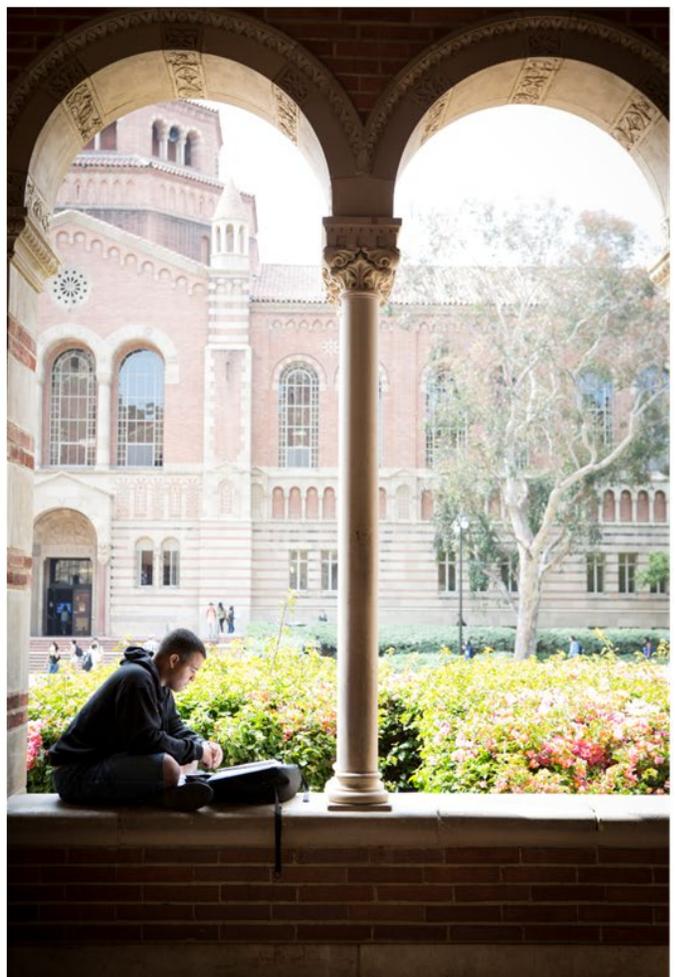
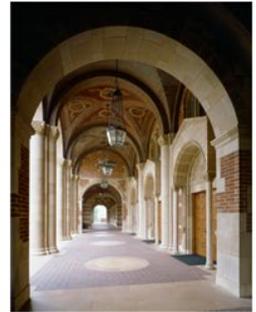
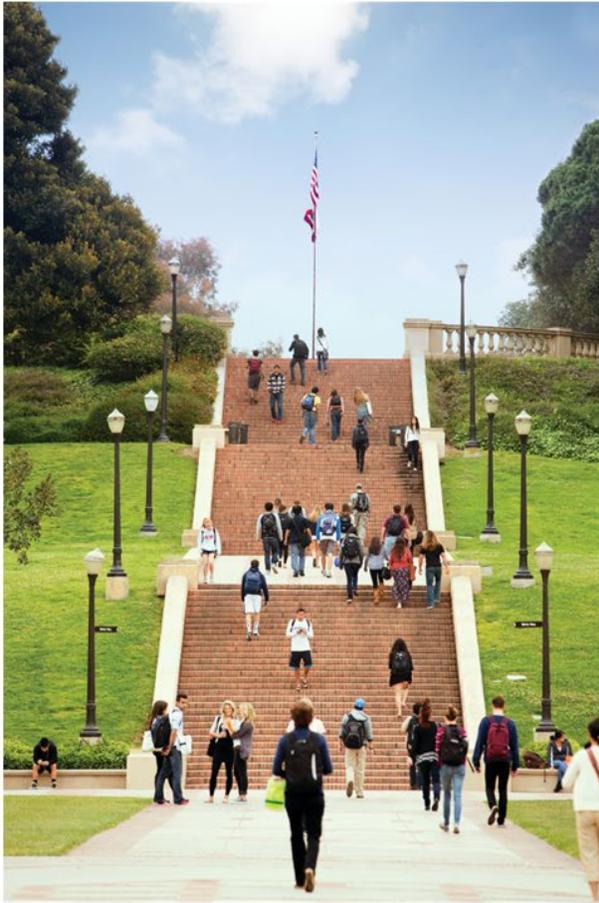


# UCLA School of Nursing

Doctor of Nursing Practice  
Student Handbook (2022)



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## **HISTORY OF THE SCHOOL**

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

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

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

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

In response to a rapidly changing and complex healthcare environment, in 2018, the School of Nursing welcomed its first-degree program in twenty years: the Doctor of Nursing Practice (DNP). The DNP program prepares the advanced practice nurse to be a clinical expert and leader in the translation of research and evidence-based practice to improve patient outcomes. The inaugural cohort of DNP students graduated in June 2020, and the second and third cohorts graduated in 2021 and 2022 respectively.

## **PHILOSOPHY OF THE UCLA SCHOOL OF NURSING**

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

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

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

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

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

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

## MISSION OF THE UCLA SCHOOL OF NURSING

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

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

Goals:

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

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

Goals:

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

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

Goals:

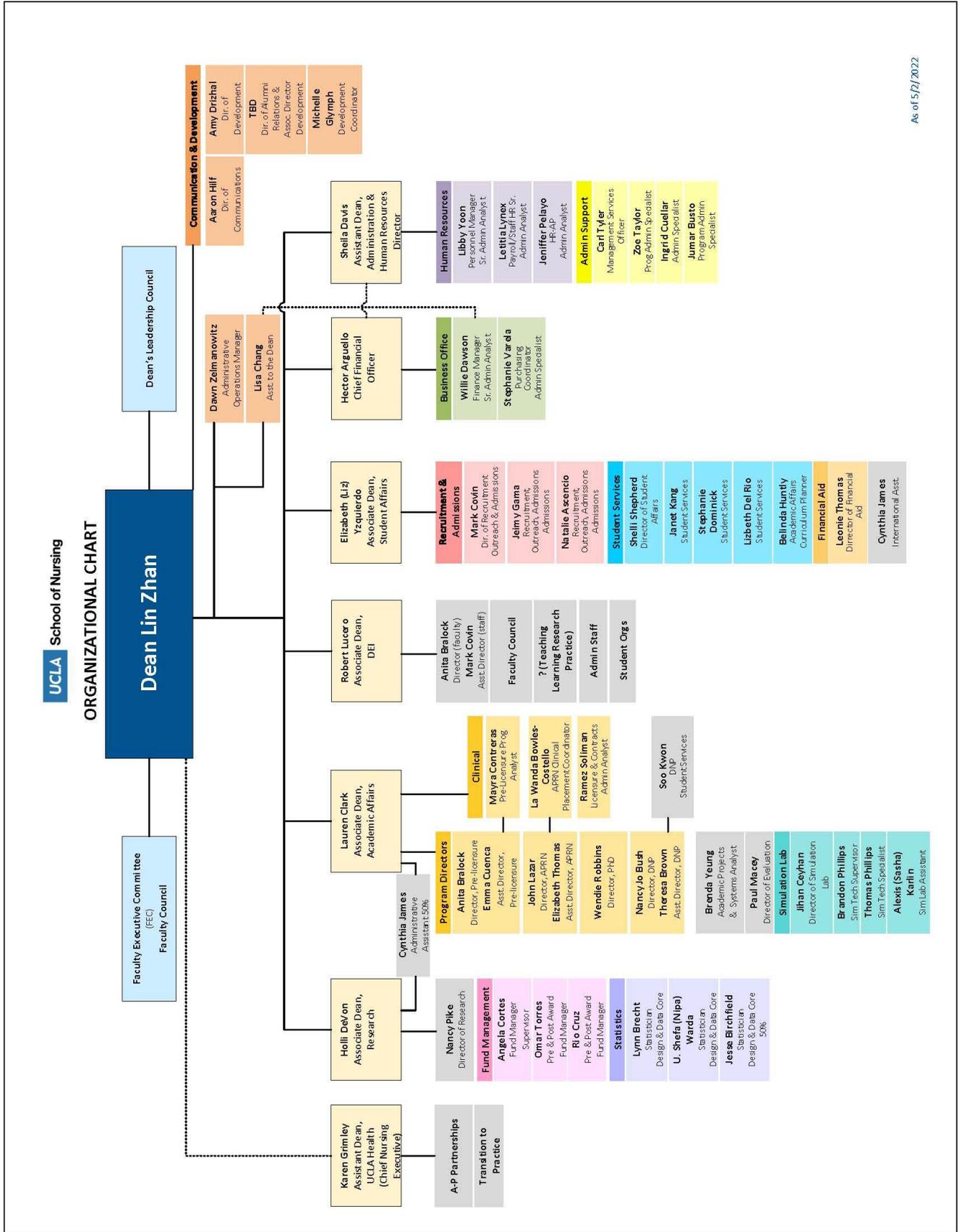
- ✓ Lead the translation of knowledge into practice
- ✓ Deliver transformative best practice content to healthcare providers worldwide
- ✓ Lead efforts to strengthen nursing practice globally
- ✓ Provide equitable nursing care for diverse populations in diverse settings

## ACCREDITATION

The UCLA School of Nursing programs of study are approved by the Academic Senate of the University of California and the California Board of Registered Nursing. Curricular oversight and periodic reviews are conducted by the UCLA Academic Senate's Undergraduate and Graduate Councils. The University of California, Los Angeles holds accreditation from the Western Association of Schools and Colleges (WASC).

The baccalaureate degree program in nursing and master's degree program in nursing at UCLA School of Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE) (<http://www.cneaccreditation.org/>). The Doctor of Nursing Practice (DNP) program was accredited by the CCNE in October, 2020.

# ORGANIZATIONAL CHART OF THE UCLA SCHOOL OF NURSING



## **DOCTORAL PROGRAM OVERVIEW**

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

### **Program Objectives**

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

### **Underlying Beliefs**

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

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

### **Program of Study**

The DNP program at UCLA is carried out in the following areas of study as identified in the AACN Essentials (2021); Level 2- Advanced Level Nursing Domains and sub-competencies:

1. Knowledge for Nursing Practice
2. Person-Centered Care
3. Population Health
4. Scholarship for the Nursing Discipline
5. Quality and Safety
6. Interprofessional Partnerships
7. Systems-Based Practice
8. Informatics and Healthcare Technologies
9. Professionalism

## 10. Personal, Professional, and Leadership Development

DNP curriculum are based upon the Domains and all competencies are organized within the 10 domains. Competency statements have multiple sub-competencies written at two levels to reflect learner expectations for entry-level and advanced nursing education. The Advanced-Level Nursing Education sub-competencies may also entail specialty/ role requirements/ competencies to prepare the DNP for advanced level practice.

## DEGREE REQUIREMENTS

### Course Requirements

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

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

### Education Practicum

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

### Written and Oral Qualifying Examinations

Academic Senate regulations require all doctoral students to complete and pass University written and oral qualifying examinations prior to doctoral advancement to candidacy. Also, under Senate regulations the University oral qualifying examination is open only to the student and appointed members of the doctoral committee (the DNP Scholarly Project Committee). See [QUALIFICATION AND SELECTION OF DNP SCHOLARLY PROJECT COMMITTEE](#) section of this handbook.

### Written Qualifying Examination

The written qualifying examination must be taken in late Summer/early Fall Quarter of the first year after successful completion of all the DNP core courses with passing grades and a 3.0 cumulative grade point average. The written qualifying examination reflects the DNP Scholarly Project Proposal in addition to constructs learned in didactic courses, e.g.,

leadership, ethics, interprofessional practice. The examination is submitted no later than the beginning of Quarter 5. The written examination will be read by the student's DNP Scholarly Project Committee members and graded as "pass" or "no pass." Only one reexamination is permitted and it must be completed prior to the Oral Qualifying Examination and implementation of the project. If the student fails twice they will be evaluated for termination from the program. For full details: see [WRITTEN QUALIFYING EXAM](#) portion of the handbook.

### **Oral Qualifying Examination**

The University Oral Qualifying Examination, taken after completing the course requirements and successfully passing the written qualifying examination, evaluates the student's DNP Scholarly Project proposal.

### **Advancement to Candidacy**

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

### **Doctoral Project (DNP Scholarly Project)**

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

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

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

Preparation for research and writing will be facilitated by the provision of Nursing 470A-D, clinical nursing seminars.

DNP Scholarly Project Committee members, otherwise known as Certifying Members, will be available to the student for guidance while implementation of the project is in progress. See [QUALIFICATION AND SELECTION OF DNP SCHOLARLY PROJECT COMMITTEE](#) section of this handbook.

### **Protection of Human Subjects**

Any research associated with the DNP Scholarly Project and conducted as a UCLA graduate

student must be approved by the UCLA Office of the Human Research Protection Program (OHRPPH) or Institutional Review Board (IRB) that can be found at <http://ora.research.ucla.edu/ohrpp/Pages/OHRPPHome.aspx>. The student is registered for an IRB account by the chair of their committee and/or by the DNP Program Director. The student is introduced to the IRB process in N470A and is expected to be completed and approved or determined as exempt prior to project implementation in N470B or N470C. The student's DNP Scholarly Project Written Proposal **must be approved** by the DNP Scholarly Project Committee *and* the student must pass the **Oral Qualifying Exam before** the IRB application is submitted. Specific policies are listed in the [Standards and Procedures for Graduate Study at UCLA](#).

The IRB may also be required by the institution where the DNP Scholarly Project will be implemented. It is the student's responsibility to identify institutional IRB requirements in addition to identifying those committees, e.g., research committee, and stakeholders, e.g. Chief Nursing Officer, or policies and procedures, that must approve and guide the DNP project.

**Final Oral Examination (DNP Scholarly Project Presentation)**

A final oral defense of the project is, at the committee's discretion, not required of all DNP students. In lieu of final oral examination, students will produce deliverables such as abstract presentations, poster presentations, and/or a publishable manuscript. If the committee decides to waive the Final Oral Examination, all members must indicate the exemption status and sign the *Reconstitution of the Doctoral Committee and/or Change in Final Oral Examination Requirement* form, which can be obtained from the Student Affairs Officer.

Should the committee decide that a Final Oral Examination *is* required, the final oral defense will follow the guidelines as stated in the [Standards and Procedures for Graduate Study at UCLA](#). The entire committee must be in attendance and each member must record a decision of “passed” or “not passed.” A student is not considered to have passed the Final Oral Examination with more than one “not passed” vote, regardless of the size of the committee. The final oral defense will follow the guidelines as stated in the [Standards and Procedures for Graduate Study at UCLA](#).

**Time-to-Degree**

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

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

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

**GUIDELINES AND POLICIES FOR THE *WRITTEN QUALIFYING* EXAMINATION**

**Purpose of the Written Qualifying Examination**

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

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

### **Written Qualifying Examination**

The written qualifying examination is required of all doctoral students at the successful completion of all the core didactic courses of the first 4 quarters of study with passing grades and a 3.0 cumulative grade point average. The exam requires students to: 1) identify a clinical problem and/or phenomena of study, 2) discuss the scientific underpinnings that shape the clinical problem or phenomena, 3) discuss and apply a conceptual or theoretical framework, 4) provide a thorough review of the literature and table of evidence, 5) provide discussion and a summary that describes how the research will translate to shape nursing practice, the delivery of health care, and improve patient outcomes, and 6) propose an intervention including the clinical site, population and methodology to address the clinical problem.

The exam is the student's DNP Scholarly Project Proposal (see [DNP SCHOLARLY PROJECT WRITTEN PROPOSAL](#) section of this handbook). The exam will be available to the student in Summer Quarter of the first year and will be completed by the beginning of Quarter 5. The exam is graded on a pass/not pass basis and is read by the DNP Scholarly Project Committee Chair and remaining three Committee members. All members must assign passing scores for the student to advance to the Oral Qualifying Exam. If one of the three members assigns a "not pass" grade, the student must repeat the exam. The exam may be repeated one time. All students must pass the written qualifying exam at the beginning of the fifth quarter of study and prior to oral defense of the DNP Scholarly Project.

Specific instructions and the examination will be distributed at an information session and posted on the UCLA [Bruin Learn](#) platform (Canvas) during Summer Quarter. Students will have a specified amount of time to prepare their response to the examination criteria. Students must submit their exam as instructed for submission to TurnItIn.com before the published deadline. All exams will be judged as PASSED or NOT PASSED. In the interest of providing students with feedback on their writing, all students who attempt the exam will receive the comments on their exam and be provided the opportunity to meet with their committee members and their faculty advisor for a review of the exam grades and plan for remediation.

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

### **Procedure for the Written Qualifying Examination**

- The DNP Program Director and Assistant Program Director will give a briefing about examination procedures and grading criteria before administering the examination.
- Students' examinations are submitted to TurnItIn through UCLA's [Bruin Learn](#) platform (Canvas).
- The written examination will be reviewed and graded by the DNP Scholarly Project Committee Chair and three Committee members.
- All exams will be judged as PASSED or NOT PASSED.
- Should a student be unable to submit the examination on the specified date because of illness or other emergency, he/she/they should notify the DNP Program Director and Assistant Program Director.
- The DNP Scholarly Project Committee Chair will email examination results to the student's official UCLA email address and notify the DNP Program Director, and Assistant Program Director, and Student Affairs Officer.

- The students' examinations are filed electronically for a period of two years after completion of the DNP program.

### **Criteria for Passing the Written Qualifying Examination**

The student:

- Provides a thorough review of literature that is comprehensive, complete, logical and responsive to the specific clinical problem(s) being addressed. All crucial aspects of the problem are addressed accurately and in detail.
- Writes a creative, independent, and original examination.
- Selects and applies theoretical framework(s).
- Demonstrates an understanding of the research process. Implications are made which are valid and appropriate.
- Demonstrates the ability to analyze and synthesize knowledge from his/her/their readings and courses.
- Organizes material in a logical way that reflects synthesis of pertinent concepts. Creativity and originality are demonstrated to some degree.
- Cites relevant sources to support responses.
- Plagiarism, copying and deception are violations of the [Student Code of Conduct](#). Suspected cases will be reported to the Office of the Dean of Students for investigation and adjudication. See the [Office of the Dean of Students](#) website for more information on Academic Integrity.
- Receives a score of 80 points out of possible 100 points.

### **Academic Integrity on the Written Qualifying Exam**

Since the Written Qualifying Exam is intended to demonstrate that students have mastered the material covered in the first year of doctoral study, students are expected to present their own work, with no outside help from faculty, other students, advisors, consultants or editors. Graduate students at UCLA are expected to write in standard, scholarly English. No outside assistance or editors will be permitted for any graded coursework, assignments or on the chapters for the Scholarly Project.

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

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

For further discussion of expectations for academic integrity, see the [Academic Honesty](#) section heading of this handbook.

## **DNP SCHOLARLY PROJECT WRITTEN PROPOSAL**

The DNP degree prepares the graduate to translate evidence-based practice at a population or systems level. The purpose of the DNP Scholarly Project is for the student to demonstrate critical analysis and synthesis of scientific evidence for application to practice, and the creation of new knowledge for

evidence-based practice (EBP). The DNP Scholarly Project is carried out in a series of four courses (N470A-D) providing structured didactic content, clinical hours, and project implementation in the clinical setting where the student is employed.

The DNP Scholarly Project may be one of five different designs: quality improvement, translation of evidence into practice, program development and evaluation, health care policy analysis, or clinical or practice-based inquiry. The student will choose a DNP Scholarly Project Chair and Committee beginning in N470A, Summer Quarter of the first year. The Committee ensures that the clinical application of research and the written project are of sufficiently high quality to demonstrate to the scientific community at large the student's competence as an independent clinician. The written project proposal is written and approved by all committee members prior to the student's required oral defense. After project implementation and evaluation, the final oral defense is held at the discretion of the DNP Scholarly Project committee. More information can be found in the *DNP Scholarly Project Process Guidelines*.

## **GUIDELINES AND POLICIES FOR THE *ORAL QUALIFYING EXAMINATION***

### **Purpose of the Oral Qualifying Examination**

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

### **Oral Qualifying Examination**

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

- All first-year core courses
- Passing score on the Written Qualifying Examination

Students must obtain the *Report on the Qualifying Examination and Request for Advancement to Doctoral Candidacy* form from the Student Affairs Officer and bring it to the examination. The report should be completed and returned to the DNP Student Affairs Officer by the Chair of the DNP Scholarly Project Committee for filing with the Graduate Division. Students will automatically be advanced to candidacy and billed the advancement to candidacy fee when the report is filed with the Graduate Division.

### **Scheduling the Oral Qualifying Examination**

- Prior to scheduling the Oral Qualifying examination, the Written Qualifying Examination must be passed. The DNP Scholarly Project Proposal serves as the Written Qualifying Examination (see above) after completion of the first course in the series of project courses: N470A, Project Conceptualization.
- After allowing *at least two weeks* for the committee members to grade the Written Qualifying Exam, results will be emailed by the Chair using the student's documented email. The student should discuss the feedback with the Chair and committee members, and the academic advisor, to make revisions and a plan for remediation if not passed.
- The student, in consultation with the DNP Scholarly Project Chair and the other members of the Committee, is responsible for scheduling the date and place of the oral examination.
- The oral examination cannot be scheduled until after the student completes the final quarter of coursework (after the end of Summer Quarter/beginning of Year 2 at the earliest).
- The DNP Scholarly Project Committee will evaluate the student's performance on the oral examination and will determine whether the student passed or did not pass. The student will pass with no more than one "not passed" vote.
- With approval by majority of the voting members of the DNP Scholarly Project Committee, the

- Oral Qualifying Examination may be repeated once.
- The same Scholarly Project Committee evaluates a retake of the Oral Qualifying Examination. The student will pass with no more than one “not passed” vote.
- If the student is unable to take the examination on the specified date because of illness or other emergency, he/she/they must notify the DNP Scholarly Project Chair as soon as possible, for approval to reschedule examination.

## **GUIDELINES AND POLICIES FOR THE *FINAL ORAL* EXAMINATION**

### **Purpose of the Final Oral Examination**

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

### **Final Oral Examination**

A final oral defense of the project is, at the committee's discretion, not required of all DNP students. In lieu of final oral examination, students will produce deliverables such as abstract presentations, poster presentations, and/or a publishable manuscript. If the committee decides to waive the Final Oral Examination, all members must indicate the exemption status and sign the ***Reconstitution of the Doctoral Committee and/or Change in Final Oral Examination Requirement*** form, which can be obtained from the Student Affairs Officer. Only the DNP Scholarly Project Committee can determine whether the Final Oral Defense can be waived.

Should the committee decide that a Final Oral Examination is required, the final oral defense will follow the guidelines as stated in the [Standards and Procedures for Graduate Study at UCLA](#). The examining committee will consist of all members of the [DNP Scholarly Project Committee](#).

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

- When the Chair is satisfied with the quality of the project, the student should distribute it to the committee members for their feedback.
- After allowing *at least two weeks* for the committee members to read the DNP Scholarly Project, the student should contact them for feedback.
- The student should discuss the feedback with the Chair, make revisions and redistribute the written project to the committee *at least two weeks* before the scheduled date for the Final Oral Examination. The DNP Scholarly Project Committee must agree that the student is ready for the Final Oral Examination.
- If there are conflicting recommendations for revisions from committee members/Chair, a meeting between the student, Chair and relevant committee member(s) is needed to work through conflicts.
- The student, in consultation with the DNP Scholarly Project Chair, the other members of the Committee and the DNP Student Affairs Officer, is responsible for scheduling the date and place of the oral examination. The student should make every effort to choose a date for the final defense that will allow for all certifying members to be physically present. However, if circumstances require it, one member may be present at the final examination via [Zoom](#). The Chair of the doctoral committee must be physically present for the final oral defense. If it becomes necessary for a member to participate via teleconferencing, the Chair of the committee as well as the DNP Student Affairs Officer should be notified in advance so that video conferencing can be arranged.
- The candidate will be expected to respond to any substantive and/or methodological questions raised during the meeting.
- The Final Oral Examination is open to the public. *The student must post a flier announcing the final defense a minimum of two weeks before the exam.* The flier should include the following information: Title of the project, name of the student, name of the Chair, School of Nursing,

date, time and location of the defense. The fliers must be posted in public locations around the School of Nursing.

- The DNP Scholarly Project Committee will evaluate the student's performance on the Final Oral Examination and will determine whether the student passed or did not pass. The student will pass with no more than one "not passed" vote.
- With approval by majority of the voting members of the DNP Scholarly Project Committee, the Final Qualifying Examination may be repeated once.
- The same DNP Scholarly Project Committee evaluates a retake of the Oral Qualifying Examination. The student will pass with no more than one "not passed" vote.
- If the student is unable to take the examination on the specified date because of illness or other emergency, he/she/they must notify the DNP Scholarly Project Chair as soon as possible, for approval to reschedule examination.
- Certifying members will be responsible for final verification that the completed project meets the criteria set by the School of Nursing and the Graduate Division for an acceptable DNP Scholarly Project.
- Gifts to committee chair and/or members are discouraged.

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

### **FILING FINAL MANUSCRIPT WITH GRADUATE DIVISION**

The [final manuscript](#) must be filed by the filing [deadlines](#) determined by the Graduate Division for students to participate in the UCLA Doctoral Hooding Ceremony and the School of Nursing Commencement Ceremony. The final manuscript must follow the Graduate Division's [formatting requirements](#). Students are strongly encouraged to start formatting their manuscripts at the start of the quarter in which they intend to file. Students should attend Graduate Division's [Electronic Thesis & Dissertation Filing workshop](#) and utilize the drop-in hours to learn about the filing process and to receive formatting support.

### **GUIDELINES AND POLICIES FOR DNP CLINICAL PRACTICUM**

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

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

#### **Clinical Practicum Hours**

- Ninety (90) clinical hours will be credited for the education practicum N496A, B, & C in the first year of coursework.
- Activities that meet any of the DNP AACN Essentials may accrue clinical practicum hours.
- Activities carried out for the student's DNP Scholarly Project will accrue clinical practicum hours.
- Students are responsible for carefully and accurately tracking their clinical hours on the digital spreadsheet, the DNP Clinical Activity Log, located in their individualized Google Drive folders provided by the DNP Student Affairs Officer. Students are **required** to update their logs in a timely manner and are strongly advised to update them weekly. Updates to the DNP Clinical Activity Log may be graded as assignments in the N470 series.
- Students must accurately reflect on DNP Activity Log the clinical activity carried out, the Essential met, and the number(s) of hours accrued.
- All clinical practicum hours will be monitored and approved by the DNP Program Director and Assistant Program Director.

- **Clinical practicum hours are NOT to be performed during the student's work hours.**

### **Clinical Mentors**

Students will identify a clinical-site mentor whose function is to oversee implementation of the project and offer any necessary guidance. The clinical mentor *may* serve as a committee member if they meet the standards outlined by Graduate Division and the mentor chooses to be a committee member. It is not a requirement.

Students are required to submit a completed [Conflict of Interest form](#) to the DNP Student Affairs Officer *before* the start of clinical practicum. Students are also required to send to the DNP Student Affairs Officer, the clinical mentor's résumé or Curriculum Vitae (CV) before the start of clinical practicum. Some hospitals assign clinical mentors to students and/or require additional steps for mentorship. Students are required to adhere to all hospital standards regarding identifying clinical mentor(s).

### **Affiliation Agreements**

Students *cannot* begin their clinical practicum hours until a fully-executed Affiliation Agreement between the clinical site (hospital/clinic) and the UCLA School of Nursing is on file. Students are responsible for providing the DNP Student Affairs Officer with the contact information of the individual(s) at the clinical sites who are responsible for arranging Affiliation Agreements. Students must provide this information for *all* sites at which they plan on carrying out clinical practicum activities. Affiliation Agreements can take up to several months to process. Therefore, to avoid delay in starting clinical practicum activities, students must provide this information to the DNP Student Affairs Officer at the *start* of the DNP program, in Year 1, Fall Quarter. If an agreement cannot be reached between the school and the hospital/clinic by the deadline indicated by the DNP Student Affairs Officer, the student may be required to find an alternate site that has an Affiliation Agreement with UCLA School of Nursing to complete their clinical practicum hours. The DNP Program Director and Assistant Program Director must approve alternate sites prior to the start of the student's practicum hours.

### **Verification of Clinical Practicum Documents**

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

### **Health Clearance**

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

### **Status as a Licensed Registered Nurse in California**

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

## **Background Checks**

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

## **Liability Insurance**

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

DNP students are ***required*** to carry personal liability insurance at all times throughout the program.

The University ***does not*** provide worker compensation to students.

## **GUIDELINES FOR LEARNING MANAGEMENT SYSTEM**

[Bruin Learn](#) will be the students' Learning Management System (LMS). This LMS is also referred to as the ***Canvas*** platform.

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

## **GRADUATION**

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

Sequential steps to be accomplished in order to graduate include:

1. Completion of all required coursework with passing grades and a 3.0 cumulative grade point average, including removal of any incomplete grades.
2. Nomination of the DNP Scholarly Project Committee membership to the Graduate Division.

3. Successful completion of the Written Qualifying Examination.
4. Successful completion of the Oral Qualifying Examination and Advancement to Candidacy.
5. Institutional Review Board approval.
6. Completion of the project.
7. Successful completion of the Final Oral Examination or a project deliverable.
8. Submission of completed and signed project and accompanying documentation to the Graduate Division per the [Electronic Thesis & Dissertation Filing](#) protocols.

Please also refer to the [DNP ACADEMIC PROGRESS FLOW CHART](#) section of this handbook.

### **Length of Time to Complete Requirements**

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

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

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

Refer to [EXPLANATION OF LETTER GRADES FOR GRADUATE STUDENTS](#) section of this handbook.

### **Participation in Commencement Ceremony**

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

## **ADVISEMENT**

### **Overview**

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

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

### **Role of the Faculty Advisor**

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

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

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

### **Qualification and Selection of DNP Scholarly Project Committee Chair**

For information on the qualifications of doctoral committee membership, see the [\*Standards and Procedures Guide\*](#).

### **Role of the DNP Scholarly Project Chair**

The DNP Scholarly Project Chair will become the student's faculty advisor in the second year unless otherwise requested. The DNP Program Director and Assistant Program Director will assist students in selecting their Chairs. The DNP Scholarly Project Chair has the following responsibilities:

- Assume primary responsibility for guiding the student throughout the clinical project process and completion of the project, including selecting and delineating a clinical problem and population; developing a written proposal; carrying out the project as proposed and approved; developing and evaluating the project outcomes.

- Assist the student in selecting a DNP Scholarly Project Committee.
- In conjunction with the student, determine his/her/their readiness to take the Oral Qualifying Examination.
- Serve as Chair of the committee, which administers the Oral Qualifying Examination to the student.
- Evaluate the student's progress toward completion of degree requirements.
- Serve as the Chair of the student's Final Oral Examination Committee.
- Complete and forward the report from the Examining Committee to DNP Student Affairs Officer.
- Communicate DNP Scholarly Project Committee concerns, such as, students who delay their progress and/or committee's recommendation for delaying student progress to the DNP Program Director, the Assistant Program Director, and the DNP Student Affairs Officer for the DNP Program.

### **Qualification and Selection of DNP Scholarly Project Committee\***

The Chair, DNP Program Director, DNP Assistant Program Director, and faculty teaching in the DNP program assist students with formulating the committees. The committee consists of at minimum two School of Nursing qualified faculty members. Qualifications of members must be consistent with the student's area of research and special interests and also with the requirements for doctoral committees as stated in the [Standards and Procedures Guide for Graduate Study](#). Additional members, including those from an institution or clinical agency representing the student's clinical and research interests who meet the requirements for committee membership as stated in the Minimum Standards for Doctoral Committees will be considered for additional membership on the DNP Scholarly Project Committee. A staff member (e.g., Statistician) may serve on the DNP Scholarly Project Committee as an "extra" member, in addition to the three required members.

The choice of committee members is based on mutual consent between the committee members, the DNP Scholarly Project Chair, and the student. Students are responsible for obtaining the consent of three faculty members to serve on the committee as certifying members. With the help of the DNP Student Affairs Officer, the student files the [Nomination of Doctoral Committee](#) form. A list of qualifications for service on a doctoral committee is included on pages 20-25 in the [Standards and Procedures Guide for Graduate Study](#). A list of the School of Nursing's faculty who are eligible to serve on a DNP Scholarly Project Committee is available from the DNP Student Affairs Officer for the DNP Program. Both the Associate Dean of Academic Affairs in the School of Nursing and the Associate Dean in the Graduate Division must approve the committee before the student can take the Oral Qualifying Examination. The student, the DNP Student Affairs Officer and each committee member will receive, by email, a copy of the approval form generated by the Graduate Division. For specific criteria on which faculty may serve on a doctoral committee, see the [Standards and Procedures Guide for Graduate Study](#).

### **Role of the DNP Scholarly Project Committee**

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

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

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\* DNP Scholarly Project Committee constitution standards are subject to change through the course of the program, per Graduate Division's directives.

rule.

- Members of the DNP Scholarly Project Committee are members of the student's Final Oral Examination Committee.

### **Student Responsibilities with Respect to Advisement**

The student is responsible for:

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

### **STUDENT RESPONSIBILITIES**

#### **Student Responsibilities Related to Completion of Degree Requirements**

The student is expected to:

- Submit to his/her/their project committee, in a timely manner, a proposed project topic and a written proposal.
- Take an active part in planning his/her/their individualized course of study, including selecting appropriate clinical site and population for DNP Scholarly Project.
- Check transcript at the end of each quarter to be certain that courses are listed correctly and grades are reported accurately. If an error was made in enrolling or a grade is missing, it is the student's responsibility to follow-up with the appropriate forms or notify the instructor that the grade must be filed. This includes follow-up on courses taken on other campuses.
- Complete any incomplete coursework by the end of the next full quarter of enrollment or by an earlier, mutually agreed upon deadline.
- Maintain continuous registration or, if that is not possible, request a [\*Leave of Absence\*](#) from the DNP Student Affairs Officer.
- Maintain a cumulative grade point average of at least 3.0 on a 4-point grade scale.
- Submit via General Student Petition, any request for change in major area of study, or change in advisor or project chair.
- Submit all necessary forms at the appropriate time: Independent Study Petitions, yearly signed progress reports, Nomination of DNP Scholarly Project Committee, Report on Oral Qualifying Examination and Advancement to Candidacy, and Report on Final Oral Examination.
- Submit changes of name, address, phone or email in writing to the Advisor, to the DNP Student Affairs Officer, and on [MyUCLA](#).
- Participate in program evaluation process via completion of progress reports and surveys requested by the School of Nursing and the UCLA Graduate Division.

### **Student Responsibilities Related to Teaching Assistantships (TAs/TA'ships)**

Students are eligible to serve as Teaching Assistants starting in Fall quarter, Year 2 of the program. Students must be in good academic standing to be eligible to serve as Teaching Assistants. Students with *Incomplete* grades in *any* course or who have not passed one or more courses in the DNP program are *not* eligible to serve as Teaching Assistants (see [EXPLANATION OF LETTER GRADES FOR GRADUATE STUDENTS](#)). All student serving as Teaching Assistants must have made and continue to make normative progress towards graduation. More information here: <https://grad.ucla.edu/funding/working-at-ucla/>. Students chosen to be teaching assistants must complete required self-learning modules and coursework to proceed in the position.

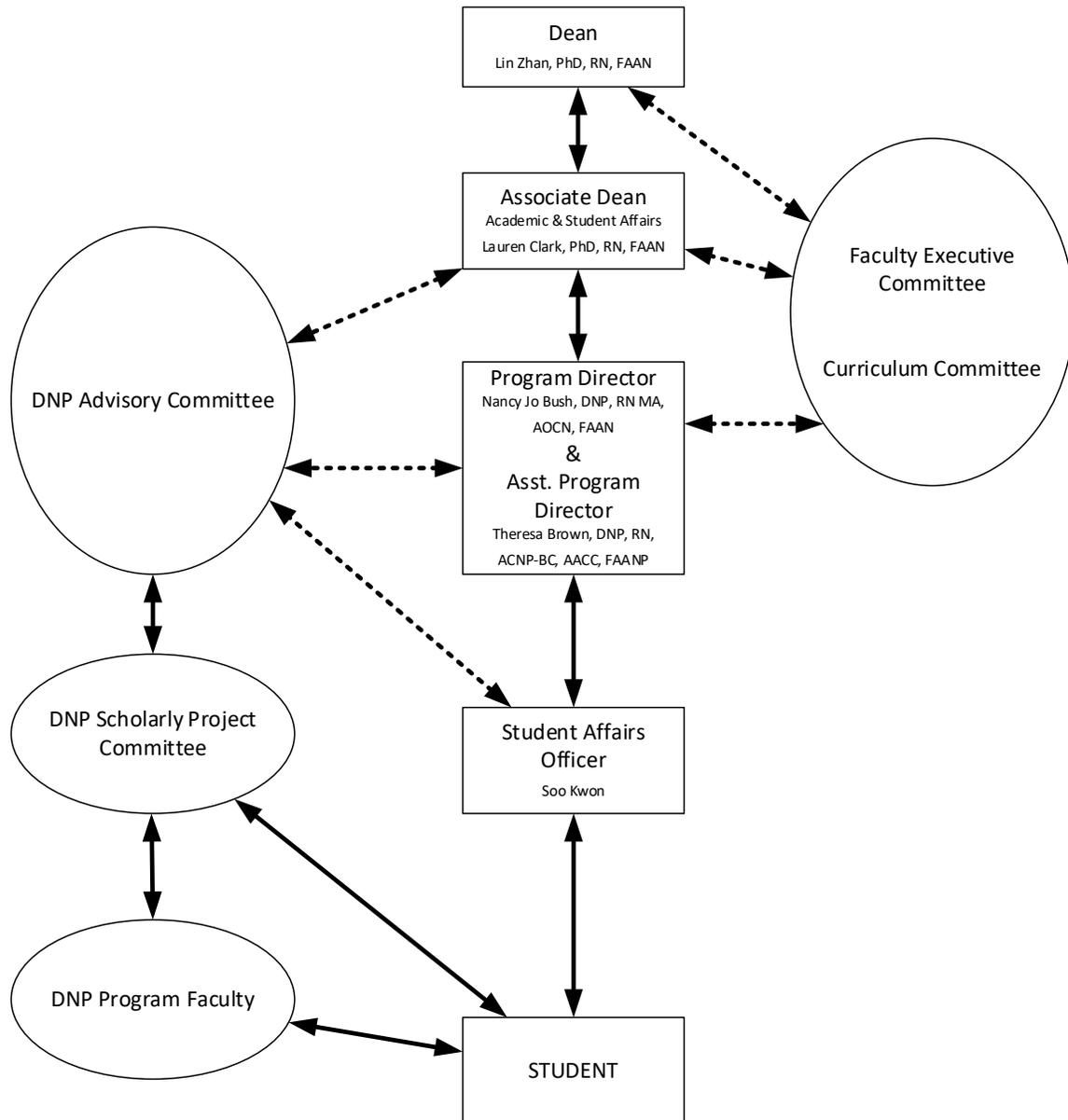
### **Leave of Absence**

Students can petition to take a *Leave of Absence* (LOA) for various authorized reasons that meet the Graduate Division's criteria for a LOA. Students who seek to take a Leave of Absence require approval from the Program Director and are **required** to develop a return-to-school plan with the Program Directors and their committee Chair *before* the start of the LOA.

Students who take Leaves of Absence are strongly advised to fully complete and receive final letter grades for all courses. If the student has any *Incomplete* courses (courses which the student received *Incomplete* as the grade) on their record, the student is strongly advised to complete the course(s) and receive final letter grades within **ten weeks** immediately following the last quarter in which they were registered.

# CHAIN OF COMMUNICATION

Chain of Communication



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

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

## **FACILITIES & RESOURCES**

### **Student and Alumni Resource Google Site**

The [Student and Alumni Resource Google Site](#) is a website created and maintained by the DNP Student Affairs Officer. The Google Site contains programmatic updates, announcements, links to School of Nursing and campus resources, and a catalog of all alumni DNP Scholarly Projects.

### **2022 Cohort Community Bruin Learn Site**

The [DNP 2022 Cohort Community Bruin Learn](#) site is a website created and maintained by the DNP Program Directors and the Student Affairs Officer. The 2022 Cohort Community Bruin Learn Site will contain forums, resources for students, and the medium for submission of the [Written Qualifying Exam](#).

### **Instruction Support**

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

### **Center for Accessible Education (CAE)**

UCLA's Center for Accessible Education (CAE) facilitates academic accommodations for regularly enrolled, matriculating students with disabilities. The CAE is also a resource for students who have medical conditions (existing or new), who would like to request accommodations. The CAE provides access to the numerous educational opportunities available to students. More information is available on the [CAE website](#).

### **Computer Laboratory**

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

### **COVID-19 Resources**

UCLA makes available, resources for students who have questions pertaining to COVID-19 or require assistance related to COVID-19. Current information is posted to the [COVID-19 and Vaccine Resources](#) website.

### **Counseling and Psychological Services (CAPS)**

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

### **Mindful Awareness Resource Center (MARC)**

MARC offers classes and workshops to the general public, teaching skills of mindfulness across the lifespan. Visit the [MARC website](#).

### **Economic Crisis Response Team (ECRT)**

The ECRT provides support to students who are experiencing a financial crisis that impacts their academic success at UCLA. Email [ecr@saonet.ucla.edu](mailto:ecr@saonet.ucla.edu) or go the [ECRT website](#).

### **Career Center – Graduate Student Services**

The [Career Center](#) offers specialized services for graduate students: one-on-one career counseling, professional development workshops, interview skill building, and resume/CV workshops.

### **Graduate Student Resource Center (GSRC)**

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

### **Doctoral Student Lounge**

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

### **Alumni-Student Lounge**

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

### **Libraries**

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

Graduate Nursing Students may utilize the [Graduate Reading Room \(GRR\)](#), located on the third floor of the Darling Biomedical Library. The Graduate Reading Room is a safe, quiet place to study at all hours of the day and night. Access to the Graduate Reading Room is obtained by swiping the UCLA School of Nursing security badge. Students in the GRR are required to submit their badges for review by the security guards when requested.

### **International Student Support Program (ISSP)**

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

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

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

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

- Download the free My SSP app from the Apple or Android app store
- Visit the website [us.myissp.com](http://us.myissp.com)
- Dial 1.866.743.7732

### **Wooden Center/Recreation Center**

Graduate students are welcome to use the recreational facilities on campus. For full information on available services, please visit the [UCLA Rec website](#). Basic access is included with your quarterly enrollment. Additional fees may apply for specific classes, activities, and other resources.

### **Useful Links for Graduate Students**

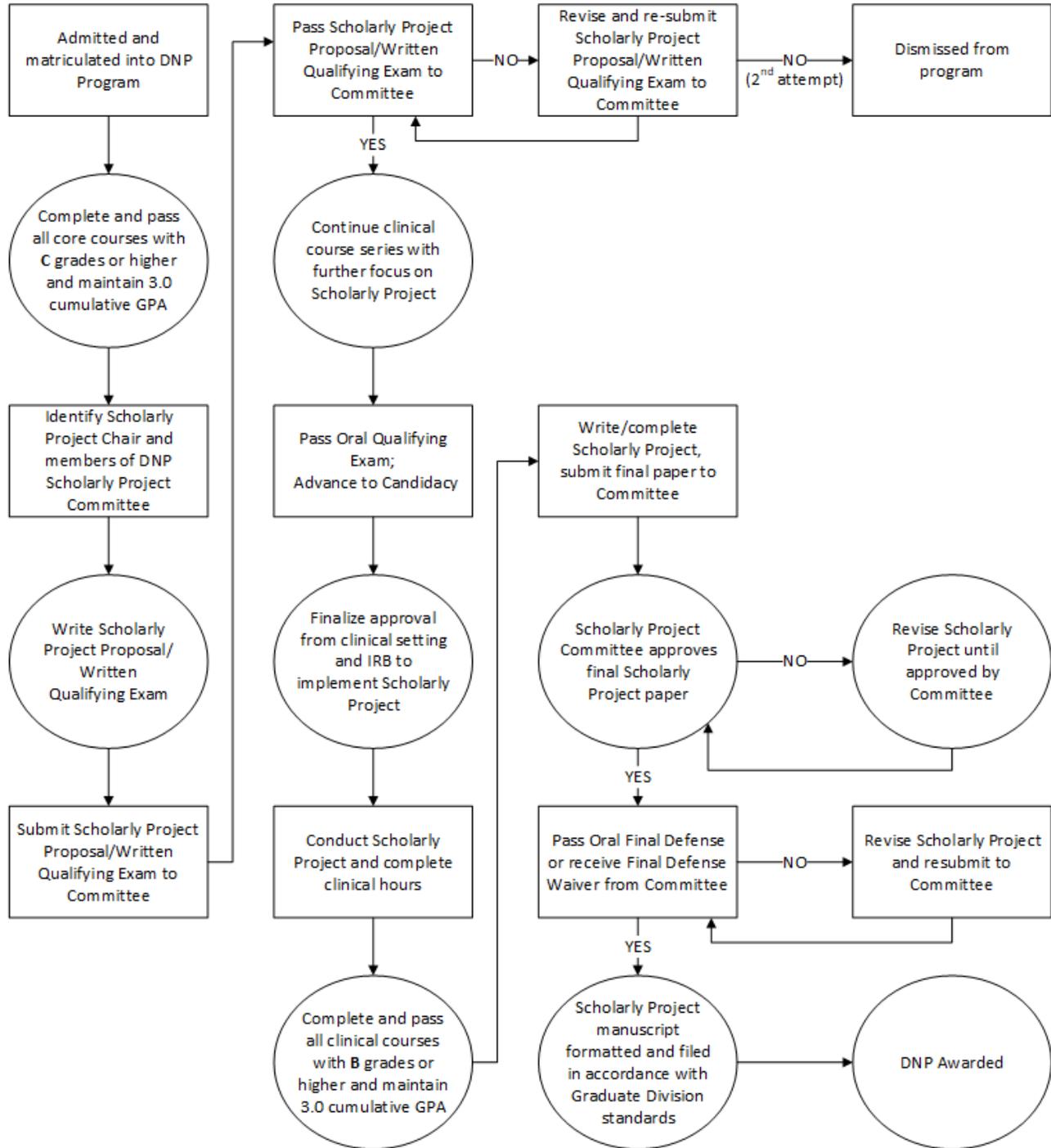
[Go.Grad](#) is an indispensable website for grad students. On this website, which requires login and password, students can access the Standards and Procedures Guide, the Electronic Thesis Formatting Guide, as well as useful forms and information.

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

# DNP ACADEMIC PROGRESS FLOW CHART



## DNP Academic Progress



## PROCEDURAL INFORMATION

### Student Services

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

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

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

### Master Course Schedule

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

## EXPLANATION OF LETTER GRADES FOR GRADUATE STUDENTS

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

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

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

**All graduate students at UCLA are required to maintain a cumulative grade point average of 3.0 (a B average).** Nursing students may earn a C grade in an individual course, with the exception of the Nursing 470A-D clinical course series, provided their overall grade point average remains at or above 3.0. A grade of C- (C minus) or below in any didactic course is considered a **not pass** grade. DNP nursing students must earn a minimum grade of B in all clinical courses (Nursing 470A, 470B, 470C, and 470D), and any grade below a B will be considered a fail. **Successful completion of first year of DNP didactic coursework is required for enrollment into N470 series courses. Any student who has outstanding**

***Incomplete* grades for any didactic coursework required in the first year of the DNP program cannot advance to the N470 clinical series.**

*Incomplete* grades are only assigned if the student's work is of passing quality but is incomplete only for emergency or extenuating causes (such as illness or other serious problem). If the work is not completed by the end of the next term, the *Incomplete* lapses to an F. See the policy on *Incomplete* grades at the [Registrar's website](#) and the Graduate Division's [Standards and Procedures Guide for Graduate Study](#).

DNP students who demonstrate poor performance in coursework will be reviewed by the DNP Program Director, DNP Assistant Program Director, Student Affairs Officer, and DNP Faculty for possible dismissal from the program. **Students must re-take any failed courses before proceeding with the curriculum. Poor performance is demonstrated by a non-passing grade (either C- or lower in a core course, a B- or lower in a clinical course, or an Unsatisfactory grade in an S/U graded course).** A student may attempt the same course no more than twice. If the student does not earn a passing grade the second time, the student is subject to dismissal from the program.

### **Student Questions about Grades**

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

1. Lead Faculty
2. DNP Program Director and/or the Assistant Program Director
3. Associate Dean for Academic Affairs
4. Dean

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

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

## **POLICY ON ALTERNATE EXAMINATION DATES**

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

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

## **ACADEMIC EXPECTATIONS**

The following behaviors are responsibilities of a graduate student:

1. Carefully and thoroughly review each course syllabus and continuously refer back to them for standards for assignments and rubrics.
2. Carefully review all faculty feedback (written or oral) and integrate changes into subsequent drafts of academic work.
3. Check student and faculty communications on a regular basis via the [Bruin Learn](#) platform [LMS](#) and email.
4. Complete required readings and classroom-related activities, before attending the respective class.

5. Attend and participate in class discussions. If you are ill, notify all instructors that you will not be attending class. In extenuating circumstances, alternative arrangements may be made for make-up work. Excused absences include personal illness or family emergencies. Absences must be communicated directly to Program Director ([njbush@sonnet.ucla.edu](mailto:njbush@sonnet.ucla.edu)) and faculty responsible for missed course.
6. Complete written and discussion board assignments on time. Deadlines are posted for each assignment on the course syllabi. Late assignments may suffer point deductions. Policy on deadline extensions is 5% for each day late unless illness or family emergency. Notify Program Director ([njbush@sonnet.ucla.edu](mailto:njbush@sonnet.ucla.edu)) and faculty responsible for missed content. Complete written evaluations of the course (both mid-quarter and end-of-quarter course evaluations) as well as post-graduation evaluations (Graduate Exit Surveys and Alumni Surveys).
7. Be respectful of lecturer's and colleagues by being seated on time for class, refraining from talking during class, returning from break on time, turning off electronic equipment, e.g., cell phones and computers not being used for class. Refrain from using the Internet during class time.

***Discuss directly with the instructor, any questions or concerns related to course delivery or content.***

## **ACADEMIC HONESTY**

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

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

## **ACADEMIC DISQUALIFICATION AND DISMISSAL**

### **University Policy**

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

### **Appeal Process for Grades and Progression through the Program**

Students wishing to challenge a test or clinical grade or a final grade in a course must first speak with the instructor of record, or the course coordinator, *within one week of issuance of the grade*. If this discussion is unsatisfactory, or the grade prevents progression through the program, the student may choose to submit a written statement regarding his/her/their concerns to the DNP Student Affairs Officer (SAO). The

student may choose to work with his/her/their advisor or consult the University Ombudsman for help with constructing the appeal. The following guidelines are meant to help the student understand the process and submit a well-thought out appeal.

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

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

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

## **APPEAL PROCESS FOR STUDENTS SUBJECT TO DISMISSAL**

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

## **PROFESSIONAL COMMUNICATION**

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

## **DISCLOSURE OF STUDENT RECORDS**

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

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

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

## FORMAL COMPLAINTS AND GRIEVANCES

For the policies and procedures for filing formal complaints, please refer to the [Dean of Students website](#).

## COUNCIL ON EQUITY, DIVERSITY, AND INCLUSION

The [Council on Equity, Diversity, and Inclusion](#) (EDI) shall serve in an advisory capacity to the Associate Dean for Equity Diversity, and Inclusion. The mission of the Council is to foster and support an inclusive climate in the School of Nursing in which faculty, staff, and students feel valued and are treated equitably. This involves consideration of the relations among faculty, faculty and staff, and faculty and students, and a commitment to the core values of diversity, equity and inclusion. *Student representatives will be elected to the EDI Committee each academic year.*

### **Safe Zone**

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

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

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

### **Safe Zone Members:**

#### **Soo Kwon**

Student Affairs Officer

Doctor of Nursing Practice Program

2-147 Factor Bldg.

310.267.5803

[skwon@sonnet.ucla.edu](mailto:skwon@sonnet.ucla.edu)

**Mark Covin**

Director of Recruitment, Outreach and Admissions  
2-150 Factor Bldg.  
310.825.9193  
[mcovin@sonnet.ucla.edu](mailto:mcovin@sonnet.ucla.edu)

**Janet Kang**

Student Services Coordinator  
2-147 Factor Bldg.  
310.825.6562  
[jkang@sonnet.ucla.edu](mailto:jkang@sonnet.ucla.edu)

## **STUDENT INVOLVEMENT IN SCHOOL OF NURSING COMMITTEES AND GOVERNANCE GROUPS**

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

### **Curriculum Committee**

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

### **Equity, Diversity, and Inclusion Council**

See [COUNCIL ON EQUITY, DIVERSITY, AND INCLUSION](#). The Diversity, Equity, and Inclusion Council's activities include:

- Serve as an advisory group to the Administration,
- Review findings of the Climate survey and consider next steps,
- Develop plans for an educational series and lectures,
- Support mentorship strategies for junior and mid-career faculty and students from underrepresented minorities
- Student representatives will be elected to the EDI Council each academic year.

### **Doctoral Programs Group**

This group shall be composed of PhD and DNP programs' Program Directors, faculty, staff, and student representatives. The duties of the group shall be to monitor and propose changes to curricular matters, instruction, degree requirements, comprehensive and qualifying exams, and to recommend policies regarding the programs. *Student representatives will be elected to the Doctoral Programs group each academic year.*

## **CHANGE IN PERSONAL INFORMATION**

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

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

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

## **POST-GRADUATION COMMUNICATION**

Students are expected to notify UCLA School of Nursing of changes to contact information, after graduation. For accreditation purposes, the School of Nursing will contact students to request responses to surveys. Students are expected to respond to survey requests to help ensure that the Doctor of Nursing Practice program accurately tracks students' activities and professional and academic progress post-graduation for accreditation purposes.

## **STUDENT HEALTH REQUIREMENTS & SERVICES**

### **COVID-19 Resources**

UCLA makes available, resources for students who have questions pertaining to COVID-19 or require assistance related to COVID-19. Current information is posted to the [COVID-19 and Vaccine Resources](#) website.

### **Student Health Insurance**

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

### **Student Immunization**

All graduate students are required to complete the [Immunization Requirements](#) set forth by the university. Failure to comply may result in registration holds placed on students' accounts.

### **Student Health Services**

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

### **Counseling and Psychological Services (CAPS)**

The Counseling and Psychological Services (CAPS) office provides students support for mental health needs as they pursue their academic goals. Some services include crisis counseling, emergency intervention, group therapy, psychiatric evaluation and treatment, and psychoeducational workshops. The Counseling and Psychological Services (CAPS) also has a satellite location, closer to the School of Nursing, dedicated to students in health science professional schools. The satellite location, also known as CAPS @ BWC (CAPS at Behavioral Wellness Center), is located in the Center for Health Sciences (CHS) Building, room 17-253. CAPS's headquarters is located at the John Wooden Center. You can reach CAPS by phone at 310.825.0768. Visit [counseling.ucla.edu](http://counseling.ucla.edu) more information.

# SAMPLE COURSE SEQUENCE

UCLA

School of Nursing

Fall 2022

**DOCTOR OF NURSING PRACTICE PROGRAM  
FALL 2022 ADMISSIONS  
CLASS OF 2024  
COURSE SEQUENCE: SUBJECT TO REVISION**

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

**FIRST YEAR (22-23)**

<b>Fall</b>	<b>Units</b>	<b>Winter</b>	<b>Units</b>	<b>Spring</b>	<b>Units</b>	<b>Summer</b>	<b>Units</b>
N401	3	N403	3	N407	3	N408	3
N402	3	N404	3	N409	3	N470A	2
N405	2	N406	3	N411	2	N597	2
N496A	1	N496B	1	N496C	1		
<b>Total</b>	<b>9</b>	<b>Total</b>	<b>10</b>	<b>Total</b>	<b>9</b>	<b>Total</b>	<b>7</b>

*(N597) Written Qualifying Exam*

**SECOND YEAR (23-24)**

<b>Fall</b>	<b>Units</b>	<b>Winter</b>	<b>Units</b>	<b>Spring</b>	<b>Units</b>
N470B	2 <sub>T</sub> +6 <sub>C</sub>	N470C	2 <sub>T</sub> +6 <sub>C</sub>	N470D	2 <sub>T</sub> +6 <sub>C</sub>
		N410	2		
<b>Oral Qualifying Exam</b>				<b>Final Oral Defense</b>	
<b>Total</b>	<b>8</b>	<b>Total</b>	<b>10</b>	<b>Total</b>	<b>8</b>

***DNP Scholarly Project  
must be filed by the June  
deadline***

### Required Nursing Courses

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

# SCHOLARLY PROJECT CONFLICT OF INTEREST GUIDELINES

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## UCLA SCHOOL OF NURSING DOCTOR OF NURSING PRACTICE

### DNP Scholarly Project Conflict of Interest Guidelines

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

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

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

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

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

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

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

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

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

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

# SCHOLARLY PROJECT CONFLICT OF INTEREST DISCLOSURE FORM

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## UCLA SCHOOL OF NURSING DOCTOR OF NURSING PRACTICE

### DNP Scholarly Project Conflict of Interest Disclosure Form

#### Student:

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Clinical Mentor:

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

Clinical Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### DNP Program Director:

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please submit this form along with *each* clinical mentor's curriculum vitae (CV)/résumé. This form will *not* be accepted unless accompanied by the clinical mentor's CVs.

## HANDBOOK ACKNOWLEDGEMENT

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### ACKNOWLEDGEMENT OF RECEIPT OF INFORMATION ABOUT UCLA SCHOOL OF NURSING ACADEMIC POLICIES FOR THE DOCTOR OF NURSING PRACTICE (DNP) PROGRAM

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

Each student is required to submit an attestation in **eValue** acknowledging the receipt and acknowledgement of the information at the start of the program.

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