# Table of Contents

**Faculty Directory** ........................................................................................................................................... - 3 -

**Nursing Student Affairs** ..................................................................................................................................... - 3 -

**Frequently Asked Questions** ............................................................................................................................. - 3 -

**Introduction** ........................................................................................................................................................ - 5 -

- Purpose of the Student Handbook ....................................................................................................................... - 5 -
- Program Description ............................................................................................................................................... - 5 -
- Mission of the School of Nursing ........................................................................................................................ - 5 -
- Vision of the School of Nursing .......................................................................................................................... - 5 -
- Doctor of Nursing Practice (DNP) Background ..................................................................................................... - 5 -
- Doctor of Nursing Practice (DNP) Program Goals ................................................................................................- 7 -

**DNP Academic Requirements and Steps to Successful Program Completion** .......................................................... - 7 -

- DNP - FNP Curriculum ......................................................................................................................................... - 7 -
- DNP (Post-Master's) Curriculum ......................................................................................................................... - 7 -
- Required Courses ................................................................................................................................................ - 7 -
- Waiver or Transfer of Units or Courses ............................................................................................................... - 9 -
- The Faculty Advisor ............................................................................................................................................ - 10 -
- Evaluation of Student Progress ........................................................................................................................... - 10 -

**Progression through the DNP Program** ................................................................................................................ - 10 -

- DNP Scholarly Project .......................................................................................................................................... - 10 -
- Scholarly Project Completion ............................................................................................................................... - 11 -
- DNP Program Completion Timeline ................................................................................................................... - 11 -
- Advancement to Candidacy .................................................................................................................................. - 11 -
- Maximum Time Frame (Pace) .............................................................................................................................. - 12 -
- Lapse of Status Policy .......................................................................................................................................... - 12 -
- Leave of Absence (LOA) for UCI Graduate Students ........................................................................................... - 12 -
- Readmission Policy .............................................................................................................................................. - 13 -
- Withdrawal Policy ................................................................................................................................................ - 13 -
- Disqualification vs. Dismissal ............................................................................................................................... - 14 -
- Academic Conditional Status and Academic Disqualification ............................................................................. - 14 -

**School and University Policies** ........................................................................................................................... - 15 -

- Academic Calendar ............................................................................................................................................... - 15 -
- Grading Scale for Graduate Nursing Courses .................................................................................................... - 15 -
Grievance Process .............................................................................................................................. - 15 -
Residency Requirements .................................................................................................................. - 15 -
Academic Honesty ............................................................................................................................ - 15 -
Attendance Policy ............................................................................................................................ - 16 -
Faculty Committees, School of Nursing: Student Participation ..................................................... - 16 -
Enrollment ........................................................................................................................................ - 16 -
Professional Conduct ....................................................................................................................... - 16 -
Unprofessional Conduct .................................................................................................................... - 17 -
Process for Addressing Unprofessional Conduct ............................................................................. - 17 -
Consequences of Unprofessional Conduct ....................................................................................... - 18 -

Resources for Graduate Students ...................................................................................................... - 19 -
Graduate Resource Center ................................................................................................................ - 19 -
Division of Career Pathways ........................................................................................................... - 19 -
Financial Aid ...................................................................................................................................... - 19 -
Library Resources ............................................................................................................................ - 19 -
Lactation Rooms at the UCI Campus ................................................................................................. - 21 -

Campus Resources ........................................................................................................................... - 22 -

Practicalities ........................................................................................................................................ - 23 -
Change of Address, Phone or Name ............................................................................................... - 23 -
UCInetID .......................................................................................................................................... - 23 -
Identification Cards .......................................................................................................................... - 23 -
Email .................................................................................................................................................. - 23 -
Registration ....................................................................................................................................... - 23 -
Tuition and Fees ................................................................................................................................. - 24 -
Reimbursement for Withdrawal/Dropping/Circumstances ................................................................. - 24 -
Course Refund Policy ........................................................................................................................ - 24 -

Appendix A: Handbook Acknowledgment and Consent ....................................................................... - 25 -
FACULTY DIRECTORY
Please see the following link for faculty:

NURSING STUDENT AFFAIRS
Nursing Science Student Affairs is a primary resource for student information, advice, and assistance. Academic Counselors advise current and prospective students on admission and academics in person, on the phone, or by email. Academic Counselors are aware of all University policies and School requirements. Academic Counselors review and provide expert counseling on most of your paperwork during your program of study and can assist with situations such as leave of absences or waivers of coursework. Academic Counselors are available to discuss any issue related to your matriculation as a graduate student at UC Irvine. They refer students to appropriate campus resources at UCI to support student success and wellbeing, including assistance with learning skills, psychological support, financial aid, student disability issues, or other resources.

LOCATION:
Student Affairs is located in 252 Berk Hall. Berk Hall is Building Number 802 on the campus map.

OFFICE HOURS:
Monday through Friday: 8:00 am to 12:00 and 1:00pm to 5:00pm
Closed from 12:00 to 1:00 pm for lunch

Sue & Bill Gross School of Nursing Website

EMAIL:
Graduate Programs Email Address: gnsao@uci.edu

COUNSELING STAFF CONTACT INFORMATION:
Megan Enciso, Director of Student Affairs (949) 824-1514 menciso1@uci.edu
Chanelle Guillaume, Student Affairs Officer (949) 824-1549 cguillau@uci.edu

FREQUENTLY ASKED QUESTIONS

Where can I purchase course books?
Required and recommended texts for courses in the DNP program may be purchased at The Hill (UCI Bookstore) and/or through online vendors. Both required and recommended texts are course-specific and can be found in individual course syllabi.

Where can I park on campus?
DNP students will receive complimentary parking for all required SON on-campus course activities and will be notified about the process for obtaining their permit. For students who visit campus at additional times, short-term, one-day permits can be purchased at parking kiosks located throughout campus or at the Transportation Services Office.
Where will classes be held?

Most course learning activities will be online. During quarters in which DNP students are required to attend on-campus sessions, room assignments will be determined one week prior to the start of each quarter and students will be notified by email.

Do I have access to UCI libraries?

Yes. All students have access to the libraries at UCI Medical Center and on campus. DNP learners will also have access to the UCI library’s online resources, journals, and databases.
INTRODUCTION

Purpose of the Student Handbook

Welcome to the University of California, Irvine: Sue & Bill Gross School of Nursing, Doctor of Nursing Practice (DNP) Program.

This handbook will provide you with essential information about the DNP program. We urge you to carefully review this document and others provided to you by the University to strengthen your understanding of our philosophy, mission, policies, and procedures. This handbook is prepared in conjunction with the policies expressed in the UC Irvine (UCI) General Catalogue and the Graduate Policies and Procedures, and both serve as excellent resources for students.

Program Description

The Doctor of Nursing Practice degree is the new scholarly standard for advanced practice nursing and for nurses seeking a practice focused doctorate. Our future DNP graduates will be accomplished practitioners of translational research for evidence-based practice, advocates of innovative policy, and leaders of interdisciplinary health care teams.

Mission of the School of Nursing

Our mission is to advance the science of health and healthcare through innovative research, teaching, and clinical practice, and educate nursing professionals who inspire optimal health and well-being in individuals, families and communities.

Vision of the School of Nursing

Our vision is to transform the nursing profession by preparing pioneers in research, education, and practice to build innovative, interprofessional models of compassionate community-based healthcare.

Philosophy of the School of Nursing

The philosophy of the Sue & Bill Gross School of Nursing is aligned with the academic goals expressed by UC Irvine and emanates from the mission and goals of both UC Irvine and the University of California; our philosophy applies to both graduate and undergraduate programs.

Nursing is interdisciplinary and collaborative in its art and its science. Together with other health professionals, the professional nurse addresses health care needs of individuals, families, and groups from diverse backgrounds. Health care needs range across the health-illness continuum from health promotion and wellness to intervention, treatment, rehabilitation, restoration, and palliation in response to illness.

Professional nursing practice can occur in any environment and includes research, clinical practice, education, and leadership roles. Nursing practice is guided by a set of ethical principles that include a commitment to service and quality health care for all people regardless of their culture, race, gender, or social status. Each person with whom nurses interact possesses a unique set of biological, behavioral, socio-cultural, and spiritual characteristics. It is the responsibility of the professional nurse to understand and respect these characteristics and their role in the well-being of the individual. It is the right and responsibility of the individual, family, or group to make autonomous health care decisions and to collaborate with nurses and other health care professionals in their care.

Nursing research and scholarship provides the evidence for nursing practice and is both basic and applied. Professional nurses evaluate the evidence when considering care alternatives. They participate in research to advance scholarly nursing practice that is founded on scientific principles.

Nursing students are unique individuals with diverse backgrounds and life experiences that enrich the educational environment for all students. Nursing students require substantive backgrounds in the theory and practice of nursing as
well as in related disciplines including the biological, social, behavioral, medical, pharmaceutical, and biomedical sciences. They also require guidance to achieve increasingly complex levels of socialization, critical thinking, written and oral expression, and research skill based on their educational level. Nursing students have the responsibility to actively participate in their learning. The University provides multiple support systems which students have the responsibility to access when needed. Faculty have the responsibility of structuring the teaching and learning environment to facilitate student learning taking into consideration individual learning styles and personal professional goals.

**Doctor of Nursing Practice (DNP) Background**

The DNP degree is a professional practice-focused doctorate designed to develop competencies for advanced clinical and leadership roles in nursing and healthcare. This program will increase opportunities to prepare nurses to meet the demands of an increasingly complex and changing healthcare landscape. The need for a practice-focused doctoral program was highlighted in 2004 when the American Association of Colleges of Nursing (AACN) recommended the establishment of the DNP as the professional, practice-focused doctoral degree in nursing. The AACN recommended that the DNP be the required credential for nurses seeking Advanced Practice Registered Nursing (APRN) certification, including the roles of Clinical Nurse Specialist, Nurse Practitioner (NP), Certified Nurse Midwife and Certified Registered Nurse Anesthetist. Additionally, other nurses in the United States seeking a practice-focused doctoral degree in nursing, rather than a research-focused doctoral degree, are selecting the DNP degree as a terminal degree.

**DNP-FNP**

The Doctor of Nursing Practice degree with a Family Nurse Practitioner concentration is the first and only program of its kind currently offered by a University of California campus. Our program is designed for BS and MS prepared nurses to achieve a doctoral degree with a FNP concentration in a compact and comprehensive three-year program. As rigorous as it is rewarding, the DNP – FNP program prepares graduates for autonomous family practice and interprofessional leadership at the highest level.

The DNP – FNP program, for both BS and MS applicants, is a three-year hybrid commitment. This means students will participate online in asynchronous and synchronous sessions with the faculty and cohort. To respect the career status of each one of our students, the program only requires one highly focused on-campus session each quarter along with mandatory attendance to the Prologue, Intersession, and Epilogue for the didactic portion of the program.

The DNP – FNP curriculum provides education in organizational and systems leadership, research and analytical methods, health care policy, interprofessional practice, clinical prevention, and population health to prepare our graduates for a multi-faceted and rounded approach to health care improvement. They will apply their knowledge in the DNP Scholarly Project – a capstone project of original work that establishes the student as a UCI Sue & Bill Gross School of Nursing clinical scholar. Practice expertise in patient care is incorporated throughout the program. Students will complete a total of 1,020 hours of clinical and professional practice.

**DNP (Post-Master’s)**

The Doctor of Nursing Practice program, for post-master’s applicants, is a two-year online and hybrid commitment. This means students will participate online in asynchronous and synchronous sessions with the professors and cohort. Recognizing that our students are working professionals, our programs only requires our students to attend one highly focused on-campus session each quarter, along with mandatory attendance of the Prologue, Intersession, and Epilogue portions of the program.

The DNP program curriculum provides education in organizational and systems leadership for quality improvement, research and analytical methods for evidence-based practice, education, policy, and population health. Students will develop their abilities throughout the program and through 510 hours of clinical practicum. They will apply their knowledge in the DNP Scholarly Project – a capstone project of original work that establishes the student as a UCI Sue & Bill Gross School of Nursing clinical scholar.
**Doctor of Nursing Practice (DNP) Program Goals**

**Learning Outcomes of the DNP Program:** Upon completion of the DNP Program curriculum, and as consistent with AACN expectations and standards, the DNP graduate will be able to:

1. Demonstrate advanced levels of clinical judgment, systems thinking and accountability in designing, delivering, and evaluating evidence-based care to improve patient outcomes.

2. Integrate nursing science, science-based theory, and systems knowledge into the development and evaluation of new practice approaches to care.

3. Employ advanced communication skills and processes to lead quality improvement and safety initiatives.

4. Apply analytic methods to the critical appraisal of literature and other evidence to develop and support best practice.

5. Disseminate data from evidence-based practice and research to support improvements in health outcomes.

6. Convene and lead interprofessional, collaborative stakeholder teams to create change and advance positive health outcomes.

7. Generate, evaluate, and articulate innovative solutions to complex care issues.

8. Analyze the impact of local, national, and global health policy on determinants of care decisions.

9. Support cost and resource efficiency, quality and accessibility of health care for diverse client groups.

10. Advocate for nursing and socially- and ethically-relevant policy in health care design and delivery.

11. Support and effectively lead quality improvement initiatives that enhance safe, high quality, and evidence-driven care.

12. Effectively synthesize data from research, practice evidence, and other credible sources to drive care recommendations and policy.

**DNP ACADEMIC REQUIREMENTS AND STEPS TO SUCCESSFUL PROGRAM COMPLETION**

**DNP - FNP Curriculum**

The DNP Program requires a combination of didactic and clinical content with additional doctoral practicum units. The DNP - FNP track requires eleven (11) quarters for completion and may be completed in less than 3 calendar years. DNP - FNP students are required to complete 98 quarter units of formal coursework, consisting of DNP core courses, APRN (NP Role) courses, and DNP APRN Practicum courses. Education focus courses are available as electives. The curricular unit load and duration of the track is consistent with other established DNP programs.

**DNP (Post-Master’s) Curriculum**

The DNP Program requires a combination of didactic and clinical content with additional doctoral practicum units. The DNP Post Masters track requires seven (7) quarters for completion and can be completed in less than 2 calendar years. DNP (Post-Master’s) students are required to complete 53 quarter units of formal coursework, consisting of DNP core courses, education focused course, and DNP practicum courses. Education focus courses are required in this curriculum. The curricular unit load and duration of the track is consistent with other established DNP programs.

**Required Courses**

To see course descriptions please access the [General Catalogue](#).
See the curriculum plan for your specific track:

### DNP FNP

#### 2019-2020

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall 2019</th>
<th>Winter 2020</th>
<th>Spring 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR 1</td>
<td><strong>27 units</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NS 231 DNP Prologue (2): (S)</td>
<td>NS 233 Appraisal &amp; Translation of Evidence for Practice (9): (O)</td>
<td>NS 222A Seminar in Clinical Translational Science (2): (O)</td>
</tr>
<tr>
<td></td>
<td>NS 232 Leadership &amp; Professional Collaboration in Healthcare (3+1): (H)</td>
<td>NS 234 Health Politics &amp; Policy (3+1): (H)</td>
<td>NS 236 Social Determinants of Health &amp; Health Equity (2+1): (H)</td>
</tr>
<tr>
<td></td>
<td>NS 230 Research Methods &amp; Evaluation for Evidence-Based Practice (3): (O)</td>
<td>NS 215 Health Promotion/Disease Prevention (3): (H)</td>
<td>NS 210 Advanced Pathophysiology (3): (O)</td>
</tr>
<tr>
<td></td>
<td><strong>ELECTIVE:</strong> NS 240 Curricular Design for the Health Professions (3): (O)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quarter 1 = 9 units</td>
<td>Quarter 2 = 10 units</td>
<td>Quarter 3 = 8 units</td>
</tr>
<tr>
<td>SUMMER 2020</td>
<td>Fall 2020</td>
<td>Winter 2021</td>
<td>Spring 2021</td>
</tr>
<tr>
<td>YEAR 2</td>
<td><strong>35 units</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NS 225A Advanced Pharmacology (3): (O)</td>
<td>NS 250 Primary Care Women's Health (2): (O)</td>
<td>NS 270 Primary Care Pediatrics (2): (O)</td>
</tr>
<tr>
<td></td>
<td>NS 282 Compassionate Care of Underserved Populations (2): (H)</td>
<td>NS 260A Primary Care Adult/Gerontology Chronic Conditions (3): (O)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NS 285 DNP APRN Practicum I (2): (H)</td>
<td>NS 286 DNP APRN Practicum II (2): (H)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>ELECTIVE:</strong> NS 249 Transformational Leadership in Education for the Health Professions (3+1): (H)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quarter 4 = 7 units</td>
<td>Quarter 5 = 7 units</td>
<td>Quarter 6 = 9 units</td>
</tr>
<tr>
<td>SUMMER 2021</td>
<td>Fall 2021</td>
<td>Winter 2022</td>
<td>Spring 2022</td>
</tr>
<tr>
<td>YEAR 3</td>
<td><strong>36 units</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NS 235 Primary Care Obstetrics (2): (O)</td>
<td>NS 243 DNP Epilogue (2): (S)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NS 270A Frameworks for Advanced Practice Registered Nursing Role (2): (H)</td>
<td>NS 280 DNP APRN Practicum V (7): (H)</td>
<td>NS 209 DNP APRN Practicum V (8): (H)</td>
</tr>
<tr>
<td></td>
<td>NS 287 DNP APRN Practicum III (4): (H)</td>
<td></td>
<td>NS 208 DNP APRN Practicum IV (7): (H)</td>
</tr>
<tr>
<td></td>
<td>Quarter 8 = 12 units</td>
<td>Quarter 9 = 8 units</td>
<td>Quarter 10 = 9 units</td>
</tr>
</tbody>
</table>

**Program Graduation Requirements:**
- Total units required: 98 units
- DNP Core Courses + APRN (NP Role) Courses + DNP APRN Practicum Courses/Total clinical hours: 1020 hours (34 units)
- Education Focused Course (Elective)

*units: didactic + practicum, S = class-online, H = Hybrid, O = Online*
Courses taken toward a graduate degree at another institution cannot be transferred for credit toward a DNP or PhD at UCI. However, a course requirement may be waived if a similar course was taken at another institution. The General Petition should be used for all requests for waivers of coursework. However, per University policy, all DNP students must graduate with the specified number of units required in their doctoral degree program, which is 98 units for DNP – FNP or 53 units for DNP (Post-Master’s). A course waiver may be obtained for a maximum of 2 DNP courses.

To obtain a course waiver for potential course equivalencies, students must provide a full description of the course, the transcript and syllabus for the course. Additional course documents may be requested by the faculty reviewing the waiver. If the course is determined to be equivalent by the faculty reviewing the course, it will be submitted to the Graduate Division with the General Petition form for review and approval. However, you must take another course in our DNP program in order to earn the requisite number of units for the program. One of the two education-focused electives will fulfill that requirement for DNP – FNP students; for DNP (Post-Master’s) students, additional courses may be taken from the DNP-FNP curriculum. Additionally, please be advised that course waivers do not provide a tuition fee reduction.
The Faculty Advisor

All DNP students are assigned an academic faculty advisor in the School of Nursing. Graduate students are assigned upon entry to the graduate program. Faculty advisors are specifically focused on the professional development of students. They are also familiar with strategies for program success and can direct students in seeking resources. It is important to meet with your faculty advisor regularly (each quarter) and keep them apprised of your progress in meeting program objectives. Please make yourself familiar with the UCI Graduate Division website, which has information on all graduate policies.

Evaluation of Student Progress

DNP students will be evaluated periodically for progress towards the degree. The DNP Faculty Advisor will review the students’ Portfolios to determine whether they are progressing adequately in their studies. If students are not making satisfactory progress they will be counseled and may be placed on academic conditional status.

PROGRESSION THROUGH THE DNP PROGRAM

DNP Scholarly Project
As a professional practice-focused degree the Doctor of Nursing Practice (DNP) differs from a PhD in Nursing in that DNP students will complete a Scholarly Project instead of a research-based dissertation.

Students will develop their abilities throughout the program and apply their knowledge in the DNP Scholarly Project – a capstone project of original work that establishes the student as a UCI Sue & Bill Gross School of Nursing clinical scholar. Students are encouraged to focus their scholarly project in the following areas:

1. Quality Improvement
2. Clinical or Practice-based inquiry
3. Healthcare delivery innovation
4. Healthcare policy

Based on their area of scholarly interest for the project, each student will be assigned a DNP Scholarly Project Chair who is a faculty member in the SON. DNP Program leadership will match the student’s interest with the SONs faculty’s scholarly interest. That faculty member will mentor and guide the student in their Scholarly Project through completion. One additional DNP Scholarly Project Team member must be doctorally prepared and have content expertise in the area being studied. That Team member may be a community member identified by the student, or an additional faculty member in the SON.

Students are expected to progress through the curriculum as designed. Many courses provide foundational content for subsequent courses, so completing courses in sequence is required. Courses are taught once per year. Students who do not complete courses sequentially may significantly delay their time for program completion.

Successful progression through the DNP APRN Practicum or the DNP Practicum course series and DNP Scholarly Project series courses is mandatory prior to moving forward to the next course in sequence. Evidence of student performance and eligibility to move forward to the next sequential course will be determined by evaluation of the student’s log of practicum experiences, written evaluation from both faculty and the clinical site mentor (as appropriate), and ongoing communication between the student, clinical site mentor and program faculty.

In preparation for developing this DNP Scholarly Project students will complete a DNP Project Proposal and present this to their DNP Team Chair. Once approved the student will begin work on their DNP Project. The DNP Project will require students to demonstrate a synthesis of evidence-based practice in a practice area specific to their specialty or interest.
The student will complete a formal presentation of completed work to the DNP Committee. Development of a formal manuscript suitable for publication will also be supported but not required.

The DNP Project requires a synthesis of leadership, policy, quality, management, and practice learning experiences. 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 Project. Institutional Review Board (IRB) approval, from both UCI and the proposed clinical site of the DNP Project, if indicated by IRB criteria, will be required for the respective students in accordance with policy and requirements at each setting. Copies of all IRB approvals associated with the DNP Project shall be provided to and maintained securely on file with UCI DNP Degree program materials.

**Scholarly Project Completion**

DNP - FNP students who have advanced to candidacy must complete their DNP Scholarly Project and all coursework within sixteen quarters/terms of study from initial enrollment.

DNP (Post-Master’s) students who have advanced to candidacy must complete their DNP Scholarly Project and all coursework within ten quarters/terms of study from initial enrollment.

Students must meet with their DNP Team Chair at least once per quarter during this time. It is recommended that students communicate their progress to their DNP Scholarly Project Team members at minimum on a quarterly basis and confer with individual team members about specific aspects of their DNP Scholarly Project or writing as needed. Students are expected to complete all degree requirements within the timeline specified above.

**DNP Program Completion Timeline**

The normative time to complete the requirements for the DNP - FNP is 11 quarters and for the DNP (Post-Master’s) degree it is 7 quarters. Students should meet with their graduate advisors at least once a quarter/term. Satisfactory academic progress is marked by timely and successful completion of all courses, with grades of “B” or better in all required courses, and cumulative GPA of 3.0 or above in all coursework. Student progress is assessed on the basis of course grades and documentation of an annual student progress review completed by the student and advisor, which may be augmented by an updated CV, individual goals, plus additional comments from course instructors and advisors about students. Substandard work or unprofessional conduct (as reported by course instructors, preceptors or project chairs) would constitute unsatisfactory progress as would failing grades in any DNP program courses.

**Advancement to Candidacy**

A student may be advanced to candidacy after successful completion of core coursework within normative to degree students typically advance to candidacy during winter quarter of the last year in the specific program, providing there are no other deficiencies, e.g. incomplete grades. At least one quarter of study in registered student status must elapse between advancement to candidacy and conferral of the degree.

The DNP degree is conferred at the end of the academic quarter in which all requirements have been satisfied, subject to the final approval of the Graduate Division. The student must be advanced to candidacy for the degree prior to the beginning of the final quarter of enrollment. Students will need to complete an application for advancement to candidacy and submit to Nursing Science Student Affairs no later than 30 days before the opening of the quarter in which the degree is expected. An application for advancement to candidacy is usually completed in fall or winter quarter of the last year.

A DNP degree is awarded upon successful completion of 98 units of coursework for DNP FNP and 53 units of coursework for DNP Post Masters, as well as the required clinical practicum hours and DNP Scholarly Project.
Maximum Time Frame (Pace)

The normative time from matriculation to degree is 11 quarters (33 months) for DNP-FNP. From admission to advancement to candidacy (completion of DNP Scholarly Project Proposal): 9 quarters. From advancement to candidacy to filing of the DNP Scholarly Project: 2 quarters minimum, ten quarters maximum. The maximum time for degree completion is 5 years.

The normative time from matriculation to degree is seven quarters (21 months) for DNP (Post-Master’s). From admission to advancement to candidacy (completion of DNP Scholarly Project Proposal): 5 quarters. From advancement to candidacy to filing the DNP Scholarly Project: 2 quarters minimum, ten quarters maximum. The maximum time for degree completion is 4 years. Periods of non-matriculated study, leaves of absence and periods of inactive status are not included in the maximum time frame (pace).

Lapse of Status Policy

A graduate student is required to maintain continuous enrollment during fall, winter, and spring, and summer quarter from the beginning of the program of study until awarding of the degree or certificate. This policy is designed to eliminate the need for readmission to the program, provide opportunity for continuous use of facilities, including the library, and assure the development of an integrated program, which is adequately supervised and effectively completed within the time limitations allowed. Students who have failed to maintain their graduate student status will be notified in writing by the Dean of Graduate Division. Students should consult the Graduate Division for a full description regarding a Lapse of Status at: See Graduate Policies and Procedures Handbook for more information.

Leave of Absence (LOA) for UCI Graduate Students

An academic leave of absence is intended to cover the temporary interruption of the student’s academic program. Students are encouraged to meet with their faculty advisor and Student Affairs Counselor to discuss the impact of a LOA. The following reasons for requesting a LOA must be consistent with University policy and guideline as outlined below, and with the School of Nursing:

1. Serious illness or other temporary disability.
2. Family obligations.
3. Temporary interruption of the student’s academic program for other appropriate reasons.

An LOA does not apply under the following circumstances:

1. Student will be absent from the campus and outside California while continuing to pursue graduate research or scholarly activity (must register In-absentia - see Student Affairs for details).
2. If the student must leave the academic program for more than three quarters (should withdraw and apply for readmission at the time he/she expects to resume graduate study at UCI).
3. If the student requests such action retroactively.
4. If the student has not completed at least one quarter of graduate study at UCI.
5. If the student has not demonstrated satisfactory progress.

UCI graduate students can request a leave of absence for up to one year by submitting a Leave of Absence form to Student Affairs with a written explanation of why they are requesting leave. Procedures for requesting a leave of absence.
Readmission Policy

A graduate student who withdraws and has not been granted a leave of absence approved by the Dean of the Graduate Division and the School of Nursing is considered to have lapsed student status (i.e., no longer has student status). A student whose status has lapsed must re-apply to a graduate program and can only resume graduate study if readmitted. Students should refer to the Graduate Division website for information.

In addition to following the UCI policy regarding readmission, students may apply for re-admission after withdrawal from the School of Nursing. Students will be required to meet with the School of Nursing Admission Committee to request or discuss re-admission. Students must meet the current admission requirements set by UCI and the School of Nursing. Re-admission will be granted by majority vote of the admission committee. Re-admission will be granted on an individual basis. Students should consult with Student Affairs regarding program and university policies.

Withdrawal Policy

UCI Graduate students should consult the Registrar’s office regarding the withdrawal policy. Students should meet with Student Affairs Counselor to discuss UCI and School policies prior to submitting withdrawal forms. Students should consult the registrar’s website for information regarding fee deadlines, refunds, and cancellation/withdrawal policies.
Disqualification vs. Dismissal

Disqualification means that, for one or more of the academic reasons listed below, a student is no longer eligible to continue graduate study in his/her graduate program at the University of California, Irvine. The term “dismissal” should not be confused with “disqualification.” Dismissal is an administrative action resulting in removal from graduate study based on behavior or conduct. Authority to terminate student status as a result of disciplinary proceedings rests with the Associate Dean of Academic Programs and Student Affairs in the SON or the Dean of Students.

Academic Conditional Status and Academic Disqualification

Students may be placed on academic conditional status for unsatisfactory progress toward the completion of degree requirements. Unsatisfactory progress may include, but not be limited to the following:

- an overall grade point average below 3.0;
- failure to complete courses or examinations satisfactorily within the period of time specified by the graduate program

For students failing any course with a grade of less than 83.5%, the student will be placed on academic conditional status, and counseled about the deficiency by the Faculty of Record and the Academic Counselor. The course must be retaken the following year and successfully passed. Failure of a second course will result in dismissal from the program.

The DNP Program Director in consultation with student’s Graduate Advisor and Faculty, may initiate procedures to place the student on academic conditional status (formerly called academic probation). In such cases the student typically will receive written notice of the deficiencies and a deadline for remedying these deficiencies (i.e., for completing specific degree requirements). Failure to meet this deadline would result in a petition to the Dean of Graduate Division for disqualification from the academic program.

See Graduate Policies and Procedures for more details.

After consultation with the DNP Program Director, Graduate Advisor and Faculty, the Dean of the Graduate Division may disqualify a student for academic reasons, including, but not limited to, having a grade point average in graduate courses below 3.0 for two or more successive quarters; or failing to pass (or not taking) a required examination or course within the time specified for that graduate program; or not maintaining satisfactory academic progress toward completion of an approved program of study.
SCHOOL AND UNIVERSITY POLICIES

Academic Calendar

Consult the Registrar’s website and the UCI Catalog for detailed information on registration procedures and late changes. The School of Nursing follows the academic calendar that is posted on the Registrar’s website.

Grading Scale for Graduate Nursing Courses

A grade of 83.5% or above is required to pass all graduate courses. Grading for nursing courses is outlined in each syllabus and adheres to University policy. Grading may consist of independent writing components such as case studies, evidence-based practice guidelines, annotated bibliographies, and article/research critiques. Grading guidelines are provided by the individual course faculty. The final grade is determined by the combination of all course requirements.

Grievance Process

If a student has questions about a grade, they are encouraged to discuss this with the Faculty of Record for that course. Please note that University policy stipulates that grades are final once posted. For other issues, unrelated to grades, students may contact the Office of Equal Opportunity and Diversity (OEOD) and/or the Office of the Ombudsman for support.

Residency Requirements

In accordance with University of California policy, a minimum of six quarters in academic residence is required prior to awarding the DNP. It is the responsibility of the academic unit to inform the student upon admission to the program of the expected degree time. If a student does not meet the departmental expected degree time, not including the first three Academic Leave of Absence quarters, a letter is sent to the student and to the department requiring that the student contact her/his Faculty Advisor and set a completion date.

Academic Honesty

The UCI Academic Senate outlines a comprehensive policy on academic integrity.

The UCI General Catalogue expands on the policy produced by the Academic Senate.

All students are highly encouraged to carefully review these policies; any infraction of university-wide policy will incur consequences and can jeopardize program completion.

The UCI Dean of Students has published an extensive listing of student conduct policies. Again, students should review these policies, noting those relating to student conduct and discipline:

As members of the UC Irvine Community, students are expected to be aware of their rights, as well as their responsibilities. Each member of the University shares the responsibility of maintaining conditions conducive to the achievement of the University’s mission. UC Irvine is committed to the Principles of Community which provide for an environment that is purposeful, open, disciplined, just, caring, diverse, and celebrative. Please reference the UCI Office of Academic Integrity & Student Conduct website to reference the official UCI Code of Student Conduct.
**Attendance Policy**

Students are expected to be punctual when attending scheduled classes, seminars and any related assignments, whether this is virtual or face-to-face. Students are responsible for meeting unit/content objectives covered during their absence. If course requirements cannot be met, a failure or an incomplete grade will be given, depending on the circumstances involved. See the UCI Registrar’s policy on Incomplete grades.

**Faculty Committees, School of Nursing: Student Participation**

DNP student participation is encouraged on the Graduate Programs Committee and the Student Affairs Committee (SAC). These committees meet periodically throughout the academic year to conduct the business of the School of Nursing. Early in the fall quarter, email notices will be sent to all students soliciting interest in committee participation. Students selected for committees will be required to attend the scheduled committee meetings and participate in all facets of the committee work. The term of service for DNP students will be 1 year. Students may be recused from some meetings when confidential issues are being discussed.

**Enrollment**

A full-time registration is defined as 1) payment of applicable University fees; and 2) enrollment in specified units for student’s program of study. The curriculum for both the DNP - FNP and DNP (Post-Master’s) is sequence based on course content and complexity. Each course occurs once annually.

**Professional Conduct**

*Netiquette:* The written language has many advantages: more opportunity for reasoned thought, more ability to go in-depth, and more time to think through an issue before posting a comment. However, written communication also has certain disadvantages, such as a lack of the face-to-face signaling that occurs through body language, intonation, pausing, facial expressions, and gestures. As a result, please be aware of the possibility of miscommunication and compose your comments in a positive, supportive, and constructive manner.

*Classroom conduct:* Students are expected to be prompt and knowledgeably prepared for each class at the appointed time. Courtesy is to be extended to all guest lecturers and faculty; talking and disrespect of the guest lecturer or faculty will not be tolerated. Use of cell phones and texting during class and/or use of a computer for anything other than note-taking or research as directed by the instructor is not acceptable, professional behavior. Use of substances during class such as tobacco or other substances will result in immediate dismissal from the class. Students who wish to record the lecture must request permission to record prior to the class.

Professional presentation attire is specific to presentations (in or out of class), ceremonies, job interviews, as well as any activity where a student is representing the nursing profession or the UCI School of Nursing. For women this may include a business suit or dress, skirt or dress slacks and blouse; for men, a suit or jacket and tie are required. Closed toe shoes are part of professional dress.

The following are examples of classroom conduct, which are considered unprofessional:

- Disrupting the classroom by behaviors such as arriving late, not turning phones to vibrate or silence, not turning off other electronic devices, or actively engaging in non-class activities during class time.
- Negative behavior directed toward peers, faculty, patients and others with whom you have contact on campus, or in any setting where the student represents the university and/or the nursing profession.
- Conduct that distracts or intimidates others such as talking during lectures, bullying, aggressive behaviors, unwarranted comments, and addressing peers or faculty with disrespect.
**Ethical Issues:** The program employs an honor system of examination. Students shall adhere to the honor system with any written assignment or exam, taking credit only for work that is their own, not accepting or soliciting help from others during exams and keeping records truthful.

**Unprofessional Conduct**

The Nurse Practice Act defines unprofessional conduct as failing to meet the minimal standards of acceptable nursing practice. Unprofessional conduct can jeopardize the health, safety, and welfare of the public. For students, unprofessional conduct behaviors include, but are not limited to, the following:

- Using unsafe judgment, technical skills, or inappropriate interpersonal behaviors in providing nursing care.
- Rude and profane conversation and comments.
- Failing to maintain patient confidentiality.
- Speaking about or to patients, staff, or others in a disrespectful or demeaning manner.
- Disregarding a patient/client’s dignity, right to privacy, or right to confidentiality.
- Failing to provide nursing care because of diagnosis, age, sex, race, color, or creed.
- Abusing a patient/client verbally, physically, emotionally, or sexually.

**Process for Addressing Unprofessional Conduct**

If unprofessional conduct is observed during academic activities, the student will be notified by the Faculty of Record. Standard School of Nursing processes will be implemented to address unprofessional conduct: see flow chart below.
Consequences of Unprofessional Conduct

Students are held responsible for content presented in class or clinical venues. Students who demonstrate unprofessional conduct will receive sanctions, which may include but are not limited to: class grade being lowered, failing a course, academic conditional status, suspension or dismissal from the class or program.
RESOURCES FOR GRADUATE STUDENTS

Graduate Resource Center

The Graduate Resource Center (GRC) is dedicated to supporting the academic and professional success of all UC Irvine graduate students. The GRC offers a wide range of workshops and programs designed to support professional and career development, the preparation of grant and fellowship funding applications, wellness and work-life balance, writing tutorial services, and mentoring. Individual and group study space is available. One of their most popular workshops is the Dissertation Boot Camp, an intensive weekend writing opportunity for students in the writing stage of their dissertation. The Boot Camp helps writers overcome blocks, develop skills, and make significant progress in a short period of time.

3100 Gateway Study Center
949-824-3849
GRC@uci.edu

Division of Career Pathways

The School of Nursing does not have an in-house advisor dedicated to career advising, but there are multiple resources available on campus. The UCI Division of Career Pathways has a dedicated career advisor for graduate students, though you are welcome to see any of the career advisors for assistance. The Career Pathways also offers mock interviews on camera, resume/CV assistance, and workshops on the job search process for academic and non-academic positions. Drop-in career advising is available every week in the Graduate Resource Center (check the GRC website for current hours).

Financial Aid

DNP students should consult the UC Irvine Office of Financial Aid for aid opportunities available to students. Grant and loan opportunities are available. Students must complete the Free Application for Federal Student Aid (FAFSA) to be eligible. The suggested deadline is March 2. Information on External Scholarship Opportunities can be found here (Click on the Nursing tab to view these scholarships):

Library Resources

1. Your Librarians:
   Steve Clancy, MLS
   Research Librarian for Health Sciences and Nursing Science
   Science Library/Grunigen Medical Library
   949-824-7309 * sclancy@uci.edu

   Linda Murphy MLIS
   Research Librarian for Health Sciences
   Science Library/Grunigen Medical Library
   949-824-6419 * 714-456-5583 * lmurphy@uci.edu

   Hector R. Perez-Gilbe, MLIS, MPH, AHIP
   Research Librarian for Health Sciences
   Science Library
   949-824-6957 * perezhr@uci.edu
2. Locations of Nursing Resources

a. Print textbooks, reference works, etc. - Call number WY ...
   i. Science Library (Irvine Campus) - 6th floor Bar (A few reference works located in the 2nd floor Reference Collection)
   ii. Grunigen Medical Library (GML) (UCI Medical Center)

b. Print journals - Call number W1 ...
   i. Science Library (Irvine Campus) - 4th & 5th floor Drum (Some current unbound issues in the 2nd floor Current Periodicals shelved by title)
   ii. Grunigen Medical Library (UCIMC) - Shelved by full title

c. Online Resources - Journals, eBooks, and others
   i. Grunigen Medical Library Website - https://grunigen.lib.uci.edu/
   ii. Library Search - http://lib.uci.edu/search
   iii. Nursing Subject Guide - https://guides.lib.uci.edu/nursing

3. Remote and Wi-Fi Access – 949-824-2222 (Helpline), oit@uci.edu

The UCI Libraries provide access to thousands of online resources including eBooks, full-text journals, article databases, point-of-care reference tools, and much, much more.

These resources may be accessed directly from any of the UCI computer networks, and remotely via simple authentication using your UCINetID.

a. The VPN (Virtual Private Network) - https://www.lib.uci.edu/connect
   i. You may connect to these online resources from off-campus using the VPN. We strongly suggest using the software option (Cisco AnyConnect VPN Client) which is available for current Windows, macOS, and Linux operating systems. There are also options available for several popular mobile devices (iOS, Android, Chromebook). This option will give you access to the largest number of our online resources from home, or your favorite coffee shop.

   For more information on obtaining and installing the VPN software go to https://www.oit.uci.edu/help/vpn/. Follow the installation instructions closely. Be sure to select UCIFULL (Route all traffic through the UCI VPN) from the Group drop-down menu the first time that you open the VPN software after installation.

   ii. A second option is the WebVPN. This merely requires that you go to the webpage at https://vpn.nacs.uci.edu/ and login with your UCINetID. You will then be taken to a second webpage with links back to the UCI Libraries. We do not encourage this option as there are some resources, notably PubMed, that may not work well (or at all) with the WebVPN. However, this may be the only method to use if you are not able to install the VPN software on the device you are using such as a computer at a public library, hospital computer lab, etc.

   iii. Go to https://www.oit.uci.edu/help/ucinetid/ for more information on the UCINetID.
b. Wireless Access

i. UCI offers mobile Internet access via Wi-Fi across many locations on campus. UCInet Mobile Access provides UCI affiliates and visitors a fast and convenient way to connect to the web with mobile computers and devices. Go to https://www.oit.uci.edu/mobile/ for more information.

ii. Wi-Fi access at the UCI Medical Center is provided by the UC Irvine Health Information Services. For more information please go to http://it.health.uci.edu/Network/.

Lactation Rooms at the UCI Campus

There are several lactation rooms throughout the UCI Campus for your convenience:

- **The Center for Student Wellness & Health Promotion, G319 Student Center**
  Open M-F, 8 a.m. - 5 p.m. on a first come, first served basis, with a 30 minute time allotment.

- **McGaugh Hall, Biological Sciences II, Room 1301**
  Open 24/7.

- **School of Social Ecology, Social Ecology I, Room 261**
  Open M-F, 7 a.m. - 11 p.m. Email Rick Orth (rorth@uci.edu) or visit the Social Ecology Student Service Office to request a key code.
CAMPUS RESOURCES

ANTLINK :  http://www.students.uci.edu/
BOOKSTORE :  http://www.book.uci.edu/
CAREER PATHWAYS :  http://www.career.uci.edu/
COMMUNITY ENGAGEMENT:  https://engage.uci.edu/
COUNSELING CENTER:  http://www.counseling.uci.edu/
CROSS-CULTURAL CENTER:  http://www.ccc.uci.edu/
DISABILITY SERVICES CENTER:  http://www.disability.uci.edu/
ELECTRONIC EDUCATIONAL ENVIRONMENT (EEE/Canvas):  https://canvas.eee.uci.edu/
FINANCIAL AID:  http://www.ofas.uci.edu/content/
GRADUATE DIVISION:  http://www.grad.uci.edu/
GRADUATE RESOURCE CENTER:  http://www.grad.uci.edu/services/grc/index.html
LESBIAN, GAY, BISEXUAL, TRANSGENDER RESOURCE CENTER:  http://www.lgbtrc.uci.edu/
LIBRARIES (MAIN):  https://www.lib.uci.edu/
OFFICE OF INFORMATION TECHNOLOGY:  http://www.oit.uci.edu/
OFFICE OF THE OMBUDSMAN:  http://ombuds.uci.edu/
PARKING AND TRANSPORTATION SERVICES:  http://www.parking.uci.edu/
REGISTRAR’S OFFICE /SCHEDULE OF CLASSES:  http://www.reg.uci.edu/
SCHOOL OF NURSING (UCI):  http://www.nursing.uci.edu/
Veteran Services Center  https://veteran.uci.edu/
**PRACTICALITIES**

**Change of Address, Phone or Name**

All local addresses, permanent addresses, and telephone numbers must be maintained through the UCI Office of the Registrar. Students can update their information through the Student Access program offered by the Office of the Registrar. The following information can be updated online: local address and phone number; permanent address and phone number; next of kin address and phone number; e-mail address release.

Students who need to change their name on UCI records should refer to this website for instructions.

Students should contact the Student Affairs Counselor if there’s questions regarding any changes or updates to their contact information.

**UCInetID**

Each student that enters UC Irvine is assigned a unique UCInetID that allows access to UCI's various electronic services and resources, including a UCI e-mail account, online registration (WebReg), online student accounts and billing (Zot Account Online), and personal server space for academic projects.

Because UCInetIDs are used to identify and authorize you as a UCI student, you must manually activate it through the OIT website. You will need your 8-digit Student Identification Number, your date of birth, and the last four digits of your Social Security Number (SSN). Your UCInetID is for your individual use only. You should not share your password with anybody else.

**Identification Cards**

A UC Irvine photo ID is required when conducting business with many University offices such as the UCI Libraries and Recreation Facilities. Your initial card is free. Photo I.D. cards can be obtained at The Hill located in the UCI Student Center. Please know or bring your student ID number when you plan to obtain your photo ID.

**Email**

All students have an email account based on their UCInetID with the Office of Information Technology (OIT). Faculty, staff, and students will use this address for official communication. The School of Nursing will frequently communicate with the nursing students through your UCI email so IT IS IMPORTANT TO CHECK EMAIL DAILY. Students may direct questions regarding email services to OIT at oit@uci.edu.

**Registration**

Students register online through the webreg system which can be accessed through the Registrar’s website. You will need your UCInetID and password to log into the system to register. You can locate your classes through the online Schedule of Classes. Please select Nursing Science as the department to view Nursing Science Courses. Graduate courses are coded 200 to 400. To view your registration window, please access Student Access.

For a video tutorial on how to use the webreg system, please visit the Registrar’s website.
Tuition and Fees

Questions regarding tuition and fees should be directed to Campus Billing Services at (949) 824-2455. Students can also check the UCI Office of the Registrar for information regarding fees and fee deadlines:

Reimbursement for Withdrawal/Dropping/Circumstances

Requesting a change in status. Please follow this link.

Course Refund Policy

New Graduate Students

Prior to and including the first day of instruction, fees are refunded in full, less the nonrefundable $250 Statement of Intent to Register deposit, and the Student Health Insurance Fee as indicated above. On the second day of instruction and after, the Schedule of Refunds is applied to the balance of registration fees paid. Refer to the Standard Refund Schedule below for refund percentages. New students receiving Federal Financial Aid follow a different refund schedule, as shown in the second schedule.

Continuing Undergraduate and Continuing Graduate Students

Prior to and including the first day of instruction, fees are refunded in full, less a $10 service charge. On the second day of instruction and after, the Schedule of Refunds is applied to the balance of registration fees paid. Refer to the Standard Refund Schedule below for refund percentages.

<table>
<thead>
<tr>
<th>Calendar days</th>
<th>Percentage refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before first day of instruction</td>
<td>100%</td>
</tr>
<tr>
<td>2–7</td>
<td>90%</td>
</tr>
<tr>
<td>8–18</td>
<td>50%</td>
</tr>
<tr>
<td>19–35</td>
<td>25%</td>
</tr>
<tr>
<td>over 35</td>
<td>0%</td>
</tr>
</tbody>
</table>
HANDBOOK ACKNOWLEDGMENT AND CONSENT

I, ________________________________________ have received my copy of the 2019-2020 Sue & Bill Gross, DNP Student Handbook. It is my responsibility to read and understand the policies and procedures set forth in this manual. It is a guide to policies and procedures for the School of Nursing.

I understand and acknowledge that the School of Nursing has the right, without prior notice, to modify, amend or terminate policies, practices, forms, and other institutional programs within the limits and requirements imposed by the University and the law.

Note that your signature on this Appendix A to this handbook shall constitute your express written consent to undergo the background check. Any questions you may have regarding this policy should be brought forward and answered before you sign this document. Do not sign this document until you have had all your questions answered to your satisfaction and fully understand your obligations.

________________________________________
[Student Signature and Date]