

DEPARTMENT OF NURSING
COLLEGE OF HEALTH & HUMAN SERVICES



Doctor of Nursing Practice
Handbook

2020

UNIVERSITY OF NEW HAMPSHIRE

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I. INTRODUCTION

The purpose of this handbook is to bring together important information, and to tell you about other sources of information that are either essential or helpful. It is intended to complement, not replace, the rules and regulations as set forth in the *University of New Hampshire Graduate Catalog*. You should use this as a guide when questions arise regarding any policies governing graduate students. It is your responsibility to become acquainted with the Graduate School and departmental degree requirements and to fulfill these requirements in a timely manner. You should be familiar with and understand the policies as referred in the *University of New Hampshire Graduate Catalog* and the *Student Rights, Rules and Responsibilities Handbook*.

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ACCREDITATION

The UNH nursing programs are nationally accredited by the Commission on Collegiate Nursing Education. The baccalaureate degree program in nursing, the master's degree program in nursing, the Doctor of Nursing Practice program, and the post-graduate APRN certificate program at the University of New Hampshire are accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>). Detailed CCNE information: <https://www.aacnursing.org/CCNE-Accreditation/Resources/FAQs/Accreditation-Disclosure-Statement>

II. DNP PROGRAM OVERVIEW

VISION

We embrace a culture that embodies the University's and the College's vision, mission, and values of interdisciplinarity, scholarship, innovation, integrity, curiosity, openness, and sustainability.

MISSION

We educate leaders in nursing, engaged in reflective practice, to provide innovative and exemplary healthcare in partnership with individuals, families, groups, and communities. We transform the delivery of healthcare through generation, dissemination, and application of evidence-based nursing knowledge.

PROGRAM GOAL: TO PREPARE INNOVATIVE LEADERS IN PRACTICE

Our Doctor of Nursing Practice (DNP) program is designed for working advanced practice nursing professionals looking to make a greater impact on the world of healthcare. The low-residency, DNP Online program is a post-master's, practice-focused program that prepares innovative leaders in practice.

PROGRAM COMPLETION

The DNP Program is comprised of 11 courses totaling 33 credits that can be completed in 28 months. Students are required to complete the program within four years of matriculation.

ONLINE LEARNING

To be a successful online student you need to be:

- self-motivated,
- able to manage your time appropriately,
- comfortable interacting with Canvas and other technologies, and
- able to express your ideas in writing.

Online courses are offered in condensed timeframes, meaning they are not as long as traditional on-campus courses and move at a faster pace.

III. NEW STUDENTS

GETTING STARTED

Visit the Graduate School website to [check your application status](#). Once a student's status is updated to Admitted to Program, the student must [accept the offer of admission](#) in order to set up your UNH e-mail, register for classes, and access Canvas (the learning management system).

REGISTRATION INSTRUCTIONS

When registering online, you can use the [Course Search Form](#) and [course descriptions](#) to help you find what you need. For complete registration information, visit the [Registrar's Office website](#). Here are the most important things to keep in mind when registering and planning your program:

- **All graduate students must be registered for coursework every Spring and Fall semester** until you complete your program of study. If you have questions, review our [policy on continuous registration](#).
- **As a new graduate student, you are NOT eligible to enroll in GRAD 800.** If you are not taking course credits or research credits, you may wish to request that your admission be deferred to a future term (up to one year) by contacting the Graduate School.
- **Graduate courses are numbered 800- or 900-level.**
- **Non-registration:** If you are unable to attend for a semester or more at UNH you have a couple of options. See our [non-registration policy](#) for more details.

ADVISING

DNP students are assigned an advisor upon admission, who will be a doctorally-prepared faculty from the Department of Nursing. In the event that students are experiencing advisor-related issues, they are advised to discuss the matter directly with the DNP Program Director, Department Chair, and/or to meet with the Associate Dean of the Graduate School.

COURSE FORMAT

All courses are offered asynchronously and 100% online. Students are admitted to the DNP Online Program for cohorts starting in January or August. The academic year consists of five 8-week terms: two terms in the fall semester, two in the spring semester, and one in the summer session. [View sample schedules](#). The online [academic calendar](#) gives students regular scheduled time off between terms. Click "On-line Programs" on right hand side menu.

Students will find the **DNP Online Program Resource Center** in Canvas under [myCourses](#). From the home page, click on Modules on left side menu and complete the DNP Orientation at your own pace. Ideally, students should complete the DNP Orientation prior to starting their first course but all students must complete the DNP Orientation before attending the first residency. Once completed, the student will have ongoing access to the remaining modules with DNP Program information and UNH policies, resources and services.

TIPS FOR SUCCESS

Students are responsible for maintaining frequent communication with their advisors and faculty mentors throughout the program. The academic advisor will help you identify your academic and career goals and assist you in developing an academic plan to achieve them.

Advisors are also experts at helping you understand the policies and procedures of the University and the Department of Nursing and guiding you through the admission, progression, and graduation requirements of the DNP program. Students are ultimately responsible for their academic progress. Students are expected to become familiar with their curriculum and enroll themselves into their courses. Advisors are available to respond to your questions and concerns.

To succeed as a graduate student means more than simply doing well in your course work. Healthy lifestyle behaviors are important to maintaining academic/life balance. Self-motivation, self-discipline, time management, and the ability to prioritize are all essential ingredients to graduate school success.

IV. DNP PROGRAM OUTCOMES

Our DNP program graduates have been successful in career advancement. DNP graduates have been promoted into leadership positions, hired as nursing faculty and become clinical experts in practice. Graduates have been successful in publishing their work and selected to present at national and regional conferences.

The DNP program outcomes reflect integration and application of the knowledge and skills obtained in the program. Graduates of the program will meet the outcome competencies and upon completion of the program will be able to:

- Serve in a healthcare leadership and change agent role as part of a diverse, complex, and patient-centered health care system.
- Act as a practice scholar to design, direct and evaluate system changes to promote safe, timely, effective, efficient, equitable and patient-centered care.
- Use data analytic methods, information systems and technology to evaluate, integrate and apply knowledge that will improve programs of care, outcomes of care and care systems.
- Use translational science and analytic methods to develop, identify, implement, and evaluate best practices to improve health care and health care systems.
- Design and implement health promotion and clinical prevention strategies across the health/illness continuum to optimize health and disease management.
- Systematically use improvement methods to monitor and evaluate care processes and outcomes and applies data for continuous improvement and safety.
- Advocate for social justice through policy, professional and political engagement.
- Apply leadership principles that support inter-professional practice.
- Employ strategic leadership skills to shape practice environments to produce positive, patient centered, healthcare outcomes at individual and system levels.
- Facilitate inter-professional collaboration to implement practice models, peer review, practice guidelines, health policy, and standards of care.

DNP CURRICULUM

DNP Curriculum is comprised of 11 courses (each 3-credits), total of 33 credits

DNP Core Curriculum* (8-week blocks)
NURS 894: Special Topics/ Creative Leadership: Embracing Disruption and Innovation
NURS 894: Special Topics/ Healthcare Finance Management
NURS 894: Special Topics/ Applied Analytics for Quality Improvement in Health Care
NURS 963: Advanced Clinical Epidemiology
NURS 964: Technology and Health Care
NURS 967: Evidence Synthesis
NURS 969: Health Policy and Advocacy
NURS 973: Healthcare Quality
Doctoral Scholarly Courses (spans 40 weeks)
NURS 980: Doctoral Scholarly Project I
NURS 981: Doctoral Scholarly Project II
NURS 982: Doctoral Scholarly Project III

**In addition to the core courses, an elective course, NURS 970: Clinical Practicum for Advanced Practice Nurse, is a 2-credit course offered for students who do not bring 500 post-baccalaureate supervised clinical practicum hours into the program. Students may complete up to 250 clinical practicum hours in this course and may register for this course a second time to fulfill the 500 clinical hour requirement prior to enrolling in the Doctoral Scholarly Project course sequence. Another 500 clinical hours will be completed during NURS 980, 981 and 982 to fulfill the DNP requirement of 1000 post-baccalaureate clinical practicum hours in order to graduate.*

Sample course schedules are [available on line.](#)

V. DOCTOR OF NURSING PRACTICE PROGRAM POLICIES

Students who are enrolled in the Doctor of Nursing Practice Program (DNP) are subject to the policies pertaining to Graduate Nursing Students as well as the following DNP-specific policies.

COURSE WORK COMPLETION

Students who do not complete the course requirements within the designed time period will meet with the course faculty to determine if it is feasible to attempt to complete the required work and, if so, negotiate a plan relative to such completion. It is preferred that the majority of all core courses must be completed prior to progressing into NURS 980, Doctoral Scholarly Project I. Students must successfully complete NURS 980, Doctoral Scholarly Project I, with an approved DNP Project Proposal and QI determination from the clinical agency and the Department of Nursing before progressing into NURS 981, Doctoral Scholarly Project II. In NURS 981, Doctoral Scholarly Project II, students implement their DNP project. To successfully complete NURS 982, Doctoral Scholarly Project III, students evaluate and disseminate their DNP project and submit an approved DNP Project Final Report in the UNH Scholars' Repository.

For students who have an IA grade in Doctoral Scholarly Project course, they must register for GRAD 800, Continuing Enrollment, each full semester (fall or spring) until work is complete in order to remain active and avoid having degree status discontinued. GRAD 800 carries a \$200 fee. **Students are required to complete the DNP program within 4 years of matriculation.**

DNP PROJECT COMPLETION DATES RELATIVE TO GRADUATION

To be eligible for graduation, all degree requirements must be successfully completed. Students may graduate in May (variable dates), September 1 or December 31. The University offers one commencement ceremony held in May of each year. All students eligible to graduate are invited to attend UNH Commencement and the Doctoral Hooding ceremony in May. Doctoral students may not "walk" at graduation with incomplete course work. Students are also invited to the Doctoral Luncheon held on campus the day before commencement in May.

A completed DNP Project is defined as implementation of the entire research/evidence based practice project, including data collection and analysis, successful oral presentation of the DNP Project, and submission of the finalized approved written document of that project into the UNH Scholars' Repository.

Course Incompletes: Any NURS 982 student who does not have the completed, approved and finalized written DNP Project Final Report will receive an IA grade for that term. Students with

an IA grade in NURS 982 will not be eligible for graduation until the work is successfully completed.

If the student does not meet the requirements to participate in the May ceremony, the student can participate in Doctoral Hooding at Commencement ceremony in a subsequent year at a time after all requirements are satisfied. Student must register for GRAD 800 each subsequent term through program completion.

USE OF DOCTOR OF NURSING PRACTICE CREDENTIAL

DNP students may use the DNP credential when they have completed their DNP Project and all other DNP program requirements are met. The Department of Nursing does not endorse using (c) after the DNP credential to indicate candidacy for the degree while the degree is in progress.

NURS 980 DNP PROJECT PROPOSAL

All Doctoral Scholarly Project courses are Credit/Fail. The DNP project proposal that students submit in NURS 980, Doctoral Scholarly Project I, must achieve a grade of 80 or better in order for the student to successfully complete this course. If this critical element is not met, the student will receive an "F" for the assignment and will not be successful in passing the course, resulting in a final course grade of "F."

PUBLICATIONS/PRESENTATIONS OF ACADEMIC ENDEAVORS OUTSIDE THE PROGRAM: University and Faculty Recognition

Students in the Doctor of Nursing Practice program may have the opportunity to communicate the substance or results of papers and DNP projects that were developed while enrolled in course work. Certainly, this is encouraged and appropriate for students enrolled in advanced study. These outside communications may take such forms as oral or poster presentations, and/or publications in any professional or lay print media. It is expected that these publications and oral or poster presentations be reviewed by faculty who have overseen the project, or in their absence, the Director of the DNP program, prior to the presentation or publication. Any scholarly presentations or publication of work completed in any DNP course must include student acknowledgement of the University of New Hampshire. In addition, any scholarly work presented or published as a result of completing DNP Project must also include recognition of the DNP Project Team and/or Faculty Mentor.

Publications (electronic/print) and/or presentations (podium/poster, etc.) related to work completed in DNP courses must have acknowledgement that work was completed as partial

fulfillment of completion of the DNP program at the University of New Hampshire. Members of the DNP Project Team should be acknowledged individually in publications/presentations derived from the NURS 982, Doctoral Scholarly Project III. If a faculty member works with a student in the authorship of any manuscript, the faculty should be listed as co-author.

SUFFICIENT ACADEMIC PROGRESS

The definition of sufficient academic progress in the Doctor of Nursing Practice program is successful completion of the program, with no more than 3 consecutive terms where no course has been taken AND completion of the program within 4 years of beginning doctoral courses as a matriculated student. A single term is defined as an 8-week block in the course carousel. Any student who does not take a course in 3 consecutive terms (without a formally requested leave of absence-LOA) or has not completed the program in 4 years will be dismissed from the DNP program. Students may submit a [Leave of Absence Request](#) form to the DNP Program Director for extenuating circumstances. The LOA must state the anticipated return date, not greater than one year. An approved LOA will be exempt from the 3-term policy and the terms within the LOA will not count toward the 4-year completion policy. At the anticipated return date, the student must enroll in a course or withdraw from the program. If a student is accepted into the DNP program and does not attend in the cohort to which they are admitted, they can defer admission for up to one year. After that time, if they are not enrolled in a course, the application will be deactivated, and they will need to re-apply to the program.

DNP COURSE TRANSFER

Students who received a post-master's certificate or a previous master's degree from the University of New Hampshire, for which they completed courses in the DNP program, will be allowed to transfer up to two courses into the DNP program as long as there was successful completion (B- or higher) for each course.

DEGREE REQUIREMENTS

To graduate from the DNP Program the student must successfully:

- Implement a quality improvement or health policy project
- Complete an approved DNP Scholarly Project Final Report and Oral Presentation
- Complete a minimum 1000 post baccalaureate practicum hours
- Submit a publishable manuscript into the DNP Portfolio
- Submit DNP Scholarly Project Final Report to UNH Scholars' Repository.

VI. RULES OF CONDUCT

UNIVERSITY RIGHTS, RULES AND RESPONSIBILITIES

Department of Nursing policy for Academic Honesty follow the policies as written in the [Student Rights, Rules, and Responsibilities](#). The [Misconduct in Scholarly Activity](#) policy is applicable to all members of the UNH community including faculty, staff and students.

A valuable resource for your review is [University of New Hampshire Graduate Catalog](#). Note, the doctoral degree requirements refer to PhD programs only and DNP program requirements are included in this handbook.

STATEMENT ON PROFESSIONAL CONDUCT AND COMMUNICATION

Civility is the art of treating others as well as ourselves with respect, dignity, and care. Civility is apparent when we are sensitive to the impact that our communications, practices, and behaviors have on others and when we acknowledge each person's self-worth and unique contributions to the UNH community as a whole. As members of the University of New Hampshire, the College of Health and Human Services, and the Department of Nursing, we are committed to learning and practicing ways that support caring, social justice, and relationship-centered actions. The following are examples of behaviors that demonstrate, support, and sustain civility:

1. Support autonomy and just treatment of self and others by facilitating an open, respectful, and caring environment within and outside the classroom.
2. Accept responsibility and accountability for one's own behavior when interacting with peers, other students, faculty, staff, and professionals in health care agencies/settings.
3. Respect and protect the rights and property of others.
4. Speak or behave in a manner that does not disrupt or interfere with the learning or work of others.
5. Practice personal and academic integrity and expect it from others.
6. Demonstrate respect for others by actively discouraging prejudice, bias, bigotry, violence, coercion, or intimidation against any member of the academic community.
7. Demonstrate a willingness to listen and be open to hearing the perspectives of others. This includes actively seeking to hear from and make a safe space for voices of professionally voiced dissent.
8. Explore controversial issues through open dialogue and respectful deliberation.

9. Respect freedom of expression while recognizing that open-mindedness does not require agreement with expressed ideas.
10. Engage in institutional resources and persons to resolve conflict, when necessary.

Collectively, faculty, staff, and students in the Department of Nursing, are responsible for ensuring a safe and supportive learning and working environment. This can include any individual asking others to stop disrespectful or abusive language and/or disrespectful behavior. ***Disrespectful or abusive language and/or disruptive behavior from individuals or groups will not be tolerated.***

HIPAA/FERPA POLICY

Each patient has a right to confidentiality and the privacy of their clinical information. That right extends to the fact of their hospitalization. Oral and/or written information that identifies or potentially identifies or is about a specific patient may be shared among individuals that have a need to know and only insofar as it is necessary for the patient's treatment or in the course of professional education. Under no circumstances may information be shared unless an authorization is given by law, by the patient/legal representative or when a clear medical emergency exists.

All those having a relationship with any clinical agency are under equal obligation to treat as confidential any information they may acquire, by any means, about a patient or former patient. Any breach of confidentiality is a serious offense, violates [Federal Health Insurance Portability and Accountability Act of 1996](#) (HIPAA) and may be grounds for legal action, failure in the course, and/or dismissal from the nursing program.

The [Family Educational Rights and Privacy Act](#) (FERPA) is a Federal law that protects the privacy of student education records.

ACADEMIC HONESTY

Students are required to abide by the UNH Academic Honesty policy located in the [University of New Hampshire Student Rights, Rules, and Responsibilities Handbook](#).

Plagiarism of any type may be grounds for receiving an "F" in an assignment or an "F" in the overall course. Plagiarism is defined as "the unattributed use of the ideas, evidence, or words of another person, or the conveying the false impression that the arguments and writing in a paper are your own." (UNH Academic Honesty Policy, 09.3) Incidents are reported to the school

dean and may be grounds for further action. If you have questions about proper citation refer to your department's writing guidelines. Additional resources are located below:

<http://libraryguides.unh.edu/unhmcitingsources>

<http://www.library.unh.edu/reference/citation.shtml>

SOCIAL MEDIA GUIDELINES

Students use various forms of social media including, but not limited to wikis, blogs, list-serves, fora, websites, and social networking sites. Facebook, You Tube, Instagram, Vine, and Twitter are specific and frequently used examples of these media. When using social media, students are expected to act with courtesy and respect toward others. HIPAA guidelines must be followed. [UNH social media guidelines](#)

APPEALS PROCEDURE FOR GRADUATE STUDENTS

The [process](#) by which a student can be dismissed for violations of academic standards or violations of professional, ethical, and/or behavioral expectations of the program is outlined along with the process by which such decisions can be appealed.

GRIEVANCES

Students at the University of New Hampshire and in the Department of Nursing are encouraged to discuss and resolve problems and complaints through informal discussion within the department before embarking on a formal grievance procedure. The grievance procedure for the Department of Nursing is congruent with that of the University of New Hampshire and is detailed in [Student Rights, Rules and Responsibilities](#).

VII. WRITING RESOURCES

ROBERT J. CONNORS WRITING CENTER

The [Robert J. Connors Writing Center](#), located in 329 Dimond Library, 603-862-3272, supports the writing of everyone at UNH, including online students. The highly skilled peer consultants have backgrounds in many different disciplines and are trained to work with students at any stage of the writing process, either in person or virtually.

DNP students are encouraged to use [OWL](#), a UNH online writing lab for interactive review of such elements as style, organization, clarity, thesis development, etc.

DNP students are required to use **APA 7th edition** for formatting papers. APA 7th edition has formatting for both “student” and “professional” papers. DNP students are required to follow guidelines for “professional” papers. Students may purchase *Publication Manual of the American Psychological Association: 7th Edition* or use the resources at [Purdue OWL](#).

OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS

The Office of International Students and Scholars offers services for foreign students. More information is available at [OISS](#).

VIII. GRADUATE ACADEMIC REQUIREMENTS

GRADUATE COURSES

Graduate credits may be earned in courses numbered at the 800 or 900 level or under limited circumstances in courses at the 700 level.

GRADING SCALE

The following grades are used at the university:

Letter Grade	Grade Range	Letter Grade	Grade Range
A	94-100	C	74-76
A-	90-93	C-	70-73
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63
C+	77-79	F	BELOW 60

Note: Students must earn a grade of B- or higher in all courses to remain in good standing and achieve a minimum 3.0 cumulative GPA in order to graduate.

University faculty are responsible for determining student grades. Preceptors and mentors do not assign student grades.

Grades below B-

Students receiving a grade below B- in any graduate nursing course is considered an academic failure. Repeating a course does not remove the original failing grade from the record. Nursing courses can be repeated only once.

AF Grade

An "AF" grade, administrative F, is assigned for failure to either drop or complete a course. An "AF" is considered a failing grade.

Credit/Fail Grades

A "CR" grade indicates satisfactory completion of the three doctoral seminar courses, NURS 980, 981 and 982.

Audit Grade

An "AU" grade is assigned for completion of courses for which audit approval was granted. No credit is earned. Students pay the same tuition for auditing a course as taking the course for credit.

IA Grades

The "IA" grade is a placeholder grade for the Doctoral Scholarly Project courses and NURS 970, which continue beyond the normal grading deadlines at the end of a semester.

Incomplete Grades

An "IC" grade is assigned with the approval of the instructor for excused, unfinished work. The work must be completed and submitted to the instructor by the last day of classes of the semester immediately following the one in which the incomplete was granted. For example, if a student is assigned an IC in E-term I, the IC must be resolved by end of E-term II. (E-term I and II comprise the fall semester.) A petition requesting an extension of time, approved by the instructor, may be submitted to the dean of the Graduate School. An extension is granted by the dean only under unusual circumstances. An incomplete grade automatically becomes an F, if not resolved, or if a petition for an extension is not approved within the allowed time period. This policy also applies to students who withdraw from the university or who are not currently registered.

IX Grades

An "IX" grade is assigned when the faculty of record does not submit a grade by the deadline set by the Registrar's Office. Faculty are responsible for resolving IX grades in a timely manner.

W Grades

If a student withdraws from the university or drops a course prior to the fourth Friday of classes, the course(s) will not appear on the student's permanent record. If a student withdraws from the university or, for compelling non-academic reasons, submits an approved petition to drop a course after the fourth Friday of online classes, a notation of "W" will appear on the student's academic record. If the withdrawal or drop is after the fourth Friday, a "WP" or "WF" will show on the record. A "WF" is considered a failing grade and impact your GPA.

ACADEMIC STANDARDS

DNP students receiving failing grades in six or more credits will be recommended for dismissal from the DNP program. Students on conditional or provisional status or admitted with stipulations must meet the conditions as stated in the letter of admission in order to remain in the Graduate School.

IX. RESPONSIBILITIES IN CLINICAL SETTING

Students must adhere to the requirements of the clinical agency for clinical documentation and training. Students providing **indirect care** must adhere to the policies of the clinical agency for clinical documentation. Students providing **direct patient care** in clinical practicums must adhere to the policies of the Department of Nursing for clinical documentation including proof of the following:

- Health assessment completed yearly within the last 12 months
- PPD or alternative; 2-step yearly; **proof** of PPD or QFT-G negative results required yearly; if positive PPD, chest X-ray is done one time and written documentation of no active disease is required yearly. QFT-G is an alternative to PPD for those who have had a BCG vaccine.
- MMR, Varicella, Hep B titers; one time
- Proof of Tdap within last ten years; one time; if Tdap is older than ten years, student must also provide proof of Td booster, following CDC guidelines.
- Flu vaccine each fall/winter
- CPR certification – American Heart Association only
- Criminal background report; yearly via [New Hampshire State Police](#) (does not need our signature) and via [Verified Credentials](#), regardless of residency
- Drug/alcohol testing – arranged by Department of Nursing
- [BEAS form](#) yearly
- Liability insurance - students are covered under the University of New Hampshire liability insurance policy. Personal liability insurance, although not required, may be desired.

X. ACCESS AND CONFIDENTIALITY OF STUDENT RECORDS

In accordance with the University of New Hampshire's policy on confidentiality that is based on the Family Educational Rights and Privacy Act (FERPA). FERPA is a Federal law that protects the privacy of student education records. For information see [Students' Rights, Rules and Responsibilities](#).

XI. ADDITIONAL RESOURCES

1. [Nursing Department Directory](#) with faculty areas of research interest
2. [Campus Map and Directions](#)
3. [Graduate Student Senate](#)
Located in MUB 119E at 603-862-2422
4. [Student Rights, Rules and Responsibilities](#)
5. [Robert J. Connors Writing Center](#) - Located in 329 Dimond Library, 603-862-3272. The center provides free consultation with trained writing consultants in person or virtually on all issues involving writing: subject choice, research, composing processes, genre, organization, style, grammar, and conventions.
6. [University of New Hampshire Graduate Catalog](#)
7. [Time & Room Schedule](#)
Available mid-fall and mid-spring for schedule of courses.
8. **Transcript Requests** – Are made through the [Registrar's Office](#).
9. **Petitions** - Any request for an exception to academic policy must be made by submitting a [Petition for Exception to Academic Policy](#) form. Petitions are completed by the student, reviewed with and signed by the instructor (if appropriate), reviewed with and signed by their advisor, then submitted to the Graduate Program Coordinator in Nursing for signature. Complete petitions are then reviewed by the Student Affairs Council and the Dean of the Graduate School for approval (if appropriate). You are notified of their decision via UNH e-mail.

10. **Billing** - [Business Services](#)
11. [Graduate School Forms](#)
12. **Parking** - To avoid enforcement measures, students must park legally when on campus. It is the student's responsibility to read and understand the [parking regulations](#)
13. **Computer Configuration** - [Supported Hardware and Software Guide](#)
14. [Leave of Absence Request form](#)

XII. SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING

The Honor Society of Nursing, Sigma Theta Tau International is the second largest nursing organization in the United States. Its members are nursing scholars committed to the pursuit of excellence in clinical practice, education, research, and leadership.

Eta Iota Chapter at the University of New Hampshire accepts applications for membership January and February for spring induction. An announcement is posted in Canvas. Community members can apply for membership throughout the year with an annual induction ceremony.

Qualifications for Membership

Sigma Theta Tau International does not discriminate. Candidates are qualified for membership so long as eligibility requirements are met. Student candidates shall have demonstrated superior academic achievement, academic integrity and professional leadership potential.

Graduate Students (Master's and Doctorate) Must*

- have completed $\frac{1}{4}$ of the nursing program curriculum
- achieve academic excellence (at schools where a 4.0 grade point average system is used, this equates to a 3.5 or higher)
- meet the expectation of academic integrity

**Students in graduate programs who are registered nurses, legally recognized to practice in their country and have a minimum of a baccalaureate degree or the equivalent in any field, shall be eligible to be considered as a nurse leader at any point in the program.*

Nurse Leaders

Nursing professionals not previously inducted as nursing students can also join STTI as a Nurse Leader. Please work directly with our chapter to submit your application and curriculum vitae and/or resume. Contact joyce.cappiello@unh.edu.

Contact Member Services at 888.634.7575 (U.S./Canada toll free) or +1.317.634.8171 (International) with questions or email memserv@stti.org.

XIII. FINANCIAL SUPPORT

Students may be notified of the availability of and deadlines for various financial assistance opportunities through e-mail. Additional information on financial assistance is available in the *University of New Hampshire Graduate Catalog* and from the Financial Aid Office. Please feel free to visit [UNH Financial Aid](#) for further information or call 603-862-3600 to speak to an information specialist or to set up an appointment with the Graduate School Coordinator.

[Travel Grants](#) - Travel grants to assist graduate students presenting papers and poster sessions at professional meetings are available. Requests are made in writing to the Graduate School prior to the meeting. Awards do not exceed \$200 per student per conference nor \$400 per student per year.

[Jaastad Loan](#) - is a low interest, variable rate loan administered by the New Hampshire Charitable Foundation for nursing students in New Hampshire with preference given to UNH nursing students. Funds are distributed by the Department of Nursing to students with the greatest financial need. The student must complete the FAFSA, Free Application for Federal Student Aid, and demonstrate need. Application is made when announced in Canvas. NHCF is responsible for completing the promissory note and collecting the loan. A student has up to 10 years to repay the loan. There is a six-month grace period and there is no application fee.

[Veterans Benefits](#) - Veterans and their dependents should investigate their eligibility for veterans benefit payments. Questions may be addressed to any local Veterans Administration office or the UNH Veterans' Coordinator, Registrar's Office at 603-862-1595. [UNH Veterans' Support](#) is a resource for UNH students.

SCHOLARSHIPS

[American Association of Critical-Care Nurses](#) - for AACN members only.

[Foundation for Seacoast Health](#)

[New Hampshire Charitable Foundation](#)

Alice M. Yarnold and Samuel Yarnold Scholarship Trust

The Alice M. Yarnold and Samuel Yarnold Scholarship Trust was established for the purpose of providing funds for those New Hampshire residents with an interest and desire to pursue post-secondary school education in the fields of nursing, medicine, or social work, but who because of financial circumstances would be otherwise unable or restricted to do so. The first priority of the scholarship trust is the aforementioned fields of study and financial need. Potential applicants may demonstrate this financial need based on an appropriate application to be filed with the Trustees. Applications are available typically spring semester through the graduate program in nursing office, Hewitt 275, or Alice M. Yarnold and Samuel Yarnold Scholarship Trust, 180 Locust Street, Dover, NH 03820-3777, 603-749-5535. Applications are due as posted.

[Department of Health & Human Services, National Health Services Corps Scholarship Program](#)

**Notification of other scholarship opportunities are sent directly to students via UNH email when made available.*

UNIVERSITY OF NEW HAMPSHIRE COMMENCEMENT

The University [Commencement](#) ceremony is held in May. Students who have completed their degree requirements in the current academic year (September, December, May) are invited to participate in the May ceremony. DNP students who graduated the previous December or will graduate May or September of the current academic year are eligible to participate in full academic regalia. Hooding is restricted to UNH commencement ceremony. Students are notified in advance with information about ordering tickets, ordering academic regalia and participating in event.

Students must file an [intent-to-graduate](#) by the final deadline for May, September or December graduations to be listed in the commencement book.

XIV. PREPARING FUTURE FACULTY

- The [Preparing Future Faculty \(PFF\) program](#) is a national initiative that transforms the way doctoral programs prepare aspiring faculty members for their careers. It emphasizes an education that is informed by the kinds of responsibilities faculty members actually have at a variety of institutions. The central concept of the PFF Program is that graduate students who aspire to become faculty members require preparation to teach and render service in a variety of institutions.
- The Graduate School, in conjunction with the Center for Excellence and Innovation in Teaching and Learning (CEITL), offers a 13-credit graduate program designed to enhance the effectiveness of college teaching. UNH Doctoral students have the opportunity to add the [Cognate in College Teaching](#) to their graduate degree program. For an overview of the Cognate in College Teaching course requirements and course descriptions, please click [HERE](#). Interested students should [apply to the Cognate in College Teaching](#) through the Graduate School. Once enrolled, a Minor in College Teaching will appear on the student's academic transcript. Please contact Catherine Overson (Catherine.overson@unh.edu) at CEITL if you are interested in the College Teaching Program.

**UNH Doctoral students may to take any number of College Teaching (GRAD) courses without being enrolled in the Cognate. However, if students are interested, they are encouraged to enroll early.*

A 12-credit [Certificate in College Teaching](#) is offered for individuals who are not UNH graduate students. Because the Certificate does NOT require current enrollment in a doctoral or terminal master's program, DNP students can enroll in and complete the Certificate after graduation. The Certificate comprises the same course requirements as the Cognate, with the exception that it does not require GRAD 998, the 1-credit College Teaching Portfolio. For an overview of the Certificate course requirements and course descriptions, please click [HERE](#).

- The Center for Excellence and Innovation in Teaching and Learning (CEITL) offers a rich collection of resources, information, and expertise to support the university's mission of enhancing student learning through the continual improvement of teaching. For an overview of CEITL offerings for graduate students, please click [HERE](#).

XV. PROFESSIONAL DEVELOPMENT

- The Graduate School hosts various **Preparing Future Professionals (PFP)** workshops throughout the academic year. Examples of PFP workshop themes include *Life Beyond Academia in STEM fields*, *Social Justice Workshop*, *Presentation Skills*, *Working with Difficult People*, *Bystander Responsibility and Affirmative Action*, *LinkedIn and Social Media*, *Grant Writing*, etc. For link to register for PFP workshops, please click [HERE](#)
- UNH Professional Development & Training offers a variety of non-credit, continuing education online programs for professionals in all areas. Explore the attributes of communication skills, digital marketing, leadership & management, and more with UNH PD&T's online offerings. For an overview of UNH Professional Development & Training offerings, please click [HERE](#).