

PRAIRIE VIEW A&M UNIVERSITY

College of Nursing



GRADUATE STUDENT HANDBOOK

2008-2010

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**Master of Science Degree Programs
MSN-Family Nurse Practitioner
MSN-Nurse Administration
MSN-Nurse Education**

ACCREDITATION

**National League for Nursing Accrediting Commission
(NLNAC)**

61 Broadway
New York, NY 1006
1-800-669-1656
www.nlnac.org

Commission on Collegiate Nursing Education (CCNE)

American Association of Colleges of Nursing
One Dupont Circle NW
Suite 530
Washington, D.C., 20036
202-463-6930
www.aacn.nche.edu

APPROVAL

Advanced Practice Nursing
Family Nurse Practitioner Program

Texas Board of Nursing (BON)

333 Guadalupe, Ste. 3-460
Austin, TX 78701-3944
www.bon.state.tx.us

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MISSION OF THE COLLEGE OF NURSING

The faculty of the College of Nursing at Prairie View A&M University embraces the University's mission of excellence in education, research and service. The purpose of the College of Nursing is to prepare beginning professionals as nurse generalists and advanced practice nurses who have a foundation for continuing personal, professional and educational growth. Graduates are prepared to practice in a variety of settings and to assume leadership roles in response to the health needs of a rapidly changing, technologically complex society.

COLLEGE OF NURSING PHILOSOPHY

The philosophy of the Prairie View A&M University College of Nursing reflects the beliefs of the faculty and provides the foundation for the curriculum. While striving to maintain effective teaching and a strong curriculum, the faculty believe our role should include the fostering of academic excellence and intellectual curiosity in our students. The faculty believe in educating students of diverse ethnic, academic and socio-economic backgrounds through professional role-modeling, mentoring relationships and the development of culturally sensitive paradigms for clinical practice. The faculty strive to foster commitment to values believed to be inherent in professional nursing: altruism, human dignity, truth, justice, freedom, equality and esthetics.

The faculty believe that learning is a life-long process which progresses along a continuum from simple recall of information, through comprehension, application, and synthesis of concepts, toward the creative use of new information and technology. Each student brings to the learning environment knowledge, values, attitudes and beliefs. Although the faculty facilitates learning by providing a receptive environment for students to use and expand their body of knowledge, the student must assume responsibility for the interactive learning process, which requires active participation of both the student and faculty.

Health is culturally and individually defined. The faculty believe that health is a dynamic state of integrated functioning/balance and purposeful direction within the internal and external environment to maximize one's potential. The faculty believe that all human beings have a right to health care, including the increasing vulnerable populations who do not have complete access to health care.

In this rapidly changing society, health care delivery must also change to meet changing needs of consumers. The faculty believe that consumers are not merely passive recipients of health care services, but active participants in the decision-making process affecting their health. The faculty espouse a primary health care strategy, which encourages advocacy and partnerships with consumers in systematic efforts to identify and address major health needs. The faculty empower consumers to be self-reliant and competent in managing the health aspects of their lives.

Nursing has a caring and holistic role in the promotion, protection, and restoration of health for culturally diverse individuals, families, aggregates, communities, and society. The nurse in collaboration with clients and other health care providers, functions in a variety of roles and settings to provide effective care based upon a planned, deliberate decision making process. The nursing process serves as the method by which therapeutic interventions and decisions are implemented.

The faculty believe that community service is a vital component of nursing practice. Community service involves providing cultural sensitive primary health care, direct services, and educational information designed to promote and maintain healthy communities in rural and urban settings.

The faculty believe that research provides a foundation for analytical thinking and guides nursing practice. The baccalaureate graduate uses the research process in clinical problem solving and incorporates research findings into practice. Research at the undergraduate level provides a basis for continued study at the graduate level.

Professional nursing education is based upon a general liberal arts education with an emphasis on the behavioral and natural sciences. The ability to process information, problem-solve, make informed decisions and think critically are desired outcomes of nursing education. The professional nurse who can communicate effectively, intervene therapeutically, think critically, and is technologically competent will be uniquely valuable in the present and future health care system.

The outcome of baccalaureate education is to empower graduates to continually develop as contributing members of the nursing profession and of the larger society to practice in a variety of settings, to assume leadership roles in response to the health needs of a rapidly changing, complex society, and to practice nursing within a framework that encompasses legal, ethical, and professional standards. The graduates are prepared for entry into graduate nursing education to further develop their professional roles.

Building upon the broad generalist foundation of baccalaureate education in nursing, the faculty believe that graduate education in nursing consists of an advanced research-based specialized body of knowledge which is required to deliver high quality consumer-focused health care. The advanced practice nurse has specialized knowledge and skills sets in leadership and health care management. Also, there is understanding and appreciation of curriculum theory and development, and the ethical responsibility and accountability for safety, best practices, and competencies as evidenced for effectiveness in teaching and management of health care delivery.

The faculty further believe graduate education in nursing to be the most effective means of preparing nurses to deliver advanced culturally sensitive health care to diverse and vulnerable populations; to advance nursing's research base by linking nursing theory to advanced clinical practice; and to advocate for continuous improvement in health care through the formulation and implementation of consumer-focused health policy and health legislation.

ACADEMIC PROGRAMS

The College of Nursing offers a Master of Science degree in three degree programs: family nurse practitioner, nurse administration and nurse education.

Master of Science (MSN) Family Nurse Practitioner

The Family Nurse Practitioner degree prepares advanced-practice nurses to provide primary health care to clients, families and communities. Students take core and advanced courses covering theoretical foundations for nursing practice, health systems and models, advanced pathophysiology, advanced pharmacology, nursing research and advanced health assessment. Nurse practitioner specialty courses emphasize the care of women and children, adult, and geriatric patients and their families. The total number of credit hours required is 53, which includes 780 hours of clinical practice. The curriculum consists of 14 semester hours of core content, 10 semester hours of advanced practice core content, 20 semester hours of nurse practitioner specialty content, 3 semester hours of electives and 6 semester hours of either thesis or non-thesis option. Clinical experiences occur in urban and rural settings. This course of study prepares nurses to take the American Nurses Credentialing Center's Family Nurse Practitioner Certification Examination or the American Academy of Nurse Practitioner Certification Examination.

Master of Science (MSN) Nurse Administration

The Nurse Administration degree prepares nurses to serve in a variety of leadership and managerial roles within the health care delivery system. The Nurse Administration curriculum consists of 14 semester hours of core content, 12 semester hours of nurse administration specialty content, 9 semester hours of electives in business or health informatics, or a combination, and 6 semester hours of either thesis or non-thesis option. Business courses provide the student the opportunity to learn business skills that further enhance their administrative backgrounds, where health informatics courses provide a background in the area of informatics. The course of study prepares nurses to take the American Nurses Credentialing Center's Certification Examination in Nursing Administration, Advanced.

Master of Science (MSN) Nurse Education

The Nurse Education degree prepares nurses to teach in a variety of settings including the teaching of patients and their families, nursing students, nursing staff and health consumers. Through a four course sequence, students gain necessary teaching knowledge and skills to prepare them to become nurse educators, a complex role that requires both pedagogical and clinical competency. The nurse education track requires students to complete 14 semester hours of core content, 12 semester credit hours in Nurse Education courses, 10 semester hours in advanced practice core courses, a 120 hour teaching practicum, and 6 semester hours of either a thesis or non-thesis option. This course of study prepares nurses to take the National League for Nursing Certified Nurse Education Examination.

Master of Science in Nursing Organizing Framework

The framework is graphically represented by open circles that depict motion and dynamic changing interactions (see Figure 1). In the center of the framework are the three specialty advance practice programs, which reflect an interaction among the major curriculum concepts. Flowing from the major concepts are key curricular concepts: theory, evidenced-based research, health promotion, prevention, health policy, professionalism, leadership, ethics, individuals, groups and communities.

Nursing encompasses theory, evidenced based research and advanced practice necessary to provide care to clients, educate students and other nurses, and to function in leadership roles. Advanced practice nurses (APN) integrate education, research, management, leadership and clinical roles to function in a professional collaborative manner to influence the health environment through health promotion and disease prevention. The APN recognizes and responds to human diversity within the profession and with clients, including individuals, families, groups and communities. The APN uses theoretical and evidenced-based research to provide services to clients in diverse settings. Ethical decision making surrounds the interaction with the diversity of clients as the APN collaborates with others to influence health care delivery and health policy related to nursing practice.

The **client** is the focus of nursing. The family nurse practitioner (FNP) provides culturally sensitive service to diverse clients in urban and rural communities. The client may be an individual, family, group, community or society. The nurse practitioner utilizes advanced knowledge and expertise to manage client care across the life-span. The APN also empowers clients to become autonomous and stakeholders in the health care system.

The circle of **health** represents health promotion, disease prevention and health policy. Health is a goal through interaction with the nurse and health promotion and disease

prevention are emphasized regardless of the specialty. The nurse, through collaboration, leadership and interaction, participates in health policy decisions related to nursing.

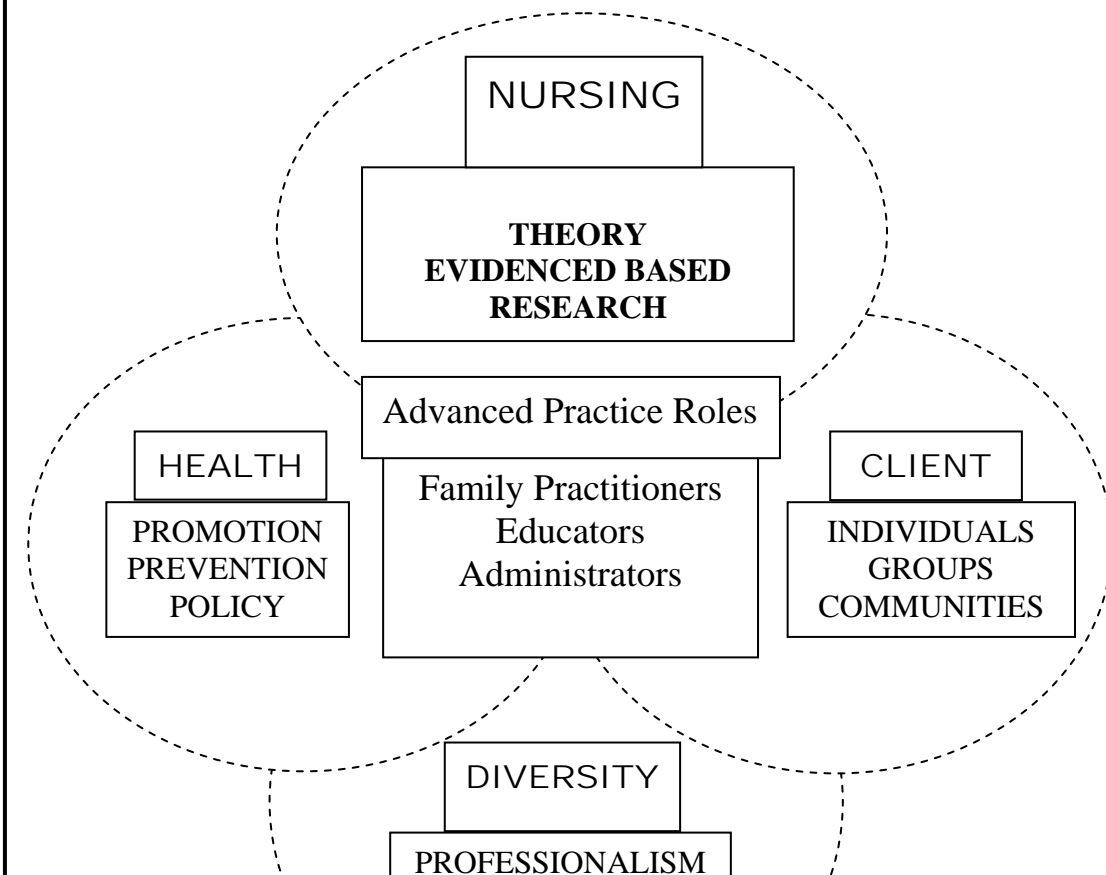
The nurse educator functions in an advanced practice role to provide education to clients and to other nurses through staff development and students in an academic setting. The nurse educator works also as a leader in effecting change in health care through participation in health care policy, theory based research and interactions with clients.

Professionalism, leadership, and ethics are depicted as interacting with major and key concepts and the advanced practice nursing roles. Inherent within the leadership role of advanced nursing practice are professionalism and the responsibility and accountability for ethical practice. Ethical decision making and behavior surround the interaction with clients as well as within the profession. The advanced practice nurse functions in an ethical manner by valuing, respecting human dignity and the uniqueness and diversity of the client. The nurse demonstrates leadership through interdisciplinary collaboration, participation in health policy decisions and the promotion of innovative practices and strategies contributing and advancing the nursing profession.

The concept of **diversity** is consistent with the university's core values as described in the university's mission. The nurse recognizes and responds to human diversity within the profession and clients, such as vulnerable populations who may be unserved or underserved. Diversity is also reflected in the student population comprising African-Americans, Caucasians, Hispanics, Asians and others who are admitted to the program.

The curriculum design reflects master's nursing education which consists of three course groups: graduate core, advanced practice core and specialty core courses for the three degree options. The major curriculum concepts provide structure for the organizing framework from which the content for the three groups of courses is derived.

Master of Science in Nursing Organizing Framework



Note: Graphic illustration of the interaction of the major concepts of Nursing, Health, Client and Diversity.

PRAIRIE VIEW A&M UNIVERSITY
COLLEGE OF NURSING

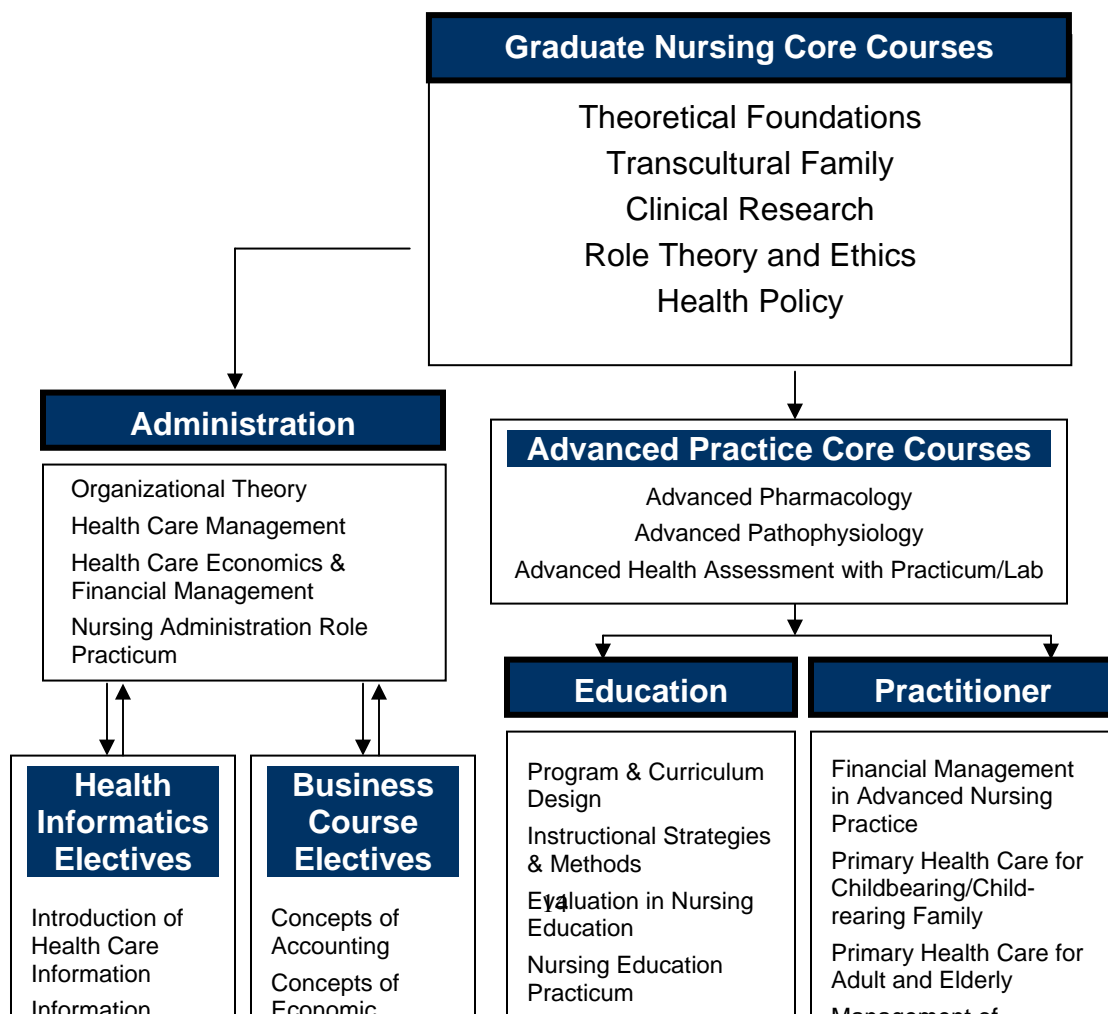
**Master of Science Degree in Nursing
Program Objectives**

The program objectives are designed to accomplish a Master of Science Degree through three degree programs: family nurse practitioner, nurse education and nurse administration. Upon completion of the program, the graduate is prepared to:

1. Use evidenced-based research to enhance nursing practice and promote healthy communities and diverse populations.
2. Collaborate with others to influence the social, political and economic trends in health care delivery and health policy.
3. Analyze ethical, legal, and professional standards within the health care system.
4. Incorporate professional values, accountability, and responsibility into advanced nursing practice, education and administration.

5. Integrate knowledge, theories and professional standards of nursing and related disciplines into advanced nursing roles.
6. Demonstrate competency in an advanced nursing role in serving a cultural, ethnical and technological diverse society.
7. Deliver specialized care to culturally diverse populations through health promotion, disease prevention and health maintenance activities.

Illustration of the Curriculum for Master's Level Education



Note: Graduate study courses with a sampling of business and health informatics electives.

ADMISSION

ADMISSION REQUIREMENTS

The general policies relating to admission of graduate students to the College of Nursing are consistent with those of the Graduate School. Applicants applying for admission to graduate study in the Prairie View A&M University College of Nursing must hold a baccalaureate degree in nursing from a program accredited by the National League for Nursing Accrediting Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE), hold a current license as a registered nurse in the State of Texas or have an application for licensure in progress and be employed as a professional nurse for at least one year.

The applicant must also meet the following criteria for admission for graduate study in the College of Nursing:

1. Submit official transcripts covering all periods of enrollment in institutions of higher education.
2. Satisfactorily complete a basic statistics course and a health assessment course.
3. Possess a Grade Point Average (GPA) of 2.75 on a 4.0 scale in the last 60 hours of coursework toward the undergraduate nursing degree and a minimum GPA of 3.0 (B average) in all prior graduate course work.
4. Submit Graduate Record Examination (GRE) scores that are within ten (10) years.
5. Submit three (3) letters of recommendation from professional nurses, one of which must be from a former nursing faculty.
6. Present a current resume´ or curriculum vita.
7. Present official documentation of a negative criminal background check and drug screening tests.
8. Complete an individual interview with graduate faculty/committee.

HEALTH REQUIREMENTS

Student must demonstrate good physical and mental health consistent with the demands of the education program. A physical exam, negative TB skin test or chest x-ray, proof of measles, mumps and rubella immunity (MMR), and Hepatitis B vaccination, varicella, and tetanus on admission. Students are required to update the physical exam, TB skin tests and/or chest x-ray annually.

CPR CERTIFICATION

Students are required to present evidence of CPR certification (Adult and child, American Heart Association) on admission.

PROFESSIONAL LIABILITY INSURANCE

All clinical agencies that provide clinical laboratories for the College of Nursing students require professional liability insurance. Liability insurance (\$3,000,000.00 minimum coverage) is purchased at registration through course fees.

BACKGROUND CHECK AND DRUG SCREENING

Policy:

Prairie View A&M University College of Nursing require all students to submit to a criminal background check and drug screening prior to enrollment. Failure to submit to the criminal background check and drug screening will immediately nullify admission and enrollment in the graduate nursing program.

The screening will be honored for the duration of the student's matriculation except (a) when the student has a break in enrollment or (b) the student engages in acts of academic misconduct as illustrated in the College of Nursing Student Handbook and the University Code of Ethics and Student Handbook, 2008-09.

Significant Findings:

Students who do not pass the required CRIMINAL BACKGROUND CHECK will be referred to The Board of Nurse Examiners for the State of Texas (BON) to obtain a Declaratory Order.

Students (accepted applicants) who do not pass the required DRUG SCREENING test will be denied admission and enrollment in Prairie View A&M University College of Nursing. Such students have the right to appeal to a review panel appointment by the College of Nursing. The review panel will review the case and make recommendations regarding the status of the prospective student. Applicants with an existing declaratory order must submit a letter of clearance or good standing from the BON.

All admission requirements including the health requirements, drug screen, and background check form must be submitted to the graduate studies office.

Background Check: Payment to Harris County District Clerk- \$6.00

Drug Screen: Payment to Lab Corp - \$35.00

Note: Mail to – ATTN: Graduate Admissions

Prairie View A&M University – Graduate Nursing Program
6436 Fannin Street, Suite 102, Houston, Texas 77030

Post - MSN Certificate Admission Requirements

Post - MSN Certificate is offered for all degree options. Admission criteria are:

1. A master's degree in nursing from an NLN or CCNE accredited program
2. Official transcripts covering all periods of enrollment in institutions of higher education.
3. Current licensure as a registered nurse in the State of Texas or application for licensure in progress.
4. A minimum GPA of 3.0 (B average) in all prior graduate course work.
5. Three (3) satisfactory professional/academic letters of recommendation.
6. A current resume or curriculum vita.
7. Official documentation of a negative criminal background check and a drug screening test upon request.
8. An interview is required of qualified applicants

TYPES OF ADMISSION

The Graduate Nursing Program accepts students in four different types of admission categories.

Graduate Degree Status (Unconditional)

A student admitted to this category has met all requirements for full graduate degree status (completed application and payment of applicable fee, bachelor's degree from an accredited college or university, official transcripts from all universities attended, letters of recommendation, official GRE scores, undergraduate GPA of at least 2.75 on a 4.0 scale in the last 60 hours of coursework, and a GPA of at least 3.00 on a 4.00 scale in all prior graduate course work.

Provisional Status

Students may be considered for admission as provisional graduate students and must meet the terms of the provision within the first 12 semester credit hours after admission. Grounds for provisional admission include: (1) a GPA of less than 2.75 on a 4.0 scale in the last 60 hours of coursework; (2) graduated with a Bachelor of Science Degree from a nursing school that is not accredited by NLNAC or CCNE; and/or, (3) have not yet completed the GRE examination.

In order to continue, the student must have achieved a grade point average of 3.0 and be recommended by the department and college for graduate degree status or non-degree status. Official scores on the Graduate Record Examination (GRE) must be on file within the first semester of enrollment and may not be more than 10 years old at the time of enrollment. Failure to submit the scores will result in an academic hold on registration.

Non-Degree (Transient) Status

A student who has a bachelor's degree (minimum GPA of 2.45) and who wishes to take graduate courses without qualifying for a degree can be admitted as a Non-Degree (Transient) Student. Students must meet all course prerequisites in order to be admitted to advanced courses. Elevation to degree status must be recommended by the Director of Graduate Studies and approved by the Dean of the College of Nursing and Graduate School.

Special Student Status

Students who wish to take graduate courses but who do not meet the minimum GPA for admission as degree, provisional or non-degree status, are considered special students. These students must have been highly recommended based upon evidence of scholarly potential. Student in this category may enroll in no more than 12 graduate semester credits covering a maximum of two consecutive terms. A student in this category may be admitted to degree status if a GPA of 3.0 is maintained during this period and if the student is recommended by the Director of the Graduate Studies Program or the Dean of the College of Nursing. (For more information, see the Graduate School's Types of Admission section.)

PROFESSIONAL CERTIFICATION EXAMINATION

There are professional certification examinations for graduates of the three programs: Family Nurse Practitioner, Nurse Administration and Nurse Education.

Graduates of the family nurse practitioner program are eligible to take the certification examination offered by the American Nurses Credentialing Center or the American Academy of Nurse Practitioners. Students have met all requirements to sit for the examination upon graduation.

Students completing the Nurse Administration program may take the Certification examination for Nurse Executive or a Nurse Executive Advanced after two years of practice in a management position. Many nursing administration students may be eligible to take the examination upon graduation. The examination is not required to practice.

Graduates of the Nurse Education program are prepared to take the National League for Nursing Certified Nurse Education Examination after teaching for two years full time for an academic setting.

ACADEMIC GUIDELINES & POLICIES

Advisement & Academic Counseling

Each student, upon admission to the College of Nursing graduate program, will be assigned a faculty academic advisor. During the first 12 credit semester hours in the University, the student must meet with the faculty advisor and develop a degree plan. The advisor, Director of the Graduate Program and the Dean of the Graduate School must review and approve the degree plan.

Each semester, the faculty advisor and student will review the proposed plan of study. Student advisement will be recorded on the designated advisement form during each meeting, dated and signed by both parties. **Each student must contact and schedule an appointment with his/her assigned faculty advisor prior to adding/dropping a course if she/he is in jeopardy in an enrolled course(s).** All course changes should be signed by the faculty advisor and Director of the Graduate Program on designated university forms. The faculty advisor, Director of the Graduate Program and the Dean of the Graduate School must approve a significant change in the degree plan. The faculty advisor is charged with the responsibility of being fully informed of the student's academic status, individual rights, and responsibilities in the program.

Student Responsibility

The student is responsible for obtaining a copy of the Graduate Catalog in effect at the time of their enrollment. Accountability for reading, understanding, and complying with the policies and procedures in the Graduate Catalog remains with the student.

The College of Nursing has established certain requirements that must be met in order to earn the Master of Science in nursing degree. These include course work for core, advanced practice, specialty core courses, electives and thesis/non-thesis options as well as compliance with academic standards and policies. Although faculty advisors are available to help students plan their program of study and guide them as they progress through the College of Nursing, the individual student has a three fold responsibility in this regard: (1) to know his/her academic standing based on printed standards; (2) to know and satisfy the stated degree requirements; and (3) to know and observe academic deadlines, as printed in the official class schedule. The student has the ultimate responsibility for knowing and utilizing his/her advisor to facilitate progress through the graduate program.

Academic Workload

Full-time enrollment for a College of Nursing graduate student is a minimum of 9 semester hours of course work only, or a combination of coursework and research or writing equivalent during the regular terms and, 10 semesters hours during a 10 week Summer session. The maximum course load for graduate credit is 12 hours per semester and 8 credit hours for two summer sessions. Students who choose part-time study will develop a curriculum sequence with their faculty academic advisor.

PROGRESSION, GRADUATION & DISMISSAL

Degree Plans

The student should file a degree plan within the first semester of matriculation in the university. Degree plan forms may be obtained by meeting with the academic advisor. The

advisor and student will develop the degree plan. The graduate program director shall review for approval, forward to the dean of the college and to the dean of the graduate school for final approval.

Admission to Candidacy

The graduate student must complete the following minimum requirements to become a candidate for Master's Degree in Nursing:

1. Achieve a satisfactory score on the GRE as stipulated by the department and college.
2. Prepare and submit an official *Application for Admission to Candidacy Form* showing the applicant's successful completion of 12 semester hours of required graduate courses with an average of "B" or better.
3. Submit the application, when approved by the Graduate Program Director and Dean, to the Graduate School Dean for final approval.

Course Evaluation & Grading System

Final course evaluations and the awarding of grades for all classroom courses as well as clinical performance remains the responsibility of the respective course faculty.

The following grading system is utilized in the College of Nursing graduate program:

- A = 90-100
- B = 81-89
- C = 75-80
- D = 65-74
- F = BELOW 65
- I = INCOMPLETE
- W = WITHDREW OFFICIALLY

Retention and Progression

In order to show satisfactory progress toward the masters degree in nursing, a student must meet the following criteria:

- Maintain a "B" average in all course work. A student who, in any two consecutive semesters or summer terms, has a cumulative grade point average below 3.00 is subject to academic dismissal upon recommendation of the Director of the Graduate Nursing Program to the Dean of the College of Nursing.
- Achieve a minimum grade of "B" in the advanced Practice Core courses: Advanced Pathophysiology, Advanced Pharmacology, Advanced Health Assessment and all specialty courses.
- A student may receive a grade of "I" (incomplete) in a course, under special

circumstances and only with the approval of the graduate faculty as a whole. An “T” is a negotiated grade and is not automatically approved upon student request. A grade of “T” must have supportive documentation prior to approval. The “T” must be removed before the end of one calendar year from the close of the term in which the grade was earned. This regulation does not apply to thesis and research credit courses but does apply to terminal project credit courses. A fee, payable to the registrar, is required for the change of grade. See the Graduate Catalog for complete instructions.

- An “IP”, in progress, is assigned to thesis and projects provided the student remains enrolled and makes satisfactory progress as certified by the committee chair, dean and director of the graduate program. The time allotted for removal of the “IP” shall be the same as the maximum time for completion of a degree or certificate. See the Graduate Catalog for complete instructions
- A student must complete requirements for the degree within six consecutive years after the first date of enrollment for graduate study.
- A student who chooses to withdraw from the College of Nursing Graduate Program for any reason prior to the completion of a semester or summer term after having registered for classes is required to comply with the official withdrawal procedure as defined in the catalog section, “Withdrawal from a Course and from the University.”

Transfer of Credit

Graduate credit earned at another accredited institution, not exceeding six (6) semester hours, may be transferred and applied toward the master’s degree at Prairie View A&M University. Only courses with a grade of “B” or better may be considered for transfer. An “A” grade from another institution may not be used to validate a grade of “C” earned at Prairie View A&M University. An official transcript denoting the transfer course(s), year, and grade received must be on file in the Office of the Registrar before acceptance of transfer credit is official.

This institution will not consider credits from other institutions to meet requirements for a graduate degree unless the institution offering the courses will allow these credits to be applied toward the requirements of an advanced degree on its own campus. Under no circumstances will transfer course work be considered that will be more than six (6) years old at the time the degree is awarded.

Criteria for Graduation

To obtain the Master of Science Degree in Nursing from Prairie View A&M University, the student must:

1. File a degree plan with the Graduate School.
2. Successfully complete the semester credit hours of required course work with an average of “B”.
3. Complete each of the required advanced practice courses and degree specialty courses with grades of “B” or higher.

4. Meet all the general requirements for graduation as outlined in the University's Graduate Catalog.

A student may graduate with one "C" grade only provided that the "C" is not earned in the advanced practice courses; advanced pharmacology, advanced pathophysiology, advanced health assessment, and the degree specialty courses and the cumulative GPA is minimum of 3.00.

Withdrawal Policy

Students are allowed only TWO (2) withdrawals (W) from required nursing courses. For example, a withdrawal from one course twice constitutes TWO (2) withdrawals; or a withdrawal from two different courses constitutes TWO (2) withdrawals. Withdrawal from a course that is a companion to a co-requisite course will constitute ONE withdrawal if the grade is passing in one of the above courses. A third withdrawal from any one or more courses will result in DISMISSAL from the nursing program.

Probation

1. Students are placed on probation when they have one or more of the following:
 - a. Are admitted provisionally.
 - b. Have a GPA of less than a 3.0 in a given term.
 - c. Receive a grade of "C" or below in any course.
2. Students are allowed one "C" and one opportunity to retake one course only. A student will not graduate with a "C" grade in any one of the advanced practice courses and the degree specialty courses.
3. Students will receive written notification of the academic probation status.

Academic Dismissal

Students shall be dismissed from the master's program for any one of the following reasons:

1. A grade of "C" or below is received in any two courses or the same course twice.
2. Failure to meet the provision(s) of probation.
3. Failure to maintain a GPA of less than 3.0 in two consecutive terms.
4. Academic and/or professional misconduct
5. A third withdrawal from a course.

PROFESSIONAL GUIDELINES

PROFESSIONAL CONDUCT

The College of Nursing is dedicated to fulfilling the university mission of excellence in education, research and service. Students enrolling in the nursing program assume an obligation to conduct themselves in a manner compatible with the University's mission as an educational institution. The act of registering for classes is considered an explicit acceptance of the College of Nursing's regulations as outlined in this Graduate Student Handbook, the Graduate Catalog, and other official university publications. To fulfill its functions as an educational institution, the College of Nursing retains the authority to maintain standards and order within its campus and to discipline those who fail to meet the level of expected professionalism, are disruptive of the educational process, and those who represent a threat to clients and the community.

This Professional Conduct Policy includes a list of violations (incidents other than academic dishonesty) for which disciplinary action may be imposed on students. The list includes, but is not limited to, the following categories:

1. Abuse of drugs and/or alcoholic beverages; or unlawful possession, sale, or delivery of controlled substances or dangerous drugs or other illicit drugs;
2. Altering legal documents;
3. Charting false or non-observed data (fabrication of records) on clients' records;

4. Disrespect for the cultural traditions of the diverse racial, religious, ethnic and national groups that comprise the client population and the College of Nursing community;
5. Obstruction or disruption of teaching or any other lawful function of the College of Nursing;
6. Providing substandard health care to clients;
7. Smoking in "no smoking" areas;
8. Sexual harassment, or sexual assault, including rape, or acquaintance rape;
9. Theft of property or damage, other than accidental, to property of the College of Nursing, faculty, students and visitors.
10. Verbal, physical, or psychological abuse, including detention or threat of bodily harm to self or another person, or person's in the College of Nursing community;
11. Violation of the university no weapons policy;
12. Violation of city, state or federal laws;
13. Other violations determined by the College of Nursing administrators, faculty and staff to warrant disciplinary action.
14. Students dismissed for any of the above stated reasons are not eligible for reinstatement in the program.
15. All graduate nursing students admitted to the College of Nursing must pass drug screening and a criminal background check.

ACADEMIC DISHONESTY

The policy regarding dishonesty is detailed in the University Policy on Academic Dishonesty. The policy describes academic dishonesty as (a) cheating (using unauthorized materials, information, or study aids in any academic exercise or national board examination), plagiarism, and dual submissions, falsification of records, unauthorized possession of examinations, and any other actions that may improperly affect the evaluation of a student's academic performance or achievement; (b) assisting others in such acts, or (c) attempts to engage in such acts. A complete listing of academic guidelines and instructions can be found in the *University Student conduct code and Handbook (2008-2009)*. **Faculty members have the choice of evaluating plagiarism using a computerized program.**

CLASS ATTENDANCE

It is students' responsibility to attend all class meetings of each course for which they have registered unless excused in writing by the instructor, department head or dean of the college in which the student is enrolled. Class attendance is required in addition to the proficiency

attested by class work and examinations. Failure to attend classes regularly may result in the reduction in the grade for a course.

Absences are counted from the first meeting of the class. Each instructor's record shall constitute the official account of the student's attendance. Each faculty member will clearly state his or her attendance policy in the course syllabus, which will be distributed on the first day that instruction begins as outlined by the academic calendar.

Absences are of two kinds: 1) excused or 2) unexcused. The student is held responsible for the scholastic work missed during any absence. This means the student must complete all classroom assignments, even though he or she might not have been in class when the assignment was made. The instructor is not obligated to give any "makeup work." The student must realize that while absence from class itself is not justification for receiving a failing grade in a course, missing tests or assignments due to absence from class constitutes a justifiable reason for course failure.

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974, contained in Public Law 93-380 of the Educational Amendment of 2006, are designed to protect the rights and privacy of students. The College of Nursing is in compliance with the provision of FERPA.

The student's record is confidential and will not be opened to the public without the student's written consent. The Buckley Amendment provides that certain directory type information may be made public on all students unless the student states in writing (within the first twelve class days) to the Office of Admission and Records that he/she does not wish that information to be released. Such directory type information may include (but is not limited to) name, address, telephone numbers, date and place of birth, major participation in activities, dates of attendance, and degrees and awards received.

Under the FERPA Privacy Act, information can be released to university personnel for educational purposes, or to any other institution engaged in research, provided the information is not released to any other parties. Information from the student's record may also be released to certain state and federal agencies.

The student may inspect and review his/her academic record upon request. Education records to which students do not have access include the following:

- Financial records and statements of parents.
- Confidential records of physicians, psychologists or other medical personnel.
- Confidential letters and/or statements written prior to January 1, 2006 or confidential letters placed in the files after January 1, 2006 for which the student has signed a waiver of right to access.
- Working records that are the sole possessions of instructional, supervisory, administrative, and educational personnel.

Student records are maintained at various locations in the University. A statement setting forth the type of records maintained by the institution, the name and location of the person responsible for maintaining them, and the procedures established for access to and reviewing and expunging the records is available in the Registrar's Office. Anyone with questions about the provisions of the act is urged to contact the Registrar.

DISABILITY ACCOMODATIONS

Office of Diagnostic Testing and Disability Office
PO Box 519, MS 1039 Prairie View, Texas 77446
Phone: (936) 261-3585 • Website: www.disabilitiesservices.com

Students who need special accommodations in classes related to disability should make an appointment with the Office of Diagnostic Testing and Disability Office at (936) 261-3585.

The Office of Diagnostic Testing and Disability Services is responsible for achieving and maintaining program accessibility for all students who self-identify as having an officially documented disability (Rehabilitation Act, Section 504 and Americans with Disability Act (ADA)).

Students requesting service through the Office of Diagnostic Testing and Disability Services must self identify and meet eligibility requirements each semester. Services are based on medical recommendations, individual assessments and generally involve academic accommodations that will support the student's success.

COMMUNICATION

Student to Faculty Communication

Open communication between students and faculty is encouraged. To facilitate prompt attention to concerns, students are expected to make appointments with faculty members. Faculty members can also be contacted by PVAMU email or WebCT.

Faculty to Student Communication

Faculty and course communication will be via email, letters and communication in class during the semester term. All students will be given a PVAMU e-mail account and it will be used for all official communication. Personal e-mail addresses will not be used to communicate the affairs of the Graduate Program.

SHARED GOVERNANCE/STUDENT REPRESENTATION

Role of the Student Liaison

The role of the Student Liaison is intended to promote effective communication between faculty and students in relation to program course issues. It is based on the assumption that this type of communication promotes problem-solving and provides students a model for building professional relationships. Student Liaisons will play an important role in identifying issues and concerns, collecting data to promote effective problem-solving and communicating decisions to students. They will promote two-way communication between

faculty and the student body. A number of assumptions underlie this role: that faculty are committed to giving students a voice in their education, that students grow professionally when they participate in making decisions about their education in a responsible way, and that mutual respect and two-way communication are essential to good outcomes in nursing education.

Responsibilities of Student Liaison

Student Liaisons are expected to:

- Represent their classmates in at least one meeting per semester or as needed, with the program coordinator, director and/or Deans' Advisory Committee. Additional meetings may be necessary if special issues arise.
- Bring issues identified by fellow students to the attention of the Program Coordinator and Director of the Graduate Program.
- Assist with gathering data about issues to support effective problem solving.
- Propose potential solutions when bringing problems and concerns to the Program Coordinator and Director.
- Participate in communicating decisions back to classmates.
- If the student liaisons feel that the issues are not resolved they need to schedule a meeting with the Director of the Graduate Program.

Student Liaison Election Process

Three students will be elected to serve for a term of one (1) year with one student representing each of the three programs. The students will be elected at the beginning of the fall term each academic year.

The following process should be followed:

- The election should be announced by the Program Coordinator in advance of the time it will be held.
- Faculty should determine whether they prefer to hold the election during a class period or at a special meeting.
- The faculty member calls for nominations from the floor. Faculty may choose to write the names on the board, or ask for a student volunteer to do so. The faculty may also agree to have students handle the entire process.
- Students nominated should be asked if they are willing to serve if chosen.
- Once the nominations are closed, three volunteers are asked to count ballots.
- Voting should be done by written ballot.
- Tellers will be appointed by the class to count the ballots.
- Tellers will count the ballots and report the results. The written ballots will be given to the faculty member to destroy.
- If a tie occurs, a tie-breaking election should be held immediately. Students who leave before the vote results are announced will forfeit the opportunity to participate in the tie-breaker.
- The faculty member should communicate the election results to the Director of the Graduate Program.

Guidelines for Students: Using the Student Liaison Process

Issues that are brought to the Liaison should be clearly and fully described in writing, along with a proposed solution(s). The concerned individual needs to sign the request; anonymous communications cannot be addressed.

Issues should be presented to the Liaison in a timely manner, giving the Liaison and the faculty a reasonable amount of time to respond.

Liaisons are not responsible for the solutions to problems. They are responsible for communicating effectively and assisting with the problem-solving process.

STUDENT GRIEVANCES AND APPEALS

GRIEVANCES AND APPEALS

A student who encounters problems arising from course matriculations, advancement to candidacy, degree requirements, grades or general regulations should discuss them first with the academic advisor. If a student decides to appeal a decision, the student should first

present their grievance to the Director, who informs the Dean. The Dean may refer the matter to an appeals panel for investigation and a recommended course of action. Appeals that move beyond the Dean, College of Nursing, should be referred to the Provost and Vice President for Academic Affairs who may refer the matter to the Office of Graduate Programs.

Grievance Procedure

Unresolved conflicts occurring within the student/faculty body which do not fall within the realm of the academic appeals process may be filed as a grievance. A written request is submitted to the Dean of the College of Nursing for an investigation by a grievance committee. The investigation process will provide:

1. protection of the rights of students, faculty and the institution
2. objective, efficient and equitable resolution to problems

The grievance procedure can be found in the university's Student conduct code and Handbook.

Procedures for grievances related to Title IX and Title VI Discrimination are also addressed and outlined in the university's Student conduct code and Handbook.

Grading/Class Related Appeals

There is an investigational appeals process for grades and grade related issues, and complaints related to advancement to candidacy, degree requirements or general regulations. Student who have problems shall discuss them first with the academic advisor. Generally, student complaints about grades or other class related performance assessments can be addressed by the faculty of record and the student. A private conference between the academic advisor and the student may be sufficient to resolve the problem.

Appeals Policy:

In the event that conflicts involving a student and faculty cannot be resolved, either party may request in writing to the Dean of the College of Nursing, an investigation by a grievance committee. The student must show evidence that a grading error, or that capricious, arbitrary or prejudiced academic action has occurred; which resulted in the failing grade.

Procedure:

- Grading and other class related complaints are to be filed initially within thirty days following the alleged precipitating action on which the complaint is based.
- The formal appeal should be submitted to the program director, who will forward it to the Office of the dean.
- The appeal must include the following:
 - A written appeals request
 - Supporting documents, letters, statements or declarations.
 - List of persons desired to be in attendance to testify on the student's behalf (excluding legal representation).

- Upon receipt of the written appeal, the Dean shall schedule an investigational appeals committee of three to five appointed faculty members with student representation. The committee chairperson is designated by the Dean at the time of appointment. The committee will be given a copy of the appeal. The committee chairperson will inform all pertinent parties of the scheduled date and time of the appeal.
- The chair of the investigational committee will schedule the appeal and preside at all meetings.
- During meetings, the student is expected to verbally present the complaint/appeal to the committee with supporting documentation. Involved faculty members will present evidence relevant to the appeal as needed by the committee. The committee may ask questions for clarification to the students, faculty, and others testifying in the appeal.
- When a complaint must be reviewed at each level, program director, Dean of the College of Nursing, Investigational committee; the entire process should be completed within ninety days of receipt of the complaint.
- The Dean will inform the student and faculty involved within 3 days of the final decision of the investigational appeal. If the student desires additional review of the appeal, a request may be submitted to the Provost and Vice President for Academic Affairs.

STUDENT LIFE

FINANCIAL AID/SCHOLARSHIPS/STIPENDS

Students are eligible to apply for financial aid in the form of scholarships, grants and loans through the Office of Financial Aid (PVAMU) and the College of Nursing. In addition, several organizations offer nursing scholarships to nursing majors. Information on scholarships is posted on bulletin boards on the first, ninth, tenth, and eleventh floor may be obtained from the Director of Student Services, room 109. The room numbers for assistance for financial aid, scholarships, and stipends are as follows

- Financial Aid Representative: Room 108
- Scholarships & Stipends: Room 109

SCHOLARSHIP OPPORTUNITIES

A. Jeanette Jones Endowment – Tuition Support
 Dollie Braithwaite Scholarship – Tuition Support

Good Samaritan – Tuition Support
HRSA Traineeship – Tuition/Book Support

COUNSELING SERVICES

A student services office is open on campus to consult and refer students with 14 personal concerns to the University of Texas Employee Assistance Program (UT-EAP). The 24-hour service, located in the TMC, is a self-referral service and can be initiated by calling 1-800-346-3549. The on-campus office has posted hours Monday – Friday and is located in room 109.

PARKING/BUILDING ACCESS

Parking is available to students on a first come, first serve basis in the designated Student/Visitor Parking on floors two through seven.

There are two parking options, students may purchase parking for the academic year (\$160.00) or for the semester (\$40.00). Purchasing for the academic year allows the student with unlimited parking (24 hours per week). For semester parking, the student may only park in the garage from 3:00PM-12:00PM Midnight. Students may receive a parking permit and parking badge in the Parking Office (located on the 2nd floor of the parking garage)

All students, faculty, and staff members must have a building access badge to enter the College of Nursing. The building access office is located in room 127. For more information please go to following:

- Parking Office: (713) 790-7294 – (Located: 2nd floor of the parking garage)
- Tele-communication Technician (Building Access Badge)– Room 941

BUILDING USE

Academic activities, students use the building for study, organizational activities and relaxation. The **student lounge** has a refrigerator, two microwave ovens, three vending machines is located in Room 983. A wellness program with an exercise room (Room 1033) is adjoining.

The College of Nursing **Learning Resource Center** is opened to students from 7:00 am to 12:00 am, Monday through Friday; Saturday 8:00 am to 12:00 am; Sundays 2:00 pm to 10:00 pm. Access to the building daily after 6:00 pm and on weekends and holidays is by a pass card.

The building has 24-hour security coverage. The doors to the building are locked each weekday at 6:00 pm. **Access to the building after hours is via the parking/building access card only.** A guard is stationed on the first floor. Students entering the building must check in with the security guard and show University ID Cards as proof of student status.

The Learning Resource Center is located in Room 931. The Center maintains a small reading room with a basic non-circulating library collection, and the Computer Lab. Students have

access to computers and printers. The software collection contains nursing instruction/patient simulation programs and word processing 13 programs.

A self-service copy machine is located in the Computer Center. Copies are 5 cents each, however can only be accessed by use of a copy card. Cards may be purchased for \$5.00 from the following:

- Senior Business Specialist – Room 1274

Students are encouraged to use the building for **organizational activities**. Approval for use must be secured through the Dean's office prior to the activity. All postings of meetings should be posted only on the bulletin boards and in the student lounge located on the 9th floor *. This also must also be approved and scheduled through the Office of Student Services, located on the 1st floor.

*NO POSTING IS ALLOWED ON THE ELEVATORS OR DOORS, AND HALLWAYS OF THE BUILDING.

STUDENT LOUNGE

Food, drink and relaxation are allowed only in the student lounge located in Room 983*.

*Food and drinks are not allowed in classrooms, study rooms, the Learning Resource Center or the Skills Lab.

LIBRARY

The Houston Academy of Medicine Texas Medical Center Library (HAM-TMC) provides the informational materials and services that are needed to support the research and educational program of the College of Nursing. As one of eight top echelon Regional Medical Libraries in the National Network of Libraries of Medicine, Texas Medical Center Library serves the South Central Region of the United States. This includes the states of Texas, Arkansas, Louisiana, Oklahoma and New Mexico. The College of Nursing is a supporting institution for the Texas Medical Center Library; therefore, faculty, students and staff are eligible for library cards, which provide access to a wide variety of services. There are self-service photocopy machines on several floors. The library provides library orientation tours, course related bibliographic instruction, and seminars on using research tools. On-line database searching, reference service and interlibrary loan services are also available. Specific policies regarding library privileges are available upon request.

A database of the library's holdings is available for searching through their web page. The database can be searched by title, author, subject, keyword, or a combination of search terms to locate materials in the NOTIS consortium. Access to the system is provided by terminals located in the library, the College of Nursing's LRC, or by dialing in through a microcomputer modem.

The on-line data base searching capabilities are of special interest. The National Library of Medicine databases include MEDLINE, HEALTHLINE, CANCERLINE, POPLINE,

BIOETHICSLINE AND OLDMEDLINE and others. Various commercial databases are also available. The on-line library catalog (HAM- TMC) is available for searching titles owned by the library. Items can be searched by titles, authors, subjects, call numbers, or keywords.

A Learning Resource Center is also available for College of Nursing students. The LRC is located on the tenth floor of the College of Nursing building. The Center maintains the audiovisual collection and the Microcomputer Skills Lab. The audiovisual collection contains a wide range of videocassettes, filmstrips, and slides related to nursing instruction. The audiovisual materials may only be used in the College of Nursing building. Students have access to personal computers and printers. The software collection contains nursing instruction/patient simulation programs; and several word processing programs. All microcomputer hardware and software must be used in the LRC. NOTE: No one is permitted to copy the copyright protected audiovisual, and computer software materials. The Center also provides limited access to professional journals and books as well as required references made available by faculty.

SMOKING

To protect the rights' of people who smoke and people who do not smoke, the College of Nursing building has been designated "smoke free", except for designated out door smoking areas. Study rooms, lounges, classrooms and faculty and staff offices shall continue to be non-smoking areas.

APPENDICES

Appendix A: Degree Requirements and Curriculum Sequences

Appendix B: Title Page Sample in APA Format

Appendix C: Credit and Clock Hours for Clinical Practicum for MSN Programs

Appendix D: Advisement

Appendix E: Progression: Degree Plan, Transfer Credit, Candidacy, and Graduation

Appendix F: Health and Immunization Forms

Appendix G: Request for Academic Appeal

APPENDIX A

Degree Requirements and Curriculum Sequences

PROGRAMS OF STUDY

MSN FAMILY NURSE PRACTITIONER

PREFIX/ NUMBER	TITLE	SEMESTER HOURS
CORE COURSES		14
NURS 5013	Theoretical Foundations	3
NURS 5042	Role Theory and Ethics in Advanced Practice Nursing	2
NURS 5133	Clinical Nursing Research	3
NURS 5713	Health Policy	3
NURS 5003	Transcultural Family Health Care in Rural & Urban Settings	3
ADVANCED PRACTICE CORE COURSES		10
NURS 5023	Advanced Pharmacology	3
NURS 5033	Advanced Pathophysiology	3
NURS 5214	Advanced Health Assessment	4
NURSE PRACTITIONER SPECIALITY COURSES		20
NURS 5215	Primary Health Care for the Childbearing/Childrearing Family	5
NURS 5245	Primary Health Care for the Adult and Elderly	5
NURS 5763	Financial Management in Advanced Nursing Practice	3
NURS 5257	Management of Complex Health Problems	7
ELECTIVE		3
NON-THESIS/THESIS OPTIONS		6
NURS 5743	Writing for Publication	3
NURS 5xxx	Elective Course	3
OR		
NURS 5803	Proposal Writing	3
NURS 5903	Thesis	3
TOTAL HOURS		53

POST MASTERS CERTIFICATE– FAMILY NURSE PRACITITONER

PREFIX/ NUMBER	TITLE	SEMESTER HOURS
GRADUATE CORE COURSE		2
NURS 5042	Role Theory and Ethics in Advanced Practice Nursing	2
ADVANCED PRACTICE CORE COURSES		10
NURS 5023	Advanced Pharmacology*	3
NURS 5033	Advanced Pathophysiology *	3
NURS 5214	Advanced Health Assessment *	4
NURSE PRACTITIONER SPECIALITY COURSES		20
NURS 5215	Primary Health Care for the Childbearing/Childrearing Family	5
NURS 5245	Primary Health Care for the Adult and Elderly	5
NURS 5763	Financial Management in Advanced Nursing Practice	3
NURS 5257	Management of Complex Health Problems	7
TOTAL HOURS		32

* Advanced Practice Core must be taken if not completed taken within the past 5 years. Transfer credits may be accepted for the Advanced Practice Courses. Nurses that are recognized as an Advanced Practice Nurse are required to take the Nurse Practitioner Specialty Courses (20hrs).

MSN-FAMILY NURSE PRACTITIONER CURRICULUM SEQUENCES

Full Time Option

Year1: Fall	Spring	Summer
NURS 5013 – Theoretical Foundation NURS 5003 – Transcultural Family NURS 5033 – Adv. Pathophysiology	NURS 5133 – Clinical Research NURS 5023 – Advanced Pharmacology NURS 5042 – Role Theory Ethics NURS 5214 – Adv. Health Assessment	NURS 5245 – Adult/Elderly NURS 5713 – Health Policy NURS 5743 – Writing for Publication or N5803 – Thesis
Year2: Fall	Spring	
NURS 5215 – Childbearing/Childrearing NURS 5763 – Financial Management NURS 5983 – Elective	NURS 5257 – Management of Complex Health Problems NURS 5903 – Thesis or NURS 5983 – Elective	

Part Time Option

Year1: Fall	Spring	Summer
NURS 5013 – Theoretical Foundation NURS 5003 – Transcultural Family	NURS 5133 – Clinical Research NURS 5023 – Adv. Pharmacology	NURS 5713 – Health Policy NURS 5743 – Writing for Publication or N5903-Thesis
Year2: Fall	Spring	Summer
NURS 5033 – Adv. Pathophysiology NURS 5983 – Elective or N5803-Thesis	NURS 5042 – Role Theory Ethics NURS 5214 – Adv. Health Assessment	NURS 5245 – Adult/Elderly
Year3: Fall	Spring	Summer
NURS 5215 – Childbearing/Childrearing NURS 5763 – Financial Management	NURS 5323 – Management of Complex Health Problems NURS 5983 – Elective or N5803-Thesis	

MSN NURSE ADMINISTRATION

PREFIX/ NUMBER	TITLE	SEMESTER HOURS
CORE COURSES		14
NURS 5013	Theoretical Foundations	3
NURS 5042	Role Theory and Ethics in Advanced Practice Nursing	2
NURS 5133	Clinical Nursing Research	3
NURS 5713	Health Policy	3
NURS 5003	Transcultural Family Health Care in Rural & Urban Settings	3
NURSING ADMINISTRATION COURSES		12
NURS 5403	Organizational Theory	3
NURS 5413	Health Care Management	3
NURS 5423	Health Care Economics & Financial Management	3
NURS 5433	Nursing Administration Role Practicum	3
GRADUATE BUSINESS COURSES OR HEALTH INFORMATICS COURSES		9
<i>Examples of Business courses include:</i> ACCT 5003, ACCT 5103, ECON 5003, FINA 5003, MISY 5203, MGMT 5003 MGMT 5103, MGMT 5343, MGMT 5353, MRKT 5003		
NON-THESIS/THESIS OPTIONS		6
NURS 5743	Writing for Publication	3
NURS 5xxx	Elective Course	3
OR		
NURS 5803	Proposal Writing	3
NURS 5903	Thesis	3
TOTAL HOURS		41

POST MASTERS CERTIFICATE - NURSE ADMINISTRATION

PREFIX/ NUMBER	TITLE	SEMESTER HOURS
NURSING ADMINISTRATION COURSES		12
NURS 5403	Organizational Theory	3
NURS 5413	Health Care Management	3
NURS 5423	Health Care Economics & Financial Management	3
NURS 5433	Nursing Administration Role Practicum	3
GRADUATE BUSINESS COURSES OR HEALTH INFORMATICS COURSES		9
TOTAL HOURS		21

MSN-NURSE ADMINISTRATION CURRICULUM SEQUENCE

Full Time Option

Year 1: Fall	Spring	Summer
NURS 5013 – Theoretical Foundation NURS 5003 – Transcultural Family NURS 5983 – Health Informatics or B5xxx – Business Course Elective	NURS 5133 – Clinical Research NURS 5042 – Role Theory Ethics NURS 5403 – Organizational Theory	NURS 5403 – Health Care Management NURS 5713 – Health Policy NURS 5743 – Writing for Publication or NURS 5803 – Thesis
Year 2: Fall	Spring	Summer
NURS 5423 – Health Care Economics & Financial Management NURS 5983 – Health Informatics or B5xxx – Business Course Elective NURS 5903 – Thesis or NURS 5983 – Elective	NURS 5433 – Nurse Administration Practicum NURS 5983 – Health Informatics or B5xxx – Business Course Elective	

Part Time Option

Year 1: Fall	Spring	Summer
NURS 5013 – Theoretical Foundation NURS 5003 – Transcultural Family	NURS 5133 – Clinical Research NURS 5042 – Role Theory Ethics	NURS 5713 – Health Policy NURS 5743 – Writing for Publication or NURS 5803 – Thesis
Year 2: Fall	Spring	Summer
NURS 5983 – Health Informatics or B5xxx – Business Course Elective NURS 5983 – Nursing Elective or NURS 5903 – Thesis	NURS 5403 – Organizational Theory NURS 5983 – Health Informatics or B5xxx – Business Course Elective	NURS 5403 – Health Care Management NURS 5983 – Health Informatics or B5xxx – Business Course Elective
Year 3: Fall	Spring	Summer
NURS 5423 – Health Care Economics & Financial Management	NURS 5433 – Nurse Administration Practicum	

MSN NURSE EDUCATION

PREFIX/ NUMBER	TITLE	SEMESTER HOURS
CORE COURSES		14
NURS 5013	Theoretical Foundations	3
NURS 5042	Role Theory and Ethics in Advanced Practice Nursing	2
NURS 5133	Clinical Nursing Research	3
NURS 5713	Health Policy	3
NURS 5003	Transcultural Family Health Care in Rural & Urban Settings	3
ADVANCED PRACTICE CORE COURSES		10
NURS 5023	Advanced Pharmacology	3
NURS 5033	Advanced Pathophysiology	3
NURS 5214	Advanced Health Assessment	4
NURSING EDUCATION COURSES		12
NURS 5303	Program & Curriculum Design	3
NURS 5313	Instructional Strategies & Methods	3
NURS 5323	Evaluation in Nursing Education	3
NURS 5333	Nursing Education	3
NON-THESIS/THESIS OPTIONS		6
NURS 5743	Writing for Publication	3
NURS 5xxx	Elective Course	3
OR		
NURS 5803	Proposal Writing	3
NURS 5903	Thesis	3
TOTAL HOURS		42

POST MASTERS CERTIFICATE - NURSE EDUCATION

PREFIX/ NUMBER	TITLE	SEMESTER HOURS
ADVANCED PRACTICE CORE COURSES		10
NURS 5023	Advanced Pharmacology	3
NURS 5033	Advanced Pathophysiology	3
NURS 5214	Advanced Health Assessment	4
NURSING EDUCATION COURSES		12
NURS 5303	Program & Curriculum Design	3
NURS 5313	Instructional Methods & Strategies	3
NURS 5323	Evaluation in Nursing Education	3
NURS 5333	Nursing Education Role Practicum	3
TOTAL HOURS		22

* Advanced practice core courses must be taken if not completed within the past 5 years. Transfer credits may be accepted for the Advanced Practice Courses.

MSN-NURSE EDUCATION CURRICULUM SEQUENCE

Full Time Option

<i>Year 1: Fall</i>	<i>Spring</i>	<i>Summer</i>
NURS 5013 – Theoretical Foundation NURS 5003 – Transcultural Family NURS 5033– Adv. Pathophysiology	NURS 5133 – Clinical Research NURS 5023 – Advanced Pharmacology NURS 5042 – Role Theory Ethics NURS 5214 – Adv. Health Assessment	NURS 5713 – Health Policy NURS 5743 – Writing for Publication or NURS 5803 – Thesis
<i>Year 2: Fall</i>	<i>Spring</i>	<i>Summer</i>
NURS 5303 – Program & Curriculum Design NURS 5313 – Instructional Methods & Strategies NURS 5803 - Thesis or NURS 5983 – Elect.	NURS 5323 - Evaluation in Nursing NURS 5333 - Education Nursing Education Practicum	

Part Time Option

<i>Year 1: Fall</i>	<i>Spring</i>	<i>Summer</i>
NURS 5013 – Theoretical Foundation NURS 5003 – Transcultural Family	NURS 5133 – Clinical Research NURS 5023 – Adv. Pharmacology	NURS 5713 – Health Policy or N5803-Thesis or N5983-Elective
<i>Year 2: Fall</i>	<i>Spring</i>	<i>Summer</i>
NURS 5033 – Adv. Pathophysiology NURS 5743 – Writing for Publication or NURS 5903-Thesis	NURS 5042 – Role Theory Ethics NURS 5214 – Adv. Health Assessment	
<i>Year 3: Fall</i>	<i>Spring</i>	
NURS 5303 – Program & Curriculum Design NURS 5313 – Instructional Methods & Strategies	NURS 5323 – Evaluation in Nursing Education NURS 5333 – Nursing Education Practicum	

APPENDIX B

Title Page Sample in APA Format

TITLE OF PAPER

A PAPER

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE
COURSE NAME

IN THE GRADUATE SCHOOL OF THE
PRAIRIE VIEW A & M UNIVERSITY
COLLEGE OF NURSING

BY

STUDENT NAME, DEGREE HELD (e.g. BSN)

HOUSTON, TEXAS

Date for a paper

FACULTY

APPENDIX C

Credit and Clock Hours for Clinical Practicum for Masters of Science in Nursing Programs

CREDIT AND CLOCK HOURS FOR CLINICAL PRACTICUM FOR THE FNP PROGRAM

The Family Nurse Practitioner curriculum includes 780 clock hours of practicum in clinical agencies. These practicum hours are distributed in the four clinical courses. The ratio of credit hours to clock hours is 1:4. One semester credit hour is defined as one class or clock hour (50 minutes) per week. The table below includes a description of how the 780 clock hours are distributed throughout the curriculum.

COURSE	CREDIT HOURS	RATIO	CLOCK HOURS
NURS 5214 Advanced Health Assessment	4		
• Didactic	(2 – Didactic)	1:1	2 lecture hours per week
• Lab/Practicum	(2 – Lab/Practicum)	1:4	8 clinical hours per week
NURS 5215 Primary Health Care for the Childbearing/Childrearing Family with Practicum	5		
• Didactic	(2 – Didactic)	1:1	2 lecture hours per week
• Practicum	(3 – Practicum)	1:4	12 clinical hours per week
NURS 5245 Primary Health Care for the Adult & Elderly W/ Practicum	5		
• Didactic	(2 – Didactic)	1:1	2 lecture hours per week
• Practicum	(3 – Practicum)	1:4	12 clinical hours per week
NURS 5257 Management of Complex Health Problems	7		
• Didactic	(2 – Didactic)	1:1	2 lecture hours per week
• Practicum	(5 – Practicum)	1:4	20 clinical hours per week

CLINICAL AND CLOCK HOURS FOR CLINICAL PRACTICUM FOR NURSING EDUCATION

COURSE	CREDIT HOURS	RATIO	CLOCK HOURS
NURS 5333 Nursing Education Practicum	3		
• Didactic	2	1:1	2 lecture hours per week
• Lab	2 lab	1:4	8 clinical hours per week

CLINICAL AND CLOCK HOURS FOR CLINICAL PRACTICUM FOR NURSING ADMINISTRATION

COURSE	CREDIT HOURS	RATIO	CLOCK HOURS
NURS 5433 Nursing Administration Practicum	3		
• Didactic	2	1:1	2 lecture hours per week
• Practicum	2	1:4	8 clinical hours per week

APPENDIX D

Advisement

PRAIRIE VIEW A&M UNIVERSITY REGISTRATION & SPECIAL APPROVAL FORM Rev. 3/31/08

Term Data				Fall	Summer	Spring
	Student ID#		Major	Classification		Semester/ Year
Name (Please print)						
	Last	First	MI	Email Address		

Course Selections (First Choice)					Alternate Selections (Second Choice)				
ACTION	CRN AND COURSE AND NUMBER	SEC. #	HRS	COURSE LEVEL	ACTION	CRN AND COURSE NUMBER	SEC. #	HRS	COURSE LEVEL
<i>Circle one below</i>	<i>Example: CRN 1 0 0 4 8 MISY 1013</i>	<i>P01</i>	<i>3</i>	<i>UG</i>	<i>Circle one below</i>	<i>Example: CRN 1004 8 MISY 1013</i>	<i>P03</i>	<i>3</i>	<i>UG</i>
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
			Total Hours						

DD = Drop without record RE=Add course

Student Signature _____ Date _____

Advisor Signature _____ Date _____

SPECIAL APPROVAL:

Please list course(s) and check box(es) for the appropriate override/approval:

Course(s)	
-----------	--

- Pre- and/or Co-Requisite Override Approval (Pre and/or Co-Requisite Overrides must be approved by the dept. head offering the course)
- Special Approval: Dept Head
- Course Enrollment Capacity Override
- Time Conflict Override Approval (Please complete back of this form for time conflict override approval)
- Maximum Credit Hours Approval (Overload approvals require a minimum grade point average of 3.00 for undergraduate students (21 hrs max for any long semester and 12 hrs max for any combined summer sessions) and permission of the dept. advisor for graduate students. (Please complete back of this form for maximum credit hours approval)

Dept. Head Signature _____ Date _____

Dean Signature _____ Date _____
(Dean's signature and processing required for Time Conflict and Maximum Credit Hours Approval)

Note: Per the TAMUS Records and Retention Schedule, departments must retain this document for one year after the close of the registration semester.

**Prairie View A&M University
College of Nursing
Graduate Programs**

Advising/Counseling Record

Instructions: Every advising conference, formal or informal, should include a signed summary on this form. Any recommendations or special problems are to be noted and a review of the degree plan should be documented at least twice per year. Use extra plain sheets, if necessary.

Date:

Name:

Advisor:

Graduate Program:

Comments:

Student Comments:

Student Signature

Advisor Signature

APPENDIX E

Progression

**Degree Plan, Transfer Credit,
Candidacy Application & Graduation Application**

PRAIRIE VIEW A&M UNIVERSITY
 GRADUATE SCHOOL
 P. O. BOX 2355
 PRAIRIE VIEW, TEXAS
 (936) 857-2315

APPROVAL OF TRANSFER CREDITS FORM

Name: _____ Social Security # : _____

School(s) from which course(s) will be transferred:

NOTE: Graduate credit earned at another accredited institution, not exceeding six (6) semester hours, may be transferred and applied toward the Master's degree at Prairie View A&M University. Only courses with a grade of "B" or better may be transferred. An "A" grade from another institution or earned in extension may not be used to validate a grade of "C" earned at Prairie View A&M University. Under no circumstances will transfer course work be considered that will be more than six (6) years old at the time the degree is awarded. An official transcript denoting the transfer course(s), year, and grade received must be on file in the Office of the Registrar before acceptance of transfer credit is official.

I have read the above policy outlining the approval of transfer credit. I understand that all criteria must be met before transfer credit is approved.

 Student's Signature

Transfer Prefix,#	Transfer Course Title/Description	Grade	Credits
1.			
2.			
P.V. Equivalent	P. V. Course Title/Description		
1.			
2.			

Please attach a course description from the transfer institution's catalog for evaluating purposes.

Approved:

Disapproved:

 Advisor Date

 Advisor Date

 Department Head Date

 Department Head Date

 Dean of Graduate School Date

 Dean of Graduate School Date

PRAIRIE VIEW A&M UNIVERSITY - GRADUATE SCHOOL

(Form must be typewritten)

APPLICATION FOR ADMISSION TO CANDIDACY

(Must be submitted upon completion of 12 sem. hrs. of graduate work)

NAME		SSN
ADDRESS		DATE
		GRE TEST DATE:
Home Phone	Office Phone	GMAT TEST DATE :
PROFESSIONAL OBJECTIVE		MAJOR:
		E-mail Address

LIST COURSES COMPLETED
(First 4 Courses)

Year	Term	Institution	Course Prefix, Number & Title	Grade	Credit

To the _____ Department

Having completed 12 graduate semester hours, I am applying for advancement to candidacy for the Fall semester 2006

I (am, am not) writing a thesis.

Title of Thesis (if applicable) _____

Signature of Applicant

REQUEST FOR DEPARTMENTAL ACTION

- ADMISSION TO CANDIDACY GRANTED
- CONDITIONAL ADMISSION TO CANDIDACY (State conditions and time limit)

- DENIED ADMISSION TO CANDIDACY (Briefly state reason)

Advisor (Date)

Dean of College (Date)

Department Head (Date)

Dean of Graduate School (Date)

**PRAIRIE VIEW A&M UNIVERSITY
APPLICATION FOR GRADUATION**

(Return completed and approved application to Office of the Registrar)

Fees: \$25.00 Undergraduate \$35 Master's Candidates \$55 Ph.D. Candidates

You will be billed the applicable fee. These fees are non-transferable and non-refundable.

Circle the semester in which you will finish all requirements:

Student ID: _____ **FALL** **SPRING** **SUMMER** **YEAR** _____

Carefully PRINT your name EXACTLY as it is to appear on your diploma and listed in the Commencement booklet, using upper and lower case letters. YOUR FIRST AND LAST NAME MUST MATCH UNIVERSITY RECORDS (this can be viewed on Panthertracks).

Student's Name:

_____ **First Name** **Middle Name/Initial** **Last Name**

E-Mail: _____ **Daytime Phone:** _____

Mailing Address: _____

If your mailing address in Panthertracks differs, may we update it? Yes No

- State reporting requires the collection of information regarding undergraduate candidates for graduation. Please indicate whether your parents or legal guardians graduated from college: Yes No
- Did you receive notice of the Undergraduate Tuition Rebate? Yes No (If no, refer to the University Undergraduate Catalog)
- Are you currently enrolled here at PVAMU? Yes No (If no, absentia fee required, \$15 resident & \$17.50 non-resident)
- Are you currently taking any courses at another institution that will apply to this degree? Yes No
- Please list the institution and course(s): _____
(If yes, you must have your official transcript with the final grade sent to PVAMU to participate in the commencement exercise).

- Have you taken or planning to take any CLEP tests to meet degree requirements? Yes No
- Please list the course(s): _____
- For Graduate Candidates only: Undergraduate degree received from: _____ Year _____

By signing this application, I understand that I must meet all requirements as stated in the University Catalog or I will not be permitted to participate in the Commencement exercise or receive my degree. I further understand that I must contact the Office of Student Financial Services for exit loan counseling if I received financial aid during my enrollment at PVAMU. If I do not graduate, I understand that I must reapply. In addition, if any of the above information changes, it is my responsibility to notify the Office of the Registrar.

Applicant's Signature

Application Date

SECTION BELOW TO BE COMPLETED BY ACADEMIC ADVISOR AND DEPARTMENT HEAD OR DEAN:

Degree Sought: _____ **Major:** _____ **Minor:** _____ **Area of Concentration:** _____ **Second Major:** _____

Please check if requirements have been met: (if not checked, please comment below)

- | | |
|---|--|
| <input type="checkbox"/> No missing grades from prior semesters | <input type="checkbox"/> Required GPA (U – 2.0; G – 3.0) |
| <input type="checkbox"/> GRE/GMAT Scores in SIS (Graduate only) | <input type="checkbox"/> Previously attended college/univ. transcripts on file |
| <input type="checkbox"/> No 'I' or 'IP' grades | Comment: _____ |
| <input type="checkbox"/> Thesis/Dissertation Title: _____ | |

By approving this application, I certify that the applicant has met graduation requirements pending successful completion of the current semester.

Office Use Only	
Received by	Date
____003 ____007 ____117 ____119 ____432	

Advisor's Initials **Department Head/Dean's Signature** **Date**

With few exceptions, state law gives you the right to request, receive, review, and correct information about yourself collected on this form.

Rev. 8/30/05

APPENDIX F

Health and Immunization Forms

MEDICAL HISTORY FORM
Prairie View A & M University College of Nursing
 Houston, Texas

GENERAL INFORMATION (To be filled in by student)

DATE: _____

Name in full _____
LAST NAME FIRST NAME MIDDLE NAME

Local Address _____

Home Address _____

Email: _____ Phone Number: _____

Date of Birth _____ Place of Birth _____

Month _____ Date _____ Year _____
 Age _____ Gender _____ Marital Status _____ Citizenship _____

PERSONAL HISTORY (To be filled in by student)

Have you been addicted or treated for the abuse of alcohol or other substances within the past five (5) years? (You may answer no if you have completed and/or are in compliance with TPAPN for substance abuse). YES [] NO [] If yes, explain: _____

Have you, to the best of your knowledge, ever had any of the following: (yes or no). If yes please explain below this box.

Anemia _____	Hay Fever _____	Psychotic Disorders _____
Antisocial Personality Disorder _____	Hepatitis _____	Rheumatic Fever _____
Arthritis _____	Heart Disease _____	Schizophrenia _____
Asthma _____	Heart Defects _____	Seizures _____
Back Problem _____	Hernia _____	Sexually Transmitted Disease(s) _____
Bleeding Disorders _____	High Blood Pressure _____	Sickle Cell Anemia _____
Bipolar Disorder _____	Kidney Disease _____	Skin Disorders _____
Borderline Personality Disorder _____	Major Depression _____	Tonsillitis _____
Cancer _____	Migraines _____	Tuberculosis _____
Diabetes _____	Paranoid Personality Disorder _____	Ulcers _____
Gastrointestinal Disorder _____	Pneumonia _____	Other _____

Have you had any serious illness, operations or injuries? _____ If yes, explain: _____

Pregnant ____ **Yes** ____ **No** (Estimated date of birth _____)

Complications related pregnancy (if applicable) _____

MEDICATION: Medications you are routinely taking including alternative medication and herbs: _____

Allergies-medications, foods, **latex**, etc.: _____

Date Form Completed by student _____ **Date form reviewed by Healthcare Provider** _____

Licensed Healthcare Provider (Printed) (Signature) M.D. M.O. P.A. N.P. (Circle correct title) Other _____

Phone Number

Address

M.D. = Medical Doctor; D.O. = Dr. of Osteopathy; P.A. = Physician Assistant; N.P. = Nurse Practitioner

ANNUAL PHYSICAL EXAMINATION FORM
Prairie View A & M University College of Nursing

6436 Fannin, Houston, Texas 77030

Name in Full _____
 LAST NAME FIRST NAME MIDDLE NAME STUDENT ID #

PHYSICAL EXAMINATION (To be filled by Physician)

Height _____ Weight _____ Blood Pressure _____ Pulse _____
 Please circle abnormal or abnormal as appropriate. If any area(s) is (are) abnormal please describe in Remarks below.

Eyes & Vision	Normal	Abnormal	Heart: Murmur	Normal	Abnormal
Ears & Hearing	Normal	Abnormal	Heart: Rhythm	Normal	Abnormal
Nose	Normal	Abnormal	Lungs	Normal	Abnormal
Throat (Adenoids and Tonsils)	Normal	Abnormal	Breasts	Normal	Abnormal
Gums	Normal	Abnormal	Abdomen	Normal	Abnormal
Tongue	Normal	Abnormal	Hernias	Yes	No
Teeth	Normal	Abnormal	Pelvis	Normal	Abnormal
Sinuses	Normal	Abnormal	Spine Posture	Normal	Abnormal
Skin	Normal	Abnormal	Upper Extremities	Normal	Abnormal
Thyroid	Normal	Abnormal	Lower Extremities	Normal	Abnormal
Heart: Size	Normal	Abnormal	Nutrition	Normal	Abnormal
Heart Sounds	Normal	Abnormal			

Pregnant ____ Yes ____ No (Estimated date of birth _____)

Restrictions related to Pregnancy (Please Describe):

Explain any abnormal findings in the physical examination: _____

Explain previous medical history that may affect participation in clinical nursing activities: _____

TB Skin Test or CXR	Date given	Date read	Result	Signature of provider
---------------------	------------	-----------	--------	-----------------------

Date _____

Licensed Healthcare Provider (Printed) (Signature) M.D. D.O. P.A. N.P. (Circle correct title) Other _____

Phone Number _____ Address _____

City _____ State _____ Zip Code _____

Students are required to have a physical exam annually while enrolled in the nursing program. Should a student become pregnant or experience any change in health status during the annual year of the physical examination, the CON Laboratory Coordinator must be notified and an updated physical examination must be filed with the Lab Coordinator within two (2) weeks. Also, there must be a meeting with the academic advisor to review requirements of course enrollment.

PRAIRIE VIEW A & M UNIVERSITY COLLEGE OF NURSING IMMUNIZATION RECORD

Name: _____ Address: _____ City/State/Zip: _____ Daytime Phone: _____ Emergency Name & Phone: _____ Health Insurance Company: _____	(Check which program you are entering) BSN _____ LVN to BSN _____ RN to BSN _____ MASTERS _____ Gender: Male _____ Female _____ Date of Birth: _____ Student ID# _____
<u>Documentation of Immunizations</u>	<u>Requirements</u>
<u>DATE OF IMMUNIZATION FOR:</u>	
Tetanus/Diphtheria Booster:	<u>TD: Booster within the past 10 years</u>
Measles # 1 _____ OR Seropositive titre confirmed: _____ # 2 _____ Mumps: _____ OR Seropositive titre confirmed: _____ Rubella: _____ OR Seropositive titre confirmed: _____ OR MMR: #1 _____ #2 _____ Booster: _____	Measles: For students born after 1956, 2 doses given after 1967 confirmation of titre Mumps: For students born after 1956, one dose Rubella: One dose after 1 st birthday confirmation of Seropositive titre. MMR may be given instead of individual vaccines.
Hepatitis B: Seropositive titre: _____ OR Date #1 _____ Date #2 _____ Date #3 _____	Hepatitis B: First two of series of three completed before enrollment and series completed as scheduled OR confirmation of seropositive titre.
Varicella: Vaccine 1 st dose: _____ 2 nd dose: _____ Or confirmation of Seropositive titre _____ Meningococcal Vaccine Date: _____	Varicella (Chicken Pox) Seropositive titre OR Vaccine. Two doses vaccine with the 2 nd dose 4 – 8 weeks after the first. Meningococcal Highly recommended: One dose.
TB Screening PPD (Mantoux, not Tine): Negative Positive Date: _____ CXR Date: _____ Negative: _____ Positive: _____ If positive please give details: _____	<u>TB Screening:</u> Mantoux skin tests required (NOT Tine): Negative PPD within past year OR Negative CXR AND confirmation of prophylactic treatment.

DATE FORM COMPLETED: _____

.....
FOR COLLEGE OF NURSING USE ONLY. Place sign & date in Semester blanks. Thank you!

1st TB expiration date: _____ 2nd TB expiration date: _____ 3rd TB expiration date: _____

TD expiration date: _____ Hepatitis B dose Due Date: _____

APPENDIX G

Request for Academic Appeal

PRAIRIE VIEW A&M UNIVERSITY
COLLEGE OF NURSING

STUDENT DATA SHEET-PRELIMINARY QUESTIONNAIRE

REQUEST FOR ACADEMIC APPEAL

This questionnaire is for presentation of written request for an academic appeal. The request is to be submitted by the student to the Program Director for follow through to the Chair, Academic Standards Committee College of Nursing. On the basis of the information given, determination will be made as to whether an Appeals hearing is warranted.

Student Full Name _____ Student I.D.# _____

Date _____ Semester/Year Enrolled _____

Local Address _____ Local Phone # _____

Home Address _____ Home Phone # _____

E-Mail _____

BRIEF STATEMENT OF REASON FOR ACADEMIC APPEAL:

I am appealing for a change in _____

Brief statement to support request for academic appeal

Evidence to be presented: (You may attach additional pages as necessary)

Name(s) of faculty or students who have agreed to speak in support of your appeal.

_____	_____
_____	_____
_____	_____

Student's Signature

Date