MARSHALL UNIVERSITY
College of Health Professions

PM-DNP Student Handbook
School of Nursing

Reviewed/revised 12/10/25

This handbook is developed for students entering the College of Health Professions, School of Nursing, Post Master's Doctor of Nursing Practice Program (PM-DNP). Students should familiarize themselves with the information provided in this handbook.

Additionally, students are expected to read the Marshall University Graduate Catalog to familiarize themselves with Marshall University policies. Access the MU Graduate Catalog via this link: https://catalog.marshall.edu/graduate/

All Marshall University Graduate Catalog Policies will be strictly adhered to. Any differences between those policies and the PM-DNP Student Handbook Policies are justified by the nature of the PM-DNP program requirements. Where differences in policies occur, the PM-DNP Student Handbook policy supersedes the MU Graduate Catalog Policies.

The PM-DNP program is accredited by the

Accreditation Commission for Education in Nursing (ACEN).

ACEN

3390 Peachtree Road NE

Suite 1400

Atlanta, Georgia 30326

Website: www.acenursing.org

Phone: (404) 975-5000

Table of Contents

Greetings from the School of Nursing

Welcome to the School of Nursing at Marshall University. We are the largest regional provider of nursing education located within a major university setting and have access to resources which provide students with unique and varied experiences. In the traditional pre-licensure BSN program, we have campuses in Huntington and Point Pleasant, WV (MOVC), and a cooperative nursing program with Glenville State University. The BA/BS to BSN program is offered on the South Charleston campus. Additionally, we offer an online RN to BSN program for graduates of accredited diploma or Associate Degree Nursing programs. Our Family Nurse Practitioner Master's in Nursing Program is online with two required on campus components. We also have online MSN programs in Nursing Administration and Nursing Education and we offer a collaborative Psychiatric Mental Health Nurse Practitioner and Nurse Midwifery programs with Shenandoah University School of Nursing in Winchester, Virginia. Our post-masters DNP program began in the fall of 2022.

We have a long history of excellence on the national RN licensure examination and the Family Nurse Practitioner Certification Exam. This is a direct result of the hard work on the part of our dedicated faculty who bring experience and passion into the educational process. In addition to traditional classroom methods of instruction, we also excel in the use of innovative technologies to enhance learning, including our dynamic online programs of study.

We exist in a challenging world for all health professions, especially the nursing profession. The need for nurses has never been greater and will only grow with the coming years. Many studies support the need for more nurses, especially those with Bachelor's in Nursing (BSN) degrees and advanced nursing degrees. It is the responsibility placed upon faculty to assure tomorrow's nurses are prepared and ready to assume leadership roles and safeguard our most vulnerable populations: the ill. To this end, the faculty stands ready to support student achievement and education at the undergraduate and graduate level.

Important University Links

Academic Calendar: to view academic calendar click on the link and select the appropriate semester. http://www.marshall.edu/calendar/academic/

Marshall University policies: Students should review the following University policies: Incomplete grade, Students with disabilities, Grade appeal, D/F forgiveness, Academic dishonesty, University excused absences, Core curriculum, and others as needed.

See the Marshall University Graduate Catalog for the Marshall University policies: **https://catalog.marshall.edu/graduate/**

Blackboard: https://www.marshall.edu/design-center/

MyMU: Access www.marshall.edu and click on the link to go to MyMU

Inclement Weather Policy

If you have questions pertaining to the University being closed during inclement weather, you may call Marshall University 304-696-3170 or check the Marshall University website

School of Nursing Vision Statement

Marshall University School of Nursing (SON) endeavors to be nationally recognized for innovative programs in nursing education, scholarship, evidence-based practice, and interdisciplinary partnerships that improve the health and well-being of the individual, family, community, and global society.

School of Nursing Mission Statement

To provide quality, innovative education to improve the health and well-being of the individual, family, community, and global society.

To accomplish this mission, the SON:

1. Maintains rigorous professional education standards through the high expectation of student learning and performance.
2. Encourages involvement of faculty in service to individual, family, community, global society, and the profession of nursing
3. Supports the engagement of faculty and students in evidence-based practice, research, clinical practice, and other scholarly endeavors.
4. Cultivates a community that is inclusive, just, and equitable.

School of Nursing Strategic Plan
1. Improve the quality of nursing education.

Monitor health care trends, societal needs, and scientific advances and use this information as a basis for program planning.

Evaluate and revise, if needed, curricula and educational services to ensure graduates are prepared for a changing health care environment.

Design and utilize new instructional strategies to further enhance the efficacy of student learning.

Prepare students to collaborate within the interdisciplinary health care team.

Promote innovative education that will improve patient outcomes.

Develop and enhance critical thinking skills in nursing students.

Incorporate health promotion and disease prevention across the life span in the profession of nursing.

2. Strengthen the research and evidence-based practice of faculty and students.

Encourage faculty and students to seek competitive research/evidence- based practice funding.

Create an infrastructure conductive to research and evidence-based practice endeavors.

Promote interdisciplinary scholarly activities.

3. Enhance clinical and academic alliances, partnerships, and community outreach.

Promote awareness of nursing programs across the Marshall University campus, local community, regional area, nationally, and globally.

Strengthen current and develop new clinical site agreements for the clinical education of nursing students.

Collaborate with health care community leaders to identify opportunities for enhancement of the nursing program.

Provide opportunities for outreach education and health related events.

Expand the School of Nursing involvement in health care services for rural and underserved communities.

Revised and approved 1/24/2023

MARSHALL UNIVERSITY SCHOOL OF NURSING
Statement of Philosophy

PERSON/ENVIRONMENT

The person is a holistic being; an individual who is complex, dynamic, and cannot be reduced to the sum of his/her parts. Each person has values, attributes, and behaviors that are influenced by environment, culture, social norms, experiences, physical characteristics, moral and ethical constructs, and religious beliefs and practices. The person is viewed as a system interacting with the environment and developing relationships with others. The person is capable of growth and development, self-direction, change and goal directed behavior. Each person is diverse and unique in nature and should be recognized as such. Diversity may occur in, but is not limited to, race, gender, ethnicity, sexual orientation, age, socioeconomic status, religious beliefs, political beliefs, and physical abilities. Each person deserves respect and dignity.

HEALTH

Health is a dynamic process which has variations along a wellness/illness continuum throughout the lifespan. Wellness is the highest functional potential for holistic well-being. Illness incorporates any alteration in health which produces dysfunction or a potential alteration

in the individual. Perceptions of health are determined by society and by the person. Health is influenced by heredity, environment, and lifestyle. Individuals ultimately have the right and responsibility to make decisions and set goals concerning their health.

NURSING

"Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations." (ANA, 2010, p. 3) Nursing involves integration of many values including caring, diversity, integrity, holism, patient-centeredness, and excellence. Caring is the essence of nursing and can be described as the act and expression of compassion and concern towards others to promote a sense of health and well-being. Diversity is integrated into nursing through recognition and acceptance of unique and individual differences and the beliefs, values, gender, race, and ethnicities among individuals and communities. Nursing practice demonstrates integrity through adherence to moral and ethical principles, respecting the dignity of others and providing honest and trustworthy care. Nursing is patient-centered where the patient is the focus of care and is actively involved in the process of change to enhance health. The value of holism is integrated by viewing the individual as a dynamic being and every aspect of the human condition is considered during the nursing process. Nursing is a dynamic profession continuously striving for excellence. The practice of professional nursing incorporates a spirit of inquiry and judgment utilizing knowledge and science to help patients achieve their highest level of wellness. Nursing practice is performed autonomously and collaboratively.

EDUCATION

Education is an interactive, life-long process, which includes formal education and life experiences contributing to self-fulfillment. Learning is fostered in the cognitive, affective, and psychomotor domains. The educational process occurs in an environment which is conducive to learning by encouraging self-direction and active student participation. Faculty members facilitate learning through the identification of content and experiences necessary for students to integrate knowledge and skills of contemporary nursing practice. Experiences are designed to address the health care needs of patients in a variety of settings.

Baccalaureate nursing education provides a general education with an introduction to multiple disciplines including fine arts, social sciences, natural sciences and humanities. Baccalaureate education in nursing is the basis for professional practice as a nurse generalist and should be accessible to traditional students and to those who have previous formal educational experiences. It also provides students with the education needed to develop critical thinking skills. Consideration is given to the needs of diverse populations of the 21st century while providing culturally competent care in a safe, nurturing environment within a complex and changing health care system. This level of education is guided by a spirit of inquiry focused on improvement and delivery of nursing services through evidence-based practice. The professional practitioner is prepared to make critical decisions regarding health care based upon competencies and standards for patients across the lifespan, whether individuals, families, groups, or communities. An individual's responsibility for continued self-learning, professional growth, and the advancement of nursing as a profession is fostered and expected. Baccalaureate nursing education is the foundation for graduate study.

Graduate nursing education builds upon baccalaureate nursing education. The hallmark of graduate education is the scholarly exploration of theoretical and clinical concepts. It prepares graduates to practice an advanced level of professional nursing in clinical, administrative, or academic positions. Graduate nursing education provides the foundation for

doctoral studies.

Approved by the SON Faculty 05/09/2011, Reviewed 10/2017, updated 10/18/2022
The above philosophy was developed and revised incorporating a broad range of materials including, but not limited, to:

• American Association of Colleges of Nursing. (2021). The essentials of baccalaureate education for professional nursing practice: Faculty tool kit. Washington, D.C: AACN.
• American Association of Colleges of Nursing. (2021). The essentials of master's education for professional nursing practice: Faculty tool kit. Washington, D.C: AACN.
• American Nurses Association. (2010). Nursing's social policy statement. (3rd ed.)
• National League for Nursing. (2017). Outcomes and competencies for graduates of practical/vocational, diploma, associate degree, baccalaureate, master's, practice doctorate, and research doctorate programs in nursing. New York: National League for Nursing

Accreditation
The BSN and MSN programs are accredited by the:

Accreditation Commission for Education in Nursing, Inc. (ACEN): 3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326 404
975-5000
http://acenursing.org/

The PM-DNP program is seeking initial accreditation from ACEN.

Marshall University Board of Governor's Policy GA-3 Social Justice

Policy 2.1.
Marshall University is committed to bringing about mutual understanding and respect among all individuals and groups at the University and to eliminating all forms of discrimination as provided by West Virginia and federal law.
Policy 2.2.
Consistent with its comprehensive mission, and in recognition that the development of human potential is a fundamental goal in a democratic society, the University promotes an education system that values cultural and ethnic diversity and understanding; that provides for the preparation of students for full and meaningful participation in a changing world; and that promotes equitable and fair treatment in every aspect of campus life and employment for all persons regardless of race, color, national origin, sex, age, religion, veteran status, or disability.

Passage Date: November 13, 2002. For the complete policy:
http://www.marshall.edu/board/files/Policies/MUBOG%20GA-%203%20Social%20Justice.pdf

Approved SON 02/27/06; Reviewed SON 10/17

Post-Master's Doctor of Nursing Practice

End of Program Student Learning Outcomes (EPSLOs) and Role Specific Competencies (AACN, 2021)

1. Improve advanced practice nursing and person-centered care.
Role specific competencies:

1. Demonstrates the application of nursing science to practice. (1.1f)
2. Integrate foundational and advanced specialty knowledge into clinical reasoning. (1.3d)
3. Translate theories from nursing and other disciplines to practice. (1.2j)
4. Demonstrate advanced communication skills and techniques using a variety of modalities with diverse audiences. (2.2g)
5. Apply current and emerging evidence to the development of care guidelines/tools. (2.6i)

2. Combine established and emerging principles of safety and quality.
Role Specific competencies:

1. Establish and incorporate data driven benchmarks to monitor system performance. (5.1i)
2. Integrate outcome metrics to inform change and policy recommendations. (5.1k)
3. Advance quality improvement practices through dissemination of outcomes. (5.1o)

3. Design complex, evidence-based approaches for the improvement of equitable healthcare across continuum of care.
Role Specific Competencies:

1. Analyze system-wide processes to optimize outcomes. (7.1g)
2. Analyze relevant internal and external factors that drive healthcare costs and reimbursement. (7.2g)
3. Design practices that enhance value, access, quality, and cost-effectiveness. (7.2h)

4. Formulate nursing scholarship.
Role Specific Competencies:

1. Discern appropriate applications of quality improvement, research, and evaluation methodologies. (4.1j)
2. Disseminate one's scholarship to diverse audiences using a variety of approaches or modalities. (4.1l)
3. Lead the translation of evidence into practice. (4.2g)
4. Evaluate outcomes and impact of new practices based on the evidence. (4.2k)

5. Maximize databases and information technology to improve health care systems and health outcomes.
Role Specific Competencies:

1. Generate information and knowledge from health information technology databases. (8.2f)
2. Use standardized data to evaluate decision-making and outcomes across all systems levels. (8.2h)
3. Evaluate the use of information and communication technology to address needs, gaps, and inefficiencies in care. (8.3g)

6. Develop leadership roles and professional nursing identity and collaborate with other professionals.
Role Specific Competencies:

1. Lead in the development of opportunities for professional and interprofessional activities. (9.3o)
2. Foster activities that support a culture of lifelong learning. (10.2i)
3. Model ethical behaviors in practice and leadership roles. (9.1i)
4. Demonstrate leadership skills when participating in professional activities and/or organizations. (9.3j)
5. Design, implement, and evaluate change (Professional Identity, NLN).
6. Assume leadership role for initiatives focused on system changes (Professional Identity, NLN).
7. Communicate nursing's unique disciplinary knowledge to strengthen interprofessional partnerships. (6.1j)
8. Foster positive team dynamics to strengthen desired outcomes. (6.2j)
9. Role model respect for diversity, equity, and inclusion in team-based communications. (6.1i)

7. Evaluate policy, care delivery and organizational systems.
Role Specific Competencies:

1. Assess the efficacy of a system's capability to serve a target sub-population's healthcare needs. 3.1j)
2. Lead partnerships to improve population health outcomes. (3.2g)
3. Analyze cost-benefits of selected population-based interventions. (3.3c)
4. Design comprehensive advocacy strategies to support the policy process. (3.4g)
5. Assess the impact of policy changes. (3.4j)

School of Nursing Admission Policy

It is the policy of Marshall University to provide equal opportunities to all prospective and current members of the student body based on individual qualifications and merit without regard to race, color, sex, religion, age, handicap, national origin, or sexual orientation.

All students must be physically and emotionally able to meet the requirements of each nursing course, and, therefore, the requirements of the nursing program. Consistent with applicable statutes, the School of Nursing will make every effort to provide reasonable accommodations in its course delivery to ensure that students with disabilities receive equal treatment.

During the nursing education program, students may be exposed to potentially infectious situations. Students with or who develop compromised health status should discuss their health risks with their health care provider.

Reviewed: 10/24/201 Revised: 02/04 Revised: 02/03 Revised: SON 2/26/01 Approved: SON Faculty 1/26/93

Post-Master's Doctor of Nursing Practice Admissions

Application Deadlines

Applicants for the PM-DNP Program are considered for admission for the fall semester only, and all required application materials must be received in the Graduate Office by August 1 or until all seats are filled. Applications completed after July 1 will be considered for admission if seats remain available. If no seats are available, the application will be considered for admission in the fall semester of the following year.

Admission Requirements for the PM-DNP Program

All applications are holistically reviewed based on the completed application package.
The PM-DNP program does not accept transfer credits from other institutions; accordingly, 100% of the credits for the PM-DNP degree will be earned at Marshall University.

PM-DNP Admission Process

The nursing program is available to a limited number of qualified applicants. Admission is determined on a competitive basis. To be eligible for admission to the program, applicants must submit a completed application with all the following elements directly to Marshall University Graduate Admissions Office – https://www.marshall.edu/admissions/graduate/

1. Completed Marshall University Graduate Application

2. Non-Refundable graduate application fee.

3. Official transcript from all post-secondary education programs attended.

4. Official transcripts with degree posted, documenting a master's degree in nursing from an

accredited institution with a professionally accredited nursing program.

The following materials should be submitted directly to the PM-DNP Program:

1. Verification of a master's degree in nursing with certification as NP.
2. Verification of a master's degree in nursing with focus in nursing education or nursing administration/leadership programs are also eligible for admission.
   a.) Applicants who have not graduated from master's degree in nursing will be required to submit the verification form upon graduation from the master's degree program no later than August 1 for admission in the Fall semester.
3. Evidence of required cumulative GPA of 3.0 or higher on a 4.0 scale for the master's degree.
4. Evidence of a current unencumbered license as a Registered Nurse.
5. Evidence of both RN and APRN licensure if applicable in the jurisdiction where the applicant plans to complete PM-DNP clinical hours.
6. Two Professional References.
7. Current professional resume or curriculum vitae (CV).
   a) Should include education, work and volunteer activities, licensures, and other certifications, awards, professional organization, etc.
8. Statement of professional goals
   a) Describe reasons for applying to the PM-DNP program, speak to specific areas of interest and potential ideas for PM-DNP project.

Please mail to:

Marshall University
College of Health Professions
PM-DNP Program
Prichard Hall, Room 417
1 John Marshall Drive
Huntington, WV 25755

NOTE: The PM-DNP program does not accept transfer credits from other institutions. 100% of credits for the PM-DNP program will be earned at Marshall University.

NOTE: Successful applicants are not fully admitted to the PM-DNP program until they provide the following:

   a) Successful completion of background check from agency approved by the program
   b) Successful completion of drug screen from agency approved by the program
   c) Documentation of immunizations required by the program that include hepatitis panel, influenza vaccine, covid vaccine, & TB. A CPR (a course with both didactic and hands-on skill performance is required) card is required.

Instructions for uploading this information to Verified Credentials will be provided prior to registration in the first PM-DNP program.

PM-DNP Clinical Hour Requirement

1. All students are required to have a minimum of 500 graduate clinical hours by the end of the program to obtain the PM-DNP degree. The PM-DNP program has 540 clinical/project hours embedded in the PM-DNP Project courses (NUR 800, NUR 804, NUR 808, and NUR 812).

2. Students are responsible for documenting and submitting a log of clinical/project hours earned in PM-DNP Project courses to course faculty at the completion of each course, as applicable.

PM-DNP Academic Progression Policy

1. All students enrolled in the PM-DNP program are required to attend a mandatory virtual program orientation session. Academic progression is reviewed during program orientation.

2. The School of Nursing reserves the right to administratively withdraw any nursing student whose health, academic record, clinical performance, or behavior is judged unsatisfactory.

3. A student must have an approved Plan of Study (POS) developed with his or her advisor/PM-DNP program director prior to registering for any PM-DNP class. Any deviation from the student's POS must be approved by his or her advisor/PM-DNP program director. Failure to comply with this policy may result in an administrative withdrawal from a course.

4. A student must earn a 'B" or above in all PM-DNP courses to successfully pass the course.

5. A student is permitted to repeat one nursing course in which a "C" is obtained. The student may repeat the course once and must earn at least a 'B' in order to continue in the PM-DNP program. If the student earns a second 'C' in another nursing course, the student will be dismissed from the PM-DNP program.

6. If a student earns a 'D' or 'F' in any course, he or she will be dismissed from the program. Any student dismissed from the program will not be re-admitted.

7. If a student needs to withdraw from any or all courses in a semester, the student must meet with his or her faculty advisor, course faculty and program director.

8. Students who fail to enroll for a semester without an approved leave of absence (LOA) are considered withdrawn from the program and are not eligible for future enrollment.

9. Students who do not follow the university procedure for withdrawal from a course will earn a grade of F for the course.

10. All students must have a 3.00 GPA in the PM-DNP program to graduate and receive the DNP degree.

11. A student must meet all prerequisite requirements to register for any PM-DNP course.

12. A student who does not meet pre-requisite requirements will need to meet with his or her advisor/PM-DNP Program Director to modify the program of study (POS).

13. No transfer of credits are accepted in the Marshall University PM-DNP program.

14. All students must complete a minimum of 500 graduate clinical hours to graduate.

15. Students have 7 years to complete the PM-DNP program starting with the first PM-DNP nursing course.

16. Students must comply with all clinical agency requirements in completion of their course/clinical/PM-DNP project.

PM-DNP Academic Policies

SON Policy on Academic Dishonesty

Marshall University College of Health Professions, School of Nursing will not tolerate academic dishonesty of any kind. Academic dishonesty is defined as:

1. CHEATING
A. Unauthorized use of any materials, notes, sources of information, study aids, commercial textbook test banks or tools during an academic exercise. No cell phones, personal calculators, palm computers or "smart" devices (watches, etc.) or hats allowed during exams. Calculators will be provided, if necessary.
B. Unauthorized assistance of a person, other than the course instructor during an academic exercise.
C. Unauthorized viewing of another person's work during an academic exercise.
D. Unauthorized securing of all or any part of assignments or examinations (including commercial textbook test banks) in advance of the submission by the instructor.
2. FABRICATION / FALSIFICATION: The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence of a university record.
3. PLAGIARISM: Submitting as one's own work or creation any material or an idea wholly or in part created by another. This includes, but is not limited to:
A. Oral, written and graphical material.
B. Both published and unpublished work
C. Any material(s) downloaded from the Internet It is the student's responsibility to clearly distinguish their own work from that created by others. This includes proper use of quotation marks, paraphrase and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.
4. BRIBES / FAVORS / THREATS Attempts to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions is prohibited.
5. COMPLICITY Helping or attempting to help someone commit an act of academic dishonesty.
6. SANCTIONS: The instructor will impose one or more of the following:
1. A lower or failing project / paper / test grade.
2. A lower final grade.
3. Failure of the course
4. Exclusion from further participation in the class (including laboratories or clinical experiences).

Please refer to the University Student Handbook, Code of Conduct for the process of charges made and the process for subsequent sanctions imposed, and the process of appeal.
Approved BSN Faculty 5-13-03, Reviewed 11/1/2022
Approved Nursing Faculty 8-21-03, Revised 08/17/16, Reviewed 11/1/2022.

SON Original Work Policy

All formal work to be submitted is to be an original work completed by the student for the class at the time the class is being taken. This cannot be a work that has been previously submitted in another class in

whole or part unless prior approval has been obtained from the primary faculty of the class (ex. Papers, projects or other assignments designed to be added to during subsequent courses such as the PM-DNP Final Project).

Approved SON 4/24/2012, Reviewed 10/2017, Reviewed 11/1/2022.

SON Anti-Plagiarism Software Policy

All PAPERS that require the use of MU SON approved anti-plagiarism software program are expected to be turned into the software program early enough for students to obtain the similarity index and adjust the paper for any matching issues. It may take up to 24 hours to receive a report back from the anti- plagiarism software program. A final paper submitted that does not meet the anti-plagiarism software requirements of the class will be reduced according to the grading guidelines for that assignment. Assignments that have a high degree of matching may receive a zero grade. Make sure to check the individual course assignment description for the accepted percentage matching allowed for that course assignment. The accepted percentage matching may vary between assignments and courses.

Approved by SON 5/12/14, Reviewed 10/ 2017, Reviewed 11/1/2022.

SON Distance Education Policy

Marshall University School of Nursing (SON) offers individuals the opportunity to participate in classroom instruction for specified nursing courses at the graduate and undergraduate level from multiple distant sites. While the SON strives to ensure that distance education meets the needs of students, it must be noted that technical difficulties do occasionally occur. Students, however, are ultimately responsible for the course content, and as with any missed class it is the student's responsibility to get the missed material. Should a student have any specific problem, these should be brought to the attention of the site faculty/facilitator and the on-campus faculty immediately. If students at any of the distant sites find that this method of instructional delivery is not meeting their educational needs, then the student(s) are welcome to attend classroom instruction on the Huntington campus at any time.

Approved SON 08/16/07, Revised 10/2017, Reviewed 11/1/2022.

Academic Appeal / Grievance Process

The School of Nursing adheres to the appeal/grievance process as outlined in the Graduate Catalog. Students should refer to Marshall University Graduate Catalog for details on the appeal/grievance process. The catalog can be accessed at: https://catalog.marshall.edu/graduate/

School of Nursing Communication/Information/Policies

SON Communication with Faculty

The primary method of communication between faculty (full and part time) shall be the Marshall University email system. Faculty are responsible for checking their Marshall email account at least every other day during the contract period. If a communication requires that faculty be made aware of information and/or a response is required with less than 48 hours' notice, an attempt will be made to contact faculty by phone. Faculty are also required to check their Marshall email account weekly during the summer months and/or when not under contract.

SON Communication Between Faculty and Students

The primary method of communication between faculty (full and part time) and students shall be the class Blackboard email system (for class-related communications during the semester the class occurs) and the Marshall email account. Faculty and students are responsible for checking the Blackboard email system at least every other day during the time classes are ongoing. Faculty and students are responsible for checking their Marshall University email account at least every other day during the academic year (fall-spring) and/or when involved in a nursing class.

Students are also required to check their Marshall email account weekly during the summer months and/or periods when students are not actively enrolled in classes. Communication between faculty and students, other than those occurring face-to-face, including but not limited to telephone conversations and texting, must be followed up with email as soon as possible by the party initiating the communication.

Approved SON 4/24/12, Reviewed 10/2017, Revised 1/10/2023

School of Nursing Usage of Electronic/Social Media Guidelines Policy
1. Standards of Conduct for the Use of Electronic/Social Media
  A. The School of Nursing recognizes that social networks and other electronic media can be beneficial to the delivery of quality healthcare. However, inappropriate use of electronic media such as social networks, chat rooms, forums, etc., violate a patient's right to confidentiality and privacy. It may also cross the professional boundary between a nurse and his/her patient. Therefore, the School of Nursing has adopted the following guidelines to minimize the risks associated with use of social networks and all other electronic media.
    1. Students must recognize they have an ethical and legal obligation to always maintain patient privacy and confidentiality.
    2. Students are strictly forbidden from transmitting any patient-related image via electronic media.
    3. Students must not share, post, or otherwise transmit any patient information, including images, unless there is a patient care related need to disclose information or other legal obligation to do so.
    4. Patients should not be identified by name or any other method (such as nickname, room number or diagnosis) that could lead to the identification of the patient. Limiting access to postings through privacy settings is not sufficient to protect the patient's privacy.
    5. It is not acceptable to post any information about a patient even if the patient's name is not identified.
    6. Students should never refer to a patient in a derogatory or disparaging manner, even if the patient is not identified.
    7. No photos or videos of patients may be taken on a personal device, including cell phones.

8. Students must always maintain appropriate professional boundaries with patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. Inappropriate communication via electronic media is discouraged. This includes instances where the patient contacts the student first. If this should happen, the student should notify their instructor as soon as possible.

9. Students should understand patients, colleagues, institutions and prospective employers may view postings on social media websites. Students should not make disparaging remarks about patients, instructors, other students or facilities, even if they are not expressly identified. Students must not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.

10. Students should bring content that could harm a patient's privacy, rights, or welfare to the attention of faculty.

B. If the student has any doubt about the appropriate use of electronic/ social media they should contact their instructor for further guidance.

2. Inappropriate use of Electronic/Social Media can lead to disciplinary action including but not limited to formal reprimand, suspension or dismissal from the program. Students can also be held personally liable. Such violations may result in civil and criminal penalties including fines or possible jail time in accordance with state and federal laws.

References
Anderson, J., & Puckrin, K. (2011). Social network use: A test of self-regulation. Journal of
    Nursing Regulation, 2(1), 36-41.
National Council of State Boards of Nursing. (2011). White paper: A nurse's guide to the
    use of social media. Chicago, IL. Retrieved from www.ncsbn.org/
Approved SON 4/24/ 2012, Reviewed 10/2017, Reviewed 1/10/2023.

Grading Policy

In each course in the curriculum, the student's performance is evaluated by a variety of assessment tools as indicated in each course syllabus. The final grade is submitted to the Office of the Registrar, according to the published schedule for grade submission. The single final grade to be assigned to a student on completion of the course work will be determined by considering all important attributes of that student's performance in the course.

Faculty are responsible for grading course assignments in each course and determining the final grade to be assigned according to the Graduate Catalog grading system, (A, B, C,D, F, W, I, and Pass/Fail).

According to the *Marshall University Graduate Student, Grade Information and Regulations*: Grades of *A* and *B* indicate satisfactory graduate work. A grade of "*C",*"*D*" of "*F*" is not considered satisfactory graduate work. See Requirements for Graduation below.

Letter grades are assigned strictly on the basis of the following distribution:
A:100%-93%, B: 92-85%, C: 84%-76%, D:75-69%, & F: 68%-0.

Incomplete Grade Policy

Incomplete: The grade of **I** (incomplete) indicates that the student has completed three-quarters of the course but cannot complete the course for a reason that accords with the university excused-absence policy. Students must be in good standing in the class prior to requesting an incomplete. The course instructor decides whether an incomplete will be granted and specifics in writing what work the student must complete to fulfill the course requirements.

The student has until the end of the next fall or spring semester from the date of receipt of the incomplete grade in which to complete the course, or the instructor may establish an earlier deadline. If special circumstances exist, which prevent the student from completing the course in the prescribed time, the incomplete may be extended with approval of the instructor, the instructor's chair or division head, and the instructor's dean. If the student satisfactorily completes the course in the prescribed time, he/she will receive a letter grade. If the student fails to complete the course requirements during the stipulated time, the grade of **I** changes to a grade of F. As a point of clarification, if an incomplete grade is awarded in a Credit/No Credit course (CR/NC) the replacement grade upon expiration is "NC", not "F".

Statement of Satisfactory Academic Progress
A student who is allowed to continue enrollment in the PM-DNP program is considered to be making satisfactory academic progress.

Time Limitation
All requirements established for any degree must be completed within a period of seven consecutive years from date of enrollment in the first nursing course to be used in the PM-DNP program. These limits may be extended upon the recommendation of the appropriate program faculty and with the approval of the Dean of the Graduate College. Absence due to military obligations, long serious illness, or similar circumstances may be regarded as proper reasons for an extension of time.

Leave of Absence (LOA)

Due to restricted enrollment in the PM-DNP program, students unable to maintain continuous progression must follow the Leave of Absence Policy.

1. Students must request permission in writing for a leave of absence from the PM-DNP program. Notification must be at earliest possible time. Students must complete the Leave of Absence form.

2. Student's petition for a leave of absence must be submitted to the Director of the PM-DNP program at dnp@marshall.edu. The application will be forwarded to the DNAPs committee.

3. Students who do not begin classes the semester for which they were admitted, forfeit their place in the PM-DNP program and must reapply to the program.

4. If a leave of absence is approved by the DNAPs Committee, the student must consult with his or her advisor to revise their Plan of Study.

5. Upon the student's return from an approved leave of absence, he or she will be placed in the next available class/classes on space available basis.

6. Any student who fails to notify the PM-DNP nursing program of a leave of absence will forfeit his or her space in the graduate nursing program and must reapply for admission.

7. Permission for a leave of absence may be granted for up to one year; however, students must meet the 7-year time limitation set by the PM-DNP Program and MU Graduate College.

Students who have not demonstrated responsibility or have not shown potential for successful completion of the program will be denied a leave of absence and will be dismissed from the program.

8. Consideration for an LOA are usually given for illness (both of the student and a family member in which case documentation is required from the treating health care provider), maternity leave, adoption, military leave, and death of a family member.

Withdrawal From Classes

All students are required to meet with their advisor prior to dropping an individual course; and all withdrawals must be in writing. Student must adhere to the academic calendar for the dates to withdraw for single course or total program withdrawal. Students may withdraw from a full semester individual course during the first ten weeks. Check University calendar for dates. It is up to the student to withdraw from classes at the Registrar's Office. Just sending a letter to the Graduate Nursing Office is not sufficient. After the first 10 weeks, students cannot withdraw from **individual** classes but may withdraw completely from all courses for that semester through the last class date. This is a university policy. Check semester calendar for dates.

Requirements for Graduation

The following requirements must be met in order to graduate from the PM-DNP program:

1. Satisfactory completion of all course work and requirements specified in the curriculum with a final cumulative GPA of 3.0 or higher.

2. Completion of the PM-DNP EBP Project with complete PM-DNP Verification Form with signatures from the student's academic advisor, Project Team Leader, and PM-DNP EBP Program Director.

Additional requirements for graduation:
Students in the PM-DNP program will also complete a PM-DNP EBP Project. The
PM-DNP EBP Project requirements are outlined in the PM-DNP EBP Project Guidelines.

PM-DNP EBP Project Requirements

The PM-DNP EBP Project is complete when the required documents are submitted.

1. CV/Resume
2. PM-DNP EBP Project Proposal
3. PM-DNP EBP Project Final Copy
4. IRB-Copy Determination of Research or IRB Approval
5. Clinical Hours Log
6. Student Self-Evaluation of EPSLOs and Role Specific Competencies
7. PM-DNP EBP Project presentation – Project Defense
8. PM-DNP EBP Project scholarly paper submitted for publication and/or Podium or Poster Presentation

The PM-DNP EBP project must be completed after the final PM-DNP EBP Project Defense and earn a 100% after evaluation by the students' PM-DNP Project Team prior to graduation.

Students will complete a PM-DNP EBP project. The PM-DNP EBP project may take on various forms but requires that every student plan the project by identifying a problem/intervention, reviewing evidence to address the problem and developing a potential solution. All students will implement the solution/intervention, conduct an evaluation of the solution/intervention and report the outcomes. The project will be guided by assigned faculty who will guide the student's PM-DNP EBP project. Projects are completed individually.

PM-DNP EBP Project Guidelines

PM-DNP EBP Projects are designed for PM-DNP students to immerse themselves in a specific nursing/health care problem or topic of interest and use the knowledge and skills gained during their coursework and clinical experiences in designed and completing the PM-DNP project. The student will have a Project Team consisting of a Team Leader, Clinical Navigator (from the clinical site), and a faculty member from the MU SON. This team will work with the student as they progress through the EBP project. Working with the Project Team, the student will design a project by carefully identifying the problem, reviewing relevant literature, identifying the purpose and aims, developing a methodological approach and analytic plan conducting the project in collaboration with the Clinical Navigator, analyzing the results and making recommendations for practice and if appropriate, future research.

The student formally disseminates the results of the PM-DNP EBP Project as a podium or poster presentation and submits a scholarly paper associated with the project for publication. The PM-DNP EBP Project work begins no later than when students are enrolled in NUR 800 and is completed over the course of four semesters. Faculty will work closely with students to facilitate the development of the project. When the PM-DNP EBP Project plan has been developed, students must submit the Marshall University PM-DNP EBP Project Tracking and Approval Form. The form is used to formalize the PM-DNP EBP Project topic and general plan by the Team Leader and the PM-DNP Program Director. The form must be revised if significant changes have been made to the project plan.

The student will select a clinical or agency site to conduct the project. Once a potential site is identified by the student it must be approved by the student's PM-DNP EBP Project team. A site support letter for the project is required on site letterhead with an original signature. Additionally, the student must ensure there is a formal clinical agreement (contract) between Marshall University and the potential clinical site. If there is no existing agreement, a contract must be completed prior to the student completing any clinical activities at the site.

Examples of PM-DNP EBP project topics or areas of interest:

1. Translate research into practice
2. Quality improvement (Care processes, Patent outcomes)
3. Implement and evaluate evidence- based practice guidelines
4. Analyze policy: Develop, implement, evaluate or revise policy
5. Design and use databases to retrieve information for decision making, planning, evaluation
6. Conduct financial analyses to compare care models and potential cost savings, etc.
7. Implement and evaluate innovation uses of technology to enhance/evaluate care
8. Design and evaluate new models of care
9. Design and evaluate programs
10. Provide leadership of inter-professional and/or intra-professional collaborative projects to implement policy, evaluate care models, transitions, etc.
11. Collaborate with researchers to answer clinical questions
12. Collaborate on legislative change using evidence.
13. Work with lay and/or professional coalitions to develop, implement or evaluate health programs (such as health promotion and disease prevention programs for vulnerable patients, groups or communities)

Application for Graduation

Applications for Graduation MUST be filed in the Office of the Graduate Dean (113 Old Main, Huntington), or the Office of Adult Student Services (South Charleston) NO LATER than the date printed in the University calendar of the final term or semester in which the degree requirements will be completed. Forms for applying and paying fees for graduation may be obtained from the MU website. For Master's students, a receipt for a diploma fee payable at the Bursar's Office must be attached to the application before it is accepted by the Graduate College Office.

Grade Point Average and Other Requirements for Graduation

The Grade Point Average is computed on all graduate coursework taken at Marshall University with the exception of outdated course work and courses with grades of W, PR, NC or CR. The grade of I is computed as an F in determining qualifications for graduation.

The requirements for graduation include completion of the program requirements, successful completion of required comprehensive assessments, a graduate Grade Point Average of at least 3.0 both overall and in the approved program of study, and satisfactory fulfillment of other academic requirements.

Students planning to graduate in a semester or term must provide all data to be applied toward the graduation to the Graduate College Office by the advertised last day for the submission of the final grades for the semester or term. This documentation is to include official transcripts from institutions external to Marshall. Said transcripts must be received in the Graduate College Office by the stated deadline. All incomplete grades must be officially removed by the accepted University procedure by this same deadline. Failure on the part of students to comply with this policy will result in their being removed from the graduation list for the term in question

Program Requirements

The student and academic advisor or PM-DNP Director will develop a Plan of Study (POS) or blueprint for graduation requirements. The Plan of Study must be on file in the Registrar's office before the student registers for the 12th credit hour.

Plans of Study
Full-Time

Post-Master's DNP Full-Time Plan of Study

	Fall 1	Spring 1	Summer 1
Year 1	NUR 700: Scholarly Writing and Inquiry for Advanced Nursing Practice (3 cr.) NUR 702: Health Promotion Theory and Population Health for Advanced Nursing Practice (3 cr.) NUR 710: Healthcare Quality Improvement and Patient Safety for Advanced Nursing Practice (3 cr.)	NUR 704: Leadership Role and Interprofessional Collaboration for Advanced Nursing Practice (3 cr.) NUR 714: Evidence Based Practice Methods for Advanced Nursing Practice (3 cr.) NUR 800: DNP Seminar and Project I: Introduction (3 cr; 2 didactic and 1 clinical)	NUR 708: Using Information Systems and Technology to Transform Healthcare for Advanced Nursing Practice (3 cr) NUR 804: DNP Seminar and Project II: Development (3 cr; 1 didactic and 2 clinical)
	9 credits	**9 credits**	**6 credits**
	Fall 2	Spring 2	
Year 2	NUR 712: Biostats and Epidemiology for Advanced Nursing Practice (3 cr.) NUR 808: DNP Seminar and Project III Implementation (3 clinical credits.)	NUR 706: Health Systems Policy, Economics and Financial Planning for Advanced Nursing Practice (3 cr.) NUR 812: DNP Seminar and Project IV: Evaluation and Dissemination (3 clinical credits)	
	6 credits	**6 credits**	**36 – 42 credits**

Note: A total of 540 clinical hours are embedded Nur 800, Nur 804, Nur 808, and Nur 812.

The independent study course may be 1-3 credit hours depending on the individual needs of the student and may be repeated once.

Part Time Plans of Study

Post-Master's DNP Part-time Plan of Study Option A

	Fall 1	Spring 1	Summer 1
Year 1	NUR 700: Scholarly Writing and Inquiry for Advanced Nursing Practice (3 cr.) NUR 702: Health Promotion Theory and Population Health for Advanced Nursing Practice (3 cr.)	NUR 704: Leadership Role and Interprofessional Collaboration for Advanced Nursing Practice (3 cr.) NUR 706: Health Systems Policy, Economics and Financial Planning for Advanced Nursing Practice (3 cr.)	NUR 708: Using Information Systems and Technology to Transform Healthcare for Advanced Nursing Practice (3 cr)
	6 credits	**6 credits**	**3 credits**
	Fall 2	**Spring 2**	
Year 2	NUR 710: Healthcare Quality Improvement and Patient and Safety for Advanced Nursing Practice (3 cr.) NUR 712: Biostats and Epidemiology for the for Advanced Nursing Practice (3 cr.)	NUR 714: Evidence Based Practice Methods for Advanced Nursing Practice (3 cr.) NUR 800: DNP Seminar and Project I: Introduction (3 cr.)	NUR 804: DNP Seminar and Project II: Development (3 cr.)
	6 credits	**6 credits**	**3 credits**
	Fall 3	**Spring 3**	
Year 3	NUR 808: DNP Seminar and Project III: Implementation (3 cr.)	NUR 812: DNP Seminar and Project IV: Evaluation and Dissemination (3 cr.)	
	3 credits	**3 credits**	**36 – 42 credits**

Note: A total of 540 clinical hours are embedded Nur 800, Nur 804, Nur 808, and Nur 812.
The independent study course may be 1-3 credit hours depending on the individual needs of the student and may be repeated once.

Post-Master's DNP Part-time Plan of Study Option B

	Fall 1	Spring 1	Summer 1
Year 1	NUR 700: Scholarly Writing and Inquiry for Advanced Nursing Practice (3 cr.)	NUR 704: Leadership Role and Interprofessional Collaboration for Advanced Nursing Practice (3 cr.)	
	3 credits	**3 credits**	
	Fall 2	Spring 2	
Year 2	NUR 702: Health Promotion Theory and Population Health for Advanced Nursing Practice (3 cr.)	NUR 706: Health Systems Policy, Economics and Financial Planning for Advanced Nursing Practice (3 cr.)	NUR 708: Using Information Systems and Technology to Transform Healthcare for Advanced Nursing Practice (3 cr)
	3 credits	**3 credits**	**3 credits**
	Fall 3	Spring 3	
Year 3	NUR 710: Healthcare Quality Improvement and Patient and Safety for Advanced Nursing Practice (3 cr.) NUR 712: Biostats and Epidemiology for Advanced Nursing Practice (3 cr.)	NUR 714: Evidence Based Practice Methods for Advanced Nursing Practice (3 cr.) NUR 800: DNP Seminar and Project I: Introduction (3 cr.)	NUR 804: DNP Seminar and Project II: Development (3 cr.)
	6 credits	**6 credits**	**3 credits**
	Fall 4	Spring 4	
Year 4	NUR 808: DNP Seminar and Project III: Implementation (3 cr.)	NUR 812: DNP Seminar and Project IV: Evaluation and Dissemination (3 cr.)	
	3 credits	**3 credits**	**36 – 42 credits**

Note: A total of 540 clinical hours are embedded Nur 800, Nur 804, Nur 808, and Nur 812.

The independent study course may be 1-3 credit hours depending on the individual needs of the student and may be repeated once.

Post-Master's DNP Part-time Plan of Study Option C

	Fall 1	Spring 1	Summer 1
Year 1	NUR 700: Scholarly Writing and Inquiry for Advanced Nursing Practice (3 cr.)	NUR 704: Leadership Role and Interprofessional Collaboration for Advanced Nursing Practice (3 cr.)	
	3 credits	**3 credits**	
	Fall 2	Spring 2	
Year 2	NUR 702: Health Promotion Theory and Population Health for Advanced Nursing Practice (3 cr.)	NUR 706: Health Systems Policy, Economics and Financial Planning for Advanced Nursing Practice (3 cr.)	NUR 708: Using Information Systems and Technology to Transform Healthcare for Advanced Nursing Practice (3 cr)
	3 credits	**3 credits**	**3 credits**
	Fall 3	Spring 3	
Year 3	NUR 710: Healthcare Quality Improvement and Patient and Safety for Advanced Nursing Practice (3 cr.)	NUR 714: Evidence Based Practice Methods for Advanced Nursing Practice (3 cr.)	
	3 credits	**3 credits**	
	Fall 4	Spring 4	
Year 4	NUR 712: Biostats and Epidemiology for Advanced Nursing Practice (3 cr.)	NUR 800: DNP Seminar and Project I: Introduction (3 cr.)	NUR 804: DNP Seminar and Project II: Development (3 cr.)
	3 credits	**3 credits**	**3 credits**
	Fall 5	Spring 5	
Year 5	NUR 808: DNP Seminar and Project III: Implementation (3 cr.)	NUR 812: DNP Seminar and Project IV: Evaluation and Dissemination (3 cr.)	
	3 credits	**3 credits**	**36-42 credits**

Note: A total of 540 clinical hours are embedded Nur 800, Nur 804, Nur 808, and Nur 812.

The independent study course may be 1-3 credit hours depending on the individual needs of the student and may be repeated once.