

ANNIE TAYLOR DEE
— SCHOOL OF —
NURSING

DOCTOR OF NURSING PRACTICE *Student Handbook*



2025-2026



WEBER STATE UNIVERSITY
Dumke College of Health Professions

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Introduction

This DNP Student Handbook is for all Doctor of Nursing Practice (DNP) students. Review the [Annie Taylor Dee School of Nursing \(SON\) Handbook](#), which provides essential information on policies, procedures, and resources for nursing students at all levels. All DNP students are responsible for becoming familiar with and adhering to the expectations and policies in both handbooks.

Section I: Doctor of Nursing Practice Program Structure & Curriculum

A. Department of Nursing Graduate Studies Organization Chart

[The departmental organization chart](#) allows students to visualize the department's structure and identify the appropriate contact for any issues.

B. The DNP Curriculum

The WSU Annie Taylor Dee SON DNP program is accredited through the Accreditation Commission for Education in Nursing (ACEN). It is designed to prepare nurses for an advanced level of nursing science, leadership, and practice through three unique emphases:

- Doctor of Nursing Practice, Executive Leadership (DNP-ExL) emphasis for post-master students
- Doctor of Nursing Practice, Family Nurse Practitioner (DNP-FNP) emphasis for post-baccalaureate students
- Doctor of Nursing Practice, Psychiatric-Mental Health Nurse Practitioner (DNP-PMHNP) emphasis for post-baccalaureate students

It is essential to note that while the DNP-FNP and DNP-PMHNP programs prepare graduates for NP certification and Advanced Practice Registered Nurse (APRN) licensure, the DNP-ExL program does not lead to certification or licensure as an NP or APRN.

DNP-Executive Leadership Program of Study

The DNP-ExL emphasis is a part-time, five-semester, online program that ranges from 5 to 7 credit hours per semester. Although the DNP-ExL coursework is asynchronous, students are required to attend a synchronous Zoom session in the third semester for project proposal presentations and in the fifth semester for final project presentations. DNP-ExL students must complete 500 DNP practicum hours associated with community-engaged learning activities in connection with coursework requirements and the DNP project within the curriculum.

DNP-Family Nurse Practitioner Program of Study *(Summer Start or Fall Start)*

The DNP-FNP emphasis is a full-time, eight-semester, hybrid program that ranges from 7 to 12 credit hours per semester. Physical attendance is required on campus for lab sessions during the third, fourth, and fifth semesters (typically 6 to 12 days per semester, on Mondays or Tuesdays) as well as during FNP clinical rotations. Virtual attendance is required for occasional synchronous Zoom classes throughout the program, as well as for Zoom sessions in the sixth and eighth semesters, which will be used for project presentations. Clinical rotations require at

least 180-190 hours of direct patient care during the last four semesters of the program, totaling 750 hours of clinical experience. The semester schedule will be emailed to students before the start of each semester. DNP-FNP students must complete 1,250 DNP practicum hours, including FNP clinical hours and community-engaged learning activities related to coursework requirements and the DNP project within the curriculum. *****Due to the rigor and intensity of the course, lab, project, and clinical requirements, DNP-FNP students are highly discouraged from working full-time while enrolled in the program.**

DNP-Psychiatric-Mental Health Nurse Practitioner Program of Study

The DNP-PMHNP emphasis is a full-time, seven-semester, hybrid program that ranges from 10 to 12 credit hours per semester. Physical attendance is required on campus for lab sessions during the third, fourth, and fifth semesters (typically 6 to 12 days per semester on Mondays, Tuesdays, and Fridays), as well as during PMHNP clinical rotations. Virtual attendance is required for occasional synchronous Zoom classes throughout the program, as well as for Zoom sessions in the fifth and seventh semesters, which will be used for project presentations. Clinical rotations require at least 180-190 hours of direct patient care during the last four semesters of the program, totaling 750 hours of clinical experience. The semester schedule will be emailed to students before the start of each semester. DNP-PMHNP students must complete 1,250 DNP practicum hours, including PMHNP clinical hours and community-engaged learning activities related to coursework requirements and the DNP project within the curriculum. *****Due to the rigor and intensity of the course, lab, project, and clinical requirements, DNP-PMHNP students are highly discouraged from working full-time while enrolled in the program.**

DNP Program Student Learning Outcomes & Role-Specific Competencies

The Annie Taylor Dee SON DNP program emphases are designed to prepare students to fulfill specific roles as doctoral-prepared nurse professionals in the healthcare environment. The dynamic DNP curriculum incorporates current standards, guidelines, and competencies outlined in the Annie Taylor Dee SON Student Handbook, Section III, to ensure the curriculum is current and grounded in evidence-based practice. The DNP End-of-Program Student Learning Outcomes (EPSLOs) and Role-Specific Competencies (RSCs) are aligned with the Annie Taylor Dee SON outcomes. They are leveled to meet degree-specific requirements and guide course development for the DNP program.

Summative assessments of EPSLOs and RSCs are conducted through Signature Assignments in the last three semesters of each program. Signature Assignments measure meaningful and essential learning that students should accomplish before graduation.

WSU Annie Taylor Dee SON Outcomes, DNP End of Program Student Learning Outcomes (EPSLOs), and DNP Role-Specific Competencies (RSCs)

Annie Taylor Dee SON Outcomes	DNP EPSLOs	Post-Master's to DNP Executive Leadership RSCs	Post-BSN to DNP Family Nurse Practitioner	Post-BSN to DNP Psychiatric Mental Health Nurse

			RSCs	Practitioner RSCs
Person-Centered Care				
Provide person-Centered, holistic care with respect for differences, preferences, values, and needs unique to the individual.	Create systems-level health promotion, risk reduction, and illness prevention strategies based on the holistic needs of individuals, families, and various populations.	Formulate systems-level strategies to optimize care based on the holistic needs of individuals, families, and various populations.	Manage comprehensive, person-centered care within the regulatory and educational scope of advanced practice nursing based on the holistic needs of individuals, families, and various populations.	Manage comprehensive, person-centered mental health care within the regulatory and educational scope of advanced practice psychiatric nursing based on the holistic needs of individuals, families, and various populations.
Quality & Safety				
Prioritize quality and safety to minimize the risk of harm using established and emerging principles at the individual and systems levels.	Transform healthcare policy and practice using principles of safety and improvement science to enhance quality and minimize the risk of harm to patients and the healthcare team.	Lead team-based change initiatives to improve the quality of care and safety for various populations using translational and improvement science principles.	Design care management strategies using translational and improvement science methodologies to improve safety and the quality of care for various populations.	Design care management strategies using translational and improvement science methodologies to enhance safety and the quality of mental health care for various populations.
Evidence-Based Practice				
Operationalize nursing knowledge and evidence to direct clinical practice, influence policy, and shape best practices.	Critically evaluate established and evolving nursing evidence to enhance clinical judgment and innovation in nursing practice.	Synthesize scholarly evidence from nursing and other disciplines to inform education, practice, and research.	Integrate evolving scientific knowledge from various sources as the basis for ethical clinical judgment, innovation, and diagnostic reasoning.	Integrate evolving scientific knowledge from various sources to inform ethical clinical judgment, innovation, and diagnostic reasoning specific to psychiatric and mental health conditions.
Social Determinants of Health				

Integrate strategies to address social determinants of health to improve individual and societal health outcomes.	Integrate strategies to address social determinants of health to mitigate health disparities for individuals, populations, and communities.	Implement evidence-based practices to address social determinants of health to improve individual and societal health outcomes.	Implement clinical strategies across the lifespan to address social determinants of health.	Implement clinical strategies to address social determinants of health in mental health care.
Information Literacy				
Utilize appropriate information sources and technologies to ensure effective communication and the delivery of safe, high-quality healthcare.	Develop information literacy utilizing information communication technologies and informatics processes to provide care, gather data, inform decision-making, and support care teams.	Manage information and communication technologies and informatics processes to deliver safe care for various populations in various settings.	Employ electronic health, mobile health, and telehealth systems to deliver safe, high-quality, and efficient patient care effectively.	Employ electronic health records, mobile health, and telehealth systems to effectively deliver safe, high-quality, and efficient mental health care.
Teamwork & Collaboration				
Engage in intentional collaboration within teams to optimize health outcomes across the continuum of care for diverse populations.	Collaborate with care team members, patients, families, communities, and stakeholders to optimize health outcomes across the continuum of care for various populations.	Evaluate the effectiveness of interprofessional communication tools and techniques to support and improve the efficacy of team-based interactions.	Collaborate with interprofessional teams to provide care through meaningful communication and active participation in person-centered and population-centered care.	Collaborate with interprofessional teams through meaningful communication and active participation to provide person-centered and population-centered mental health care.
Professionalism				
Demonstrate a professional identity that reflects the nursing characteristics and values,	Exhibit a professional identity reflecting accountability, civility, ethical comportment,	Exemplify a professional identity integral to leadership roles, reflecting accountability, civility, ethical	Exemplify a professional identity inherent to the nurse practitioner role, reflecting accountability,	Exemplify a professional identity reflecting accountability, civility, ethical comportment, and integrity inherent to

including accountability, civility, ethical comportment, and integrity.	and integrity.	comportment, and integrity.	civility, ethical comportment, and integrity.	the psychiatric-mental health nurse practitioner role.
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DNP Practicum Hours

Practicum hours for advanced-level nursing students offer high-impact learning opportunities for direct and indirect care experiences. These experiences prepare students for specialty nursing practice roles in healthcare (ACEN, 2023; American Association of Colleges of Nursing [AACN], 2021). National standards and guidelines indicate that DNP non-APRN options must provide a minimum of 500 practicum hours, and DNP APRN options must provide a minimum of 1,000 practicum hours to attain a DNP degree (ACEN, 2023; ACEN, 2024). DNP practicum hours are incorporated throughout the three program options as follows:

- DNP-Executive Leadership Option: 500 DNP Leadership Practicum Hours
- DNP-Family Nurse Practitioner Option: 500 DNP Leadership Practicum Hours + 750 DNP-FNP Clinical Hours = 1,250 DNP Practicum Hours
- DNP-Psychiatric Nurse Practitioner Option: 500 DNP Leadership Practicum Hours + 750 DNP-PMHNP Clinical Hours = 1,250 DNP Practicum Hours

Learning activities and assignments associated with DNP practicum hours must be completed with a score of at least 80% to accrue the number of hours indicated in the assignment. Students who score less than 80% will need to contact their instructor to remediate the assignment, bringing it up to the minimum competency standards without changing the grade, in order to meet the required practicum hours for graduation.

C. DNP Project Requirements

Completing an evidence-based, quality improvement DNP project is a graduation requirement of the WSU Annie Taylor Dee SON DNP program. According to *The Essentials: Core Competencies for Professional Nursing Education* (AACN, 2021), nurses are instrumental in the transformation of healthcare; however, they "cannot be expected to significantly impact healthcare transformation unless their educational preparation provides them with opportunities to learn and employ scholarship, leadership, and teamwork skills to advance practice" (pp. 24-25). Key elements of the scholarly work include (a) problem identification, (b) a current literature search, analysis, and synthesis, (c) translation of evidence to construct a strategy or method to address a problem, (d) designing a plan for implementation and sustainability, (e) implementing the plan, and (f) evaluating the outcomes, process, and experience (AACN, 2021). Students can find more details about the DNP project in the DNP Project Handbook, which they will receive during the program's first semester.

Section II: DNP Program Policies & Procedures

A. DNP Program Admission & Credit Transfer Policies

This policy outlines the admission criteria, transfer credit processes, and credit for prior learning guidelines for the DNP program within the Annie Taylor Dee SON at WSU. Admission to the DNP program is competitive and based on a holistic review of applicants' academic history, professional experience, and alignment with program outcomes.

General Admission Requirements (All Emphases)

Applicants to the DNP program must:

1. Hold a Bachelor of Science in Nursing (BSN) or Master of Science in Nursing (MSN) from a regionally accredited college or university with a nursing program accreditation by one of the following:
 - Accreditation Commission for Education in Nursing (ACEN)
 - Commission on Collegiate Nursing Education (CCNE)
 - National League for Nursing Commission for Nursing Education Accreditation (CNEA)
2. Hold a current, unencumbered RN license or be eligible to obtain licensure without restriction to practice as a registered nurse in Utah (or a compact state).
3. Submit a complete application that includes:
 - An online application and a non-refundable \$60 fee
 - Official transcripts from all institutions attended
 - Letters of recommendation (three for post-BSN applicants; two for post-master's)
 - Current résumé or curriculum vitae
 - Personal statement or essay
 - Structured Video Response (as applicable)
4. Complete all pre-enrollment requirements, including a background check, drug screening, physical examination, and proof of personal health insurance. Admission is contingent upon satisfactory results.
5. English Language Proficiency: The Department of Nursing Graduate Studies requires international applicants to submit one of the following scores with their application (test date within two years of the intended start semester):
 - TOEFL iBT: 83 or higher
 - IELTS Academic Test: 7 or higher
 - Duolingo English Test: 120 or higher

International students with a bachelor's degree or higher from a regionally-accredited (or equivalent) university where the language of instruction was English may be exempt from this requirement.

6. Technology Proficiency: Applicants should be aware that the DNP program is administered online and requires strong proficiency in computer use and software applications. Students are expected to navigate online learning platforms and use tools such as Microsoft Office, Google applications, Canvas, and Adobe software. Those wishing to strengthen these skills are encouraged to complete a tutorial or refresher before beginning the program.

Emphasis-Specific Admission Requirements

A. Post-BSN to DNP – Family Nurse Practitioner (FNP)

- Cumulative GPA of 3.3 or higher (3.0–3.29 may be considered with 10+ years full-time RN experience or 15+ years part-time experience and a nursing GPA ≥ 3.0).
- Minimum of 60 graded (3.3 or better) transferable credit hours from a regionally accredited institution.
- Two years of current full-time RN experience (four years part-time) post-NCLEX-RN by the application deadline.
- Selection factors include cumulative and nursing GPAs, professional experience, reapplicant or alternate status, prior master's degree, and veteran status.

B. Post-BSN to DNP – Psychiatric Mental Health Nurse Practitioner (PMHNP)

- Cumulative GPA of 3.3 or higher (3.0–3.29 may be considered with 10+ years full-time RN experience or 15+ years part-time experience and a nursing GPA ≥ 3.0).
- Minimum of 60 graded (3.3 or better) transferable credit hours from a regionally accredited institution.
- Two years of current full-time RN experience (four years part-time) post-NCLEX-RN by the application deadline.
- Additional selection considerations include psych/mental health experience, reapplicant or alternate status, prior master's degree, and veteran status.

C. Post-Master's to DNP – Executive Leadership

- Earned Master of Science in Nursing (MSN) or BSN with a master's degree in Business Administration (MBA), Health Administration (MHA), or Public Health (MPH) from a regionally accredited and ACEN-, CCNE-, or CNEA-accredited institution.
- Cumulative GPA of 3.0 or higher (2.7–2.99 may be considered with 5+ years full-time RN experience and a nursing GPA ≥ 3.0).
- Current unrestricted RN license in the applicant's state of residence.

Transfer Credit & Credit for Prior Learning Policy

Requests to transfer up to nine (9) credit hours of graduate-level coursework will be reviewed on a case-by-case basis during the advisement process, in accordance with ATDSON policy. Credit for Prior Learning (CPL) in alignment with university policy will also be considered. Students must contact the Nursing Graduate Studies Advisor to initiate the review of transfer credits or CPL.

1. Eligibility Criteria:

- Courses must have been completed within five years of DNP program entry.
- Only courses with a grade of B- (3.0) or higher are eligible.
- Coursework must demonstrate equivalent content and learning outcomes to the corresponding WSU DNP courses.
- **CPL:** Previous WSU MSN graduates do not need to repeat NRS 6190: Professional Foundations for Graduate Nursing if they have already completed it

within the last five years; however, it is recommended they do so to support successful completion of the DNP Project.

- **CPL:** Previous WSU MSN graduates do not need to repeat NRS 6120: Research and Statistics if they have completed it in the last five years.

2. Limitations:

- A maximum of nine (9) credit hours of transfer credits and CPL may be applied toward the DNP degree.
- Transfer credits will not be accepted for clinical, lab, or DNP Project coursework.
- Combined transfer and CPL credits cannot exceed nine (9) semester credits.

3. Procedure:

- Submit a written request for review to the Nursing Graduate Studies Admission Advisor and Department Chair, including official transcripts and course syllabi for each course considered for transfer.
- Faculty review determines equivalency; written notification of approved transfer credit will be provided. Final approval is granted by the appropriate Graduate Program Director and the Chair of the Nursing Graduate Studies Department.

Admission Decision and Matriculation

All applications are reviewed by the Nursing Graduate Studies Admissions Committee. Admission decisions are final and contingent upon completion of all pre-enrollment requirements, verification of licensure, and satisfactory background and drug screening results. Students who decline or defer admission must reapply in a subsequent cycle and are not guaranteed re-admission.

B. Academic Standards & Graduation Requirements

Course Grades & GPA Requirement

Students must achieve a grade of 80% (B-) or higher to pass any nursing course and continue in the nursing program. The Annie Taylor Dee School of Nursing defines course failure as any final grade less than 80% (B-). For more information, please see Section II.A. of the Annie Taylor Dee SON Student Handbook.

Graduation & Degree Completion

Students are responsible for ensuring that all necessary WSU graduation requirements are completed and submitted to the graduation office before the deadline. Students must complete the WSU online application for graduation by the deadline outlined on the [WSU Graduation website](#). Students should check in with their faculty advisor or the Nursing Graduate Studies Advisor & Enrollment Specialist at least one semester before the intended graduation.

Students are expected to make continuous progress in the established DNP program of study. Exceptions may be made in the event of a significant life event. ***A total of one readmission is allowed in the DNP programs (including course failures and withdrawals).*** Please review the following topics in Section V of the Annie Taylor Dee SON Student Handbook for more information:

- A. Leave of Absence

- B. Reapplication/Readmission to a Nursing Program
- C. Dismissal from the Nursing Program

C. Academic Advisement

Students are assigned a nursing faculty advisor upon admission to the DNP program. The DNP Administrative Specialist will email students their faculty advisor's name and contact information, and the advising list will be available in the DNP Student Cohort Google™ Shared Drive or Canvas Catalog. Students should contact their advisor within the first two (2) weeks of each semester to monitor progress toward graduation. Students must regularly check their academic progress in [CatTracks](#) and contact their advisor with any academic issues or concerns they may have. Upon admission, students should verify in CatTracks that their major is updated to reflect the appropriate nursing degree. Students should contact the DNP Administrative Specialist if the major is not listed as Nursing. Contact the appropriate DNP Program Director if discrepancies or concerns arise regarding the CatTracks report.

D. Graduate Student Late Work Submission Policy

Late coursework submissions will result in a 10% deduction from the assignment grade per day. If an emergency or life event prevents a student from participating in a course for an extended period or completing more than one course assignment by the deadline, they must notify the instructor as soon as possible through Canvas® Inbox Messaging.

We recognize that life circumstances may arise that interfere with completing schoolwork on time. Therefore, each student will have one (1) "no-questions-asked" week-long assignment extension. This policy does not apply to in-class lab assignments or documentation of clinical hours. Students who use their "no questions asked" late assignment are not required to provide a reason, but must notify the instructor **before** the due date.

E. NRSRG 6860 Graduate Independent Study Course

NRSRG 6860 is an independent study course designed for graduate students to complete project-related requirements that may exceed the typical time needed for project completion. This course may also be used to bridge student project work related to a leave of absence due to extenuating circumstances. Approval from the DNP Program Director is required for registration.

F. Academic Writing & Professional Communication

Scholarly academic writing and professional communication are required competencies in all DNP program options. Courses are writing-intensive and are designed to prepare students to write at the doctoral level. Graduate-level writing resources are available in all Canvas® courses. **Generative AI (i.e., ChatGPT, etc.) is NOT permitted for use in completing assignments in DNP courses unless explicitly stated in the assignment instructions.**

Graduate Writing Center Tutors

The WSU Graduate Writing Center is staffed with tutors who work specifically with graduate students to assist with doctoral-level writing. They are available to meet in person or online. See the Writing Center website for more information or to schedule an appointment.

G. Canvas® Learning Management System

All WSU courses are delivered through the Canvas® Learning Management System. Students are required to send all course-related communication to faculty through Canvas® Inbox Messaging. We recommend that students unfamiliar with Canvas® complete an [online Canvas® training course](#) before the first semester courses start. Students will have access to their courses in Canvas® on the first day of each semester. For additional help, Canvas® support is available 24/7 at (877) 215-0831, support@instructure.com, or by clicking the "Help" menu in Canvas® for a live chat.

H. Student Communication

Notification of Changes in Policy/ Procedures

Changes in Annie Taylor Dee School of Nursing policies are communicated to students through WSU student email, cohort shared drives, and Canvas® Announcements.

WSU Student Wildcat Email

Upon admission to WSU, students receive a WSU student [Wildcat Email](#) account. The DNP Program Administrative Specialist and Nursing Graduate Studies Clinical Coordinator will email all program information, course registration instructions, policy changes, clinical coordination details, and all other program-related communication to students' WSU email addresses.

Students must monitor their student email daily and respond to requests for information promptly throughout the program. Students will be held responsible for the information distributed through their student email. *Students should email any changes to their contact information to the DNP Program Administrative Specialist.*

DNP Cohort Codes & WSU Student Email Signature

Each cohort has a unique identifier to help faculty and staff quickly identify and assist students through electronic communication. The cohort code includes abbreviations to identify the program, emphasis, program start, and graduation year. For students admitted during the 2025-26 academic year, the cohort codes are as follows:

DNP-FNP SU25-FA27
DNP-ExL FA25-SP27
DNP-FNP FA25-SP28
DNP-PMHNP SP26-SP28

Students should change their WSU student email signature settings to this format:

Firstname Lastname, RN (make sure credentials meet [ANA standards](#))
Doctor of Nursing Practice Student
Cohort Code

Example:

Jane Smith, RN
Doctor of Nursing Practice Student
DNP-FNP FA24-SP27

DNP Student Cohort Google™ Shared Drive

The DNP Student Cohort Google™ Shared Drive is specific to each cohort. It contains essential information and resources for students, such as textbook lists, calendars, orientation resources, clinical rotation information, handbooks, programs of study, and more. Students must notify the DNP Program Administrative Assistant of their WSU student email address before they can be added to the shared drive. Students will then receive notification through their student email when they are granted access to the shared drive. Students must check the drive frequently for updates and will be held responsible for the information distributed there. *Note: Students must be signed into Google™ Chrome with their WSU account to access the shared drive. Students will not be granted access to the drive through personal email accounts.*

UPDATE: All DNP Student Cohort Google™ Shared Drives will be transitioning to Canvas Catalog Cohort Orientation & Information courses during the 2025-26 academic year.

Canvas® Inbox Messaging & Announcements

Students are required to send all course-related emails to faculty through Canvas® Inbox Messaging unless otherwise directed. Students must check Canvas® Inbox messages and course announcements daily throughout the program.

Student Representation

Student representation and input are crucial to the ongoing efforts to improve the DNP program's administration, processes, and shared governance, facilitating open communication among students, faculty, and staff. DNP Student Representatives are invited to participate in monthly DNP faculty meetings. At the end of each spring semester, selection of student representatives from each DNP emphasis will be decided by a vote of the DNP student body. For more information, refer to the [DNP Student Representatives Role and Expectations document](#). Students are also encouraged to serve on the university student senate or other leadership committees, councils, and clubs through WSU. For more information, please visit <https://www.weber.edu/studentinvolvement/>.

I. Student Program & Clinical Partnership Compliance

Verified Credentials

All graduate students must purchase and use Verified Credentials (VC) for required materials and documents described in the [Annie Taylor Dee SON Student Handbook](#) and the Additional FNP/PMHNP-Specific Clinical Documentation below. Students must keep documents current in Verified Credentials throughout the program. Documentation includes flu shots, CPR, immunizations, background checks, drug tests, etc.). Failure to keep ALL required materials (overdue and rejected items) up-to-date will result in a 2% grade deduction each week in a designated DNP course. Please see the required Textbooks, Software, & Computer Access with Associated Costs below for more information on purchasing Verified Credentials. ****Clinical requirements are subject to change in accordance with clinical facility policies.***

WSU offers healthcare services, including some immunizations and titers, to students enrolled in courses. Please see the [WSU Healthcare Services](#) and [WSU Immunization](#) websites for more information.

IMPORTANT: For DNP students identified as non-responders to the Hepatitis B vaccine or those with chronic Hepatitis B infection, please contact the Nursing Graduate Studies Chair before submitting Hepatitis B immunization documentation in VC.

Additional DNP Project Site Clinical Documentation

All DNP students must meet the clinical documentation requirements for the site where they are implementing their DNP project. Please note that **individual facilities may have additional requirements and costs associated with student compliance when implementing DNP projects**. The Nursing Graduate Studies Clinical Coordinator will communicate facility-specific requirements to students via email.

Additional FNP/PMHNP-Specific Clinical Documentation

DNP-FNP and DNP-PMHNP students have clinical requirements in addition to the ones listed in the Annie Taylor Dee SON Student Handbook:

1. **FNP Students - Annual Background Checks:** All FNP students are required to undergo annual background checks. Students will receive an email reminder to purchase an updated background check through VC.
2. **PMHNP Students - Annual Background Checks:** Many of our clinical partners require PMHNP students to have an updated background check. If a specific clinical site requires the student to obtain an updated background check, the Nursing Graduate Studies Clinical Coordinator will email the student with the necessary information and instructions for purchasing. Depending on the clinical site requirements, this may be purchased through VC or a specified platform or service required by the clinical site.
3. **TB Testing:** All FNP/PMHNP students are required to undergo annual TB testing. FNP/PMHNP students who have previously tested positive for TB may be required to get an annual chest X-ray if it is required by a clinical site. The Nursing Graduate Studies Clinical Coordinator will email the student in advance with the necessary information for submitting a new chest X-ray to VC if required for an upcoming clinical placement.
4. **BLS for Healthcare Providers:** All FNP/PMHNP students must have BLS for Healthcare Providers certification through the **American Heart Association®**. Though BLS through the American Red Cross® may be accepted in other nursing programs, nurse practitioner clinical rotations require certification through the AHA.
5. **Drug Screens:** While the Annie Taylor Dee SON does not require annual drug screens, many of our clinical partners do. If a specific clinical site requires the student to obtain an updated drug screen, the Nursing Graduate Studies Clinical Coordinator will email the student with the necessary information and instructions for purchasing. Depending on the clinical site requirements, this may be purchased through VC or a specified platform or service required by the clinical site.

Individual facilities may have additional requirements and/or costs associated with student compliance for clinical rotations. The Nursing Graduate Studies Clinical Coordinator will communicate facility-specific requirements to students via email. Students will also find facility-specific requirements in Exxat when placements are visible to students.

RN Licensure

Students must maintain current, active, unencumbered licensure as a Registered Nurse throughout their enrollment in the DNP program in all states where they complete clinical, practicum, or DNP project activities.

Appearance, Dress Code, & Student Badges

Students must comply with the school of nursing dress and grooming policies during clinical rotations, lab courses, implementation of DNP projects, or any other activities when representing WSU in the community. Clinical agencies may require additional dress code requirements. FNP/PMHNP students are expected to wear professional business attire in the lab and clinical setting. Scrubs may be worn if appropriate for the specific clinical area (i.e., OR/PreOp/PACU, L&D, etc.). **Every student must wear a photo ID WSU nursing badge and/or a facility-issued nursing badge during the implementation of projects, clinical rotations, lab courses, or any other activities when representing WSU in the community.** Information about receiving student badges will be included in admission materials. Please see Part B, Section III.C. of the [Annie Taylor Dee SON Student Handbook](#) for more details on professional appearance.

Section III: Required Textbooks, Software, & Computer Access

A. Informational Technology Support

The WSU Information Technology Service Desk provides technical support with WSU Online software and general networking concerns. Go to <https://www.weber.edu/help> for more information.

B. Online Technology Requirements

All DNP students must have access to a personal computer or laptop that meets the [minimum technology requirements](#). Please see Part B, Section I.C. of the [Annie Taylor Dee SON Student Handbook](#) for the technology requirements of the Annie Taylor Dee School of Nursing program.

C. Textbooks, Software, & Computer Access with Associated Costs

The Annie Taylor Dee School of Nursing faculty is mindful of the increasing costs of nursing education, and every effort is made to select affordable and effective educational materials and resources. Listed below are some resources that students are required to purchase, depending on the program option. *****These additional costs are for estimation purposes only and are subject to change.***

Textbooks: Student textbooks and other required course materials are available through the [WSU Bookstore](#). The textbook list will be available in the DNP Google™ Shared Drive or Canvas Catalog before the start of each semester.

Costs vary per semester

Verified Credentials: All graduate students must purchase and use Verified Credentials (VC) for required materials and documents described in the [Annie Taylor Dee SON Student Handbook](#), and additional FNP/PMHNP-Specific clinical documentation. Documentation includes flu shots, CPR/BLS certification, immunizations, background checks, drug tests, and other relevant requirements.

Approximate cost (includes background check and drug screen): \$145 one-time fee upon admission

Additional Background Check approximate cost: \$38

Additional Drug Screen approximate cost: \$42

Exxat Student Tracking System (FNP/PMHNP Students Only): A subscription to Exxat is required for FNP and PMHNP program students. This clinical scheduling and hours tracking system will enable students to document clinical encounters and accurately log their clinical hours. Students will receive instructions via email on how to register for Exxat.

Approximate cost: \$200 one-time fee upon admission

American Association of Nurse Practitioners (AANP) Student Membership (FNP/PMHNP students only): DNP-FNP/PMHNP students are required to purchase a student membership to AANP. The AANP offers a journal and other resources needed for coursework. Students must register for AANP by the first day of the Fall Semester. For more information, go to <https://www.aanp.org/membership>.

Approximate cost: \$55/year for student membership

APEA NP Continuing Education (FNP/PMHNP Students Only): In selected courses, students will be asked to purchase APEA product bundles for use throughout the program of study. APEA provides test banks, online review, mobile reference tools, and competency/predictor exams, all designed to help you obtain national certification and licensure as an APRN.

Approximate cost (will be broken down into three payments over the course of the program): \$1,159 total

D. Software & Computer Access without Associated Costs

Microsoft Office 365 & Adobe Creative Cloud: Students can download Microsoft Office and Adobe Creative Cloud for no cost by visiting <https://www.weber.edu/software>. Students must use Microsoft Word, PowerPoint, Excel, and Adobe PDF during the DNP program.

Google® Workspace: Google® Workspace is a collection of cloud-based productivity and collaboration tools that includes Gmail, Drive, Docs, Sheets, Slides, Meet, and more, and is available at no cost to students.

IBM® SPSS Statistics: IBM® SPSS Statistics is a statistical software platform that inputs and interprets complex data quickly to ensure high accuracy and quality decision-making. Instructions on downloading IBM® SPSS will be embedded in Canvas® courses that require this resource.

Qualtrics XM®: Qualtrics XM® is an online survey and reporting tool that DNP students can use to collect online, confidential data for their DNP projects using a simple survey link. Qualtrics is capable of providing descriptive statistics and demographic data in real time. Instructions for accessing Qualtrics can be found in the DNP project courses.

UpToDate®: UpToDate® is an evidence-based resource that healthcare providers use for reliable information to support clinical decision-making. UpToDate® is required for all DNP-FNP/PMHNP students and may be used in some DNP-ExL courses. UpToDate® is a free resource that can be accessed through <https://www.uptodate-com.hal.weber.edu/>. Students must use their WSU Wildcat email address to log in.

Folio/Canvas® ePortfolios (formerly Portfolium): Folio is an electronic portfolio tool integrated with Canvas® that allows students to showcase their academic and professional accomplishments and connect with peers, other professionals, and potential employers. Instructions for accessing and setting up Folio can be found in the NRSG 6190 course. *UPDATE: We have been notified that Canvas is discontinuing Folio/ePortfolio in summer 2026. More information on a replacement platform will be distributed to students in the coming months.*

Section V: FNP & PMHNP Program-Specific Student Information

A. FNP/PMHNP Lab Course Policies

Lab courses in the DNP-FNP/PMHNP programs are held on campus for hands-on, skills-based instruction. Completion of lab classes and the ability to perform skills are required before beginning hands-on patient care experiences under the guidance of an assigned clinical preceptor. Failing to complete lab course requirements will delay FNP/PMHNP clinical courses and graduation. ***Due to the rigor and intensity of the course, lab, project, and clinical requirements, DNP-FNP/PMHNP students are highly discouraged from working full-time while enrolled in the program.

Lab Attendance Policies

Due to the complexity of coordinating lab experiences for students, the following attendance policies are in effect:

Punctuality: Punctual attendance for lab classes is a professional and program requirement. Students must arrive on time, be seated, dress appropriately according to the dress code listed in Appearance, Dress Code, & Student Badges, and be ready to learn by the class start time.

Students who arrive late to the lab will receive a 30% deduction from the daily lab points. Students who are late to two or more labs will receive an additional 10% deduction from the overall course grade.

Presence & Professionalism: Full engagement in lab activities and listening to guest speakers is required. Cell phone use is prohibited unless indicated by the instructor or guest speaker as part of the learning experience. Students who are not fully prepared for or engaged in lab learning activities will receive a 30% deduction from the daily lab points. Students who are off-task during two or more labs will receive an additional 10% deduction from the overall course grade. **For emergent phone calls during lab time, please inform the instructor, step into the hall, and return to the lab as soon as possible.*

Absences: Attendance is required for every lab day. The only circumstances in which an absence may be approved are for true emergencies and illness (such as a student's infectious illness, student or immediate family member hospitalization, or death in the immediate family).

Absences due to workplace commitments, family commitments, vacations, or other personal reasons are not approved and do not qualify for an exception or accommodation and will result in failure of the course. Should students experience an illness or emergency, they **must** notify faculty as soon as possible. Attendance at a make-up lab day on campus is required for an approved lab absence due to an emergency or illness. Standardized live patient exams, such as women's health exams with paid professional models, cannot be duplicated; therefore, the makeup lab experience will be significantly different, but it will still meet the lab's outcomes.

The following attendance infractions will result in failure of the course:

- Unapproved absence on a lab day
- Failure to attend the scheduled lab make-up day
- Missing more than one lab day, regardless of the cause
- Failure to complete the required lab hours

Students who withdraw from or fail the lab course will be required to retake the course when it is offered again. In addition, the student may be unable to proceed with clinical placements.

B. FNP/PMHNP Clinical Course Policies

FNP and PMHNP students must complete clinical rotations to gain clinical hours in direct patient care across the lifespan. FNP clinical hours mainly focus on family practice/primary care, women's health, pediatrics, and some mental health care experiences. PMHNP students will focus on mental health care across the lifespan while completing clinical hours. Failing to complete clinical course requirements may delay the completion of subsequent DNP courses and graduation. ***Due to the rigor and intensity of the course, lab, project, and clinical requirements, DNP-FNP/PMHNP students are highly discouraged from working full-time while enrolled in the program.

Clinical Attendance Policies

Due to the complexity of coordinating clinical experiences for students, the following attendance policies are in effect:

Punctuality: Punctual attendance for all clinical shifts is a professional and program requirement. Students must arrive on time, dress appropriately, and be prepared for the clinical day by the stated shift start time. Students who arrive late to clinical shifts will receive a point deduction.

Presence & Professionalism: Full engagement in the clinical experience is required. Cell phone use is not permitted unless indicated by the preceptor as part of the learning experience. Students who are not fully prepared for or engaged in the clinical experience will receive a point.

Absences: Attendance is required for every scheduled clinical shift. The only circumstances in which an absence may be approved and a clinical shift rescheduled are for true emergencies and illness (such as infectious disease, hospitalizations, or death in the immediate family).

Workplace commitments, family commitments, or vacations do not qualify for an exception or accommodation. Should students experience an illness or emergency, the preceptor, Nursing Graduate Studies Clinical Coordinator, and faculty should be notified as soon as possible.

The following attendance infractions will result in failure of the course:

- Unapproved absence on a scheduled clinical day
- No call, no show to clinical shift (except for emergencies)
- Failure to complete the required clinical hours for the course

Students who withdraw from or fail the clinical course will be required to repeat it when it is offered again. Additionally, the student may be unable to progress in the program until the course is passed successfully.

Clinical Hours Policy

In the DNP-FNP/PMHNP programs, students complete a total of 750 clinical practice hours during the last four semesters of the program in the following courses:

DNP-FNP Courses	DNP-PMHNP Courses	Clinical Practice Hours
NRSG 7902	NRSG 7912	190 clinical hours
NRSG 7903	NRSG 7913	190 clinical hours
NRSG 7904	NRSG 7914	190 clinical hours
NRSG 7905	NRSG 7915	180 clinical hours

Failure to complete the required clinical hours in each clinical course will result in a failing course grade. Clinical hours must be completed within the designated class and semester, and

hours cannot be carried forward or made up in other courses. Additionally, students should plan on meeting the minimum estimated hours with each assigned preceptor.

FNP/PMHNP clinical practice hours must be associated with direct patient care with an approved preceptor in an approved healthcare setting. Time spent completing facility-specific training/orientation or traveling to/from the clinical site does not count toward clinical hours.

During clinical courses, students should plan to spend 15-20 hours each week in the clinical setting, equivalent to 2-3 days of work per week. Students should not work an overnight shift before scheduled daytime clinical hours. Most clinical rotations will be held during business hours (0800-1800) Monday through Friday, but students may also be required to attend clinical shifts on weekends. Students are not permitted to be in the clinical setting on lab days, synchronous learning days, or University holidays.

Clinical Placement Coordination

Securing clinical rotations is a collaborative process between the student, the Nursing Graduate Studies Clinical Coordinator, the clinical partner, the faculty, and the appropriate DNP Program Director. Although the Annie Taylor Dee School of Nursing has partnerships with many facilities and preceptors, students will also be responsible for identifying their own clinical preceptors. The Nursing Graduate Studies Clinical Coordinator will work with students to establish optimal clinical placements, considering program and course student learning outcomes, site-specific learning opportunities, logistics, feasibility, scheduling, geographical location, and overall student performance in coursework and previous clinical experiences. ***Students are responsible for checking their WSU email daily and keeping close contact with the Graduate Clinical Coordinator throughout the program.***

Clinical Partner Affiliation Agreements

All clinical placements and DNP project sites require a legal affiliation agreement with the partnering facility to be in place before the semester in which the scheduled clinical rotation or project implementation is scheduled to occur. Depending on the facility, this process can take anywhere from one to six months. Students must work directly with the Graduate Clinical Coordinator to establish their placements in advance and ensure all agreements are in place. ***Students cannot attend a clinical rotation or begin project implementation until the Graduate Clinical Coordinator grants clearance to start.***

Student Transportation to Clinical Sites

Because FNP/PMHNP students must complete at least 750 supervised clinical hours in various settings, the Annie Taylor Dee School of Nursing partners with hundreds of clinical sites across Utah. This requires students to travel to multiple facilities, which may include clinical sites outside their local residency area and rural areas in Utah, necessitating an overnight stay. Students are responsible for transportation to and from clinical sites, including all associated costs.

More details about the FNP/PMHNP clinical requirements and policies can be found in the ***DNP-FNP/PMHNP Clinical Handbook*** and the ***WSU DNP Preceptor Handbook***, which students will receive before their first clinical orientation meeting.

C. FNP & PMHNP Certification & APRN Licensure

The DNP-FNP/PMHNP Programs prepare students to be eligible for national certification as nurse practitioners and subsequent licensure as an APRN in the state of Utah. Certification exams are available through two organizations. [The American Nurses Credentialing Center](#) offers the [Family Nurse Practitioner Certification \(FNP-BC™\)](#) exam and the [Psychiatric-Mental Health Nurse Practitioner \(Across the Lifespan\) Certification \(PMHNP-BC™\)](#) exam. The [American Academy of Nurse Practitioners Certification Board](#) offers the [Family Nurse Practitioner \(FNP\)](#) and [Psychiatric Mental Health Nurse Practitioner \(PMHNP\)](#) exams. Students should be familiar with these two organizations to make an informed decision about certification. In-depth instruction and guidance on the certification and licensure process will be included in NRSG 7002 during the last semester of the program.

Section VI: References

Accreditation Commission for Education in Nursing. (2023). *ACEN Position Statement Related to Graduate Nursing Education Programs*. <https://tinyurl.com/3hc24cev>

Accreditation Commission for Education in Nursing. (2024). *ACEN Practicum Requirements for Graduate Nursing Programs*. <https://tinyurl.com/369jec8y>

American Association of Colleges of Nursing. (2021). *The Essentials: Core Competencies for Professional Nursing Education*. <https://www.aacnnursing.org/essentials>