Baylor University
Louise Herrington School of Nursing 3700 Worth Street
Dallas, Texas

Academic Year 2017-2018

LHSON DNP program is nationally accredited by:

Commission on Collegiate Nursing Education
One Dupont Circle, NW Suite 530 Washington, DC 20063
(202) 887-6791

ACNM Accreditation Commission for Midwifery Education.
8403 Colesville Road, Suite 1550 Silver Spring, MD 20910-6374 (240) 485-1802
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Revised August 2017
### Table of Contents

Introduction.................................................................................................................. 3  
Philosophy, Mission, History.......................................................................................... 3-6  
DNP Program Outcomes............................................................................................... 7  
Academic Policies......................................................................................................... 8-14  
  Course of Study........................................................................................................... 8  
  Faculty Office Hours................................................................................................... 8  
  Registration and Advisement..................................................................................... 9  
  Grades and Grading Scale ........................................................................................ 9-11  
  Make-up Exam Policy............................................................................................... 11  
  Grievance (Student) Process .................................................................................... 11  
  Academic Integrity..................................................................................................... 11  
  Honor Code................................................................................................................ 11-12  
Continuation following interruption for non-academic reasons ................................ 12  
Classroom and Clinical Etiquette.................................................................................. 12  
Transfer Credit ............................................................................................................ 13  
Guidelines for Papers According to APA Publications Manual ................................ 13  
Time Limitation ........................................................................................................... 13  
Licensure ....................................................................................................................... 13  
Textbooks and Supplies ............................................................................................. 13  
Pinning .......................................................................................................................... 14  
Transcripts: Procedure for Obtaining ......................................................................... 14  
General Information, Student Policies & Procedures.................................................. 15-22  
  Badges....................................................................................................................... 15  
  Name Changes ......................................................................................................... 15  
  Address Changes...................................................................................................... 15-16  
  Cafeteria Information............................................................................................... 16  
  Criminal Background Check and Drug Testing ....................................................... 16-17  
  Parking Facilities...................................................................................................... 17  
  Security ...................................................................................................................... 17  
  University Correspondence .................................................................................... 17  
Student Services........................................................................................................... 18-22  
  Health Services for Students .................................................................................. 18  
  Counseling Services.................................................................................................. 18  
  Event Tickets ........................................................................................................... 18  
  Financial Aid.............................................................................................................. 19  
  Fitness Center ........................................................................................................... 19  
  Recreational Activities ............................................................................................ 19  
  Insurance .................................................................................................................. 19-20  
  Student Health Insurance ....................................................................................... 20  
  Judicial Administration ............................................................................................ 20  
  Notary Public Service .............................................................................................. 20  
  Hazardous Weather ................................................................................................ 20  
  Student Organizations ............................................................................................. 21  
  Immunizations and CPR ......................................................................................... 21  
  Students with Disabilities ....................................................................................... 22  
Title IX ......................................................................................................................... 21  
Library Services............................................................................................................ 22-23  
The DNP Project ........................................................................................................ 25-28  
The DNP Portfolio....................................................................................................... 29  
Appendix A & B: Degree Plans................................................................................... 30-33  
Appendix C: Course Descriptions ............................................................................ 34-42  
Appendix D: DNP Project Committee Form ................................................................. 43  
Appendix E: DNP Project Proposal Approval Form .................................................... 44  
Appendix F: Completed DNP Project Attestation Form .............................................. 45  
Appendix G: Academic Professionals and Support Staff ......................................... 46
Introduction

The Louise Herrington School of Nursing (LHSON) Doctor of Nursing Practice (DNP) degree is a clinical doctoral program designed in response to professional mandates to move advanced nursing practice education to the doctoral level and to meet the societal need for improved healthcare through the education of nurse practitioners (NPs) and midwives. The DNP program is congruent with the overall mission and strategic plan for Baylor University as described in Pro Futuris, as well as the mission and philosophy for the LHSON. The program is of particular value to the LHSON because it prepares providers to care for vulnerable populations such as women and families in the United States and globally, reflects an approach to life as servant leader and professional nursing as a calling. A nurse practitioner or midwife prepared at the DNP level can promote and improve the quality of healthcare for individuals, populations and communities in the United States and across the globe.

Philosophy

The faculty of Baylor University Louise Herrington School of Nursing (LHSON) believes in the philosophy, the Christian mission, and the goals of Baylor University and, in harmony with these, provides an environment in which the nursing student may grow in professional competence and Christian spirit. The faculty believes nursing is a service to humanity and is motivated by love for God and society. A commitment to this belief provides a foundation for teaching and learning in the LHSON.

The faculty believes the aim of undergraduate and graduate education in nursing is to provide an opportunity for personal and professional development. Professional education includes a study of the arts, sciences and humanities and is best achieved in a Christian setting beginning at the Baccalaureate level. The faculty believes that baccalaureate education in nursing is the basis for professional practice as a nurse generalist and should be equally accessible to generic students and to other students who have previous formal educational experience in nursing. The nurse generalist has the knowledge, skills, and competencies necessary for assuming the responsibility of entry-level professional nursing positions and for graduate study in nursing.

The faculty believes specialization occurs at the level of graduate education in the refinement of existing skills, expansion of knowledge, and development of competencies in a specific area of nursing practice.

The faculty believes individuals learn in a variety of ways. Learning is a life-long process built upon previous knowledge and experience. Learning occurs in a variety of situations and settings and should become self-directed over time. Knowledge acquisition, critical inquiry, reflection and decision-making prepare learners to respond to issues that confront them as professionals.

The faculty believes effective teaching employs a variety of strategies to foster independence, critical thinking and self-discovery. The teacher as a facilitator strives to be innovative and flexible in planning, implementing, and evaluating educational experiences consistent with curriculum goals and objectives. The teacher as scholar participates in endeavors to acquire, create, and use new knowledge. As members of the academic community, the faculty recognizes that its professional role includes formal teaching, scholarly pursuits and community service.
The faculty believes the individual, in constant interaction with the changing environment, responds as a unified whole to life situations. In addition, the individual impacts the environment and his/her own welfare through a personal relationship with the Creator. As an integral part of a family, group or community the individual affects, and is affected by both culture and society.

The faculty believes health is a basic human condition which is uniquely perceived by individuals and groups. Health is a dynamic state of human functioning wherein clients exist with varying degrees of wellness and illness. The higher the level of human need fulfillment, the more optimal the state of wellness for the client. Individuals have the right to pursue that level of health perceived by them to be optimal, taking into account their social and cultural definitions of health. The level of health individuals can attain is influenced by the levels of health of families and communities of which they are a part and with whom they coexist.

The faculty believes professional nursing is the caring for individuals, families, groups, communities and society through the diagnosis and treatment of the responses to actual or potential threats to health and through facilitating human need fulfillment. Professional nursing is a practice discipline which has evolved from a rich, unique heritage. It encompasses the arts, sciences, ethics, and politics. Nursing has a dynamic body of knowledge based on nursing research and on the application of theories and concepts from the physical and behavioral sciences and the humanities. Professional nursing utilizes the nursing process in a caring, interactive manner to promote optimal wellness. Through a variety of roles, professional nursing contributes to the improvement of health care services to society.

**Mission**

Our mission at the Baylor University Louise Herrington School of Nursing is to prepare baccalaureate and graduate level nurses, within a Christian community, for professional practice, healthcare leadership and worldwide service.

**History of the School of Nursing**

Baylor University, chartered by the Republic of Texas in 1845, was established by the Union Baptist Association under the leadership of Judge R.E.B. Baylor, Rev. James Hickins, and Rev. William Milton Tyron. Originally located in Independence, Texas, the university was moved to Waco, Texas, in 1886 and merged with Waco University, another Baptist School.

The mission of Baylor University is to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community. The present university system includes the College of Arts and Sciences and the Schools of Business, Education Law, Engineering & Computer Science, Institutes & Special Studies, Music, Nursing, Seminary and the Graduate School. Enrollment stands at approximately 15,000 students.

The School of Nursing was established in 1909 as a diploma program of the Texas Baptist Memorial Sanitarium, the forerunner of the present Baylor University Medical Center. In 1950 the School became one of the six degree-granting schools within Baylor University. Graduating its first collegiate class in 1954, the School is one of the oldest baccalaureate programs in the United States.
A number of nurse educators have provided outstanding leadership and have contributed significantly to the history of the School of Nursing. Helen Holliday Lehmann served as Director when the School was a diploma program. She held this position from 1912 until 1923 and again from 1930 until 1943. Under her administration, the program obtained a "Class A" rating and became one of two schools to meet all of the requirements of the New York Board of Nurse Examiners at that time. In 1943 Mrs. Lehmann was succeeded by Zora Fiedler who held the position of director until 1951. It was largely through her efforts that the baccalaureate program was developed. Though the newly developed program was established on the Waco campus, Baylor University Medical Center in Dallas was utilized as a clinical teaching facility in addition to clinical facilities in Waco.

In 1954 the first class completed the new program and its members were granted the Bachelor of Science in Nursing from Baylor University. Further refinement of the program continued as nursing courses were taught on both the Waco and Dallas campuses.

Anne Taylor was appointed Dean in 1961. By this time, the School of Nursing, including administration, was based in Dallas on the Medical Center campus. During Miss Taylor's tenure, plans for Wilma Bass Residence Hall, which included classrooms and offices for the School of Nursing, were developed. In 1965 the School moved into the new facility, the same year in which Dr. Geddes McLaughlin succeeded Miss Taylor as dean. Under Dean McLaughlin's leadership, the School experienced significant increases in the number of students and faculty. The Harry Bass Memorial Education Center was built to provide offices and classroom facilities for the School of Nursing in 1977.

Succeeding Dr. McLaughlin upon her retirement was Dr. Opal Hipps. Under the direction of Dean Hipps, Baylor University School of Nursing began admitting students in January as well as September. The library facilities were separated from the College of Dentistry and a Learning Resources Center was established in Wilma Bass Hall. Lines of administrative authority were clarified in that the dean reported directly to the University administrators in Waco. A BSN completion program was begun for RN's.

"Fall 2011 Facts" prepared by the Office of Institutional Research and Testing, Baylor University

Dr. Phyllis Karns was appointed dean in 1987. Under her direction the Learning Resources Center was expanded and moved to the Harry Bass Education Building. The graduate program in Patient Care Management (later Advanced Nursing Leadership) admitted the first student in the Fall of 1990. The graduate program received initial accreditation from the NLN in the Fall of 1994. In Fall, 1998, the Family Nurse Practitioner track was added, followed by the addition of the Neonatal Nurse Practitioner track in the Fall of 2000. A joint BSN-MSN program was added in the Spring of 2001 to replace the previous RN completion program.

A major facility expansion and renovation was completed in August 1999, nearly doubling the size of the facility. Full national accreditation of the baccalaureate and graduate programs was granted by CCNE from 1999 through June 30, 2010. In the Fall of 2000, the school was endowed by Mrs. Louise Herrington Ornelas and was named the Louise Herrington School of Nursing in her honor.
Dr. Judy Wright Lott was appointed as Dean in December 2002 and guided the transition of the Louise Herrington School of Nursing into the 21st century. Under her leadership, the school grew in student numbers, programs, endowed funds, academic standing and promotional activities. During her tenure the Barnabas Success Center, the Don and Ruth Buchholz Simulation Laboratory, the Doctor of Nursing Practice (DNP) program and the Accelerated Second Degree (FastBacc) track were developed based on strategic plans for the school. Guiding us through our Centennial anniversary and receiving full accreditation from CCNE for both undergraduate and graduate programs, Dr. Lott strengthened the Christian focus of the school and constantly promoted the new motto of the school: Learn, Lead, Serve. In 2012, Dr. Shelley F. Conroy joined the LHSON team as dean and professor of nursing. Dr. Conroy holds a Doctor of Education degree in curriculum and instruction from the University of Central Florida, a Master of Science degree in maternal-infant nursing from Virginia Commonwealth University’s Medical College of Virginia and a Bachelor of Science in Nursing degree from Virginia Commonwealth University. Dr. Conroy’s extensive background as a tenured professor and dean at previous universities and her significant background in research, grants and sponsored projects will equip her to skillfully guide the nursing school during this important time of progress and transition in the area of health professions education. With more than 30 years of experience in higher education, health care administration, and nursing and health care research, she believes the Lord has used her life story and experiences to prepare her for this leadership position at Baylor.
DNP Graduate Program Outcomes

Competencies expected of a DNP graduate from the LHSON are congruent with the eight Essentials for Doctoral Education for Advanced Practice published by the American Association of Colleges of Nursing (2006). The curriculum is designed to enable the graduate to attain these outcomes:

1. Synthesize scientific evidence and methods to design, direct, and evaluate strategies to promote effective patient-centered care. **Essential I: Scientific Underpinnings for Practice**

2. Incorporate leadership skills and interprofessional team building strategies to improve quality metrics within health care systems, organizations, and diverse practice settings. **Essential II: Organizational and Systems Leadership for Quality Improvement and Systems Thinking**

3. Employ information systems and technology in the delivery of transformative health care. **Essential IV: Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care**

4. Advocate for evidence-based health policy to improve local, national, and/or global patient and health population outcomes. **Essential V: Health Care Policy for Advocacy in Health Care**

5. Utilize effective interprofessional communication and collaborative skills to facilitate improvement in population health. **Essential VI: Interprofessional Collaboration for Improving Patient and Population Health Outcomes**

6. Demonstrate advanced levels of clinical judgment and systems thinking in designing, delivering, and evaluating evidence-based care for clinical prevention and population health. **Essential VII: Clinical Prevention and Population Health for Improving the Nation’s Health**

**Essential VIII: Advanced Nursing Practice**
Academic Policies

As an academic unit of Baylor University, the LHSON abides by the policies found in the Graduate Catalog in regard to such items as tuition, maximum length of time in program and other general information. LHSON also has policies specific to the school that can be found in this handbook.

Course of Study

The SACS-mandated rule for doctoral programs is that the majority of the work toward the degree be done at Baylor University. The Doctor of Nursing Practice (DNP) degree is 75 credit hours. Of the 75 credits, 7 credits are specific for the DNP project. We can allow students to transfer in 37 hours from their master’s program. That leaves 38 hours to be completed on the doctoral degree at Baylor University. The majority of the credits will be transferred for individuals who already possess a master’s degree in nursing or who already are certified as a nurse-midwife or nurse practitioner. You are welcome to petition for an exception for students that completed the 37 hours in the MSN degree at Baylor University. The Graduate School will review each individual case and if it merits approval, the student will be allowed to complete electives at another university.

A degree plan for each student is developed shortly before or upon admission. The plan consists of courses to be taken in a designated sequence, including any previous courses that may be transferred for credit. Each semester the course of study will be reviewed and confirmed by the student, and Academic Affairs Specialist. Any changes will be approved by the appropriate Specialty Track Coordinator. Students are responsible for retaining a copy of the degree plan for their records.

Students who meet the admission requirements of the Graduate School of Baylor University and the requirements of the LHSON may be admitted into the DNP program either as full-time or part-time students. Full-time students are anticipated to complete the program within 9 semesters from the BSN entry. Post master’s students must complete a minimum of 38 credits at Baylor University for completion of the 75 credit DNP in an anticipated 5 semesters.

Students enter the program in the fall for a more seamless movement through the planned curriculum. DNP students must have completed a graduate level statistics course prior to matriculation into the program.

In some instances, a pretest may be required to demonstrate that an individual already possesses the information taught in a course. Additionally, a clinical practice assessment may be required to validate current clinical competency before transfer of clinical management courses and/or clinical practicum credits.

Appendix A contains the standard BSN to DNP curriculum for midwifery and nurse practitioner students. Appendix B contains the standard Post Masters DNP curriculum. Appendix C contains course descriptions.

Faculty Office Hours

Faculty office hours are available to students each week. The schedule of office hours is posted outside of each faculty office. Students are encouraged to make an appointment to see a faculty member during these times. For those student in online programs or enrolled in hybrid courses, faculty are available to meet in a variety of alternate formats including conference call and videoconferencing.
Registration and Advisement

Upon acceptance, graduate students must work with the Academic Support Specialist and their Specialty Track Coordinator to determine an initial degree plan. The Academic Support Specialist will assist students with registration for the first semester. After that, as long as students progress along their prescribed degree plans, they may register for the following semesters using Bear web (www.baylor.edu/bearweb). If at any time students need to alter their degree plans, they must consult with their Specialty Track Coordinator and revise their degree plan with the Academic Support Specialist. Dates for registration are set by the Registrar’s Office in Waco and students may not register prior to the set date. Students will receive email notification from the graduate school each term informing them of registration dates and processes.

Grades and Grading Scale

At any time during a course, a student has the right to know his/her status, for example, whether or not the student has a passing grade. If there is any question, the student should contact the faculty of record of the course.

It is the policy of the LHSON graduate program that a student will receive a grade of “F” for any didactic course in which she/he has not attended 75% of the scheduled classes.

Grade Reports: End of semester grades will be available through BearWeb.

Incomplete (I) Grades

A grade of Incomplete (I) is usually given when a student in good standing who has completed the majority of the coursework in a class experiences an emergency or serious situation that prevents him/her from taking the final exam and/or submitting final paper(s), e.g. illness requiring hospitalization over Thanksgiving break and the student is unable to return to class until mid-December. The emergency or serious situation must be considered an ‘excused absence’ by the faculty. The faculty member will determine a new deadline to finish the course requirements in conjunction with the student. The new deadline is usually no later than the end of the following semester. If the course is not completed by this time, the “I” will be changed to a grade of “F”.

Grade Appeal Process

Students have the right to appeal any grade through the appropriate chain of faculty/administration as outlined in the Baylor University Academic Appeals Policy and Procedure. This chain of individuals within the LHSON is as follows: faculty member who assigned the grade, Specialty Track Coordinator, DNP Program Director, Associate Dean of Academic Affairs, and Dean. If the student is not satisfied with the appeal at this point, he/she may elect to pursue the appeal to the Provost on the Waco campus.

Grades are computed in the Graduate Program of the School of Nursing according to this scale:

<table>
<thead>
<tr>
<th>Grading Scale Range</th>
<th>Letter Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>93.00 – 100.00</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>89.00 – 92.99</td>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>85.00 - 88.99</td>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>81.00 - 84.99</td>
<td>B</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Baylor University – Louise Herrington School of Nursing
The minimum passing grade for all graduate nursing courses is an “81.” DNP students must achieve a grade of “81” or better in ALL courses, clinical and/or didactic, in order to advance in the program. If a student does not achieve a grade of “81” or above, the course must be repeated the NEXT time it is offered. A course may be repeated one time only. When any course is repeated and an “81” is not attained, there is cause for termination from the Graduate Program in Nursing.

A maximum of two courses can be repeated. In other words, any student who fails a total of three courses, regardless if the student passes a repeat course for two of them, will be dismissed from the Graduate Program in Nursing.

**GPA**

Graduate students must maintain an overall “B” (3.0) grade point average (GPA). Any fully admitted student whose overall GPA falls below a “B” average during any semester will be placed on probation for the next nine (9) hours of coursework. If, after completion of the ninth semester-hour credit, the student’s overall grade point average is still below 3.0, the student will receive notification of dismissal from the Graduate School.

**Probation**

A student admitted to Graduate School on probation must maintain a “B” (3.0) overall grade point average during the first nine semester hours of graduate coursework. Failure to do so will result in notification of dismissal by the Graduate School. Students are automatically removed from probation upon completion of the first nine semester hours of graduate level coursework if an overall 3.0 GPA is attained.

**Grading for DNP Project Courses**

DNP Project courses are graded as Credit/No Credit by the DNP Project chair. In order for a student to receive a grade of “Credit” for each of the DNP Project courses, the student must receive approval from the DNP Project chair confirming student has completed all of the requirements for the individual DNP Project course.

If the student does not complete the assignments and does not receive approval of completion by the DNP Project chair by the last day of the semester, a grade of “Incomplete” will be recorded if it is the opinion of the chair and the student that the assignment(s) can be completed satisfactorily by the 5th class day of the next semester. If the assignments are completed and approved by the chair by the 5th class day of the next semester, the DNP Project grade of “Incomplete” will be changed to “Credit” and the student may continue enrollment in the following DNP Project course.

If the DNP Project assignments are not completed and approved by the chair by the 5th class
day of the semester after the DNP Project course was taken, a grade of “No Credit” will be
assigned for that DNP Project course and the student will be required to drop the following DNP
Project course and enroll in the same DNP Project course again that they were unable to
satisfactorily complete initially. Please note that the university may assess a fee for late
registration.

Student Responsibility
It is the student's responsibility to be informed and observe all regulations and procedures
concerning the degree completion requirements of the graduate program.

End of semester grades will be available through BearWeb. Students who wish to receive a
printed copy of their grades must complete a written request for grades to be mailed, which may
be mailed or faxed to the Office of Academic Records on the Waco campus at 254-710-2233. A
request for a written copy of grades must be completed each term. Forms are available in the
Administrative Suite on the 3rd floor and also on the Nursing website.

Make-up Exam Policy
In the graduate program, make-up exams are reserved for emergency situations and offered at
the discretion of the course faculty. Immediately upon learning of a situation that would
preclude the taking of a regularly scheduled examination, the student is responsible for notifying
the course faculty. If a make-up exam is approved, the course faculty will determine the length,
type, and date of exam to be offered. Replacement exams may be significantly different in
format.

Grievance (Student) Process
Students have the right to grieve unfair academic treatment by faculty through the appropriate
chain of faculty/administration as outlined in the Baylor University Grievance Policy. This chain
of individuals within the LHSON is as follows: faculty member involved in the grievance,
Specialty Track Coordinator, DNP Program Director, Associate Dean of Academic Affairs, and
Dean. If the grievance is not satisfactorily settled by this point, the student may pursue the
complaint to the Provost on the Waco campus. This process follows the official Baylor
University process.

Academic Integrity
Plagiarism or any form of cheating involves a breach of student-teacher trust. This
means that any work submitted under your name is expected to be your own, neither
composed by anyone else as a whole or in part, nor handed over to another person
for complete or partial revision. Be sure to document all ideas that are not your own.
Instances of plagiarism or any other act of academic dishonesty will be reported to the
Honor Council and may result in failure of the course. Not understanding plagiarism is
not an excuse. As a Baylor student, it is expected that you are intimately familiar with
the Honor Code at: http://www.baylor.edu/honorcode/

Honor Code
The conduct of all students while attending Baylor University must adhere to the provisions of
the Baylor University Honor Code. Students must be familiar with the Honor Code and actions
in the classroom, lab and clinical site which could result in an Honor Code violation. Honor
Code violations can result in sanctions including failure from the course, probation, suspension,

Baylor University – Louise Herrington School of Nursing 11
or expulsion. Any student who violates the Honor Code will be disciplined in accordance with the policies of the faculty member, Honor Code and the University. Baylor University students and faculty shall act in academic matters with the utmost honesty and integrity. A Baylor University student violates the honor code if the student engages in dishonorable conduct in connection with an academic matter. A student who violates the honor code is unworthy of the trust of the faculty. If a faculty member suspects that one of his or her students has engaged in dishonorable conduct, the faculty member may: (1) handle the matter directly with the student or (2) refer the matter directly to the honor council. If a student witnesses another student engaged in dishonorable conduct, the witnessing student shall report the incident within one semester of its occurrence to either the faculty member in whose class the incident occurred or to the Director of the Graduate Program.

For specific details regarding Honor Code, please visit the Baylor website: http://www.baylor.edu/honorcode/

Continuation Following Interruption for Non-Academic Reasons
Former students in good standing who take 1-3 semesters off due to non-academic reasons (health, pregnancy, family emergencies, financial, etc.) may be eligible to return to the School of Nursing the following semester. The student will need to meet with the Specialty Track Coordinator and Academic Support Specialist for the Graduate Program to develop a degree plan for continuation in the major.

Classroom and Clinical Etiquette
Mutual respect, a sense of integrity and responsibility are essential attributes of the learning environment at Baylor. Students are expected to display appropriate classroom behavior at all times. Please be considerate and refrain from conducting ‘private’ conversations while someone else is speaking, coming to class unprepared, bringing children and/or pets to class, leaving class early, and other such behaviors which disrupt learning.

Attendance
Students are expected to adhere to the attendance policies provided in the syllabus of each course in which they are enrolled.

Dress code
When representing the School of Nursing, the student is required to dress professionally. No open-toe shoes. Blue jeans or denim style jeans, mini-skirts, sleeveless shirts, shorts, T-shirts, jogging outfits, thong sandals, etc., are not considered professional dress.

Punctuality
Time is a precious commodity; therefore, students are expected to be on time for all classes and to return promptly from all breaks. Faculty reserve the right to refuse entrance to the classroom for tardy students until the next official break.

Cell phones and other electronics
Cell phones and other electronic equipment with sound alerts must be placed on silent mode or turned off during class time. Phone calls should be made outside of the classroom, the Learning Resource Centers, and other locations where students are studying. Please keep the nature of your conversation appropriate to a professional setting where classmates, staff and faculty are within listening range.
Transfer Credit

The majority of all course work toward completion of any degree must be taken at Baylor University.

For doctoral degrees, the accepted number of transfer credits will be determined by the individual academic departments within the following general guidelines:

- Course work must be from an accredited university and appear on a graduate transcript
- Course work must have been taken within five years immediately prior to matriculation
- Course work must carry a grade of “B” or better (cannot accept Pass/Fail, Credit/No Credit or certificates of completion)
- None of the transfer course work consists of extension, workshop courses, or master’s thesis credits
- Acceptance of transfer credit is determined by the Specialty Track Coordinator in consultation with the faculty of record

Guidelines for Papers According to APA Publications Manual

All papers must be written using the most recent edition of the American Psychological Association’s (APA) Publication Manual. The APA Publication Manual can be purchased at any bookstore or ordered online from www.apastyle.org.

Time Limitation

The maximum time limit for the doctoral degree is eight years from the time the student first matriculates into the doctoral program. After this time the student may request a one-year extension. Any DNP student wishing to return to complete their degree after a one year absence, must reapply for admission to the graduate school. The student would enter under the current catalog and the appropriate course work for degree completion may be revalidated or not, according to the policy of the individual program in consultation with the Graduate School.

The maximum time limit for the masters’ degree is five years from the time the student first matriculates into the master’s program. After this time the student may request a one-year extension. Once a student’s time limit expires, any student wishing to return to complete their degree after a one year absence, must reapply for admission to the graduate school. The student would enter under the current catalog and the appropriate course work for degree completion may be revalidated or not, according to the policy of the individual program in consultation with the Graduate School.

Licensure

All DNP students must be licensed to practice nursing in the State of Texas or the state where clinicals will be completed (for those in fully online programs). Proof of current unencumbered licensure must be documented annually with the Academic Support Specialist.

Textbooks and Supplies

Baylor Bookstore serves as the School of Nursing’s “bookstore” where all texts and other school supplies may be purchased. A current book list is available for student use at the bookstore and is available at the following link: [http://www.bkstr.com/baylorstore/shop/textbooks-and-course-materials?cm_sp=Global-ShipStripTextbooks80-461](http://www.bkstr.com/baylorstore/shop/textbooks-and-course-materials?cm_sp=Global-ShipStripTextbooks80-461)

Students can order books online directly through the Baylor Bookstore. For any questions, the textbook telephone number is (254) 710-6970.
Pinning
Graduating students are honored with a pinning ceremony for DNP graduates at the conclusion of their program. The date is usually the day prior to the University Graduation in Waco. There is no fee for participation in the Pinning Ceremony. A reception is provided following the ceremony. Currently there is no limit on guests and no fee.

Graduating students are given the opportunity of purchasing a Baylor University MSN or DNP pin in their final semester of the program. Purchase is not mandatory. Students will be notified by email of the deadline for purchasing online through our approved vendor.

Transcripts: Procedure for Obtaining (Dallas Campus)
Official transcripts can be ordered through the Baylor University Registrar's Office.
http://www.baylor.edu/registrar/index.php?id=94623

Unofficial transcripts Students may print unofficial transcripts from BearWeb or request one from the Graduate Program Office.
General Information, Policies, Procedures

Badges

Baylor University Medical Center Photo I.D. Badge
All students are required to have an official BUMC photo I.D. badge as a means of identification. This badge must be worn at all times and is used for parking lot and building access. Students will be given applications for vehicle registration and campus ID requests during orientation and will also be directed to the appropriate office within the Department of Parking Services.

If a student badge is lost or stolen, a $25.00 fee is assessed for a replacement badge. There is no fee for replacement of a badge that is broken when you present your existing badge to the DPS office. In order to qualify for a hospital cafeteria discount at BUMC, students must wear this badge.

Louise Herrington School of Nursing Name Tag
Information on ordering your Baylor University Louise Herrington School of Nursing Name Tag is included in the student welcome packet that is sent to all students prior to school via email. If additional or replacement name tags are needed, please contact the Student Services office.

Baylor University Campus Identification Card:
At the beginning of each semester, photos are taken of all incoming new students. This photo will be submitted to Baylor University for printing of your official University identification card. Current Baylor students qualify for a new ID card but must notify Student Services by the end of the 5th class day if they want a new Baylor University identification card. Students must use this identification card anytime they are on the Waco campus, especially if they plan to use facilities or participate in events on the Waco campus.

Name Changes
To report a name change, a student must fill out an official name change form which can be request at Registrar@baylor.edu or these forms are available on the 3rd floor of Harry Bass Educational Center in Academic Affairs. Please follow the procedure below to officially change your name with the University:

1. Complete a “Request for Change of Name.”
2. Bring original documentation showing official name change (i.e. Marriage License, Social Security Card etc.)
3. Have the notary in Academic Affairs make a copy of the original document and notarize the copy verifying that the original was presented.
4. Have the notary fax the form and notarized document to the Waco Campus

NOTE: You may also fill out the form and mail it along with your original, official document to the Registrar Office on the Waco campus.

Address Changes
It is important for University officials to be able to locate and send official correspondence to students. Address changes are made through BearWeb. Failure to receive University notices because of an incorrect address provided by the student will not relieve the student of
responsibility for responding to the notice.

To change an address, go to BearWeb by typing in the following address in a web browser: www.baylor.edu/bearweb. Log in to BearWeb; click on “Personal Information” and then “Update Addresses and Phone Numbers.” If you need assistance, please check with Student Services or contact the HELP desk at 254-710-HELP.

Cafeteria Information
Students are entitled to a 20% discount when eating in the BUMC campus cafeterias located in the basement of Truett Tower, The Atrium located in the Roberts Tower, and Café Charles in the Sammons building. In order to obtain a discount, students must wear a BUMC issued photo I.D. badge from Parking Services.

Criminal Background Check and Drug Testing
Clinical agencies require background checks and drug screens as a condition for clinical placement. Students are required to have a drug screening and criminal background check through Castlebranch completed before the student begins clinical courses. Fees connected with drug screening are included in student fees. A positive drug screen will prohibit the student from attending the School of Nursing.

Baylor University policy prohibits the unlawful manufacture, possession, use, sale, transfer, or purchase of a controlled substance or another dangerous drug such as a controlled substance analogue (designer drug) on or off the campus. It is also a violation of University policy for anyone to possess, use, or be under the influence of an alcoholic beverage on the campus or at a University-related activity off campus. Anyone violating these policies is subject to disciplinary action ranging from warning to expulsion.

The University believes that spiritual, intellectual, emotional, physical, and social development have their greatest growth free from mind-altering chemicals. Its goal is to provide an environment where the entire campus community is challenged and motivated to live a chemical free lifestyle.

As a first step toward reaching that goal, the University makes every effort to seek full compliance with University policy and federal, state, and local laws and ordinances; to discourage by every means possible the use of alcohol; to promote sobriety; to provide social and recreational alternatives to the use of alcohol and other drugs; and to offer confidential, effective, and redemptive assistance to employees and students who seek help for substance-abuse problems, while focusing on the development of a comprehensive program of non-residential services.

A student or employee found guilty of noncompliance with the Baylor University policy on alcohol and other drugs is subject to sanctions commensurate with the offenses and any aggravating and mitigating circumstances. Sanctions that may be imposed against a student are found in the Student Disciplinary Policy detailed in the student Code of Conduct, which can be found online at Baylor.edu/judicial_affairs.

Furthermore, as a student of the School of Nursing, all students must submit to a urine drug test upon enrollment. In accordance with the DFW Hospital Council’s Community Standards document, “an individual with a positive drug screen will not be allowed to attend any clinical Baylor University – Louise Herrington School of Nursing
agency/rotation for a minimum of 12 months. Prior to returning to the clinical agency/rotation, a student must provide proof of a negative drug screen as verified by the college/school.” A positive drug test, and therefore inability to participate in clinical courses, will result in the inability to continue in the nursing program for a minimum of 12 months and a referral to the Baylor University Office of Judicial Affairs.

Parking Facilities
(The fees and procedures in this section are subject to change by the Baylor University Medical Center Public Safety Office. Students will be notified of any and all changes.)

The Parking Services Department of Baylor University Medical Center handles all matters pertaining to parking for students in the School of Nursing. The Office of Parking Services is located at 4005 Crutcher Street, Suite 200. Hours are 8:00am – 4:30pm Monday through Wednesday and 7:00am – 4:30pm on Thursday and Friday. Students must arrive by 4:30 to have identification badges made. Students will be given the necessary forms during Orientation to fill out and present to Parking Services. Student Services provides a list of qualified students each semester to verify your applications. It is the students’ responsibility to obtain their parking decal and ID Badge from Parking Services. If you have questions, please contact their office at 214-820-7275.

A $25.00 per semester fee will be required for all student-parking decals. Parking is assigned by the Parking Services Department at Baylor University Medical Center. Students are assigned to park on the BHCS campus according to their LHSON level status. If your assigned lot is full, then you may park on the Garage 7 Rooftop only or Lot 47 as an alternative. Students are not permitted to park in any other parking lots or visitor spaces. Under NO circumstances are students allowed to park at the Landry Center. Vehicles will be ticketed and/or towed at the students’ expense. Security escorts to and from parking areas are available upon request, day or night. For a security escort, dial 214-820-4444.

Security
To provide security in the Bass Education Center, the front door is locked at all times. Students have access to the building 24 hours a day but will need their BUMC issued ID badge for entering the parking lots, the building, and the computer lab. If your badge does not work, you must take it to Parking Services for replacement.

University Correspondence
The University, School of Nursing, faculty, and staff will send official correspondence to a student via e-mail using the student's e-mail address as assigned by Baylor. Each Baylor student is personally responsible for checking his or her e-mail at least daily for receipt of official University correspondence. For further information regarding each student’s responsibility concerning e-mail usage, please visit the Baylor website at: http://www.baylor.edu/lib/techguide/index.php?id=17855

The flat-screen televisions on each floor of the Nursing School display important and necessary information for students’ benefit. Information relating to student activities, deadlines, upcoming events, and general information will be posted there.
Student Services

Health Services for Students
The School of Nursing has an arrangement with the Family Medical Center at Baylor, located at 3600 Gaston Ave. Suite 1109 in Barnett Tower. Although these services do cost the student, the practice takes most insurance plans. The practice has four physicians and has committed to same day appointments for nursing students. Students should call ahead (214-820-8300) to make an appointment and must take their insurance card to the appointment. The Employee Health Clinic is also available to students for immunizations. The clinic is located at 3600 Gaston Ave, Suite 1130 in the Barnett Tower, and their phone number is 214-820-3323.

Counseling Services
Various avenues for personal counseling services are available to students on the Dallas campus. LHSON has contracted with Sparrow House Counseling, a professional practice close to the campus, to provide a spectrum of counseling services to LHSON students. Students may attend up to six individual sessions at no cost. After that, Sparrow House counselors are available for an hourly fee but do accept many insurance policies. The counselors have experience with a wide range of issues such as anxiety, depression, eating disorders, and family counseling. All members of their staff are professional counselors who provide sound counseling from a Christian perspective. To take advantage of this service, please see the Director of Student Ministries or the Director of Student Services for a referral. Also, the group periodically sends counselors to the LHSON campus to host workshops and group sessions open to all students at no cost.

The Director of Student Ministries is available to assist students with certain types of counseling needs—usually related to issues centering around relationships, family, dating, preparation for marriage, goals, etc. The faculty often provides informal counseling related to academic performance and makes referrals to those students having the need for more in-depth, long-term assistance.

Event Tickets

Athletic Events
Nursing students are entitled to free athletic tickets to all home (Waco) games. Football tickets are available for online reservation beginning at 5:00 pm 6 days prior to the next home game. Students will have the capability of using their smart phone or print at home options for their tickets. A student ID is required for admittance to the stadium. Students that have reserved a ticket and are no longer able to attend may return tickets through the online return process by noon two days in advance of kick-off. Student tickets are not transferable and not able to be sold. For all other home athletic events, students may show their ID at the door. If any student wishes to attend games not played in Waco, the full gate price will have to be paid.

Student Activities
Students may find out more information and order tickets to Student Activities events such as Sing and Pigskin Review by accessing the Bill Daniels Student Center Ticket Office website at http://www.baylor.edu/studentactivities/ticketoffice/ For event tickets that are not being sold online, nursing students may contact the Ticket Office, identify themselves as students from the school of nursing, and the staff will take their order by phone (254.710.3210) and either place their tickets at will call or mail them to the students. A fee will be attached with mailing.
Financial Aid

Baylor is committed to helping students from all financial backgrounds achieve their dreams of gaining a quality education. There are several options for financing your education. The Financial Aid Office will work with you to determine your eligibility for scholarships, grants, loans and work-study programs. To be considered for need-based financial aid and deferred repayment on federal and state student loans, students will need to complete the FAFSA at www.fafsa.ed.gov. There is no fee to file a FAFSA. Baylor's Title IV School Code: 003545

For question regarding financial aid, please contact the Office of Student Financial Aid at:
Email: Financial_Aid@baylor.edu; Toll Free: 1-800-BAYLOR-U, option 8; Phone: 254-7102611; Fax: 254-710-2695 or the Financial Aid Coordinator at the school of nursing in Dallas at the LHSON in Dallas at 214-820-4143

Fitness Center

The Tom Landry Fitness Center is located just to the south of the Harry Bass Educational Center. It provides a comprehensive fitness facility for all nursing students. Swimming, racquetball, basketball, jogging and running tracks are just a few of the activities provided by the Landry Center. Registration for this membership is coordinated each semester through Student Services. The Landry Center is open seven days a week from 5:00am-10:00pm on Monday-Thursday, Friday 5:00am-8:30pm, 7:00am-8:30pm on Saturdays, and 11:00am-7:00pm on Sundays. The following hours are restricted and not open for use by nursing students:

Monday – Friday 11:30 am – 1:30 pm Monday & Wednesday 4:30pm-close Tuesday, Thursday, Friday 4:30 pm – 7:00 pm

Please note: students have a restricted membership which does not allow students to park at the Landry Center. If you park in the Landry parking lot, you will park at your own risk. If a parking ticket is issued, you will be responsible for paying the ticket in full prior to grades being released, transcript requests, or graduation.

Recreational Activities

Recreational activities for nursing students are under the direction of the Director of Student Ministries. Various social and cultural activities are sponsored during the school year. Students are provided with information regarding Waco campus events and activities such as football games, the annual Pigskin Revue, and All University Sing, Dia del Oso, as well as cultural activities and events occurring in the Dallas metroplex area. Our local activities will also include a variety of intramural sports throughout the year. Information about these activities can be obtained in the Student Ministries Office.

Insurance

Professional Liability Insurance

Baylor University Louise Herrington School of Nursing pays each student’s professional liability insurance premium. Limits of Professional Liability are $1,000,000/$3,000,000, which pay up to $1,000,000 for each claim and up to a total of $3,000,000 in any one year. Payment is made by the insurance company on claims arising out of real or alleged malpractice, regardless of the number of claims or persons involved, when the injury being claimed is the result of error, accident or omission. Payment of all court costs is also provided. Expert legal counsel and claims adjusters are immediately available in all sections of the country to aid and defend the insured without cost.
Under this program students are covered for malpractice related to their normal curricular studies and clinical assignments 24 hours a day, including vacation, holidays, and days off. Coverage under your Student Blanket Insurance policy terminates on the date of your graduation.

**Student Health Insurance**
All students are required to carry their own health insurance throughout the entire program. Student health insurance is available for all Baylor University students who have a need for protection beyond that which may be available under a family or personal hospitalization/major medical program. This plan is administered by Blue Cross Blue Shield of Texas. (Academic Blue)

You may visit their website at https://baylor.myahpcare.com/ or contact the Waco Insurance Claims Coordinator Betty Fornelius at 254-710-1493 or e-mail: Betty_Fornelius@baylor.edu

**Judicial Administration**
In addition to the policies set forth in this handbook, Louise Herrington School of Nursing students are also held to the Baylor University Code of Conduct. This Code of Conduct can be found online at [baylor.edu/judicial_affairs](http://baylor.edu/judicial_affairs). Conduct violations not related to the Honor Code may be handled by the Office of Judicial Affairs in Waco. Procedures for navigating the judicial process are available on their web page listed above. Any questions about this process may be directed to their office in Waco or to the Director of Student Services in Dallas.

**Notary Public Service**
Notary Public services are available to all students free of charge. The following staff members serve as a notary public:
- Wendy Craver, Office Manager Academic Affairs, third floor, Bass Education Center
- Jennett Hale, Office Manager, Student Services, first floor, Bass Education Center

**Hazardous Weather**
Information regarding closure/delay will be sent via our University Emergency Notification System. The alert system will send notice by phone, SMS text and e-mail to the contact information you registered on BearWeb. To stay informed of important updates, please make sure your information is always current. [Login to BearWeb](http://baylor.edu) to update your information.

Weather related school closings and/or delays will also be posted on the Undergraduate Nursing and Graduate Nursing Current Student pages under Hazardous Weather Policy. *In addition to the above notifications, notice may also be posted to WFAA TV (Ch. 8)
Student Organization
Sigma Theta Tau International (STTI)
Sigma Theta Tau International is the National Honor Society for Nursing. The Eta Gamma Chapter, at the Louise Herrington School of Nursing, was established in the spring 1984 semester.

The purpose of the organization is to:
- recognize the achievement of superior quality scholarship;
- development of leadership qualities;
- foster high professional standards;
- Encourage and support research and other creative work in nursing;

Immunizations and CPR
Prior to the beginning the graduate program, written documentation of current Tb test (PPD or chest X-ray within the last 12 months) verification of hepatitis immunization, and an up-to-date tetanus, measles, mumps, Tdap, and rubella immunization & CPR must be provided to Castlebranch (instructions for doing so are listed in your orientation packet). Neonatal Nurse Practitioner and Nurse-Midwifery students must also provide current Neonatal Resuscitation Program. No student will be allowed in the clinical setting until fulfillment of these requirements is documented.

Title IX Office – Title IX Coordinator, Kristan Tucker
Baylor University does not discriminate based on sex or gender in any of its education or employment programs and activities, and it does not tolerate discrimination or harassment on the basis of sex or gender. If you or someone you know would like help related to an experience involving sexual or gender-based harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, or retaliation for reporting one of these type of prohibited conduct, please contact the Title IX Office at (254)710-8454 or report online at www.baylor.edu/titleix.

The Title IX office understands the sensitive nature of these situations and can provide information about available on- and off-campus resources, such as counseling and psychological services, medical treatment, academic support, university housing, and other forms of assistance that may be available. Staff members at the office can also explain your rights and procedural options if you contact the Title IX Office. You will not be required to share your experience. If you or someone you know feels unsafe or may be in imminent danger, please call the Baylor Scott and White Police Department at (214-820-4444) if on campus or Local Police Department (9-1-1) immediately if off campus. For more information on the Title IX Office, the Sexual and Gender-Based Harassment and Interpersonal Violence policy, reporting, and resources available, please visit the website provided above.
Students with Disabilities
All students admitted to Baylor University Louise Herrington School of Nursing must be able to meet the Core Performance Standards for admission and progression with or without accommodations. Students sign and submit the form at the time of application. Students who are seeking support services from the Baylor University Office of Access and Learning Accommodation (OALA) on the basis of diagnosed disability are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973.

Steps for Requesting Accommodations with the Office of Access and Learning Accommodation (OALA) at Baylor University:

1. Students who are seeking support services from the Office of Access and Learning Accommodation, on the basis of a diagnosed disability, are required to fill out an application and present current (preferably within the last three years) and appropriate documentation, so as to verify eligibility under Section 504 of the Rehabilitation Act of 1973. The Office of Access and Learning Accommodation is located in the Paul L. Foster Success Center, in the Sid Richardson building, Suite 190. The application can be found online at http://www.baylor.edu/oala/. Drop off, Mail, Fax, or Email any paperwork that documents your disability, along with your OALA application to:

   Office of Access and Learning Accommodation
   Baylor University
   One Bear Place #97204
   Waco, Texas 76798
   FAX: 254-710-3608
   Email: OALA@baylor.edu

2. The application and documentation will go before the Documentation Review Committee (DRC) where eligibility for services will be determined. The committee meets each week throughout the year (except holidays). All required documentation must be received in the OALA office before 5 p.m. on Thursdays to be evaluated during each week’s review process. Anything received after 5 p.m. on Thursday will be reviewed the following week. Please allow two (2) business days for an OALA Disability Advisor to contact you after your documentation has been reviewed via email. 3. Once the documentation has been reviewed by the Documentation Review Committee and it has met the documentation standards, the student must make an appointment with an assigned Disability Advisor in order to be considered "registered" with the office. Note: Because of the distance from the main campus, nursing students may schedule a phone appointment rather than an in-person meeting. 4. At the beginning of each semester, students will be responsible for logging into their BearWeb account and selecting the professors who would need to receive an accommodation letter. Once the students have completed that step, the professors will receive an email displaying the accommodation letter. Students will still need to arrange a meeting with each course instructor at the beginning of each semester in order to discuss and pre-arrange accommodations. The faculty can then work with the student on arranging accommodations or assistance appropriate for the disability and as defined by law after the student provides documentation from the Office of Access and Learning Accommodation. 5. Repeat step 4 at the beginning of each semester.

Contact the Director of Student Services if you have questions or need assistance with this process.

Baylor University – Louise Herrington School of Nursing
LIBRARY SERVICES

Mabel Peters Caruth Learning Resource Center (LRC)
The LRC, located on the top floor of the Harry Bass Educational Building, specializes in
nursing information and resources that support faculty research and nursing student learning.

LRC resources include research, full text, and image databases; reference material; course
reserves; print and electronic journals; books and e-books; printers; a full color digital scanner;
audiovisual items and viewing stations; computer lab; study room with white boards; additional
study areas; student e-mail and internet access; and clinical equipment for check out. The LRC
has access to all of the BU Central Libraries electronic resources plus some that are LHSON
access-only.

Hours
The LRC is open during the fall and spring semesters approximately 83 hours a week. Fall
and spring hours begin on the first class day of the semester. Below are the standard hours of
operation during the fall and spring semesters.

Monday through Thursday  8:00 a.m. – 11:00 p.m.
Friday                       8:00 a.m. – 5:30 p.m.
Saturday                    9:00 a.m. – 5:00 p.m.
Sunday                       1:00 p.m. – 11:00 p.m.

Hours are posted on the LRC website and on signs around the nursing school building
http://www.baylor.edu/nursing/nursing_undergrad/index.php?id=28818  Hours for holidays,
summer school, intersessions and breaks vary. These special hours will be posted in
advance. For more information, go to the LRC website, call (214) 820-2100 or email
nursinglrc@baylor.edu

Have a Question? Need Help?
Two professional librarians are available to answer questions and provide research assistance
weekdays between 8:00 a.m. and 5:00 p.m. Stop by the LRC, call (214) 820-2100, or email
nursinglrc@baylor.edu. The email is checked at least three times per day Monday through
Friday. LRC users may also schedule an appointment for assistance.

Borrowing Books and Equipment
Students may borrow books from the LRC for three weeks. Books may be renewed for
another three weeks by stopping by, emailing nursinglrc@baylor.edu or calling (214) 820-2100
and asking to renew the item. You do not need to have the item with you. If someone else has
requested the item, it must be returned on the due date and cannot be renewed. When the
LRC is closed books, clinical equipment or other LRC items may be returned in the slot on the
right wall inside the entrance to Room 400.

The following clinical equipment may be checked out at the LRC desk for 3 weeks:
  • sphygmomanometers (blood pressure cuffs)
  • otoscope/ophthalmoscope kits

Journals and audiovisual items are for LRC use only.
**Late Fees**
Returning LRC materials on time is a courtesy to other LRC users. Late items will be charged a fee for each day late past the original due date. Computer-generated overdue notices are automatically sent to the user’s Baylor email account. Avoid late fees by renewing an item on the due date. Late fees must be paid with cash or by check. They are not added to a student’s monthly Baylor bill. The LRC does not accept credit cards. In the case of chronically overdue items, a transcript hold may be placed on the student’s account.

Books: 25¢ per day up to the cost of replacing the book, plus a $10.00 processing fee.

Clinical items: $1.00 per day up to the cost of replacing the item, plus a $10.00 processing fee.
Reserve materials: $10.00 per hour up to the cost of replacing the item, plus a $10.00 processing fee.

Except for Reserve items students usually may avoid late fees by renewing the item on the day the item is due. To request a renewal, you may stop by the LRC in person, or send an email to nursinglrc@baylor.edu or call the LRC at 214 820-2100. You do not have to have the item(s) with you when renewing.

**Reserve Items**
The LRC has a print copy of most required and recommended textbooks on Reserve. These are for use in the LRC or computer lab only. In most cases, Reserve textbooks may be taken out for overnight use 15 minutes before closing time. They are due immediately upon opening on the next day the LRC is open or late fees will apply. Reserve items may not be renewed.

**Food and Beverage Policy**
Eating is not permitted in the LRC or computer lab to avoid attracting insects and rodents, and the damage they cause as well as to minimize trash.

Beverages in covered containers are permitted in the LRC. This policy may be discontinued without notice if the beverage policy is abused. NO beverages are permitted in the computer lab at any time in order to protect the equipment.

**Student Workers**
The LRC hires student workers for the evening and weekend shifts during the fall and spring semesters. In the summer I and summer II sessions, the LRC is staffed evenings by student workers. Please contact Mrs. Jean Hillyer, Assistant Director, Jean_Hillyer@baylor.edu about available openings. Students must already be approved for financial aid.

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Baylor University – Louise Herrington School of Nursing 24
THE DNP PROJECT

Traditionally, doctoral education culminates in the completion of a scholarly project. At LHSON, the DNP project provides an opportunity for students to demonstrate synthesis of knowledge and the ability to translate evidence into practice. DNP projects are relevant to advanced practice nursing; characterized by a systematic process; targeted to a population of interest; address the contextual aspect of the setting; include measurable outcomes; and incorporate a dissemination component. Unlike the PhD dissertation that aims to produce new knowledge, the theme uniting DNP projects is direct relevance to clinical practice; specifically, the translation of evidence to practice.

Broad categories of DNP projects include:

- Evaluation of practice, practice environments and systems of care
- Translation of research evidence into practice (i.e. program implementation and evaluation)
- Decreasing variations in healthcare practices (i.e. quality improvement projects; establishing clinical pathways; and development, implementation and evaluation of clinical practice guidelines in a clinical setting)
- Improving population outcomes
- Policy development, implementation, evaluation
- Evidence based practice changes

The student is encouraged to go to the Doctors of Nursing Practice web site to view abstracts of DNP projects.

DNP Project Courses

There are 4 DNP Project courses, sequenced DNP Project I, II, III, and IV. The student will be assigned a project chair. In the first course, the student develops the DNP Project topic and the framework for the project. During the second course, the emphasis is on proposal writing and chair/committee approval of proposed project. In the next course, the student implements and evaluates the project. During the final course in the DNP Project sequence, the student writes the final paper/report, presents to the faculty/students and the key stakeholders, and further disseminates in one of the additional designated scholarly formats as approved by the student’s Chair and committee.

Student Responsibilities for the DNP Project

1. By the fifth semester of study, or an equivalent period for students with part-time study, the DNP student may enroll in the first DNP Project course (DNP Project I). The pre-requisite for this course is Scientific Inquiry.

2. During the DNP Project I course, students will be assigned a DNP Project Chair. The student will form a DNP project committee to include the chair and one other member. The second member ideally is a representative from the site but may be another individual with a complimentary area of expertise. The chair will approve the second member. There may be additional committee members serving either formally or informally as deemed necessary by the chair. Once all members have agreed to serve, the student should obtain the signatures of all committee members on the DNP Project Committee Form (Appendix C). The student submits the completed form to the DNP Program Director.
3. Following successful completion of the DNP Project I course; the student will enroll in DNP Project II course. (Course sections are labelled by the Chairperson’s last name.) During the DNP Project II course, the student develops a project proposal under the guidance of their chair and committee member(s). Once the chair deems the proposal complete, the student then will send the proposal to the committee member(s). Following the proposal review, the student will make any necessary modifications to the project proposal. The student will then complete the DNP Project Proposal Approval Form (Appendix D) and submit to the DNP Program Director. This is followed by a determination of review by the Baylor University IRB committee. Specific details regarding the IRB process are provided in the DNP Project I course. The student is also responsible for obtaining any additional approvals that may be required by the project site.

4. During the DNP Project III course, the student progresses to project implementation and evaluation.

5. During DNP Project IV, the final course in the DNP Project sequence, the student completes analysis of data and prepares the final written product and completes the required dissemination activities. If IRB review was required, the student follows the IRB guidelines for project closure. The Completed DNP Project Attestation Form (Appendix D) is completed and submitted to the DNP Program Director.

6. Complete required DNP Project Final Products:
   The products of the DNP Project consist of
   (1) an oral presentation to occur on “Day of Presentation” and will be open to faculty, fellow students, family, and key stakeholders which will occur 3 weeks prior to the end of the semester.
   (2) a summary report submitted to the project committee or a draft manuscript submitted to project committee
   (3) dissemination of project results to stakeholders at the project site (unless the site is close to LHSON and key stakeholders opted to attend the Day of Presentation)
   (4) dissemination of project results to the profession.
   The purpose of the DNP Project presentation is for the student to demonstrate that she/he has successfully met DNP Project objectives and to reflect upon the project process.

Oral Presentation
Students will present an oral presentation to the faculty and students during the Day of Presentation at the LHSON. Students will have a total of 30 minutes to present their project and to allow for questions. This format may be done in-person, or via Skype or another live video modality if the student is distant. The student can invite others to attend this celebration of their work. Faculty of the DNP project courses should attend the Day of Presentation.

Summary Report or Draft Manuscript
The student must provide a summary report to the project committee no later than two to three weeks prior to the DNP Project presentation. The report is a ten-page maximum (excluding references) written summary of the project that includes project aims, translation or quality framework, implementation process, results, and conclusions. A summary report template is posted to the Canvas APRN student community site and to the faculty DNP Project folder on Box. In lieu of a summary report, a student may submit a draft manuscript to the project committee.
**Dissemination to Stakeholders**
Options for dissemination to the project site are made in collaboration with the stakeholders and could include the summary report, an informational flier, or an oral, video, or poster presentation. Dissemination to project site stakeholders will occur after the “Day of Presentation”.

**Dissemination to the Profession**
Options for dissemination to the profession include submission of a manuscript to a peer reviewed publication or submission of an oral, video, or poster presentation abstract to a local, regional, national, or international professional meeting. Not all DNP Projects are suitable for manuscripts, and the appropriate dissemination to the profession option will be made in consultation with the project chair. Submission of manuscripts and professional meeting abstracts must be completed and verified by the project chair prior to graduation.

**Role and Responsibilities of the DNP Project Committee**
The chair and committee member(s) must meet the following criteria:

**DNP Project Chair Qualifications**
1. Hold graduate faculty status at LHSON
2. Hold earned Doctorate
3. Have current CITI training through Baylor University IRB site

**Committee Members Qualifications**
1. Earned Master’s or doctoral degree (Exceptions may be made for site partners at the discretion of the DNP Project Chair and DNP Program Director)
2. Possess expertise to guide the content and/or methods of the project

**DNP Project Chair Responsibilities**
1. Provide guidance during the development of the DNP project proposal and IRB submission.
2. Provide assurance of IRB compliance.
3. Provide supervision of project implementation, evaluation and dissemination of findings.
4. Ensure that committee members are in agreement that the student has completed all aspects of the project satisfactorily.
5. Promptly appraise the DNP Program Director of any issues that arise related to students’ projects.
6. Ensure that all required DNP Project forms are completed and submitted to the DNP Program Director.
DNP Project Committee Member Responsibilities
1. Work collaboratively with the DNP Project Chair through all phases of the DNP Project. Facilitate student project activities within the project site.
2. Attend the student’s project proposal presentation and completed project presentation.
3. Sign the following: DNP Project Committee Form, DNP Project Proposal Approval Form, and Completed DNP Project Attestation Form.

Additional Information for DNP Projects
Additional information and documents applicable to DNP Projects will be posted and updated in the DNP Project Canvas course site.
THE DNP PORTFOLIO

The DNP portfolio represents a body of work that the student produces during matriculation of the DNP degree. All papers and other graded assignments as well as skills check sheets and final evaluations by preceptors need to be included in the portfolio. This portfolio must be completed prior to graduation. It will be reviewed by the Specialty Track Coordinator of the specialty track for BSN to DNP students and by the DNP Program Director for Post Masters’ DNP students. The practice section of the Portfolio related to DNP Essential VIII should demonstrate the accumulation of clinical experiences during the program. The DNP portfolio should be submitted in an electronic form.

The Portfolio:

- The portfolio should include a table of contents, typed and paginated throughout. The table of contents should have page numbers next to each entry with sections identified. In the table of contents, identify each DNP essential with a short description/summary of the Essential. Then for each entry under that DNP Essential, describe how that project/paper met the competency of the Essential. You might want to use similar words in the description that are used in the DNP Essential.
- After the table of contents, the first section should include a current curriculum vitae.
- The second section should be for papers related to clinical management or case studies.
- Subsequently, the portfolio should include a section for each DNP Essential with evidence provided in each section of how that DNP Essential was met (i.e. papers, presentations, project summaries, SOAP notes). Only include the highest quality of work. The student should review each DNP Essential to determine the appropriateness of placing a piece of work in a specific DNP Essential and add a couple of sentences in the table of contents to reflect how the assignment met the DNP Essential (examples are available).
- Following the section for DNP essentials, include a section for the Advanced Residency, including stated goals and objectives and evidence of meeting these. Please include all final evaluations in this section along with the Typhon log comprehensive and final tally sheet of total clinical experiences. If Typhon is not reflective of your patient encounters/skills, etc. a table detailing the age, gender, ethnicity, diagnosis, and procedures performed for each patient during the program is required. If there were non-clinical hours, please include these logs here as well. Finally, include a section for the DNP Project proposal and final paper. Graduation is dependent upon successful attainment of the DNP Essentials and the evidence in the portfolio to support these outcomes.
Appendix A – Degree Plans BSN-DNP

Sample Curriculum Plan – Nurse-Midwifery

Year 1: Fall Semester 10 sem. hrs.
NUR 5209 Theoretical Concepts for Advanced Practice Nursing
NUR 5232 Advanced Human Pathophysiology I
NUR 5349 Global Health Care and Missions
NUR 5351 Advanced Pharmacology

Year 1: Spring Semester 9 sem. hrs.
NUR 5233 Advanced Human Pathophysiology II
NUR 5314 Scientific Inquiry
NUR 5452 Advanced Health Assessment/Promotion/Disease Prevention

Year 2: Summer Semester 6 sem. hrs.
NUR 5255 Nurse-Midwifery I: Primary Care for Advanced Practice Nurses
NUR 5158 Nurse-Midwifery I: Primary Care for Advanced Practice Nurses Practicum
NUR 5316 Transforming Health Care Organizations and Changing Outcomes

Year 2: Fall Semester 10 sem. hrs.
NUR 5140 Professional Issues for Nurse Midwives
NUR 5V42 Nurse-Midwifery II: Women’s Health
NUR 5V43 Nurse-Midwifery II: Women’s Health Practicum
NUR 6375 Translational Science

Year 2: Spring Semester 10 sem. hrs.
NUR 5344 Nurse-Midwifery III: Care of the Childbearing Family
NUR 5345 Nurse-Midwifery III: Care of the Childbearing Family Practicum
NUR 6373 Clinical Epidemiology
NUR 61C1 DNP Project I

Year 3: Summer Semester 6 or 8 sem. hrs.
NUR 5346 Nurse-Midwifery IV: High Risk Family
NUR 5147 Nurse-Midwifery IV: High Risk Family Practicum
NUR 62C2 DNP Project II

Year 3: Fall Semester 10 sem. hrs.
NUR 5280 Health Informatics and Innovations in Technology
NUR 5370 Practice Residency for Midwives
NUR 62C3 DNP Project III
NUR 6377 Policy Implications for Healthcare

Year 3: Spring Semester 9 sem. hrs.
NUR 6V76 Advanced Practice Nursing Residency
NUR 5312 Roles and Business of the APRN
NUR 5211 Servant Leadership
NUR 6272 Applied Ethics for Advanced Practice Nursing
NUR 62C4 DNP Project IV

Year 3: Summer Semester 4 semester hrs.
NUR 6V76 Advanced Practice Nursing Residency
XXXX Elective
Sample Curriculum Plan – Family Nurse Practitioner

Year 1: Fall Semester 10 sem. hrs.
NUR 5209 Theoretical Concepts for Advanced Practice Nursing
NUR 5234 Advanced Human Pathophysiology I
NUR 5349 Global Health Care and Missions
NUR 5351 Advanced Pharmacology

Year 1: Spring Semester 9 sem. hrs.
NUR 5233 Advanced Human Pathophysiology II
NUR 5314 Scientific Inquiry
NUR 5452 Advanced Health Assessment/Promotion/Disease Prevention

Year 2: Summer Semester 7 sem. hrs.
NUR 5153 Advanced Family Practice I
NUR 5355 Family Healthcare Management I
NUR 5316 Transforming Health Care Organizations and Changing Outcomes

Year 2: Fall Semester 11 sem. hrs.
NUR 5356 Family Healthcare Management II
NUR 5359 Advanced Family Practice II
NUR 6375 Translational Science
NUR 6274 Women’s Health Across the Lifespan

Year 2: Spring Semester 9 sem. hrs.
NUR 5250 Advanced Practice Nursing Domestic Low Resource Clinical Residency OR
NUR 5251 Family Nurse Practitioner International Clinical
NUR 6357 Family Healthcare Management III
NUR 6373 Clinical Epidemiology
NUR 61C1 DNP Project I

Year 3: Summer Semester 5 sem. hrs.
NUR 62C2 DNP Project II
NUR 6200 Primary Care Pediatric management for the FNP
NUR 6100 Advanced Family Practice III

Year 3: Fall Semester 11 sem. hrs.
NUR 5280 Health Informatics and Innovations in Technology
NUR 5450 FNP Residency
NUR 62C3 DNP Project III
NUR 6377 Policy Implications for Healthcare

Year 3: Spring Semester 11 sem. hrs.
NUR 6V76 Advanced Practice Nursing Residency
NUR 5312 Roles and Business of the APRN
NUR 5211 Servant Leadership
NUR 6272 Applied Ethics for Advanced Practice Nursing
NUR 62C4 DNP Project IV

Year 3: Summer Semester 2 sem. hrs.
NUR 6V76 Advanced Practice Nursing Residency
Sample Curriculum Plan – Neonatal Nurse Practitioner

Year 1: Fall Semester 10 sem. hrs.
NUR 5209 Theoretical Concepts for Advanced Practice Nursing
NUR 5232 Advanced Human Pathophysiology I
NUR 5349 Global Health Care and Missions
NUR 5361 Advanced Newborn/Infant Pharmacotherapeutics

Year 1: Spring Semester 8 sem. hrs.
NUR 5233 Advanced Human Pathophysiology II
NUR 5314 Scientific Inquiry
NUR 5262 Advanced Assessment & Diagnosis of the Newborn/Infant
NUR 5163 Advanced Assessment of the Newborn/Infant Practicum

Year 2: Summer Semester 6 sem. hrs.
NUR 5365 Advanced Neonatal Nursing Management I
NUR 5316 Transforming Health Care Organizations and Changing Outcomes

Year 2: Fall Semester 11 sem. hrs.
NUR 5266 Advanced Neonatal Nursing Practicum I
NUR 5360 Embryology and Developmental Physiology
NUR 6375 Translational Science
NUR 6300 The NICU Graduate

Year 2: Spring Semester 10 sem. hrs.
NUR 5363 Advanced Neonatal Nursing Practicum II
NUR 5367 Advanced Neonatal Nursing Management II
NUR 6373 Clinical Epidemiology
NUR 61C1 DNP Project I

Year 3: Summer Semester 5 sem. hrs.
NUR 62C2 DNP Project II
NUR 5369 Advanced Neonatal Nursing Practicum III Residency

Year 3: Fall Semester 9 sem. hrs.
NUR 5280 Health Informatics and Innovations in Technology
NUR 62C3 DNP Project III
NUR 6377 Policy Implications for Healthcare
NUR 6V76 Advanced Practice Nursing Residency

Year 3: Spring Semester 11 sem. hrs.
NUR 6V76 Advanced Practice Nursing Residency
NUR 5312 Roles and Business of the APRN
NUR 5211 Servant Leadership
NUR 6272 Applied Ethics for Advanced Practice Nursing
NUR 62C4 DNP Project IV

Year 3: Summer Semester 4 sem. hrs.
NUR 6V76 Advanced Practice Nursing Residency Elective
Appendix B- Degree Plan Post Master’s DNP

Sample Curriculum Plan – Post Master’s DNP 1:

Year 1: Fall Semester 9 sem. hrs.
NUR 6375 Translational Science
NUR 5349 Global Healthcare & Missions
NUR 6377 Policy Implications for Healthcare

Year 1: Spring Semester 7 sem. hrs.
NUR 6373 Clinical Epidemiology
NUR 5312 Roles and Business of the APRN
NUR 61C1 DNP Project I

Year 2: Summer Semester 8 sem. hrs.
NUR 62C2 DNP Project II
NUR 6V76 Advanced Nursing Practice Residency Elective

Year 2: Fall Semester 5 sem. hrs.
NUR 62C3 DNP Project III
NUR 6V76 Advanced Nursing Practice Residency

Year 2: Spring Semester 10 sem. hrs.
NUR 5211 Servant Leadership NUR 62C4 DNP Project IV
NUR 6272 Applied Ethics for Advanced Practice Nursing Elective
Appendix C - Course Descriptions Core Courses

NUR 5209 Theoretical Concepts for the Advanced Practice Registered Nurse
Prerequisite(s): Basic statistics course and Graduate level standing.
This course focuses on critical analyses of theory and its applicability for advanced practice nursing. The course explores the theoretical foundation of advanced practice nursing through analysis of selected nursing models, theories, and constructs as well as selected theories, models, and concepts from complementary sciences that enhance nursing as a scientific discipline. The relationship between theory and research and their application to advanced practice is explored.

NUR 5211 Servant Leadership and Advanced Practice Nursing
Prerequisite(s): Graduate-level standing.
This course analyzes the biblical concepts of stewardship, servant leadership, and other leadership models as applied to the role of the APRN. Examination of the seven pillars of servant leadership provides an ethical framework for personal leadership development as an advanced practice nurse.

NUR 5232 Advanced Human Pathophysiology I
This course focuses on developing an advanced knowledge base of pathophysiology across the lifespan for advanced nursing practice. The principles and laws that govern the life-process, well-being, and optimal function of human beings, sick or well, will be explored. Attention will be given to etiology, pathogenesis, and developmental and environmental influences, as well as clinical manifestations of alterations in cellular biology, neurology, endocrinology, reproduction, and hematology systems.

NUR 5233 Advanced Human Pathophysiology II
This course is part two of Advanced Human Pathophysiology. It focuses on developing an advanced knowledge base of pathophysiology across the lifespan. The principles and laws that govern the life-process, well-being, and optimal function of human beings, sick or well, will be explored. Attention will be given to etiology, pathogenesis, and developmental and environmental influences, as well as clinical manifestations of cardiovascular, pulmonary, renal, gastrointestinal, biliary, and musculoskeletal problems.

NUR 5250 Advanced Practice Nursing Domestic Low Resource Clinical Residency
Prerequisite(s): NUR 5356 and 5359. Approval by faculty and Specialty Track Coordinator required. A residency requiring independent clinical management of acute and chronic illnesses across the life span. Concepts of research will be applied in the clinical setting. More than 80% of the clinical hours for this course will be completed in a medically underserved location. Synthesis of practice management skills in low resource settings, time management, cross cultural learning concepts, and experience providing care in low resource settings will be emphasized. Evidence based practice will be applied in the clinical setting.
**NUR 5312 The Roles and Business of the Advanced Practice Registered Nurse (APRN)** This course covers the analysis and synthesis of the multidimensional role and responsibilities of advanced practice nursing. This includes the financial role and responsibilities of Advanced Practice Registered Nurses. The business aspects of being an Advanced Practice Registered Nurse are included.

**NUR 5314 Scientific Inquiry**
Prerequisite(s): A graduate level statistics course.
Scientific Inquiry I focuses on the development of scientific knowledge relevant to advanced nursing practice. The emphasis of the course is on research methodology and the critical appraisal of evidence derived from quantitative and qualitative inquiry. Skills necessary for evidence-based practice are developed.

**NUR 5316 Transforming Health Care Organizations and Changing Outcomes** This course examines key factors used to assess complex health care organizations. Identification of optimal outcomes and development and implementation strategies that improve patient care quality and safety will be examined.

**NUR 5349 Global Healthcare and Missions**
This course prepares students to evaluate the health needs for culturally, ethnically, geographically, and economically diverse populations; develop solutions; and evaluate outcomes from a Christian perspective. The course focuses on cultural analysis and key global health concepts to enhance the effectiveness of the Advanced Practice Registered Nurse working in global and/or cross-cultural health care settings.

**NUR 5351 Advanced Pharmacology**
Use of advanced pharmacotherapeutics, herbals and dietary supplements for primary health care across the life span. Drugs used to treat and manage common illnesses and conditions are the focus of the course. Content includes indication, selection, adverse effects, and client education related to use of prescribed medication. Clinical decision-making and review of laws governing prescriptive authority are also emphasized.

**NUR 5452 Advanced Health Assessment/Promotion/Disease Prevention**
Prerequisite(s): NUR 5232 and 5233 or concurrent enrollment.
Expansion of prerequisite knowledge of health and physical assessment. Comprehensive physical, psychosocial, spiritual, and cultural assessments across the life span are studied. Health promotion and disease prevention during life transitions are incorporated into the assessment process. Advanced health assessment and disease prevention concepts and techniques are practiced. Beginning technical skills used in clinical diagnostic procedures are included.

**NUR 61C1 DNP Project I**
Prerequisite(s): NUR 6375.
This Seminar, the first of 4 DNP Project courses, provides the student the opportunity to develop a plan of study for the project and form a DNP project committee. DNP Project I involves the student in topic identification/generation and should be initiated by the 4th semester of study for BSN to DNP students or at least 3 semesters prior to graduation for Post-MS or Post-Certificate students.
NUR 62C2 DNP Project II
Prerequisite(s): NUR 61C1.
This seminar, the second of four DNP Project courses, provides the student the opportunity to develop a written proposal for the DNP project.

NUR 62C3 DNP Project III
Prerequisite(s): NUR 62C2.
This seminar, the third of four DNP Project courses, involves the implementation of the DNP project. In this course, the student is expected to be actively engaged in project implementation. IRB submission (if required) must be accomplished in this course if it has not been accomplished in DNP Project II.

NUR 62C4 DNP Project IV
Prerequisite(s): NUR 62C3.
This seminar, the fourth course in the DNP Project series, finalizes the student's project. In DNP Project IV, the student is expected to complete project implementation, analyze data, evaluate outcomes, and disseminate findings of the completed project. The student will present the project prior to graduation.

NUR 6272 Applied Ethics for Advanced Practice Nursing
Students explore the development and philosophical foundation of nursing ethics. Ethical dilemmas encountered by advanced practice nurses in a variety of settings are identified and systematically analyzed.

NUR 6373 Clinical Epidemiology
Prerequisite(s): NUR 5314.
An integration of basics of epidemiology (e.g. incidence, distribution and determinants of disease) and public health in order to promote knowledge and skills in care for vulnerable populations as individuals and aggregate. Basics of study of populations, biostatistics and environmental data will be included. This course builds upon NUR 5314 Scientific Inquiry.

NUR 6375 Translational Science
Prerequisite(s): NUR 5314 or a passing grade in a masters-degree level research methods course.
This course builds upon knowledge gained in Scientific Inquiry (NUR 5314) or a masters-level research course. Students in Translational Science gain advanced skills in appraising the results of scientific and other evidence, learn strategies to translate evidence into practice, and evaluate outcomes relevant to advanced practice nursing.

NUR 6377 Policy and Implications for Health
Prerequisite(s): NUR 5316.
This course provides the student with information to facilitate the identification and analysis of emerging priority areas for health from state, national, and international nursing perspectives. The role of advocate for population groups from a position of leadership is emphasized.

NUR 6V76 Advanced Practice Nursing Residency
1 to 6 sem. hrs.
Prerequisite(s): Completion of all specialty clinical courses.
This course provides the student with in-depth clinical opportunities by focusing on personally designed experiences that lead to increasing expertise in providing safe, effective, and efficient patient care.
Nurse-Midwifery:

NUR 5140 Professional Issues and the History of Nurse-Midwifery
The role and image of, and misconceptions about, the nurse-midwife in contemporary society are explored. The historic, political, social, and economic bases of nurse-midwifery practice are examined. Students become familiar with the role of the American College of Nurse-Midwives (ACNM) in professional practice and resources available through the ACNM, as well as regulations and legislation which guide, interpret, and provide a legal and ethical base for future nurse-midwifery practice.

NUR 5158 Nurse-Midwifery I: Primary Care for Advanced Practice Nurses Practicum
Prerequisite(s): NUR 5232, 5233, 5351, and 5452 and NUR 5255 or concurrent enrollment. Clinical experiences guided by preceptors. Ongoing faculty evaluation of written assignments and periodic on-site evaluation of clinical skills and management by the primary course faculty.

NUR 5255 Nurse Midwifery I: Primary Care for Advanced Practice Nurses
Prerequisite(s): NUR 5232, 5233, 5351, and 5452. This course uses a modified self-mastery learning approach which includes on-campus classes and web-enhanced learning. Each unit of learning contains theoretical objectives that are covered in the depth needed to meet the scope of practice of the different advanced practice nursing specialty areas. Examples of learning activities include readings, lectures, seminars, guest speakers, case studies, demonstrations and return demonstrations, and multi-media aids.

NUR 5V42 Nurse-Midwifery II: Women’s Health
1 to 4 sem. hrs.
Prerequisite(s): NUR 5255. This course provides students with the knowledge and skills necessary to promote health, maintain wellness, and manage common health problems in women seeking contraception, pregnant women, and women seeking care for the management of common gynecologic problems and conditions across the lifespan.

NUR 5V43 Nurse-Midwifery II: Women’s Health Practicum
1 to 3 sem. hrs.
Prerequisite(s): NUR 5V42 or concurrent enrollment. This course provides students with clinical experiences to demonstrate synthesis, integration, and translation of the knowledge and skills necessary to promote health, maintain wellness, and manage pregnancy, contraception, and common gynecologic problems. Use of information technology in the clinical practice setting is expected. The nurse-practitioner and nurse-midwifery management models of care are used in the provision of assessment, diagnosis, intervention, and evaluation for clients.

NUR 5344 Nurse-Midwifery III: Care of the Childbearing Family
Prerequisite(s): NUR 5V43. This course focuses on application of the Nurse-Midwifery process for the care of healthy women during childbirth and the newborn.
NUR 5345 Nurse-Midwifery III: Care of the Childbearing Family Practicum
Prerequisite(s): NUR 5344 or concurrent enrollment.
This course provides students with clinical experiences to demonstrate synthesis, integration, and translation of the knowledge and skills necessary to promote health, maintain wellness, and manage common health problems in women experiencing childbirth and in the care of the essentially normal newborn. Use of information technology in the clinical practice setting is expected. The nurse-midwifery management model of care is used in the provision of care to clients.

NUR 5147 Nurse-Midwifery IV: High Risk Family Practicum
Prerequisite(s): NUR 5346 or concurrent enrollment.
A clinical course that focuses on application of the Nurse-Midwifery process to the care of mothers and newborns with complications. The goal of this course is to further develop the role and responsibilities of the health care provider in caring for women and families who have a high-risk situation or condition. This knowledge is continuously acquired and builds upon previous and concurrent courses. This course is specifically built upon the acquisition of information from the course NUR 5345: Nurse-Midwifery III: Childbearing Family.

NUR 5346 Nurse-Midwifery IV: High Risk Family
Prerequisite(s): NUR 5345.
This course focuses on application of the Nurse-Midwifery process to the care of mothers and newborns with complications. The goal of this course is to further develop the roles and responsibilities of the health care provider in caring for women and families who have high-risk situations or conditions.

NUR 5370 Practice Residency for Midwifery
Prerequisite(s): Completion of all specialty clinical practicum courses.
Students will have the opportunity to practice in the full scope of the nurse-midwifery role. Student experiences will lead to increasing expertise in providing safe, effective, efficient and ethical care.
Family Nurse Practitioner:

NUR 5153 Advanced Family Practice I
Co-requisite(s): NUR 5355 or consent of faculty.
Prerequisite(s): NUR 5232, 5233, 5351, and 5452.
Beginning diagnosis and treatment of common acute and chronic illnesses seen by the family nurse practitioner for selected body systems.

NUR 5359 Advanced Family Practice II
Co-requisite(s): NUR 5356 or consent of faculty.
Prerequisite(s): NUR 5153 and 5355.
Continuing diagnosis and treatment of common acute and chronic illnesses seen by the family nurse practitioner. A systematic approach to the treatment options across the lifespan will be studied for all body systems. Students are given the opportunity to progress toward increasing independence in clinical practice.

NUR 5250 Advanced Practice Nursing Domestic Low Resource Clinical Residency
Prerequisite(s): NUR 5356 and 5359. Approval by faculty and Specialty Track Coordinator required. A residency requiring independent clinical management of acute and chronic illnesses across the life span. Concepts of research will be applied in the clinical setting. More than 80% of the clinical hours for this course will be completed in a medically underserved location. Synthesis of practice management skills in low resource settings, time management, cross cultural learning concepts, and experience providing care in low resource settings will be emphasized. Evidence based practice will be applied in the clinical setting.

NUR 5251 Family Nurse Practitioner International Clinical
Prerequisite(s): NUR 5356 and 5359.
An International Clinical Course that will require cross-cultural independent clinical management of acute and chronic illnesses across the life span and focus on health-related issues relevant to a targeted international population, with the majority of the clinical hours to be completed in an international location.

NUR 5355 Family Health Care Management I
Co-requisite(s): NUR 5153.
Prerequisite(s): NUR 5232, 5233, 5351, 5452 and current physical assessment skills.
Beginning diagnosis of common acute and chronic illnesses seen by the family nurse practitioner. An interdependent systematic approach to the treatment options across the lifespan will be studied for selected body systems.

NUR 5356 Family Health Care Management II
Co-requisite(s): NUR 5359.
Prerequisite(s): NUR 5153 and 5355.
Continuing diagnosis of common acute and chronic illnesses seen by the family nurse practitioner. A systematic approach to the treatment options across the lifespan will be studied for all body systems. Consideration of pain management, palliative care, and long term care will be included.
**NUR 5450 Family Nurse Practitioner Residency**
Prerequisite(s): NUR 5356 and 5359.
A residency requiring independent clinical management of acute and chronic illnesses across the life span. Synthesis of practice management skills pertaining to economics, reimbursement for services, and time management will be emphasized as well as implementation of transcultural nursing concepts. Concepts of research will be applied in the clinical setting.

**NUR 6100 Advanced Family Practice III**
Prerequisite(s): NUR5153, NUR5250/NUR5251, NUR5355, NUR5356, NUR5359, NUR6357
This practicum course guides the student toward a synthesis of content from nursing and related sciences and the application of this knowledge to the advanced practice role of Family Nurse Practitioner in primary care. During this practicum, the student will care for patients progressing in complexity from health promotion and disease prevention to assessment and management of the most common acute, chronic, and complex health problems.

**NUR 6200 Primary Care Pediatric Management for the FNP**
Prerequisite(s): NUR 5232, NUR 5233, NUR 5351, NUR 5452
This course is designed to prepare the FNP student to address primary health care needs of pediatric patients from birth to adolescence. The course focuses on normal growth & development, health maintenance, promotion of wellness, as well as management of acute and chronic illness in children.

**NUR 6274 Women’s Health Across the Lifespan**
Prerequisite(s): NUR5232, NUR5233, NUR5351, NUR5452 NUR5153
Using a developmental, socio-political context, this didactic course will prepare the advanced practice nurse to provide comprehensive care to women from adolescence throughout the lifespan, with an emphasis on reproductive-gynecologic health. Principles of health promotion, disease prevention, assessment and management of common primary health issues of women will be presented.

**Neonatal Nurse Practitioner:**

**NUR 5262 Advanced Assessment and Diagnostics of the Newborn/Infant**
Co-requisite(s): NUR 5163 and 5233.
Prerequisite(s): NUR 5232 and 5361.
The course focuses on the knowledge and skills necessary to perform comprehensive assessments and interpretation of diagnostic data on newborns/infants and their families. Systematic data collection, diagnostic reasoning, and clinical problem solving for a variety of newborns and infants will be emphasized. Content will focus on perinatal assessment, fetal assessment, gestational age assessment, neurobehavioral and developmental assessments, physical exam of newborns and infants, and the use of diagnostics such as laboratory studies, radiographs, and instrumentation/monitoring devices.

**NUR 5163 Advanced Assessment and Diagnostics of the Newborn/Infant Practicum**
Co-requisite(s): NUR 5262 and 5233.
Prerequisite(s): NUR 5232 and 5361.
Clinical experience in assessing the health care needs of healthy and at-risk newborns/infants and their families. Practicum focuses on assessment and evaluation of care to families with at-risk factors during all phases of the childbearing process (antenatal, intra-partum, post-partum,
and neonatal periods) with an emphasis on obtaining and interpreting comprehensive assessment and diagnostic data on the high-risk fetus and newborn/infant (history taking, physical examinations and diagnostic interpretation on a variety of newborns and infants.

**NUR 5266 Advanced Neonatal Nursing Practicum I**
Prerequisite(s): NUR 5163 and 5262.
Practicum focuses on developing clinical competency in the advanced practice role and in the pathophysiology, stabilization, management, and evaluation of the stable and high-risk newborn/infant. By using the processes of expert practice, consultation, collaboration, administration, and research utilization, the student will provide advanced nursing management of a caseload of hospitalized newborn/infants and their families. The experience is accomplished under the guidance of program faculty and supervision from approved preceptors (Advanced Practice Neonatal nurses and board-certified neonatologists).

**NUR 5363 Advanced Neonatal Nursing Practicum II**
Prerequisite(s): NUR 5266.
Practicum focuses on continuing to develop clinical competency and delivery room management in the advanced practice role while incorporating pathophysiology, stabilization, management, and evaluation of high-risk newborns/infants with mixed acuity and chronic health problems. By using the processes of expert practice, consultation, collaboration, administration, and research utilization, the student will provide advanced nursing management of a caseload of high-risk newborns/infants and their families. The experience is accomplished under the guidance of program faculty and the supervision of approved preceptors (Advanced Practice Neonatal Nurses and board-certified neonatologists).

**NUR 5369 Advanced Neonatal Nursing Practicum III Residency**
Prerequisite(s): NUR 5363.
Theoretical and practical knowledge needed for advanced practice neonatal nurses (APNN) to manage the health care needs of culturally diverse newborns/infants in neonatal intensive care units (NICU). Content focuses on stabilization, management and evaluation of high-risk and critically ill newborns/infants and their families. Responsibilities of the APNN in perinatal-neonatal health care policy and delivery systems management are also emphasized.

**NUR 5360 Embryology and Developmental Physiology**
This course is designed to provide the student with a greater depth of understanding of developmental physiology of the fetus and neonate. Principles of growth and development, physiologic maturation of organ systems, birth physiology, and transition to extraterine life through early infancy will be covered. Adaptation of physiologic stress and alterations from normal will also be addressed.

**NUR 5361 Advanced Newborn/Infant Pharmacotherapeutics**
This course provides the student with an in-depth understanding of pharmacotherapeutics for newborns and infants. Content focuses on the alterations seen in the principles of pharmacokinetics and pharmacodynamics when applied to newborn/infant physiology, special considerations of drug therapy in the newborn/infant, and advanced nursing management of selected newborn/infant therapeutics. Issues associated with drug therapy in the neonatal intensive care unit and evaluation of experimental therapies are included. The course also provides essential information needed to obtain prescriptive authority for advanced practice
neonatal nurses.

**NUR 5365 Advanced Neonatal Nursing Management I: High-Risk & Critically Ill Newborns/Infants**
Prerequisite(s): NUR 5163 and NUR 5262.
Theoretical and practical knowledge needed for advanced practice neonatal nurses (APNN) to manage the health care needs of culturally diverse newborns/infants in neonatal intensive care units (NICU). Content focuses on stabilization, management and evaluation of high-risk and critically ill newborns/infants and their families. Responsibilities of the APNN in perinatal-neonatal health care policy and delivery systems management are also emphasized.

**NUR 5367 Advanced Neonatal Nursing Management II: Acute & Chronic Problems of Newborns/Infants**
Prerequisite(s): NUR 5365.
Theoretical and practical knowledge needed for advanced practice neonatal nurse (APNN) to manage the health care needs of culturally diverse newborns/infants in neonatal intensive care units (NICU) and post-discharge NICU graduates through the first two (2) years of life. Content focuses on stabilization, management, and evaluation of acute and chronic illness during infancy. Responsibilities of APNN in perinatal-neonatal health care policy and delivery systems management are also emphasized.

**NUR 6300 The NICU Graduate**
Prerequisite(s): none
This course provides an overview of the care of the NICU graduate: the term and preterm infant after NICU discharge through 2 years of life. The course focuses on parent and family transitions, the care of infants post-discharge, growth and development, immunizations, wellness visits, acute care visits, special considerations for those with long-term complications, and consulting services.
Appendix D – DNP Project Committee Form

(Original available to be downloaded from APN Canvas Site)

Follow the guidelines for selection of the DNP Project Committee as described in the Baylor University Louise Herrington School of Nursing Doctor of Nursing Practice Handbook. Submit the completed form to the DNP Program Director.

DNP Student Name
(Last name, First Name, Middle Initial)

________________________________________

DNP Project Title:

________________________________________

Chair from LHSON

Name

________________________________________

Signature/Date

Members and Affiliations

Name and Affiliation (e.g. LHSON)

________________________________________

Signature/Date

Name and Affiliation (e.g. LHSON)

________________________________________

Signature/Date

Reviewed and approved by
DNP Program Director:

________________________________________

Signature/Date
Appendix E – DNP Project Proposal Approval Form

(Original available to be downloaded from APN Canvas Site)

The chair and project committee member(s) of the DNP Project have met and agreed that the proposal noted below has sufficient merit for the project to be conducted.

DNP Student Name
(Last name, First Name, Middle Initial)

DNP Project Topic:

LHSON DNP Project Chair

Name

Signature/Date

Committee Member and Affiliations

Name and Affiliation

Signature/Date

This form is to be completed and submitted to the LHSON DNP Program Director. The original signed copy will be placed in the student’s file in the LHSON graduate studies office.

DNP Program Director Signature and Date received
Appendix F – Completed DNP Project Attestation Form
(Form should be downloaded from APN Canvas Site)

The members of the DNP Project committee have met and agreed that the project has been satisfactorily completed with sufficient merit to fulfill this requirement of the DNP degree.

DNP Student Name (Last name, First Name, Middle Initial):

DNP Project Title:

LHSON DNP Project Chair

Name

Signature/Date

Committee Members and Affiliations

Name and Affiliation:

Signature/Date:

Name and Affiliation:

Signature/Date:

This form is to be completed and submitted to the Director of the LHSON DNP Program. The original signed copy will be placed in the student’s file in the LHSON graduate studies office.

DNP Program Director Signature and Date Received
Appendix G – Academic professionals and Support Staff

Academic Affairs (3rd floor)
- De-De Henson, Academic Support Specialist, Undergraduate Program
- Rebecca Robbins, Manager of Business & Fiscal Operations

Faculty Support (various)
- Elizabeth Calverley, Administrative Assistant
- Jeanne Carey, Lab Coordinator
- Wendy Craver, Office Manager
- Roberta Black, Academic Support Specialist, Graduate Program
- Victoria Valerio, Administrative Assistant

Information Technology (4th floor)
- Randy Adams, Technology Support Manager
- Trent Morelock, Senior Academic Consultant, Technology
- Desrick Shelton, Senior Academic Consultant, Technology

Learning Resource Center (4th floor)
- Susan Bader, Director
- Jean Hillyer, Assistant Director

Student Services (1st floor)
- Monica Mullins, Director of Student Services
- Elaine Lark, Coordinator of Recruitment and Enrollment
- Madison Adcock, Coordinator of Recruitment and Enrollment
- Jennett Hale, Office Manager
- Sahr Mbriwa, Chaplain and Coordinator of Campus Ministry
- Kendra Campbell, Coordinator of Academic Success
- Tina Glaspie, Coordinator of Career Services and Alumni Affairs
- Endalk Tulu, Financial Aid Coordinator