DNP Project committee are responsible for reviewing and approving the oral and written DNP Project proposal and end-product of the NURS 776 DNP Project. The student is responsible for keeping the committee informed of the scope, plan, and progress of their DNP Project and products.

The committee will consist of a minimum of three representatives: (1) the student's Academic Adviser; (2) the student's External Advisor or second reader with content expertise; and (3) a UHSONDH DNP Curriculum, Evaluation, and Student Affairs (CESA) Committee member. The student's Academic and External Advisors are selected before entering the program; the DNP CESA Committee member is selected by the student based on his/her DNP Project topic, the expertise of the DNP CESA Committee member, and a discussion with the Academic and/or External Advisor.

DNP Project Proposal Defense
The purpose of the Proposal Defense is to provide the student with the opportunity to demonstrate depth and breadth of proficiency in a practice-based content area and in their ability to develop a sound and feasible plan (or proposal) for the implementation and evaluation of a needed evidence-based practice change to improve the quality of care. The Proposal Defense also provides the DNP Committee members with the opportunity to assess whether or the student is ready to proceed with implementation of the DNP project. Refer to Appendix O**.** Doctoral Student Proposal and Final Defenses – Purposes, Procedures, Evaluation Criteria and Timelines.

An oral and written presentation of the DNP Project Proposal is a required activity of the DNP program. The student has the option of conducting the oral Proposal Defense at the DNP Project site. Typically, only the student's committee members will be present for the DNP Project Proposal Defense to ensure adequacy of

preparation. If the student and/or the committee members are off-site, a [Petition for Remote Committee Participation](#) is filed.

DNP Project Final Defense
The purpose of the DNP Project Final Defense is to provide the student with the opportunity to present the results of her/his DNP Project to the student's committee and to the public. The student and/or committee members can be off-site; however, if this option is selected a Petition for Remote Committee Participation must be filed. Refer to Appendix O**.** Doctoral Student Proposal and Final Defenses – Purposes, Procedures, Evaluation Criteria and Timelines

Protection of Human Subjects
Refer to Appendix H Protection of Human Subjects.

Topic Change
Recognizing that students' interests may change as they progress through the program, although not recommended, it is possible to change the DNP project topic anytime during the program. To do so, the student shall:

- Consult with their advisor
- Consider changing advisor to one whose expertise matches the new topic
- Negotiate with the potential new advisor
- Notify the DNP Program Director about the plan

Graduation
Information about the requirements for graduation are presented on pages 26--27 of the Handbook.

Web link to the Doctor of Nursing Practice Program information: http://www.nursing.hawaii.edu/dnp_home

APPENDICES

Appendix A
Program Outcomes for MS, PhD and DNP students

MS	DNP	PhD
A. Provider of Care **Definition: Advocate and provide high quality care to improve and maintain the health of a diverse society.**		
1. Engage in professional advanced nursing specialty practice for individuals, groups, and communities in a variety of settings	1. Demonstrate leadership in organizations and health care systems to promote safe, efficient care delivery to both individuals and populations.	1. Assume a leadership role in the development of clinical practice models to improve outcomes to meet health care needs of culturally diverse populations.
2. Integrate concepts, theories, and research from nursing and related disciplines as a basis for expert judgments within a specialized area of practice.	2. Design, influence and implement health care policies that affect health care financing, practice regulation, access to care, safety, quality, and efficacy of care.	2. Systematically investigate a clinically focused area of nursing to advance health care in culturally diverse populations.
3. Deliver an advanced practice level of nursing care or service appropriate for diverse cultures.		
B. Coordinator of Care **Definition: Direct, supervise and collaborate with others to organize care.**		
1. Collaborate with individuals, groups, communities, colleagues, and interdisciplinary member to direct the delivery of quality, culturally competent advanced nursing specialty practice.	1. Collaborate with interdisciplinary professionals and teams to improve patient and population health outcomes.	1. Assume a leadership role in conducting and using research findings and other health information to design and evaluate systems of care for culturally diverse populations.
	2. Utilize technology and informatics to improve health care and to implement change in health care systems.	
C. Member of a Profession **Definition: Advancing the profession through lifelong learning, participating in professional organizations and practicing in a confident, competent, compassionate and accountable manner.**		

1. Demonstrate accountability for advanced nursing specialty's legal scope of professional standards of practice and code of ethics.	1. Integrate nursing science with knowledge from ethics, the biophysical, psychosocial, analytical and organizational sciences.	1. Develop educational programs that are accountable to the community of interest in preparation of professional nurses.
2. Participate in professional organizations to establish policy and standards to refine advanced nursing specialty practice.		2. Lead efforts in professional organizations to develop policy and standards for nursing practice.
3. Participate in the political process to improve quality of care		3. Assume a leadership role in the political process to improve the quality of health care and nursing education.
D. Knowledge Developer **Definition: Develop culturally appropriate clinical knowledge by examining, processing and disseminating knowledge to improve and maintain the health of a diverse society.**		
1. Use information technologies for the management and processing of data, information, and knowledge to guide advanced nursing specialty practice.	1. Assumes a leadership role in the translation and application of research and clinical practice models to improve outcomes to meet health care needs of culturally diverse populations.	1. Use information technologies to further nursing knowledge.
2. Critically examine data-based sources and individual experience to make professional advanced nursing specialty decisions.		2. Critically examine data-based sources and individual experience to analyze and develop leadership strategies for dealing with social, ethical, cultural, economic and political issues related to nursing, health care and research.
3. Identify advanced nursing specialty practice problems relevant to Research.		3. Develop and use existing and evolving knowledge to improve nursing education and practice.
4. Critically analyze research findings to determine advanced nursing specialty practice implications.		4. Conduct research to improve and maintain the health of a diverse society.

Appendix B
MS, DNP and PhD in Nursing
AACN Competencies

The competencies arise from the understanding of nursing as a theory-guided, evidenced -based discipline. Graduates are expected to possess the distinctive values, attitudes, habits and skills in both professional behaviors and nursing care competencies that are described in this document. The professional competencies define the values, attitudes and practices that competent nurses embody and may share with members of other professions; the nursing care competencies define relationship capabilities that nurses need to work with clients and colleagues, the knowledge and skills of practicing nursing and competencies that encompass understanding of the broader health care system.

In all cases, the client is defined as the recipient of care, is considered an active participant in care, and includes the individual, family or community. Nursing care competencies recognize that a competent nurse provides safe care across the lifespan directed toward the goals of helping clients (individuals, families or communities) promote health, recover from acute illness and/or manage a chronic illness and support a peaceful and comfortable death. The following document describes the key competencies within the context of professional expectations for baccalaureate, masters, DNP and PhD prepared nurses. At the conclusion of the program each graduate from the UHM SONDH is prepared to begin practice in their respective role guided by these professional competencies and expectations.

COMPETENCIES

Professional actions are based on core nursing values, professional standards of practice, and the law.
Develops insight through reflective practice, self-analysis, and self care
Engages in ongoing self-directed learning and provides care based on evidence supported by research
Demonstrates leadership in nursing and health care
Collaborates as part of a health care team
Practices within, utilizes, and contributes to the broader health care system
Practices client-centered care
Communicates effectively and uses technology
Demonstrates clinical judgment/critical thinking in the delivery of care of clients while maintaining Safety

MASTERS IN NURSING	DOCTOR OF NURSING PRACTICE	PHILOSOPHY DOCTORATE IN NURSING
1. A competent nurse's professional actions are based on core nursing values, professional standards of practice, and the law.		
1.1 The Master's prepared nurse demonstrates accountability for specialist legal scope of practice, professional standards and code of ethics. 1.2 It is a responsibility of the Master's prepared nurse to participate in professional organizations to support nursing practice. 1.3 Ethical analysis and clinical reasoning are required for advanced nursing practice. 1.4 The Master's prepared nurse articulates and actualizes a personal philosophy of nursing that incorporates ethics, values, and professional standards.	1.1 The DNP prepared nurse integrates nursing science with knowledge from ethics, the biophysical, psychosocial, analytical, and organizational sciences as the basis for the highest level of nursing practice. 1.2 Uses science-based theories and concepts to: • determine the nature and significance of health and health care delivery phenomena; • describe the actions and advanced strategies to enhance, alleviate and ameliorate health and health care delivery phenomena as appropriate; and • evaluate outcomes. 1.3 Develops and evaluate new practice approaches based on nursing theories and theories from other disciplines. 1.4 Develops and evaluate care delivery approaches that meet current and future needs of patient populations based on scientific findings in nursing and other clinical sciences as well as organizational, political, and economic sciences. 1.5 Develops and evaluate effective strategies for managing the ethical dilemmas inherent in patient care, the health care organization, and research. 1.6 Provides leadership in the evaluation and resolution of ethical and legal issues within healthcare systems relating to the use of information, information technology, communication networks, and patient care technology. 1.7 Advocates for social justice, equity, and ethical policies within all healthcare arenas. 1.8 Designs, implements, and evaluates therapeutic interventions based on nursing science and other sciences.	1.1 It is expected that the nurse prepared at the PhD level will lead efforts in professional organizations to develop policy and standards for nursing practice. 1.2 In positions of responsibility, the PhD prepared nurse advocates for the ethical conduct of practice.
2. A competent nurse develops insight through reflective practice, self-analysis, and self care through the understanding that…		

2.1 The Master's prepared nurse continually engages in self reflection in order to design strategies that promote lifelong learning of self to guide advanced practice.	2.1 The DNP nurse critically examines data-based sources and individual experiences to analyze and develop leadership strategies for dealing with social, ethical, cultural, economic and political issues related to nursing, health care, and research.	2.1 The PhD nurse critically examines data-based sources and individual experiences to analyze and develop leadership strategies for dealing with social, ethical, cultural, economic and political issues related to nursing, health care, and research.

3. A competent nurse engages in ongoing self-directed learning and provides care based on evidence supported by research with the understanding that . . .

3.1 The Master's prepared nurse critically examines and utilizes evidence-based sources to support advanced practice. 3.2 In specialist nursing, the practitioner is able to identify problems amenable to research. 3.3 The Master's prepared nurse participates in the process of evaluating evidence in collaboration with other members of the health care team. 3.3 The Master's prepared nurse maintains competency through the development of a personal plan for lifelong learning and continued professional development. 3.4 Professional practice obligations dictate that one will demonstrate initiative and self-direction in seeking ways to improve health and health care.	3.1 The DNP nurse uses analytic methods to critically appraise existing literature and other evidence to determine and implement the best evidence of practice. 3.2 Functions as a practice specialist/consultant in collaborative knowledge-generating research. 3.3 Analyzes epidemiological, biostatistical, environmental, and other appropriate scientific data related to individual, aggregate, and population health.	3.1 The PhD nurse develops and uses existing and evolving knowledge to improve nursing education and practice. 3.2 The PhD nurse conducts research to improve and maintain the health of a diverse society. 3.3 The PhD nurse employs translational models for applying research evidence to nursing practice. 3.4 The PhD nurse disseminates innovative outcomes and findings from evidence-based research improve practice and health care outcomes.

4. A competent nurse demonstrates leadership in nursing and health care through the understanding that …

4.1 The Master's prepared nurse is expected to demonstrate leadership skills and decision making in the provision of nursing care, team coordination, and accountability for care delivery at the micro-systems level. 4.2 Assuming a leadership role for patient safety and quality improvement initiatives is expected from a master's prepared nurse. 4.3 Advanced nursing	4.1 The DNP nurse ensures accountability for quality of health care and patient safety for populations with whom they work. • Uses advanced communication skills/processes to lead quality improvement and patient safety initiatives in health care systems. • Employs principles of business, finance, economics, and health policy to practice initiatives that will improve the quality of care delivery. • Develops and/or monitor budgets	4.1 The PhD nurse assumes a leadership role in the development of research and clinical practice models to improve outcomes to meet health care needs of culturally diverse populations. 4.2 The PhD nurse assumes a leadership role in conducting and using research findings and other health information to design and evaluate systems of care for culturally diverse populations.

requires an understanding of how healthcare delivery systems are organized and financed and how this affects patient care. 4.4 The Master's prepared nurse articulates to a variety of audiences the evidence base for practice decisions. 4.5 Leadership skills are required to teach, coach, and mentor other members of the healthcare team.	for practice initiatives. • Analyzes the cost-effectiveness of practice initiatives accounting for risk and improvement of health care outcomes. • Demonstrates sensitivity to diverse organizational cultures and populations, including patients and providers. 4.2 Demonstrates leadership in the development and implementation of institutional, local, state, federal, and/or international health policy. 4.3 Influences policy makers through active participation on committees, boards, or task forces at the institutional, local, state, regional, national, and/or international levels to improve health care delivery and outcomes. 4.4 Advocates for the nursing profession within the policy and healthcare communities. 4.5 Develops, evaluates, and provides leadership for health care policy that shapes health care financing, regulation, and delivery. 4.6 Guides, mentors, and supports other nurses to achieve excellence in nursing practice.	
5. A competent nurse collaborates as part of a health care team.		
5.1 Collaborative strategies are required in the design, coordination, and evaluation of patient-centered care. 5.2 The Master's prepared nurse understands other professions' scope of practice, and demonstrates highly developed strategies to support communication among team members, patients, and health care professionals. 5.3 The Master's prepared nurse demonstrates critical skills in leading inter-professional teams and partnerships. 5.4 Coordinating comprehensive care for patients within and across settings and among care providers is expected of the master's prepared nurse.	5.1 The DNP nurse employs effective communication and collaborative skills in the development and implementation of practice models, peer review, practice guidelines, health policy, standards of care, and/or other scholarly products. 5.2 Leads interprofessional teams in the analysis of complex practice and organizational issues. 5.3 Employs consultative and leadership skills with intraprofessional and interprofessional teams to create change in health care and complex healthcare delivery systems.	5.1 The PhD nurse participates in collaborative team(s) to generate empirical knowledge that improves practice, health care outcomes, and policy change.

6. A competent nurse practices within, utilizes, and contributes to the broader health care system.		
6.1 The Master's prepared nurse is charged with bringing the nursing perspective to policy development by advocating for policies that improve the health of the public and the profession of nursing. 6.2 Practice guidelines to improve practice and the care environment are developed by the Master's prepared nurse. 6.3 The Masters' prepared nurse is expected to analyze how policies influence the structure and financing of health care practice and health outcomes on an institutional, local, and state level. 6.4 Examining the effect of legal and regulatory processes on nursing practice, healthcare delivery, and outcomes is the responsibility of the Master's prepared nurse. 6.5 The Master's prepared nurse advances equitable and efficient prevention services through population based health promotion and disease prevention services.	6.1 The DNP nurse designs and implements processes to evaluate outcomes of practice, practice patterns, and systems of care within a practice setting, health care organization, or community against national benchmarks to determine variances in practice outcomes and population trends. 6.2 Applies relevant findings to develop practice guidelines and improve practice and the practice environment. 6.3 Disseminates findings from evidence-based practice and research to improve healthcare outcomes. 6.4 Designs, selects, uses, and evaluates programs that evaluate and monitor outcomes of care, care systems, and quality improvement including consumer use of health care information systems. 6.5 Educates others, including policy makers at all levels, regarding nursing, health policy, and patient care outcomes. 6.6 Synthesizes concepts, including psychosocial dimensions and cultural diversity, related to clinical prevention and population health in developing, implementing, and evaluating interventions to address health promotion/disease prevention efforts, improve health status/access patterns, and/or address gaps in care of individuals, aggregates, or populations. 6.7 Evaluates care delivery models and/or strategies using concepts related to community, environmental and occupational health, and cultural and socioeconomic dimensions of health. 6.8 Conducts a comprehensive and systematic assessment of health and illness parameters in complex situations, incorporating diverse and culturally sensitive approaches. 6.9 Educates and guides individuals and groups through complex health and situational transitions.	6.1 The PhD nurse assumes a leadership role in the political process to improve the quality and safety of health care and advance nursing education. 6.2 The PhD nurse develops educational programs that are accountable to the community of interest in preparation of professional nurses.
7. A competent nurse practices client-centered care.		
7.1 Advanced nursing includes advocating for patients, families, caregivers, and members	7.1 The DNP nurse designs, directs, and evaluates quality improvement methodologies to promote safe, timely, effective, efficient,	7.1 The PhD nurse generates nursing knowledge about health care systems and care models.

of the healthcare team. 7.2 Preparing clinical practice guidelines appropriate for diverse cultures is expected of the advanced practice nurse. 7.3 Advanced knowledge of the effects of bio/psycho/social determinants of health is required to design, evaluate, and implement patient care.	equitable, and patient-centered care. 7.2 Evaluates consumer health information sources for accuracy, timeliness, and appropriateness. 7.3 Critically analyzes health policy proposals, health policies, and related issues from the perspective of consumers, nursing, other health professions, and other stakeholders in policy and public forums.	
8. A competent nurse communicates and uses technology effectively through the understanding that …		
8.1 The Master's prepared nurse demonstrates effective communication across and within all professional spheres including the interdisciplinary team, peers, clients and the community. 8.2 The Master's prepared nurse uses information technology and research methods appropriately to identify gaps in evidence for practice and collect appropriate and accurate data to generate evidence for nursing practice. 8.3 The Master's prepared nurse analyzes current and emerging technologies to optimize patient safety, cost effectiveness, and outcomes of care. 8.4 The Master's prepared nurse in a leadership position implements the use of information technologies to coordinate and integrate patient care and transitions of care across settings and among healthcare providers. 8.5 The Master's prepared nurse holds the responsibility of ensuring the use of ethical principles and legal policies in the integration and use of patient care and information technologies into care	8.1 The DNP nurse uses information technology and research methods appropriately to collect appropriate and accurate data to generate evidence for nursing practice; inform and guide the design of databases that generate meaningful evidence for nursing practice; analyze data from practice; design evidence-based interventions; predict and analyze outcomes; examine patterns of behavior and outcomes; identify gaps in evidence for practice. 8.2 Analyzes and communicate critical elements necessary to the selection, use and evaluation of health care information systems and patient care technology. 8.3 Demonstrates the conceptual ability and technical skills to develop and execute an evaluation plan involving data extraction from practice information systems and databases. 8.4 Develops and sustains therapeutic relationships and partnerships with patients (individual, family or group) and other professionals to facilitate optimal care and patient outcomes.	8.1 The PhD nurse participates in collaborative team(s) to generate empirical knowledge that improves practice, health care outcomes, and policy change.

delivery.		

9. A competent nurse demonstrates clinical judgment/critical thinking in the delivery of care of clients while maintaining safety through…

9.1 The Master's prepared nurse must critically analyze the best evidence to determine practice implications.	9.1 The DNP nurse demonstrates advanced levels or clinical judgment, systems thinking, and accountability in designing, delivering, and evaluating evidence-based care to improve patient outcomes.	9.1 The PhD nurse systematically investigates a clinically focused area of nursing to advance health care in culturally diverse populations.
9.2 The delivery of advanced nursing care to diverse populations requires an integration of knowledge of nursing and related sciences.	9.2 Uses conceptual and analytical skills in evaluating the links among practice, organizational, population, fiscal, and policy issues.	
9.3 The Master's prepared nurse is equipped to design care for a clinical or community-based population.		
9.4 The Master's prepared nurse uses quality improvement practices to ensure patient safety and the highest quality nursing care.		
9.5 A professional environment with high level communication skills is required for peer review, advocacy for patients and families, reporting of errors, and professional writing.		
9.6 The Master's prepared nurse is expected to identify factors to mitigate risks in the practice setting.		
9.7 The Master's prepared nurse uses epidemiological, social, and environmental data for drawing inferences regarding the health status of patient populations and interventions to promote and preserve health and healthy lifestyles.		

Appendix C
Student Professional Conduct

UNIVERSITY OF HAWAI'I AT MĀNOA
School of Nursing & Dental Hygiene

Policies & Procedures

General Information

Title		Category
Student Professional Conduct		Department of Nursing
Responsible Committee/Office	**Responsible Person**	**Effective Date**
Department of Nursing	Department Chair, Nursing	8/1/2014

Approval Process (signatures required)

Department Chair, Nursing	Date
Clementina D. Ceria-Ulep	8/1/14
Associate Dean for Academic Affairs	**Date**
[signature]	8/1/14
Dean	**Date**
Mary Boland	8/1/14

I. General Scope

This policy applies to all students in the Department of Nursing

II. Scope Details

The following categories of the SONDH community should be familiar with this policy:

- ☐ Administrative Officers
- ☑ Associate Deans
- ☐ Full-time Staff
- ☐ Part-time Staff
- ☐ Student Employees
- ☑ Students

- ☑ Dean
- ☑ Directors/Department & Graduate Chairs
- ☑ Full-Time Faculty
- ☑ Part-Time Faculty
- ☐ Entire School Community

III. Policy Summary

This policy provides guidelines for students, faculty and administration to address student professional conduct issues. Nursing students are preparing for a service profession which expects members of its community to adhere to a high ethical and moral standard. In order to effectively prepare nurses, the UH Manoa School of Nursing and Dental Hygiene (SONDH) requires that students abide by the Student Conduct Code of the University of Hawai'i at Manoa, the ANA Code of Ethics for Nurses (2001), and the Department of Nursing rules relating to nursing professional standards (DON Student Handbook

IV. Policy History

03/17/04: Revision of policy
04/01/10: Significant revisions and reformatting
7/30/14: Revision of title, procedures and supporting documents

V. Policy

On admission to the Department of Nursing all students are provided a copy of the Student Handbook defining students' rights and responsibilities and school policies and procedures regarding professional behavior. All students are required to attend the student orientation that includes a review of the Handbook and a focus on professional conduct. All Course syllabi in the School of Nursing & Dental Hygiene contain explicit guidelines regarding expected behavior. Students are expected to adhere to these standards and policies. If professional conduct issues arise in either the classroom or clinical setting, the following procedure is activated.

VI. Procedures

When a faculty member or administrator suspects or receive an allegation of a violation in student professional conduct, the following procedures will be followed:

1. The Department Chair will be notified of the incident immediately by the faculty member via verbal or written communication, followed by a written report. An investigation will be initiated to fully explore the issue from the perspective of all parties involved (faculty member, student, administration, or other). This investigation may take up to 10 working days.

2. If the violation involves allegations that are potentially harmful or serious in nature, the Dean may temporarily suspend a student from clinical and/or didactic coursework. If the matter is resolved in the student's favor, they will receive full support to complete course and/or clinical requirements.

3. Once the investigation is complete, the Department Chair will meet with all involved parties to discuss the outcome of the decisions. Copies of this report will be provided to the Associate Dean for Academic Affairs and the Dean.

    a. If, in the judgment of the Department Chair, the report submitted is unfounded or warrants no formal action, no action shall be taken and no record shall be made of the matter in the student's academic record. The student shall be informed of the Department Chair's decision via certified letter, and the matter will be closed.

    b. If, in the judgment of the Department Chair, the report submitted appears to warrant immediate failure in the course, dismissal from the program, or other action, the student will be notified of the outcome via certified letter. If the student does not agree with the decision, he/she may appeal the decision, in writing, to the Associate Dean for Academic Affairs (ADAA) within 10 working days after receipt of the certified letter.

4. If the student appeals, the ADAA will, within 5 working days, review the report, conduct a further investigation, and provide a recommendation to the Dean regarding the disposition of this appeal.

5. The Dean will make and communicate, via certified mail, the final decision regarding the actions and outcomes of the case to the parties involved

VII. Collaborations

Nursing Students
Office of Student Services
Department Chair
Associate Dean for Academics
Vice Chancellor for Students

VIII. Contact Information

Department Chair, Nursing
808-956-8523

IX. Appendices

N/A

X. Supporting Documents

UHM Student Conduct Code
(http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/)
DON Student Handbook
(http://www.nursing.hawaii.edu/sites/web41.its.hawaii.edu.www.nursing.hawaii.edu/files/docu
ments/Student%20Handbook%202010-2011%20-%20Final%20%283%29.pdf)
ANA Code of Ethics for Nurses
(http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/
2110Provisions.aspx)
ANA's Principles for Social Networking
(http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social-
Networking-Principles-Toolkit/6-Tips-for-Nurses-Using-Social-Media-Poster.pdf
UHM Wokplace NonViolence
http://www.hawaii.edu/svpa/ep/e9/e9210.pdf
UHM Policy on Sexual Harassment and Related Conduct
http://www.hawaii.edu/svpa/ep/e1/e1203.pdf
UHM Official Notice to Faculty, Staff and Students Regarding Substance Abuse in University
Campus Communities and Worksites
http://www.hawaii.edu/ohr/download/drug/uh-subab.pdf

Appendix D
Code of Ethics for Nurses

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

Appendix E
University of Hawai`i at Mānoa
Department of Nursing

Student-Directed Professional Portfolio

Introduction
The preparation of registered nurses requires that there is evidence of successful completion of an educational process that provides the knowledge, skills, and professional role development essential to become a competent and safe advanced practice nurse. The Master's and Doctor of Nursing Practice program curricula at the University of Hawai'i at Mānoa (UHM) Department of Nursing (DON) includes ongoing professional development of the student.

Policy
At the UHM DON, student professional development is to be cultivated, demonstrated and monitored through the student professional portfolio development system in the DON.

Definition
A student-directed portfolio is a purposeful collection of work that provides evidence of the student's ongoing acquisition of knowledge and skills, achievements and contributions, and self-reflection and critical analysis to enhance their professional growth. The portfolio is a document that illustrates and catalogues the student's progressive growth in his/her knowledge, skills and abilities, as well as maturation of understanding and attitudes about professional nursing practice in the respective chosen graduate program specialty.

Purpose
The purpose of the portfolio is: 1) to provide evidence that the concepts and principles of the student's learning experiences are applied in the practice setting; 2) to document the student's ongoing professional development; and 3) to provide a means for evaluating the students progress in the program and assessing any gaps that should be addressed in subsequent coursework or during the student's capstone experience. At the end of the students program, a completed portfolio should reflect achievement of all required competencies for the specific program.

Portfolio Format
The UHM DON will utilize a standard format for the student-directed portfolio in order to articulate progressive growth in the core competencies. In addition, each specialty program will have additional competencies/ achievements that are relative to that particular specialty as outlined by the professional credentialing / certification organization for that specialty. The portfolio will contain the core competency section as well as the specialty section. It should be noted that there are multiple ways in which professional competency can be demonstrated, and while students must address the required elements, the ways competency is demonstrated may vary by specialty and student.

Procedure
1. When a student is first enrolled in a UHM DON master's degree, post masters certificate program specialty track program, or Doctor of Nursing Practice program, s/he will initiate the development of a student centered portfolio.*
2. The portfolio will be introduced to the student at the new student orientation program which is conducted at the beginning of the first semester for each student.
3. The Professional Nursing Roles course (N625) (master's program) and the Capstone Course (N776) (DNP program) is to be taken during the first year of the program. In that course, the theoretical basis of development of a student portfolio will be covered.
4. Throughout the program, in each of the courses, where applicable, specific work will be assigned to the students which will contribute to the portfolio.
5. All portfolio elements are required and must be completed before graduation. However, those with an ** are optional elements.
6. At least once per year, the Program Director for the student's specialty will review with the student his/her portfolio, and identify gaps and goals for portfolio completion and plan the remainder of coursework to assure that goals and gaps are addressed.
7. Throughout the program, the Program Director or Faculty Advisor for the student's specialty will review the portfolio with the student, and assist the student will reviewing his/her portfolio progress, and articulate a plan for coursework and other professional endeavors to complete the master's degree competencies.
8. The portfolio must be determined to be complete by the Program Director or Faculty Advisor for the student's specialty. If a student completes all coursework and there are still significant gaps in the portfolio, the student will be required to take additional coursework to address such gaps.

STUDENT DIRECTED PROFESSIONAL PORTFOLIO ELEMENTS
It should be noted that there are many methods in which to demonstrate competency and achievement of critical educational milestones in the masters and post masters certificate program in nursing at the School of Nursing and Dental Hygiene. The Program Director for the student's specialty will work with the student to tailor the portfolio to best reflect their accomplishments, and additional elements may be included.

I.   **Introduction**
   A.   Personal philosophy of nursing statement (updated)
   B.   Statement about the role of the professional nurse in chosen specialty
   C.   Resume or CV (updated)
   D.   List of courses completed
   E.   Professional goals (1 to 5 years) and predicted role challenges
           a. Scope of practice
           b. Proposed job description
   F.   Summary of academic, work and other relevant experience
   G.   Letters of recommendations (can be professional or academic recommendation letters)
II. **Ethical Practice**
   A.   Reflection on ethical practice (2 personal reflection papers (1-2 pgs each that articulates an ethical dilemma/ situation and how it was addressed
   B.   Evidence of advocacy role in school work, and community
   C.   HIPPAA and human subjects protection (attach certificates from online courses)
III. **Evidence-Based Practice/ Clinical or Fieldwork Accomplishments**

A. Student's clinical /fieldwork experiences
   a. Summary of the total number of clinical/fieldwork hours, preceptors and rotation sites
   b. List of special competencies acquired
   c. Description of the population of interest (Patients managed, students taught, populations worked with)

B. Professional Competencies
   a. Copy of professional license and certifications
   b. Verification of completion of specialized training (ACLS etc.) **C.**

Scholarship and Research Accomplishments
   a. Scholarly papers, publications, or presentations during student's academic education**
   b. Significant awards or certificates**
   c. Summary of capstone project which demonstrates understanding of an issue, explanation of the work of the project and the outcome

D. Service Accomplishments
   a. Professional organization membership and activities including level involvement within the organization
   b. Community service (volunteer work, community board, school org)

E. Lifelong learning
   a. Lifelong learning: Professional continuing education courses completed (minimum of one per semester of enrollment in the MS program)
   b. Evidence of reflection and critical analysis of professional role, activities and development (1-2) pages
   c. Identification of strengths and needs with plan to address gaps

F. Health Policy
   a. Demonstrate understanding of health policy and legislation (encounter with legislator, letter or personal submit a summary of the issue, description of the encounter as well as explanation of outcome)
   b. Demonstrate ability to serve in leadership/advocacy role- 1 page summary of such

IV. Other

Program specific portfolio elements are developed by the Program Directors for the MS specialty tracks and the Program Director for the DNP Program.

Appendix F

University of Hawai`i at Mānoa
Department of Nursing

Student-Faculty Authorship Policy

UNIVERSITY OF HAWAI'I AT MĀNOA
School of Nursing & Dental Hygiene
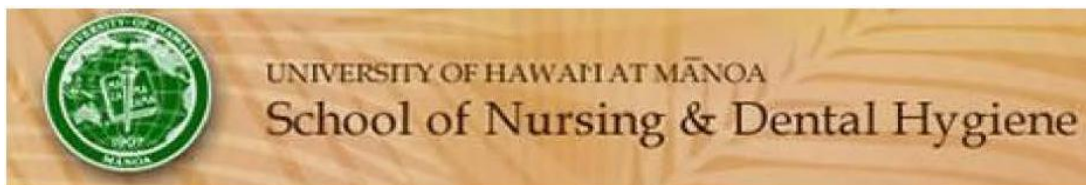
Policy Number Research 1

Policies & Procedures

General Information		
Title Student-Faculty Authorship		**Category** Research
Responsible Committee/Office Department of Nursing	**Responsible Person** Chair, DON	**Effective Date** December 2, 2013

Approval Process (signatures required)	
Associate Dean for Academic Affairs	**Date** 12/6/13
Dean	**Date** 12/6/13

I. General Scope

This policy pertains to all SONDH faculty preparing manuscripts for publication in collaboration with SONDH students.

II. Scope Details

The following categories of the SONDH community should be familiar with this policy:

- ☐ Administrative Officers
- ☒ Associate Deans
- ☐ Full-time Staff
- ☐ Part-time Staff
- ☒ Student Employees
- ☒ Students

- ☒ Dean
- ☒ Directors/Department Chairs
- ☒ Full-time Faculty
- ☒ Part-time Faculty
- ☐ Entire School Community

III. Policy Summary

This policy outlines the recommendation for student faculty co-authorship during an academic semester and beyond. The purpose of this policy is to ensure intellectual property of faculty and students are adequately protected.

IV. Policy History

This is a new policy, created Spring 2013.

V. Policy

The SONDH is committed to student-faculty authorship that both offers students faculty collaboration and mentoring while at the same time safeguarding student rights. This policy has adopted the International Committee of Medical Journal Editors (ICMJE, 2008) definition of authorship, which defines an author as an individual who has made significant contributions to the entirety of the document, including contributions to the conception, design, data collection, analysis and interpretation of data, and/or drafting or critical revisions of the document.

To ensure protection of faculty and student intellectual property this policy includes the following:
1. Publication with an instructor may be listed in the course syllabus as an option after completion of the semester's course work, but will not be listed as a course requirement in any SONDH course.
2. Co-publication of SONDH coursework in collaboration between course faculty and a student will be negotiated after course grade submission.
3. Faculty and students will negotiate and sign a Memorandum of Understanding (MOU) agreement at the outset of preparation for publication (Appendix A).
4. For publication of an article that is a result of the student's coursework, the SONDH student will **always** be listed as first author.
5. To be listed as a co-author for student coursework, a faculty member must contribute to the publication effort substantively and over and above editing and manuscript revision that would be considered part of coursework. The faculty's contribution must include contributions to the conception, design, data collection, analysis and interpretation of data, drafting or critical revisions of the document (ICMJE, 2008).
6. Students coauthoring with faculty must be provided with information for a course of action to take should they need assistance with renegotiating a MOU with their faculty co-author. Options for this are to first speak with the faculty who is co-authoring the manuscript and if resolution cannot be reached then to contact their program director/advisor, Graduate Chair (if a graduate student) or Department Chair (if an undergraduate student) if assistance with negotiation is needed.

VI. Procedures

At such time as a faculty member and student identify a potential publication project:
1. If the student is taking a course from the faculty member at the time the project is being considered, a timeline will be identified so that negotiation of the MOU takes place after the course grade has been submitted.
2. A Memorandum of Understanding will be negotiated and signed by both parties.
3. Prior to the time of MOU signing, the student co-author will be provided with a copy of the policy for student-faculty co-authorship and inform her/his faculty advisor about the plan to be a co-author.
4. The signed MOU is sent to the SONDH Department Chair and kept on file and a copy is sent to OSS to be part of the student's file.
5. Amendments to the MOU should be included in a re-negotiated MOU which is signed by the instructor and student and forwarded to the SONDH Department Chair.
6. Should disagreements or grievances arise related to the MOU, the Department Chair or his/her designee will serve as mediator for a renegotiation of the MOU.

VII. Collaborations

Chair, Department of Nursing	Student Nurse Organization Leadership
Graduate Chair	SONDH Honors Committee
UH Honors Department	Graduate Division
Faculty	Students

VIII. Contact Information

Chair, Department of Nursing
Graduate Chair
Chair, Research Committee

IX. Appendices

A. Memorandum of Understanding

X. Supporting Documents

Link to International Committee of Medical Journal Editors

Appendix F – Continue

Student-Faculty Authorship Policy

UNIVERSITY *of* **HAWAI'I**

MĀNOA

MEMORANDUM OF UNDERSTANDING BY AND BETWEEN

THE TEAM MEMBERS OF THE

Title of Project: _____

Date: _____

The purpose of this agreement is to clearly delineate authorship and contribution to project. The authors agree as follows:

This Agreement will be reviewed and updated at least annually by the authors until all dissemination products are completed.

Amendment
No amendment or addition to this Agreement shall be binding unless it is in writing and signed by all authors.

Authorship: Authorship is designated as follows in accordance with ICJME

    First Author: _____

    Second Author: _____

    Third Author: _____

    Fourth Author: _____

Specific project activities are agreed upon as follows:

    First Author:

_____

    Second Author:

_____

    Third Author:

_____

    Fourth Author:

_____

The student involved in this project has received a copy of the Student-Faculty Publication policy from the project's most senior faculty member and has informed her/his faculty advisor about the proposed manuscript development and submission:

    Senior Faculty Member signature: _____

    Student signature: _____

    Student's Advisor: _____

<u>Entire Agreement.</u>
This agreement constitutes the entire agreement of the team members with respect to the subject matter of this Agreement and supersedes all previous contracts of agreements, whether written or oral, with respect to the subject matter hereof. In witness whereof, the team members have executed this Memorandum of Understanding on _____(date).

<u>Signatures:</u>

First Author: _____ Date: _____

Second Author: _____ Date: _____

Third Author: _____ Date: _____

Fourth Author: _____ Date: _____

Appendix G
University of Hawai`i at Mānoa
Department of Nursing

Academic Progression in the SONDH Doctoral Program

UNIVERSITY OF HAWAII AT MĀNOA
School of Nursing & Dental Hygiene
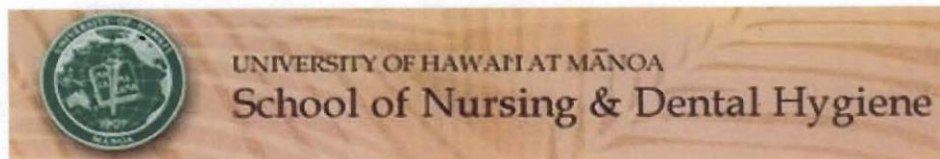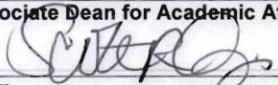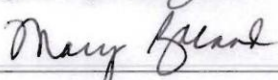
Policy Number SA 3

Policies & Procedures

General Information

Title		Category
Academic Progression in the SONDH Doctoral Programs		Student Affairs
Responsible Committee/Office	**Responsible Person**	**Effective Date**
PhD and DNP	Chair, PhD Committee Chair, DNP Committee	May 2, 2014

Approval Process (signatures required)

Associate Dean for Academic Affairs	Date 5/8/14
Dean	Date 5/9/14

I. General Scope

This policy pertains to all SONDH doctoral (DNP/PhD) students and SONDH doctoral (DNP/PhD) faculty advisors

II. Scope Details

The following categories of the SONDH community should be familiar with this policy:

- ☐ Administrative Officers
- ☑ Associate Deans
- ☐ Full-time Staff
- ☐ Part-time Staff
- ☐ Student Employees
- ☑ Students

- ☑ Dean
- ☑ Directors/Department & Graduate Chairs
- ☑ Full-Time Faculty
- ☑ Part-Time Faculty
- ☐ Entire School Community

III. Policy Summary

This policy outlines the recommendation for annual review of doctoral student progression and milestones. The purpose of this policy is to promote timely progression in the SONDH doctoral programs

IV. Policy History

This is a new policy, created Spring 2014

V. Policy

Academic progression in the School of Nursing and Dental Hygiene (SONDH) doctoral programs is dependent upon the student's ability to meet established standards set by the University of Hawaii at Mānoa (UHM) Office of Graduate Education (OGE) at http://manoa.hawaii.edu/graduate/content/academic-progress and the attached SONDH milestone requirement. Review of milestone progress provides for targeted advisement and direction to the student's doctoral study.

Academic Standing

According to the OGE policy, a student must maintain at least a "B" average (3.0 GPA) to be in good academic standing and continue as a graduate student at UHM. A student may be denied continued registration in the graduate program if their academic performance is unsatisfactory.

Grading

DNP & PhD students in the SONDH must achieve a course grade of 80% or higher to receive credit for a course and continue to progress in their programs. Students who receive a grade of < 80% in two courses will be dismissed from the program and are not eligible for readmission. The DON follows the grading procedures of the OGE at http://www.manoa.hawaii.edu/graduate/content/grading-policies.

Incomplete Grades

Students are expected to complete all program course requirements. An incomplete (I) is given to students who fail to complete a small, but important, part of a semester's work before the semester grades are determined if the faculty believes the failure to complete the required work was caused by conditions beyond the student's control and not by carelessness or procrastination.

As soon as the faculty teaching a course is concerned that a student may not be able to complete all required assignments, they shall contact the student to determine what is contributing to the student's inability to complete the course work. At that time, faculty should specify what the student must do to receive a passing grade or whether or not an "I" is an option.

Students receiving an "I" are expected to contact the instructor to determine the steps to be taken to remove the "I". In addition, as soon as course faculty assigns an "I" grade to a student, they shall notify the student's Advisor/Chair, Program Director and the Graduate Chair (GC) in writing.

DNP Students

All required courses in the DNP program with an "I" entry must be converted to a passing grade no later than the day **prior to the start of the subsequent semester** in order to progress in the program. If the result is not a passing grade, a leave of absence must be requested until the course is offered, which may be one year later.

PhD Students

All required courses in the PhD program with an "I" entry must be converted to a passing grade in compliance with OGE policy. According to OGE, the deadline for removing an "I" received in the fall semester is the following **April 1**; for removing an "I" received in the spring semester or the summer session, the deadline is the following **November 1**. If the result is not a passing grade, a leave of absence must be requested until the course is offered next, which may be one year later. Elective courses not completed, converted to a passing grade, and/or retaken, must be replaced with another completed elective course to meet the credit requirement prior to comprehensive exams.

Review of Doctoral Student Progression and Milestones

Doctor of Nursing Practice (DNP) and Doctor of Philosophy in Nursing (PhD) students are expected to be in compliance with UHM OGE progression policies and specific School of Nursing and Dental Hygiene (SONDH) milestone requirements. The student's Advisor/Chair will conduct the review of student progression and complete the milestone form each fall and spring semester (see attached). More frequent evaluations can be completed as needed.

During these reviews, student progression towards meeting degree requirements and areas of strengths and those needing improvement will be identified. The review may result in recommendations regarding academic progression. The original signed milestone document will become a part of the student's SONDH record and a copy will be provided to the student.

When the Advisor/Chair identifies a student is failing to progress, the faculty will notify and consult with the Program Director, and Graduate Chair. The Advisor, Program Director, Graduate Chair will develop an action plan and a timeline as well as a learning contract, as needed. Depending on the student's situation, strategies may include but are not limited to:

- The use of a tutor and/or writing coach
- Deceleration (for PhD students only)
- Leave of Absence
- Probation
- Dismissal from Program

The Advisor will contact the student and discuss the action plan and timeline. If the student does not successfully complete the action plan according to the timeline, the student may not continue in the doctoral program.

Students can petition to continue after failing to meet the action plan and timeline. The student works with the SONDH Office of Student Services to prepare the *Petition to Continue* according to the following process:

a. The student completes the *Petition to Continue* form no later than two weeks following receipt of notification from the Advisor/Chair of failure to complete the action plan.
b. The Office of Student Services provides information related to the student's failure to the appropriate doctoral committee (PhD or DNP).
c. The doctoral committee (PhD or DNP) reviews the *Petition to Continue* and makes recommendations for acceptance or denial of the petition.
d. The Office of Student Services notifies the student by mail of the Committee's action. The student is also advised that registration in the course for which enrollment is requested is contingent upon the availability of space.
e. During the summer if no committee members are available, the decision will be made by the Director of Student Services, the Academic Advisor, the Graduate Chair, and the Associate Dean of Academic Affairs.
f. A student may request reconsideration of a decision by submitting a written statement in support of such action to the doctoral committee (DNP or PhD) within seven calendar days of receipt of written notification.

Annual Doctoral Student Progression Report

The Graduate Chair will submit a report to the Department Chair and ADAA summarizing the progression of all doctoral students by June 30th each year. The report documents students attainment of doctoral milestones and will include the action plans for those students not meeting the programs milestones.

VI. Procedures

When the faculty teaching a course becomes aware a student is not meeting course requirements and may be receiving a final grade of < 80% ("C+" or lower), the faculty shall notify the student in writing and indicate the steps required to improve the grade. In addition, the faculty teaching the course shall notify the student's Advisor/Chair and their respective Program Director in writing.

A student who receives a course grade of < 80% (C+ or lower) must meet with their Advisor/Chair. In addition, a student who has a GPA less than 3.0 must meet with their

Advisor/Chair and may be placed on academic probation in accordance with the UHM Graduate Education Academic Policies at http://manoa.hawaii.edu/graduate/content/academic-progress

A faculty who enters an "I" for graduate courses 600-799 (excluding 700/800) has the option of recording an alternate grade at the time of the entry of the "I". This grade will automatically replace the "I" if the work is not made up by the deadline. When the faculty enters an "I" for a graduate course with no alternate grade included and the student completes the required course work by the respective program deadline. The faculty who entered the "I" can submit a Change-of-Grade Form to the OGE Office of Student Services , with the grade computed on the basis of work completed by the deadline noted above.

PhD Student-Advancement to Candidacy
In accordance with UHM OGE 's Academic Policies, PhD students must complete their proposal defense and advance to candidacy (Form II submitted/approved) no later than five (5) years from admission to the program. Once approved, students are authorized to use the 'candidate' credential i.e., PhDc.

Students not advanced to candidacy by this deadline will be placed on probation. Probation will be rescinded if the student advances to candidacy prior to seven (7) years. Students not filing the Form II within 7 years shall be dismissed from the program. Approved leaves of absence do not count toward these time limits. If more time is needed for advancement to candidacy due to circumstances beyond the student's control, an extension may be requested. To request an extension, the Graduate Chair submits a petition to the Office of Graduate Student Services. If the program does not file for an extension, the student will be dismissed. The extension request should provide a timeline for completion that includes the expected graduation date and the reason(s) necessitating the extension.

Completion of Degree
In accordance with UHM OGE 's Academic Policies, a doctoral student who has not completed his/her degree after seven years will be placed on probation, i.e., at the beginning of the eighth year the student automatically will be placed on probation. The probation notice will be rescinded if the student completes the degree within ten years. Students who do not complete the degree within ten years are subject to dismissal.

If at the end of year ten more time is needed for completion of the doctoral degree due to circumstances beyond the student's control, and the student has completed all degree requirements except the dissertation, an extension may be requested. To request an extension, the Graduate Chair submits a petition to the Office of Graduate Student Services. If the program does not file for an extension, the student will be dismissed. The extension request should provide a timeline for completion that includes the expected graduation date and the reason(s) necessitating the extension.

VII. Collaborations

Chair, Department of Nursing
Graduate Chair
Faculty Advisers

Associate Dean for Academic Affairs
Office of Graduate Education
Doctoral Students

VIII. Contact Information

Chair, Department of Nursing
Graduate Chair, Department of Nursing
DNP and PhD Program Directors

IX. Appendices

Appendix A: Annual Review of Student Progression and Milestones form for DNP students
Appendix B: Annual Review of Student Progression and Milestones form for PhD students

X. Supporting Documents

Link to UHM Graduate Education Academic Policies (UHM 2013-2014 Catalog)
http://manoa.hawaii.edu/graduate/content/academic-progress

Link to Office of Graduate Education Enrollment Policies
https://manoa.hawaii.edu/graduate/content/time-allowed-completion-degree

Annual Review of Student Progression and Milestones form for DNP Students

Review Date:
____/____/_____
Month/ Day / Year

DNP Student Name: _____

Year Entered Program: _____

Academic Advisor: _____

External Advisor: _____

Milestone	UH OGE	SONDH	Completion	Reviewed		Comments
	Progression	Requirement	Date	Met	Unmet	
Academic & External Advisors Engaged		Biannual				
Clinical Problem Identified		Year 1, Fall				
Literature Synthesis Written		Year 1, Fall				
Background, Problem, Framework, Objectives		Year 1, Spring				
Methods & Evaluation		Year 1, Spring				
Required Year 1 coursework completed		Year 1, Spring				
Completed __ NURS 776 hours		Year 1, Spring				
Chapters 1, 2 and 3 written and reviewed		Year 2, Summer I				
SIP Proposal Presentation		Year 2, Summer I				
IRB Application Approved, as needed		Year 2, Summer I				
Submit UHM Form II (Advance to Candidacy)	☐ 5 years ☐ Probation	Year 2, Summer I				
Implementation of SIP		Year 2, Summer II				
Implementation of SIP		Year 2, Fall				
Evaluation		Year 2, Fall				
Required Year 2 coursework completed		Year 2, Spring				

Completed __ NURS 776 hours		Year 2, Spring				
SIP Project Presentation		Year 2, Spring or Summer?				
Submit Form III	☐ 7 years ☐ Probation	Year 2, Spring				
Submit Form IV	7 years	Year 2, Spring				

Strengths

Areas to Improve	Plan of Action

_____

Advisor/Chair   Date

Annual Review of Student Progression and Milestones form for PhD Students

Review Date: ___/___/___ MM / DD / YY		PhD Student Name: _____ Year Entered Program: _____ Advisor/Chair: _____				

Milestone	UH OGE	SONDH	Completion	Reviewed		Comments
	Progression	Requirement	Date	Met	Unmet	
Engage Advisor		Minimum, Biannually				
Required Year 1 coursework completed		Year 1, Spring				
Literature synthesis		Year 2, Fall				
Purpose statement		Year 2, Fall				
Research question(s)/ hypothesis		Year 3, Spring				
Publishable papers (2)		Year 3, Summer				
All coursework completed		Year 3, Summer				
Comprehensive Exam		Year 3/4				
Methods section		Year 3, Summer				
Chapters 1, 2 and 3 of dissertation written and reviewed		Year 4, Fall				
Proposal Defense		Year 4, Fall/Spring				
IRB approval(s)		Year 4, Fall/Spring				
Submit UHM Form II (Advance to Candidacy)	☐ 5 years ☐ Probation	Year 4-5				
Implement study		Year 4-5				
Data collection		Year 4-5				
Data Analysis		Year 4-5				
Analyses completed		Year 4-5				
Chapter 5 written and reviewed		Year 4-5				
Results interpreted & applied		Year 4-5				

Dissertation defense		Year 4/5				
Submit UHM Form III	☐ 7 years ☐ Probation	Year 4/5				
Submit UHM Form IV	7 years	Year 4/5				

Strengths

Areas to Improve	Areas to Improve

_____

Advisor/Chair   Date

Appendix H
Protection of Human Subjects

As required by federal, state and university regulations, SONDH students who intend to conduct projects that involve the use of human subjects as defined below must check with their respective academic departments, the Committee on Human Studies, and the appropriate office(s) listed below for approval and guidance.

The Committee on Human Studies (CHS) functions as the federally mandated Institutional Review Board (IRB) for the UH system. All proposals involving the use of human subjects or the university's non-public information to identify or contact subjects need to be reviewed and approved by the CHS. Federal guidelines allow for some projects to be exempt from IRB review. However, only the CHS may grant such exemptions.

Anytime human subjects are involved in projects, faculty and students at UH must obtain approval by the UH Committee on Human Studies' Institutional Review Board (http://www.hawaii.edu/irb/) prior to starting any project. If the project is conducted off campus, an additional IRB approval is usually required from the project site.

A human subject is a living individual about whom an investigator obtains data through intervention or interaction with the individual or identifiable private information. Students should consult with the faculty of record, their adviser, and/or UH CHS to determine if an IRB application is required for their project.

CITI Training. Graduate students shall pass the UH-required Collaborative Institutional Training Initiative (CITI) course or courses before the start of the first summer intensive.

Environmental, Health, and Safety Office. The Environmental, Health and Safety Office (EHSO) ensures safe campus environments through the development and administration of health and safety programs critical to the university experience. Projects involving radioactive materials, biological "commodities" (including micro-organisms, plants, animals, biological toxins, cell or tissue samples, recombinant DNA), compressed gas (scuba) diving, certain chemicals and hazardous materials, and the disposal of hazardous materials need to be reviewed and approved by the EHSO.

Screening Tool. Once the Dissertation, DNP Project, or Thesis is adequately developed, students shall determine if their project would be considered human subjects research and meets the requirements for an IRB approval. If the student answers yes to any of the questions in Table 2, the student should consider submitting an IRB application in consultation with their Academic Advisor.
Human Subjects Research Screening Tool (The Queen's Medical Center, n.d.)

Screening Questions	Yes	No
Are you assigning participants (faculty, students, staff, patients, etc.) to groups that will receive different types of procedures, treatments or interventions?		
Does the project target members of a protected group: under 18 years of age, developmentally or cognitively disabled, prisoner, HIV + status, pregnant female?		
Does the project involve interventions, procedures, tests or hospital stays beyond what is standard practice (non-experimental)?		
Does the project pose additional risk to participants (faculty, students, staff, patients, etc.) beyond what is standard practice?		
Does the project pose any risk to participant confidentiality?		
Will your data be linked to a person by name, medical record number, social security number, date of birth, date of admission, or any other identifiers?		

Examples of projects that are considered human subjects research and require IRB approval are:

- Research that evaluates an experimental drug or device
- Research that evaluates a behavioral intervention (e.g., smoking cessation)
- Research involving surveys performed on paper or online
- Research involving interviews or focus groups (sometimes)
- Analyses of existing information in which individuals can be identified
- Graduate-level theses and dissertations
- Oral histories (sometimes)
- Case studies (sometimes)
- Studies that collect and/or analyze identifiable biological materials
- Collection of data from voice, video, digital, or image recordings
- Evaluations of programs, curricula, etc. (sometimes)

If the student determines that human subjects will be at risk, an IRB application is required. Depending on the location of the project/study, an application will be submitted to UH and to the project/study site. Depending on the methods and level of risk to participants, one of two applications will be required:

- Application for Approval of a New Study
- Application for Approval of Research as Exempt

If is unclear as to which application to submit, contact CHS staff prior to completing an application. Refer to the UHM CHS website for additional information at: http://www.hawaii.edu/irb/

Appendix I
DNP Academic and External Advisors' Roles and Responsibilities

Students are ultimately responsible for their own education and are held responsible for knowing and successfully completing all requirements of the DNP program. Each student contributes to the success of the advising system and the advisee-advisor relationship by assuming the following responsibilities:

- Know the degree requirements and progression policies of the University of Hawaiʻi at Mānoa (UHM) and the School of Nursing and Dental Hygiene (SONDH);
- Complete the Academic Progression Plan (see Appendix A) with the Academic Advisor. This Plan is completed semi-annually and negotiated with the Academic Advisor to ensure the student is on track with his/her plan of study and progression through the program;
- Write a summary of his/her progress to date, including any publications, presentations, results of any DNP Project activities, etc. prior to the semi-annual meeting;
- Track academically-supervised DNP Project hours and submit to the Academic Advisor and Program Coordinator at the end of each semester; and
- Meet with the Academic Advisor at least once each semester before registering for courses either in person, by phone, or electronically (e.g., email, Skype, Google Hangout).

Academic Advisors. The Academic Advisor is a faculty member who has the expertise to function as the primary mentor throughout the graduate process.

Responsibilities. His/her main responsibility is to advise and assist the student advisee's progression through the program. In collaboration with the External Advisor, the Academic Advisor's responsibilities include:

- Completing the Academic Progression Plan (see Appendix A) with the assigned student advisee. This Plan is completed semi-annually and negotiated with the advisee to ensure the student is on track with their plan of study and progression through the program;
- Submitting a completed Progression Plan to the Graduate Chairperson (GC) each spring semester;
- Advising and approving the selection of elective course(s) i.e., NEXus courses;
- Meeting with the External Advisor and the student advisee at least once each semester before the student registers for their courses either in person, by phone, or electronically (e.g., email, Skype, Google Hangout);
- Assisting with paperwork completion, advising on deadlines and forms, and signing progress and other forms as required;
- Working with the Graduate Chair, DNP Program Director, and OSS regarding coursework transfers, leaves of absences, and other process issues;
- Advising and overseeing the development of the DNP Project proposal;
- Assisting student in scheduling DNP Project proposal and final defense meetings;
- Co-chairing the DNP Project committee with the student's External Advisor and the identified DNP Committee member;
- Overseeing the DNP Project products and activities in collaboration with the student's External Advisor;
- Entering grades for the DNP Project products each semester in consultation with the student's External Advisor; and

- Assisting students in acquiring funding for the DNP Project, as possible.

Qualifications. The Academic Advisor will be prepared at the doctoral level, preferably a DNP. He/she will have a minimum of two years experience working in an academic environment and a minimum of one year experience advising doctoral students.

External Advisors. The External Advisor is a healthcare expert who has the experience to function as the primary mentor for the student's DNP Project.

Responsibilities. The External Advisor's primary responsibility is to advise and assist the student advisee's progression through their DNP Project. In collaboration with the Academic Advisor, the External Advisor's responsibilities include:

- Completing the Academic Progression Plan (see Appendix A) with the assigned student advisee. This Plan is completed semi-annually and negotiated with the advisee to ensure the student is on track with their plan of study and progression through the program;
- Meeting with the Academic Advisor and the student advisee at least once each semester before the student registers for their courses in person, by phone, or electronically (e.g., email, Skype, Google Hangout);
- Advising and overseeing the development of the DNP Project proposal;
- Validating the advisee's academically-supervised DNP Project hours at the end of each semester;
- Co-chairing the DNP Project committee with the student's Academic Advisor and the identified DNP Committee member;
- Overseeing the DNP Project products and activities in collaboration with the student's Academic Advisor;
- Determining grades for the DNP Project products each semester in consultation with the student's Academic Advisor; and
- Assisting students in acquiring funding for the DNP Project, as possible.

Qualifications. Preferably, the External Advisor will be prepared with a terminal degree in their healthcare profession. At a minimum, he/she will have a minimum of three years experience working in the student's DNP Project topical area.

DNP Program Director. The DNP Program Director is available for advising when the student's academic advisor is unavailable. Additionally, if the student requires assistance with any problems that cannot be resolved by the academic advisor, the DNP Program Director should be contacted.

Graduate Chairperson. The GC is available for advising when the Program Director is unavailable. Additionally, if the student requires assistance with any problems that cannot be resolved by the academic advisor and the Program Director, the GC should be contacted.

Graduate Academic Advisor. Graduate academic advising is also available by the Office of Student Services, Webster Hall 201, (808) 956-8939. The Graduate Academic Advisor is available to assist students' progress through the program and can assist with matters related to the Office of Graduate Education.

Appendix J
PhD Faculty Advisor's Responsibilities

Faculty Advisor. The faculty advisor is responsible for academic advising and is the primary mentor throughout the graduate process. The advisor's responsibilities include:

- Holding regular meetings with students to oversee and guide progression through the program;
- Assisting with paperwork completion, advising on deadlines and forms, and signing progress forms and other forms as required;
- Working with the GC, PhD Program Director, and OSS regarding waivers/substitution of courses and other process issues;
- Advising and assisting the student's progression through the program;
- Advising and overseeing the development of the dissertation proposal;
- Assisting student in scheduling comprehensive exams/reviews and dissertation proposal and final defense meetings;
- Chairing the Comprehensive Exam/Review Committee;
- If chairing the dissertation committee, assisting student in determining composition of the dissertation committee;
- Conducting the review of student progression and completing the milestone form each fall and spring semester (see Appendix G);
- Overseeing research and writing, as appropriate; and
- Assisting students in acquiring funding for the dissertation.

PhD Program Director. The PhD Program Director is available for advising when the student's faculty advisor is unavailable. Additionally, if the student requires assistance with any problems that cannot be resolved by the faculty advisor, the PhD Program Director should be contacted.

Graduate Chairperson. The GC is available for advising when the Program Director is unavailable. Additionally, if the student requires assistance with any problems that cannot be resolved by the faculty advisor and the Program Director, the GC should be contacted.

Graduate Academic Advisor. Graduate academic advising is also available by the Office of Student Services, Webster Hall 201, (808) 956-8939. The Graduate Academic Advisor is available to assist students' progress through the program and can assist with matters related to the Office of Graduate Education.

Appendix K
Course Waiver and Substitution Definitions, Policies and
Procedures for Graduate Programs

Policy: Substitution or waiver of a course in the Department of Nursing masters and post-masters programs and doctoral programs.

Introduction: The University of Hawai`i at Mānoa (UHM) Department of Nursing strives to assure that each student receives a comprehensive graduate education that meets the criteria and standards of the University as well as the AACN requirements for graduate nursing education in their chosen specialty. It is essential that the appropriate coursework be taken to meet these criteria.

Definition:

The term "*waiving of a course*" means that a determination has been made that a required course that is on a pathway does not need to be taken, because the student has successfully completed an equivalent course elsewhere that meets all conditions noted below; however, according to OGE policy, the credits for waived courses are not transferred into the program..

The term "*substitution of a course*" means that a determination has been made that a required course on the student's program pathway is being replaced with another course, usually due to the fact that the required course is no longer being offered at UHM, or a hardship situation exists.

Policy:
1.   All UHM policies regarding waiving or substitution of coursework in the graduate program will be adhered to by the Department of Nursing graduate program.

<u>Course waiver policy:</u>
1.   Only those courses taken within the past seven years may be waived, if all other criteria are met
2.   The prior course that is the basis for the waiver request must:
>   a. Have at least the same number of credits as the course that is being considered for the waiver
>   b. The student must have received a grade of B or higher in the course, OR a grade of Pass - if the course was a practicum and offered only for a Pass / Fail grade at the former university (as indicated in the course catalogue)
3.   Courses may not be used for credit if they have been used for acquiring another degree (e.g., undergraduate, graduate degree)
4.   Courses may not be waived on the basis of prior experience

<u>Course waiver procedure:</u>
1.   When a student decides that s/he wishes to have a course waived, s/he should make the request to the Program Director for their specialty area. The student will present the Program Director with the following materials:
   a.   A copy of the syllabus for the previously completed coursework AND a transcript for the course with illustrates the grade
   c.   A copy of the syllabus for the UHM Department of Nursing program course

     d.   A completed copy of the UHM Graduate Division *Petition to Substitute or Waive a Course* form

2.   The Program Director will review the submitted materials and compare to the program course that is being considered for waiver to the UHM course, make a determination and a recommendation to the Graduate Chairperson

3.   The Graduate Chairperson will also review the documents, consider the recommendation and (1) enter the decision on the UHM Graduate Division Petition to Substitute or Waive a Course form; (2) communicate the decision to the Program Director; (3) forward the original completed, signed form to the UHM Graduate Division, and a copy to the Department of Nursing Office Student Services.

4.   The Program Director will notify the student about the decision regarding the course waiver and review and or revise the student's program pathway accordingly

Substitution of a course policy:

a.   In the event a required program course is no longer being offered, or an extenuating hardship condition exists, the Program Director will work with the student to identify a means for addressing the issue, while meeting the graduation requirements for the Program. Alternatives may include: (1) take the discontinued course as an independent study, or (2) substitute another course, or (3) have the student wait until the course is again offered (in the case of a hardship situation).

Substitution of a course procedure:

1.   The Student will discuss their program pathway with their Program Director and determine if there is a need to substitute a course in their program. If yes, then the UHM Graduate Division *Petition to Substitute or Waive a Course* form will be completed

2.   The Program Director will communicate this recommendation to the Graduate Chairperson

3.   The Graduate Chairperson will (1) enter a final decision on the UHM Graduate Division Petition to Substitute or Waive a Course form; (2) communicate the decision to the Program Director; (3) forward the original completed, signed form to the UHM Graduate Division, and a copy to the Department of Nursing Office Student Services

4.   The Program Director will inform the student of the decision and review and/ or revise the student's program pathway accordingly.

Transfer of Courses: For information about transferring of credits into a program, please refer to page 16 of this Handbook.

Appendix L
Affiliation Agreement Process

Any time a student conducts course requirements at a site other than UHM, an affiliation agreement is required. This agreement is a contract between the university and a facility where SONDH students fulfill course-related and graduate required off-campus fieldwork experiences.

Faculty have access to the most current list of active affiliation agreements at T:\Shared\Affiliation Agreements - Faculty Resource. A printed copy is also posted on the bulletin board in the 4th floor mailroom.

All graduate students conducting fieldwork (i.e., Master's thesis or Capstone, DNP Project, or Dissertation) are required to have a signed Memorandum of Understanding (Affiliation Agreement) with the project site. If an MOU with a facility is not currently on the "Affiliation Agreement List", students and faculty will submit a request to Office of the ADAA, Academic Program Coordinator, Ms. Ashley Spencer at aes@hawaii.edu with the following information:

- Official name of institution/organization with whom the agreement is to be made;
- Address of institution/organization;
- Name of contact person;
- Title of contact person;
- Contact's phone number;
- Contact's e-mail address;
- Name & title (if possible) of signing authority at institution/organization;
- Time period during which student(s) will be at the institution/organization, or starting date if it will be a facility that we use on an on-going basis;
- Name of student who will be using the facility, if it is a single graduate student and not an entire cohort; and
- Deadline by which affiliation agreement needs to be complete.

It is recommended that the process be initiated 3 months in advance of when students will need to be placed. If the facility requires changes to the language of the document, the process can be lengthy, depending upon the nature of the request.

Upon execution of an agreement, the Academic Program Coordinator will email a copy to the organization, cc'ing the requesting faculty, as well as the department and graduate chairs. If you have not received a copy of the executed agreement via email within 30 days of your request, it is the responsibility of the faculty to contact the Academic Program Coordinator for a status update. If the organization has not yet returned the agreement to the Academic Program Coordinator, it is the responsibility of the requesting faculty member to contact the organization.

Please note that there are circumstances in which an agreement cannot be executed. For example, any request for the inclusion of indemnification language, or a request for the organization to be added to our liability insurance, cannot be honored. If an organization insists upon these inclusions, we will be unable to execute the agreement.

Appendix M
Selection and Composition of PhD Dissertation Committee

A student who has advanced to the dissertation stage is responsible for forming a dissertation committee. In The Department of Nursing, members of the committee approve the student's comprehensive exam and student proceeding to proposal defense, review the student's research proposal and sign Student Progress Form II. The student must keep the committee informed of the scope, plan, and progress of the thesis or dissertation research and manuscript.

Committee Composition
The committee consists of at least five members of the graduate faculty. The chair and the majority of the committee should be from the student's field of study. One member *must be* outside the School of Nursing and a full member of the regular UHM graduate faculty. Please refer to the Graduate Division website for a description of the roles and functions of the chair and committee members. http://manoa.hawaii.edu/graduate/content/committee-composition-potential-members

In some cases, Affiliate graduate status may be sought from the Graduate Division for qualified individuals from another university or associated clinical setting as long as they have a doctoral degree (DNP, DrPH, PhD, MD, JD, DPHARM, etc.) and peer reviewed publications.

The approval process of an affiliate committee member is as follows:
- CV (inclusive of peer reviewed research publications) of the qualified committee member is required by the PhD program director.
- The PhD program director nominates the qualified individual for affiliate status.
- The PhD faculty votes on approving the nomination.
- The nursing graduate chair sends a memo for affiliate status approval with a copy of the CV to the Graduate Division.
- If approved/disapproved, the UH Graduate Division notifies the graduate chair and the committee member.

The graduate chair delivers copy of approval from Graduate Division to the PhD program office.

The Dissertation Chair
The chair of the dissertation committee serves as the supervisor of the research and must be a full member of the graduate faculty in the student's field of study. It is the responsibility of the chair and the student to see that all members of the committee are kept informed of the scope, plan, and progress of both the research and dissertation. A handbook on instructions for preparation of the dissertation can be obtained from Graduate Division or on the Web Site (http://manoa.hawaii.edu/graduate/).

Selection of Dissertation Committee Chair
The dissertation committee chair holds a regular full graduate status and may be the student's advisor. However, the student may decide to select someone else who seems to be more appropriate for his/her area of research. The committee chair is the person with whom the student will work very closely through the remainder of their dissertation activities. While the other committee members each have something important to contribute, the chair directly supervises the student's dissertation at all stages.

Change in Committee Membership
If the membership of the committee changes, the Petition to Revise Thesis or Dissertation Committee Form must be completed (accessible from the UH Graduate Division website: http://manoa.hawaii.edu/graduate/files/forms/remote.pdf

Useful steps in selecting committee members include:
- Identify the topic for the dissertation.
- Consider the expertise of potential committee members.
- Discuss possible committee members with the committee chair/ advisor.
- Ask the chair/ advisor if potential committee members have graduate faculty status. This information can be found in the University of Hawai'i Catalog under the appropriate department heading.

http://manoa.hawaii.edu/graduate/content/select-eligible-committee-members

Appendix N
Comprehensive Examination Purpose of, Procedure and Timeline for PhD Comprehensive Examination

Purpose

The purpose of the comprehensive examination is to enable the student's committee to assess the readiness of the student to progress to the dissertation stage. An oral comprehensive exam is conducted by the graduate faculty or a sub-committee. For the School of Nursing, it is usually composed of members of the student's dissertation committee.

The comprehensive examination will occur after all the coursework is completed and the student has written two publishable papers in their research topic area. Enrollment in N699 "Proposal Development" is not considered a part of the student's coursework. When the advisor determines the student is ready, the student negotiates a date and time for the comprehensive examination when all committee members can be present.

At the comprehensive examination, students are expected to conduct a 45 minute session consisting of presentation and discussion based on the two scholarly papers and then, answer questions developed by their committee based on the scholarly papers. During the comprehensive examination, the committee has both the opportunity and obligation to require the student to demonstrate broad knowledge of the field of study and sufficient depth of understanding within the student's area of specialization and research. The two papers submitted by the student to the committee before the comprehensive examination serve as the vehicle by which the student's knowledge and understanding of the field of study is assessed

Scoring Criteria

The criteria for passing the comprehensive examination include:
1. Soundness of logic and rationale in developing ideas.
2. Significance of the work to the discipline of nursing.
3. Soundness of methodological approaches used or described.
4. Adequacy of documentation.
5. Demonstrate breadth and depth in the field.

The student will be evaluated using the review criteria above. Scores will be "pass or fail". A majority vote is required to pass. If a student does not pass the comprehensive examination, the student may petition to repeat it once. Students who fail the exam twice will not be permitted to remain in the program.

Procedure

When all course work is completed, students will:
1. Decide whether to elect their advisor as committee chair or designate a new committee chair.
2. Select the committee members with input from the committee chair.
3. Approach committee members to serve on the committee.
4. Discuss level of readiness for the comprehensive exam with the committee chair.
5. Determine modality of comprehensive exam (distance or face-to-face).
6. Negotiate and determine the date/time of the examination with chair and committee members. The student must contact the PhD Program to schedule the comprehensive exam. If the student will be requiring Collaborate session assistance, they are required to schedule the equipment and/or technical

assistance through the PhD Program office prior to scheduling the comprehensive examination date.

Time Line for Students
1.   Four weeks before the comprehensive examination the student will:
- Contact PhD Program to schedule comprehensive exam.
- Schedule a Collaborate session if needed.
- Schedule Collaborate training sessions for participants if needed at least one week prior to comprehensive exam date.
- Reserve an appropriate conference room and equipment necessary for the exam.
- Confirm the location, date, and time of the comprehensive examination with all committee members.
- Complete comprehensive examination template information and send out to committee members
- Forward or submit copies of the two publishable papers to all committee members.

2.   Comprehensive examination day:
- Make sure all committee members have copies of the necessary materials.

Time Line for Committee Members
1.   Four weeks before the comprehensive examination: the committee members will:
- Review the two 'publishable' papers.
- Determine the student's readiness to proceed.
- Agree to a date and time for the defense.

2.   Two weeks before the comprehensive examination the committee members will:
- Notify the committee chair if there are concerns regarding the student's readiness.
3.   One week before the comprehensive examination the committee members will:
- Submit at least two questions relevant to the two publishable papers to the committee chair.
4.   Comprehensive examination day
- Be prompt and be prepared.

Procedure for the Comprehensive Examination
- All committee members and the student must participate.
- The chair asks the student to leave the room so committee members can make final preparations if necessary.
- The chair invites the student to enter the room.
- The student gives a 45 minute presentation of and discussion about the two scholarly papers.
- The committee members ask questions.
- The student orally answers the questions.
- The student then steps out of the room while the committee discusses the results.
- A majority of the committee must vote "pass" in order for the student to pass.
- The Chair invites the student to return to the room.

- A student who fails the comprehensive examination may repeat it once. The Graduate Chair (GC) shall report the results of the repeated exam to the Graduate Records Office via a copy of Form II. A student who fails any portion of the comprehensive examination twice will be dismissed from both the graduate program and the Graduate Division, unless recommended otherwise by the GC.

Appendix O
Doctoral Student Proposal and Final Defenses – Purposes, Procedures, Evaluation Criteria and Timelines

Proposal Defense

The purpose of the proposal defense is to ensure that the PhD student's research proposal and the DNP project plan (proposal) is appropriate to the state of the science and problem or question, lacks bias, maximizes precision, and minimizes risk to human subjects. It is also important that the plan is feasible and considered worthy of academic merit. Oversight and guidance is provided throughout this process by the student's respective Chair/Advisor and committee members.

The written product/s of the dissertation or DNP project follows the SONDH tradition of the American Psychological Association (APA) publication guidelines and the University of Hawaii's Style & Policy Guide. It is suggested that the student prepare these written products in accordance with these guidelines from the beginning of the program. Since these guides are intended for Theses and Dissertations, DNP students shall refer to the NURS 776 syllabus and these dissertation directions only as appropriate.

   DNP Project Proposal Defense. An oral and written presentation of the DNP Project Proposal is a required activity of the DNP program. The student has the option of conducting the oral Proposal Defense at the DNP Project site. Typically, only the student's committee members will be present for the DNP Project Proposal Defense to ensure adequacy of preparation. If the student and/or the committee members are off-site, a Petition for Remote Committee Participation is filed.

The purpose of the proposal defense is to provide the student with the opportunity to demonstrate depth and breadth of proficiency in a practice-based content area and in their ability to develop a sound and feasible plan (or proposal) for the implementation and evaluation of a needed evidence-based practice change to improve the quality of care. The Proposal Defense also provides the DNP Committee members with the opportunity to assess whether or not the student is ready to proceed with implementation of the DNP project.

   Procedure. The proposal defense consists of a written and oral presentation of the student's proposed DNP Project plan. In preparation for the Proposal Defense during spring or summer semester of Year One of the DNP Program, the DNP student will:

- Discuss their level of readiness with the Academic Advisor,
- Determine the modality of comprehensive examination (Distance or Face-to-Face),
- Confirm committee membership,
- Negotiate and determine the date/time of the proposal defense with the committee members,
- Contact the Doctoral Program Coordinator to schedule Information Technology (IT) support and to make room reservations for a two-hour block of time, and
- Four weeks before the scheduled proposal defense, send committee members the written completed DNP Project Proposal (Chapters I – III).

The chair will complete and distribute the proposal defense information to the committee

members).

During the Proposal Defense:

- All committee members and the student must participate/be present;
- First 10 minutes: Chair asks the student to leave the room so committee members can make final preparations;
- Chair invites the student to enter the room;
- Next 20 minutes: Student delivers a 20 minute oral presentation of the DNP proposal;
- Next 40 minutes: Student orally answers committee member questions;
- Next 10 minutes: Chair asks student to leave the room while the committee discusses the results and determines if the student met the evaluation criteria;
- Next 5 minutes: Chair invites the student to return to the room and informs the student if they passed or failed;
- Committee provides feedback and recommends/requests revisions; and
- Student, chair, and committee members sign Form II if the student passes the Proposal defense. If the committee gives a failing score, members indicate what must be done for the student to progress. The student failing the Proposal Defense may repeat it once with the approval from both the graduate program and the Office of Graduate Education. A student failing for a second time is dismissed from both the SONDH graduate program and the UH Office of Graduate Education.

Evaluation Criteria. Boyer's (1996) *Criteria for Evaluation of Scholarship* in conjunction with the DNP Project Rubric (see Table 1) will be used to determine that the project meets the level of scholarship required of a DNP degree and the grade for the Proposal Defense. Boyer's Criteria include the following rating schema:

- Are the goals of the project clearly stated?
- Are the procedures well defined and appropriate for the project?
- Are resources adequate for the stated goals of the project and utilized effectively?
- Did the student communicate and collaborate effectively with others?
- Are the results of the project significant?
- Is there evidence of self-reflection and learning? (Zaccagnini & White, 2011)

Table 1.

Rubric for DNP Project Written & Oral Products

Requirement	No Credit	Credit
Problem DNP Project topic clearly identified; Scope of project realistic and appropriate; Literature review and synthesis supports problem	Problem is not clearly articulated. Literature review is disorganized and incomplete; project is not feasible.	The problem is well chosen and articulated and significant in scope and potential impact.
Framework Need, feasibility and significance are clearly presented; Literature, benchmarks and supporting data provided and appropriate; Framework (theoretical/ conceptual/practice) is evident and appropriate	Theoretical framework is inappropriate. Supporting literature is not present.	The literature review is thorough, complete, well organized and clearly articulated. The theoretical/ conceptual framework is well thought out and presented.
Objectives Objectives stated in feasible and measurable terms; Evaluation measures linked to objectives	Objectives are not feasible or measurable.	Objectives are insightful and clearly linked to evaluation measures.
Methods Appropriate for objectives; Clear rationale for actions/method; Setting and group clearly described; Tools/measures described; Resources/supports and risks/threats and benefits noted	The methodology section is disorganized and the method selected is inappropriate for the project.	The methodology section is well organized. The methods and outcomes evaluation criteria chosen are at the highest level for the project.
Program Evaluation Detailed evaluation plan; Procedures clear; Instruments appropriate to methods; Data analysis consistent with design	Methods of evaluation are not explained.	Plans for outcomes criteria are insightful and will provide useful implications for practice.
Approvals Institutional Review Board/Informed Consent, as necessary	Informed consent was indicated, but not obtained	Informed consent was submitted or obtained from multiple institutions, if applicable.
Quality of Writing APA format	The proposal is poorly written, unorganized and contains grammatical errors.	The quality of writing is above average. As a whole it is well organized, shows logical consistency, and is free of spelling, punctuation, and grammatical errors.
Quality of Presentation	The presentation is poorly organized and illogical. Questions are not adequately answered. Runs over time allotted.	The presentation is well organized and logical. Audience is engaged. Questions are answered thoroughly. Time sensitivity.
Comments		

PhD Research Proposal Defense. The purpose of the proposal defense is to provide the student the opportunity to demonstrate depth and breadth of proficiency in content, design, and methodology for the proposed dissertation research. Students passing the Comprehensive

Examination may proceed with the preparation for the dissertation proposal.

In some cases and with the approval of the chair, the student may proceed with the Proposal Defense immediately after the passing the comprehensive examination. Students who decide to complete their comprehensive examination and proposal defense in the same time period must provide a draft of their proposal (Chapters I - III) to their committee members prior to the comprehensive examination.

Procedure. The proposal defense consists of a written and oral presentation of the student's proposed dissertation plan. Upon successfully passing the comprehensive examination, and in preparation for the proposal defense, the PhD student will:

- Discuss their level of readiness with the committee chair,
- Determine the modality of the proposal defense (distance or face-to-face),
- Negotiate and determine the date/time of the exam with chair and committee members,
- Contact the Doctoral Program Coordinator to schedule Information Technology (IT) support and to make room reservations for a two-hour block of time, and
- Four weeks before the scheduled proposal defense the student will send committee members the dissertation proposal (Chapters I - III).

The chair will complete and distribute the proposal defense information to the committee members.

During the proposal defense:

- All committee members and the student must participate/be present;
- First 10 minutes: Chair asks the student to leave the room so committee members can make final preparations;
- Chair invites the student to enter the room;
- Next 45 minutes: Student delivers a 45 minute oral presentation of the Dissertation Proposal;
- Next 40 minutes: Student orally answers committee member questions;
- Next 15 minutes: Chair asks student to leave the room while the committee discusses the results;
- Committee determines if the student met the evaluation criteria;
- Remaining 10 minutes: Chair invites the student to return to the room and informs the student if they passed or failed;
- Committee provides feedback and recommends/requests revisions. If substantive changes are needed, the revised proposal will be reviewed as determined by the committee. Form II may be signed once the revised proposal is approved by the committee members and IRB approval is obtained or, in some cases, the committee may sign Form II and the chair will hold it until IRB approval is obtained; and
- Student, chair, and committee members sign Form II if the student passes the Proposal Defense. If the committee gives a failing score, members indicate what must be done for the student to progress. The student failing the proposal defense may repeat it once with the approval from both the graduate program and the Office of Graduate Education. A student failing for a second time is dismissed from both the SONDH graduate program and the UH Office of Graduate Education.

Evaluation Criteria. During the proposal defense, the committee has both the opportunity and obligation to require the student to demonstrate broad knowledge of the field of study and sufficient depth of understanding within the student's area of specialization and research. The proposal submitted by the student to the committee serves as the vehicle by which breadth and depth proficiency is assessed. The criteria for passing the Proposal Defense are:

- Soundness of logic and rationale in developing ideas,
- Significance of the work to the discipline of nursing,
- Soundness of methodological approaches used or described,
- Adequacy of documentation, and
- Demonstration of breadth and depth in the field.

Scores will be "pass or fail". A majority vote is required to pass. If a student does not pass the Proposal Defense, the student may petition to repeat it once. Students who fail the Proposal Defense twice will be dismissed from the program unless recommended otherwise by the GC.

Once all required course work is completed, the comprehensive examination passed, the Proposal Defense passed, the IRB application approved, and Form II has been submitted and approved by Office of Graduate Education, the PhD student may register for NURS 800. The NURS 800 course is taken every fall and spring semester until successful defense of the Dissertation. The PhD student must also register for summer session credits of NURS 800 if substantive Dissertation work is continuing through the summer months.

Final defense The Final defense is an oral examination open to the public, during which the author of the PhD dissertation or DNP project demonstrates to his or her committee satisfactory command of all aspects of the work presented and other related subjects, if applicable. The final defense is required for the PhD dissertation and DNP project.

The written product/s of the dissertation or DNP project follow the University of Hawaii's Style & Policy Guide. It is suggested that written products are prepared in accordance with these guidelines from the beginning of the program. Since this guide is intended for theses and dissertations, DNP students shall refer to the dissertation directions only as appropriate.

Defense announcement in the University Events Calendar is *required* for the final defense. The defense must be one hour or more in length. It may be scheduled between 8:00 am to 4:30 pm on any work day, during both instructional and non-instructional periods. The student must submit an announcement to the Office of Graduate Student Services no later than two weeks prior to defense. The announcement must specify title, date, time and place of the defense. It must be signed by the student's Committee Chair.

DNP Project Final Defense . An oral and written presentation of the DNP Project Final defense is a required activity of the DNP program. The student has the option of conducting the oral final defense at the DNP project site; this event is open to the public. If the student and/or the committee members are off-site, a Petition for Remote Committee Participation is filed.

The purpose of the final defense is to provide the student with the opportunity to demonstrate depth and breadth of proficiency in a practice-based content area and in their ability to implement and evaluate an evidence-based practice change to improve the quality of care. The final defense also provides the DNP committee members with the opportunity to assess whether or not the student has met the DNP Program degree requirements.

Procedure. The final defense consists of a written and oral presentation of the student's completed DNP project. All coursework must be completed or the student must be enrolled in the last remaining required coursework prior to the DNP project final defense. In preparation for the final defense during spring semester of year two of the DNP Program, the DNP student will:

- Discuss their level of readiness with the Academic Advisor,
- Determine the modality of the defense (distance or face-to-face),
- Confirm committee membership,
- Negotiate and determine the date/time of the proposal defense with the committee members,
- Contact the Doctoral Program Coordinator to schedule Information Technology (IT) support and to make room reservations for a two-hour block of time, and
- Four weeks before the scheduled final defense, send committee members the written completed DNP project (Chapters I – V).

The chair will distribute a letter Final defense with information about the final defense to committee members.
During the Final Defense:

- All committee members and the student must participate/be present;
- First 10 minutes: Chair asks the student to leave the room so committee members can make final preparations;
- Chair invites the student to enter the room;
- Next 20 minutes: Student delivers a 20 minute oral presentation of the DNP Proposal;
- Next 40 minutes: Student orally answers committee member questions;
- Next 10 minutes: Chair asks student to leave the room while the committee discusses the results and determines if the student met the evaluation criteria;
- Next 5 minutes: Chair invites the student to return to the room and informs the student if they passed or failed;
- Committee provides feedback and recommends/requests revisions; and
- Student, chair, and committee members sign Form III if the student passes the final defense. If the committee gives a failing score, members indicate what must be done for the student to progress. The student failing the final defense may repeat it once with the approval from both the graduate program and the Office of Graduate Education. A student failing for a second time is dismissed from both the SONDH graduate program and the UH Office of Graduate Education.

Evaluation Criteria. Boyer's (1996) *Criteria for Evaluation of Scholarship* in conjunction with the DNP Project Rubric (see Table 1) will be used to determine that the project meets the level of scholarship required of a DNP degree and the grade for the final defense. Boyer's Criteria include the following rating schema:

- Are the goals of the project clearly stated?
- Are the procedures well defined and appropriate for the project?
- Are resources adequate for the stated goals of the project and utilized effectively?
- Did the student communicate and collaborate effectively with others?
- Are the results of the project significant?
- Is there evidence of self-reflection and learning? (Zaccagnini & White, 2011)

PhD Final Dissertation Defense. The purpose of the final defense is to provide the student the opportunity to demonstrate their ability to conduct research and command of all aspects of the work presented and other related subjects, if applicable.

Procedure. The final defense consists of a written and oral presentation of the student's completed dissertation. In preparation for the final defense, the PhD student will:

- Discuss their level of readiness with the committee chair,
- Determine the modality of the defense (distance or face-to-face),
- Negotiate and determine the date/time of the exam with chair and committee members, and
- Contact the Doctoral Program Coordinator to schedule Information Technology (IT) support and to make room reservations for a two-hour block of time, and
- Four weeks before the scheduled final dissertation defense the student will send committee members the written completed Dissertation (Chapters I - V).

The chair will distribute a letter with information about the final defense to the committee members.

During the PhD final defense:

- All committee members and the student must participate/be present;
- Chair asks the student to leave the room so committee members can make final preparations;
- Chair invites the student to enter the room;
- First 20 minutes: Student delivers a 45 minute oral presentation of the completed Dissertation;
- Next 40 minutes: Committee member ask questions, seek clarification, and offer suggestions. Participants then have an opportunity to do the same.
- Next 10 minutes: Chair asks student and participants to leave the room while the committee discusses the results;
- Committee determines if the student met the evaluation criteria; and
- Remaining 5 minutes: Chair invites the student and participants to return to the room and informs the student if they passed or failed.
- Committee provides feedback and recommends/requests revisions. If substantive changes are needed, the revised dissertation will be reviewed as determined by the committee.
- Student, chair, and committee members sign Form III if the student passes the final defense. If the committee gives a failing score, members indicate what must be done for the student to progress. The student failing the dissertation defense may repeat it once with the approval from both the graduate program and the Office of Graduate Education. A student failing for a second time is dismissed from both the SONDH graduate program and the UH Office of Graduate Education.

Evaluation Criteria. During the final defense, the committee has both the opportunity and obligation to require the student to demonstrate broad knowledge of the field of study and sufficient depth of understanding within the student's area of specialization and research. The completed written Dissertation submitted by the student to the committee serves as the vehicle by which breadth and depth proficiency is assessed. The criteria for passing the final defense

are:

- Soundness of logic and rationale in developing ideas,
- Significance of the work to the discipline of nursing,
- Soundness of methodological approaches used or described,
- Adequacy of documentation, and
- Demonstration of breadth and depth in the field.

Scores will be "pass or fail". A majority vote is required to pass. If a student does not pass the final defense, the student may petition to repeat it once. Students who fail the final defense twice will be dismissed from the program unless recommended otherwise by the GC.

Forms. Office of Graduate Education forms are available online. Refer to Appendix X. Office of Graduate Education Progression Forms.

Timeline

The timeline for each of the major events of the PhD dissertations and DNP projects is essentially the same. Therefore, in preparation for the proposal defense, or final defense, the student will *ideally* adhere to this timeline to ensure adequate preparation for the student and committee members and optimize success:

Eight (8) weeks before the event, the student shall:

- Discuss level of readiness with the committee chair,
- Determine the modality of the defense (distance or face-to-face),
- Negotiate and determine the date/time of the exam with chair and committee members, and
- Contact the Doctoral Program Coordinator to schedule Information Technology (IT) support and to make room reservations for a two-hour block of time.

Eight (8) weeks before the event, the chair shall distribute the proposal or final defense information letter to the committee members.

Four (4) weeks before the event, the student shall:

- Send committee members the required written documents,
- Confirm the date and time for the event with the Doctoral Program Coordinator and committee members, and
- File a Petition for Remote Committee Participation if the student or any committee members are off-site.

Four (4) weeks before the event, the committee members shall:
- Review the submitted written work;
- Determine the student's readiness to proceed;
- Notify the committee chair if there are concerns regarding the student's readiness;
Two (2) weeks before the event, the student shall:

- Complete a Defense Announcement for placement in the University Events Calendar,

- Contact committee members prior to the exam to discuss potential questions or problems and for guidance on areas they think the student should review for the exam, and
- Prepare and submit a power point presentation to the committee members for their review and recommendations.

Two (2) weeks before the event, the <u>committee members</u> shall:

- Submit at least two questions relevant to the written work to the committee chair; and
- Respond to the student's request for guidance. Committee members are asked *not* to disclose their specific questions, but to offer guidance on areas they think the student should review.