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Welcome to the Doctor of Nursing Practice Program

The faculty and staff at UNC Charlotte and Western Carolina University (WCU) welcome you to our joint Doctor of Nursing Practice (DNP) program, a unique consortium between UNC Charlotte and WCU. We are proud to declare that our joint program is one of the first programs in the state of North Carolina University System to offer the DNP degree to students interested in advancing their clinical practice, scholarship and leadership skills. Our DNP program is a practice-focused doctoral program designed to prepare Post Master’s Advanced Practice Registered Nurses (APRNs) to lead innovation in nursing practice and healthcare.

The DNP program educates nurses prepared in advanced practice nursing roles (NP, CRNA, and CNS) or health systems/organizational leadership to provide leadership in clinical inquiry, scholarship, policy, and innovation in health care. The DNP degree prepares graduates to analyze systems of care and provide transformational leadership to improve patient safety, quality of care, and implement evidence-based culturally competent care practices. Students are able to specialize in one of two areas: advanced clinical practice or systems/population practice. Translation of research findings into evidence-based practice is emphasized throughout the program, and broad goals of the program include the ability to interpret, analyze, and apply research findings to clinical and systems/population level practice settings, determine and measure system and population outcomes, manage information systems, and use appropriate technology for health and risk management and communication.

The Doctorate of Nursing Practice (DNP) represents the highest level of preparation in nursing practice and leadership. The program, offered in a hybrid format, allows students the benefit of the strength of a combined faculty and an enhanced pedagogical instruction while experiencing both urban and rural health care perspectives. Students alternate semesters of participation on-site at UNC Charlotte and WCU as a means of implementing this unique consortium approach.

We are committed in preparing competent and compassionate healthcare professionals who will achieve the DNP as the terminal degree in Nursing for practice, and this handbook serves as a guide. Information in the handbook is specifically designed to make clear the curriculum requirements and progression criteria for the DNP program. It is our hope that you will find the handbook helpful as you progress through the program.

On behalf of the faculty, staff and administration, we wish you much success as you pursue your doctoral education with us through the consortium at UNC Charlotte and WCU. Our goal is that you experience a supportive, innovative and rich learning environment as you complete your degree and educational journey.

Dee Baldwin, PhD, RN, FAAN    Judy Neubrander, EdD, FNP-BC
Associate Dean/Director of the School of Nursing    Director of the School of Nursing
UNC Charlotte    Western Carolina University

For general DNP program information: Contact Dr. Dianna Inman, Program Coordinator at UNC Charlotte dinman5@uncc.edu or Dr. Shawn Collins, Program Director scollins@wcu.edu
General Information

Introduction

This student handbook is designed for graduate students enrolled in the Post-Masters Doctor of Nursing Practice Consortium Program at the University of North Carolina, Charlotte and Western Carolina University. The consortium provides masters prepared nurses with opportunities for practice-based doctoral education. The DNP program is taught by the graduate nursing faculty and advanced practice nurses and leaders from both universities.

The DNP program has been developed to meet recommendations of the American Association of Colleges and Nurses (AACN), the National Organization of Nurse Practitioner Faculties (NONPF), the American Association of Nurse Anesthetists (AANA) and American Academy of Nurse Practitioners (AANP).

The Doctor of Nursing Practice (DNP) degree offered by the UNC Charlotte and Western Carolina University consortium prepares graduates to analyze systems of care and provide transformational leadership that will improve patient safety, quality of care, and implement evidence-based (translational) culturally competent care practices. Graduates from this program will be able to interpret and apply research findings to practice settings, determine and measure system and population outcomes, manage information systems and use appropriate technology for health and risk communication. DNP graduates will have the skills and abilities to substantially contribute to system reform to achieve goals articulated by the Institute of Medicine, the National Academy of Sciences, and the National Quality Forum.

The Philosophy, Mission, Core Values and Goals of the School of Nursing at UNC Charlotte can be found in the School of Nursing Student Handbook. http://nursing.uncc.edu/student-resources/student-handbooks

The Philosophy and Purpose of the School of Nursing at Western Carolina University can be found in the School of Nursing Graduate Student Handbook. http://www.wcu.edu/WebFiles/PDFs/Graduate_Nursing_Student_Handbook_2012-2013.pdf

Note: This handbook is incorporated into the UNCC School of Nursing Student Handbook for 2013-2014 located at http://nursing.uncc.edu/student-resources/student-handbooks
Program Outcomes

Upon completion of the DNP program, graduates will:

- Analyze and integrate evidence from nursing science with evidence from other relevant scientific disciplines to form a scientific foundation for advanced practice in nursing.
- Apply clinical scholarship, scientific evidence, and analytical methods to improve health care outcomes.
- Develop and evaluate systems to enhance safety and quality of health care.
- Advocate and participate in collaborative interdisciplinary efforts to improve health outcomes at the practice/organization, community, state and national levels.
- Engage in culturally competent and ethically sound advanced nursing practice.
- Demonstrate leadership in the improvement of patient outcomes and transformation of health care delivery.
- Directly manage complex health problems of clients or develop and implement organizational systems to facilitate access and navigation of the health care system.

Figure 1: Essential Elements of Analysis, Leadership, and Practice in the DNP Program

**Analysis**
- Evaluation of complex health problems
- Diagnosis of problem
- Evidence based practice
- Global Health indicators
- Social determinants of health

**Leadership**
- Knowledge of health care delivery systems
- Advocacy for health policy
- Communication skills
- Cultural competence and humility
- Ethics

**Practice**
- Advanced practice specialty knowledge
- Mastery of advanced practice specialty skills
- Cognate knowledge relative to specialty
- Design and coordination of services
- System of care factors affecting patient outcomes

DNP Core Competencies

Students are expected to master the core competencies reflected in The Essentials of Doctoral Education for Advanced Nursing Practice (2006):

DNP Consortium Overview

The DNP Advisory/Oversight Committee is composed of the DNP Coordinators, two additional elected DNP program faculty members from each school who are involved in practice, and the Associate Directors of the Graduate Division from each school as Ex-officio members.

Responsibilities of the Advisory Committee include:
1. Approvals of admission recommendations from each school.
2. Recommendations for changes to courses and curriculum.
   a. Advisory Committee makes recommendations to WCU and UNCC curricula committees.
   b. Each school makes curricular changes per their internal approval processes.
3. Student progression through the program
   a. Joint DNP handbook with differences for each program noted in handbook.
   b. Qualifying exams conducted by advisory committee.
   c. Approvals of completed Immersion Projects.
4. Recommendations for graduation.
5. Other Consortium issues that may arise.

Each appointed DNP Coordinator is directly responsible to the School of Nursing administration. The WCU Coordinator is directly responsible to the Director, School of Nursing at WCU and the UNC Charlotte Coordinator is directly responsible to the Associate Dean/Director, School of Nursing at UNC Charlotte. The Coordinators communicate with each other and are the leaders of the Advisory Committee. The Director of the School of Nursing at WCU and the Director of the School of Nursing at UNC Charlotte collaborate.

Curricular issues identified by the DNP Advisory Committee (See Organizational Chart for DNP Consortium) are considered and changes approved through normal channels at each school. Students will be enrolled at the admitting university and will be subject to all policies of the admitting school and university.

DNP Program Contact Persons

UNC Charlotte:
- Dr. Dianna Inman (704-687-7963 / dinman5@uncc.edu) – DNP Program Coordinator
- Dr. Susan Kennerly (704-687-7972 / skenner2@uncc.edu) – Associate Director of Graduate Division

Western Carolina University:
- Dr. Shawn Collins (828-654-6517 / shawncollins@wcu.edu) – DNP Program Director
- Dr. Linda Comer (336) 686-2891 / lcomer@wcu.edu – Associate Director of Graduate Division
Curriculum Plan

The Doctor of Nursing Practice program requires 42 post-master’s graduate semester credit hours and completion of a total of 1000 clinical hours (including 500 hours in the same clinical practice specialty from the MSN program). Applicants who completed fewer than 500 hours in their MSN program will be expected to complete additional clinical hours in order to achieve the total of 1000 for the DNP program. All students will be required to complete the curriculum that includes a sequence of courses as listed below.
# Doctorate of Nursing Practice (DNP)

Consortium Program of the University of North Carolina Charlotte and Western Carolina University

Program of Study for DNP Post Masters Admission  (42 Semester Hours)

<table>
<thead>
<tr>
<th>FALL Semester 2013 @ UNCC (8)</th>
<th>SPRING Semester 2014 @ WCU (8)</th>
<th>SUMMER Semester 2014 @ UNCC (9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• NUDN 8140/NSG 814 Foundations and Applications of Evidence Based Practice (3)</td>
<td>• NSG 818/NUDN 8145 Leadership and Project Planning (3)</td>
<td>• HLTH 6202/NSG 802 Community Epidemiology (3)</td>
</tr>
<tr>
<td>• NUDN 8150/NSG 815 Healthcare Program Evaluation and Quality (3)</td>
<td>• NSG 817/NUDN8147 Applied Biostatistics (3)</td>
<td>• NUDN 8160/NSG 816 Global Health &amp; Social Justice (3)</td>
</tr>
<tr>
<td>• NUDN 8441 or NSG 883 Clinical Residency and Project Development I (2) <strong>TAUGHT AT EACH UNIVERSITY</strong> (Individual projects directed by faculty at each school)</td>
<td></td>
<td>• Elective (3)</td>
</tr>
<tr>
<td><strong>Face to face ORIENTATION @ UNCC</strong></td>
<td></td>
<td>Elective taken at either university</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FALL Semester 2014 @ WCU (9)</th>
<th>SPRING Semester 2015 @ UNCC (8)</th>
<th>SUMMER Semester 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>• NSG 822/NUDN 8220 Health Care Policy and Ethics (3)</td>
<td>• NUDN 8260 /NSG 826 Leadership, and Healthcare Systems (3)</td>
<td>Could use summer to complete elective and/or finish project.</td>
</tr>
<tr>
<td>• NSG 823/NUDN 8230 Economic &amp; Financial Aspects of Healthcare System (3)</td>
<td>• NUDN 8270/NSG 827 Technology for Communication and Transforming Healthcare (3)</td>
<td></td>
</tr>
<tr>
<td>• NSG 885 or NUDN 8443 Clinical Residency and Project Development III (3) <strong>TAUGHT AT EACH UNIVERSITY</strong> (Individual projects directed by faculty at each school)</td>
<td>• NUDN 8444 or NSG886 Clinical Residency and Project Development IV (2) <strong>TAUGHT AT EACH UNIVERSITY</strong> (Individual projects directed by faculty at each school)</td>
<td></td>
</tr>
<tr>
<td><strong>Project Defense (face to face with Project Committee)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Didactic Courses taken by all students at UNC Charlotte during Academic Year (12):
- Foundations and Applications of Evidence Based Practice (3)
- Healthcare Program Evaluation and Quality (3)
- Leadership, and Healthcare Systems (3)
- Communication for Technology and Transforming Healthcare (3)

Didactic Courses taken by all students at WCU during Academic Year (12):
- Leadership and Project Planning (3)
- Applied Biostatistics (3)
- Health Care Policy and Ethics (3)
- Economic & Financial Aspects of Healthcare System (3)

Didactic Courses taken by all students at UNC Charlotte during Summer (6):
- Community Epidemiology (3)
- Global Health & Social Justice (3)

Courses taken by only students at admitting campus (9)
DNP Program Course Descriptions:

**Note:** Course numbering legend is NUDN for UNCC and NSG for WCU.

**NUDN 8140/NSG 801: Foundations and Applications of Evidence Based Practice** (3 credit hours): This course provides an overview of models of Evidence Based Practice including theories and methods of translational research.

**NUDN 8150/NSG815: Healthcare Program Evaluation and Quality** (3 credit hours): This is an evaluation research course in healthcare settings. Emphasis is on conceptual, methodological, organizational, political, and ethical consideration in evaluating programs.

**NUDN 8441/NSG 883: Clinical Residency and Project Development I** (2 credit hours): This course is the first of a four course series that results in a scholarly DNP project. Students negotiate learning objectives with the course instructor for the practicum.

**NSG 816/NUDN 8145: Leadership and Project Planning** (3 credit hours): This course is an introduction to advanced leadership theories to facilitate management of clinical projects.

**NSG817/NUDN 8147: Applied Biostatistics** (3 credit hours): This course emphasizes statistical literacy and develops critical statistical thinking. Students analyze data sets and communicate statistical results in a concise, cohesive and readable manner.

**NUDN 8442/NSG884: Clinical Residency and Project Development II** (2 credit hours): This course builds on Clinical Residency and Project Development I with a focus on project planning and translation of new knowledge into practice.

**HLTH 6202/NUDN 8202/NSG 802: Community Epidemiology** (3 credit hours): Epidemiology, a basic science of public health, is the study of the distribution and determinants of diseases in specified populations, and the application of this study to the control of health problems. This course introduces students to practice and applications of epidemiology methods and principles as they relate to occurrence of diseases and other health conditions in human population. This course will provide overview of basic concepts including study designs, implementation, analysis, and interpretation of epidemiological studies.

**NUDN8230/NSG810: Global Health and Social Justice** (3 credits hours): This course includes an interdisciplinary human rights and social justice perspective of contemporary issues, problems and controversies that effect social, economic, political and environmental global health.

**NSG 822/NUDN 8220 Healthcare Policy and Ethics** (3 credit hours): The course examines healthcare policy development strategies including the analysis of variables impacting policy implementation (e.g. politics and ethics).
NSG/NUDN 8230: **Economic and Financial Aspects of Healthcare System** (3 credit Hours): This course explores the study of financial business factors related to healthcare delivery systems and advanced practice nursing.

NUDN 8443/NSG 885: **Clinical Residency and Project Development III** (3 credit hours): This course builds upon knowledge gained in Clinical Residency and Project Development I and II. The student implements the clinical project in the practice setting.

NUDN 8260/NSG 826: **Leadership and Healthcare Systems** (3 Credit Hours): This course will examine challenges, and political issues impacting strategies for organizational design to promote communication, collaboration, conflict management, power sharing and innovation.

NUDN 8270/NSG 827: **Technology for Communication and Transforming Healthcare** (3 credit Hours): This course provides opportunities to explore current theories/practices in information systems and health communication and develop innovative strategies for using emerging information and communication technologies to facilitate patient care and inter-professional collaboration.

NUDN 8444/NSG 886: **Clinical Residency and Project Development IV** (2 credit hours): This course provides a culmination of Clinical Residency and Project Development I, II, and III. The DNP student evaluates the outcomes and impact of the project and disseminates the findings.

**Student Enrollment Status**

Full time enrollment status for the DNP program for the UNCC SON is defined as taking a minimum of 9 semester credits for fall and spring semester and 3 semester credits for summer semester, except when fewer credits are needed for graduation.

Full time enrollment status for the DNP program for the WCU SON is defined as taking a minimum of 9 credits for the fall and spring semester and 5 credits for summer semester.

The program of study for full time students is 2 years (5 semesters)

**Student Advisement**

Each student will be assigned an advisor on admission by his or her respective university. The advisor is to mentor the student and provide advice and academic support as needed, and to complete the program of study plan that includes required courses. The courses are designed to be taken in a sequence to support the terminal DNP Scholarly project. It is important not to deviate from the plan of study. Any deviation from the plan of study may prolong graduation from the program. Plans of study should be reviewed with your academic advisor every semester and must be approved by your advisor prior to registration to ensure accurate enrollment in courses. The academic advising process is determined by each school.
Overview of DNP Scholarly Project

Overview

The DNP Scholarly Project is a project that brings together the practice and scholarship aspects of the Doctor of Nursing Practice degree. It is designed to address complex practice issues that affect groups of patients, health care organizations, or health care systems utilizing informatics, technology, and in-depth knowledge of the clinical and behavioral sciences. The clinical scholarship required in the DNP Scholarly Project reflects mastery and competency in the student’s area of expertise.

The DNP Scholarly Project begins in the first semester of study and continues throughout the program, culminating in a scholarly public defense and article prepared for publication in a peer-reviewed journal. The DNP Scholarly Project requires students to demonstrate expert practice and the use of evidence based practice, translational research, and skills necessary to lead interdisciplinary teams in improving patient/client outcomes and health status individually, organizationally, or within a community. Students may choose to work in private practices, clinics, inpatient units, hospital systems, and other institutions and communities in the assessment, planning, implementation, and evaluation of outcomes of the DNP Scholarly project.

The student, the practice setting, and the student’s DNP Scholarly Project Committee must jointly agree upon the scholarly initiative. The student must complete any required IRB approvals prior to implementing the project.

DNP Scholarly Project Committee

The DNP Scholarly Project is guided by the DNP Scholarly Project Committee. The student is responsible for choosing the committee members with input from his/her advisor during the initial semester of enrollment. The composition of the DNP Scholarly Project committee is expected to include a minimum of one doctoral prepared (PhD, DNP, MD or any other doctoral prepared individual) regular faculty member with graduate status from either the UNC Charlotte or WCU School of Nursing, and an expert community mentor. The chair must come from the student’s admitting university. UNC at Charlotte requires one additional faculty member that is appointed by the graduate school. The student is responsible for completing the DNP Scholarly Project Committee form (Appendix A).

It is the responsibility of the Committee to guide the student through the project planning, implementation, and evaluation. Upon defense of DNP Scholarly Project, the DNP Scholarly Project Committee will determine the successful completion of the project requirements. Failure to successfully present/defend the DNP scholarly project more than twice will result in termination from the program.
Selection of the committee chair will occur during the initial orientation to the program. Additional members will be selected by the end of the first semester. It is the responsibility of the DNP Scholarly Project Committee to guide the student through the project planning, implementation, and evaluation. The DNP Scholarly Project Committee monitors the progression of the student through the project process. The student and committee will meet at least once during the semester, either at the on-campus immersions, via electronic media formats such as Skype, GoToMeeting, or other distance formats as agreed upon by the Chair, committee members, and student. Upon defense of DNP Scholarly Project Topic and Proposal, the DNP Scholarly Project Committee will determine the successful completion of the project requirements. (Appendices B, C). The student’s defense of the DNP Scholarly Project serves as the primary culminating component of the capstone/qualifying examination experience for the DNP program. To be eligible to defend the DNP Scholarly Project proposal, a student must have completed the written proposal and orally present the proposal to DNP faculty. This written and oral presentation is used to evaluate if the student is prepared and qualified to begin work on the project. Failure to successfully present/defend the DNP scholarly project more than twice will result in termination from the program.

**Hours Required for the DNP Scholarly Project**

A minimum of 500 academically supervised hours will be required in the DNP Scholarly Project and Clinical residency courses. Practice experiences are designed to help student’s achieve specific learning objectives related to the DNP Essentials and specialty competencies. These experiences should be designed to provide systematic opportunities for feedback and reflection. Experiences should include in-depth work with experts from nursing as well as other disciplines and provide opportunities for meaningful student engagement within practice environments. A clinical learning contract will be approved by course coordinators in Clinical Residency and Project Development courses I, II, III & IV.

**Process for DNP Scholarly Project Completion**

The DNP Scholarly Project is the final end product emanating from the four Clinical Residency courses. Listed below is the process for completion of the clinical residency requirements.

- **Clinical Residency and Project Development I**
  a. Approval of Topic
  b. Present an oral and written presentation to the DNP Scholarly committee members and DNP faculty for topic approval and feasibility. Student must provide a power point presentation describing the key components of project proposal at the end of the first semester (Appendix A). If a student fails to pass the oral presentation, the committee and the student will develop a remediation plan. Failing to pass the oral presentation of the topic on at least the second attempt results in failing the course and dismissal from the program.
c. Begin documentation of fulfillment of DNP competencies in student portfolio.

- **Clinical Residency and Project Development II**
  a. Oral Defense of DNP Scholarly Project Proposal. The student will present the DNP Scholarly Project Proposal to the DNP Scholarly Project Committee (Appendix B).
  b. Preparation/approval of written proposal.
  c. Begin the IRB submission process after the committee has approved the proposal
  d. Continue the documentation of meeting DNP competencies and practice hours in electronic DNP student portfolio.

- **Clinical Residency and Project Development III**
  a. After IRB approval, the student begins project implementation and documenting outcomes of DNP Scholarly Project.
  b. Continue the documentation of meeting DNP competencies and practice hours in electronic DNP student portfolio

- **Clinical Residency and Project Development IV**
  a. Written and Oral Defense of DNP Scholarly Project
    1. Complete final scholarly project (written manuscript) (See Appendix B—Guidelines for DNP Scholarly Project Manuscript)
    2. Present scholarly project to committee members and faculty (at least 3 weeks prior to end of semester in which graduation is expected) (Appendix C).
    3. Provide evidence of submission of manuscript for publication in a peer-reviewed journal.
    4. Complete the documentation of meeting DNP competencies and practice hours in electronic DNP student portfolio.

**Sites for the DNP Scholarly Project**
Students are responsible for securing a site for their DNP Scholarly Project. A current site of employment or another site may be utilized when the project identified is not within the current job duties. Once the site is identified and approved by the student’s DNP Scholarly Project Committee, the student will be responsible for submitting the appropriate paperwork to their admitting university. It is estimated that 3-6 months will be required to secure the appropriate contractual agreement to use the site for the DNP Scholarly Project; therefore, students are encouraged to begin securing a site in the first semester of the program. **Students may not begin their project until a site agreement has been signed.**

**Institutional Review Board (IRB)**
Research conducted at UNC Charlotte and WCU is subject to a wide range of federal and state policies established to ensure ethical conduct in research. The Institutional Review Board (IRB)
ensures respect, fairness and safety in human subjects’ research. All DNP Immersion Inquiry Projects must be submitted to the IRB for review and approval prior to beginning any project.


**Clinical Residency Experience**

**Purpose:**
The Clinical Residency Experience composed of four courses is designed to facilitate student clinical learning opportunities specific to the student’s primary area of interest and consistent with the DNP Essentials and specialty competencies. These experiences include in-depth work with experts from nursing as well as other disciplines and systematically provide for meaningful student engagement within practice environments and feedback and reflection. As previously mentioned, the Scholarly Project is the final end product emanating from the Clinical Residency courses.

Student learning opportunities during each Clinical Residency course are to be designed to enrich the student’s knowledge and practical skill foundations in areas that will facilitate achievement of the DNP Scholarly Project. The following list offers examples of possible learning opportunities related to evidence-based practice change or outcome enhancement:

1. Work to change practice based on the evidence in your institution.
2. Provide clinical leadership (i.e. advance practice committee in your institution, State or National level)
3. Learn a new skill or procedure (precepted experience) that will enhance your ability to translate evidence into practice
4. Work with a clinical mentor and observe best practice as developed in another institution, State or Country

**Components of a Clinical Residency:**

Each clinical residency course is comprised of four components: clinical hours, clinical learning contract, reflective journal, and scholarly activities. A brief description of each component is provided below.

1. **Clinical Hours**

   For Post Masters DNP students, a minimum of 500 academically supervised hours will be required in the DNP Scholarly Project and Clinical residency courses. Students may choose their own clinical sites including their current work environment if their clinical role is an
expanded role different from their employment role. Proficiency may be acquired through a variety of methods (case studies, practice contact hours, completing specified procedures, demonstrating experiential competencies, or a combination of these elements) and according to the agreed upon Learning Contract created in the Role Residency courses with course faculty and mentor/preceptor.

2. **Clinical Learning Contract**

Each student will develop an individualized DNP learning contract in collaboration with clinical mentor and faculty mentor (Chair of Project Committee) during each residency course. Students are also expected to develop a professional portfolio. The development and maintenance of a professional electronic portfolio reflects students’ self-responsibility in their own learning, actively constructing how competencies are met, while faculty provide guidance, teaching and mentoring. The portfolio will include residency learning contracts, DNP Scholarly committee form, scholarly activities assigned throughout the curriculum, CV scholarly project and submitted manuscript.

The purpose of the clinical contract for residency is to increase the student’s exposure to and involvement in doctoral level clinical practice under the direction of a clinical mentor. The student is responsible for identifying and proposing a collaborative arrangement with a clinical preceptor who has practice expertise or works in a clinical setting of interest. Student approval must be obtained, affiliation agreements, developed, and clinical requirements fulfilled according to the requirements of the student’s respective home university and School of Nursing policies prior to beginning a clinical residency experience. Input from the clinical mentor is important as the contract is developed. The student and clinical mentor/preceptor must establish mutually agreed upon objectives and evaluation criteria. The specific objectives, requirements and evaluation criteria will depend on the practice focus in which the student is participating, the student’s level of education and the student’s educational needs. Objectives and requirements must address active involvement by the student in the project. A clinical contract will be approved by course coordinators in Clinical Residency and Project Development courses I, II, III & IV (Attachment D). Clinical hours will be documented on this form and uploaded to the electronic portfolio. A brief description of how the objectives were met at the end of the residency should be included.

3. **Reflective Journal:**

All students will maintain a reflective journal integrating clinical leadership and inquiry into previous or current practice. Students will maintain a reflective journal integrating clinical leadership and inquiry into previous or current practice. Students will synthesize what has been learned and reflect upon how the course content was integrated into their practice.

Students will reflect back using clinical cases from their own practice. Formal, professional reflection allows the student to integrate ethics, health policy, collaboration and health
information technology. This allows them to synthesize what has been learned. Students will reflect back on clinical cases, common diagnoses, and population concerns and discuss how ethics were considered, how informatics was used with team members, patients and families, how health policy and politics were considered, and how health disparities were impacted in those situations. Students will outline how they used their leadership skills in those situations, outlining what was learned about their work, what were their strengths and what more they could bring to the situation. These reflective narratives will be completed in the on-line portfolio.

4. Scholarly Activities

Students participate in multiple academic and scholarly activities. For example, students are expected to attend conferences, seminars, journal club, grand rounds, morbidity and mortality meetings, patient conferences, practice based lectures, interdisciplinary committees, quality improvement committees and any other opportunities available at their site. Each student is expected to post a minimum of at least ten scholarly activities during residency. In addition to this, students are required to be involved and contribute to interdisciplinary initiatives. These academic scholarships and competencies are logged into the on-line portfolio.

Degree Completion and Graduation

To graduate from the DNP program the student must successfully present and implement a project, complete a successful final paper and oral presentation and provide evidence of submission for publication during the enrollment in the DNP scholarly project courses.

Use of Degree Credentials

There is no degree credential for doctoral candidacy. Although sometimes used, the DNP(c) designation is not an accepted convention to indicate doctoral candidacy. A doctoral candidate should continue to use the degree initials that have been earned. It is appropriate to state that one is a doctoral candidate in text form, e.g., in the biographical information that accompanies a published article. It is acceptable to use the DNP credentials only after one has successfully completed the degree.

Time Limits for Degree Completion

All graduation requirements must be completed within 6 years after enrollment in the first course as outlined in the University Graduate Catalog of the student’s admitting university.

Amount of Transfer Credit Accepted

DNP Students may transfer in 6 graduate semester credit hours (with a grade of B or better) with approval of the DNP Program Director and Associate Director of the Graduate Nursing Division from their respective admitting university. No course may be older than 6 years at the time of graduation.
Financial Aid
Contact the respective admitting institution’s financial aid office for information:

UNCC: https://finaid.uncc.edu/

Grades Required
A student must maintain a cumulative GPA of 3.0 in all course work taken in the program. A student who accumulates two grades of C or any grade of U will automatically be terminated from the DNP program.

Grading and Appeal Policies
Please refer to each university’s graduate catalog for a complete description of grading and appeal policies as it relates to your admitting university.

UNCC: http://catalog.uncc.edu/graduate-catalogs
WCU: http://catalog.wcu.edu/index.php

Grading Scale: The following scale will be used for grading all nursing course graded activities and deriving the final course grade.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>U or F</td>
<td>≤ 69</td>
</tr>
</tbody>
</table>

DNP Consortium Instructional Technology Requirements
Appendix F presents the minimum instructional technology requirements adopted by the consortium for this program. In order to be successful in completing the DNP courses in traditional and in hybrid instructional formats, students need solid, basic set of computer skills. The skills needed include, but are not limited to:

- Knowing how to operate your word processor and perform tasks such as cutting and pasting
- Saving your files in several different formats
- Saving your files to a variety of locations
- Downloading and installing software
- Internets skills: should include knowing how to log-in, using email and email attachments, using your browser effectively, making bookmarks, chatting and using search functions. This is a Hybrid online program. A computer with the software and hardware listed on the IT form are required to attend this program. It is highly recommended that you have a laptop with the listed requirements on the IT form and bring it to orientation and classes.
Each student is expected to have access to a laptop computer with web cam and microphone capability and the following software:

- Excel,
- SPSS,
- Adobe Professional,
- PowerPoint, and
- Endnote.

**Clinical and Health Requirements**

All students are expected to maintain currency with regard to the home university and School of Nursing policies regarding health status, immunizations, criminal background check, drug screening, and professional liability insurance. These requirements must be fulfilled in order to participate in nursing program activities such as the DNP Clinical Residency courses in a clinical agency. Refer to the specific requirements for the university and School of Nursing at your admitting institution.

**UNCC:**

University: [http://studenthealth.uncc.edu/required_immunizations.htm](http://studenthealth.uncc.edu/required_immunizations.htm).

School of Nursing: [http://nursing.uncc.edu/student-resources/clinical-agency-mandates](http://nursing.uncc.edu/student-resources/clinical-agency-mandates)

School of Nursing *Student Handbook 2013-2014*: [http://nursing.uncc.edu/student-resources/student-handbooks](http://nursing.uncc.edu/student-resources/student-handbooks)

**WCU:**


School of Nursing: [http://www.wcu.edu/WebFiles/PDFs/Graduate_Nursing_Student_Handbook_2012-2013.pdf](http://www.wcu.edu/WebFiles/PDFs/Graduate_Nursing_Student_Handbook_2012-2013.pdf)

**Important Dates to Remember**

<table>
<thead>
<tr>
<th>Fall Semester 2013 Schedule</th>
<th>Spring Semester 2014 Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19, 20, 21, 22 at UNCC</td>
<td>January 13, 14, 15 at WCU Biltmore Park</td>
</tr>
<tr>
<td>December 6 at WCU Biltmore Park</td>
<td>April 25 at WCU Biltmore Park</td>
</tr>
</tbody>
</table>

**NOTE:** During the first, second, and final semesters, students are required to come to campus for 3 immersion days and a presentation day at the end of the respective semester.

**Students will follow the policies of the university where they are admitted.** For specific policies not addressed in this handbook, please [http://nursing.uncc.edu/student-resources/student-handbooks](http://nursing.uncc.edu/student-resources/student-handbooks)
refer to the student’s respective admitting university’s handbooks. In the event there are differences in policy between the institutions, students will follow the policy and procedures of the admitting institution.

**DNP Consortium Program Faculty**

**UNC Charlotte Faculty**

- Dee Baldwin, PhD, RN
- Maren Coffman, PhD, RN
- Judy Cornelius, PhD, RN
- Christine Elnitsky, PhD, RN
- Dianna Inman, DNP,
- Susan Kennerly, PhD, RN
- David Langford, PhD, RN
- Karen Lucisano, PhD, RN
- Lucille Travis, PhD, RN
- Meredith Troutman-Jordan, PhD, RN
- Stephanie Woods, PhD, RN

**WCU Faculty**

- Shawn Collins, DNP, PhD, CRNA
- Judy Neubrander, EdD, RN, CNE
- Linda Comer, PhD, RN
- Lydia Elliott, DNP, FNP
- Tami Pearson, PhD, FNP, ANP
- Liz Repede, PhD, FNP
- Mark Kossick, DNSc, CRNA
Doctor of Nursing Practice—UNC Charlotte

Clinical Scholarly Project Committee Form (Appendix A)

Form available at from UNCC DNP Program web site: http://nursing.uncc.edu/degree-programs/dnp-program
Doctor of Nursing Practice—WCU

Clinical Scholarly Project Committee Form (Appendix A)

(Form available at: DNP Homepage)

Western Carolina University

Appointment of Doctoral Project Committee

Name (print): ___________________________ 92#: __________________
Degree/Major: __________________________________________________________________
Address: _______________________________________________________________________
E-mail: _______________________________________________________________________
Tentative Project Topic: __________________________________________________________________

DNP Project Committee:
Chair: (Name, Sign, and Date)
Member: (Name, Sign, and Date)
Member: (Name, Sign, and Date)
Member: (Name, Sign, and Date)

APPROVED:
DNP Program Director: (Name, Sign, and Date)
Graduate Nursing Program Director: __________________________________________________________________

STUDENT APPROVAL: I agree to the above information and hereby grant Western Carolina University a limited, non-exclusive, royalty-free license to reproduce my project, in whole or in part, in electronic form or paper form and make available to the general public at no charge.

DNP Candidate Signature: ___________________________ Date: __________________

July 2013
The final written product for the DNP Scholarly Project is a manuscript that will be submitted for publication. The student will follow the author guidelines of the journal when writing the manuscript including formatting instructions. The author guidelines will be included in appendix.

- Title
- Abstract
- Introduction/Background
- Problem Statement
- Purpose of the Project
- Clinical Question
- Literature Review
- Project Objectives
- Conceptual/ Theoretical Framework
- Project Design
  - Methodology
    - Subjects
    - Setting
    - Tools/Measures
    - Intervention and Data Collection
- Project Analysis (including translation and impact on practice, fiscal impact)
- Project Findings/Results
- Summary (Significance or Implications)
- Recommendations (Maintaining/Sustaining the Change)
- References
- Appendices
Doctor of Nursing Practice—UNC Charlotte/WCU Consortium Program
Clinical Scholarly Project Topic Approval (Appendix C)
(This form will be attached to the respective university’s Graduate School form.)

Student Name:
Project Title:

<table>
<thead>
<tr>
<th>PROJECT COMPONENT</th>
<th>ORAL PROPOSAL</th>
<th>WRITTEN PROPOSAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>S</td>
<td>Comments</td>
</tr>
<tr>
<td>DNP Project Topic Summary</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Problem/Focus</td>
<td>S</td>
<td>Comments</td>
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<tr>
<td>Background information:</td>
<td></td>
<td></td>
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<tr>
<td>Description of given population</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Epidemiological data support significance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Political environment for practice change</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brief review of evidence to support project problem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem/change clearly identified in PICOT format</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem appropriate for DNP project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scope of proposed change realistic and appropriate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Site Identified to implement project</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Evaluation of DNP Topic Proposal: ____Approved as Presented ____Approved with Recommendations ____Not Approved

Additional Comments:

<table>
<thead>
<tr>
<th>Chair Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Member Signature:</td>
<td>Date:</td>
</tr>
<tr>
<td>Committee Member Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

cc: _____Student File
____DNP Program Coordinator/Director
____Associate Director of Graduate Division

Approval Status Legend: S=Satisfactory; U=Unsatisfactory; NR=Needs Revision; NA=Not Applicable
Rev. 6/28/12
Doctor of Nursing Practice—UNC Charlotte/WCU Consortium Program
Clinical Scholarly Project Proposal Approval Form (Appendix D)

(This form will be attached to the respective university’s Graduate School form.)

**Student Name:**

**Project Title:**

<table>
<thead>
<tr>
<th>PROJECT COMPONENT</th>
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<th>WRITTEN PROPOSAL</th>
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</thead>
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<td>Abstract</td>
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<td>n/a</td>
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<tr>
<td>Introduction</td>
<td>S</td>
<td>Comments</td>
</tr>
<tr>
<td>Background of the problem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem statement - PICOT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scope of proposed change realistic and appropriate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conceptual Framework/Theory:</td>
<td>S</td>
<td>Comments</td>
</tr>
<tr>
<td>Described, evident and applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence of Synthesis</td>
<td>S</td>
<td>Comments</td>
</tr>
<tr>
<td>Research and evidence of the clinical issue supported/influenced clinical project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Context</td>
<td>S</td>
<td>Comments</td>
</tr>
<tr>
<td>Need, feasibility and sustainability clearly presented</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benchmarks and supporting data provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outcomes</td>
<td>S</td>
<td>Comments</td>
</tr>
<tr>
<td>Short and long term objectives/outcomes outlined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objectives/outcomes stated in feasible and measurable terms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluation measures linked to objectives/outcomes and conceptual framework</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methods/Implementation Plan</td>
<td>S</td>
<td>Comments</td>
</tr>
<tr>
<td>Appropriate for objectives/outcomes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear rationale for actions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setting and group clearly identified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROJECT COMPONENT</td>
<td>ORAL PROPOSAL</td>
<td>WRITTEN PROPOSAL</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Tools/measure des</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resources/supports and risks/threats noted</td>
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<td></td>
</tr>
<tr>
<td>Marketing plan developed</td>
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<td></td>
</tr>
<tr>
<td>Appropriate evaluation plan</td>
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<td></td>
</tr>
<tr>
<td><strong>Timeframe for Completion</strong></td>
<td>S</td>
<td>Comments</td>
</tr>
<tr>
<td>Reasonable and complete</td>
<td></td>
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<tr>
<td><strong>Necessary Supports (Finances and Resources)</strong></td>
<td>S</td>
<td>Comments</td>
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<tr>
<td>Appropriate to meet objectives/outcomes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provides rationale for resources, revenues, and expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describes appropriate funding sources</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Site/Facilitator</strong></td>
<td>S</td>
<td>Comments</td>
</tr>
<tr>
<td>Site is appropriate for project</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Resources to support project available</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td><strong>Writing and Organization</strong></td>
<td>S</td>
<td>Comments</td>
</tr>
<tr>
<td>APA format followed appropriately; clear writing; copyrights obtained as appropriate</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Evaluation of Proposal:  _____Approved as Presented  _____Approved with Recommendations  _____Not Approved

Additional Comments:

---

Chair Signature: ___________________________ Date: __________

Committee member Signature: ___________________________ Date: __________

Committee member Signature: ___________________________ Date: __________

cc: _____Student File

_____DNP Program Coordinator/Director

_____Associate Director of Graduate Division

Approval Status Legend: S=Satisfactory; U=Unsatisfactory; NR=Needs Revision; NA=Not Applicable

Rev. 6/28/12
Doctor of Nursing Practice—UNC Charlotte/WCU Consortium Program
Clinical Scholarly Project Defense Approval Form (Appendix E)

(This form will be attached to the respective university’s Graduate School form.)

Student Name:  
Project Title:

<table>
<thead>
<tr>
<th>PROJECT COMPONENT</th>
<th>ORAL PROPOSAL</th>
<th>WRITTEN PROPOSAL</th>
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</thead>
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<td>Comments</td>
</tr>
<tr>
<td>Abstract</td>
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<tr>
<td>Introduction</td>
<td>S</td>
<td>Comments</td>
</tr>
<tr>
<td>Background of the problem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem statement - PICOT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Context for the impact of the DNP Scholarly Project</td>
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<td></td>
</tr>
<tr>
<td>Conceptual Framework/Theory:</td>
<td>S</td>
<td>Comments</td>
</tr>
<tr>
<td>Described, evident and applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence of Synthesis</td>
<td>S</td>
<td>Comments</td>
</tr>
<tr>
<td>Research and evidence of the clinical issue supported/influenced clinical project</td>
<td></td>
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<td>Synthesis table</td>
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<tr>
<td>Environmental Context</td>
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<td>Comments</td>
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<tr>
<td>Need, feasibility and sustainability clearly presented</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benchmarks and supporting data provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outcomes</td>
<td>S</td>
<td>Comments</td>
</tr>
<tr>
<td>Short and long term objectives/outcomes outlined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objectives/outcomes stated in feasible and measurable terms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluation measures linked to objectives/outcomes and conceptual framework</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROJECT COMPONENT</td>
<td>ORAL PROPOSAL</td>
<td>WRITTEN PROPOSAL</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------</td>
<td>------------------</td>
</tr>
<tr>
<td><strong>Methods/Implementation Plan</strong></td>
<td>$</td>
<td>Comments</td>
</tr>
<tr>
<td>Appropriate for objectives/outcomes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear rationale for actions and methods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setting and group clearly described</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tools/measures described and linked to measures and objectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data collection described</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methods of analysis clearly described for each measurement including appropriate statistical tests</td>
<td></td>
<td></td>
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<tr>
<td><strong>Time Frame</strong></td>
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<td>Comments</td>
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<tr>
<td>Completed within projected time frame</td>
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<tr>
<td><strong>Findings</strong></td>
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<td>Comments</td>
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<tr>
<td>Organized</td>
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<td></td>
</tr>
<tr>
<td>Linked to problem statement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Described the extent to which the objectives were achieved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discuss interpretation of results and appropriate statistical analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost savings</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Scope of Project</strong></td>
<td>$</td>
<td>Comments</td>
</tr>
<tr>
<td>Describe locally, nationally, and internationally impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommendations/Implications addressed for problem statement, supporting organization, key stakeholders, and other settings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Impact of Project</strong></td>
<td>$</td>
<td>Comments</td>
</tr>
<tr>
<td>Discuss dissemination plan (local, regional &amp; national)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describe next steps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discuss how current regulations/policies influence the next steps</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Project Synthesis</strong></td>
<td>$</td>
<td>Comments</td>
</tr>
<tr>
<td>Evidence candidate demonstrated practice inquiry skills including appraising and translating evidence into practice within the project</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### PROJECT COMPONENT

| Evidence of candidate’s ability to lead DNP scholarly project |
| Ability of candidate to articulate state of current knowledge as it relates to advanced practice nursing in the health care system |

### Writing and Organization

| ORAL PROPOSAL | WRITTEN PROPOSAL |
| S | Comments | S | Comments |

APA format followed appropriately; clear writing; copyrights obtained as appropriate

**Evaluation of Proposal:**  _____Approved as Presented  _____Approved with Recommendations  _____Not Approved

**Additional Comments:**

---

Chair Signature:  
Date:  

Committee Member Signature:  
Date:  

Committee Member Signature:  
Date:  

Committee Member Signature:  
Date:  

**cc:**  _____Student File  
_____DNP Program Coordinator/Director  
_____Associate Director of Graduate Division

**Approval Status Legend:**  S=Satisfactory; U=Unsatisfactory; NR=Needs Revision; NA=Not Applicable
Appendix F: DNP Consortium Instructional Technology Requirements

**UNC Charlotte Distance Education Minimum Technical Specifications - Updated 4/24/12**

Before you begin your online course, it is important that you have convenient and extended access to appropriate technology. UNC Charlotte reserves the right to require future upgrades or addition to the technology package.

<table>
<thead>
<tr>
<th>Windows System Requirements (minimum)</th>
<th>Apple System Requirements (minimum)</th>
<th>Linux System Requirements (minimum)</th>
<th>Other Software:</th>
</tr>
</thead>
</table>
| - Windows XP, Windows Vista or Windows 7  
- Internet Explorer 6 SP2, Firefox 3.1, Safari 4, Chrome 14.0 or later.  
- Java 5.0 or later.  
- 28.8 kbps or faster Internet connection  
- P350 MHz, 128+ MB memory  
- 800x600 16-bit color display or better | - Mac OS/X 10.5.x, 10.6.x, 10.7.x  
- Safari 3.2, Firefox 3.6, Chrome 14.0 or later.  
- Java 5.0 or later.  
- Local Area Network or Broadband connection  
- G4 700 MHz PowerPC, 384 MB memory  
- Display color depth: Thousands of colors | - SUSE Linux Enterprise Desktop Version 10  
- Red Hat Linux Enterprise Desktop Version 5  
- Mozilla Firefox 3.5, Chrome 14.0 or later  
- Java 5.0 or later.  
- P500+MHz, 256+MB Memory  
- 1024x768 16-bit color display or better | - Microsoft Office (students may also need the free Compatibility Pack to open documents from newer versions of Office)  
- Trend Micro Antivirus:  
  [http://connect2.uncc.edu/studentcomputing](http://connect2.uncc.edu/studentcomputing)  
- Adobe Reader:  
- QuickTime:  
- Adobe Flash Player:  
- Instructors may also require students to obtain access to a variety of Instructional materials including textbooks, CDs, DVDs, videotapes, audiotapes, and/or other computer software programs. Information on course-specific, required materials is provided to students at the beginning of each semester. |

**Internet Connection:**

Broadband Internet access (We recommend a stable broadband connection. Those connecting over wireless connections may experience poor connection quality due to fluctuating or inconsistent signals. Those connecting over dial-up connections should be able to hear audio but may have difficulty displaying media rich content.)

**Centra Users:**

[Click here for detailed technical requirements, download the Centra client, and run a system check.](http://example.com)

**Purchasing a New Computer:**

If you decide to purchase a computer, we suggest that you follow the standard UNC Charlotte [Student Computing recommendations](http://example.com) for hardware and software.