Graduate Programs
MSN, Post-BSN to DNP, Post-MSN to DNP and PhD
Student Handbook
2019-2020

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ABOUT THIS HANDOOK

- This handbook is designed to be a ready resource for you during the course of your graduate studies at the University of Texas Health Science Center San Antonio School of Nursing (SON) and as such is designed for currently enrolled students.

- The Office for Academic Affairs will update you via email as changes occur throughout your program.

- The SON Graduate Student Handbook for the Graduate Programs is intended to elaborate on the UT Health San Antonio Course Catalog which is the primary source for institutional and academic policies and procedures.

- This publication is for informational purposes and is neither a contract nor an offer to contract. The School of Nursing reserves the right to change any provision or requirement at any time without notice in order to ensure compliance with accreditation standards.

- Changes in such vital areas as curriculum or requirements for graduation will not be made retroactively unless they are to the students' advantage and can be accommodated within the remaining time before graduation.

- Policy revisions made after August 2019 will be disseminated via the SON Graduate Advising course in CANVAS.

- Students are accountable to policies herein and revisions that have been sent by LiveMail and CANVAS.

TABLE OF CONTENTS

About this Handook 2

Graduate Student Handbook Acknowledgement Form 13

Welcome from the Dean 14

General Information 15

University Course Catalog 15

School of Nursing Section of the University Course Catalog 16

Offices and Departments 17

School of Nursing Overview 19

Academic Accreditation 20

Vision, Mission, Values and Goals 21

Vision 21

Mission 21

Values 21

Strategic Goals 21

Purpose and Program Goals 22

Master of Science in Nursing Program 22

Purpose 22

Program Goals 22

Doctor of Nursing Practice Program 23

Purpose 23

Program Goals 23

Doctor of Philosophy in Nursing Program 23

Purpose 23

Program Goals 23

Learning Outcomes and Assessment 24

Master of Science in Nursing Program Outcomes 25

Doctor of Nursing Practice Program Outcomes 26

Doctor of Philosophy in Nursing Program Outcomes 26
Curriculum 27
Master of Science in Nursing Program Curriculum 27
Nurse Practitioner Curriculum 27
Nurse Practitioner Outcomes 28
Administrative Management Curriculum 29
Administrative Management Outcomes 29
Clinical Nurse Leader Curriculum 30
Clinical Nurse Leader Outcomes 30
Nursing Education Curriculum 31
Nursing Education Outcomes 31
Doctor of Nursing Practice Program Curriculum 32
Advanced Practice Leadership Curriculum 32
Advanced Practice Leadership Outcomes 32
Executive Administrative Management Curriculum 33
Executive Administrative Management Outcomes 33
Public Health Nurse Leader Curriculum 34
Public Health Nurse Leader Outcomes 34
Doctor of Philosophy in Nursing Program Curriculum 35
Plans of Study 36
Master of Science in Nursing Program Plan of Study 36
Alternate Entry-Master of Science in Nursing Option Plan of Study 36
Nurse Practitioner Plan of Study 37
Family Nurse Practitioner Plan of Study for Alternate Entry and MSN Pathways 37
Family Nurse Practitioner Plan of Study for Post-Graduate Certificate Pathway 37
Psychiatric Mental Health Nurse Practitioner Plan of Study for Alternate Entry and MSN Pathways 38
Psychiatric Mental Health Nurse Practitioner Plan of Study for Post-Graduate Certificate Pathway 38

Pediatric Nurse Practitioner Primary Care Plan of Study for Alternate Entry and MSN Pathways 39
Pediatric Nurse Practitioner Primary Care Plan of Study for Post-Graduate Certificate Pathway 39
Adult Gerontology Acute Care Nurse Practitioner Plan of Study for Alternate Entry and MSN Pathways 40
Adult Gerontology Acute Care Nurse Practitioner Plan of Study Post-Graduate Certificate Pathway 40
Administrative Management Plan of Study 41
Clinical Nurse Leader Plan of Study 42
Nursing Education Plan of Study 43
Nursing Education Plan of Study for Alternate Entry and MSN Pathways 43
Nursing Education Plan of Study for Post-Graduate Certificate Pathway 43
Doctor of Nursing Practice Plan of Study 44
Advanced Practice Leadership Plan of Study 44
Executive Administrative Management Plan of Study 45
Public Health Nurse Leader Plan of Study 46
Doctor of Philosophy in Nursing Program Plan of Study 47
Elective Courses 48
Cognates 48
Correspondence Courses 48
Change of major 48
Transfer of credit 49
Clinical Practicum Hours and Experiences 50
MSN Clinical Practicum Hours 50
MSN Clinical Practicum Experience 50
Roles and Responsibilities 51
Approval of Clinical Preceptor/Organizational Partner 52
Organization Approval 52
Evaluation of Clinical/Practicum 52

DNP Clinical/Practicum Hours 53
Calculation of Clinical/Practicum Hours 53
DNP Clinical/Practicum Experience 54
Activities Considered as Clinical/Practicum Hours 54
Organizational Partner 54
Selecting an Organizational Partner 55
Roles and Responsibilities 55
Approval of Clinical Mentor/Organizational Partner 56
Organization Approval 56
Evaluation of Clinical/Practicum 56
Graduate Program Requirements 57
Admission Criteria and Process 57
Master of Science in Nursing 57
Post-BSN to Doctor of Nursing Practice 57
Post- MSN to Doctor of Nursing Practice 57
Nursing Science Doctor of Philosophy in Nursing 57
Admissions Related Links 57
Academic Fresh Start 57
International Applicants 57
VA Education Benefits 57
Residency Questionnaire 57
Computer Requirement 58
Academic Policies and Procedures 59
Schedule of Classes 59
Registration and Enrollment 59
In Absentia Registration 59
Adding/Dropping or Withdrawal from Courses 59
Adding and Dropping Courses 59
Withdrawal from Courses 60

Leave of Absence 60
Family Educational Rights and Privacy Acts (FERPA) 60
Tuition and Fees 60
Continuous Enrollment 60
Readmission 61
Advisement 62
Program Coordinator 62
Faculty Advisor 62
Change of Chair of DNP Project or PhD Dissertation 63
Student Advisement Responsibilities 63
Academic Progress 64
Attendance 64
Examinations 64
Guidelines for Written Work 64
Institutional Review of Scholarly Projects 64
Institutional Review Board (IRB) 64
Progression in the Graduate Program 65
Milestone Review for PhD Program 65
Degree Completion and Graduation 66
Determination of Academic Requirements Degree and Time Limit 66
Intent to Graduate 66
Graduate Recognition and Commencement 67
Exit and Alumni Surveys 67
Conduct and Discipline 68
School of Nursing Code of Professional Conduct 68
Student Concerns 70
Academic Appeals and Grievances 70
Policy/Procedure for Student Complaints 70
Definitions 70

Applicability 70
Procedure 70
Supporting Documentation 71
Records Retention 71
Academic Concerns Flow Chart 72
Non-Academic Concerns Flow Chart 73
Resources 74
Teaching Assistants 74
Office of Academic Affairs 74
Office of Admissions and Student Services 74
Career Services and Guidance 75
Tutoring & Academic Support 75
Financial Aid and Scholarships 75
Emergency Loans 75
Student Health Services 75
Personal Counseling 76
Health Insurance 76
University Police 76
Parking 77
Shuttle Services 77
Building Access 77
Lockers 77
Research and Scholarship 78
Office of Nursing Research and Scholarship 78
The Center for Community-Based Health Promotion with Women and Children 78
The Libraries 79
Professional Organizations 80
Graduate Student Nurse Organization 80
Nursing Student Council 80

International Nursing Students Association (INSA) 80
Men in Nursing 80
Hispanic STUDENT Nurses Association 81
Sigma Theta Tau 81
The Southern Nursing Research Society 81
Representation of School of Nursing Committees 82
Committee on Graduate Studies 82
Miscellaneous Information 82
Student Files 82
CPR Certifications 82
Appointments with Faculty 83
Student Email 83
Student Use of the Copy Machines 83
Student Information 83
Listserv Electronic Communication 83
General Appendix 84
Typhon Policy and Procedure 85
Preamble 85
Procedure 85
Graduate Preceptor Intent of Relationship (IOR) Form 86
Clinical Quality Improvement Projects and IRB Review 87
What must be submitted for IRB review? 87
Alternate Entry MSN Program Plans 88
Majors offered: 88
MSN Program Plans 89
MSN Majors Offered: 89
DNP Program Appendix I: Additional Public Health Nurse Leader Information 90
DNP Public Health Nurse Leader Student Guidelines 91
Procedure for Admission 91
Program and Student Issues 92

Program Registration Policy 94
Tuition and Fee policy 94
General Policies 95
1. Home Institution 95
2. Program Coordination 95
3. Orientation 95
4. Academic Calendars 95
5. Student Orientation 95
6. Transcripts 95
7. Student IDs 95
8. Email 96
9. Learning Platforms 96
10. Parking 96
11. Financial Aid 96
12. Conduct and Discipline 96
13. Health Insurance 96
DNP Program Appendix II: DNP Project Information 97
DNP Project 98
Overview 98
Selection of DNP Project Committee 98
Institutional Review Board (IRB) 99
DNP Project Proposal 99
Format for DNP Project Proposal 100
Title Page 100
Section 1: Description of the Opportunity for Improvement 100
Section II: Comprehensive Review of the Literature 101
Section III: Intervention Design and Implementation Plan 101
DNP Project Final Paper and Presentation 101
Format for the Final DNP Project 102

Title Page – same as the proposal 102
Acknowledgement Page 102
Dedication Page 102
Abstract 102
Table of Contents 102
List of Figures and Tables 102
Sections I, II and III – Update the proposal as described above 102
Section IV: Project Outcomes and Results 102
Section V: Discussion, Conclusions, and Recommendations 102
References 103
Appendices 103
Electronic Formatting and Paper Preparation 103
Guidelines for Presenting the Final DNP Project 104
Overall Procedure 104
Who Will Attend 104
The Program of Events 104
General Instructions for the DNP Project Paper Preparation 105
Style 105
Typing 105
Margins 105
Numbering Pages 105
Abbreviations 105
Use of Copyrighted Material 105
Table of Contents 105
Text Headings 106
Appendix 106
The Appendix Title 106
DNP Project Proposal and Final Project Checklist 107
Library 108

Library Digital Copies of the DNP Projects 108
Procedure for Storage: 108
Bound Copies of the *DNP Project* 108
DNP Appendix III: DNP Forms and Program Plans 109
DNP Practicum Learning and Activity Log 110
DNP Program – Verification of Previous Clinical / Practicum Hours 111
DNP Clinical Mentor/Organizational Partner – Intent of Relationship 112
DNP Project Committee Appointment Request: Form 701 113
DNP Project Proposal Evaluation: Form 702 114
DNP Project Evaluation: Form 703 115
DNP Program Plans 116
DNP Majors Offered: 116
PHD Appendix: Forms and Program Plans 117
Doctor of Philosophy in Nursing Program Progression Checklist 118
PhD Forms For GSBS 119
PhD Forms for School of Nursing 119
Change in Composition of Thesis or Dissertation Supervising Committee 120
Change in Supervision Committee for the Thesis or Dissertation 121
Report of Committee Approval of Dissertation Proposal 122
Recommendation for Approval of Qualifying Examination Supervising Committee 124
Report of Student Qualifying Examinations 125
Recommendation for Approval of Dissertation Supervising Committee 126
Biographical Sketch for Thesis or Dissertation Supervising Committee Members 127
Mandatory Evaluation Checklist: Doctoral Qualifying Examination – Written 128
PHD Program Plans 129

GRADUATE STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

2019-2020

I have read and understand the UT Health San Antonio School of Nursing Graduate Student Handbook**. I agree to abide by these regulations.** I understand this agreement will be a part of my permanent student record in the School of Nursing.

Frequently referenced information:

- **Attendance Policy** **Page 74**
- **Health Insurance** **Page 76**
- **MSN Clinicals** **Page 50**
- **Post-MSN to DNP Program** **Page 90**
- **Post-MSN to DNP Clinicals** **Page 53**
- **PhD Program** **Page 118**
- **Grading Scale is in the Online Catalog**
- **Leave of Absence and Military are in the Online Catalog**
- **Probation and Dismissal Policies are in the Online Catalog**

***The online catalog can be accessed at** http://catalog.uthscsa.edu/schoolofnursing/

Student Printed Name: _____

Student ID: _____

Student Signature: _____ **Date**: _____

WELCOME FROM THE DEAN

It is an honor and privilege for me to offer my official greetings and welcome to you. My sincere congratulations on your entry into the UT Health San Antonio School of Nursing. It is always a special pleasure to be part of the excitement of a new entering class. While at times this journey might feel difficult because of its intensity, please remember that you can accomplish this goal with persistence, understanding, discipline and engagement.

I understand your anxieties, concur with your hopes and believe in your dreams as you begin a wonderful journey of learning, growing, skill-building and transforming into professional colleagues prepared to make a lifetime of significant contributions to our society and communities across the state, nation and, indeed, perhaps making a difference in tomorrow's global villages.

This school is about tradition, caring and honor. We understand the personal and financial commitment that each of you and your families must make in pursuit of your education and dreams.

Your new friendships will become life long and your relationships with the faculty will result in wonderful professional partnerships that will endure for many years to come. This Handbook was designed to make information about the program and policies governing academic life easily available to you. If you have questions that are not easily addressed through the Handbook, your faculty advisor, program faculty and staff are available to help you. My hope is that this Handbook will become a useful resource.

Eileen T. Breslin, PhD, RN, FAAN
Dean & Professor
Dr. Patty L. Hawken Nursing Endowed Professor

GENERAL INFORMATION

The School of Nursing Graduate Student Handbook is designed as a student resource to retrieve pertinent policies and procedures of UT Health San Antonio and the School of Nursing. The vast majority of the information is online. Therefore, the actual web sites are listed for the official information on policies and procedures. Where information is not available elsewhere online, a brief description is provided.

Additional information can be obtained from the School of Nursing. Students are responsible to know and adhere to all established policies and procedures for both UT Health San Antonio and the UT Health San Antonio School of Nursing.

This material supplements the UT Health San Antonio Course Catalog and the Schedule of Classes. Additional sources of information are the University Course Catalog and the School of Nursing web sites.

UNIVERSITY COURSE CATALOG

The University Course Catalog is available online at http://catalog.uthscsa.edu. This catalog is a general information publication only. It is not intended to nor does it contain all regulations that relate to students. However, it contains helpful information, course descriptions, program information, admissions requirements, etc.

Some of the additional information you can find in the University Course Catalog relates to the following topics:

- Administration
- UT Health San Antonio Executive Leadership
- Health Science Center
- UT Health San Antonio Academic Calendars
- Programs of Study
- University Admissions Policy
- Excess Credit Hours Policy
- Financial Aid
- General Academic Policies
- Institutional Policies

SCHOOL OF NURSING SECTION OF THE UNIVERSITY COURSE CATALOG

The School of Nursing Graduate Programs portion of the University Course Catalog is available on line at http://catalog.uthscsa.edu/schoolofnursing/

This catalog is a general information publication only. It is not intended to nor does it contain all regulations that relate to students. However, it contains helpful information, course descriptions, program information, admissions requirements, etc.

Some of the additional information you can find in the University Course Catalog relates to the following topics:

Master of Science in Nursing

- Overview
- Admissions Requirements
- Degree Requirements
- Sample Plan of Study
- Objectives/Program Outcomes
- Program Policies
- Courses

Nursing Science - Doctor of Philosophy (Ph.D.) in Nursing

- Overview
- Admissions Requirements
- Degree Requirements
- Sample Plan of Study
- Objectives/Program Outcomes
- Program Policies
- Courses

Doctor of Nursing Practice

- Overview
- Admissions Requirements
- Degree Requirements
- Sample Plan of Study
- Objectives/Program Outcomes
- Program Policies
- Courses

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SCHOOL OF NURSING OVERVIEW

The University of Texas (UT) System was established by the Texas Constitution in 1876. It is one of the nation's largest higher education systems and is currently comprised of nine academic universities and six health institutions. The nine member Board of Regents is the governing body for The UT System.

The University of Texas Health Science Center at San Antonio was established by state legislation in 1959 with ground-breaking for the actual facilities in 1966 and doors opened in 1968. The university is committed to "make lives better through excellence in education, research, health care and community engagement". Working at UT Health San Antonio is all about "making lives better".

UT Health San Antonio is a leading center for research in aging, cancer, cardiovascular diseases, diabetes and related health disparities. UT Health San Antonio serves a 50,000 square mile area of South Texas extending from metropolitan San Antonio to the border communities of the Rio Grande Valley. It is a member of the Hispanic Association of Colleges and Universities (HACU), serves culturally diverse student populations and is deemed a Hispanic Serving Institution by the US Department of Education. There are five schools (Medicine, Nursing, Dentistry, Health Professions and the Graduate School of Biomedical Sciences).

UT Health San Antonio School of Nursing (SON) was established in 1969 by founding Dean Dr. Margretta Styles. The School of Nursing was originally part of The UT System SON with campuses in Galveston, Austin, Houston, San Antonio, Tyler and El Paso. All five schools followed the same curriculum. In 1976 the System School of Nursing was dissolved and each School of Nursing has since been independent and governed by the university on the campus where the school is located.

The SON offers four degree programs, an upper division Bachelor of Science in Nursing (BSN) since 1970, the Master of Science in Nursing (MSN) since 1972, the Doctor of Nursing Practice (DNP) since 2012 and the Doctor of Philosophy in Nursing (PhD) since 1996.

ACADEMIC ACCREDITATION

The University of Texas Health Science Center at San Antonio is accredited at Level V by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, GA 30033-4097, to award certificates and baccalaureate, master's, doctoral, and professional degrees. UT Health San Antonio was most recently reviewed and fully reaffirmed by SACS in 2008 and extends through 2018 with an interim five-year review completed in March 2014.

The School of Nursing is a member of the American Association of Colleges of Nursing.

"The baccalaureate, master's and DNP programs at the University of Texas Health Science Center San Antonio are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791." The School of Nursing was granted 10-year accreditation through December 31, 2021 for its baccalaureate and master's degree programs and is approved by the Texas Board of Nursing. The DNP was granted an initial 5 year accreditation through December 31, 2018.

The PhD program in nursing is part of the Graduate School of Biomedical Sciences (GSBS) at UT Health San Antonio. GSBS is reviewed by the Texas Higher Education Coordinating Board (THECB), 1200 E. Anderson Lane, Austin, TX 78752, on a statewide review schedule. The Program does not itself undergo external review by an individual discipline accrediting body; rather it is reviewed as part of the portfolio of doctoral programs in the GSBS.

TEXAS BOARD OF NURSING

The mission of the Texas Board of Nursing (TBON) is to protect and promote the welfare of the people of Texas by ensuring that each person holding a license as a nurse in the State of Texas is competent to practice safely. The Board fulfills its mission through the regulation of the practice of nursing and the approval of nursing education programs. This mission, derived from the Nursing Practice Act, supersedes the interest of any individual, the nursing profession or any special interest group. You may access the TBON via their website: http://www.bon.state.tx.us/.

VISION, MISSION, VALUES AND GOALS

VISION

We make lives better by promoting health as an act of social justice.

MISSION

We develop diverse nurse leaders to improve health and health care, through education, research, practice, and community engagement.

VALUES

- Ethics and Accountability – We believe physical, mental and social well-being is enhanced with high professional standards, by honoring the dignity of others, and through accountability for our actions.
- Diversity and Excellence – We believe excellent health care is a right of every person.
- Innovation – We believe in innovation to deliver leading edge health care, education, research, and community service.
- Education – We believe education is a lifelong process based on mutual teaching, learning, and research that ultimately makes life better for those we serve.
- Leadership – We believe through our leadership we can educate organizations and within our communities to adopt practices and policies that promote health.
- Health – We believe in the power of professional nurses to improve the health status of people here and abroad.
- Interprofessional Collaboration – We believe in the power of interprofessional collaboration to improve health outcomes.

STRATEGIC GOALS

- Education: Educating a diverse student body to become excellent nurses and nurse scientists.
- Research: Engage in research to increase knowledge about health and disease and health care delivery and to commercialize discoveries beneficial to the public.
- Health care: Provide exemplary, innovative, culturally inclusive nursing care to our local and global communities.
- Community Engagement: Make a significant impact on the health of our local and global community.
- Organizational Effectiveness: Provide an effective, efficient and culturally inclusive infrastructure which embodies innovation, quality and professionalism to support faculty, staff and students as they fulfill the mission of the School of Nursing.

The SON mission, values, and vision are written and published on the School of Nursing website and relate to all programs. The SON goals are incorporated into the Strategic Plan. Both are accessible to current and prospective students. The mission, vision and goals are each congruent with those of the UT Health San Antonio. They are consistent with relevant professional standards and nursing guidelines to prepare students for beginning and advanced nursing practice.

PURPOSE AND PROGRAM GOALS

MASTER OF SCIENCE IN NURSING PROGRAM

Purpose

The Master of Science in Nursing Program prepares nurses for advanced nursing practice. There are seven majors available at this time: Administrative Management, Clinical Nurse Leader (CNL), Nursing Education, Adult-Gerontology Acute Care Nurse Practitioner (AGACNP), Family Nurse Practitioner (FNP), Pediatric Nurse Practitioner Primary Care (PNP-PC) and Psychiatric Mental Health Nurse Practitioner (PMHNP).

MSN-prepared nurses interested in obtaining a post-graduate certificate as a Nurse Practitioner may apply to take appropriate coursework depending on their previous graduate level courses. Total semester credit hours needed for completion of the post-graduate certificate is determined on a case by case basis on admission.

Program Goals

1. Prepare diverse graduates for current and emerging roles in health care delivery and design through advanced nursing knowledge and higher level leadership skills for improving health outcomes.

2. Select rigorous approaches to examine-and seek evidence for every aspect of practice, thereby translating current evidence and identifying gaps in which evidence is lacking.

3. Use improvement science and quality processes to evaluate aggregate outcomes of populations to monitor trends in clinical data and understand the implications of trends for changing nursing care.

4. Apply knowledge and expertise to assess the health status and health delivery systems of populations, to identify high risk groups and to design care interventions with communities, consumers, and stakeholders to better manage care for individuals and groups at the local and global level.

5. Implement system changes that support diversity, build cultural inclusion and enhance intercultural communication to improve access and care outcomes.

DOCTOR OF NURSING PRACTICE PROGRAM

Purpose

The Doctor of Nursing Practice (DNP) is a practice focused doctoral degree that prepares advanced practice nurses and nursing administrators to be leaders at the highest level of nursing practice to improve health through the care outcomes. Students enter the program at the Post-Master's in Nursing level.

Program Goals

1. Prepare diverse graduates for the highest level of advanced specialized nursing practice to assume leadership roles in providing and promoting excellence in patient care and public health.
2. Select rigorous approaches to translate and apply knowledge to manage complex health problems and effect changes in the systems of care to promote safe, timely, effective, efficient, equitable and patient-centered care.
3. Prepare graduates to partner in improving health outcomes of the community through the interprofessional collaboration and consultation with health care professional teams.
4. Prepare graduates to establish public health priorities, develop innovative programs and policies, and lead dynamic health care reform efforts within and across healthcare systems to attain optimal health for all people locally, nationally and globally.
5. Leverage system adaptations to institutionalize culturally inclusive care and maximize the power of diversity across systems.

DOCTOR OF PHILOSOPHY IN NURSING PROGRAM

Purpose

The objective of the Doctor of Philosophy (PhD) in Nursing Program is to prepare the student for a career as an independent researcher who, through course selection and experience, develops as a teacher and disseminator of knowledge within professional, academic and clinical arenas.

Program Goals

1. Prepare diverse graduates for careers as independent researchers who develop as teachers and disseminators of knowledge within professional, academic and clinical arenas.
2. Select rigorous approaches to generate and translate knowledge which provides the evidence-base for clinical practice and the education of consumers, nurses and healthcare providers.
3. Provide leadership in improving healthcare delivery through innovation and change in health policy.
4. Integrate practice and research to better meet society's health needs.
5. Lead in the development, dissemination, and translation of knowledge for culturally inclusive care.

LEARNING OUTCOMES AND ASSESSMENT

Graduate Program Outcomes are based on the *Essentials of Master's Education in Nursing* developed by the American Association of Colleges of Nursing (AACN, 2011), *Essentials of Doctoral Education for Advanced Nursing Practice* developed by the American Association of Colleges of Nursing (AACN, 2006) and the *Research-Focused Doctoral Program in Nursing: Pathways to Excellence* published by the American Association of Colleges of Nursing (AACN) in 2010.

The Nurse Practitioner majors in the MSN and DNP are guided by the *Domains and Competencies of Nurse Practitioner Practice* published by the National Organization of Nurse Practitioner Faculty (NONPF, 2012) and the *Criteria for Evaluation of Nurse Practitioner Programs* published by the National Task Force on Quality Nurse Practitioner Education (NTF, 2012). Upon graduation from the MSN program with a Nurse Practitioner major and successful completion of national certification, students are eligible for recognition by the State of Texas Board of Nursing as Advanced Practice Registered Nurses in the State of Texas.

The MSN Administrative Management major and the DNP Executive Administrative Management track are guided by the American Organization of Nurse Executives (AONE) *Nurse Executive Competencies* (AONE, 2006). Graduates of the MSN Administrative Management major are eligible to sit for certification through the American Organization for Nurse Executives. Graduates of the DNP Executive Administrative Management track are eligible for certification through the AONE as Certified in Executive Nursing Practice for the credential, CENP; and through the American Nurses Credentialing Center (ANCC) as a Nurse Executive, Advanced for the credential, NEA-BC.

The DNP Public Health Nurse Leader track (indirect care) is guided by the *Core Competencies for Public Health Professionals* published by the Council on Linkages Between Academia and Public Health Practice (2010) and the *Quad Council Competencies for Public Health Nurses* (Quad Council, 2011). Students are prepared for certification as a Public Health Administrator.

The Clinical Nurse Leader (CNL) major is guided by the *Competencies and Curricular Expectations for Clinical Nurse Leader Education and Practice* (AACN, 2013). Graduates are eligible to sit for the CNL certification examination at graduation.

The Nursing Education major is guided by the *Core Competencies of Nurse Educators* established by the National League for Nursing (NLN, 2007), and the *Graduate-Level QSEN Competencies* (AACN, 2012).

MASTER OF SCIENCE IN NURSING PROGRAM OUTCOMES

Upon completion of the Master of Science in Nursing Program (MSN) students will:

1. Integrate scientific findings from nursing and related sciences, including genetics and genomics, into the delivery of advanced nursing care to populations in diverse settings.

2. Demonstrate organizational and systems leadership to assure ethical and critical decision-making at all systems' levels for quality and patient safety.

3. Incorporate performance improvement strategies for quality, safety, and patient-centered care delivery.

4. Use improvement science to achieve optimal patient care and care environment outcomes.

5. Integrate meaningful and usable information systems and healthcare technologies to support safe, quality patient care and healthcare systems effectiveness.

6. Advocate for policy changes that influence healthcare at appropriate levels.

7. Lead interprofessional teams using collaborative strategies to effect quality patient care and population health outcomes.

8. Analyze and incorporate broad ecological and social health determinants to design and deliver evidence-based clinical prevention and population healthcare and services to individuals, families, and aggregates/identified populations.

9. Integrate the advanced competencies expected of a master's prepared nurse to design, deliver, and evaluate outcomes of systems of care for individuals, families, and diverse populations.

DOCTOR OF NURSING PRACTICE PROGRAM OUTCOMES

Upon completion of the Doctor of Nursing Practice (DNP) Program students will:

1. Integrate nursing science, ethics, biophysical, psychosocial, analytical, and organizational sources to provide the highest level of specialty nursing practices.
2. Develop, implement, and evaluate healthcare practices in healthcare systems that ensure quality improvement and patient safety.
3. Use analytic methods and evidence based practices to improve practice outcomes and the practice environment.
4. Implement and evaluate ethical healthcare information systems and patient care technology to improve the quality of patient health outcomes and care systems.
5. Advocate for healthcare practices that advance social justice, equity, and ethical policies within all healthcare arenas.
6. Employ interprofessional collaborative teams to improve patient and population health outcomes and healthcare delivery systems.
7. Lead the integration and institutionalization of (evidence based) clinical prevention and population based health guidelines.
8. Use clinical judgment, systems thinking, accountability, and specialized knowledge to design, deliver, and evaluate evidence based, culturally proficient care to improve patient, population, and health systems outcomes.

DOCTOR OF PHILOSOPHY IN NURSING PROGRAM OUTCOMES

Upon completion of the Doctor of Philosophy (PhD) in Nursing Program students will:

1. Advance the discipline of nursing through the generation of new knowledge and theory.
2. Demonstrate excellence as a clinical researcher in the health sciences in a focal area of nursing.
3. Synthesize theories from natural and/or behavioral sciences for application to a specified area of nursing.
4. Advance evidence-based clinical practice.
5. Assume nurse scientist roles within academic health centers and other interdisciplinary health sciences and educational institutions.
6. Evaluate the value and knowledge components of philosophical and ethical dimensions of issues confronting healthcare and nursing.

CURRICULUM

MASTER OF SCIENCE IN NURSING PROGRAM CURRICULUM

The focus of the MSN program is development of advanced nursing practice abilities based on core knowledge in leadership, quality and safety, evidence-based practice, research and theory, as well as an understanding of financial and economic evidence in healthcare and health policy development at the local, state, and national levels. Both full-time and part-time study options are available.

Nurse Practitioner Curriculum

The Family Nurse Practitioner (FNP) major prepares the graduate for expanded practice in assessment and treatment of individuals across the lifespan. It emphasizes a multidisciplinary, culturally sensitive, community-based approach that focuses on patient care outcomes. The curriculum provides the opportunity for a student to acquire current advanced knowledge and skills to offer comprehensive, age-appropriate, age-specific quality primary healthcare addressing the multiple needs of individuals across the lifespan.

The Psychiatric Mental Health Nurse Practitioner major (PMHNP) pulls together the content from core courses in physiology, pathophysiology, pharmacotherapeutics and health assessment as a foundation for advanced practice. The curriculum emphasizes advanced knowledge and clinical skills to provide quality comprehensive mental healthcare to clients across the lifespan.

The Pediatric Nurse Practitioner Primary Care (PNP-PC) curriculum focuses on advanced knowledge and clinical skills to provide quality comprehensive care to children, from infancy to adolescence. Extensive coursework and practicums prepare graduates to perform complete physical exams, take health histories, diagnose and treat common acute minor illnesses and injuries, order and interpret laboratory results and x-rays, manage stable chronic illnesses, counsel clients and provide health education.

The Adult-Gerontology Acute Care Nurse Practitioner (AG-ACNP) major emphasizes advanced knowledge and clinical skills to provide quality comprehensive care to the adult population from late adolescent to the older adult, across the continuum of care settings that require frequent monitoring and intervention. Extensive coursework and practicum focus on the full spectrum of the young adult-older adult care.

Graduates from the Nurse Practitioner majors are eligible for national certification and recognition by the Board of Nursing for the State of Texas as an Advanced Practice Nurse (www.bon.texas.gov).

Nurse Practitioner Outcomes

1. Apply knowledge from the sciences and humanities to the delivery of advanced practice nursing with the goal of improving care processes and outcomes. *(MSN Program Outcomes 1, 4, 8, 9)*

2. Design complex and advanced leadership frameworks through collaboration with multiple stakeholders to promote advanced practice nursing and/or population-focused health outcomes. *(MSN Program Outcomes 2, 8, 9)*

3. Use the best available evidence to improve quality, safety, access, and system functions in clinical practice and healthcare. *(MSN Program Outcomes 1, 4, 8, 9)*

4. Use interprofessional collaboration, evidence-based knowledge acquisition, and clinical investigative tools to revise healthcare systems toward improving practice and patient outcomes through the translation of new knowledge. *(MSN Program Outcomes 7, 4, 9)*

5. Make use of contemporary technologies that promote patient health literacy and that facilitate the delivery of safe cost-effective care. *(MSN Program Outcomes 5, 9)*

6. Develop policies for culturally diverse populations and healthcare systems within the frameworks of social justice, equal access, quality and cost-effective care. *(MSN Program Outcomes 2, 8, 9)*

7. Facilitate the development, implementation, and evaluation of healthcare delivery at the micro, meso and macro system levels that improve care, population health and reduce cost. *(MSN Program Outcomes 2, 6, 9)*

8. Solve complex care issues by interpreting ethical principles, applying ethically sound solutions and examining ethical consequences. (*MSN Program Outcomes 2, 6, 8, 9)*

9. Function as a licensed independent practitioner managing patients and families in health and illness by applying advanced health assessment, screening and diagnostic strategies, and pharmacological and non-pharmacologic interventions through patient-centered, culturally proficient care in full partnership with patients or designees. *(MSN Program Outcomes 8, 9)*

Administrative Management Curriculum

The administrative manager is a nurse prepared through graduate education to lead and manage nursing care departments and service lines across the continuum of care. This nurse professional manages the business of nursing practice through financial management, human resource management, performance improvement, critical thinking skills, use of technology, strategic management and clinical practice knowledge. The administrative manager is skilled in the art of leading people through organizational leadership skills, relationship management, interprofessional collaboration and promotes cultural diversity, social justice and shared decision making. The administrative manager is an advocate for the profession and demonstrates a commitment to learning and development through personal and professional accountability for his/her leadership and management practice. Graduates from the Administrative Management major are eligible for certification through the American Nurses Credentialing Center as a Nurse Executive for the credential, NE-BC.

Administrative Management Outcomes

1. Utilize organizational theories at the microsystem, meso-system, and macro-system levels to lead change to assure quality and safety in patient care and in the work environments. *(MSN Program Outcome 1)*
2. Participate in systems review to critically evaluate and anticipate risks to patient/client safety to improve quality of patient/client care delivery. *(MSN Program Outcome 2)*
3. Synthesizes and utilizes performance improvement information (quality, patient and staff safety, and regulatory) to continuously improve patient care and the work environment. *(MSN Program Outcome 3)*
4. Apply research-based information to design, implement and evaluate strategic and operational plans, including program and business plans. *(MSN Program Outcome 4)*
5. Use information systems and technology to improve health care outcomes and patient care operations. *(MSN Program Outcome 5)*
6. Effect change through advocacy for the profession, inter-professional care team and the patient/client. *(MSN Program Outcome 6)*
7. Demonstrates critical thinking, problem solving, and theories of organizational behavior in planning, organizing, and leading nursing and inter-professional teams. *(MSN Program Outcome 1, 7)*
8. Lead the patient care staff in a designated department or service line to assure quality, safety, efficiency, effectiveness, timeliness of nursing care, and patient centered care. *(MSN Program Outcome 7)*
9. Participate in identifying clinical and cost outcomes that improve safety, effectiveness, timeliness, efficiency, quality, and the degree to which they are patient/client centered. *(MSN Program Outcome 8, 9)*
10. Demonstrate financial management acumen through the development of departmental expense and capital budgets, variance analyses, revenue and expense forecasting, and interpret financial information. *(MSN Program Outcome 8, 9)*
11. Apply human resource management frameworks and skills to assure effective recruitment, retention, orientation and professional development of patient care staff. *(MSN Program Outcome 8 , 9)*

Clinical Nurse Leader Curriculum

The CNL major is offered in response to the profound changes in the increasingly complex healthcare system mandating change to improve quality of care while reducing costs, improving access, eliminating disparities and promoting safe practice. The CNL is an advanced generalist in nursing who is prepared to be a direct care provider accountable for the care outcomes of a clinical population or a specified group of patients/clients in a health care system. The CNL provides for lateral integration at the point of care that promotes quality care outcomes. As an advanced generalist, the CNL incorporates evidenced-based practice, patient safety and quality improvement to optimize health care outcomes. The CNL provides leadership to assure safe, timely, efficient, effective, equitable and patient-centered care. Graduates from the CNL major are eligible for certification through the Commission on Nurse Certification (CNC), for the credential, CNL.

Clinical Nurse Leader Outcomes

1. Actively pursue new knowledge and skills in the CNL role as needs of patients/clients and the health care system evolve. *(MSN Program Outcome 1)*
2. Properly delegate and utilize the nursing team's human and fiscal resources and serve as a partner in the inter-professional health care team. *(MSN Program Outcome 2)*
3. Identify clinical and cost outcomes that improve safety, effectiveness, timeliness, efficiency, quality, and patient centered care. *(MSN Program Outcome 3)*
4. Use appropriate teaching/learning principles and strategies as well as current information, materials and technologies to facilitate the learning of patients/clients, groups and other health care professionals. *(MSN Program Outcome 3)*
5. Communicate effectively to achieve quality patient/client outcomes and lateral integration of care for a cohort of patients/clients. *(MSN Program Outcome 3)*
6. Apply research-based information to design, implement and evaluate plans of care. *(MSN Program Outcome 4)*
7. Use information systems and technology at the point of care to improve health care outcomes. *(MSN Program Outcome 5)*
8. Participate in systems review to critically evaluate and anticipate risks to patient/client safety to improve quality of patient/client care delivery. *(MSN Program Outcome 6)*
9. Effect change through advocacy for the profession, inter-professional health care team and the patient/client. *(MSN Program Outcome 7)*
10. Synthesize data, information and knowledge to evaluate and achieve optimal patient/client and care environment outcomes. *(MSN Program Outcome 8)*
11. Assume accountability for healthcare outcomes for a specific group of patients/clients within a unit or setting recognizing the influence of the meso-and macro-systems on the microsystem at the point of care. *(MSN Program Outcome 9)*

Nursing Education Curriculum

The Nursing Education major is directed toward students who display the characteristics of superior ability, heightened motivation and a dedication to learning. Graduate level coursework combines advanced clinical knowledge and expertise in a chosen area of nursing with the nurse educator knowledge and competencies required to assume academic and professional development roles in schools of nursing, health care systems and the community. Innovative coursework and tailored practicum support knowledge acquisition, application and systematic evaluation of evidence-based practice, quality improvement, safety, collaboration, best practices in teaching and learning and professional role development. Upon program completion graduates are eligible to take the National League for Nursing (NLN) Certified Nurse Educator credentialing examination, and, if eligible, the American Nurse Credentialing Certification (ANCC) Nursing Professional Development Board Certification examination.

Nursing Education Outcomes

1. Create an environment in classroom, laboratory and clinical settings that facilitates student learning and the achievement of desired cognitive, affective, and psychomotor outcomes. (MSN Program Outcome 1)
2. Adapt educational strategies to unique learning styles and needs of international, adult, multicultural, disadvantaged, physically challenged, at-risk and second degree learners. (MSN Program Outcome 7)
3. Create learning environments that are focused on socialization to the role of the nurse and facilitate learners' self-reflection and personal goal setting. (MSN Program Outcome 7)
4. Develop and use a variety of strategies to assess and evaluate student learning in classroom, laboratory and clinical settings, as well as in all domains of learning. (MSN Program Outcome 3)
5. Formulate program outcomes and design curricula that reflect contemporary health care trends and prepare graduates to function effectively in the health care environment. (MSN Program Outcome 4)
6. Function as a change agent and leader to create a preferred future for nursing education and nursing practice. (MSN Program Outcome 2)
7. Exhibit a spirit of inquiry about teaching and learning, student development, evaluation methods and other aspects of the role. (MSN Program Outcome 4)
8. Balance the teaching, scholarship, and service demands inherent in the role of educator and member of an academic institution. (MSN Program Outcome 8)
9. Examine continuous quality improvement in the nurse educator role. (MSN Program Outcome 3)
10. Analyze how social, economic, political and institutional forces influence higher education in general and nursing education in particular. (MSN Program Outcome 6)

DOCTOR OF NURSING PRACTICE PROGRAM CURRICULUM

The focus of the DNP Program is core leadership courses in public policy advocacy, improving organizational effectiveness, health informatics and financial and business management; scientific inquiry based on translational science and evidenced based practice, population based research; and advanced specialty clinical practice. The DNP program has three post master's tracks in Advanced Practice Leadership, Executive Administrative Management and Public Health Nurse Leader. The DNP Program is designed to prepare nursing leaders for the highest level of professional nursing practice beyond the initial preparation in the discipline.

Advanced Practice Leadership Curriculum

The Advanced Practice Leadership track is for nurses who are nationally certified nurse practitioners and hold Advanced Practice Nurse licensure with the Texas Board of Nursing.

Advanced Practice Leadership Outcomes

1. Scientific Foundation
   - Critically analyzes data for practice by integrating knowledge from arts and sciences within the context of nursing's philosophical framework and scientific foundation
   - Translates research and data to anticipate, predict and explain variations in practice
2. Leadership
   - Assumes increasingly complex leadership roles
   - Provides leadership to foster interprofessional collaboration
   - Demonstrates a leadership style that uses critical and reflective thinking
3. Quality
   - Uses best available evidence to enhance quality in clinical practice
   - Evaluates how organizational, structural, financial, marketing and policy decisions impact cost, quality, and accessibility of health care
   - Demonstrates skills in peer review that promote a culture of excellence
4. Practice Inquiry
   - Applies clinical investigative skills for evaluation of health outcomes at the patient, family, population, clinical unit, systems and/or community levels
   - Provides leadership in the translation of new knowledge into practice
   - Disseminates evidence from inquiry to diverse audiences using multiple methods
5. Technology & Information Literacy
   - Demonstrates information literacy in complex decision making
   - Translates technical and scientific health information appropriate for user need
   - Participates in the development of clinical information systems
6. Policy
   - Analyzes ethical, legal, and social factors in policy development
   - Influences health policy
   - Evaluates the impact of globalization on health care policy development
7. Health Delivery System
   - Applies knowledge of organizational behavior and systems
   - Demonstrates skills in negotiating, consensus-building, and partnering
   - Manages risks to individuals, families, populations and health care systems
   - Facilitates development of culturally relevant health care systems
8. Ethics
   - Applies ethically sound solutions to complex issues

Executive Administrative Management Curriculum

The Executive Administrative Management track is for nurses with a master's degree in nursing in administrative management or a master's degree in nursing with equivalent experience in a health care leadership position who seek preparation as an executive level nurse leader.

Executive Administrative Management Outcomes

1. Provide strategic direction to establish the vision and operational goals of all clinical services across a health care system to assure safe, efficient, effective and timely quality patient-centered care.
2. Demonstrate financial management acumen through the development of departmental expense and capital budget standards, productivity standards, variance analyses, revenue and expense forecasting and interprets health system financial information.
3. Develop and implement quality systems and standards to utilize data for continuous performance improvement for quality patient care, work environment and business effectiveness and efficiency.
4. Develop and implement nursing care systems and standards to provide quality care throughout all clinical agencies and improve health care outcomes.
5. Utilize organizational theories at the macrosystem, mesosystem and microsystem levels to lead strategic change in the health care system.
6. Develop and implement human resource systems to assure effective and efficient recruitment, retention, orientation and professional development of patient care staff throughout the health care system.
7. Provide leadership for development and implementation of policies at multiple levels (public, nursing, health profession and health policies) that ensure social justice, equity, and ethical practice.)
8. Use analytical methods and evidence based practice to design, implement and evaluate health care system's strategic and operational plans, including program and business plans.
9. Participate in leading health care systems to identify clinical and cost outcomes that improve safety, effectiveness, timeliness, efficiency, quality and patient/client centered care.
10. Represent and advocate for nursing at the highest organizational levels through system governance, interprofessional relationships, professional organizations and commitment to safety, quality and patient/client centered care.
11. Participate in leading the selection, acquisition, and evaluation of information systems and technology to support and improve health care outcomes and patient care operations.
12. Anticipate and evaluate risks to patient/client safety through systems review and analysis at the highest organizational levels to improve health care delivery and outcomes.

Public Health Nurse Leader Curriculum

The Public Health Nurse Leader track is for nurses with a master's degree in nursing who desire leadership preparation in population-based public health nursing. Upon program completion, students in this track receive a Public Health Certificate from the University of Texas Health Science Center at Houston (UTHealth) School of Public Health concurrent with their DNP degree.

Public Health Nurse Leader Outcomes

1. Integrate science from public health and nursing to improve population health.

2. Develop effective and efficient essential public health delivery approaches that improve the quality and safety of the public health.

3. Assume leadership for developing and directing evidence-based public health practices for quality improvement, safety and systems management.

4. Select, use, and evaluate technology and information systems for improvement and transformation of the health of populations.

5. Analyze policies and their influence on the structure, process, and outcomes of health services including the costs, financing, organization, outcomes and accessibility of care.

6. Use leadership strategies to develop collaborative interprofessional teams to examine public health problems and influence improvements in public health systems.

7. Integrate and institutionalize evidence-based clinical prevention and population health services for individuals, aggregates and populations.

8. Use advanced levels of clinical judgment, systems thinking, and public health principles to design, deliver and evaluate evidence-based, culturally proficient care to improve population outcomes.

DOCTOR OF PHILOSOPHY IN NURSING PROGRAM CURRICULUM

The PhD in Nursing Program is designed to prepare clinical nurse scientists with curriculum content to include philosophy of science, research methods and techniques, theory, and statistical methods. The opportunity to develop breadth and depth in the health, natural, behavioral sciences is afforded every student through cognate courses. Elective courses and non-nursing cognates provide an individualized learning process.

Program Outcome	*Proficiency*
Advance the discipline of nursing through the generation of new knowledge and theory.	• Development of logical and consistent argument to support need for study of problem area • Publications • Presentations
Demonstrate excellence as a clinical researcher in the health sciences in a focal area of nursing.	• Identified area of clinical practice expertise • Identified program of research • Plan for continued funding to support program of research • Publications • Abstracts
Synthesize theories from natural and/or behavioral sciences for application to a specified area of nursing.	• Concept clarification/synthesis • Program of research
Advance evidence-based clinical practice.	• Research question, design, data analysis techniques and interpretation of findings • Critique of research articles • IRB, HIPPAA test • Integrative review • State of science paper • Pilot studies • Publications • Presentations • Influencing practice
Assume nurse scientist roles within academic health centers and other interdisciplinary health sciences and educational institutions.	• Teaching • Program of research • Influencing Practice • Influencing Policy
Evaluate the value and knowledge components of philosophical and ethical dimensions of issues confronting health care and nursing.	• Critical analysis of philosophical and ethical underpinnings of various theoretical and methodological approaches to research problem areas

PLANS OF STUDY

The Plan of Study (POS) functions as an agreement between the student, the program, and in the case of the PhD in Nursing Program, the Graduate School of Biomedical Sciences. The POS contains required coursework. The Office for Academic Affairs is the primary contact regarding the POS and degree requirements (See MSN Appendix for sample plans of study).

MASTER OF SCIENCE IN NURSING PROGRAM PLAN OF STUDY

There are four majors in the MSN Program: Nurse Practitioner, Administrative Management, Clinical Nurse Leader and Nursing Education.

Alternate Entry-Master of Science in Nursing Option Plan of Study

The Alternate Entry MSN for ADN/Diploma RNs requires completion of 21 semester credit hours (SCH) of undergraduate nursing courses at the School of Nursing, regardless of major, with a grade point average of 3.0 or higher. The total number of SCH of upper division and graduate level courses required for the MSN will vary per major with a minimum of 40 SCH. Of the minimum 40 semester credit hours of upper-division and graduate courses required for the MSN, 24 credit hours of coursework must be taken in residence. Full or Part-time enrollment is available.

Undergraduate Required Courses for all Alternate Entry MSN Students		Semester Credit Hours	Clinical Hours
NURS 3321	Transitions in Professional Nursing	3	
NURS 4333	Nursing Leadership: Theoretical Foundations	3	
NURS 3314	Pathophysiology (Alternate Entry)	3	
NURS 3272	Health Assessment and Promotion: Theoretical Foundations	2	
NURS 3273	Health Assessment and Promotion: Clinical Application	2	90
NURS 3374	Research and Evidence-Based Practice	3	
NURS 4327	Population-Focused Health: Theoretical Foundations	3	
NURS 4227	Population-Focused Health: Clinical Application	2	90
	Subtotal Hours	**21**	**180**

NURSE PRACTITIONER PLAN OF STUDY

Students are offered three pathways through which to achieve the Nurse Practitioner Specialties.

1. Master of Science in Nursing (MSN) degree program for students who hold a BSN from an accredited nursing program.
2. Alternate Entry Master of Science in Nursing (MSN) degree program for students who hold an ADN or a diploma in nursing.
3. Post-Graduate Certificate program students who hold a MSN degree in another Advanced Practice Nursing specialty.

There are two enrollment options. The first is a full time option completed in two years. The second is a part time option designed for the working nurse and can be completed in three years. For alternate entry students, these estimates are in addition to the number of semesters to complete the 21 SCH of required undergraduate courses. Post-graduate certificates students only have a part-time option.

Family Nurse Practitioner Plan of Study for Alternate Entry and MSN Pathways

Theoretical Core Courses for All Graduate Students		Semester Credit Hours	Clinical Hours
NURS 5306	Theoretical Foundations for Advance Nursing Practice	3	
NURS 5307	Translational Research for Advanced Nursing Practice	3	
NURS 5356	Financial and Economic Evidence in Health Care	3	
NURS 5339	Leadership and Health Policy for Quality and Safety	3	
Family Nurse Practitioner Major Courses			
NURS 5338	Advanced Pathophysiology	3	
NURS 6302	Advanced Pharmacotherapeutics	3	
NURS 6210	Advanced Health Assessment and Clinical Reasoning	2	
NURS 6110	Advanced Health Assessment and Clinical Reasoning: Clinical Application	1	60
NURS 6312	Advanced Mental Health Concepts	3	
NURS 6315	Informatics and Health Care Technologies	3	
NURS 6250	Advanced Health Promotion, Health Protection, and Disease Prevention	2	
NURS 6130	Nurse Practitioner Conceptual Basis For Advanced Practice Nursing	1	
Specialty			
NURS 6452	FNP Diagnosis & Management of Aging Families: Concepts & Theory	4	
NURS 6451	FNP Diagnosis & Management of Young Families: Concepts & Theory	4	
NURS 6620	FNP Diagnosis & Management of Aging Families: Clinical Application	6	300
NURS 6621	FNP Diagnosis & Management of Young Families: Clinical Application	6	300
	Total Hours	**50**	**660***

*60 clinical hours in health assessment for each nurse practitioner major are not applicable for certification.

Family Nurse Practitioner Plan of Study for Post-Graduate Certificate Pathway

Required Courses		Semester Credit Hours	Clinical Hours
NURS 6312	Advanced Mental Health Concepts	3	
NURS 6250	Advanced Health Promotion, Health Protection, and Disease Prevention	2	
NURS 6130	Nurse Practitioner Conceptual Basis For Advanced Practice Nursing	1	
NURS 6452	FNP Diagnosis & Management of Aging Families: Concepts & Theory	4	
NURS 6451	FNP Diagnosis & Management of Young Families: Concepts & Theory	4	
NURS 6620	FNP Diagnosis & Management of Aging Families: Clinical Application	6	300
NURS 6621	FNP Diagnosis & Management of Young Families: Clinical Application	6	300
	Total Hours	**26**	**600**

Psychiatric Mental Health Nurse Practitioner Plan of Study for Alternate Entry and MSN Pathways

Theoretical Core Courses for All Graduate Students		Semester Credit Hours	Clinical Hours
NURS 5306	Theoretical Foundations for Advance Nursing Practice	3	
NURS 5307	Translational Research for Advanced Nursing Practice	3	
NURS 5356	Financial and Economic Evidence in Health Care	3	
NURS 5339	Leadership and Health Policy for Quality and Safety	3	
Psychiatric Mental Health Nurse Practitioner Major Courses			
NURS 5338	Advanced Pathophysiology	3	
NURS 6302	Advanced Pharmacotherapeutics	3	
NURS 6210	Advanced Health Assessment and Clinical Reasoning	2	
NURS 6110	Advanced Health Assessment and Clinical Reasoning: Clinical Application	1	60
NURS 6312	Advanced Mental Health Concepts	3	
NURS 6315	Informatics and Health Care Technologies	3	
NURS 6250	Advanced Health Promotion, Health Protection, and Disease Prevention	2	
NURS 6130	Nurse Practitioner Conceptual Basis For Advanced Practice Nursing	1	
Specialty			
NURS 6412	PMHNP Diagnosis & Management: Concepts and Theory I	4	
NURS 6416	PMHNP Diagnosis & Management: Concepts and Theory II	4	
NURS 6623	PMHNP Diagnosis & Management I: Clinical Application	6	300
NURS 6624	PMHNP Diagnosis & Management II: Clinical Application	6	300
	Total Hours	**50**	**660***

*60 clinical hours in health assessment for each nurse practitioner major are not applicable for certification.

Psychiatric Mental Health Nurse Practitioner Plan of Study for Post-Graduate Certificate Pathway

Required Courses		Semester Credit Hours	Clinical Hours
NURS 6312	Advanced Mental Health Concepts	3	
NURS 6250	Advanced Health Promotion, Health Protection, and Disease Prevention	2	
NURS 6130	Nurse Practitioner Conceptual Basis For Advanced Practice Nursing	1	
NURS 6412	PMHNP Diagnosis & Management: Concepts and Theory I	4	
NURS 6416	PMHNP Diagnosis & Management: Concepts and Theory II	4	
NURS 6623	PMHNP Diagnosis & Management I: Clinical Application	6	300
NURS 6624	PMHNP Diagnosis & Management II: Clinical Application	6	300
	Total Hours	**26**	**600**

Pediatric Nurse Practitioner Primary Care Plan of Study for Alternate Entry and MSN Pathways

Theoretical Core Courses for All Graduate Students		Semester Credit Hours	Clinical Hours
NURS 5306	Theoretical Foundations for Advance Nursing Practice	3	
NURS 5307	Translational Research for Advanced Nursing Practice	3	
NURS 5356	Financial and Economic Evidence in Health Care	3	
NURS 5339	Leadership and Health Policy for Quality and Safety	3	
Pediatric Nurse Practitioner Primary Care Major Courses			
NURS 5338	Advanced Pathophysiology	3	
NURS 6302	Advanced Pharmacotherapeutics	3	
NURS 6210	Advanced Health Assessment and Clinical Reasoning	2	
NURS 6110	Advanced Health Assessment and Clinical Reasoning: Clinical Application	1	60
NURS 6312	Advanced Mental Health Concepts	3	
NURS 6315	Informatics and Health Care Technologies	3	
NURS 6250	Advanced Health Promotion, Health Protection, and Disease Prevention	2	
NURS 6130	Nurse Practitioner Conceptual Basis For Advanced Practice Nursing	1	
Specialty			
NURS 6423	PNP Diagnosis & Management: Concepts and Theory I	4	
NURS 6428	PNP Diagnosis & Management: Concepts and Theory II	4	
NURS 6615	PNP Diagnosis & Management I: Clinical Application	6	300
NURS 6616	PNP Diagnosis & Management II: Clinical Application	6	300
	Total Hours	**50**	**660***

*60 clinical hours in health assessment for each nurse practitioner major are not applicable for certification.

Pediatric Nurse Practitioner Primary Care Plan of Study for Post-Graduate Certificate Pathway

	Required Courses	Semester Credit Hours	Clinical Hours
NURS 6312	Advanced Mental Health Concepts	3	
NURS 6250	Advanced Health Promotion, Health Protection, and Disease Prevention	2	
NURS 6130	Nurse Practitioner Conceptual Basis For Advanced Practice Nursing	1	
NURS 6423	PNP Diagnosis & Management: Concepts and Theory I	4	
NURS 6428	PNP Diagnosis & Management: Concepts and Theory II	4	
NURS 6615	PNP Diagnosis & Management I: Clinical Application	6	300
NURS 6616	PNP Diagnosis & Management II: Clinical Application	6	300
	Total Hours	**26**	**600**

Adult Gerontology Acute Care Nurse Practitioner Plan of Study for Alternate Entry and MSN Pathways

Theoretical Core Courses for All Graduate Students		Semester Credit Hours	Clinical Hours
NURS 5306	Theoretical Foundations for Advance Nursing Practice	3	
NURS 5307	Translational Research for Advanced Nursing Practice	3	
NURS 5356	Financial and Economic Evidence in Health Care	3	
NURS 5339	Leadership and Health Policy for Quality and Safety	3	
Adult-Gerontology Acute Care Nurse Practitioner Major Courses			
NURS 5338	Advanced Pathophysiology	3	
NURS 6302	Advanced Pharmacotherapeutics	3	
NURS 6210	Advanced Health Assessment and Clinical Reasoning	2	
NURS 6110	Advanced Health Assessment and Clinical Reasoning: Clinical Application	1	60
NURS 6312	Advanced Mental Health Concepts	3	
NURS 6315	Informatics and Health Care Technologies	3	
NURS 6250	Advanced Health Promotion, Health Protection, and Disease Prevention	2	
NURS 6130	Nurse Practitioner Conceptual Basis For Advanced Practice Nursing	1	
Specialty			
NURS 6455	AG-ACNP Diagnosis & Management: Concepts and Theory I	4	
NURS 6456	AG-ACNP Diagnosis & Management: Concepts and Theory II	4	
NURS 6655	AG-ACNP Diagnosis & Management I: Clinical Application	6	300
NURS 6656	AG-ACNP Diagnosis & Management II: Clinical Application	6	300
	Total Hours	**50**	**660***

*60 clinical hours in health assessment for each nurse practitioner major are not applicable for certification.

Adult Gerontology Acute Care Nurse Practitioner Plan of Study Post-Graduate Certificate Pathway

Required Courses		Semester Credit Hours	Clinical Hours
NURS 6312	Advanced Mental Health Concepts	3	
NURS 6250	Advanced Health Promotion, Health Protection, and Disease Prevention	2	
NURS 6130	Nurse Practitioner Conceptual Basis For Advanced Practice Nursing	1	
NURS 6455	AG-ACNP Diagnosis & Management: Concepts and Theory I	4	
NURS 6456	AG-ACNP Diagnosis & Management: Concepts and Theory II	4	
NURS 6655	AG-ACNP Diagnosis & Management I: Clinical Application	6	300
NURS 6656	AG-ACNP Diagnosis & Management II: Clinical Application	6	300
	Total Hours	**26**	**600**

ADMINISTRATIVE MANAGEMENT PLAN OF STUDY

Students are offered two pathway options through which to achieve the Administrative Management specialization:

1. Master of Science in Nursing (MSN) degree program for students who hold a BSN from an accredited nursing program.
2. Alternate Entry Master of Science in Nursing (MSN) degree program for students who hold an ADN or a diploma in nursing.

There are two enrollment options for completion of the program. The first is a traditional full time option that is completed in two years of full-time study. The second is a part time option designed for the working nurse. This part-time option will take the student three years to complete. For alternate entry students, this estimate is in addition to the number of semesters to complete the 21 SCH of required undergraduate courses.

Theoretical Core Courses for All Graduate Students		Semester Credit Hours	Clinical Hours
NURS 5306	Theoretical Foundations for Advance Nursing Practice	3	
NURS 5307	Translational Research for Advanced Nursing Practice	3	
NURS 5356	Financial and Economic Evidence in Health Care	3	
NURS 5339	Leadership and Health Policy for Quality and Safety	3	
Administrative Management Major Courses			
NURS 6108	Nursing Administration Practicum I	1	60
NURS 6315	Informatics and Health Care Technologies	3	
NURS 5219	Maximizing System and Human Resources to Improve Health	2	
NURS 6202	Nursing Administration Practicum II	2	120
NURS 6405	Transforming Complex Healthcare Systems for Quality and Safety	4	
NURS 6314	Nursing Administration Practicum III	3	180
NURS 6313	Program Planning and Evaluation for Transitions, Transformation and Integration	3	
NURS 6331	Economics and Advanced Financial Management	3	
NURS 6104	Integration and Transition Seminar	1	
NURS 6330	Nursing Administration Practicum IV	3	180
	Total	**37**	**540**

CLINICAL NURSE LEADER PLAN OF STUDY

Students are offered two pathway options through which to achieve the Clinical Nurse Leader specialization:

1. Master of Science in Nursing (MSN) degree program for students who hold a BSN from an accredited nursing program.
2. Alternate Entry Master of Science in Nursing (MSN) degree program for students who hold an ADN or a diploma in nursing.

There are two enrollment options for completion of the program. The first is a traditional full time option that is completed in two years of full-time study. The second is a part time option designed for the working nurse. This part-time option will take the student three years to complete. For alternate entry students, this estimate is in addition to the number of semesters to complete the 21 SCH of required undergraduate courses.

Theoretical Core Courses for All Graduate Students		Semester Credit Hours	Clinical Hours
NURS 5306	Theoretical Foundations for Advance Nursing Practice	3	
NURS 5307	Translational Research for Advanced Nursing Practice	3	
NURS 5356	Financial and Economic Evidence in Health Care	3	
NURS 5339	Leadership and Health Policy for Quality and Safety	3	
Clinical Nurse Leader Major Courses			
NURS 6315	Informatics and Health Care Technologies	3	
NURS 6380	Foundations of Epidemiology	3	
NURS 5338	Advanced Pathophysiology	3	
NURS 6302	Advanced Pharmacotherapeutics	3	
NURS 6210	Advanced Health Assessment & Clinical Reasoning	2	
NURS 6110	Advanced Health Assessment & Clinical Reasoning: Clinical Application	1	60
NURS 6230	CNL I: Role of the Advanced Generalist in Health Care Microsystems	2	
NURS 6120	CNL Roles II: Seminar (Capstone)	1	
NURS 6233	CNL I: Clinical Application	2	120
NURS 6822	CNL Role II: Clinical Application for the Advanced Nursing Generalist	8	480
	Total	**40**	**660**

NURSING EDUCATION PLAN OF STUDY

Students are offered three pathway options to achieve the Nursing Education specialization:

1. Master of Science in Nursing (MSN) degree program for students who hold a BSN from an accredited nursing program.
2. Alternate Entry Master of Science in Nursing (MSN) degree program for students who hold an ADN or a diploma in nursing.
3. Post-Graduate Certificate program for students who hold a MSN degree.

There are two enrollment options for completion of the program. The first is a traditional full time program that is completed in two years. The second is a part time option designed for the working nurse. This part-time option will take the student three years to complete. For alternate entry students, this estimate is in addition to the number of semesters to complete the 21 SCH of required undergraduate courses. Post-graduate certificates students only have a part-time option.

Nursing Education Plan of Study for Alternate Entry and MSN Pathways

Theoretical Core Courses for All Graduate Students		Semester Credit Hours	Clinical Hours
NURS 5306	Theoretical Foundations for Advance Nursing Practice	3	
NURS 5307	Translational Research for Advanced Nursing Practice	3	
NURS 5356	Financial and Economic Evidence in Health Care	3	
NURS 5339	Leadership and Health Policy for Quality and Safety	3	
Nursing Education Major Courses			
NURS 6315	Informatics and Health Care Technologies	3	
NURS 5338	Advanced Pathophysiology	3	
NURS 6302	Advanced Pharmacotherapeutics	3	
NURS 6210	Advanced Health Assessment & Clinical Reasoning	2	
NURS 6110	Advanced Health Assessment & Clinical Reasoning: Clinical Application	1	60
NURS 6260	Intro: Nursing Education Theories & Trends	2	
NURS 6132	Population State of the Science	1	
NURS 6262	Curriculum	2	
NURS 6134	Clinical Application I: Facilitation of Learning in an Academic Setting	1	60
NURS 6264	Strategies that Facilitate Learning Across Delivery Modalities and Systems	2	
NURS 6136	Clinical Application II: Facilitation of Learning in an Academic Setting	1	60
NURS 6266	Evaluation in Education	2	
NURS 6138	Clinical Application III: Facilitation of Learning Across Health Systems	1	60
	Total Hours	**36**	**240**

Nursing Education Plan of Study for Post-Graduate Certificate Pathway

Post Graduate Certificate Nursing Education		Semester Credit Hours	Clinical Hours
NURS 6315	Informatics and Health Care Technologies	3	
NURS 6260	Intro: Nursing Education Theories & Trends	2	
NURS 6132	Population State of the Science	1	
NURS 6262	Curriculum	2	
NURS 6134	Clinical Application I: Facilitation of Learning in an Academic Setting	1	60
NURS 6264	Strategies that Facilitate Learning Across Delivery Modalities and Systems	2	
NURS 6136	Clinical Application II: Facilitation of Learning in an Academic Setting	1	60
NURS 6266	Evaluation in Education	2	
NURS 6138	Clinical Application III: Facilitation of Learning Across Health Systems	1	60
	Total Hours	**15**	**180**

DOCTOR OF NURSING PRACTICE PLAN OF STUDY

Students are offered a post-MSN pathway through which to achieve the DNP degree. There are three tracks for the DNP: Advanced Practice Leadership, Executive Administrative Management and Public Health Nurse Leader. *See DNP Appendix for sample program plans for this track.*

Advanced Practice Leadership Plan of Study

The Advanced Practice Leadership track is for nurses who are nationally certified nurse practitioners and hold Advanced Practice Nurse (APN) licensure with the Texas Board of Nursing. The DNP in this specialty can be earned in 5 semesters as a full-time student and in 7 semesters as a part-time student.

Course Number	Course Name	Semester Credit Hours	Clinical Hours
Leadership Courses			
NURS 7311	Theories and Research in Leadership, Quality, Safety, and Evidence Base	3	
NURS 7322	Healthcare Policy Analysis & Advocacy	3	
NURS 7222	Leadership in Complex Healthcare Systems	2	
NURS 7324	Healthcare Economics and Policy	3	
Evidence Based Courses			
NURS 6315	Informatics and Health Care Technologies	3	
NURS 6380	Fundamentals of Epidemiology	3	
NURS 7321	Statistical Analysis for Quality Improvement and Health Delivery Systems	3	
NURS 7301	Methods for EBP Translational Science I	3	
NURS 7323	Design & Analysis for EBP Translational Science II	3	
DNP Major Courses			
NURS 7111	Advanced Nursing Seminar	1	
NURS 7511	Advanced Nursing: Clinical Application	5	300
NURS 7312	DNP Practice Inquiry: Seminar	3	
NURS 7313	DNP Practice Inquiry: Clinical Application	3	180
	Cognate	3	
	Total Hours	**41**	**480**

Executive Administrative Management Plan of Study

The Executive Administrative Management track is for students with a master's degree in nursing in administrative management or an equivalent degree in nursing who seek preparation as an executive level nurse leader. The DNP in this specialty can be earned in six semesters as a full-time student and eight semesters as a part-time student.

Course Number	Course Name	Semester Credit Hours	Clinical Hours
Leadership Courses			
NURS 7311	Theories and Research in Leadership, Quality, Safety, and Evidence Base	3	
NURS 7322	Healthcare Policy Analysis & Advocacy	3	
NURS 7222	Leadership in Complex Healthcare Systems	2	
NURS 7324	Healthcare Economics and Policy	3	
Evidence Based Courses			
NURS 6315	Informatics and Health Care Technologies	3	
NURS 6380	Fundamentals of Epidemiology	3	
NURS 7321	Statistical Analysis for Quality Improvement and Health Delivery Systems	3	
NURS 7301	Methods for EBP Translational Science I	3	
NURS 7323	Design & Analysis for EBP Translational Science II	3	
Executive Administrative Management Courses			
NURS 7314	Nursing and Health Systems Administration	3	
DNP Major Courses			
NURS 7111	Advanced Nursing Seminar	1	
NURS 7511	Advanced Nursing: Clinical Application	5	300
NURS 7312	DNP Practice Inquiry: Seminar	3	
NURS 7313	DNP Practice Inquiry: Clinical Application	3	180
	Total Hours	**41**	**480**

Public Health Nurse Leader Plan of Study

The Public Health Nurse Leader track is for students with a master's degree in nursing who desire leadership preparation in population-based public health nursing. Students in this track receive a Public Health Certificate from the UTHealth School of Public Health concurrent with the UT Health San Antonio SON DNP degree. The DNP in this specialty can be earned in seven semesters as a full-time student and nine semesters as a part-time student.

The PH/PHWM/PHM courses will be taken at the UTHealth School of Public Health. Please view individual course descriptions for information on required prerequisites or co-requisites at the UTHealth School of Public Health Catalog.

Course Number	Course Name	Semester Credit Hours	Clinical Hours
Leadership Courses			
NURS 7311	Theories and Research in Leadership, Quality, Safety, and Evidence Base	3	
NURS 7222	Leadership in Complex Healthcare Systems	2	
NURS 7322	Healthcare Policy Analysis & Advocacy	3	
NURS 7324	Healthcare Economics and Policy	3	
Evidence Based Courses			
NURS 6315	Informatics and Health Care Technologies	3	
NURS 6380/ PHM 2612	Epidemiology I	3	
NURS 7301	Methods for EBP Translational Science I	3	
NURS 7323	Design & Analysis for EBP Translational Science II	3	
Public Health Courses**			
PH 1690	Introduction to Biostatistics in Public Health	4	
PHM 3715	Management and Policy Concepts in Public Health	3	
PHM 1110	Health Promotion and Behavioral Sciences in Public Health	3	
PHWM 2110	Public Health Ecology & the Human Environment	3	
DNP Major Courses			
NURS 7111	Advanced Nursing Seminar	1	
NURS 7511	Advanced Nursing: Clinical Application	5	300
NURS 7312	DNP Practice Inquiry: Seminar	3	
NURS 7313	DNP Practice Inquiry: Clinical Application	3	180
	Total Semester Hours	**48**	**480**

DOCTOR OF PHILOSOPHY IN NURSING PROGRAM PLAN OF STUDY

Students may enter the PhD in Nursing program post-baccalaureate degree in nursing or post-master's degree in nursing. Full-time and part-time study options are available. Part-time study for doctoral students is defined as three credit hours or one courses per semester. Students complete 81 semester credit hours (which includes previous graduate coursework) in three to six years.** *See PhD Appendix for sample program plans for this track.*

Course Number	Course Name	Semester Credit Hours
NURS 5339	Leadership and Health Policy for Quality and Safety	3
NURS 5356	Financial and Economic Evidence In Health Care	3
NURS 6380	Fundamentals of Epidemiology	3
NURS 6315	Informatics and Health Care Technologies	3
NURS 7322	Healthcare Policy Analysis and Advocacy	3
NURS 7310	Theory Development, Analysis And Evaluation In Nursing	3
NURS 7380	Qualitative Inquiry For Clinical Nursing Research	3
NURS 7383	Qualitative Methods II: Application In Nursing Science	3
NURS 7374	Quantitative Research Methods I	3
NURS 7373	Nursing: Quantitative Research Methods II	3
NURS 7381	Nursing: Synthesis And Application Of Clinical Research	3
NURS 7377	Mixed Methods For Clinical Nurse Scientists	3
NURS 7316	Statistical Analysis For Nursing Science	3
NURS 7375	Regression Models For Nursing Science	3
NURS 7382	Structural Equation Models For Nursing Science	3
NURS 7325	Philosophy Of Nursing Science	3
NURS 7226	Ethics Of Nursing Science	2
NURS 7105	Role Of The Clinical Nurse Scientist	1
	Cognates	9 Post-BSN 6 Post-MSN
NURS 6071	Supervised Teaching	1
NURE 7090/ NURS 7099	Dissertation Proposal Process/Dissertation	12
NURE 7215	Applications Of Research In Nursing	2
NURE 7315	Applications of Research In Nursing	3
NURE 5090	Special Topics In Nursing: Grantsmanship	3
	Total Hours	**81**

***PhD Coursework or major examinations taken more than six years prior to the end of the candidate's final semester may not be accepted for credit, and if necessary, for the degree, must be repeated or specifically approved by the Committee on Graduate Studies.*

ELECTIVE COURSES

There are no elective courses required for the MSN, DNP or PhD programs. Electives taken would be in addition to the required credits to complete the degree.

COGNATES

There are required cognates for the DNP and PhD programs. Contact the Office for Academic Affairs for assistance with identifying cognates.

CORRESPONDENCE COURSES

Courses completed by correspondence are not accepted for graduate credit.

CHANGE OF MAJOR

Graduate students may petition the Committee on Graduate Studies (COGS) for the consideration of relevant issues influencing program progression, completion, and/or special status. Exemplars include but are not limited to: course waivers, change of major, and transfer of credit. Petitioning is the only process by which students may request official actions related to academic issues.

Students who wish to petition COGS must complete the Student Petition Form provided by the Office for Academic Affairs. The completed and signed Student Petition Form is submitted to the Office for Academic Affairs.

The Committee on Graduate Studies (COGS) reviews and votes on the petition request only three times a year prior to the beginning of registration for the next semester. Please contact the Office for Academic Affairs for specific deadlines for submitting change of major requests. The COGS decision will be communicated in writing to the student.

TRANSFER OF CREDIT

Academic work for the Master of Science in Nursing and the Doctor of Nursing Practice are usually completed within the Health Science Center. However, students may, with the approval of the Committee on Graduate Studies (COGS), transfer from another accredited institution a maximum of six semester credit hours (nine quarter hours) of graduate credit applicable to their course of study leading toward the Master of Science in Nursing, Doctor of Nursing Practice or PhD in Nursing degrees. Students in the DNP Public Health Nurse Leader track may transfer any eligible University of Texas School of Public Health (UTSPH) course. Only one eligible UTSPH course with a grade of 'C' will be accepted provided that the student has not earned a 'C' in another required course in the DNP program. Transfer of all other eligible UTSPH credits must show a grade of 'A' or 'B'.

Approval of any course for transfer, prior to registration for the course, is strongly recommended.

Approval of transfer credit requires that the student be enrolled in the graduate program. The student must complete a Request for Transfer of Credit form and submit it to the Office for Academic Affairs with an official course description from the Catalog and must make certain that an official transcript, sent directly from the college or university attended, is in her/his file or request that a transcript be sent as soon as the course is completed. **All courses must have been completed not more than five years before the degree is awarded.** Courses in which a grade of 'C' or less has been earned will not be accepted for transfer (see exception for students enrolled in the DNP Public Health Nurse Leader).

CLINICAL PRACTICUM HOURS AND EXPERIENCES

The MSN and DNP programs provides rich and varied opportunities for clinical/practicum experiences aimed at helping students achieve integration of *The Essentials of Master's Education in Nursing* (AACN, 2011) and *The Essentials of Doctoral Education for Advanced Nursing Practice* (AACN, 2006) and to design and implement the *DNP Project*. Throughout the MSN and DNP programs students are expected to use their clinical/practicum experiences and involvement with Preceptors/Organizational Partners to meet the competencies expected with their designated clinical role as Administrative Managers, Clinical Nurse Leaders, Nursing Educators, Nurse Practitioners, Executive Administrators or Public Health Nurse Leaders.

MSN CLINICAL PRACTICUM HOURS

The current credit allocation for clinical practicum hours in the MSN program is 4 hours per semester credit. Over a fifteen week semester one (1) semester hour of credit equals a total of 60 clock hours with the exception of the Administrative Management and CNL in which (1) semester hour of credit equals a total of 45 clock hours.

Major	Semester Credit Hours	Clinical Hours
Administrative Management	37	720
Clinical Nurse Leader	40	600
Nursing Education	36	240
Adult-Gerontology Acute Care Nurse Practitioner	50	660*
Family Nurse Practitioner	50	660*
Pediatric Nurse Practitioner Primary Care	50	660*
Psychiatric Mental Health Nurse Practitioner	50	660*

Each student must document the number of precepted clinical/practicum hours completed in their master's or post-graduate certificate program(s) in an electronic clinical management system named Typhon for verification of work for credit attainment and completion of the clinical course objectives.

MSN CLINICAL PRACTICUM EXPERIENCE

Clinical experience hours will be spent with preceptors who have the required master's or doctoral credentials to facilitate learning experiences for students. Faculty responsible for courses in the clinical major will assist students with clinical placements through the Clinical Liaison Office in the Office for Academic Affairs of the School of Nursing. Students are not expected to make their own arrangements; in fact clinical agency contracts often require that there be a single point of contact for student placements through a particular school or university. Clinical placements for agencies convenient to the student may not be available and desired clinical times may not be negotiable based on qualified preceptor availability. Travel may be required. Students are responsible for travel expenses and any additional expenses incurred by the clinical agency which may include, but are not limited to drug screening, background checks, ID badges, and immunizations.

Individuals who serve as preceptors for graduate students in the MSN program should meet the following qualifications:

1. Formal education and one year of professional experience as required for the professional role and practice; preferably an earned graduate degree or its equivalent in a specialty area of practice.
2. State licensure as required for the professional role and practice area, if applicable.
3. Administrative or management expertise derived from practical and theoretical preparation for individuals in administrative roles.
4. Commitment to assist students to meet defined learning objectives as established by the program of study.

When possible and practical, the MSN student is encouraged to work with a preceptor from outside of their current work setting. In large organizations, the MSN student can conduct their practicum hours outside the department or unit where they are employed. The line between current employment and clinical application hours and project(s) must be clear to the organization, the clinical preceptor, the faculty and the MSN student.

Roles and Responsibilities

The MSN educational process is a collaborative endeavor that involves the clinical preceptors/organizational partner, the student and faculty members. Each has a very specific role to advance the MSN student's knowledge and skill in a specialty area of practice.

The expectations of the **clinical preceptor/organizational partner** are to:

- serve as a role model
- share knowledge and expertise in content areas
- assist the student to meet learning objectives
- meet with student as necessary
- provide feedback and informal evaluation of the student to faculty and student

The **faculty** is responsible for:

- formal evaluation of the student
- communication throughout the practicum regarding clinical experiences
- acting as a resource person for the student and clinical mentor/organizational partner
- collaborating with the student to informally evaluate the clinical mentor/organizational partner

The **student** is responsible for:

- sharing learning objectives with the clinical preceptor/organizational partner
- sharing progress with course faculty
- planning for, preparing for, and meeting course objectives
- scheduling meetings with faculty and clinical preceptors/organizational partner
- maintaining appropriate records of clinical/practicum experiences

Detailed information guiding clinical placements can be found in the Graduate Preceptor, Faculty and Student Handbook.

Approval of Clinical Preceptor/Organizational Partner

Course faculty must approve all clinical preceptors/organizational partners, clinical sites and student learning objectives for the clinical/practicum experience to assure that the student will be able to meet course objectives in a particular setting. The semester prior to a scheduled clinical practicum course faculty responsible for the course will contact the students who are scheduled to be enrolled to begin making arrangements for the student's clinical experience. A Clinical Preceptor/Organizational Partner Intent of Relationship (IOR) **form and eCV must be submitted to the Clinical Liaison in the Office for Academic Affairs and approved through appropriate channels before the student can begin the learning experience in the designated clinical agency.**

Organization Approval

Once a clinical/practicum organization for a particular student is identified, the following steps are taken:

- The faculty will check with the SON Clinical Liaison in the Office for Academic Affairs to verify if there is a current Memorandum of Agreement (MOA) in place with the organization or community site where the student will be conducting their *clinical/practicum* experience. If an MOA is needed, the faculty submits the name of the organization, address, email, phone numbers and name of the clinical representative.
- The SON Clinical Liaison will determine which MOA is needed, then initiate an agreement between the agency and the SON. The agreement will be signed by the clinical agency representative, the appointed representative for the SON and the Health Science Center representative.
- In some cases it can take as long as 6 months to establish a new MOA, so students should begin to work early with their faculty to decide on their site(s) for learning experiences so the *SON* Clinical Liaison has enough time to make appropriate arrangements.

Students may not participate in a clinical/practicum in any agency in which there is not a current agreement on file with the SON Clinical Liaison

Evaluation of Clinical/Practicum

When students are enrolled in their clinical application courses, they are required to track their hours completed and patient cases in Typhon. Students also complete a reflective journal of their experiences. Throughout the term students are required to submit their journals via the course management system or the designated portfolio. The logs are reviewed by the faculty for meeting the clinical hour requirements and content. At the end of the term, the clinical/practicum will be graded on a pass/no pass basis.

DNP CLINICAL/PRACTICUM HOURS

The Doctor of Nursing Practice degree requires that all students must have 1,000 clinical/practicum hours post-bachelors to DNP. The clinical/practicum hour requirement for nurses in the Post-Master´s DNP program is 480 hours. Students who do not meet the criteria will be evaluated and required to take clinical courses designed to provide hours needed to complete the required 1000 clinical hours for the DNP degree.

Calculation of Clinical/Practicum Hours

Post-Master's students come from a wide variety of programs and with varying numbers of clinical hours in their Master's and Post-Master's programs. These hours depend on when and where students graduated and may or may not be able to be validated. Therefore, this policy includes various ways the faculty can assure students meet the clinical hour requirement.

Each student must document the number of precepted clinical/practicum hours completed in their Master's or Post-Master's program(s) on the *Verification of Previous Clinical/Practicum Hours* form. This form is submitted by students to their previous graduate program(s) for verification of hours. The completed and signed form must be submitted to the Office for Academic Affairs. For students who cannot document the number of hours completed in their programs, the following determinants may be utilized to make decisions as to the number of clinical hours the Post-Master's DNP student needs for graduation.

a) Qualified Nurse Practitioner applicants are expected to have had a minimum of 500 clinical/practicum hours in their master's program in order to meet requirements for recognition or licensure and national certification. Students may be awarded up to 140 clinical/practicum hours beyond the 500 hours required for national certification for other leadership programs they attended or certifications they may hold (see item "d" below).

b) DNP Post-master's students who do not have certification as an advanced practice nurse (APRN), but have graduated from a master's program that prepared them as an APRN and are certified as an APRN, will be recognized as equivalent to having 500 clinical/practicum hours in their master's program. These students will be required to complete a minimum of 500 clinical/ practicum hours in their DNP program of study.

c) Post-master's students who have certification as an Advanced Nurse Executive (NEA-BC), a Nurse Executive (NE-BC or CENP), or as a Certified Nurse Manager and Leader (CNML) are recognized as having a minimum of 500 hours clinical hours. These students will be required to complete a minimum of 500 clinical/practicum hours in their DNP program of study.

d) Executive Administrative Management applicants are expected to have had between 300 and 500 clinical/practicum hours. Administrative Management Master's programs are competency-based and frequently the practicum hours are not recorded. Therefore, to ensure students meet the required clinical/practicum hours additional experiences will be evaluated.

DNP CLINICAL/PRACTICUM EXPERIENCE

The DNP program provides rich and varied opportunities for clinical/practicum experiences aimed at helping students achieve integration of The Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006) and to design and implement the *DNP Project*. Throughout the DNP program students are expected to use their clinical/practicum experiences and involvement with Clinical Mentors/Organizational Partners to develop and hone their *DNP Project*. The primary aim of the practice work is to design, implement and evaluate change that will improve health outcomes for individuals, families, communities and/or populations. The purposes of the clinical/practicum experiences are to:

- Synthesize what is learned in didactic courses
- Foster intra-professional and inter-professional collaboration
- Broaden the clinical set at the doctoral level regardless of role or experience
- Design, implement and evaluate new practice approaches, health practices or policies for the *DNP Project*.
- Demonstrate leadership and collaboration skills
- Provide policy-making experiences
- Provide evidence of achievement of end-of-program outcomes and competencies

Activities Considered as Clinical/Practicum Hours

Clinical experience hours will be spent primarily designing, implementing and writing the *DNP Project.* Work that can count for clinical practice is:

- Time spent with a clinical mentor / organizational partner / agency
- Time spent researching the area of the *DNP Project* and / or specialization work done that pertains to their *DNP Project*
- Special projects related to the *DNP Project* and / or specialization work done that pertains to their *DNP Project*
- Conferences and workshops related to the DNP Project and / or specialization work done that pertains to their *DNP Project*
- Design, implement and evaluate *DNP Project*
- Mobilizing Interdisciplinary teams to solve clinical problems and/or improve delivery of care
- Data collection and Analysis
- Disseminate findings from doctoral work (abstracts, presentations, papers)
- The DNP student will keep a Practicum Learning and Activity Log.

Organizational Partner

The DNP builds upon the experience and education of master's-prepared Advanced Practice Nurses and Nursing Administrators. It is presumed students have met master's competencies in their specialty areas. The DNP practicum directly relates to academic goals, specialty practice interests and achieving DNP competencies. In general, post-master's students do not work with preceptors. They do, however, work with a clinical mentor/organizational partner, as approved by the student's faculty advisor or chair who is familiar with the student's area of interest. An organizational partner serves as an advocate/facilitator for the DNP student and for the *DNP Project* in the organization and to serve as a liaison for the organization to the SON. Clinical experiences may be done at the student's place of employment pending approval of the faculty.

Selecting an Organizational Partner

Clinical mentor/organizational partners may have a variety of skills, educational credentials and expertise and may be selected from a variety of disciplines. The decision on what constitutes an appropriate clinical mentor/organizational partner will depend on the area of academic and clinical interest of the student. The clinical mentor/organizational partner must hold a position in the organization where they can facilitate the DNP student's access to clinical services, organizational information, decision-makers and other personnel to meet the DNP student's clinical experience objectives and implement the *DNP Project* during the practicum within the organization. Clinical mentor/organizational partners are recruited by the faculty and the student may also recruit a partner for consideration by the faculty.

Individuals who serve as partners for graduate students in the Post-Master's DNP program should meet the following qualifications:

1. Formal education and professional experience as required for the professional role and practice; preferably an earned graduate degree or its equivalent in a specialty area of practice.
2. State licensure as required for the professional role and practice area, if applicable.
3. Administrative or management expertise derived from practical and theoretical preparation for individuals in administrative or public health positions.
4. Commitment to assist students to meet defined learning objectives as established by the program of study.

When possible and practical, the DNP student is encouraged to select a clinical mentor/organizational partner outside of their current work setting. The line between current employment and clinical application hours and project(s) must be clear to the organization, the clinical partner, the faculty, the *DNP Project* Committee and the DNP student.

Roles and Responsibilities

The DNP educational process is a collaborative endeavor that involves the organizational partner, the student and faculty members. Each has a very specific role to advance the DNP student's knowledge and skill in a specialty area of practice.

The expectations of the **organizational partner** are to:

- serve as a role model
- share knowledge and expertise in content areas
- assist the student to meet learning objectives
- meet with student as necessary
- provide feedback and informal evaluation of the student to faculty and student
- may serve on the student's *DNP Project* Committee
- attends proposal and final *DNP Project* presentation as applicable

The **faculty** is responsible for:

- formal evaluation of the student
- communication throughout the practicum regarding clinical experiences
- acting as a resource person for the student and clinical mentor/organizational partner
- collaborating with students to informally evaluate the clinical mentor/organizational partner

The **student** is responsible for:

- sharing learning objectives with the clinical mentor/organizational partner
- sharing progress with course faculty
- planning, preparing and implementing the *DNP Project* and meeting course objectives
- scheduling meetings with faculty and clinical mentor/organizational partner
- maintaining appropriate records of practicum (see Appendix III)

Approval of Clinical Mentor/Organizational Partner

Course faculty or the *DNP Project Chair* must approve the clinical mentor/organizational partner, clinical sites and student learning objectives for the clinical/practicum experience. DNP faculty approves a clinical mentor/organizational partner based on the mentor's qualifications as well as the student's learning needs and course and program objectives. To facilitate the approval of a clinical mentor/organizational partner the student and the mentor complete the *DNP Clinical Mentor/Organizational Partner – Intent of Relationship (IOR)* form. Once a clinical mentor/organizational partner is approved, a letter and/or email with the faculty's or *DNP Project Chair's* contact information is sent to the clinical mentor/organizational partner. The letter also provides confirmation that the student has received approval to work with the clinical mentor/organizational partner to achieve the learning objectives. The IOR and DNP Charter forms are to be submitted to the Clinical Liaison in the Office for Academic Affairs.

Organization Approval

Once a clinical/practicum organization for a particular student is identified, the following steps are taken:

- The faculty will check with the School of Nursing (SON) Clinical Liaison in the Office for Academic Affairs to verify if there is a current Memorandum of Agreement (MOA) in place with the organization or community site where the student will be conducting their *DNP Project* experience. If an MOA is needed the student submits the name of the organization, address, email, phone numbers and name of the clinical representative.
- The SON Clinical Liaison will determine which MOA is needed, then initiate an agreement between the agency and the SON. The agreement will be signed by the clinical agency representative, the appointed representative for the SON and the Health Science Center representative.
- In some cases it can take as long as 6 months to establish a new MOA, so students should begin to work early with their faculty to decide on their site(s) for their *DNP Project* experience so the SON Clinical Liaison has enough time to make appropriate arrangements.

Students may not participate in clinical/practicum in any agency in which there is not a current MOA on file with the SON Clinical Liaison

Evaluation of Clinical/Practicum

When students are enrolled in their clinical application courses (NURS 7511 and NURS 7313), they are required to maintain a log which records hours completed and a reflective journal of their experiences. Throughout the term students are required to submit their journals via the course management system, and they are reviewed by the faculty for meeting the clinical hour requirements and content. At the end of the term, the clinical/practicum is graded on a pass/no pass basis.

GRADUATE PROGRAM REQUIREMENTS

ADMISSION CRITERIA AND PROCESS

Applications to the School of Nursing programs are submitted via the Centralized Application Service for Nursing Programs (NursingCAS). Students must pay a NursingCAS application fee, submit official transcript(s) from each post-secondary institution attended to NursingCAS (even if no degree was awarded) and submit three professional references via the NursingCAS application.

International transcripts must be evaluated by an accredited foreign credential service. International applicants are also required to submit an official copy of Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) score.

Applications for BSN to DNP fall admission are due March 1. Applications for Post-MSN to DNP and PhD fall admission are due April 1. For detailed information about admission requirements for the graduate programs visit the on-line University Course Catalog by clicking on the following links:

Master of Science in Nursing

Post-BSN to Doctor of Nursing Practice

Post- MSN to Doctor of Nursing Practice

Nursing Science Doctor of Philosophy in Nursing

ADMISSIONS RELATED LINKS

For information regarding Academic Fresh Start, International, and Military, as well a residency classification, please the links below:

Academic Fresh Start

International Applicants

VA Education Benefits

Residency Questionnaire

COMPUTER REQUIREMENT

All courses in the School of Nursing have an online component or other requirements that necessitate the use of a computer. Students are required to have certain minimum computer competencies. Minimum competencies include basic familiarity with computers, use of Internet, word processing, email and presentation software. The official method of communication is via students' Health Science Center "Livemail" account. The Microsoft Office Suite, which includes Word, Excel, PowerPoint, and Outlook, is required for all students.

To perform optimally for course requirements and to operate on the HSC network properly, laptops need to be checked for both hardware and software requirements prior to the start of class. Proper configuration and operation checks are encouraged to be completed prior to new student orientation.

Laptop checks are typically 30 minutes or less and can be performed in person on campus or via a remote desktop connection that will require the student to have Internet access. Laptop checks are scheduled by calling the IMS Service Desk at 210-567-7777, option 1. The student should indicate that they are School of Nursing and calling to schedule a laptop check. An available date/time will be agreed upon, as well as if the check will be in person or via remote session.

The evaluating technician will record pass/fail status, which will be reported to SON staff. In the event of a failure, the technician will provide suggestions/options to correct as needed. The student will need to contact the Service Desk and schedule a re-evaluation once the short comings have been corrected. During the evaluation the technician may install or assist the student with installing software needed for upcoming courses such as Lync client and SPSS.

Hardware Minimum Requirements:

- Processor: i5 Series, 2.4GHz
- Memory: 4GB (8GB recommended)
- Hard Drive: 250GB
- Resolution: 1024 x 768
- Wireless: N capable

Hardware Recommended Requirements:

- Processor: i7 Series, 1.2GHz m5 or 1.3GHz m7
- Memory: 8GB
- Hard Drive: 500GB
- Resolution: 1980 x 1080 (desktop)
- Wireless: At least N

Software Minimum Requirements:

- OS: Windows 7 / Mac OS 10.7
- MS Office: 2010 Windows / 2011 Mac
- Antivirus Software

Software Minimum Requirements:

- OS: Windows 7 or 10 / OS X El Capitan
- MS Office: 2010 Windows / 2011 Mac
- Antivirus Software

Microsoft Products available to students in the Campus Bookstore (see store for pricing):
Windows 7 Professional and Windows 8.1Professional
Office 2013 for Windows / Office 2011 for Mac

SPSS download: https://www.ibm.com/analytics/spss-trials

Information Management & Services Solution (IMS):
Service Desk: 210-567-7777 Website: http://ims.uthscsa.edu/index.aspx
E-mail: ims-servicedesk@uthscsa.edu

ACADEMIC POLICIES AND PROCEDURES

Information about academic policies or procedures, as well as curriculum information, may be obtained from the UT Health San Antonio School of Nursing Catalog. PhD students should refer to the Graduate School of Biomedical Sciences (GSBS) Catalog.

SCHEDULE OF CLASSES

Courses approved for the graduate programs are published in the University Catalog at http://catalog.uthscsa.edu/. Please refer to the Course Catalog to learn about pre- or co-requisite NURE and NURS courses. To access Class Schedules go to http://uthscsa.edu/fsprec/schedules.asp. For course schedules and syllabi go to http://nursing.uthscsa.edu/programs/sch_syll.aspx.

REGISTRATION AND ENROLLMENT

Entering students must register on the date of official registration listed in the academic calendar. Those who do not register in the School of Nursing in three consecutive terms are considered to have withdrawn and their School of Nursing records are deactivated. Deactivated students may not register for courses, take examinations, submit Application for Degree or Degree Plan forms, or otherwise participate in the University community and the School of Nursing. The Registrar website has registration deadlines the Academic Calendar and instructions on Registering for Classes.

Students go to My Student Center and login to view classes, register, add, or drop classes.

In Absentia Registration

PhD students must be registered in INTD 1000 for the term in which they graduate and all fees and tuition apply. A special arrangement is made for students who defend the dissertation or thesis after the last Graduate Faculty Council (GFC) meeting of the term and before the first class day of the following term.

The student who expects to defend the dissertation or thesis in this interval should register for one credit hour for the next term. Following the successful defense of the dissertation, the student may drop the one credit hour and register *In Absentia* for the coming term. This must be accomplished before the first class day of the new term. *In Absentia* registration should be designated as zero credit hours and the student will be charged a fee.

ADDING/DROPPING OR WITHDRAWAL FROM COURSES

Adding and Dropping Courses

Students are expected to pre-register for all course work. After the first day of classes and prior to census day student may add classes with the approval of the appropriate Associate Dean.

Dropping refers to the procedure by which students remove themselves from one or more of the courses in which they are enrolled while continuing in the remainder of their courses. A student who is enrolled in only one course must either withdraw or apply for a leave of absence if he/she intends to drop the course. Please refer to the Office of the University Registrar's section of the catalog.

Withdrawal from Courses

Students who complete the formal withdrawal process through the Office of the University Registrar before final exams begin will be awarded a grade of W. Students who do not complete the formal withdrawal process will receive a letter grade which they earned in a course.

LEAVE OF ABSENCE

Under certain circumstances, students may be granted a leave of absence. See the UT Health San Antonio Course Catalog – School of Nursing Policies for general and military leave of absence.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS (FERPA)

See the UT Health San Antonio Course Catalog regarding FERPA.

TUITION AND FEES

Please note that registration is not complete until all applicable fees have been paid. Students may register by the end of the Web Registration period without late fees or penalties. Tuition and fees must be paid by the close of business the day before the first day of class or class registrations will be voided. To determine class dates, see the Academic Calendar. Students with financial aid awards (loans, grants, scholarships, waivers) must acknowledge their intent to pay tuition with financial aid by the tuition payment deadline or class registrations will be voided. See the Tuition and Fees section of the UT Health San Antonio Course Catalog for more details.

CONTINUOUS ENROLLMENT

Once admitted to the graduate program, a student must be registered for a minimum of one credit hour during each Fall and Spring terms of his/her graduate education (unless he/she is on an approved leave of absence). This includes periods when the student is engaged in research, taking comprehensive exams, working on dissertation, or in any other way using university facilities or faculty time including the term in which they graduate. Students in their last term of the PhD program will be required to be enrolled in UT Health San Antonio courses/dissertation or register in absentia, if all program work has been completed.

READMISSION

Individuals who have not registered in three consecutive terms must apply for readmission unless they were previously granted official permission for leave of absence. Students who do not return from leave within the one-year limit will be withdrawn from the nursing program and will have to apply for admission as a new student.

An application for readmission by a student who has previously withdrawn or has been dismissed is subject to the same requirements, procedures, and acceptance considerations that apply to first-time applicants.

When students interrupt their enrollment at the HSC and return later to complete their plan of study, major curriculum changes may have occurred, affecting the student's ability to graduate with requisite competencies/knowledge currently implied by the degree or certificate sought.

1. If there have been no curricular changes in the program during the non-enrollment period, the student may remain under the student's original degree plan.
2. When a student re-enrolls after an interruption of enrollment of more than one year a conference shall be held between the student and the student's Program Advisor or other designated official to determine whether changes in the student's degree plan are necessary to acquire the competencies and knowledge required by the current degree or certificate:
    a. If course content has changed during the period of non-enrollment, even though course titles have not, the student may be required to repeat such courses, if essential new competencies/knowledge must be acquired.
    b. If program curricula have changed during the period of non-enrollment, the student may be required to follow the current degree plan.
    c. If the student re-enrolls in a different program than the one in which the student was previously enrolled, the student's new degree plan shall be governed by the degree or certificate requirements in the newly selected program that are in effect at the time of re-enrollment.
    d. It is recommended that, prior to the conference with the student; the person responsible for this function should obtain a copy of the student's current transcript and current degree audit record to determine the remaining courses that are necessary to omit the requirements of the original degree plan.

Those seeking readmission are subject to all requirements, procedures, and acceptance considerations outlined in the UT Health San Antonio Course Catalog.

ADVISEMENT

PROGRAM COORDINATOR

The Program Coordinator serves as the Academic Advisor for the student in program planning and academic counseling. The Program Coordinator is a graduate support staff member in the Office for Academic Affairs who assists students to develop their academic plan and to select courses for each term of study. The Program Coordinator provides assistance when the student files their Program Plan and will ensure that the student enrolls in courses that meet program and degree requirements.

FACULTY ADVISOR

The faculty advisor serves as a mentor for the student.

- Master's students should seek advisement from their track coordinator.

- PhD supervising professor selection is based on the student's professional goals and the compatibility of clinical and research interests; including the topic and method of the dissertation research.

  Normally, the research advisor who guided the student's preliminary research activities continues as supervising professor, but this arrangement is not obligatory. The PhD Supervising Committee must consist of at least four persons: the supervising professor, two (2) members of the graduate faculty of the nursing program, and one (1) faculty member of the Health Science Center in a supporting area outside the nursing program, but need not be a member of the graduate faculty.

- DNP students select an advisor based on mutual practice interests. Specifically the faculty advisor:
  - plays an important role in orienting the student to the program
  - monitors the student's progress
  - interprets the DNP program requirements and policies
  - assists the student in selecting a faculty chair for their *DNP Project* or serve as the student's project Chair if appropriate

  The DNP Project Committee must consist of at least two qualified members. See Selection of DNP Project Committee for more details.

CHANGE OF CHAIR OF DNP PROJECT OR PHD DISSERTATION

In the event you wish to make a change, you should contact your proposed new faculty to see if they are willing to take you on as a student. Remember that it is not a foregone conclusion that they will say yes—they may already have too many students or too many other obligations to allow that. It is a matter of professional courtesy to also talk to your previous faculty to let them know of your decision and thank them for their assistance.

After communication has taken place, you must contact the Office for Academic Affairs to complete the required paperwork and process the request.

STUDENT ADVISEMENT RESPONSIBILITIES

The student bears substantial responsibility to assure that advisement occurs in a timely and appropriate manner. Graduate students are responsible for familiarizing themselves with all university and graduate policies and procedures. Each student should also communicate directly with his/her academic faculty to be clear on its expectations for degree completion and is responsible to follow the program plan agreed upon with the Program Coordinator. In addition, the student should communicate regularly with his/her faculty advisor regarding progress, plans, and goals.

ACADEMIC PROGRESS

ATTENDANCE

The School of Nursing faculty believes that attendance at scheduled classes, examinations, clinical experiences and clinical learning laboratory is crucial to meeting course and program objectives. Excused absences may be granted by the instructor in such cases as illness or personal emergency and are considered on an individual basis. Time missed, even when excused, will count toward the total allotment for missed time from clinical. Faculty may also require that the student complete a makeup assignment. Please see course syllabus and the University Catalog for attendance requirements.

EXAMINATIONS

Examinations must be taken on the date and time scheduled. If extenuating circumstances prevent the student from taking an examination, prior approval must be granted by the course instructor to postpone the examination. If a student misses an examination without prior approval by the instructor, a grade of **F** will be recorded for the examination.

GUIDELINES FOR WRITTEN WORK

All written work is to be submitted on the announced due date(s) and time (s) unless the student has made previous arrangements with the faculty member. Penalties may apply to late submissions as noted in course materials. Guidelines for written work have been approved and adopted by the faculty. All students are required to use the official source book for citation and writing protocols. The official source book to be used at every level in the graduate program will be the most recent edition of the *Publication Manual of The American Psychological Association*, Washington, D.C. Students are expected to follow the guidelines set forth in this manual; it is the only acceptable source book.

The University Course Catalog addresses plagiarism in the section that addresses scholastic dishonesty under procedures and regulations governing Student Conduct and Discipline. Any student found guilty of plagiarism is subject to disciplinary penalty ranging from written reprimand, zero on the work, failure in the course and through dismissal from the program.

INSTITUTIONAL REVIEW OF SCHOLARLY PROJECTS

Institutional Review Board (IRB)

Selected Scholarly Projects that the students initiates or participates in during graduate school may require review by UT Health San Antonio Institutional Review Board (IRB) to establish benefits and risks and the need for protection of human subjects prior to the implementation of the project. To protect human subjects, IRB review is indicated. The IRB at UT Health San Antonio policies for human subjects' protection reflect national standards of compliance with the Office for Human Research Protection of the Department of Health and Human Services (Title 45, Part 46).

Completion of the Human Research Curriculum (CITI –Collaborative Institutional Training Initiative) is required prior to the submission of the online application. This web-based training is available on the UT Health San Antonio IRB web site. The CITI training must be completed prior to initiation of these projects. The IRB application is submitted ***only after*** the faculty has reviewed and approved the application. A copy of the IRB letter of approval must be submitted to the Faculty Chair and the Office for Academic Affairs before implementation of the project. Additional IRB approvals and CITI training may be required from the agency or institution in which the project will be implemented (DNP IRB Guidelines). Working with IRB approvals outside UT Health San Antonio may take up to one to two months so plan appropriately by checking with your IRB institution.

PROGRESSION IN THE GRADUATE PROGRAM

Complete policies and details on progression in the Graduate Program care outlined in the specific degree programs section of the UT Health San Antonio School of Nursing Catalog.

MILESTONE REVIEW FOR PHD PROGRAM

The purpose of the milestone agreement is to inform students of the academic milestones that they will be expected to reach in order to earn their PhD degree as well as when they are expected to complete these milestones. Students who are not making satisfactory progress may lose funding, be placed on academic probation or be dismissed from the program.

Upon entering the program, all students are assigned an advisor. The advisor will be a member of the School of Nursing. The student will select a supervising professor during the last term of coursework. The supervising professor will replace the advisor through completion of the program. Academic advising includes the following elements that are designed to ensure that students remain in good academic standing and make satisfactory progress through the program. Advisors are responsible for the following:

1. Ensuring that semi-annual reviews between student and advisor and/or supervising committee occur. The results of this review will be included in the program's annual doctoral progress report.
2. Providing suggestions on course selection.
3. Reviewing the student's Degree Plan to determine if the student is making progress consistent with the expectations of the program and reaching milestones according to the timeline provided on this form; working with the Committee on Graduate Studies (COGS) and student to determine if modifications are necessary.
4. Clarifying the timetable for completing any remaining course requirements, examinations and other requirements.
5. Providing the student with assistance in understanding the requirements for successful completion of dissertation.
6. Providing the student with assistance in assembling a dissertation committee.
7. Providing the student with experiences and information that will optimize the student's career opportunities and success.

The milestones and time of review are indicated in the chart below:

PhD Program Milestone	When
Review of student's progress with advisor or supervising professor	Every Semester
Coursework successfully completed	6 semesters post MSN/9 semesters post BSN
Successful completion of oral and/or written qualifying exam	Semester following course
Dissertation Committee appointed and approved by Graduate School	Concurrent with NURE 7090
Research protocols and/or IRB approval (as applicable)	After dissertation proposal defense
Dissertation proposal completed and approved	Proposal defense
Student admitted to doctoral candidacy	Following proposal defense
Dissertation completed, successfully defended, and approved by Committee	2-4 semesters following proposal defense
Student completes and files all paperwork required for graduation	Two weeks prior to dissertation defense
Dissertation accepted by Graduate School	GFC meeting following defense
Complete SON PhD program exit survey	2 weeks prior to graduation
Complete and submit SED to the Graduate School Dean's Office Submit exit survey to Dr. Blake in Graduate School Dean's Office	

DEGREE COMPLETION AND GRADUATION

DETERMINATION OF ACADEMIC REQUIREMENTS DEGREE AND TIME LIMIT

Students have 6 years to complete a graduate or professional program under the catalog in effect when they initially registered.

Each doctoral student must spend a minimum of two full 16-week semesters, or the equivalent, as a full-time student in residence at the UT Health San Antonio Graduate School of Biomedical Sciences. A candidate for the PhD degree must be registered in the dissertation course for at least two terms. Registration for NURS 7099 Dissertation must be for 3 semester credit hours in the last term. The residence requirement is based on the premise that the scholarship and proficiency necessary for achievement of a graduate degree in the biomedical sciences are best acquired through endeavors devoted wholly to study and research in the university environment.

INTENT TO GRADUATE

It is the responsibility of the candidate to apply for graduation online in My Student Center the term prior to the anticipated graduation. Students may expect to receive an email through their LiveMail accounts from the Registrar Office once the application is available to them for completion. Note that the email will reach students in the term preceding their scheduled term of graduation (e.g., students expecting to graduate in the spring will receive an email prompt in the fall). Failure to receive and/or read said email is not grounds for failing to apply for graduation online.

Online submission of the Application for Graduation will prompt an audit of your academic record to ensure you are eligible to graduate and have completed all requirements to receive your award. Information provided by the student is used in commencement programs. Your degree will be published using your **full legal name**.

Candidates for degrees and certificates are required to complete the following procedures:

- Complete the University's Application for Graduation form online in the Student Center via The Portal in the term before anticipated graduation. The student's diploma name as requested in the Application for Graduation form is printed on her/his diploma and information provided by the student is used in commencement programs. Submission of this form is mandatory for release of a student's diploma.
- Register in the term the certificate or degree is to be conferred.
- Attend an Exit Interview session scheduled by the Student Financial Aid Office for students who have received financial assistance which must be repaid after graduation. See the University Course Catalog for the complete Graduation Policy and the Office of the Registrar for complete information on Applying for Graduation.

GRADUATE RECOGNITION AND COMMENCEMENT

Each May and December, the School of Nursing hosts a Commencement Ceremony for its graduates to recognize and celebrate their accomplishments. All graduates are expected to attend this ceremony. August graduates may participate in the May or December. All faculty are also expected to attend and participate in the School of Nursing Commencement Ceremony.

School of Nursing graduates can find additional information about the School of Nursing Commencement Ceremony via the Office of Admissions and Student Services or the Office of Student Life Commencement and Regalia & Invitations sites.

EXIT AND ALUMNI SURVEYS

Every year, the School of Nursing evaluates data obtained from two surveys. In the last term of their program, students are requested to evaluate the curriculum of their respective program in the Exit Survey. They are also asked where they will be employed, professional activities and career goals upon graduation. Much of the same information is requested in the Alumni survey, which is sent to students who have already graduated from the program. Tracking information is also requested. Both surveys provide information to help the school plan for future students and strengthen the program. All responses remain confidential and are reported only in aggregate form.

CONDUCT AND DISCIPLINE

Students are responsible for knowing and observing the University's procedures and regulations governing Student Conduct and Discipline and the Rules and Regulations of the Board of Regents. See the UT Health San Antonio Course Catalog – School of Nursing Policies for the following:

- Conduct and Discipline
- Professional Conduct Guidelines
- Professionalism
- Students Rights and Responsibilities
- Faculty Responsibilities
- Social Media Guidelines
- Scholastic Dishonesty

School of Nursing Code of Professional Conduct

Students who are nurses or are preparing to enter the profession of nursing are expected to treat others with respect and compassion. "Respect for persons extends to all individuals with whom the nurse interacts. Nurses maintain professional, respectful, and caring relationships with colleagues and are committed to fair treatment, transparency, integrity-preserving compromise, and the best resolution of conflicts. Nurses function in many roles and settings, including direct care provider, care coordinator, administrator, educator, policy maker, researcher, and consultant." (American Nurses Association Code for Nurses, Interpretive Statement 1.5).

The students, faculty, Department Chairs, Associate Deans, and the Dean of the School of Nursing of UT Health San Antonio subscribe to the highest standards of conduct. Our aim is professional behavior beyond reproach. Failure to abide by the signed code of professional conduct may lead to suspension and/or permanent dismissal from the UT Health San Antonio SON. In particular, we subscribe to the provisions of the *Code of Ethics for Nurses* and the following points of conduct.

A. **I will promote and maintain an honest and effective learning environment. I will:**
   - Do my part to ensure that the environment promotes acquisition of nursing competencies; integrating nursing knowledge with the mastery of skills, and the values of the profession.
   - Not tolerate nor engage in harassment, flagrant disruption of the learning process, demeaning language or visual aids, disrespectful behavior, or lack of respect for life and living things.
   - Exhibit the highest standards of conduct, honesty, and professionalism.
   - Identify and report those who exhibit academic of professional misconduct following the chain of command.
   - Appreciate each individual as a person of value and help maintain dignity during the learning process.

B. **I will place primary emphasis on the health and welfare of patients, students, and the School of Nursing. I will:**
   - Attain and maintain the most current knowledge in the healing arts, the skill to apply that knowledge, and caring attitudes.
   - Display respect and compassion for all patients, students, and members of the School of Nursing.
   - Foster and preserve the trust that exists between the faculty and all patients, students, and members of the School of Nursing.

- Protect and maintain the confidentiality, integrity and availability of patients, students, and members of the School of Nursing information – especially when communicating via social media – and adhere to the Health Science Center recent information security and anti-phishing standards including but not limited to encryption and device management.
- Not tolerate nor engage in unprofessional behavior (as defined by Rule §217.12 of the Texas Administrative Code and the Texas Board of Nursing Rules and Regulations Relating to Nurse Education Licensure and Practice.

C. I will conduct myself at all times in a professional manner. I will:

- Exhibit honesty, openness, and evenhandedness in dealing with others.
- Maintain a professional appearance at all times and adhere to the dress code defined within the School of Nursing Student Handbook.
- Not harass other individuals, including participation in behavior that is severe, pervasive or persistent to a degree that a reasonable person similarly situated would be prevented from accessing an educational opportunity or benefit. This behavior includes, but is not limited to, verbal abuse, threats, intimidation, harassment, and coercion. In addition, harassment may be conducted by a variety of mediums, including but not limited to, physical, verbal, graphic, written or electronic. The School of Nursing will not tolerate harassment to include harassment against individuals based on sexual identity, race /ethnicity religion, gender, and/or sexual orientation, stalking, or physical threats of violence.
- Take responsibility for my actions, acknowledge my limitations, and ask for assistance when needed.
- Assure the welfare of others is not compromised as a result of any inadequacy.
- Not be deceitful or self-serving.
- Achieve satisfactory balance in personal, community, and professional activities.
- Not allow personal conflict to interfere with objectivity in relationships with colleagues or patients.
- Not participate in activities that include hazing, theft, vandalism, abuse of alcohol in violation of University rules, illegal or unauthorized use of firearms or explosives, or the act of using, possessing, being under the influence of, manufacturing or distributing illegal drugs or illegally obtained/possessed controlled substances.
- Accommodate a fellow professional's request for my knowledge and expertise.
- Refrain from a manifestation of bias, including sexual, marital, disability, racial, ethnic, or cultural harassment.
- Not engage in physical abuse of others to include any intent or attempt to cause injury or inflict pain; or causing injury or inflicting pain. Also causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. It is not a defense that the person, group, or organization against whom the physical abuse was directed consented to, or acquiesced to, the physical abuse.
- Support my fellow professionals if they should falter.
- Identify any person whose ability is impaired, support them as they seek rehabilitation, and help them to reintegrate into the community.

STUDENT CONCERNS

ACADEMIC APPEALS AND GRIEVANCES

Student academic appeals and grievances are handled through established policies and procedures for the School of Nursing as outlined in the following UT Health San Antonio Course Catalog – School of Nursing Policies:

- Academic Appeals and Grievances
- Procedure for Academic Review (Grade Appeal Process)
- Procedure for Second Readers of Papers and/or Projects
- Non-Academic Appeals and Grievances

POLICY/PROCEDURE FOR STUDENT COMPLAINTS

This policy provides guidelines for the collection and record retention of student complaints submitted to an institutional officer of UT Health San Antonio SON. The purpose of this policy is to provide a mechanism for tracking the timeliness of responses to complaints as well as the outcome of complaints. In addition, this policy provides a mechanism for identifying patterns or systemic problems with institutional quality or with factors related to the General Institutional Requirements or Criteria for Accreditation.

Definitions

Complaint Log - a confidential record of student complaints which identifies the persons involved with individual complaints and the outcomes of the complaints.

Student complaint - focused principally on complaints made formally by a student, and addressed to an institutional officer with the responsibility to handle the complaint.

Minor complaints –complaints that, after appropriate evaluation, are deemed to have little or no effect on the well-being of students, faculty, staff or the school of nursing as a whole.

Institutional Officer – a dean, an associate dean, department chair or anyone in an administrative role who has the responsibility to handle the complaint.

Applicability

This policy applies to institutional officers with responsibility to handle student complaints.

Procedure

- Complaints must be dealt with in a timely manner and in a way that demonstrates fairness to students, faculty and staff. The student has 10 business days after the occurrence to submit a complaint. Within 7 business days of the receipt of complaint, the institutional officer will respond to the student in writing with feedback regarding status of the complaint resolution.

- Complaint logs must be reviewed by the officers of the institution or their designees to assess patterns to the complaints that might suggest problems with institutional quality or with factors related to the General Institutional Requirements or Criteria for Accreditation. Complaint logs will be reviewed by the appropriate Associate Deans in September of each year to draft a report that will be shared with Committee on Undergraduate Studies (COUS), the Committee on Graduate Studies (COGS), Faculty Council and Faculty Assembly

- Complaint logs must be used to record receipt of a student complaint and at a minimum must contain the date of receipt, persons involved and the resolution of the complaint. The amount of detail provided may vary according to the complaint but should be sufficiently documented to provide the issues and resolutions.

- Complaints from parents, employers, community residents, or former students or alums do not need to be recorded although they may be tracked if a unit wishes to do so. Minor complaints do not need to be recorded on the complaint log. However, the complaint log should include complaints that are of a non-academic as well as an academic nature, provided these complaints are from current or recent students.

- The privacy of students as well as the privacy of other parties must be enforced in accordance with the Family Educational Rights and Responsibility Act (FERPA). Do not share complaint logs with anyone if the logs contain student and/or other names on it. Electronic copies of student complaint logs must be password protected.

Supporting Documentation

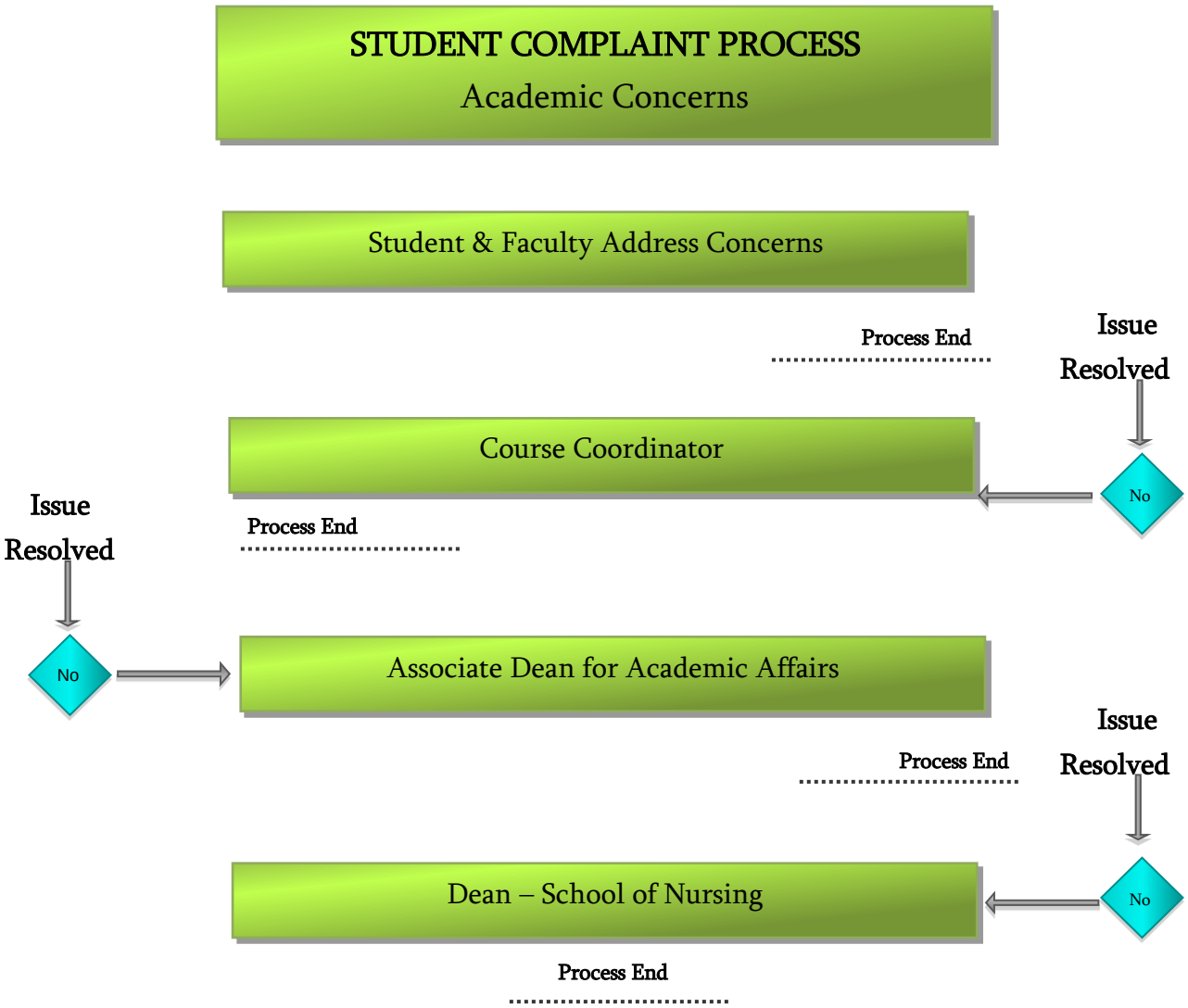
- Student Complaint Process Academic Flow Chart
- Student Complaint Process Non-Academic Flow Chart
- Confidential Record of Student Complaint Form
- Complaint Log

Records Retention

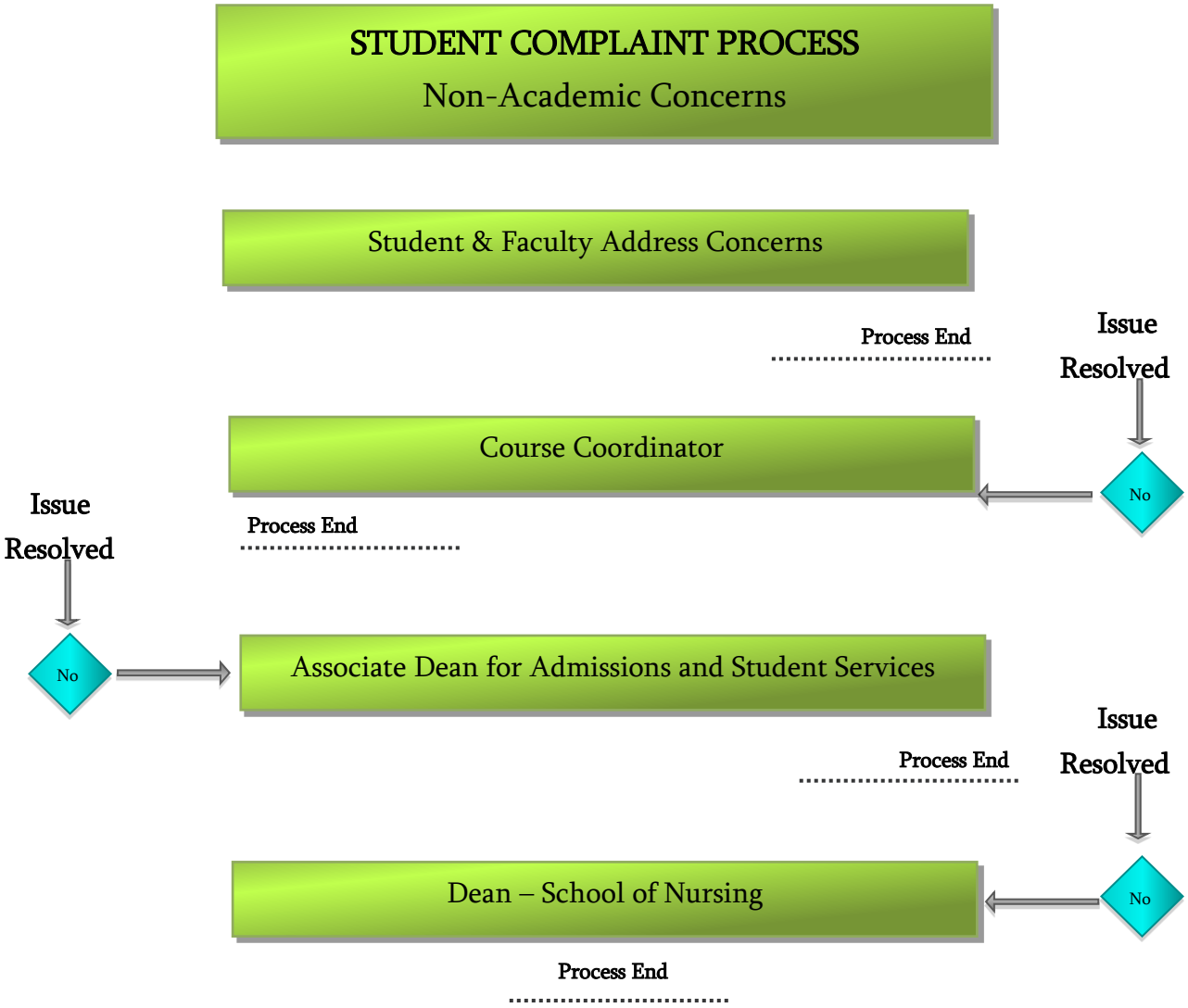
- The Office for Academic Affairs maintains records of student complaints related to academic matters and the Office of Admissions and Students Services maintains records of student complaints related to non-academic matters.
- The Confidential Record of Student Complaint Form will be retained for five years following the student's graduation and then destroyed per University policy.
- The Complaint Log will be retained for the period of program re-accreditation and subsequently destroyed per University policy.

Flow charts outlining the student complaint process for academic concerns and non-academic concerns are provided on the following pages.

ACADEMIC CONCERNS FLOW CHART



NON-ACADEMIC CONCERNS FLOW CHART



RESOURCES

Visit the Current Students site for information regarding:

University Course Catalog
Degree Requirements
Library, School Policies
Program Policies
Student Life
Calendars
Financial Aid
Work-Study-Scholarship Program
Scholarships
Traineeships
Forms
Graduation Information
Registrar's Office
Blackboard
Webmail
Bookstore
Counseling
Helpdesk
Tuition and Fees
Program Cost Sheets
ADA and ADA Request Forms
Emergency Information
UT Police
Campus Maps

TEACHING ASSISTANTS

Opportunities are available for graduate nursing students enrolled part-time to work as teaching assistants in the School of Nursing. Interested applicants should contact the Office of Admissions and Student Services in the School of Nursing for additional information.

OFFICE OF ACADEMIC AFFAIRS

This office supports the school's educational goals of educating a diverse student body to become excellent nurses and nurse scientists. The office provides oversight of the development, implementation and evaluation of the curriculum to ensure the quality of education offered. The office serves as a resource for faculty and students in both the undergraduate and graduate programs. Major responsibilities include:

- Strategic planning for academic programs
- Academic advisement and student progression issues
- Clinical site development and management of clinical contracts
- Coordination of accreditation and regulatory requirements
- Coordination of course schedules and maps
- Depository for student program plans, comprehensive exams, DNP projects and thesis/dissertation approvals and electronic DNP projects.
- Development and coordination of academic policies and procedures
- Program evaluation oversight, including course and teaching evaluations

OFFICE OF ADMISSIONS AND STUDENT SERVICES

The Office of Admissions and Student Services (OASS) provides and coordinates admissions, student services and a variety of academic and non-academic services. Our team assists with career guidance, referral for personal counseling, learning strategies, financial aid and scholarships, student organizations and commencement. We are also responsible for coordinating career fairs in the fall and spring.

We engage with our diverse students and communities to produce the future nursing leaders of our expanding world who will lead the transformation of nursing care to make lives better through education, research and practice.

CAREER SERVICES AND GUIDANCE

The OASS team organizes a career fair every fall and spring. The goal of the fair is to bring employers to campus to meet with junior and senior students. The fall fair is normally organized in October and the spring fair in early March.

It is recommended that students prepare a resume or curriculum vitae prior to attending the fair. The OASS team can provide input on resume writing at the professional success seminar series scheduled each fall term. In the spring, students preparing to find a job are invited to attend a seminar about appropriate etiquette and protocol during the job search. For further details about preparing a cover letter or resume, please visit Purdue University Owl.

TUTORING & ACADEMIC SUPPORT

Academic support services including tutoring and counseling services are provided to our nursing students. The OASS team in collaboration with the Office for Academic Affairs, and the Counseling Service can assist nursing students to identify needed services to ensure academic success.

FINANCIAL AID AND SCHOLARSHIPS

The School of Nursing recognizes that a professional degree can be expensive. The Office of Financial Aid and Veteran's Affairs in conjunction with the OASS team strives to lessen the financial hardship through grants, scholarships, and loans for eligible students. School of Nursing students must apply for need-based financial aid via the FAFSA. For further details about grants and loans, contact the Office of Financial Aid at (210) 567-2635 or visit their website.

In addition to aid offered by the Office of Financial Aid, the School of Nursing awards scholarships funded by private donors to eligible applicants. Applications are provided to enrolled students and candidates in the fall, spring and summer terms. Applications are distributed to enrolled students via e-mail to their LiveMail account. A Scholarship Committee composed of faculty and staff determine awards. Visit the SON Financial Aid and Scholarships site for details.

EMERGENCY LOANS

The purpose of the SON Emergency Fund is to assist students by providing interim funding for educational needs until long-term financial aid is available. The funds will be made ONLY for educational necessities room and board, hospitalization not covered by insurance, and other unplanned emergencies. Emergency funds provided might impact financial aid and are count as income. Read the Emergency Fund Policies and Conditions for further information.

STUDENT HEALTH SERVICES

The Student Health Clinic at the San Antonio campus offer many services, including:

- Health Promotion/Disease Prevention
- Acute Minor Illness and Injury
- Routine Physical Exams
- Women's & Men's Health
- Contraceptive Counseling
- STD Screening / Treatment
- Immunization
- TB Screening
- Stable Chronic Disease Management (e.g., asthma, diabetes, hypertension)

PERSONAL COUNSELING

Format of services: Individual counseling, couples counseling, medication consultation, workshops that focus on study skills, time management, stress management or other topics may be arranged for a group by contacting the office. The following services are provided:

1. **Academic Difficulties**
   - Test or performance anxiety
   - Conflict with instructor or clinical supervisor
   - Organizing and learning course objectives
   - Time management
2. **Career Issues**
   - Clarifying career goals and interests
   - Confronting doubts about career choice
   - Identifying a specialty interest
3. **Medication Consultation**
   - Evaluation and medication treatment
   - Medication management
4. **Personal Problems**
   - Increasing self-confidence and coping with self-doubt
   - Managing stress effectively
   - Coping with feelings of depression and/or anxiety
   - Developing self-assertion
   - Overcoming self-defeating behavior
   - Relationship issues
5. **Substance abuse**
   - Evaluation
   - Referral
   - Consultation
   - Education

HEALTH INSURANCE

The UT System Board of Regents requires you to maintain a valid major medical insurance policy while you are a registered student at UT Health San Antonio. If you do not have your own health insurance policy, you will be automatically enrolled in a group plan chosen by the U.T. System. A student may enroll her/his spouse and/or children at additional cost(s). **You must declare health insurance every term.** http://students.uthscsa.edu/studentlife/2013/03/health-insurance/

UNIVERSITY POLICE

The UT Health San Antonio Police Department (located at 7703 Floyd Curl Drive.) provides 24-hour law enforcement and security services. If a crime is in progress or if you have an emergency to report, dial 7-8911. For non-emergencies, call (210) 567-2800.

PARKING

The University Police Department is responsible for issuing and collecting permits, collecting fees for permits either monthly or through payroll deduction and maintaining all permit records.

No parking permits will be renewed if any unpaid campus citations exist. Those permits bought on the payroll deduction plan will be cancelled as of September 1st, if any unpaid citations are shown for the permit holder. Any permit that is cancelled or allowed to expire, for citations or any other purpose, will cause the permit holder to forfeit any preferred parking assignment then in effect. Renewal of parking permits on or before August 31st of each year will allow the current parking assignment to continue in effect. Renewal of the parking permit after September 1st of each year will be based solely on the availability of parking then existing. Any forfeited special parking assignment will automatically be made available to those persons on the Waiting List.

SHUTTLE SERVICES

The University Police Department provides a Shuttle Bus to all UT Health San Antonio personnel who have purchased a permit. The shuttle service is in operation from 6:00 am to 6:00 pm normal university business days. The shuttle provides service to various locations on the Main Campus and two trips a day to the Texas Research Park.

BUILDING ACCESS

The University Police are responsible for security of Health Science Center buildings at all times. After normal business hours, weekends and holidays all outside doors are locked to protect both personnel and property. Some doors may be opened by card keys if so equipped. Certain doors have been identified as “after-hour entries” and are equipped with cameras and intercoms which are controlled by University Police personnel. Upon proper identification, the door will be opened electronically by University Police personnel. All transactions at the after-hour doors are video and audio recorded. Tampering or disabling of a security device, CCTV, card reader, security alarm point or motion detector is cause for arrest and/or termination of employment and/or expulsion from the University.

LOCKERS

Lockers are located on the sublevel of the School of Nursing near the Simulation Lab and are available to students on a first come, first serve basis. Students are able to setup their own combinations. Issues with lockers should be directed to the Student Success Center.

Lockers are also available in the ALTC and students must provide their own locks to use on a day-to-day basis.

RESEARCH AND SCHOLARSHIP

OFFICE OF NURSING RESEARCH AND SCHOLARSHIP

The Office of Nursing Research and Scholarship (ONRS), housed in the School of Nursing, mentors student and faculty investigators, fosters interprofessional collaborations and helps investigators meet regulatory compliance for engaging in research (human subjects training, HIPPA compliance, etc).

The School of Nursing is an integral part of a large internationally recognized academic health center (AHC) that is a site for a funded Clinical Translational Science Award (CTSA) (Institute for Integration of Medicine and Health (IIMS). Interprofessional research collaborations are strongly supported by the IIMS.

There are just over 100 AHCs nationwide that have enormous impact through integration of research, education and patient care that produces the knowledge and evidence foundation for treating illness and improving health. The 2002 and 2003 Institute of Medicine (IOM) Report on Academic Health Centers challenged AHCs to take the lead in:

- *Transforming content, methods, approaches, and settings used in health professional education*
- *Designing and assessing new structures and approaches for patient care*
- *Translating science through increased emphasis on clinical health services, prevention, and community-based research to move discoveries to clinical and community settings.*

The School of Nursing faculty is responding to the IOM challenges through their programs of science that focuses on the scholarship of teaching, practice and discovery (research). They're bringing to life the School of Nursing Mission which is, "we engage with our diverse students and communities to produce the future nursing leaders of our expanding world who will lead the transformation of nursing care to make lives better through education, research and practice."

THE CENTER FOR COMMUNITY-BASED HEALTH PROMOTION WITH WOMEN AND CHILDREN

The UT Health San Antonio School of Nursing Center of Excellence, Community-Based Health Promotion with Women and Children (CBHP), supported in part by the Anita Thigpen Perry Endowment, is housed in the School of Nursing Office of Research and Scholarship. The goal of the Center is to collaborate with the community in the development, implementation and evaluation of culturally proficient health interventions for Women and their families experiencing disparities in health outcomes.

The Center Advisory Council is made up of both interdisciplinary academic and community partners. Community partners include representatives of: Familias en Accion Community Collaborative Council (CCC), American Indians in Texas at the Spanish Colonial Missions (AIT-SCM), Mujeres Nobles de Harlandale, SUAVE (Southside United Against a Violent Environment), Coalition for GLBT Advocacy Group and the Prosumer Group. Academic partners include faculty and staff from the School of Nursing, Department of Family and Community Medicine, Department of Surgery, School of Public Health, UTSA and Texas Woman's University.

THE LIBRARIES

The mission of The Libraries is to advance the educational, research, clinical care, and community service programs of UT Health San Antonio by critically appraising, selecting and organizing health sciences information and by facilitating and maintaining access to these resources for the faculty, staff and students of the Health Science Center and for the South Texas community.

The Libraries include the Dolph Briscoe, Jr. Library, the Laredo Regional Campus Library in Laredo, the Jesse H. Jones Comprehensive Research Library at the South Texas Research Park and the P.I. Nixon Medical Historical Library on the 5th floor of the Briscoe Library.

Library Resources for Students

School of Nursing Librarian
Emme Lopez
E-mail: LopezE13@uthscsa.edu
Phone: 210-450-8124

School of Nursing Office Location:
SON 1.130
Monday – Friday 7:30 a.m. – 4:30 p.m.

PROFESSIONAL ORGANIZATIONS

GRADUATE STUDENT NURSE ORGANIZATION

The purpose of this organization is as follows:

a. to provide knowledge, leadership, advocacy and community service;
b. to encourage active participation of graduate students in improving student services;
c. to promote active communication between students and faculty/staff; and
d. to provide a venue for the UT Health San Antonio SON to be recognized in our community.

Membership in this organization shall be open to active enrollment either part-time or full-time in the Graduate Program in the Nursing School at UT Health San Antonio.

NURSING STUDENT COUNCIL

The purpose of this organization is as follows:

e. to represent and unite all students in the School of Nursing;
f. to provide for and enhance communication between the student of the School of Nursing, students of the greater UT Health San Antonio community, the faculty and administration of the School of Nursing and the of UT Health San Antonio at large;
g. to advise and assist the administration in reaching decisions on policy that concerns students of the school of nursing; and
h. to assist tin broadening the intellectual, cultural and recreational opportunities and capabilities of the students of the School of Nursing.

Membership in this organization shall be open to all students registered in classes at the School of Nursing.

INTERNATIONAL NURSING STUDENTS ASSOCIATION (INSA)

The purpose of this organization is as follows:

a. to promote understanding of different cultures;
b. to provide a venue where students of any cultural background can find a common ground;
c. to promote communication and relationships between INSA members, the School of Nursing and the community; and
d. to assist in broadening the intellectual, cultural and recreational opportunities and capabilities of students of the School of Nursing.

This organization is open to all students admitted to the School of Nursing, UT Health San Antonio.

MEN IN NURSING

The purpose of this organization is as follows:

a. to provide a social setting for male nursing students to meet;
b. to have guest speakers inform men on their perspectives of the occupation; and
c. to have community service projects directed words helping men in the community.

Membership in this organization shall be open to currently enrolled student of UT Health San Antonio, School of Nursing.

HISPANIC STUDENT NURSES ASSOCIATION

The purpose of this organization is as follows:

a. To have direct input into standards of nursing education and to influence the education process.
b. To promote and encourage participation in community affairs and activities towards improved health care and social issues.
c. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of race, color, creed, sex, age, national origin or economic status.

Membership in this organization shall be open to currently enrolled student of UT Health San Antonio, School of Nursing.

SIGMA THETA TAU

Sigma Theta Tau is the National Honor Society of Nursing. Constituent chapters are established in accredited collegiate schools of nursing. The organization recognizes superior achievement and the development of leadership qualities, fosters high professional standards, encourages creative work and strengthens commitment to ideals of the profession. Membership is by invitation only. Invitations will be sent to candidates selected by the faculty who have leadership and research abilities, who have completed one-half of the nursing programs and who have a cumulative grade point average of 3.50 or higher. Graduate students who are currently members of Sigma Theta Tau through other chapters are invited to transfer membership to the Delta Alpha at Large Chapter and to participate in meetings with the School of Nursing http://www.nursingsociety.org/default.aspx.

THE SOUTHERN NURSING RESEARCH SOCIETY

The mission of the Society is to Advance Nursing Research through

- Dissemination and utilization of research findings
- Facilitating the career development of nurses and nursing students as researchers
- Promoting the image of nursing as a scientific discipline
- Enhancing communication among members

Student (Full time)* - Students residing or studying in the Society region who are in a program leading to the first professional or higher degree in nursing. Membership includes full voting privileges, all newsletters and notices, reduced prices for the Annual Conference, and inclusion in online searchable Membership Directory. – Dues $85.00. See the Student Network for more information.

REPRESENTATION OF SCHOOL OF NURSING COMMITTEES

COMMITTEE ON GRADUATE STUDIES

The purpose of this committee is to provide leadership for long-range planning, overall development, implementation and evaluation of the curriculum and graduate program policies, and serves in an advisory capacity to the faculty. One student representative from each graduate program sits on the committee.

MISCELLANEOUS INFORMATION

STUDENT FILES

Official student files are maintained in the Office for Academic Affairs. The contents of the files are limited to information which is relevant and essential for academic purposes. This material may only be reviewed by the academic unit and the Associate Deans to determine appropriateness. Letters of reference and transcripts submitted for admission are the property of UT Health San Antonio and may not be forwarded outside the University. Items included in the file are:

- application for admission with supporting materials (letters of reference and transcripts)
- changes in enrollment status
- official correspondence between the student, the college, college committees, and the university
- approved Plan Of Studay
- advisement notes
- petitions
- program plans
- CPR certifications
- Board of Nursing license

Students may review their files anytime by coming to the Office for Academic Affairs. The file cannot be removed from the office. If another party is to review the file with the student, a written request must be made and the name of the third party must be stated on the written request. Student files are saved for the required five years from the end date of a student's last completed term in accordance with University policy.

CPR CERTIFICATIONS

According to state law and university policy, students are required to maintain American Heart Association Healthcare Provider Basic Life Support (BLS) certification at all times. Students in the AGACNP program are also required to maintain American Heart Association Healthcare Provider Advanced Cardiovascular Life Support (ACLS) certification at all times. All students must submit a copy of their current BLS certification to the Office for Academic Affairs and AGACNP students must submit a copy of their current BLS and ACLS certification to the Office for Academic Affairs.

APPOINTMENTS WITH FACULTY

Students may make appointments with their faculty advisor or course professor via Starfish, email or leaving message on faculty member's voicemail.

STUDENT EMAIL

Important communication regarding class offerings, financial assistance, job opportunities, and other information will be distributed electronically through UT Health San Antonio LiveMail. Every student is issued a free email account through LiveMail and may login to LiveMail at https://outlook.com/livemail.uthscsa.edu.

STUDENT USE OF THE COPY MACHINES

The copy machines are available for student use with all charges going to the student's personal Paypal account.

STUDENT INFORMATION

Students are requested to advise both the University Registrar Office and the Office for Academic Affairs of changes in address, telephone numbers or name changes. Changes may be submitted via My Student Center. Failure to do so interferes with the timely receipt of important information.

LISTSERV ELECTRONIC COMMUNICATION

The Office for Academic Affairs maintains a student listserv. Correspondence and documents will be sent directly to student's LiveMail email addresses. The listserv will **only** be sent to your official UT Health San Antonio LiveMail email account.

GENERAL APPENDIX

TYPHON POLICY AND PROCEDURE

PREAMBLE

Each student must document the number of precepted clinical/practicum hours completed in their Master's or Post-Master's program(s) on some type of log for verification of work for credit attainment and completion of the clinical course objectives. Nurse Practitioners and CNL students will use the Typhon log system.

Typhon allows students to track hours completed with a preceptor. This is beneficial to keep record of the hours to meet the 300 hour requirement.

Students must enter Case Logs within 7 calendar days of the visit with the patient.

PROCEDURE

1. All graduate students enrolled in clinical courses will receive information about Typhon during course orientation. An e-mail will be send to you with your login credentials. The login page is http://typhongroup.net/uthscsa. The Account Number is 3131.

2. Typhon will be used for:
   - Resume/CV
   - Time Logs of Clinical/Practicum Hours
   - BLS and ACLS Certification Cards

3. Video Tutorials and FAQ's are available in the Help section.

4. Completed IOR's must be submitted to the Clinical Liaison in the Office for Academic Affairs to have the preceptor and site listed in Typhon. Typhon requires the preceptor and site to be listed before Case Logs and Time Logs can be entered.

5. Preceptors will be sent login and password instructions.

6. Preceptors will login to Typhon to approve your Time Logs for each shift worked.

Your faculty will review your Case Logs.

GRADUATE PRECEPTOR INTENT OF RELATIONSHIP (IOR) FORM

THIS FORM MUST BE COMPLETED (FULLY) AND SIGNED. ONE FORM PER PRECEPTOR.

(version update 11/12/2018)

STUDENT SECTION (Please print)

I, Graduate Nursing Student _____, Texas RN License # _____ agree that it is my responsibility to arrange my clinical hours to meet the course requirements of ***Course NURS 6 __ __ __*** *in the _____NP track once a preceptor has been assigned. I also understand that* ***an IOR must be completed for each and every preceptor I work with to complete required hours****. I verify that I have discussed the requirements with the following person named below who agrees to serve as my preceptor for this course.* _____ **Student Initials**

Preceptor's Name _____

Preceptor's Address _____

Preceptor's Telephone # _____ **FAX #** _____ **Date Contacted** _____

TOTAL HOURS TO BE COMPLETED WITH THIS PRECEPTOR: _____ **SEMESTER AND YEAR:** _____
(example: Spring 2019)

I understand if any information regarding total hours, preceptor name, and/or site provided on this form changes, I must notify the Clinical Liaison in the Office for Academic Affairs in writing immediately and a new IOR may be required. _____
Student Signature

STUDENT CONTACT INFORMATION	
Email Address:	**Home Phone:**
Work Location:	**Phone:**
I have read the **Conflict of Interest Policy** and understand that I must disclose any potential conflict of interest. _____ **(Student's Initials)**	

Student is covered under the UT Health San Antonio blanket malpractice insurance policy. For further information, contact the Clinical Liaison.

PRECEPTOR SECTION (to be completed by preceptor)

I agree to serve as preceptor for ☐ ***hours****, and have received information regarding the UT Health San Antonio program from the aforementioned student. I am including my Resume/Preceptor Profile which will be updated every three years, as requested.*

Preceptor's Signature: _____ Date: _____ Credentials: _____

Specialty: _____ License: State _____ Number _____ Expires _____

Preceptor Email Address*: (Please Print) _____

Preceptor Verification of Hours Forms will be e-mailed to Preceptors after the term. Please provide a valid work or personal email address as this will become your User ID for access to Typhon where you will also approve student hours and complete evaluations. It is important this email address be unique to each preceptor as the system denies the use of a duplicate User ID. Your email address will not be shared.

CLINICAL SITE INFORMATION (to be completed by preceptor and related administrative representative)

Clinical site(s) we have agreed to utilize for purposes of this course (i.e., office, clinic, hospital, nursing home):

Name of Site 1: _____

Address: _____ Practice Specialty: _____

_____ _____ _____
Signature of site administrative representative/business manager Printed Name Phone

Name of Site 2: _____

Address: _____ Practice Specialty: _____

_____ _____ _____
Signature of site administrative representative/business manager Printed Name Phone

Student Instructions for Submission:

Send scanned copy of completed form to: urshan@uthscsa.edu
OR
Fax completed form to **"Attn: Clinical Liaison"** at **(210) 567-3813**

FOR FACULTY USE ONLY (date & initial)

I have been made aware of any potential conflict of interest and this clinical placement is:
Approved ☐ **Not Approved** ☐
Signed _____ **Date**: _____

For Use by Office for Academic Affairs

Evaluation Needed ____Yes ____ No

Majors Associated with Preceptor: ☐ FNP ☐ PMHNP ☐ AGACNP ☐ PNP-PC ☐ CNL ☐ AM ☐ Nsg Edu

MOA on file? ☐ Yes ☐ No

Preceptor Resume/CV on File? ☐ Yes ☐ No Is this an existing Preceptor in Typhon? ☐ Yes ☐ No

CLINICAL QUALITY IMPROVEMENT PROJECTS AND IRB REVIEW

The IRB can provide assistance in determining if a given project must be reviewed. This is most commonly done through a phone call (210-567-2351) or e-mail (IRBmail@uthscsa.edu) to the IRB providing a brief description of the nature of the project.

WHAT MUST BE SUBMITTED FOR IRB REVIEW?

Detailed information is available on the OIRB web site http://research.uthscsa.edu/irb/.

ALTERNATE ENTRY MSN PROGRAM PLANS

*Admission suspended
Registered nurses who have an Associate Degree in Nursing (ADN) or a Diploma in Nursing may be eligible for early admission to the Master of Science in Nursing (MSN) degree program. Through a combination of prior credits in nursing education, college credits in liberal arts courses and upper-division coursework from the School of Nursing, individuals may qualify to begin work toward the master's degree and complete the requirements for the Bachelor of Science in Nursing (BSN) degree in the progress. Students complete 21 semester credit hours of undergraduate level coursework in addition to their graduate level courses to earn their Master of Science degree.

MAJORS OFFERED:

- Clinical Nurse Leader (CNL)
  - Full-time
  - Part-time
- Administrative Management
  - Full-time
  - Part-time
- Nursing Education
  - Full-time
  - Part-time
- Family Nurse Practitioner (FNP)
  - Full-time
  - Part-time
- Psychiatric Mental Health Nurse Practitioner (PMHNP)
  - Full-time
  - Part-time
- Pediatric Nurse Practitioner Primary Care (PNP-PC)
  - Full-time
  - Part-time
- Adult-Gerontology Acute Care Nurse Practitioner (AG-ACNP)
  - Full-time
  - Part-time

MSN PROGRAM PLANS

Our Master of Science in Nursing (MSN) degree program is comprised of the majors listed below. Students enter the program as a traditional Post-Baccalaureate in Nursing. Total semester credit hours required for the MSN degree vary by major.

MSN MAJORS OFFERED:

- Administrative Management
  - Full-time
  - Part-time
- Clinical Nurse Leader (CNL)
  - Full-time
  - Part-time
- Nursing Education
  - Full-time
  - Part-time
- Adult-Gerontology Acute Care Nurse Practitioner (AG-ACNP)
  - Full-time
  - Part-time
- Family Nurse Practitioner (FNP)
  - Full-time
  - Part-time
- Psychiatric Mental Health Nurse Practitioner (PMHNP)
  - Full-time
  - Part-time
- Pediatric Nurse Practitioner Primary Care (PNP-PC)
  - Full-time
  - Part-time

DNP PROGRAM APPENDIX I: ADDITIONAL PUBLIC HEALTH NURSE LEADER INFORMATION

DNP PUBLIC HEALTH NURSE LEADER STUDENT GUIDELINES

Students accepted into the Doctor of Nursing Practice (DNP) degree program with a Public Health Nurse Leader focus are required to apply for admission to the University of Texas Health Science Center at Houston School of Public Health (UTSPH) *Public Health Certificate* program. The student will take 16 credits of core Public Health courses at UTSPH that are required for the public health certificate. The UTHSCSA-SON and UTSPH have forged an agreement to facilitate your admission to the UTSHP Public Health Certificate Program.

Application to UT SPH certificate program is completed by the student. Please follow the School of Public Health directions for applying. There are two steps to the application process. **Please note, you must apply by July 1st.**

PROCEDURE FOR ADMISSION

Step 1: (To apply to UTHealth School of Public Health certificate program)

a) Complete the Graduate Certificate Application for Public Health online via SOPHAS Express, https://sophasexpress.unicas.com/applicant/login
b) **Select The University of Texas School of Public Health, Certificate-Public Health-San Antonio. If you have questions about the program selection, please contact UTHealth School of Public Health in San Antonio at 210-276-9000 or sarc@uth.tmc.edu.**
c) Pay application fee
d) Upload either official or unofficial transcripts from all previously attended universities to SOPHAS express.
d) Request Associate Dean for Graduate Studies (Dr. Sara L. Gill, GillS@uthscsa.edu) to submit a letter of recommendation. This letter can be uploaded into SOPHAS Express.
e) Write a goal statement expressing interests in the Public Health Certificate Program.
f) Once notified of acceptance via email, you must respond to the UTHealth School of Public Health invitation to accept or decline the offer.

Step 2: (Once you are admitted to UTHealth School of Public Health, contact their Student Affairs office at 210-276-9000 or sarc@uth.tmc.edu to complete your next steps)

You can find all next step information online at https://sph.uth.edu/current-students/newly-admitted-students/.

a) Complete and submit proof of immunization forms online through myUTH. For more information on required immunizations, please review the Certification of Immunization handout provided by the UT Health Student Health Services.
b) Complete the Proof of Insurance Form through myUTH.
c) Request Director of Admissions (Henry Cantu CantuH@uthscsa.edu) to submit your criminal background check results to UTSPH
d) **Complete the Core Residency Form**
All students must complete the Core Residency Form. The Office of the *Registrar will **not** accept forms via fax*. Forms must be: Emailed as an attachment to the Office of the Registrar at

registrar@uth.tmc.edu or mailed to the Office of the Registrar at:

The Office of the Registrar
University of Texas Health Science Center at Houston
7000 Fannin Suite 2250
Houston, TX 77225

Steps 1 and 2 must be completed to enroll in Public Health classes.
The UT Health San Antonio-SON Office of Admission and Student Services requires all admitted students to the DNP Public Health Nurse Leader program sign a release of information form authorizing the sharing of relevant and academically pertinent data from UT Health San Antonio-SON and UTHealth School of Public Health as applicable.

You can find more information regarding the Public Health Certificate application at https://sph.uth.edu/prospective-students/How-to-Apply/graduate-certificate-programs/.

Contact Person at UTHealth School of Public Health:
Debra Leal
Phone: (210) 276-9016
E-mail: Debra.A.Leal@uth.tmc.edu

Contact Person at UT Health San Antonio:
Henry Cantu
Phone: (210) 567-5805
Email: CantuH@uthscsa.edu

PROGRAM AND STUDENT ISSUES

1. Policies and procedures associated with the DNP Public Health Nurse Leader Program will be specified in the School of Nursing's Graduate Student Handbook and the UT Health San Antonio Course Catalog.

2. Students pay tuition to the institution at which they are registered. The students may be assessed any special fees relevant to enrollment in courses at each institution.

3. Students enrolled in the DNP Public Health Nurse Leader Program will comply with the individual academic calendars of each institution in which they are enrolled (each term) for registration and course schedules.

4. The UTSPH certificate courses are taught online, face-to-face and via Interactive Television and will be available to students in the DNP Public Health Nurse Leader Program. **To take online classes please register early to secure placement.**

5. All classes associated with the Program, with the exception of courses offered online, shall be taught at the UTSPH San Antonio Regional Campus.

6. Public Health courses will be given letter grades (A, B, C, or F).

7. The UTSPH **will not** accept transfer of any UT Health San Antonio-SON credits into their certificate program completed by DNP Public Health Nurse Leader students who are also enrolled

in the UTSPH Public Health Certificate. All courses required for the Public Health Certificate must be completed with the UTSPH.

8. The UT Health San Antonio-SON will accept transfer of eligible UTSPH credits completed for the UTSPH Public Health Certificate by students who are enrolled in the DNP Public Health Nurse Leader Program.

9. The UT Health San Antonio-SON will accept transfer of only one eligible UTSPH course with a grade of 'C' unless the student has a 'C' in another course. Transfer of all other eligible UTSPH credits must show a grade of 'A' or 'B'. These grades are counted as part of your DNP Program. Receiving more than one 'C' or a failing grade in a course is an automatic dismissal.

10. If you are changing tracks to Public Health Nurse Leader you will need to:
    a. Contact the Office for Academic Affairs to discuss the change
    b. Change of tacks must be approved by the UT Health San Antonio-SON COGS committee
    c. Once approved, you will follow the Procedure for Admission.

11. In the event that academic policies of the UTSPH differ and cause a conflict for the student, an academically sound compromise will be negotiated between the respective academic associate deans. Academic and performance information will be shared between the Institutions as needed and the student may be asked to sign a release to ensure understanding of this requirement.

Students may select one faculty member from UTSPH to serve on the *DNP Project* committee. The CVs of faculty committee members will be made available to the UT Health San Antonio School of Nursing DNP Project Committee Chair and the Office for Academic Affairs. Faculty advisors may confer between institutions about student progress. The student will sign the necessary release for shared information.

PROGRAM REGISTRATION POLICY

1. DNP Public Health Nurse Leader students will enroll each term at the university offering the course(s) selected by the student in accordance with the student's individualized UT Health San Antonio degree plan.
2. Registration for courses offered by the UTHealth School of Public Health will require the student to apply and be accepted as a Public Health Certificate student (All requirements for admissions are met). UTHealth School of Public Health has assured availability of classes on a priority basis to the DNP students.
3. A student is eligible to register if he/she is in good standing in the UT Health San Antonio-SON and the UTHealth School of Public Health. Good standing can include: GPA of 3.0 or better, having no unpaid tuition or other institutional debts, having no institutional holds or any other restriction that would not allow registration.
4. Admitted students must register for program classes with the UTHealth School of Public Health by their registration deadline. **Note online courses fill up quickly so register early.**

TUITION AND FEE POLICY

1. DNP Public Health Nurse Leader students will enroll each term at each university offering the course(s) selected by the student in accordance with the student's individualized degree plan. Payment of tuition and fees by the student will be made to each university based on the number of semester credit hours selected.

   Some fees paid to UT Health San Antonio and UT Health San Antonio-SON will be waived by the UTHealth School of Public Health such as recreation, shuttle fees, health and counseling after student matriculates into both programs, if determined by both registrars to be redundant. Tuition and fees are subject to adjustment. Note: There is an alternative instruction delivery fee associated with *each* credit hour for online courses in the UTSPH.

2. The DNP Public Health Nurse Leader students will follow policies and procedures in regard to payment schedule dates, refund dates, late fees, non-payment designation, etc. for each institution in which the student is registered.

3. Once you enroll for a class at UTHealth School of Public Health, a tuition bill is issued. Please share the tuition bill with our Financial Aid Office at UT Health San Antonio. You do not need to complete a FAFSA or financial aid forms for UTHealth, forms are done at UT Health San Antonio.

4. Students receiving any form of financial aid that is not automatically or fully distributed by the home institution (UT Health San Antonio-SON) to cover the payment of all tuition and fees at the other institution are responsible for the payment of those additional tuition and fees.

Rates for in-state and out-of-state student tuition and fees are established by each institution.

GENERAL POLICIES

1. **Home Institution**
   The student's home institution is the UT Health San Antonio-SON for admission, advisement, mentorship, *DNP Project* and graduation. The UT Health San Antonio-SON is the degree granting institution and the UTHealth School of Public Health will award the Public Health Certificate. The student will receive a diploma following the established guidelines of the UT Health San Antonio-SON stating they have completed the DNP Degree.

2. **Program Coordination**
   The UT Health San Antonio-SON Office for Academic Affairs will facilitate and coordinate students in the DNP Public Health Nurse Leader track in collaboration with the Dean of the San Antonio regional branch of the UTSPH. Policies and procedures will be specified in the UT Health San Antonio-SON Graduate Student Handbook and UT Health San Antonio Course Catalog.

3. **Orientation**
   The UT Health San Antonio-SON will provide program orientation, ongoing program academic advising, mentorship and granting of the DNP Degree. Such services will incorporate input and consultation with our partner institution.

4. **Academic Calendars**
   The academic calendars for each institution differ and students are expected to review the academic calendars each term to ensure that registration is completed by the deadline established by each institution and/or prior to the beginning of the first day of classes. The location of classes will be determined by the student's individualized degree plan.

5. **Student Orientation**
   A DNP program orientation will be provided for all incoming students at the UT Health San Antonio-SON. The date, time, and location of this orientation will be provided by email to incoming students. Students will be invited to attend the UTSPH orientation at the San Antonio Regional Campus. The orientation will be coordinated through the UT Health San Antonio-SON Associate Dean for Admissions and Student Affairs.

6. **Transcripts**
   Information on eligible coursework from UTSPH and UT Health San Antonio will be sent to respective Registrars each term at no charge.

7. **Student IDs:**
   Students will obtain only one Student ID from UT Health San Antonio. This ID will work at the UTSPH San Antonio Regional Campus. Both institutions share identification access. The student ID card/badge must be carried by all registered students and must be presented to campus police upon request. The card/badge also allows access to certain campus facilities.

8. **Email:**
   Although UT Health San Antonio will provide an email account, students will also receive a UTHealth School of Public Health email account and will be responsible for maintaining both.

9. **Learning Platforms**
   Students are responsible for understanding the learning platforms at UT Health San Antonio-SON and UTHealth School of Public Health.

10. **Parking**
    Enrolled students will pay for parking at UT Health San Antonio and the parking permit issued will be honored at the other institution. Students are expected to know and follow the parking rules and regulations of the institutions where they are attending class, including campus speed limits, parking zones, police citation and warnings, parking fines, appeal procedures and schedule and payment of parking fees.

11. **Financial Aid**
    All financial aid will be coordinated through the students' home institution. Application of financial aid for the purpose of tuition and fees will be disbursed by the students' home institution. Students receiving any form of financial aid that is not automatically or fully distributed by the home institution to the other institution for payment of tuition and fees at the other institution are responsible for the payment of those tuition and fees.

12. **Conduct and Discipline**
    Each institution maintains policies regarding conduct and discipline for students which may implicate faculty and staff as well. The agreed policy for handling these concerns is to follow the policies and practices of the institution where the infraction was committed. In addition, such policies may or may not distinguish between an academic or administrative infraction or the applicable disciplinary sanctions for either. If no distinction has been determined, or this area is vague or ambiguous, the most stringent policy, practice or procedure among the institutions shall apply.

13. **Health Insurance**
    After enrolling, students will have health insurance through the UT Health San Antonio-SON and will not need insurance through the UTHealth School of Public Health. Students will need to provide proof of Insurance to UTHealth School of Public Health Auxiliary Enterprise to avoid being charged a fee.

DNP PROGRAM APPENDIX II: DNP PROJECT INFORMATION

DNP PROJECT

OVERVIEW

All DNP students will prepare a *DNP Project* that demonstrates the student's in-depth knowledge of one's area of specialty practice and the synthesis of the student's coursework and practice application. The *DNP Project* is guided and evaluated by a faculty committee chair and *DNP Project* Committee. The *DNP Project* results in a scholarly paper and presentation. The focus of all *DNP Projects* is on knowledge translation at multiple system levels.

Early in their program, students work with faculty to begin exploring concepts related to their area of interest while evaluating sources of evidence related to the problem/need. The inquiry will be further defined during Design & Analysis for EBP Translational Science II course (NURS 7323) and the proposal written and presented during the DNP Advanced Nursing Seminar (NURS 7111) course. Based upon an assessment and evaluation of the evidence, the plan and design will be developed for *DNP Project* initiative. During the final term, the student will implement and report on their *DNP Project*. At the end of the final term, the student will present and submit their completed *DNP Project*. Students work closely with their *DNP Project* Committee, under the direction of the committee chair. The committee is engaged in all aspects of the process.

SELECTION OF DNP PROJECT COMMITTEE

The *DNP Project* is supervised by a faculty committee comprised of a minimum of two qualified members which includes the chair. The chair for the student's *DNP Project* must be a doctorally-prepared member of the School of Nursing faculty with the requisite expertise and experience to provide substantive assistance and direction to the student. Selection of the chair will be done by the student in consultation with either his/her advisor, course faculty and/or the Office for Academic Affairs. The chair is selected to match the scholarly interest and/or method of inquiry identified by the student. The Chair will meet with the student to plan the *DNP Project* and discuss the clinical mentor/organizational partner and practicum site for the project, if not previously selected.

Additional members for the *DNP Project* Committee are selected based on their specific strengths and perspectives they will bring to the problem or topic being addressed in the *DNP Project*. The chair will assist the student in selecting the other committee member.

The other member may be a SON faculty or an outside expert or a clinical mentor/organizational partner. It is recommended that the second committee member is from the organization where the student is implementing the *DNP Project* as this member will serve as an advocate/facilitator for the student in the organization. Students may select more members for their committee based on project needs.

It is recommended that students will identify their *DNP Project* Committee chair and committee member(s) and meet with their chair at least once before they begin the Advanced Nursing Seminar course (NURS 7111). The chair will also evaluate the suitability of the clinical mentor/organizational partner and practicum site (see Clinical/Practicum Experience section).

Once the committee members are identified, the student must complete the *DNP Project Committee Appointment Request: Form 701* (see Appendix III) and obtain appropriate signatures. The original form is forwarded to the Associate Dean in the Office for Academic Affairs for final signature approval. The student will be provided with a copy of the signed form and the original will be retained for the student's file. Any changes to the *DNP Project* Committee must be submitted in writing to the Associate Dean for Graduate Studies and the original form amended. Committee members outside the School of Nursing must submit their resume or curriculum vitae.

It is recommended that meetings with the committee chair should occur monthly and with committee members at least twice each term. The student is responsible for scheduling these meetings and advised to document the agenda, actions, and target dates.

The *DNP Project* Committee Chair is responsible for the following activities:

- guide the student in the development of the *DNP Project*
- critique the readiness of the project proposal for presentation
- mentor the student during the implementation and scholarly reporting phases of the project
- evaluate the student's performance on both the proposal and final project presentation

INSTITUTIONAL REVIEW BOARD (IRB)

All *DNP Projects* require review by the UT Health San Antonio Institutional Review Board (IRB) to establish benefits and risks and the need for protection of human subjects prior to the implementation of the project. Projects may be considered non-research based on the nature of the project. The IRB at UT Health San Antonio policies for human subjects' protection reflect national standards of compliance with the Office for Human Research Protection of the Department of Health and Human Services (Title 45, Part 46). The IRB application is submitted ***only after*** the *DNP Project* Committee Chair has reviewed and approved the application. A copy of the IRB letter of approval must be submitted to the chair before implementation of the project. Additional IRB approvals and CITI training may be required from the agency or institution in which the project will be implemented (See IRB Section).

Completion of the Human Research Curriculum (CITI –Collaborative Institutional Training Initiative) is required prior to the submission of the online application. This web-based training is available on the UT Health San Antonio IRB web site. The CITI training is usually completed in conjunction with the *Design & Analysis for EBP Translational Science II* course (NURS 7323).

DNP PROJECT PROPOSAL

The *DNP Project* Chair and Committee will provide guidance to the student on the development of the written proposal. Working with committee members regarding expectations throughout the process is expected. The development of the proposal will start during *Design & Analysis for EBP Translational Science II* course (NURS 7323) and throughout the *Advanced Nursing Seminar* course (NURS 7111). These courses are structured to include a variety of activities that will inform the implementation and design of their theory based, systems-level organization intervention. To develop the proposal, activities within the course are focused on the identification of the practice gap and practice question, the plan and conduct of an organizational/community assessment, and a review and synthesis of literature.

The student will provide drafts of the written proposal to the *DNP Project* Committee Chair and make revisions based on feedback from the Chair. The student provides a copy of the proposal to each committee member for their review at least two weeks before the proposal presentation.

Once the proposal is finalized and reviewed by the Chair (*DNP Proposal Evaluation Form 702*), the student will present the proposal with their full committee in attendance. It is the student's responsibility to schedule the proposal presentation after coordination with the chair and committee members. The student delivers a 20 minute oral PowerPoint assisted presentation to their committee describing the key components of the project proposal.

The DNP student must pass the proposal presentation before they can progress to the implementation phase of their *DNP Project*. A written evaluation with recommendations as appropriate will be given to the student at the completion of the presentation. All committee members will sign the approval of *DNP Project Proposal Evaluation: Form 702*. Please bring this form typed and ready to be signed following the presentation. The original form must be submitted to the Associate Dean in the Office for Academic Affairs for final signature approval. The student will be provided with a copy of the signed form and the original will be retained for the student's file.

FORMAT FOR DNP PROJECT PROPOSAL

Title Page

Include the title of the *DNP Project*, the student's name and academic credentials, Doctor of Nursing Practice, UT Health San Antonio School of Nursing and date. The title reflects the focus of the study.

Section 1: Description of the Opportunity for Improvement

a) Introduction
   - Introduction to the opportunity for improvement and significance related to nursing, health care and advanced practice nursing (may include your clinical impressions that led to identifying this opportunity for improvement)
   - What was the problem that was identified, how was it identified, and why was it a priority

b) Organizational/Community Assessment of the Problem
   - Discussion of how the identified practice setting will support the project's development Include description of the health system (macrosystem, mesosystem, and microsystem), culture and stakeholder assessment
   - Description of the assessment methods (interviews, focus groups, observations, surveys) to identify the opportunity for improvement (methods). Explain in detail how the assessment was done and analyzed
   - Description of the findings of the assessment. Explain how results were used to understand the problem, the context and the implications for change

c) Objectives
   - Clear, concise statement of specific goals/objectives of the study

d) Summary
   - Linking organizational/community assessment findings to the literature review

Section II: Comprehensive Review of the Literature

a) Introduction and summary of the conceptual components of evidence
b) Comprehensive and critical review of the literature focused upon the opportunity for improvement
c) Summary linking the findings from the organizational/community assessment with the findings from the literature review

Section III: Intervention Design and Implementation Plan

a) Introduction and summary of the section
b) Description of targeted intervention based upon organizational assessment and literature review and specific context
c) Theory or theories informing the intervention design
d) Description of the intervention (methods) to be utilized in the *DNP Project* to address the opportunity for improvement and evidence
e) Plan for evaluation of the intervention. What are your outcomes and what metrics will you use?
f) Analysis plan and estimated sample size
g) Protection of human subjects, as appropriate
h) Detailed action plan and timeline for implementation
i) Cost-Benefit plan, if applicable
j) Sustainability issues, if applicable
k) Summary

References

DNP PROJECT FINAL PAPER AND PRESENTATION

The DNP student must successfully complete the final *DNP Project* paper and oral presentation to be eligible for graduation. The chair, in consultation with committee members, determines when the final draft of the *DNP Project* is ready for presentation (*DNP Project Evaluation: Form 703*). The DNP *Project* presentation is a public presentation of the completed project. This presentation is open to the public, including faculty, students and individuals outside the University. All committee members are expected to be in attendance. All presentations must be scheduled ahead of time in coordination with the chair, committee members, and the Office for Academic Affairs. The presentation will be facilitated by the Committee Chair.

The DNP student will give an oral presentation of his/her project lasting approximately 20 minutes and should include a statement of the problem, review and synthesis of the literature, a description of the project implementation to address the problem, the evaluation results and implications for future work in this area. The presentation is followed by a question and answer session from the *DNP Project* Committee and the audience. All members of the committee will sign the *DNP Project Evaluation: Form 703* (see Appendix III) following the presentation. Please bring form 703 typed and ready to be signed. The original form must be submitted to the Associate Dean in the Office for Academic Affairs for final signature approval. The student will be provided with a copy of the signed form and the original will be retained for the student's file.

To be eligible for graduation, the project must be successfully presented at least two weeks prior to term end in the student's final. This allows the student time to make any corrections requested by the Committee to

the written paper. Once the *DNP Project* committee has agreed that the student has met all requirements for graduation and before the end of the school term, the student will submit an electronic version of the final written paper to the committee chair, committee members, and the Office for Academic Affairs.

If the student fails to pass the final presentation, a plan for remediation will be developed by the *DNP Project* Committee and the student. This plan will be submitted for final approval to the Associate Dean for Academic Affairs no later than one week of the date of the project presentation. Note that the project must be successfully presented at least two weeks prior to term end for the student to be eligible for graduation.

FORMAT FOR THE FINAL DNP PROJECT

The *DNP Project* proposal (see above) will form the basis for the final project. In addition to the proposal, the final report includes the implementation process, the results and the discussion of results and conclusions. In writing the final project, the tense in the proposal is changed from future (what is the plan) to past (what was done) and any recommendations and edits from the advisor and committee are incorporated.

Title Page – same as the proposal

Include the title of the *DNP Project*, the student's name and academic credentials, Doctor of Nursing Practice, UT Health San Antonio School of Nursing and date.

Acknowledgement Page

Include the names of the committee chair and committee members and any other acknowledgements you wish to make to persons who had a significant role in the development and accomplishments of this proposal.

Dedication Page

The candidate may wish to dedicate the *DNP Project* to one or more individuals as a personal expression of sentiment or gratitude.

Abstract

The Abstract should be a concise statement of the content of the *DNP Project*, including the results described therein. The Abstract text must *not* exceed 400 words.

Table of Contents

List of Figures and Tables

Sections I, II and III – Update the proposal as described above

Section IV: Project Outcomes and Results

a) Introduction
b) Project results
c) Summary

Section V: Discussion, Conclusions, and Recommendations

a) Discussion of project results

b) Implications of results to the community/organization, patients, health care, nursing and/or advanced practice nursing
c) Key lessons learned
d) Conclusions
e) Recommendations

References

Appendices

a) IRB approval, if applicable
b) Any letters of support
c) Data collection instruments, as appropriate
d) Other project information

Electronic Formatting and Paper Preparation

See Authorship Publication Guidelines

GUIDELINES FOR PRESENTING THE FINAL DNP PROJECT

OVERALL PROCEDURE

- The final *DNP Project* presentation for the DNP degree is conducted by the student and the *DNP Project* Committee with the committee chair as chair of the examination
- The final *DNP Project* presentation should not be scheduled until every member of the committee is satisfied with the written *DNP Project* document
    - This requires that the student maintains close communication, not only with the chair, but also with committee member(s) to ensure that the written work has been completed satisfactorily
- The presentation is scheduled by the student through the Office for Academic Affairs at least 30 days or more before the presentation date
    - It is important to give sufficient time to the Office for Academic Affairs to schedule a room and the A/V equipment
- The presentation date scheduled by the student must be set to occur at least three weeks before their graduation date to allow the student time to make any corrections to the final project that may be recommended by the committee
- Review presentation slides with Committee Chair at least one week prior to presentation

Who Will Attend

- The presentation is open to the public, professors and students
- Committee chair and all committee members
- Members of COGS and the Associate Dean for Graduate Studies

The Program of Events

- Arrive early for presentation with all of your required paperwork to set-up, check equipment and calm your nerves
- The *DNP Project* Committee Chair welcomes guests and the committee
- The chair introduces the student and provides a brief description of the student's education, experience, areas of study and title of the *DNP Project*
- The student presents a well-organized 20 minute oral PowerPoint assisted presentation that provides the background for the opportunity for improvement, specific aim (s), organizational assessment, implementation plan, project outcomes and results, discussion, conclusions and recommendations
- Following the presentation there is a question and answer period. Responses to questions should be cogent but brief. Question period should take no longer than 5 minutes
- Successful presentation is followed by sign off of DNP Project Evaluation: Form 703 (typed up in advance of the final presentation by the student)

GENERAL INSTRUCTIONS FOR THE DNP PROJECT PAPER PREPARATION

STYLE

APA Publication Manual 6th edition is required for use in preparing the *DNP Project* paper.

TYPING

The *DNP Project* manuscript is typewritten on one side of the paper in black print. Select an easy-to-read font (Arial or Times New Roman) and 12 point font size. All material within the text should be doubled-spaced, except for figure legends, block quotations and subheadings more than one line long.

MARGINS

The left (or binder's) margin and the top margin must be at least 1 ¼ inches; the right and bottom margins at least ¾ inch. These margins should be consistently used throughout, whether the material is textual or graphic.

NUMBERING PAGES

Every sheet is included in the page counting, even if it has only one word on it, except that the number should ***not*** be typed on either the Title page or acknowledgement page.

Pages should be numbered consecutively with Arabic numerals (1, 2, 3, etc.). Page numbers should be placed in the same location for all sections of the *DNP Project* manuscript. The numbers are to be centered at the bottom of each page, at least ½ inch from the bottom edge.

ABBREVIATIONS

No abbreviations should be used in either the title or the Abstract. All other abbreviations used in the text should be introduced in parentheses the first time the parent word is used.

USE OF COPYRIGHTED MATERIAL

Writers are responsible for acknowledging any material in their manuscripts on which others hold copyright. You must obtain written permission for use of copyrighted material from the holder of the copyright, identified by either the symbol © or the phrase "For permission to reproduce material…." on the preliminary pages of the book, monograph or journal from which you wish to reproduce material. The Copyright Disclai mer form must be signed and submitted by the author of the DNP manuscript to the Office for Academic Affairs. The original will be submitted to the Library and a copy will be added to the student's file. It is not to be included as a page in the manuscript.

TABLE OF CONTENTS

The Table of Contents should list the number of the first page of each section and subsection, the titles of which should be identical in wording with those in the text. The Table of Contents *must* include all subsection titles (termed subheadings) which are used in the text. In both the Table of Contents and the text, the title of each section (termed headings) should be capitalized (see APA guidelines). For supplementary headings such as *Appendix and References* in the Table of Contents

the first letter of each word is capitalized to set these supplementary sections off from the text material.

TEXT HEADINGS

In the text, begin each of the major sections on a new page. Center the section number and title (e.g. II. Review of the Literature) on the top line of the page, underline title and triple-space before typing the text material. Each subheading should be underlined, with capitalization of the initial letter (see APA guidelines).

APPENDIX

Insert a division sheet (also called half-title page) before the body of the section. Type the section designation (and title, if used) in the center of the division sheet, e.g.:

The Appendix Title

The body of each section begins at the top of the following page. If there is more than one Appendix section, include a division sheet for each. The page number of the division sheet is the number to be used in the Table of Contents.

DNP PROJECT PROPOSAL AND FINAL PROJECT CHECKLIST

This checklist is for the student's and Chair's use to ensure all elements of the project proposal and final project are completed.

Goal Date	Actual Date	DNP Project Item	Notes
		CITI Course (NURS 7304 course)	
		Select *DNP Project* Chair and Committee during NURS 7304	
		DNP Project Committee Appointment Request: Form 701 signed	
		IRB Submission to UT Health San Antonio	
		IRB Submission to outside agency, if applicable	
		IRB Approval from UT Health San Antonio	*Begin project only after IRB approval
		IRB Approval from outside agency, if applicable	*Begin project only after IRB approval
		Start organizational/community needs assessment and data collection	
		DNP Project proposal paper approved by committee chair	
		DNP Project proposal presentation slides sent to committee chair	
		DNP Project proposal presentation during NURS 7111 Committee members should be present if possible	
		DNP Project Proposal Evaluation Form 702 signed and submitted to the Associate Dean for Academic Affairs for final approval	
		Evaluate *DNP Project*	
		DNP Project paper approved by Chair and Committee Member(s)	
		DNP Project presentation slides sent to Chair of the Committee	
		DNP Project presentation scheduled	
		DNP Project presentation	
		DNP Project Evaluation: Form 703 signed and submitted to the Associate Dean for Academic Affairs for final approval	
		Submit Permission to Distribute Digital Work Online form to Office for Academic Affairs	
		Submit binding form to Office for Academic Affairs to receive hard copies of *DNP Project*	

LIBRARY

Students are required to follow the Digital Copies procedure and the Bound Copies procedure listed below before graduating.

LIBRARY DIGITAL COPIES OF THE DNP PROJECTS

The UT Health San Antonio Library houses digital copies of student's *DNP Projects*. In order for this to occur, students must send a digital copy of their final *DNP Project* to the Office for Academic Affairs.

The Office for Academic Affairs will send the digital copies to the Library. ~~Students must also submit a signed copyright form.~~ See below for procedure~~ and form~~.

DNP Projects can be accessed via the Library's Digital Archive page under the "Electronic *DNP Projects*": http://digitalarchive.uthscsa.edu/

Procedure for Storage:

- All graduating students send two Digital Copies (PDF and WORD) of their *Final DNP Project* to the Office for Academic Affairs via Graduate Student Advising Course in CANVAS. (notify Dr. Sowan of this change. Do not send to Laura Hasewinkle anymore).
- The Office for Academic Affairs sends a digital copy of the project to the library (Andrea Schorr, schorr@uthscsa.edu).

~~(GSBS Copyright Disclaimer is not required by the Library)~~

- ~~All students must fill out and sign the Permission to Distribute Library Copyright Form before projects can be included in the Digital Library. Students must sign and send this form to the Office for Academic Affairs before the end of the term the student presents their DNP project. The Office for Academic Affairs will submit a copy of the form to Andrea Schorr in the Library with the final DNP project.~~ (Andrea is going to send us new verbiage to eliminate this process. The signature of this handbook form will cover the permission.)
- Projects will be catalogued in the Digital Archive.

Bound Copies of the *DNP Project*

- The price is $14.00 per bound copy and is done through the UT Health San Antonio library. The cover color is black and the letter color is gold. It can take up to 2 months to receive the bound copies, depending on the numbers that they are sending out.
- You need to print (single-sided) the number of copies of your *DNP Project* that you wish to have bound and place the paper copies in envelopes (one copy of your complete project per envelope with your name on the front of the envelope) and deposit at the library circulation desk along with the attached completed form providing contact information, etc. The library will not make the copies for you. You can complete the DNP Binding Form electronically and then print. Visit the Binding Services website for more information.

DNP APPENDIX III: DNP FORMS AND PROGRAM PLANS

DNP PRACTICUM LEARNING AND ACTIVITY LOG

Name_____ **Course** _____**Date** _____

Students have two practicums: In practicum 1 (N7511) 300 hours are required and in Practicum 2 (N7313) 180 hours are required. Practicum hours are in 4 areas (Agency, Self-Directed Activities, including Computer work, Alternate Pre-Approved Learning Activities (workshops, etc.) that pertain to your DNP project (see handbook for more detail). You may have more than the required hours for each practicum; keep track of all extra hours.

Total Practicum Hours
Required: _____
Total Cumulative Hours completed for this Log: _____

***Recommend keeping a personal journal to support your learning.**

Date	Practicum Hours	Cumulative Hours	Description of Experience	Key Lessons Learned

DNP PROGRAM – VERIFICATION OF PREVIOUS CLINICAL / PRACTICUM HOURS

In your previous graduate program(s) you completed clinical/practicum hours in an Advanced Practice Nursing track, Administrative Management track, or equivalent. Please fill in the following supplemental admission form to document your previous hours. **Send this form to the administrator of your previous graduate program to verify the graduate level clinical hours you have completed**. Please allow sufficient time for this form to be returned before the start of the term.

Note: There is an option to list more than one degree/certificate earned from the same school. If degree/certificate(s) earned are from different schools, please send a separate form to each school for verification of hours claimed.

Send signed form(s) to:

Office for Academic Affairs – School of Nursing
Mail Code 7943
UT Health San Antonio
7703 Floyd Curl Drive
San Antonio, Texas 78229

Student Name: _____ **Date of Birth**: _____
UT Health San Antonio DNP Track Chosen: _____

Name of Previous University Attended: _____
University Address: _____
University Telephone: _____
Previous Program Administrator (Print Name): _____

1.) **Type of Degree/Certificate Received:** _____
Program Major/Track:_____
Date of Program Completion: _____
Total Number of Clinical/Practicum Hours in Program:_____

2.) **Type of Degree/Certificate Received:** _____
Program Major/Track:_____
Date of Program Completion: _____
Total Number of Clinical/Practicum Hours in Program:_____

Previous Program Administrator: Your signature on this form attests that the above named individual has completed the program and hours indicated on this document.

Previous Program Administrator Signature: _____ **Date:** _____
Previous Program Administrator Telephone: _____
Previous Program Administrator Email: _____

DNP CLINICAL MENTOR/ORGANIZATIONAL PARTNER – INTENT OF RELATIONSHIP

Student:

I,_____, Doctor of Nursing Practice (DNP) student agree that it is my responsibility to arrange my clinical hours to meet the course requirements of Course(s) NURS_____ . I verify that I have discussed the requirements for my DNP practicum with the following person who agrees to serve as a clinical mentor:

Clinical Mentor's Name & Credentials: _____
Position/Title_____
Address: _____
Telephone #: _____ FAX #: _____
Email: _____
Date Contacted: _____

Student's Signature: _____

Clinical Mentor:

I agree to serve as clinical mentor and have received information regarding the UT Health San Antonio DNP program from the aforementioned student. I am including my resume if not already on file for your records, as requested.

Clinical Mentor's Signature: _____ Date: _____

Student is covered under the UT Health San Antonio blanket malpractice insurance policy. For further information, contact the Clinical Liaison (210.567.2275)

Clinical Site(s)

Name of Clinical Site: _____
Address: _____
Phone: _____

Signature of administrative representative/business manager: _____
Printed Name: _____
E-mail: _____
Date: _____

Faculty Signature: _____

☐ Approve ☐ Disapprove

MOA complete/current _____
Date _____
Signed and Filed _____

Send scanned copy of completed form to: urshan@uthscsa.edu (210-567-3813)

DNP PROJECT COMMITTEE APPOINTMENT REQUEST: FORM 701

Student: _____ _____

Printed Name Signature Date

Proposed DNP Project Topic:_____

_____

_____

Committee Membership Composition:

Primary Faculty:_____

Printed Name Signature Date

Secondary Faculty:_____

Printed Name Signature Date

Optional Faculty:_____

Printed Name Signature Date

Associate Dean for Graduate Studies Approval:

_____

Printed Name Signature Date

Due in NURS 7304. All faculty signatures required. Associate Dean's signature will be obtained by Program Coordinator (Office for Academic Affairs).

Submit to faculty in NURS 7304 CANVAS assignment and submit to Office for Academic Affairs via SON Graduate Student Advising CANVAS assignment.

Form Updated: November 2019

DNP PROJECT PROPOSAL EVALUATION: FORM 702

Student:_____
Printed Name Signature Date

Project Proposal Date and Time: _____

Proposed DNP Project Title:_____

_____

Evaluation: ☐ **Approved** ☐ **Approved (with minor recommendations)** ☐ **Not approved**

Remarks:_____

_____

_____

Committee*:*

Primary Faculty:_____
Printed Name Signature Date

Secondary Faculty:_____
Printed Name Signature Date

Optional Faculty:_____
Printed Name Signature Date

Associate Dean for Graduate Studies Approval:

_____
Printed Name Signature Date

Due in NURS 7111. All faculty signatures required. Associate Dean's signature will be obtained by Program Coordinator (Office for Academic Affairs).

Submit to faculty in NURS 7111 CANVAS assignment and submit to Office for Academic Affairs via SON Graduate Student Advising CANVAS assignment.

Form Updated: November 2019

DNP PROJECT EVALUATION: FORM 703

Student: _____ _____

Printed Name Signature Date

Presentation Date and Time: _____

DNP Project Title:_____ _____

_____

Evaluation: ☐ **Approved** ☐ **Approved (with minor recommendations)** ☐ **Not approved**

Remarks:_____

_____

Committee*:*

Primary Faculty:_____

Printed Name Signature Date

Secondary Faculty:_____

Printed Name Signature Date

Optional Faculty:_____

Printed Name Signature Date

Associate Dean for Graduate Studies Approval:

_____ _____

Printed Name Signature Date

Due in NURS 7312. All faculty signatures required. Associate Dean's signature will be obtained by Program Coordinator (Office for Academic Affairs).

Submit to faculty in NURS 7312 CANVAS assignment and submit to Office for Academic Affairs via SON Graduate Student Advising CANVAS assignment.

Form Updated: November 2019

DNP PROGRAM PLANS

Profound changes in the increasingly complex health care systems mandates change to improve quality of care while reducing costs, improving access, eliminating disparities and promoting safe practice. The DNP is a practice-focused doctoral program designed to prepare experts in specialized advanced nursing practice. Emphasis is on advanced competencies for complex practice and research utilization for the improvement of clinical care delivery, patient outcomes and system management.

This program is for students who already hold a master's degree in nursing and who have nursing specialty preparation at the graduate level. The Doctor of Nursing Practice (DNP) degree at UT Health San Antonio offers three leadership tracks: Advanced Practice Leadership Executive Administrative Management and Public Health Nurse Leader. Applicants to the DNP program will choose one of these three leadership tracks.

The Post-MSN pathway ranges between 41-48 semester credit hours depending on the track chosen. Part-time and full-time study options are available.

The Doctor of Nursing Practice requires that all students must have 1,000 clinical/practicum hours post bachelors to DNP. Clinical/practicum hour requirements for nurses in the UT Health San Antonio Post-Master´s DNP program are 480 hours for all tracks. More hours may be required to complete the total 1,000 hour requirement depending on review of hours completed at the Master's level.

Admission is offered once a year for the Fall term with an application deadline of April 1.

DNP MAJORS OFFERED:

- Advanced Practice Leadership
  - Full-time
  - Part-time
- Executive Administrative Management
  - Full-time
  - Part-time
- Public Health Nurse Leadership
  - Full-time
  - Part-time

PHD APPENDIX: FORMS AND PROGRAM PLANS

DOCTOR OF PHILOSOPHY IN NURSING PROGRAM PROGRESSION CHECKLIST

Qualifying Exams to Dissertation Defense

In Order of Use…

- ☐ **SON Form 602**
  Recommendations for Approval of Qualifying Examination Supervising Committee

- ☐ **SON Form 603**
  Report of the Qualifying Exam

- ☐ **SON Form 606**
  Report of the Qualifying Examination Remediation Plan (if required)

- ☐ **SON NURE 7090**
  Dissertation Proposal Process in Nursing Form

- ☐ **SON Form 604**
  Recommendation for Approval of Dissertation Supervising Committee

- ☐ **GSBS Form 32**
  Petition for Admission to Candidacy for the Degree of Doctor of Philosophy

- ☐ **SON Form 601**
  Report of Committee Approval of Dissertation Proposal

- ☐ **GSBS Form 30**
  Recommendation for Approval of Dissertation Research Proposal and Supervising Committee

- ☐ **SON Form 600**
  Change in Composition of Thesis or Dissertation Supervising Committee **(optional)**

- ☐ **GSBS Form 40**
  Request for Final Defense and Oral Examination

- ☐ **GSBS Form 43**

Report on Final Oral Examination

The following information can be found online at: GSBS website http://gsbs.uthscsa.edu/

PHD FORMS FOR GSBS

GSBS is now paperless. Students will submit Forms 30 and 32 via IMPACT, https://impact.uthscsa.edu/main/. Contact Roxanne L. Lozano for assistance with submission of these forms via IMPACT.

Forms 40 and 43 require original signatures. Submit the completed forms to Roxanne L. Lozano in the SON Office for Academic Affairs.

Form 30 – Dissertation Proposal Committee Approval – Complete in IMAPCT
Form 32 – PhD admission to Candidacy – Complete in IMPACT
Form 40 – Request for Final Defense
Form 43 – PhD Report on Final Oral

Additional Information:
Binding Information
Copyright Disclaimer
Library Copyright Permission
Survey of Earned Doctorates

Graduation Timelines available on the GSBS website

- December 2019
- February 2020
- May 2020
- June 2020
- August 2020
- December 2020

PHD FORMS FOR SCHOOL OF NURSING

Form 600 – Change in Composition of Thesis or Dissertation Supervising Committee
Form 601 – Report of Committee Approval of Dissertation Proposal
Form 602 – Recommendation for Approval of Qualifying Examination Supervising Committee
Form 603 – Report of Student Qualifying Examinations
Form 604 – Recommendation for Approval of Dissertation Supervising Committee
Biographical Sketch for Thesis or Dissertation Supervising Committee Members
Form 605 – Mandatory Evaluation Checklist: Doctoral Qualifying Examination - Written

UT Health San Antonio
School of Nursing

Doctor of Philosophy in Nursing

CHANGE IN COMPOSITION OF THESIS OR DISSERTATION SUPERVISING COMMITTEE
(INCLUDING CHAIR)

POLICY: Once the thesis or dissertation supervising committee has been approved by COGS, a change in composition of the committee may be initiated by the student, or a committee member. ***

PROCEDURE: (See Form SON 600)

1. The chair and student will discuss reasons for the potential change. Acceptable reasons include: committee member is no longer available; topic of the research has changed; or committee member is no longer able to meet obligations.

   If the situation cannot be resolved to the satisfaction of the Chair or the student, a meeting may be arranged for the two to meet with the Associate Dean of the Graduate Nursing Program for further discussion and resolution.

2. If the potential change is agreed upon, the Chair of the supervising committee will notify the other committee members including the member who will potentially be leaving the committee

3. All supervising committee members will verify that they are aware of the proposed change in composition of the committee.

4. Any new committee member will indicate their willingness to serve on the committee and submit a biographical sketch to the Thesis & Dissertation Review Subcommittee of COGS. (Please attach to Form SON 600)

5. When items 1-6 of Form SON 600 are completed, submit Form to the Chair of the Thesis and Dissertation Review Subcommittee of COGS for consideration and recommendation. The recommendation will be forwarded to the Chair of COGS for discussion and vote by COGS.

6. If the change is approved by COGS, the Chair will notify Graduate Faculty Council (GFC) of the change in the composition of the supervising committee.

*** If the student has been working with a supervising committee that has not yet been approved, and there is a need to change a committee member, PLEASE, discuss the reasons for the potential change with the acting Chair who will notify the other committee members of the change.

Form approved by Joint PhD Subcommittee on 12/14/99

UT Health San Antonio
School of Nursing

UT Health San Antonio
School of Nursing

Doctor of Philosophy in Nursing and
Master of Science in Nursing

CHANGE IN SUPERVISION COMMITTEE FOR THE THESIS OR DISSERTATION

1. **Student Requesting Change:**

_____	_____	_____	_____
Printed Name	Signature	ID #	Date

2. **Title of Thesis or Dissertation:** _____

_____

3. **Nature of the Change / Reason for change:** _____

_____

4. **Supervising Chair Approving Change:**

_____	_____	_____
Printed Name	Signature	Date

5. **Signatures of Committee Members acknowledging that they are aware of proposed change:**

_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date

6. **Signature of New Committee Member(s) indicating their willingness to serve on the committee. Attach Biographical Sketch to this form.**

_____	_____	_____
Printed Name and Credentials	Signature	Date
_____	_____	_____
Printed Name and Credentials	Signature	Date

WHEN 1-6 ARE COMPLETE, SUBMIT TO CHAIR, THESIS & DISSERTAION REVIEW SUBCOMMITTEE FOR CONSIDERATION.
The Change of the Supervising Committee Listed Above Has Been Approved:

_____	_____
Chair, Thesis & Dissertation Review Subcommittee	Date
_____	_____
Chair, Nursing Committee on Graduate Studies	Date

Submit form to
Offic
for St

School of Nursing

Doctor of Philosophy in Nursing

REPORT OF COMMITTEE APPROVAL OF DISSERTATION PROPOSAL

Student's Printed Name: _____ **ID#** _____

Title of Dissertation:

_____

_____

Date: _____ **Meeting Place for Proposal Defense:** _____

Time for Proposal Defense: **Start:**_____ **Finish:**_____

Committee Members in Attendance (print):_____, **Chair**

_____ _____
Committee Member Committee Member

_____ _____
Committee Member Committee Member

_____ _____
Committee Member Committee Member

COGS Monitor in Attendance: _____

PROPOSAL ACCEPTANCE VOTE

_____ Pass without major changes _____ Pass with changes

☐ Changes to be processed by Committee Chair
Timeline:
* (Committee member sign off at defense - Chair signs off after changes made)

☐ Changes to be processed by Committee Chair and selected Committee members
Timeline:
* (Committee members <u>not</u> monitoring changes sign off at defense. Chair and selected committee members sign off after changes made)

☐ Changes to be processed by full committee with a possible second full committee meeting to approve modified proposal
Timeline:
* (Chair and all Committee members sign after changes)

UT Health San Antonio School of Nursing

SON Form 601
Page 2 of 2

NOTE: Your signature below indicates agreement with proposal acceptance vote for a PASS.

Name of Supervising Professor (PRINT): _____ Date: _____

Signature of Supervising Professor:_____Date:_____

Dissertation Committee Members:

Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Expected date submission of accepted proposal (changes completed) to Office for Academic Affairs and GSBS: _____

*Submit form to Office for Academic Affairs for student file.

_____ Does not pass - extensive and/or fatal flow revision necessary

Timeline:

Signature indicates agreement that proposal does not pass and that securing Human Subjects Approval cannot go forward.

Name _____ Date_____

Name _____ Date_____

Name _____ Date_____

Name _____ Date_____

Name _____ Date_____

Name _____ Date_____

Revised 1-4-17 RLL

UT Health San Antonio School of Nursing

DOCTOR OF PHILOSOPHY IN NURSING

RECOMMENDATION FOR APPROVAL OF QUALIFYING EXAMINATION SUPERVISING COMMITTEE

Attach:
-Biographical Sketch for each committee member
-Paragraph on how each committee member contributes to the committee
-Abstract

_____	PhD	Nursing
Doctoral Student	Degree	Program

_____

Title of Proposal

Qualifying Examination Supervising Committee Members:

_____	_____	_____
Supervising Professor*/Credentials	Dept. / Academic Rank	Institution
_____	_____	_____
Member (Program)*	Dept. / Academic Rank	Institution
_____	_____	_____
Member (Program)*	Dept. / Academic Rank	Institution
_____	_____	_____
HSC Member (Outside Program)**	Dept. / Academic Rank	Institution

Submitted by: _____
Signature, Supervising Professor

The School of Nursing Committee on Graduate Studies (COGS) recommends approval of the following individuals as members of the Qualifying Examination Supervising Committee for the above doctoral student.

_____	_____
Signature, Chairperson, School of Nursing COGS	Date

* This member must be from UTHSCSA School of Nursing
** Individuals with primary appointments in outside departments who are appointed to the Graduate Faculty through the program may still serve as the "outside member"

UT Health San Antonio
School of Nursing

Doctor of Philosophy in Nursing

REPORT OF STUDENT QUALIFYING EXAMINATIONS

Student's Print Name:_____ **ID#:**_____

Written Qualifying Exam Date: _____

Successfully Completed? Yes _____ No_____

Comments: _____

_____

_____

_____

Reminder: *Attach completed SON Form 605 for each committee member.*

Oral Qualifying Exam Date: _____

Successfully Completed? Yes _____ No_____

If "No", Please explain:_____

_____

_____

Supervising Professor/Chair Signature Approval

_____ _____

Name of Supervising Professor/Chair (PRINT): Signature of Supervising Professor/Chair

Date: _____

Qualifying Examination Committee Members Signature Approval

_____ _____

(Print Name) (Signature)

_____ _____

(Print Name) (Signature)

_____ _____

(Print Name) (Signature)

_____ _____

(Print Name) (Signature)

Please submit SON Forms 603 & 605 (1 per committee member) to the Office for Academic Affairs for student file.

Original: Student File Copy: Student & Registrar

RECOMMENDATION FOR APPROVAL OF DISSERTATION SUPERVISING COMMITTEE

- Please print or type all information below
- Committee members must sign
- Attach Biographical Sketch for each committee member
- Attach paragraph on how each committee member contributes to the committee

_____	_____	PhD	Nursing
Doctoral Nursing Student	Student ID	Degree	Program

_____

Research Topic or Title of Proposal

SUPERVISING COMMITTEE MEMBERS:

1)_____ _____ _____

PRINT NAME, Supervising Professor/Chair - Credentials | SIGNATURE, Supervising Professor/Chair | Date

_____ _____ UT Health San Antonio SON

Department | Academic Rank | Institution

2)_____ _____ _____

PRINT NAME, SON Member - Credentials | SIGNATURE, SON Member | Date

_____ _____ UT Health San Antonio SON

Department | Academic Rank | Institution

3)_____ _____ _____

PRINT NAME, SON Member - Credentials | SIGNATURE, SON Member | Date

_____ _____ UT Health San Antonio SON

Department | Academic Rank | Institution

4)_____ _____ _____

PRINT NAME, UT Health Member - Credentials | SIGNATURE, UT Health San Antonio Member | Date

_____ _____ UT Health San Antonio

Department | Academic Rank | Institution

5)_____ _____ _____

PRINT NAME, External (Outside HSC) Member - Credentials | SIGNATURE, External (Outside HSC) Member | Date

_____ _____ _____

Department | Academic Rank | Institution

Submitted by: _____ _____

SIGNATURE, Supervising Professor/Chair | Date

The School of Nursing Committee on Graduate Studies recommends approval of the above individuals as members of the Dissertation Supervising Committee for the above doctoral student.

_____ _____

SIGNATURE, COGS Chairperson, School of Nursing | Date

UT Health San Antonio
School of Nursing

BIOGRAPHICAL SKETCH FOR THESIS OR DISSERTATION SUPERVISING COMMITTEE MEMBERS

(Limit Biosketch to 2 pages) Date Prepared: _____

NAME	**POSITION TITLE**		
EDUCATION/TRAINING (*Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.*			
INSTITUTION AND LOCATION	**DEGREE** *(if applicable)*	**YEAR(S)**	**FIELD OF STUDY**

1. **<u>List previous experience</u> on thesis or dissertation committees <u>and</u> <u>your role</u> on these committees at UT Health San Antonio and other institutions. (Include dates.)**

   A. UT Health San Antonio

   Dissertation Committees:

   Thesis Committees:

   B. Other institutions

2. **<u>Briefly summarize</u> relevant experience that could make a potential contribution to the student's research topic.**

3. **List research, professional experience and publications that support <u>expertise</u> related to the student's research topic.**

UT Health San Antonio School of Nursing

UT Health San Antonio
SCHOOL OF NURSING

MANDATORY EVALUATION CHECKLIST: DOCTORAL QUALIFYING EXAMINATION – WRITTEN

Student: _____ **Date:** _____

Committee Member: _____ **Area Evaluated**: Substantive ☐ Research ☐ Theory ☐
(Check one)

Number of Questions: _____ **Totals:** Acceptable_____ Unacceptable_____

INSTRUCTIONS: A **copy of this form must be completed by each Qualifying Examination Committee member** and submitted with SON Form 603 to the Graduate Nursing Office for student file. **Use a separate grading sheet for each of the three areas tested**. The 10 criteria below are considered applicable across all areas.

The examination grade of Pass or Fail is determined by tallying the "Acceptable" and "Unacceptable" ratings for each major question. To pass the exam, an average of 80% "Acceptable" ratings across the committee members must be obtained for each area.

CRITERIA	Acceptable	Unacceptable	Comments – Reasons for "Unacceptable" Rating
1. Demonstrated depth of knowledge.			
2. Demonstrated breadth of knowledge.			
3. Based answer on pertinent knowledge.			
4. Synthesized relevant knowledge to support answer.			
5. Demonstrated critical thinking in answer.			
6. Demonstrated ability to integrate experiential knowledge and personal ideas with extant knowledge in the field.			
7. Present answer logically.			
8. Articulated answer clearly.			
9. Supported answer with pertinent references.			
10.Written in a scholarly manner.			
TOTALS			

ADDITIONAL COMMENTS: _____

_____

Committee Member Signature: _____ **Date:** _____

PHD PROGRAM PLANS

The BSN to PhD program is offered by UT Health San Antonio School of Nursing in San Antonio, Texas. The PhD degree is awarded by the Graduate School of Biomedical Sciences. Individuals with MSN degrees receive advanced placement in the doctoral program.

The doctoral program is designed to prepare clinical nurse scientists with curriculum content to include philosophy of science, research methods and techniques, nursing theories, statistical methods, and specialist preparation in an area of clinical nursing practice. The program prepares the student for a career as a clinical nurse scientist who, through course selection and experiences, develops as a teacher and disseminator of knowledge within professional, academic, and clinical arenas.

Tracks Offered:

- Post-BSN to PhD
    - Full-Time
    - Part-Time
- Post-MSN PhD
    - Full-Time
    - Part-Time