THE UNIVERSITY OF ALABAMA
CAPSTONE COLLEGE OF NURSING
DOCTOR OF NURSING PRACTICE PROGRAM

Milestones for the Doctor of Nursing Practice Program

I. **Purpose**
To guide students through the process to fulfill program and graduation requirements in a timely manner.

II. **Policy**
During progression through the program, students complete basic requirements, including regular contact with faculty advisor, a program of study, admission to candidacy form, transfer of outside credit, application for graduation, and development and implementation of a scholarly project.

III. **Procedure**
   A. **Interact with your faculty advisor at least once per term**
   A member of the CCN faculty will be assigned to serve as your faculty advisor prior to the start of NUR 738. The student and advisor should confer about coursework, core abilities, the requirements of the University and DNP program, the scholarly practice project, and any other academic issues the student wishes to discuss. The DNP Advisement Policy identifies faculty and student responsibilities and procedures regarding advisement.

   B. **Submit a competency-based educational portfolio by the completion of the program.**
   A competency based portfolio documents professional progress and achievements relative to established criteria. This portfolio will be developed and submitted during NUR 739. It can be developed in the Typhon system. Students not meeting the required clinical hours will be advised to complete NUR 717/734 to obtain the required clinical hours prior to beginning required coursework.

   C. **Complete the Post-BSN or Post-MSN Doctor of Nursing Practice Program of Study (POS) form**
   The student will be provided the part-time and full-time programs of study with their admission packet. Student is required to sign and return to the Graduate Program Records Office (GPRO) prior to beginning the first semester. The GPRO will obtain the appropriate signature and forward the signed form to the Graduate School. This form is available on the CCN graduate website, Capstone College of Nursing Doctor of Nursing Practice website.

   D. **Submit the Admission to Candidacy form to the Graduate School**
   After completion of 12 hours of course work, submit the Admission to Candidacy for the Doctoral Degree form to the Graduate School. This form is available on line at The University of Alabama Graduate School Admission to Candidacy for Doctoral Degree Form.

   E. **Transfer in any outside coursework that will be applied to your program of study**
   Acceptable graduate credit, earned in a regionally accredited institution in which the student was enrolled in the graduate school, may be transferred and applied to the requirements for a doctoral degree. Only credit that was earned during the six-year period (18 fall, spring, and summer semesters) preceding admission to the doctoral program may be considered for transfer. Evaluation of credit for transfer will not be made until the student has applied to the DNP program. Credit will not be accepted from any institution at which the student failed to achieve a "B" average on all graduate work attempted. A student initiates at the Office of the Graduate School the request for
evaluation of graduate credit obtained at another institution. The student must also ensure that the Office of the Graduate School has an official (not faxed or copied) transcript of the credit involved.

With the approval of the student's department and the dean of the Graduate School, twelve (12) credit hours of coursework for a doctoral degree may be transferred from another institution.

In some cases, foreign educational credentials may not meet the Graduate School's criteria for transfer of credit. It may be necessary for students in this situation to secure an evaluation of their credentials from World Education Services Inc., an external foreign credential evaluation service. Additional information on their services can be found at their web site World Education Services Inc.

Request an official transcript showing the course to be transferred to be sent directly to the Graduate School. Submit the Request for Transfer of Graduate Credit for Application to a Degree Program form to the Graduate School. This form is available online at The University of Alabama Graduate School Request for Transfer of Graduate Credit Form.

F. Time Limits
All requirements for the doctoral degree must be completed within the nine-year period (27 fall, spring, and summer semesters) following admission to the doctoral program. Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program. Such credit should be identified clearly on the plan of doctoral study. Only those students graduating within the time limit for their doctoral program may apply previous graduate credit to the doctoral degree if the credit was earned during the six-year period prior to admission to the doctoral program.

G. Initiate development of the DNP Scholarly Practice Project
A formal Scholarly Practice Project Proposal will be developed and carried out in NUR 738 and 739; however, you can begin preliminary plans for the project prior to NUR 738 and 739.
1. Discuss your proposed project with your faculty advisor
2. Secure a clinical advisor (CA) in the agency where the project will be conducted and obtain the approval for appointment of the clinical advisor from your faculty advisor.
3. Complete the Clinical Advisor Packet to secure agency permission to conduct the scholarly practice project. This process generally includes development of a contract and can take time, so early initiation of this process is beneficial. You will receive an email from the Graduate Program Records Office (GPRO) prior to taking NUR 738 reminding you to initiate this process.
4. Complete and Submit Admission to Candidacy form.

H. Develop and Implement the DNP Scholarly Practice Project Proposal
The following timetable contains important deadlines for proposal development and Investigative Review Board (IRB) approval. Failure to adhere to these deadlines will result in delay of progression through the DNP program. (A Scholarly Project Timeline Checklist is attached.)
1. Scholarly Practice Project Proposal completed and submitted to Student's faculty advisor for approval.
2. Obtain approval for scholarly project at local institution. IRB approval if required.
3. Complete Institutional Review Board (IRB) training
4. Complete HIPAA training– upload into Typhon
5. Prepare UA IRB submission in eprotocol for review by Faculty Advisor and Assistant Dean of the Graduate Program (ADGP)
6. IRB Signature Assurance Form signed by Faculty Advisor and ADGP and uploaded to eprotocol
7. Discuss manuscript authorship and journal submission with faculty advisor.
8. Discuss presentation requirement with faculty advisor.
10. Revisions as directed by IRB
11. Adhere to any agency and/or IRB requirements
12. After IRB proposal is submitted, begin drafting the initial parts of your scholarly project paper. You will find guidelines in module 1 in the document titled “General guidelines for developing the DNP scholarly practice project”. Your draft will include the Introduction, Review of Literature, and Procedures/Processes of your project. You will write the Outcomes and Discussion sections after you complete implementation of your project next semester. Work with your advisor as you develop your project. Remember that you will write your proposal/paper in the style of the journal in which you plan to publish your work.
13. Submit the first draft of your scholarly practice project paper through Procedures/Processes to your faculty advisor as described in the DNP guidelines for developing the DNP scholarly practice project
14. Submit to the UA Writing Center University of Alabama Writing Center website.
15. Clinical Hour Documentation in Typhon for NUR 738 and NUR 739 approved by Clinical advisor and Faculty advisor. After IRB approval is obtained, proceed with scholarly project implementation.
16. Submit Application for Graduation
   By the first week of the last semester of a student’s program of study, the student should apply for graduation through the MyBama student tab.
17. Submit final paper to Turnitin two weeks prior to final paper due date
18. Scholarly Practice Project completed and Final Paper submitted to your faculty advisor. (Dissemination of the final paper to an appropriate professional journal for publication is highly recommended).
19. Faculty advisor submits student DNP scholarly practice project title to graduate program assistant.
20. Upload verification of Scholarly Project presentation in Typhon. (e.g. agency presentation, professional meeting presentation, or open presentation at CCN). Submit verification of Scholarly Project presentation – upload into Typhon
21. Clinical Hour Documentation in Typhon for NUR 739 approved by Clinical advisor and Faculty advisor. DNP Program Competency Assessment completed by Faculty advisor.
22. Any additional semesters required for completion of the scholarly practice project also require the student to register for additional NUR 739 hours.
23. IRB Closure Document must be submitted to IRB and copy to Typhon prior to final grade entry – Please find e the “Closure of Study” document at The University of Alabama Institutional Review Board Website

I. Participate in Graduation Exercise
Students and faculty are mandated to participate in the University of Alabama graduation. Students who are unable to participate in graduation exercises must petition the Graduate School Dean to be excused, contact information can be found at http://graduate.ua.edu.

DATE APPROVED: Spring 2008
EFFECTIVE DATE: Fall 2008
DATE REVIEWED/REVISED: Fall 2014
NEXT MANDATORY REVIEW: Fall 2019
BY: Graduate Education Committee
# THE UNIVERSITY OF ALABAMA
## CAPSTONE COLLEGE OF NURSING
### Scholarly Project Milestone Checklist

This checklist only provides an overview of timelines and activities. Be sure to check the student handbook, graduate school catalog, and graduate school calendars for specifics.

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<th>Item</th>
<th>Completed</th>
<th>Date</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Initiate Development of Scholarly Project</td>
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<td>Discuss Project with faculty advisor</td>
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<td>Secure clinical advisor (CA) and approval of CA by faculty advisor</td>
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<td>Complete Clinical Advisor Packet</td>
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<td>Clinical Hour documentation will need to be completed each semester in Typhon</td>
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<tr>
<td>Develop DNP Scholarly Practice Project Proposal</td>
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<td>Scholarly Project Proposal completed and submitted to faculty advisor</td>
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<td>Discuss manuscript authorship &amp; journal submission</td>
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<td>Discuss presentation requirement with faculty advisor</td>
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<td>Submit IRB Proposal for review</td>
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<td>Adhere to any University and Agency IRB guidelines</td>
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<td>Begin writing <strong>first</strong> draft of scholarly project paper</td>
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<td>Complete any revisions as directed by IRB in a timely manner</td>
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<td>Upload IRB approval letter into the Typhon System.</td>
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<td><strong>First draft</strong> of Scholarly Project paper through Procedures/ Processes due</td>
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<td>Submit to Writing Center</td>
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<td>Implement Scholarly Project once approved by IRB</td>
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<td><strong>Apply for Graduation</strong> through MyBama during the first week of the last semester</td>
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<td><strong>Submit final paper to Turnitin two weeks prior to final due date</strong></td>
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<td>Scholarly Project completed and <strong>final paper</strong> (assumes prior revisions have been completed) submitted to faculty advisor by mid-semester, please check with faculty advisor for specific due date. Faculty advisor submits scholarly practice project title and completion date to graduate program assistant by deadline set by GPRO. Submit verification of Scholarly Project presentation to Faculty Advisor and upload to Typhon Submit IRB Closure Form to IRB and copy to Typhon prior to final grade submission Complete Portfolio in Typhon for Faculty Advisor</td>
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