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Masters Degree in Nursing Programs

Family Nurse Practitioner ● Nurse Administration ● Nurse Education

ACCREDITATION

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
www.acenursing.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

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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 (BSN); and graduate prepared nurses with an area of specialization (MSN) and/or a doctoral prepared (DNP) expert clinical practice scholar, all of whom have foundations for continuing personal, professional and educational growth. Graduates are prepared to practice in a variety of settings and to assume leadership roles as socially responsible and accountable professionals in response to the health needs of a rapidly changing, technological 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 culturally 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 master's and doctoral prepared 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; to lead change to advance health care; 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 and Post-Master’s Certification in three 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 15 semester hours of core content, 9 semester hours of advanced practice core content, 23 semester hours of nurse practitioner specialty content, 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 15 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 five 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 curriculum requires students to complete 15 semester hours of core content, 15 semester credit hours in Nurse Education specialty courses, 9 semester hours of clinical practice core courses and 6 semester hours of either a thesis or non-thesis option. Two practicum courses are required: classroom and clinical instruction (120 contact hours each) for a total of 240 hours. This course of study prepares nurses to take the National League for Nursing Certified Nurse Education Examination.
Post-Master's Certification
A Post-Master's Certificate is offered for all degree options: Family Nurse Practitioner, Nurse Administration, and Nurse Education. The Post-Masters Certificate is designed for nurses who have a master’s degree in nursing and need to complete a course of study leading to a national certification.

The post-graduate FNP certificate students are required to take the Advanced Practice Core courses and the Role course if they do not have equivalent courses and credits on their previous MSN transcripts. These core courses are not required for students who hold national certification as nurse practitioners in other population foci. Advanced physical assessment and diagnostic reasoning, advanced pathophysiology for APRNs, and advanced pharmacology for APRNs are required for students who are not recognized as APRNs by the state board of nursing.
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.

Reviewed: 6/2010
Revised: 6/2013
Reviewed: 5/2015
Master of Science in Nursing Organizing Framework

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

Reviewed: 6/2010
Revised: 8/2015
The program objectives are designed to accomplish a Master of Science in Nursing Degree through three degree programs and the Post Master’s Certifications: family nurse practitioner, nurse education and nurse administration. Upon completion of the program, the graduate is prepared to:

1. Use evidence-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.
Flow Chart for Master's Level Education

Graduate Nursing Core Courses
- Theoretical Foundations
- Transcultural Family
- Clinical Research
- Health Policy
- Statistics

Clinical Core Courses
- Advanced Pharmacology
- Advanced Pathophysiology
- Advanced Health Assessment with Practicum/Lab

Education
- Program & Curriculum Design
- Instructional Strategies & Methods
- Evaluation in Nursing Education
- Nursing Education Practicum I: Classroom Instruction
- Nursing Practicum II: Clinical Instruction

Advanced Practice Core Courses
- Advanced Pharmacology for Advanced Practice Nursing
- Advanced Pathophysiology for Advanced Practice Nursing
- Advanced Health Assessment & Diagnostic Reasoning

Practitioner
- Role Theory and Ethics
- Financial Management in Advanced Nursing Practice
- Primary Health Care for Childbearing/Child-rearing Family
- Primary Health Care for Adult and Elderly Management of Complex Health Problems

Health Informatics Electives
- Introduction of Health Care Information System Analysis and Design

Business Course Electives
- Concepts of Accounting
- Concepts of Economic Analysis
- Concepts of Finance

Thesis
- Thesis Proposal Writing
- Thesis

Non-Thesis
- Evidence Based Project Development
- Research Capstone Project

Note: Graduate study courses with a sampling of business and health informatics electives. Not all courses are offered each semester. Practicum courses are offered once each academic year.
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 Accreditation Commission for Education in Nursing (ACEN) 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 two years.

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 if not included in the BSN curriculum.
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 a satisfactory writing sample.
9. Complete an individual interview with graduate faculty/committee.

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 ACEN 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
HEALTH REQUIREMENTS
Students must demonstrate good physical and mental health consistent with the demands of the education program. A physical exam, a flu shot, negative TB skin test or chest x-ray, proof of measles, mumps and rubella immunity (MMR), and Hepatitis B vaccination, 1,2, 3, or a Teter documentation, Hepatitis C antibody blood test or Hepatitis Panel, Varicella Vaccine Titer, TDAP and meningococcal vaccine (state requirement for new students under age 29) of 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 Student Conduct.

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. Applicants with a positive background check will not be considered for admission until evidence of good standing is received.

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.
Background Check: Payment to Texas Department of Public Safety $3.00
Drug Screen: Payment to Lab Corp - $35.00

All admission requirements including the health requirements, drug screen, and background check form must be submitted to the Admission Office.

Note: Mail to – ATTN: Graduate Admissions
Prairie View A&M University – Admissions Office
6436 Fannin Street, Suite 102, Houston, Texas 77030

GRADUATE STUDENT ORIENTATION
Attendance at the graduate student orientation is mandatory for all students admitted to the graduate program. Students who do not attend the graduate orientation will jeopardize the chance for continued enrollment. Students must provide advance notification to the program coordinator if they cannot attend the orientation. The program coordinator in consultation with program director will decide if student can be accommodated in the program.

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 ACEN 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. Non-degree students cannot receive financial aid.

**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. 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.
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 and program director must review and approve the degree plan.

Each semester, the faculty advisor and student will meet two times: one to review proposal plans of study and the second meeting for registration. 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. **Students who change their schedules or register for courses against the advice of an advisor jeopardize their enrollment in the course.**

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. *All students must be advised prior to registration. Students who register in courses without advisement risk continued enrollment in the course.*

**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.

**Thesis/Non-Thesis Option**
MSN students are required to complete either a thesis or non-thesis option. The non-thesis option includes completion of an elective in proposal writing and a Capstone Project in order to be eligible for graduation. The Capstone project is the scholarly alternative to the thesis. The Project provides evidence that students have engaged in scholarly and creative work in clinical practice, nursing education or administration. The project must address a problem relevant to nursing. There are a number of different approaches to the capstone project that are approved by the College of Nursing. Students may select from the approved list or develop another project for faculty approval. The Project is a faculty guided experience that requires the synthesis of nursing theory, practice and research into an oral or poster presentation and a written paper upon completion of the Project. Guidelines for the thesis are outlined in the “Thesis and Dissertation Manual “Graduate School (2012).

**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.

**Change of Program/Major**
Students who are in good academic standing with a cumulative GPA of 3.0 or higher in all course work are eligible to begin the process to change from one degree program to another. The following steps are required before the change can be made. The student must:

1. Consult the graduate major advisor in the proposed field of study.
2. Request and receive a letter of recommendation from the Coordinator of the program that the student is leaving.
3. File with the Graduate School an admission application, pay the application fee of $50.00, and submit three (3) letters of recommendation. One of the recommendations must come from the Coordinator of the program that the student is leaving.
Graduate students may not change programs or majors while on probation. If a student wants to be admitted to a different program (after the probation period), he/she must re-apply to the Graduate School through the accepting Graduate Advisor, Department Head, and Academic Dean. The application will be subject to the approval of the Graduate School.

**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** = WITHDRAWN OFFICIALLY

**Attendance Policy**

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. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of “F”.

Absences are accumulated beginning with the first day of class during regular semesters and summer terms.

Each faculty member will include the University’s attendance policy in each course syllabus. The course syllabus will be distributed on the first day that instruction begins as outlined by the academic calendar. There are two kinds of absences: 1) **excused** or 2) **excessive (unexcused)** absence.

**Excused Absences:** Absences due to illness, attendance at university approved activities, and family or other emergencies constitute excused absences and must be supported by documentation presented to the instructor prior to or immediately upon the student's return to class. Students are always responsible for all oral and written examinations as well as all assignments (e.g., projects, papers, reports).

**Excessive Absences:** Accumulation of one week of unexcused absences (for the number of clock hours equivalent to the credit for the course) constitutes excessive absenteeism. The instructor is not required to accept assignments as part of the course requirement when the student's absence is unexcused.

The instructors record shall constitute the official account of the student's attendance. 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. Therefore, 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.

**Absences on Religious Holy Days**

In accordance with Texas Education Code, Section 51.925, subchapter (Z), a student may be absent from classes for the observance of a religious holy day and will be permitted to take missed examinations and complete missed assignments provided the student has notified the instructor of the planned absence in writing and receipt of the notice has been acknowledged by the instructor in writing. “A religious holy day means a holy day observed by a religion whose place of worship is exempt from property taxation under the Texas Tax Code, Section 11.20.”

**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.

- A student may receive a grade of “I” (incomplete) in a course, under special circumstances. A grade of “I” must have supportive documentation prior to approval. The instructor will determine if the student meets the criteria for an “I” incomplete. The instructor will prepare the Request for “I” as a Final Grade (RIFG) form, sign and submit to the Department Head. See the Graduate Catalog for complete instructions on submitting a request for an incomplete. The “I” 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 all required courses for the degree program with a grade of “B” or higher.
4. Meet all the general requirements for graduation as outlined in the University’s Graduate Catalog.
5. Complete a thesis or non-thesis option. The thesis option is proposal writing and satisfactory completion of a thesis; non-thesis option is a research capstone and an elective.

NOTE: A student will not graduate with a grade of “C”. Students are allowed one opportunity to repeat one course one time only.

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 cumulative GPA of less than a 3.0 in a semester.
   c. Receive a grade of “C” or below in any course.
2. Students are allowed one opportunity to retake only one course in which a grade of “C” is earned.

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 **cumulative** GPA of 3.0 or greater in two consecutive semesters or 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 HONESTY**

Prairie View A&M University considers academic honesty one of its highest values. A learner who obtains academic credit for work that is not the product of his or her own effort is being dishonest, and is undermining the academic integrity of the University.

**ACADEMIC DISHONESTY**

The University Policy on Academic Dishonesty is detailed in the University Code of Conduct Student Handbook. 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*.

Course credit is to be earned by students and may not be obtained through acts of dishonesty. Disciplinary action will be taken against any student who alone or with others engages in any act of academic dishonesty such as cheating or plagiarism.

**PLAGIARISM**

Plagiarism as defined by the University includes:

1. Failure to credit sources used in a work or product in an attempt to pass off the work as one’s own.

2. Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources, such as cutting and pasting from the Internet (University Code of Student Conduct).

Faculty members have the choice of evaluating plagiarism using a computerized program.

**CHEATING**

Cheating is defined as acquiring and/or providing information such as

1. Using unauthorized materials, information or study aids in any academic exercise.
2. Acquiring answers for an assigned work or examination from an unauthorized source.
3. Copying the work of another student during an examination.
4. Informing a person of the contents of an examination prior to the time of the examination is given.
5. Cutting and Pasting directly from textbooks, websites and other sources is not acceptable and considered dishonest.

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.

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.
HEALTH AND DISABILITY

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.

TITLE IX OF THE EDUCATION ACT OF 1972 & PREGNANCY STATEMENT

Title IX states,

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Any pregnant students, or students planning to become pregnant, should consult with their health care provider to determine what, if any, additional precautions are needed based on their individual situation. It is the responsibility of the student to communicate their needs to the Dean of the College of Nursing, Academic Programs as soon as possible in order for risk-reduction to begin when it can be most effective, and to determine if additional steps are necessary. While the college cannot mandate the student to notify the college she is pregnant or planning to become pregnant, the college strongly recommends students to provide notification so appropriate steps can be taken to insure the health of both parent and child. To communicate health circumstances or to request additional information, please contact the Dean of the College of Nursing, Academic Programs, Dr. Betty N. Adams, at 713-797-7009.
STUDENT GRIEVANCES

GRIEVANCES
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. Grievances 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 grievance 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 Grievances
There is an investigational grievance 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.

Grievance 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 grievance should be submitted to the program director, who will forward it to the Office of the dean.

• The grievance must include the following:
  - A written grievance 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 grievance, the Dean shall schedule an investigational grievance 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 grievance. The committee chairperson will inform all pertinent parties of the scheduled date and time of the grievance.

• 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/grievance 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 grievance.

• 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 grievance, a request may be submitted to the Provost and Vice President for Academic Affairs.
STUDENT LIFE

HOODING & PINNING CEREMONIES
Prairie View A&M University Graduate Nursing Program recognizes students who have satisfied all degree requirements by providing a Hooding and Pinning Ceremony. The ceremony is held once every academic year in the spring semester before commencement exercises. The commencement can be found in the academic calendar provided in the catalog and the university website. Students who complete all required degree requirements in the fall or summer semester are welcome and encouraged to attend the Hooding and Pinning Ceremony held in the spring semester.

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.

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**

Students use the building for study, academic activities, 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.
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.
Appendix A: Degree Requirements and Curriculum Sequences
Appendix B: Course Descriptions
Appendix C: Title Page Sample in APA Format
Appendix D: Credit and Clock Hours for Clinical Practicum for MSN Programs
Appendix E: Advisement
Appendix F: Progression: Degree Plan, Transfer Credit, Candidacy, and Graduation
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Appendix I: Frequently Asked Questions (FAQ)
APPENDIX A

Degree Requirements and Curriculum Sequences
# FAMILY NURSE PRACTITIONER

## MSN Degree & Post Masters Certificate Requirements

### MSN FAMILY NURSE PRACTITIONER

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<tr>
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<td><strong>GRADUATE CORE COURSES</strong></td>
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<td>NURS 5013</td>
<td>Theoretical Foundations</td>
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<td>Advanced Pharmacology for Advanced Practice Nursing</td>
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<td><strong>NURSE PRACTITIONER SPECIALITY COURSES</strong></td>
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### POST MASTERS CERTIFICATE– FAMILY NURSE PRACTITIONER -

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**POST MASTERS CERTIFICATE– FAMILY NURSE PRACTITIONER -**

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* 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).

** Post-Master’s Certificate Program for students recognized as APRN by the Board of Nursing
### MSN-FAMILY NURSE PRACTITIONER CURRICULUM SEQUENCES

#### Full Time Option

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<td>NURS 5245 Primary Health Care for the Adult &amp; Elderly Family</td>
</tr>
<tr>
<td>NURS 5003 Transcultural Family</td>
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<td><strong>NURS 5713</strong> Health Policy</td>
</tr>
<tr>
<td>NURS 5173 Advanced Pharmacology for Advance Practice Nursing</td>
<td><strong>NURS 5263</strong> Advanced Health Assessment &amp; Diagnostic Reasoning</td>
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#### Part Time Curriculum Sequence

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40  | PVAMU: College of Nursing Graduate Student Handbook 2015-2017
## NURSE ADMINISTRATION

*MSN Degree & Post Masters Certificate Requirements*

### MSN NURSE ADMINISTRATION

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### POST MASTERS CERTIFICATE - NURSE ADMINISTRATION

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## MSN-NURSE ADMINISTRATION
### CURRICULUM SEQUENCE

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## MSN Nurse Education

### Graduate Core Courses

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### Clinical Practice Core Courses

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### Nursing Education Courses

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**OR**

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**Total Hours**: 45

### Post Masters Certificate - Nurse Education

### Clinical Practice Core Courses

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### Nursing Education Courses

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**Total Hours**: 21

*Clinical practice core courses must be taken if not completed within the past 5 years. Transfer credits may be accepted for the Clinical Practice Courses.*
### MSN-NURSE EDUCATION

#### CURRICULUM SEQUENCE

**Full Time Option**

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**Part Time Option**

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APPENDIX B

Course Descriptions
COURSE DESCRIPTIONS

NURS 5003. Transcultural Family Health Care in Rural and Urban Settings. (3-0) Credit 3 semester hours. Explores the cultural dimension of health care delivery in urban and rural settings. Emphasis is placed on examining concepts including health promotion, epidemiology and vulnerable populations. Opportunities are provided to apply theories from family studies, public health, community health nursing and primary health care to empower families and communities to promote healthy lifestyles. (Core Course) Prerequisite: Admission to the program.

NURS 5013. Theoretical Foundations of Nursing. (3-0) Credit 3 semester hours. Presents theoretical foundations for nursing. Explores relationships between theories and advanced practice nursing. Examines various theories in nursing practice and other health care disciplines. (Core Course) Prerequisite: Admission to the program.

NURS 5023. Advanced Pharmacology. (3-0) Credit 3 semester hours. Provides a comprehensive understanding of the therapeutic use of major drug classifications for clients of all ages. Emphasis is on the application of drug therapy to the promotion of health and the treatment of disease. Advanced pharmacodynamic and pharmacokinetic principles will be analyzed. (Advanced Practice Core Course) Prerequisite: Admission to the program.

NURS 5033. Advanced Pathophysiology. (3-0) Credit 3 semester hours. Advanced study of physiological and pathological processes at biochemical, cellular, organ and system levels. Course content includes biologic variations and susceptibility to pathology across different ethnic groups and specific populations. (Advanced Practice Core Course) Prerequisite: Admission to the program.

NURS 5042. Role Theory and Ethics in Advanced Practice Nursing (2-0) Credit 2 semester hours. Role theory is utilized for analyzing the dimensions of the role of the APN. Competencies of the APN are examined. Ethical decision-making models are explored to promote role transition and integration. The legal bases of the role are also presented. (Advanced Practice Core Courses) Prerequisite: N5013, N5133 and Permission of instructor.

NURS 5133. Clinical Research. (3-0) Credit 3 semester hours. The course focuses on the use of research methodologies to analyze nursing practice problems for a population of diverse ethnic and socio-economic backgrounds. The interrelationship between theory, practice and evidenced-based research, and the use of nursing knowledge for the improvement of clinical outcomes is emphasized. Review of major research designs, methods, and ethical requirements of scientific inquiry are addressed. Prerequisite or Co-requisite: NURS 5013.

NURS 5163 Advanced Pathophysiology for Advance Practice Nursing: 3 semester hours. This course is used to guide the advance practice nursing student in interpreting changes in normal function that result in symptoms indicative of illness. Study of the physiological and pathophysiological processes that are a basis for advanced nursing practice. The emphasis is placed on the genetic, molecular, cellular and organ system levels across various groups and populations. Prerequisite: Admission to the program.
**NURS 5173 Advanced Pharmacology for Advance Practice Nursing: 3 semester hours.**
This course is to provide the APN graduate with the knowledge and skills to assess, diagnose, and manage patients’ common health problems. Course theory content includes pharmacotherapeutics and pharmacokinetics of broad categories of pharmacologic agents. Evidence-based research provides the basis for selecting effective, safe and cost-efficient pharmacologic regimens. Prerequisite: Admission to the program.

**NURS 5203. Medical Coding, Billing and Reimbursement.** (3-0) Credit 3 semester hours. This course is to assist the Nurse Practitioner in maximizing reimbursement of services provided by emphasizing proper coding, billing and HIPAA compliance. The Nurse Practitioner will learn about medical necessity, bundled services, modifiers, and efficient ways to be compliant while getting the maximum reimbursement due for services performed. The NP provider will ensure complete and comprehensive documentation and coding and billing of all services rendered. Participants will learn to confidently code and audit CPT, HCPCs and ICD-9 codes. Particular attention will be paid to evaluation and management coding.

**NURS 5213. Advanced Diagnostic & Therapeutic Procedures.** (3-0) Credit 3 semester hours. The course focuses on the development of primary care diagnostic and therapeutic procedures for advanced nursing practice. Multiple types of clinical applications are utilized to expand students’ knowledge and proficiency in primary care clinical procedures. A structured clinical laboratory and/or 4 hour clinical practicum per week in an urban or rural setting is a course requirement.

**NURS 5214. Advanced Health Assessment with Practicum.** (2-8) Credit 4 semester hours. Builds upon basic physical assessment and history taking skills by increasing the depth and breadth of student knowledge related to the principles and techniques of interviewing, screening, and physical assessment across the lifespan. Includes interpretation of data and differential diagnosis. A structured laboratory and/or 8 hour practicum per week in an urban and rural setting is a course requirement. (Advanced Practice Course) Prerequisite: NURS 5003, NURS 5033, NURS 5133: Prerequisite or Co-requisite: NURS 5042

**NURS 5216. Primary Health Care for the Childbearing/Childrearing Family with Practicum.** (2-12) Credit 6 semester hours. This combined theory and practicum courses focuses on the role of the family nurse practitioner in caring for childbearing and childrearing families from diverse populations. Emphasis is placed on health promotion/maintenance, health risk assessment and acute symptoms management. Growth and development and psychosocial stages and tasks are presented. Includes practicum experiences in urban and rural communities. (Nurse Practitioner Specialty Course) Prerequisite: Admission to candidacy for graduate degree and NURS 5245.

**NURS 5223. Chronic Disease Self-Management.** (3-0) Credit 3 semester hours. The course focuses on the development skills for evidenced-based methods of patient education and counseling for advanced nursing practice. Multiple types of clinical applications are utilized to expand student’ knowledge and proficiency in patient education of chronic diseases. The course work includes 60 hours of experiential application of Chronic Disease Self-Management education and counseling. A structured clinical laboratory and/or 4 hour clinical practicum per week in an urban or rural setting is a course requirement.
NURS 5243. Advanced Health Assessment in Nursing Education (1-2) Builds upon basic physical assessment and history taking skills by increasing the depth and breadth of student knowledge related to the principles and techniques of interviewing, screening, and physical assessment across the lifespan. A structured 4 hour labor or practicum experience per week is a course requirements. Permission of instructor.

NURS 5245. Primary Health Care for the Adult and Elderly with Practicum. (2-12) Credit 5 semester hours. This combined theory and practicum course focuses on the role of the family nurse practitioner in the management of the adult and elderly client in urban or rural communities. The emphasis is placed on health risk assessment, health maintenance/ restoration and management of acute and chronic problems. Includes practicum experiences in a variety of settings. (Nurse Practitioner Specialty Course) Prerequisite: Admission to candidacy for graduate degree and NURS 5023, 5033, 5263.

NURS 5257. Management of Complex Health Problems. (2-20) Credit 7 semester hours. In this course, the student uses theoretical, scientific, and current clinical knowledge for the assessment and management of clients with complex health problems in selected vulnerable populations. Topics will include management of complex diseases, role implementation, research utilization, decision-making, consultation and referral for APN practice. (Nurse Practitioner Specialty Course) Prerequisite: NURS 5245 & 5216.

NURS 5263 Advanced Health Assessment and Diagnostic Reasoning for Advanced Practice Nursing: 3 semester hours.
Building upon previously acquired physical assessment and history taking skills, this course prepares graduate advanced practice nursing students to obtain a meaningful history and to integrate it with physical findings to develop a problem list. Interpretation of selected diagnostic tests and differential diagnoses. Analyze diagnostic reasoning models and apply to advanced practice nursing contexts. Prerequisite: NURS 5003, 5133, 5163, and 5173. Co-requisites: NURS 5042, 5173, & 5163.

NURS 5303. Program & Curriculum Design. (3-0) Credit 3 semester hours. The focus of this course is on curricula design and development. Students will examine the principles of curriculum and program design, factors that affect curriculum, philosophies, conceptual frameworks, curriculum models, and curriculum evaluation. Emphasis will be placed on the relationship between philosophy, program goals, objectives and content. Prerequisite: NURS 5013, 5133, 5023, 5033, 5042, 5263, and Permission of instructor.

NURS 5313. Instructional Methods & Strategies. (3-0) Credit 3 semester hours. The student examines various teaching strategies and methods, educational theories, principles of learning, and theories relevant to the instructional process will be discussed. Emphasis will be placed on classroom and clinical teaching, supervision and management of the learning environment. Teaching using technology will be a major focus. Prerequisites: NURS 5303 and Permission of instructor.

NURS 5323. Evaluation in Nursing Education. (3-0) Credit 3 semester hours. This course focuses on evaluation techniques and strategies. The design and use of evaluation tools in classroom and clinical evaluation will be discussed. The identification and evaluation of clinical competencies will be an area of focus. Test development, measurement and the use of evaluation instruments will be examined. Emphasis is placed on evaluation measures such as
standardized tests and item analysis of teacher made test. Prerequisites: NURS 5303, NURS 5313

**NURS 5333. Nurse Education Role Practicum I.** (1-8) Credit 3 semester hours. This practicum course emphasizes the integration of knowledge from curriculum design, strategies and evaluation into the role of nurse educator. Students are provided experiences in the classroom and clinical settings to develop knowledge, apply theories, models, skills and attributes essential to the role of nurse educator. Students will participate in experiences related to the advanced practice role of nurse educator under the direction of a faculty preceptor. Prerequisites: NURS 5303, NURS 5313, Pre-requisite or Co-requisite: NURS 5323.

**NURS 5343. Teaching with Technology.** (3-0) Credit 3 semester hours. The course will focus on the use of technology for effective teaching and presentations. The goal of the course is to assist the learner in the infusion of instructional design, media, computers, and related web based technologies into the instructional process. Emphasis will be placed on using technology to Enhance content delivery and presentations.

**NURS 5353. Nursing Education Role Practicum II.** (1-2) Credit 3 semester hours. This course focuses on the application of teaching, learning and evaluation strategies in the clinical setting. Students are provided the experiences in the clinical setting to apply theories, models, skills, learning, principles and develop attributes essential to the role of nurse educators in academic and clinical settings. Emphasis is placed on assessment and evaluation of learning outcomes. Prerequisites: NURS 5303 (Minimum grade-B), NURS 5313 (Minimum grade- B), NURS 5323 (Minimum grade- B).

**NURS 5363. Clinical Simulations in Nursing Education and Practice.** (2-1) Credit 3 semester hours. This course will focus on the theoretical and technical knowledge and skills needed to plan, design, and implement simulated learning activities in the educational and health care settings. Emphasis will be placed on best practices in the use of clinical simulations as a virtual learning modality.

**NURS 5403. Nurse Administration I – Organizational Theory.** (3-0). Credit 3 semester hours. This course examines organizational concepts, theories, and behavior relevant to Nurse Administration, management and health care delivery systems. Major topics include management principles, organizational processes, conflict and change process. Discussion will include management philosophy, structure, legal and ethical concerns. Prerequisites: NURS 5003, 5013, 5133; Prerequisite or co-requisite: NURS 5042.

**NURS 5413. Nurse Administration II – Healthcare Management.** (3-0) Credit 3 semester hours. The focus of this course is on healthcare management issues and strategies: Healthcare of individual populations, case management, health promotion, disease management, standards of care, cost, quality, health indicators, and disparities. Human Resource Management, including data management and informatics will be emphasized. Prerequisites: NURS 5403.

**NURS 5423. Nurse Administration III – Healthcare Economics & Financial Management.** (3-0) Credit 3 semester hours. This course focuses on economics and financing in health care delivery systems. Major topics include budget preparation and fiscal management within an organizational structure. Emphasis will be placed on the use of databases, spreadsheets and
other software applications to the budgetary process. Insurance providers, impact of consumers, cost and benefits, state and federal regulations, legal and ethical issues will also be included. Prerequisites: NURS5403, 5413.

NURS 5433. Nurse Administration IV – Role Practicum. (1-8) Credit 3 semester hours. A practicum experience designed for synthesis of theory and practice. Practicum will include group seminar, observational and independent learning activities. Practicum experiences will be directed toward the student’s career goals. Prerequisites: NURS 5403, 5413, 5423.

NURS 5443. Health Informatics I: Introduction to Health Care Informatics. (3-0) Credit 3 semester hours. This course is designed to introduce the foundations of health care informatics to the advanced practice nurse (administrator, educator, and practitioner). The focus is on developing an understanding of the core concepts of health care informatics. The history, use, design, management, and ethics of health care information systems will be examined with attention to current issues and trends impacting the profession of nursing.

NURS 5453. Health Informatics II: Health Information System Analysis. (3-0) Credit 3 semester hours. The purpose of this course is to assist the advanced practice nurse (administrator, educator, and practitioner) in developing an understanding of the components, process and tools that make up the necessary components of health information systems. Advanced topics in information technology and systems in a health care setting; collection, analysis and management of health care data; special issues related to the role of project management will be explored.

NURS 5463. Health Informatics III – Human Computer Interface. (3.0) Credit semester hours. This course introduces concepts of human factor design, specifically human computer interaction and ergonomics, and applies them to interface design in healthcare. This includes the user interface design of medical devices, health related websites, and health information systems. This course examines principles, theory and models to design and evaluate optimal interfaces to promote human computer interaction in health care informatics applications.

NURS 5713. Health Policy. (3-0) Credit 3 semester hours. This course focuses on the development of health care policy. Current, local, state, and national issues influencing health policies are reviewed. Health care delivery models are explored as well as the concepts of power, political action, activism and networking. Major health policy issues facing advanced practice nursing in the 21st century are considered. (Core Course) Prerequisite: Admission to the program.

NURS 5743. Writing for Publication. (3-0) Credit 3 semester hours. Designed to help students understand the publication process and to improve scholarly writing abilities. Each student will prepare a manuscript and submit it to a selected nursing journal for publication consideration. Students are encouraged to have a topic and target journal identified before class begins. Prerequisite: NURS 5013, Nurs 5133

NURS 5763. Financial Management in Advanced Nursing Practice. (3-0) Credit 3 semester hours. This course focuses on health care financing at the local, state and national levels as well as the concepts of reimbursement, contract, negotiation, and partnerships in practice. Cost effective analysis is explored as a tool to examine cost and outcomes for the care diverse populations. (Advanced Practice Core Course) Prerequisite: 5245; Co-requisite: NURS 5215.
NURS 5783. Research Capstone Project. (3-0) The research capstone project is the scholarly alternative to the thesis. The project provides students the opportunity to use the research process to investigate a problem in clinical practice, nursing education or administration. This course is a faculty guided experience that requires synthesis of nursing theory, research, and practice into an oral presentation and written research paper. Prerequisites: NURS 5013 (Minimum grade- B), NURS 5133 (Minimum grade-B).

NURS 5803. Thesis. Proposal Writing. (3-0) Credit 3 semester hours. Concepts of research techniques and designs are explored. A research proposal is developed.

NURS 5903. Thesis. (3-0) Credit 3 semester hours. Application of research skills to thoroughly develop thesis on topic approved by advisor. Prerequisite: Nursing 5803. May be repeated for 3 credit hours.

NURS 5983. Special Topics. (3-0) Credit 3 semester hours. Exploration of a single topic not covered in the graduate curriculum (i.e. curriculum development, curriculum evaluation, and skills practicum) but related to Health Care and/or Nursing. The course may be repeated for credit with a different topic, to a maximum of 6 credits. Prerequisite: Permission of instructor.

NURS 5991-5993. Independent Study. (0-0) Credit 1-3 semester hours. Provides an opportunity for the student to engage in independent study in an area of interest.
APPENDIX C

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 D

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

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### NURSE EDUCATION PROGRAM

**CREDIT AND CLOCK HOURS FOR CLINICAL PRACTICUM**

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<tr>
<td>• Practicum</td>
<td>2</td>
<td>1:4</td>
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| **NURS 5353**                 |              |       |                     |
| Nursing Education Role Practicum II |          |       |                     |
| • Didactic                    | 2            | 1:1   | 2 lecture hours per week |
| • Practicum                   | 2            | 1:4   | 8 clinical hours per week |

### NURSE ADMINISTRATION PROGRAM

**CREDIT AND CLOCK HOURS FOR CLINICAL PRACTICUM**

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<td>• Practicum</td>
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APPENDIX E

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

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### Course Selections (First Choice)

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### Alternate Selections (Second Choice)

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<td>3</td>
<td>UG</td>
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<td>DD or RE</td>
<td>DD or RE</td>
<td>DD or RE</td>
<td>DD or RE</td>
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</tbody>
</table>

**Total Hours**

**DD** = Drop without record  **RE** = Add course

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**Student Signature**

**Date**

**Advisor Signature**

**Date**

**SPECIAL APPROVAL:**

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

- [ ] 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 F

Progression

Degree Plan, Transfer Credit,
Candidacy Application & Graduation Application
I submit the following graduate courses to be completed in my major field:

<table>
<thead>
<tr>
<th>Year</th>
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<th>Course Prefix, Number &amp; Title</th>
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<tr>
<td></td>
<td></td>
<td>Nursing</td>
<td>NURS 5133 - Clinical Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nursing</td>
<td>NURS 5713 - Health Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nursing</td>
<td>NURS 5003 - Transcultural Family</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nursing</td>
<td>NURS 5743 – Writing for Publication (Non-Thesis Option)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nursing</td>
<td>NURS 5000 – Elective Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Course No &amp; Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Non-Thesis Option)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**APPROVALS**

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dean of College</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Head</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate School Dean</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
I submit the following graduate courses to be completed in my major field:

<table>
<thead>
<tr>
<th>Year</th>
<th>Term</th>
<th>Institution</th>
<th>Course Prefix, Number &amp; Title</th>
<th>Grade</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Nursing</td>
<td>NURS 5013 - Theoretical Foundations</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nursing</td>
<td>NURS 5042 - Role Theory Ethics</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nursing</td>
<td>NURS 5133 - Clinical Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nursing</td>
<td>NURS 5713 - Health Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nursing</td>
<td>NURS 5003 - Transcultural Family</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nursing</td>
<td>NURS 5803 – Proposal Writing (Thesis Option)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nursing</td>
<td>NURS 5903 – Thesis (Thesis Option)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**APPROVALS**

Advisor: ______________________________________ Date: ________________

Dean of College: ______________________________________ Date: ________________

Department Head: ______________________________________ Date: ________________

Graduate School Dean: ______________________________________ Date: ________________
**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**

<table>
<thead>
<tr>
<th>Transfer Prefix, #</th>
<th>Transfer Course Title/Description</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.V. Equivalent</td>
<td><strong>P. V.  Course Title/Description</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Approved: Disapproved:

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Date</th>
<th>Advisor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Head</td>
<td>Date</td>
<td>Department Head</td>
<td>Date</td>
</tr>
<tr>
<td>Dean of Graduate School</td>
<td>Date</td>
<td>Dean of Graduate School</td>
<td>Date</td>
</tr>
</tbody>
</table>
PRAIRIE VIEW A&M UNIVERSITY - GRADUATE SCHOOL

APPLICATION FOR ADMISSION TO CANDIDACY
(Must be submitted upon completion of 12 sem. hrs. of graduate work)

<table>
<thead>
<tr>
<th>NAME</th>
<th>SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>DATE</td>
</tr>
<tr>
<td>GRE TEST DATE:</td>
<td></td>
</tr>
<tr>
<td>Home Phone</td>
<td>Office Phone</td>
</tr>
<tr>
<td>PROFESSIONAL OBJECTIVE</td>
<td>MAJOR:</td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
</tr>
</tbody>
</table>

LIST COURSES COMPLETED
(First 4 Courses)

<table>
<thead>
<tr>
<th>Year</th>
<th>Term</th>
<th>Institution</th>
<th>Course Prefix, Number &amp; Title</th>
<th>Grade</th>
<th>Credit</th>
</tr>
</thead>
</table>

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)

64
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.

Student ID: ___________________________

Circle the semester in which you will finish all requirements:
      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, absents 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:


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

□ No missing grades from prior semesters

□ GRE/GMAT Scores in SIS (Graduate only)

□ No ‘I’ or ‘IP’ grades

□ Thesis/Dissertation Title:

Comment:

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

Advisor’s Initials ___________________________

Department Head/Dean’s Signature ___________________________

Date ___________________________

Office Use Only

Received by ___________________________  Date ___________________________

_______003  ____007  _____117  _____119  _____432

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 G

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)

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.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Condition</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anemia</td>
<td>Hay Fever</td>
<td>Psychotic Disorders</td>
</tr>
<tr>
<td>Antisocial Personality Disorder</td>
<td>Hepatitis</td>
<td>Rheumatic Fever</td>
</tr>
<tr>
<td>Arthritis</td>
<td>Heart Disease</td>
<td>Schizophrenia</td>
</tr>
<tr>
<td>Asthma</td>
<td>Heart Defects</td>
<td>Seizures</td>
</tr>
<tr>
<td>Back Problem</td>
<td>Hemia</td>
<td>Sexually Transmitted Disease(s)</td>
</tr>
<tr>
<td>Bleeding Disorders</td>
<td>High Blood Pressure</td>
<td>Sickle Cell Anemia</td>
</tr>
<tr>
<td>Bipolar Disorder</td>
<td>Kidney Disease</td>
<td>Skin Disorders</td>
</tr>
<tr>
<td>Borderline Personality Disorder</td>
<td>Migraines</td>
<td>Tonsillitis</td>
</tr>
<tr>
<td>Cancer</td>
<td>Major Depression</td>
<td>Tuberculosis</td>
</tr>
<tr>
<td>Diabetes</td>
<td>Migraines</td>
<td>Ulcers</td>
</tr>
<tr>
<td>Gastrointestinal Disorder</td>
<td>Paranoid Personality Disorder</td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>Pneumonia</td>
<td></td>
</tr>
</tbody>
</table>

Explanation for conditions noted in the above box:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

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

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.  D.O.  P.A.  N.P.  (Circle correct title)  Other
ANNUAL PHYSICAL EXAMINATION FORM
Prairie View A & M University College of Nursing
6436 Fannin, Houston, Texas 77030

Name in Full

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>STUDENT ID #</th>
</tr>
</thead>
</table>

PHYSICAL EXAMINATION (To be filled by Physician)

Height ______ Weight ______ Blood Pressure _______ Pulse ______

Please circle abnormal or normal as appropriate. If any area(s) is (are) abnormal please describe in Remarks below.

<table>
<thead>
<tr>
<th>Eyes &amp; Vision</th>
<th>Normal</th>
<th>Abnormal</th>
<th>Heart: Murmur</th>
<th>Normal</th>
<th>Abnormal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ears &amp; Hearing</td>
<td>Normal</td>
<td>Abnormal</td>
<td>Heart: Rhythm</td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
<tr>
<td>Nose</td>
<td>Normal</td>
<td>Abnormal</td>
<td>Lungs</td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
<tr>
<td>Throat (Adenoids and Tonsils)</td>
<td>Normal</td>
<td>Abnormal</td>
<td>Breasts</td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
<tr>
<td>Gums</td>
<td>Normal</td>
<td>Abnormal</td>
<td>Abdomen</td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
<tr>
<td>Tongue</td>
<td>Normal</td>
<td>Abnormal</td>
<td>Hemias</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Teeth</td>
<td>Normal</td>
<td>Abnormal</td>
<td>Hernias</td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
<tr>
<td>Sinuses</td>
<td>Normal</td>
<td>Abnormal</td>
<td>Spine Posture</td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
<tr>
<td>Skin</td>
<td>Normal</td>
<td>Abnormal</td>
<td>Upper Extremities</td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
<tr>
<td>Thyroid</td>
<td>Normal</td>
<td>Abnormal</td>
<td>Lower Extremities</td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
<tr>
<td>Heart: Size</td>
<td>Normal</td>
<td>Abnormal</td>
<td>Nutrition</td>
<td>Normal</td>
<td>Abnormal</td>
</tr>
<tr>
<td>Heart Sounds</td>
<td>Normal</td>
<td>Abnormal</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: ________________________________

<table>
<thead>
<tr>
<th>Documentation of Immunizations</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE OF IMMUNIZATION FOR:</strong></td>
<td><strong>TDAP Required; CDC</strong></td>
</tr>
<tr>
<td><strong>TDAP Vaccine Required</strong> Date:</td>
<td>Recommendation for all Healthcare Providers</td>
</tr>
<tr>
<td><strong>Measles: Seropositive titre confirmed:</strong></td>
<td><strong>MMR Titer Required</strong></td>
</tr>
<tr>
<td><strong>Mumps: Seropositive titre confirmed:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Rubella: Seropositive titre confirmed:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Hepatitis B: Seropositive titre:</strong></td>
<td><strong>Hepatitis B: First two of series of three completed before enrollment and series completed as scheduled OR confirmation of seropositive titre.</strong></td>
</tr>
<tr>
<td>Date #1</td>
<td>Date #2</td>
</tr>
<tr>
<td><strong>Required Varicella confirmation of Seropositive titre ________</strong></td>
<td><strong>Varicella Titer Required</strong></td>
</tr>
<tr>
<td><strong>History of disease is not acceptable</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Meningococcal Vaccine Date: ___________________________</strong></td>
<td><strong>Meningococcal Vaccine Required</strong></td>
</tr>
<tr>
<td><em>(Required for ages 29 and under)</em></td>
<td></td>
</tr>
<tr>
<td><strong>SEASONAL FLU SHOT REQUIRED:</strong> Date:</td>
<td><strong>Yearly Flu shot Required</strong></td>
</tr>
<tr>
<td><strong>TB Screening PPD (Mantoux, not Tine):</strong> Negative Postive Date:</td>
<td><strong>TB Screening:</strong> Mantoux skin tests required (NOT Tine): Negative PPD within past year OR Negative CXR AND confirmation of prophylactic treatment. <strong>TB Skin Test or Chest X-ray YEARLY</strong></td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
<tr>
<td><strong>CXR Date:</strong></td>
<td><strong>Negative:</strong></td>
</tr>
<tr>
<td>If positive, please give details:</td>
<td></td>
</tr>
<tr>
<td><strong>DATE FORM COMPLETED:</strong></td>
<td>Healthcare Provider’s signature to verify above information</td>
</tr>
</tbody>
</table>

...
APPENDIX H

Request for Academic Grievance
STUDENT DATA SHEET-PRELIMINARY QUESTIONNAIRE

REQUEST FOR ACADEMIC GRIEVANCE

This questionnaire is for presentation of written request for an academic grievance. 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 a grievance 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 GRIEVANCE:

I am submitting a grievance for a change in _______________________________________

Brief statement to support request for academic grievance

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

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 grievance.

_____________________________________________________________________________  __________________________________________________________________

_____________________________________________________________________________  __________________________________________________________________

_____________________________________________________________________________  __________________________________________________________________

_____________________________________________________________________________  __________________________________________________________________

__________________________  _________________________

Student’s Signature        Date
APPENDIX I

Frequently Asked Questions (FAQ)
FREQUENTLY ASKED QUESTIONS (FAQ)

1. Is this school accredited? Yes, the College of Nursing has two
2. (2) national accreditations:
   • Accrediting Commission for Education in Nursing (ACEN)
   • Commission on Collegiate Nursing Education (CCNE)
3. Is there a Part Time Option?
   • Yes, we have both Part-time & Full time
4. How many Credits are in the FNP (Family Nurse Practitioner) Program?
   • 53 credit hours
5. How long does it take to complete the FNP Program?
   • Part time – 8 semesters ( equivalent to 2-1/2 years), including two (2) summers
   • Full time – 5 semesters (equivalent to 2 years), including one summer
6. How many Credits are in the ADM (Nurse Administration) Program?
   • 42 credit hours
7. How long does it take to complete the ADM Program?
   • Part time – 8 semesters ( equivalent to 2-1/2 years), including two (2) summers
   • Full time – 5 semesters (equivalent to 1-1/2 years), including one summer
8. How many Credits in the EDU (Nurse Education) Program?
   • 45 credit hours
9. How long does it take to complete the EDU Program?
   • Part time – 8 semesters ( equivalent to 2-1/2 years), including two (2) summers
   • Full time – 5 semesters (equivalent to 1-1/2 years), including one summer
10. Is this an online program? No, however many of our courses are a combination of online and face-to-face courses (49% online and 51% classroom). We currently offer four (4) courses online.
   • N 5013 – Theoretical Foundations
   • N5133 – Clinical Research
   • N5033 – Advanced Pathophysiology
   • N5983 – Medical Billing & Coding
   Additional online courses are planned for the immediate future.
11. What time of the day are classes offered?
   - Classes are offered throughout the day, generally 1-5pm
   - Clinical classes depend on the clinical rotation.
   - Some classes are offered on Saturdays

12. How often will I go to school during the week?
   - For online courses, students do not come to class
   - For onsite face-to-face courses, students attend class once a week
   - **Example:** A student may register for one (1) online course and two (2) onsite courses, which means the student, will attend classes **twice a week** and not three times because one of the courses is offered online.

13. When do we go to clinical?
   - Clinical practicum or preceptor sites are arranged by the Coordinator of each program. The student may go to the coordinator or instructor of the course to find out when and where the assigned clinical will take place.
   - Clinical practicum classes may begin as early as the second semester of the program.

14. Who is the Director of the Program?
   - Dr. Jennifer Goodman

15. What is the Graduate School’s number at the Main Campus?
   - (936) 261-3500.

16. Who can I talk to get more details regarding the program?
   - FNP – Dr. Gloria Rose: (713) 797-7042 or gmrose@pvamu.edu
   - EDU – Dr. Jennifer Goodman (713) 797-7015 or jjgoodman@pvamu.edu
   - ADM – Dr. DeMonica Junious (713) 797-7036 or dljuniour@pvamu.edu