

PRAIRIE VIEW A&M UNIVERSITY
COLLEGE OF NURSING



GRADUATE STUDENT HANDBOOK
2020-2022

Table of Contents

Accreditation	1
Dean’s Welcome	2
Faculty and Academic Advisors	3
Additional Important Contacts	4
College of Nursing Mission and Philosophy	5
Historical Background	7
ACADEMIC PROGRAMS	8
MSN Family Nurse Practitioner	8
MSN Nurse Administration	8
MSN Nurse Education	8
Post-Master’s Certification	8
Doctor of Nursing Practice Program	9
Master of Science in Nursing Organizing Framework	10
Master of Science Degree in Nursing Program Objectives	12
Flow Chart for Master’s Level Education	13
Doctor of Nursing Practice Organizing Framework	14
Doctor of Nursing Practice Degree Program Objectives	15
ADMISSION	16
MSN Admission Requirements	16
DNP Admission Requirements	17
Types of Admission	17
ADDITIONAL ADMISSION REQUIREMENTS ALL PROGRAMS	19
Health Requirements	19
CPR Certification	19
Professional Liability Insurance	19
Background Check and Drug Screening	19
Graduate Student Orientation	20
ACADEMIC GUIDELINES & POLICIES	21
Advisement & Academic Counseling	21
Student Responsibility	21
Academic Workload	21
Progression, Graduation & Dismissal	22
Admission to Candidacy and Change of Program/Major	22
MSN Course Evaluation & Grading System	23
Attendance Policy	23

<u>Retention and Progression</u>	24
<u>Transfer of Credit</u>	24
<u>Criteria for Graduation</u>	25
<u>Withdrawal Policy</u>	25
<u>Probation</u>	25
<u>Academic Dismissal</u>	25
<u>Professional Certification Examination</u>	26
<u>DNP ACADEMIC GUIDELINES and POLICIES</u>	27
<u>Advisement/Registration</u>	27
<u>Transfer of Graduate Courses from Other Universities</u>	27
<u>Validation of MSN Practicum/Clinical Hours</u>	27
<u>Fees, Tuition and Financial Assistance</u>	27
<u>Satisfactory Academic Progress Policy</u>	28
<u>Time Limit on Work for Doctorate Degree</u>	28
<u>Plans of Study and Instruction Mode of Delivery</u>	28
<u>DNP Project Advisory Committee and</u>	
<u>DNP Project</u>	28
<u>Practice Residency</u>	29
<u>Grading System</u>	29
<u>Retention and Progression</u>	29
<u>Admission to Candidacy</u>	30
<u>Progression, Good Standing, Reactivation, Dismissal</u>	30
<u>PROFESSIONAL GUIDELINES</u>	31
<u>Professional Conduct</u>	31
<u>Academic Honesty and Dishonesty</u>	32
<u>Plagiarism and Cheating</u>	32
<u>Student Records</u>	33
<u>Communication: Faculty/Student</u>	33
<u>Shared Governance and Student Representation</u>	34
<u>HEALTH AND DISABILITY</u>	36
<u>Disability Accommodations</u>	36
<u>Title IX Statement on Pregnancy</u>	36
<u>TITLE IX COMPLIANCE</u>	37
<u>STUDENT GRIEVANCES</u>	38
<u>Grievance Procedures and Policy</u>	38
<u>STUDENT LIFE</u>	40
<u>Student Organizations</u>	40
<u>Hooding & Pinning Ceremonies</u>	40
<u>Financial Aid, Scholarships, and Stipends</u>	40
<u>Counseling Services</u>	40
<u>Parking</u>	40

<u>Building Access and Student Badges</u>	41
<u>Building Use</u>	41
<u>Classrooms</u>	42
<u>Smoking Policy</u>	42
<u>Library: TMC, College of Nursing, John B. Coleman</u>	43
<u>TECHNOLOGY USE</u>	46
<u>Internet Use Procedures and Policies</u>	46
<u>Professional Nursing Principles for Social Media</u>	48
<u>APPENDICES</u>	49
<u>Appendix A</u> : Degree Requirements and Curriculum Sequences	50
<u>Appendix B</u> : Credit and Clock Hours for Clinical Practicum for MSN Programs	66
<u>Appendix C</u> : Title Page Sample	70
<u>Appendix D</u> : Progression, Degree Plan, Transfer Credit And Graduation	72
<u>Appendix E</u> : Health and Immunization Forms	74
<u>Appendix F</u> : Request for Academic Grievance Form	82
<u>Appendix G</u> : COVID-19 Policy	84
<u>Appendix H</u> : Frequently Asked Questions (FAQ)	92



ACCREDITATION

Accreditation Commission for Education in Nursing (ACEN)

The baccalaureate degree program in nursing/master's degree program in nursing and post-graduate master's certificate program at Prairie View A&M University at the Houston Texas Medical Center campus and Northwest Center located in Houston, Texas are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326 – (404) 975-5000.

Commission on Collegiate Nursing Education (CCNE)

The baccalaureate degree program in nursing/ master's degree program in nursing/ Doctor of Nursing Practice program and post-graduate APRN certificate program at Prairie View A&M University are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, (202) 887-6791.

APPROVAL

Advanced Family Practice
Family Nurse Practitioner Program

Texas Board of Nursing (BON)

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

DEAN'S WELCOME

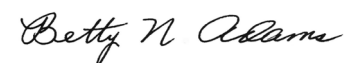
As the Dean of the Prairie View A&M University College of Nursing, it is my pleasure to welcome you to graduate study, consisting of master's programs and doctoral programs: Family Nurse Practitioner, Nurse Administration, Nurse Educator and the Doctor of Nursing Practice (DNP). With almost 100 years of serving nursing students, our college continues to produce nurses who are exemplars throughout the world, nationally, and locally for intelligent and passionate caring. As a long standing member of the Texas Medical Center, the College of Nursing remains competitive in the quality and variety of programs offered that embrace the latest research, simulation technology, smart classrooms, as well as qualified and dedicated faculty. The College continues to grow through its various programs and is being enhanced by the establishment of a Center for Nursing Research that has been supported through a generous grant from the Houston Endowment, Inc.

This handbook reflects the guidelines that you will need to successfully navigate your journey through the program. Included are overviews of the curriculum for each program, the support services for the CON, professional requirements, academic performance expectations, graduation requirements and related policies and procedures. Please use it as your guide throughout the program.

With the world renowned reputation of Prairie View A & M CON graduates, a current program that supports two national accreditations, and an administration, staff and faculty dedicated to help you navigate a successful journey, you can feel confident that you have made a wise choice by choosing PVAMU CON.

Welcome! Enjoy the journey, and become a part of a distinctive group of PVAMU CON alumna. Congratulations on your choice of a school that "produces productive people". We look forward to your graduation and outstanding performance as a compassionate and competent professional nurse and a Prairie View Graduate PANTHER.

Respectfully yours,



Betty N. Adams, Ph.D
Professor and Dean
College of Nursing

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MISSION AND PHILOSOPHY

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 cultural sensitive primary health care, direct services, and educational information designed to promote and maintain healthy communities in rural and urban settings.

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

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

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

Building upon the broad generalist foundation of baccalaureate education in nursing, the faculty believe that graduate education in nursing consists of an advanced research-based specialized body of knowledge which is required to deliver high quality consumer-focused health care. The 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.

HISTORICAL BACKGROUND

The Prairie View A&M University College of Nursing Baccalaureate Program evolved from a limited two-year curriculum in 1918 and today is accredited by the Texas Board of Nursing (BON), Accreditation Commission for Education in Nursing (ACEN); and the Commission on Collegiate Nursing Education (CCNE).

In 1928, the program was lengthened to three years, and the first “off-campus” affiliation was begun two years later at Jefferson Davis Hospital, Houston, Texas. As the school developed, increased demands were made on the curriculum, and in 1952 the University received approval to commence a collegiate nursing program. The new baccalaureate degree program and the three year diploma program operated concurrently until the termination of the latter in 1960. At that time the University had awarded 431 diplomas in nursing.

In 1968, the Clinical Division of the College of Nursing was established in Houston, Texas. This action improved the coordination of clinical experiences in the professional phase of the program. Students gained access to the clinical learning experiences in health care agencies in the Greater Metropolitan Houston Community. Pre-clinical courses (general studies lower division) continued to be offered on the University campus at Prairie View, Texas.

In 1982, the College of Nursing upper division clinical studies moved to the renowned Texas Medical Center (TMC) in Houston and became a participating member of the Texas Medical Center institutions. The move improved the ambience of the overall learning environment for both students and faculty. In Spring 2006, the College moved into a newly constructed facility at its original location in the TMC.

The prescribed nursing curriculum for the generic program consists of four years and one semester of study leading to a Bachelor of Science Degree in Nursing. Pre-clinical study consists of two years of study in the liberal arts, humanities, and natural and behavioral sciences. Professional courses, which consist of theoretical and clinical learning experiences, occupy the remaining years of the academic program. Admission of students to upper division clinical studies is based on the completion of all required University core curriculum and nursing support area pre-requisite courses. The College of Nursing also offers a program via distance education for registered nurses: The RN-BSN Program. This program is at the following campuses: Houston Center, 6436 Fannin Street, Houston, Texas 77030; Northwest Houston Center, 9449 Grant Road, Houston, Texas 77070.

The College of Nursing supports the mission of the University and strives for excellence in teaching, research and service. The administration, faculty, staff, and students embrace the College of Nursing’s history and are proud of its graduates and will continue to produce quality professional nurses from our Baccalaureate; Masters and Doctoral prepared programs to serve the healthcare needs of the citizens of Texas, nation, and beyond.

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 and a Doctor of Nursing Practice program.

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.

Doctor of Nursing Practice Program

The Doctor of Nursing Practice (DNP) Program is a Post-Master's program for advanced practice nurses certified in the family nurse practitioner role. The post master's entrance for the proposed PVAMU DNP program will build on the professional nurse's depth and scope of knowledge and information management to become increasingly adept in the application of evidence-based science to practice. The DNP program positions the graduate in exhibiting transformational leadership to effect and generate health policy development, evidence-base practice careers, and evaluation in collaboration with inter-professional teams and partnerships.

The program of study is 39 credit hours that could be completed in a full-time status in 3.5 years. Students complete 33 credits of required courses and 6 credits of free electives. The required courses represent didactic, a practice residency, and a DNP-project. The program is presented in a hybrid online format with required face-to-face meetings and may be offered at approved off-campus sites - the College of Nursing, 6436 Fannin Street, Houston, Texas 77030 and the PVAMU Northwest Houston Campus, 9449 Grant Road, Houston, Texas 77070.

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.

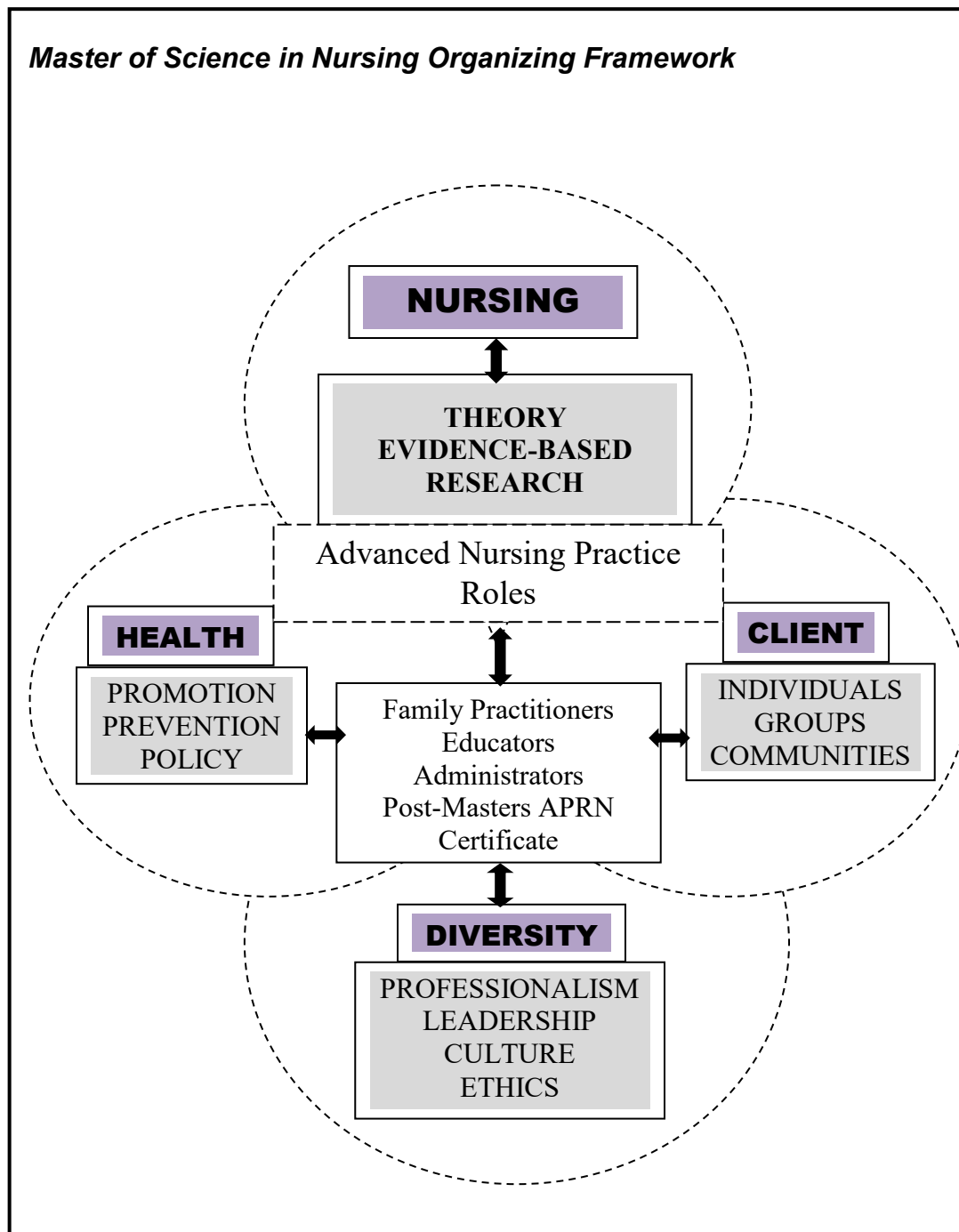
The circle of **health** represents health promotion, disease prevention and health policy. Health is a goal through interaction with the nurse and health promotion and disease prevention are emphasized regardless of the specialty. The nurse, through collaboration, leadership and interaction, participates 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)



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

Reviewed: 6/2010

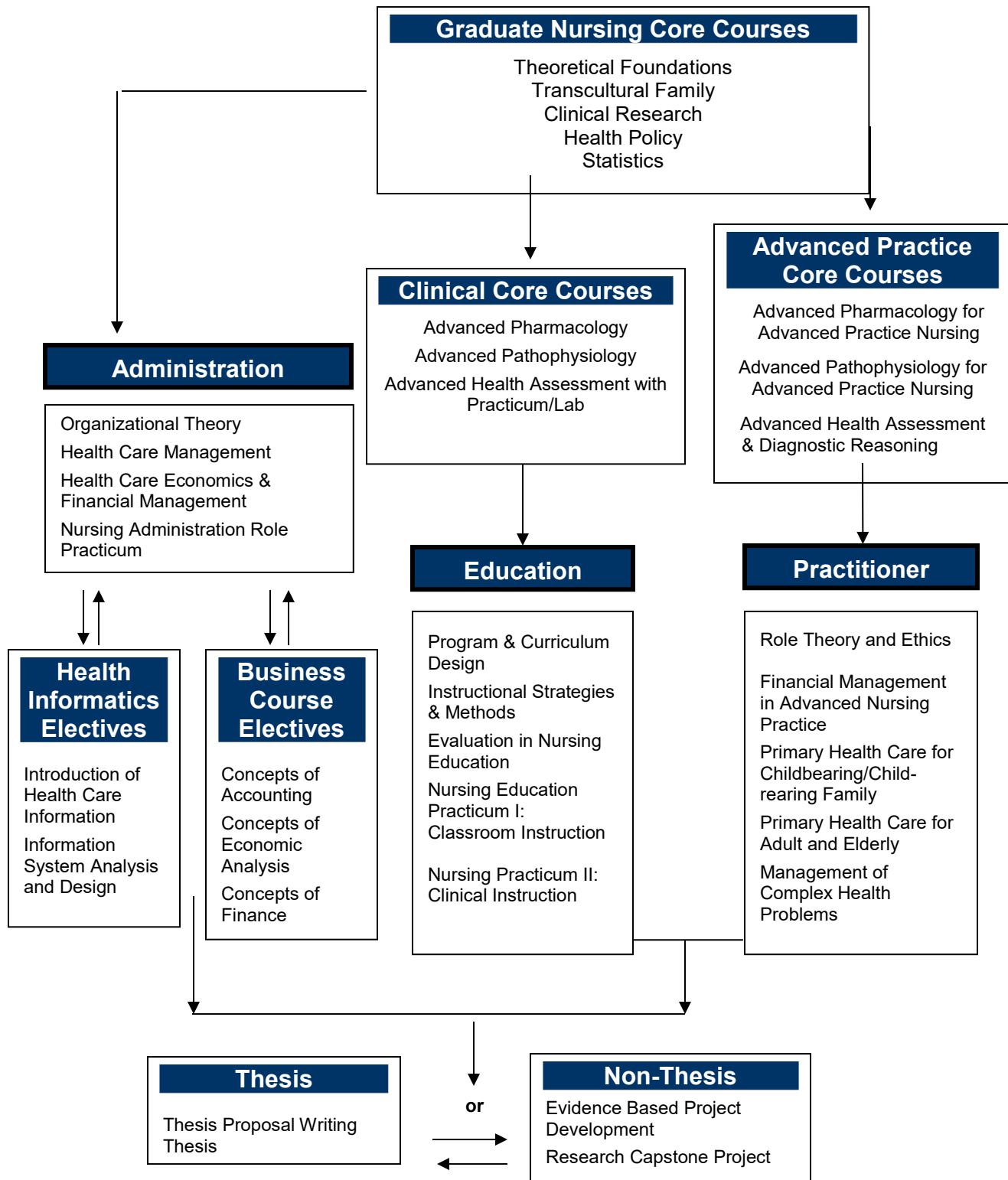
Revised: 8/2015

Master of Science Degree in Nursing Program Objectives

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:

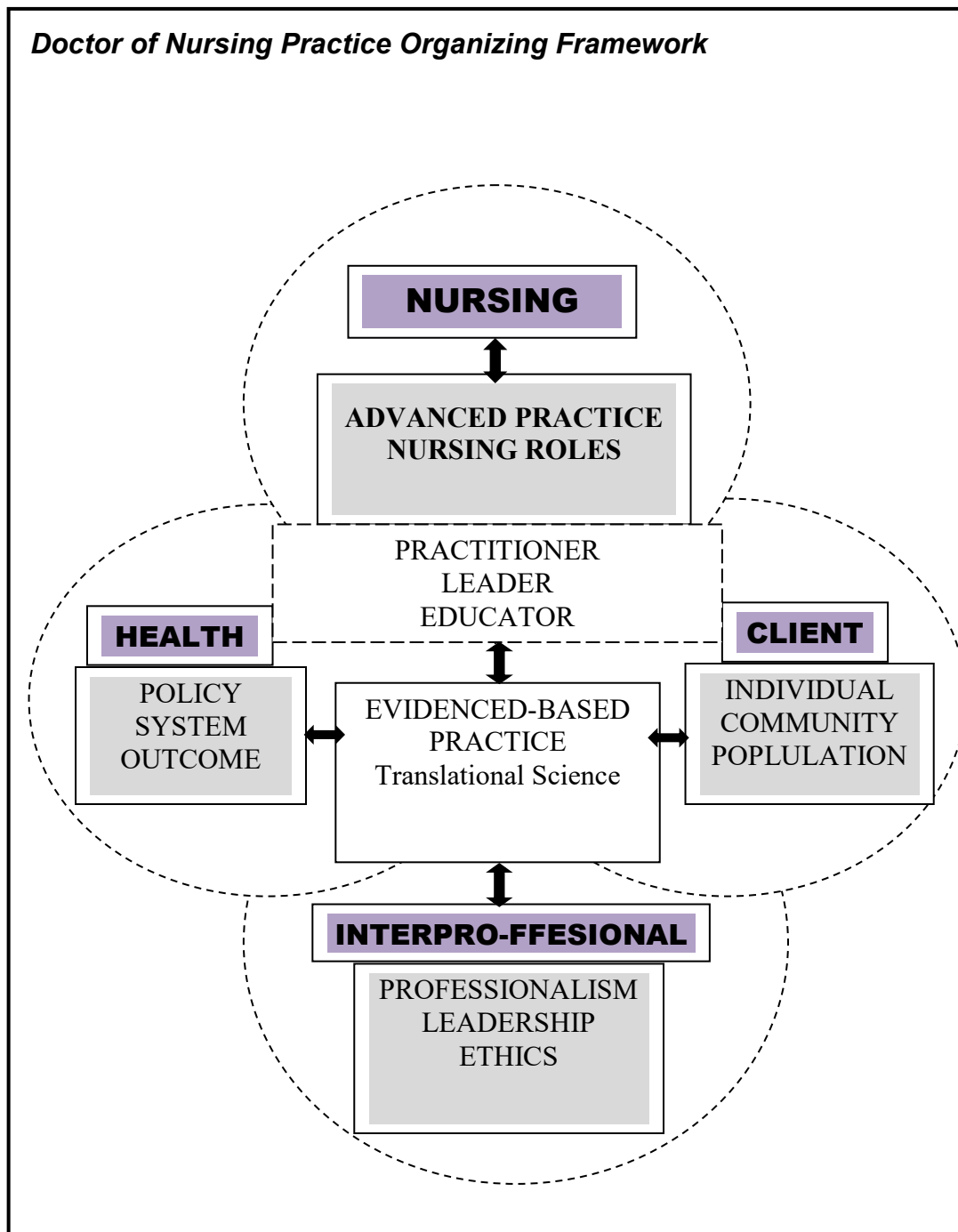
1. Use evidence-based research to enhance nursing practice and promote healthy communities and diverse populations.
2. Collaborate with others to influence the social, political and economic trends in health care delivery and health policy.
3. Analyze ethical, legal and professional standards within 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



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.

Doctor of Nursing Practice Organizing Framework



Graphic Illustration of the Interaction of the Major Concepts of Nursing, Health, Client and Inter-professional.

Doctor of Nursing Practice Degree Program Objectives

The program objectives are designed to accomplish a Doctoral in Nursing. Upon completion of the program, the graduate is prepared to:

1. Use theory, research, and science as the foundation for expert practice in the leadership roles of advanced practice nursing and education.
2. Collaborate with inter-professional teams in developing and implementing health care policies to effect change related to social, economic, political and ethical issues.
3. Use information systems technology to effect the improvement in health care quality and transformation of health care.
4. Apply transformational leadership skills in organizational systems to effect change in health care outcomes of individuals and populations in diverse environments.
5. Improve the health outcomes of individuals and populations by decreasing disparities in health care delivery.
6. Contribute to the translation of science in the role of advanced practice nurse and/or faculty.

MSN 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, unencumbered license as a registered nurse in the State of Texas 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 three (3) letters of recommendation from professional nurses, one of which must be from a former nursing faculty.
5. Present a current resume' or curriculum vita.
6. Present official documentation of a negative criminal background check and drug screening tests.
7. Complete a satisfactory writing sample.
8. 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 with qualified applicants.

DNP 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 doctoral study in the Prairie View A&M University College of Nursing must hold a baccalaureate degree and Master's 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 and be recognized as a family nurse practitioner by the Texas Board of Nursing. The license and recognition must be unencumbered.

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

1. An official transcript of all academic work (undergraduate and graduate) from each college or university previously attended.
2. A minimum grade-point-average of 3.00 on a 4.0 scale during undergraduate studies, and a minimum of 3.30 during master's degree graduate studies.
3. Satisfactory completion master's level courses in nursing research and advanced statistics within the last five (5) years.
4. A Graduate Record Examination (GRE) score that is within five (5) years: Verbal reasoning 150, Quantitative reasoning 150, and Analytical Writing 3.5.
5. Three (3) letters of recommendation; one of which must be from a faculty member in a nursing program.
6. A current resume or curriculum vita.
7. Documentation of a completed state and/or federal background check, including fingerprints and drug screening.
8. An interview with the program admission committee members.
9. National certification as a Family Nurse Practitioner and recognition as a Family Nurse Practitioner in the state of Texas.
10. A scholarly writing sample (e.g., thesis, publication, professional paper, or proposal).
11. Strong commitment for program completion and leadership in an advanced practice nursing role.

TYPES OF ADMISSION

The Graduate Nursing Program accepts students in four admission categories.

Regular Status

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.

Conditional 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.)

ADDITIONAL ADMISSION REQUIREMENTS-All Programs

HEALTH REQUIREMENTS

Students must demonstrate good physical and mental health consistent with the demands of the education program. The requirements include 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 Titer 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 requires 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 via CastleBranch.

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.

ACADEMIC GUIDELINES & POLICIES

Advisement & Academic Counseling

Each student, upon admission to the College of Nursing graduate program, will be assigned a faculty academic advisor. During the first 12 credit semester hours in the University, the student must meet with the faculty advisor and develop a degree plan. The advisor 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 threefold 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 Dissertation Project 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. 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.
2. 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.

MSN Course Evaluation & Grading System

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

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

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

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 instructor's 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 Master of Science 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. The student must have a passing average in all work completed at the time the incomplete is given. 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 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 completion of program requirements.

DNP ACADEMIC GUIDELINES & POLICIES

Advisement/Registration

Upon admission to the DNP Program, the student will be assigned to a faculty advisor who will introduce the College Mentoring Plan. Students may be paired with more than one mentor, depending upon their professional and academic needs. The faculty advisor will work with the student to coordinate the selection of mentor(s). In addition, the student will also work with a mentoring coach who will guide and facilitate the student's access to academic support services.

Transfer of Graduate Courses from Other Universities

In accordance with the Office of Research and Graduate Studies and the College of Nursing, transfer students will have to satisfy the same criteria for admission as listed for initial applicants. The transference of graduate credit earned from another accredited institution will not exceed six (6) credit hours with a minimum grade of "B" and will be subjected to the preference of the College of Nursing Office of Admissions and Student Services.

Validation of MSN Practicum/Clinical Hours

DNP applicants must provide evidence of how many clinical practicum hours they completed in their master's educational programs. Applicants must submit one of the following:

- A letter of verification from an appropriate nursing administrator responsible for the master's program from which the student graduated. The letter shall indicate the total number of practicum hours completed by the student during the program of study and be notarized by the university's registrar's office. This number is then used toward the required *minimum* of 1,000 hours of practice post-baccalaureate.
- A letter from a national nursing certification agency attesting to the minimum number of clinical practicum hours required for certification in the student's advanced nursing practice area at the time that the student was certified. The student is credited with the identified minimum number of practicum hours which is used towards the required *minimum* of 1,000 hours of practice post-baccalaureate.

Documentation of prior practicum hours in an advanced practice program provided will be reviewed by the Program Director for acceptance towards clinical hour requirements in the program. This review will be conducted after the student has accepted admission to the program and prior to the second week of the first semester of enrollment. The student will meet with the Director to sign the *Determination of DNP Clinical Hours* form to document that the student has been duly informed.

Fees and Tuition

Fees are subject to change. Current information about PVAMU fees and tuition can be found on the university's website: <https://www.pvamu.edu/fmsv/fee-display/>

Financial Assistance

The College of Nursing offers a limited number of graduate assistantships, research assistants, and scholarships to qualified full-time students. Students interested in applying for financial assistance can visit the PVAMU Financial Aid Office website: <https://www.pvamu.edu/faid/types-of-aid/>

Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) denotes a student's successful completion of coursework towards a degree. Federal regulations require the Office of Student Financial Aid & Scholarships (OSFAS) to monitor the progress of each student toward degree completion. Students who fall behind in their coursework (fail classes), fail to achieve minimum standards for grade point average or fail to complete classes in a maximum time frame, may lose their eligibility for all types of federal and state aid and university aid administered by OSFAS. For more information about the policy, please visit the university's website (<https://www.pvamu.edu/faid/faid-requirements/satisfactory-academic-progress-policy/>)

Time Limit on Work for Doctorate Degree

The DNP is a practice doctorate. Therefore, students are advised to complete the program in the prescribed period - full-time status within five (5) semesters (including one summer) or two years and part-time status complete the course work within seven (7) semesters (including two summers).

Plans of Study

Each doctoral student will be required to file a Graduate Plan of Study with the College of Nursing at the time of admission. The plan of study outlines the curriculum of study and a timetable to be followed by the doctoral student in meeting the graduate degree requirements. The student prepares the plan of study in consultation with academic advisor.

Instruction Mode of Delivery

The DNP courses will be offered using the hybrid or blended learning methodology. Every course will be accessible through the University's Moodle/E-Course platform (syllabi, hand-outs, videos, Power Point presentations, students' delivery in posting of papers and assignments, faculty's evaluations of students' assignments, chat rooms and discussion forums, etc.). It is therefore the student's responsibility to periodically check their email and course web pages for the latest information.

DNP Project Advisory Committee

The DNP project will be completed with the structure and guidance of an advisory committee. The DNP Project Committee will be comprised of the chair and **three** other members (nursing faculty and an outside member). The chair and committee members will be officially approved by the Dean of the College of Nursing, as per a written request submitted by the student via a signed **Selection of Thesis/Dissertation/Project Committee** form (<http://www.pvamu.edu/graduatestudies/wp-content/uploads/sites/41/Selection-of-Thesis-Dissertation-Project-Committee-Fillable.pdf>). The chair will serve as the lead committee member and will be responsible for supervising the student's advisement and progress.

DNP Project

The DNP project is a culmination of the knowledge gained in the DNP courses and results in a practice-related written product in which the student demonstrates use of evidence in nursing science and translation of findings into practice. The project will provide the student an opportunity to apply advanced theoretical, policy and specialty knowledge in practice and systems level experiences. The DNP project will be completed with the structure and guidance of an advisory committee. The written product will be acceptable for sharing through peer refereed publications and presentations at local, state and national professional conferences.

The Practice Residency

The practice residency is designed to help the student achieve the learning objectives of the program and specialty competencies through meaningful opportunities for student engagement. Learning experiences will be designed to assist the learner in building and assimilating knowledge for advanced specialty practice at a high level of complexity, and will include in depth work with experts from nursing as well as other disciplines (inter-professionals). The Nurse Practitioner students will complete a minimum of 1000 supervised practice hours. The supervised practicum hours completed in the students' MSN program will be included in the minimum number of hours.

Grading System

Course work for DNP students is reported as:

A = 95 - 100

B = 85 -94

C = 75 -84

D = 65 -74

F = below 65

A grade of “S” may be given during the doctoral project process; however, prior to submission of the final dissertation document the conventional grading system must be used. A grade of “S” will not be given as a final grade for doctoral candidates.

Retention and Progression

In order to show satisfactory progress toward the Doctor of Nursing Practice, a student must meet the following criteria:

- Maintain a “B” average in all course work. A student who, in any two consecutive semesters (including 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. The student must have a passing average in all work completed at the time the incomplete is given. 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.”

Admission to Candidacy

It is the student’s responsibility to petition for advancement to candidacy. Forms are available in the DNP Program Office. The student must apply for candidacy when enrolled in the last required core or elective course (except Capstone and Residency). The admission to graduate study does not imply “advancement to candidacy” for the doctoral degree. To be advanced to candidacy, students must have completed all of the following requirements and/or procedures:

- Achieved a cumulative grade-point average no lower than 3.30 in program coursework.
- Completed all course coursework with no grade lower than “B”.

Progression

Good Standing. Doctoral students remain in good standing when they maintain a minimum graduate GPA of 3.0 for coursework. Only grades of “B” or better count toward coursework and dissertation hours.

Reactivation to the Program

Reactivation to the program will be handled on a case by case basis.

Dismissal from the program

Students shall be dismissed from the doctoral program for any one of the following reasons:

- An earned grade of “C” or below.
- Less than a grade of “B” in any required or elective course.
- Failure to maintain a minimum doctorate GPA of 3.0 in coursework
- Academic and/or professional misconduct.

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, is 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 possession 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 the learning management system email.

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, voting should be done by written ballot.
- 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 ACCOMMODATIONS

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 Program Directors or the Dean of the College of Nursing.

TITLE IX COMPLIANCE

STATEMENT OF POLICY ON DISCRIMINATION AND HARASSMENT

Rules and Procedures on Discrimination, Harassment, and Privacy

Prairie View A&M University is a member of the Texas A&M University System. The A&M System is committed to equal employment, educational programs and activities, and a discrimination free workplace and learning environment. As such, the University complies with all applicable state and federal laws and regulations on discrimination, harassment and privacy. These laws and regulations include Title V of the Rehabilitation Act of 1973; Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendment Act of 1972; and the Family Educational Rights and Privacy Act of 1974. For more details, please consult the Office of Equal Opportunity or the Office of Human Resources, Prairie View A&M University.

Equal Opportunity Policy Statement

Title VI & VII of the Civil Rights Act of 1964

Prairie View A&M University is fully committed to and promotes equal opportunity for all. This commitment by the University includes equal employment and educational opportunity, affirmative action, and program accessibility. The Office of Equal Opportunity is responsible for the Equal Opportunity Programs of the University.

Program Accessibility

Title VI of the Civil Rights Act of 1964

No otherwise qualified individual shall, on the basis of race, color, sex, religion, national origin, age, disability or veteran status, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity provided by the University in accordance with applicable laws and regulations. The University Office of Equal Opportunity is responsible for the Title VI Program of the University.

Title IX of The Education Amendment Act of 1972

Prairie View A&M University does not discriminate against persons on the basis of sex. Individuals will not be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of sex under any education program, service or activity offered by the University. The University Office of Equal Opportunity is responsible for the Title IX Program of the University. (Prairie View A&M University E Catalogue 2012 – 2013, p.25)

In the public interest, and in compliance with Title VII of the Civil Rights Act of 1964, Executive Order 11245, as amended, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and State and Federal regulations and guidelines, Prairie View A&M University is an Equal Opportunity/Affirmative Action University, and pledges to permit no discrimination or harassment for or against an individual or group of students, prospective students, employees, or prospective employees on the basis of race, color, religion, sex, disabilities, age, national or ethnic origin.

Inquiries concerning application of this policy should be directed to:

Alexis Boyd

Director, Title IX Compliance & Title IX Coordinator

Location: W.R. Banks Building, Ste. 224, Prairie View, Texas 77446 *(936) 261-2166 * alboyd@pvamu.edu

STUDENT 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

STUDENT ORGANIZATIONS

Sigma Theta Tau, International Honor Society

Eta Delta is the chartered Prairie View A&M University chapter of Sigma Theta Tau International Honor Society for Nursing. The honor society recognizes superior achievement, leadership, innovation, and professional students. Qualified students are invited to join upon completion of 50% of clinical nursing program. Local chapter information can be found at www.pvamu.edu/nursing/students.

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 (Room 109), ninth, tenth, and eleventh floors.

SCHOLARSHIP OPPORTUNITIES

- A. Jeanette Jones Endowment – Tuition Support
- Dollie Braithwaite Scholarship – Tuition Support
- Good Samaritan – Tuition Support
- HRSA Traineeship – Tuition/Book Support
- HNEF- Tuition Support

COUNSELING SERVICES

A student services office is open on campus to consult and refer students with 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, College of Nursing.

PARKING

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 or for the semester. 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-12:00AM; all day Saturday and Sunday. Students may purchase and receive a parking permit and parking badge in

the University of Texas Parking Office.) Parking rates are subject to yearly updates. The garage is monitored for safety with security cameras and security personnel visual surveillance.

Students using garage parking are expected to follow the designated guidelines related to safety and card use as per policies received upon purchase of parking.

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: University of Texas Parking Garage Office 6414 Fannin St. Houston, Texas 77030 Suite G25, 1st Floor)

BUILDING ACCESS

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.

Badges:

All students, faculty, and staff members must have a building access badge to enter the College of Nursing. For the purpose of identification, badges must be visible while in the building. Instructions for obtaining the badges will be given at orientation prior to the beginning of each semester. Tele-communication Technician (Building Access Badge) – Room 941

Badge Replacement

Students in need of a replacement badge should fill out a request for a new badge which can be obtained from the Security Desk.

Security Desk

- Students who do not have their badges will be required to sign in at the Security Desk, first floor.
- Visitors to the College of Nursing must also sign in at the security desk and wait for approval to proceed beyond the first floor.

BUILDING USE

Students use the College of Nursing building for study, academic activities, organizational activities and relaxation. It is open for student use from 6 a.m. until 12 midnight. The non-classroom areas designed for students are as follows:

Room 983	Student Lounge (equipped with lockers; laptop areas, kitchenette with vending machines, microwave, and refrigerator), big screen TV and lounge chairs and couches Additional snacks can be purchased in the College of Nursing bookstore on the first floor.
Room 991	Wellness Center - Exercise Room and Hygiene Suite

Room 942	Learning Resource Center – PVAMU College of Nursing Students. Guests are not allowed.
Room 944	Library
Rooms 981 1002, 1102	Graduate study areas. CLASSROOMS ARE NOT PERMITTED FOR USE AS STUDY AREAS (PRIVATE, GROUPS, ETC.)
Restrooms:	Male and female restrooms are located on floors 1, 9, 10 and 11.
Children:	Children are permitted to attend only approved College of Nursing public programs with supervision of parents. Children are not allowed to accompany students to class, computer labs or any learning activity.

Classrooms:

Student classrooms are located on the 9th, 10th and 11th floors. Classrooms are assigned to each lecture section at the beginning of the semester. Some of the features of the classrooms to enhance students learning are:

- Laptop ready desks
- Overhead LCD projections
- Extensive white board space (use white board markers only)

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. Students must use their Student ID Card to access to the building after 6:00 pm and on weekends/holidays. 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 programs.

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. Information about 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.

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

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

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. Violators to the above will receive citations and fines.

LIBRARY

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

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

The on-line data base searching capabilities are of special interest. The National Library of Medicine databases include MEDLINE, HEALTHLINE, CANCERLINE, POPLINE, BIOETHICSLINE AND OLDMEDLINE and others. Various commercial databases are also available. The on-line library catalog (HAM- TMC) is available for searching titles owned by the library. Items can be searched by titles, authors, subjects, call numbers, or keywords. For assistance in library services, contact the College of Nursing's Librarian, MIS Learning Resource Center, Room 941, 713-790-7119.

HAM-TMC Library

Hours:

Monday-Thursday: 7:00 a.m. - 10:00 p.m.

Friday: 7:00 a.m. – 9:00 p.m.

Saturday: 9:00 a.m. – 5:00 p.m.

Sunday: 1:00 p.m. – 8:00 p.m.

NOTE: The circulation desk closes 15 minutes before the library closes.

Contact Information:

Phone: (713) 795-4200

1133 John Freeman Blvd

<http://www.library.tmc.edu/>

College of Nursing Librarian:

Kerry Madole

Email Address: Library-Nursing@PVAMU.EDU

Location: College of Nursing Building, Room 917

Four steps to the TMC full library access:

1. The first time you visit the library's physical space, you will need to have your College of Nursing ID card registered to open the gates. Stop by the Circulation Desk to do that.
2. Complete the Library Card registration either online or also at the Circulation Desk. Online access here: <http://library.tmc.edu/services/circulation-services/library-card-registration/>.
When you sign up, use the drop down menu to choose your institution and use your school email address. **The library card registration needs to be approved by CON librarian.**
3. For remote access to the library from home or work: Register at this link: <https://register.openathens.net/library.tmc.edu/register>
You will be notified to activate your account within two business days. You need to have a TMC Library card number and e-mail account issued by your institution prior to registration.
4. Inter-Library Loan: the first time you need an article or a book that the TMC Library does not own, you will need to create an ILL account. You can do so here: <https://tmc.illiad.oclc.org/illiad/logon.html>
It is very important that you use your school email address to register. TMC Library provides 12 free ILL articles per semester to our patrons, and the system recognizes you by your school email address. For "Preferred article delivery method" choose "Mail to address," then for "Preferred electronic delivery if possible (PDF file via Web)," also choose YES. Your articles will be sent to you via your email in a pdf format.

Library Services

The TMC Library offers the following services to students of the College of Nursing:

- Student consultations – meeting with a librarian. Students make an appointment one-on-one or in a small group to learn how to use the library resources.

Consultations can be requested at this link:

https://library.tmc.edu/services/research_consultation/

John B. Coleman Library

<https://www.pvamu.edu/library>

In addition to the TMC Library, the College of Nursing students have access to the John B. Coleman Library on Prairie View A&M University's main campus. The library holdings includes over 370,000 volumes, 85 full-text databases across all academic disciplines and over 42,000 electronic periodicals. The library is also a member of TexShare consortia providing resource-sharing both online and through reciprocal borrowing privileges.

The library also has Library Guides. Use the link below to check out the libguide for the College of Nursing.

<https://pvamu.libguides.com/c.php?g=1001502&p=7251917>

To remotely access the electronic resources at the John B. Coleman library, enter your network ID and network password.

Your network ID is the first part of your Prairie View A&M University e-mail address (your network ID is the part before the @ on your e-mail address) and your password is your e-mail password.

Example: jbc Coleman@pvamu.edu or jbc Coleman@student.pvamu.edu

In this example, “jbc Coleman” would be the network ID.

Panther Collaboration and Innovation Commons

3rd Floor JB Coleman Library

<https://www.pvamu.edu/panthercic/welcome/about-the-panther-cic/>

The new Panther Collaboration and Innovation Commons—located on the third floor of the J.B. Coleman Library—is designed for students to engage in all areas of digital media in one location. Called Panther C.I.C. for short, the area provides digital resources needed for course work, research, and experience for future employment in digital video and audio, images and animation, digital presentations and more.

Panther C.I.C. has a print center, a 48-seat training room, two video rooms, audio podcast studio, conference room, breakroom and offices for instructional designers, a multimedia production specialist, a print manager, and graduate assistants. In addition, it features a check-out center with equipment storage rooms allowing for cameras, laptops, mics, iPads, tripods, among other equipment, to be used for class assignments and research. Expert training and other resources will also be provided for students and faculty.

TECHNOLOGY USE

Effective use of today's technology devices requires a wide range of professional skills to assist students as needed as well as student commitment to utilize the technologies for the benefit of education. Upon entering the CON students will be:

- oriented to the available technology within the building
- introduced to the technology staff
- advised of who to contact for technology issues (CON and University)
- referred to student handbook for additional information
- Issued a laptop computer

While it is anticipated that many students will choose to utilize either school administered laptops or personal laptops in the classroom, students are reminded that the classroom environment is for learning; not socializing (either personally or through devices). Students observed utilizing social media sites not intended for classroom use will be warned and may be dismissed for the remainder of the class.

INTERNET USE PROCEDURES & POLICIES

Prairie View A&M University (PVAMU) provides its users with Internet access and electronic communications services as required for the performance and fulfillment of job responsibilities.

Users must understand that this access is for the purpose of enhancing education and/or increasing productivity and not for non-University activities. Users must also understand that any connection to the Internet offers an opportunity for non-authorized users to view or access University information. Therefore, it is important that all connections be secure, controlled, and monitored.

To this end, users at PVAMU should have no expectation of privacy while using University-owned or University-leased equipment. Information passing through or stored on University equipment can and will be monitored. Users should also understand that PVAMU maintains the right to monitor and review Internet use and e-mail communications sent or received by users as necessary.

Permitted Use

- The Internet connection and e-mail system of PVAMU is primarily for University use. Occasional and reasonable personal use is permitted, provided that this does not interfere with the performance of work duties and responsibilities.
- Users may use PVAMU Internet services for personal improvement, outside of scheduled hours of work, provided that such use is consistent with professional conduct and is not for personal financial gain.
- Users may send and receive e-mail attachments that do not exceed 2 MB in size, provided that all attachments are scanned before they are opened by PVAMU's chosen antivirus software (McAfee VirusScan).
- Users must observe professional, ethical guidelines and any University procedures and guidelines; federal or state applicable laws when sending and/or receiving messages for University or non-University purposes.

Prohibited Use

- Users shall not use PVAMU Internet or e-mail services to view, download, save, receive, or send material related to or including:
- Offensive content of any kind, including pornographic material.
- Promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability.
- Threatening or violent behavior.
- Illegal activities.
- Commercial messages.
- Messages of a religious, political, or racial nature.
- Gambling of any form or type.
- Personal financial gain.
- Forwarding e-mail chain letters
- Spamming e-mail accounts from PVAMU e-mail services or University machines
- Material protected under copyright laws – includes many MP3 music and movie (DVD and other) entertainment files
- Sending University-sensitive information by e-mail or over the Internet.
- Dispersing confidential University data to PVAMU students, employees, business associates or anyone outside the University without authorization.
- Opening files received from the Internet without performing a virus scan.
- Tampering with your University handle in order to misrepresent yourself and the University to others.

Responsibilities

- PVAMU users are responsible for:
- Honoring acceptable use policies of networks accessed through PVAMU Internet and e-mail services.
- Abiding by existing federal, state, and local telecommunications and networking laws and regulations.
- Following copyright laws regarding protected commercial software or intellectual property.
- Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of PVAMU's network resources.
- Using logical, professional, ethical, University policy and other applicable laws, guidelines and procedures to maintain the security of sensitive information.

Violations

Violations will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more of the above use regulations, that user will may receive a University initiated reprimand and his or her future use may be closely monitored. If a gross violation has occurred, IT management in conjunction with Human Resources will take immediate action. Such action may result in losing Internet and/or e-mail privileges, severe reprimand, or termination of employment or student registration at PVAMU.

PROFESSIONAL NURSING PRINCIPLES FOR SOCIAL MEDIA

ANA'S Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

6 Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

Texas Board of Nursing Position Statement on Social Media (15.29)

References:

American Nurses Association. (2011, September) Principles for social networking and the nurse. Silver Spring, MD: Author.

National Council of State Boards of Nursing. (2011, August). White Paper: A nurse's guide to the use of social media. Chicago, IL: Author

APPENDICES

Appendix A: Degree Requirements and Curriculum Sequences

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

Appendix C: Title Page Sample

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

Appendix E: Health and Immunization Forms

Appendix F: Request for Academic Grievance

Appendix G: COVID-19 Policy

Appendix H: Frequently Asked Questions (FAQ)

APPENDIX A

Degree Requirements and Curriculum Sequences

FAMILY NURSE PRACTITIONER

MSN Degree & Post Masters Certificate Requirements

MSN FAMILY NURSE PRACTITIONER

PREFIX/ NUMBER	TITLE	SEMESTER HOURS
GRADUATE CORE COURSES		15
NURS 5013	Theoretical Foundations of Nursing	3
NURS 5133	Clinical Research	3
NURS 5713	Health Policy	3
CNSL 5093	Educational Statistics	3
NURS 5003	Transcultural Family Health Care in Rural & Urban Settings	3
ADVANCED PRACTICE CORE COURSES		9
NURS 5173	Advanced Pharmacology for Advanced Practice Nursing	3
NURS 5163	Advanced Pathophysiology for Advanced Practice Nursing	3
NURS 5263	Advanced Health Assessment & Diagnostic Reasoning for Advanced Practice Nursing	3
NURSE PRACTITIONER SPECIALITY COURSES		23
NURS 5042	Role Theory and Ethics in Advanced Practice	2
NURS 5216	Primary Health Care for the Childbearing/Childrearing Family with Practicum	6
NURS 5245	Primary Health Care for the Adult and Elderly with Practicum	5
NURS 5763	Financial Management in Advanced Nursing Practice	3
NURS 5257	Management of Complex Health Problems with Practicum	7
NON-THESIS/THESIS OPTIONS		6
NURS 5773	Research Capstone Proposal	3
NURS 5783	Research Capstone Project	3
OR		
NURS 5803	Thesis Proposal Writing	3
NURS 5903	Thesis	3
TOTAL HOURS		53

POST MASTERS CERTIFICATE– FAMILY NURSE PRACTITIONER

PREFIX/ NUMBER	TITLE	SEMESTER HOURS
ADVANCED PRACTICE CORE COURSES		9
NURS 5173	Advanced Pharmacology in Advanced Practice Nursing*	3
NURS 5163	Advanced Pathophysiology in Advanced Practice Nursing *	3
NURS 5263	Advanced Health Assessment & Diagnostic Reasoning for Advanced Practice Nursing *	3
NURSE PRACTITIONER SPECIALITY COURSES		23
NURS 5042	Role Theory and Ethics in Advanced Practice Nursing	2
NURS 5216	Primary Health Care for the Childbearing/Childrearing Family with Practicum	6
NURS 5245	Primary Health Care for the Adult and Elderly with Practicum	5
NURS 5763	Financial Management in Advanced Nursing Practice	3
NURS 5257	Management of Complex Health Problems with Practicum	7
TOTAL HOURS		32

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

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

PREFIX/ NUMBER	TITLE	SEMESTER HOURS
NURSE PRACTITIONER SPECIALITY COURSES		21
NURS 5216	Primary Health Care for the Childbearing/Childrearing Family with Practicum	6
NURS 5245	Primary Health Care for the Adult and Elderly with Practicum	5
NURS 5763	Financial Management in Advanced Nursing Practice	3
NURS 5257	Management of Complex Health Problems with Practicum	7
TOTAL HOURS		21

** Post-Master's Certificate Program for students recognized as APRN by the Board of Nursing

CURRICULUM SEQUENCES

MSN-FAMILY NURSE PRACTITIONER

Full Time Option

FALL (YEAR 1)	SPRING (YEAR 1)	SUMMER (YEAR 1)
NURS 5013 Theoretical Foundation NURS 5003 Transcultural Family NURS 5173 Advanced Pharmacology for Advance Practice Nursing	NURS 5163 Advanced Pathophysiology for Advance Practice Nursing NURS 5133 Clinical Research NURS 5263 Advanced Health Assessment & Diagnostic Reasoning NURS 5042 Role Theory & Ethics	NURS 5245 Primary Health Care for the Adult & Elderly Family NURS 5713 Health Policy CNSL 5093 Educational Statistics
FALL (YEAR 2)	SPRING (YEAR 2)	
NURS 5216 Primary Health Care for Childbearing/Rearing Family NURS 5763 Financial Management NURS 5803 Proposal Writing or/ NURS 5983 Evidence Based	NURS 5257 Management of Complex Health Problems NURS 5783 Research Capstone or NURS 5903 Thesis	

Part Time Curriculum Sequence

FALL (YEAR 1)	SPRING (YEAR 1)	SUMMER (1)
NURS 5013 Theoretical Foundation NURS 5173 Advanced Pharmacology for Advance Practice Nursing	NURS 5133 Clinical Research CNSL 5093 Educational Statistics	NURS 5003 Transcultural Family NURS 5713 Health Policy
FALL (YEAR 2)	SPRING (YEAR 2)	SUMMER (2)
NURS 5163 Advanced Pathophysiology for Advance Practice Nursing NURS 5803 Proposal Writing or/ NIURS 5983 Evidence Based	NURS 5263 Advanced Health Assessment & Diagnostic Reasoning NURS 5783 Research Capstone or NURS 5903 Thesis	NURS 5245 Primary Health Care for the Adult & Elderly Family NURS 5042 Role Theory & Ethics
FALL (YEAR 3)	SPRING (YEAR 3)	
NURS 5216 Primary Health Care for Childbearing/Rearing Family NURS 5763 Financial Management	NURS 5257 Management of Complex Health Problems	

NURSE ADMINISTRATION

MSN Degree & Post Masters Certificate Requirements

MSN NURSE ADMINISTRATION

PREFIX/ NUMBER	TITLE	SEMESTER HOURS
GRADUATE CORE COURSES		15
NURS 5013	Theoretical Foundations of Nursing	3
NURS 5133	Clinical Research	3
NURS 5713	Health Policy	3
CNSL 5093	Educational Statistics	3
NURS 5003	Transcultural Family Health Care in Rural & Urban Settings	3
NURSING ADMINISTRATION COURSES		12
NURS 5403	ADM I-Organizational Theory	3
NURS 5413	ADM II-Health Care Management	3
NURS 5423	ADM III-Health Care Economics & Financial Management	3
NURS 5433	ADM IV-Nursing Administration Role Practicum	3
GRADUATE BUSINESS COURSES OR HEALTH INFORMATICS COURSES <i>Examples of Business courses include:</i> ACCT 5003, ACCT 5103, ECON 5003, FINA 5003, MISY 5203, MGMT 5003 MGMT 5103, MGMT 5343, MGMT 5353, MRKT 5003		9
NON-THESIS/THESIS OPTIONS		6
NURS 5773	Research Capstone Proposal	3
NURS 5783	Research Capstone Project	3
OR		
NURS 5803	Thesis Proposal Writing	3
NURS 5903	Thesis	3
TOTAL HOURS		42

POST MASTERS CERTIFICATE - NURSE ADMINISTRATION

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

CURRICULUM SEQUENCE

MSN-NURSE ADMINISTRATION

Full Time Option

Fall (Year 1)	Spring (Year 1)	Summer (Year 1)
NURS 5013 Theoretical Foundation NURS 5003 Transcultural Family NURS 5443 Health Informatics I or B5xxx Business Course Elective	NURS 5133 Clinical Research CNSL 5093 Educational Statistics NURS 5403 Organizational Theory	NURS 5413 Health Care Management NURS 5453 Health Informatics II or B5xxx Business Course Elective
Fall (Year 2)	Spring (Year 2)	
NURS 5713 Health Policy NURS 5423 Health Care Economics & Financial Management NURS 5803 Thesis: Proposal Writing or N5XXX Elective	NURS 5433 Nurse Administration Practicum NURS 5453 Health Informatics III or B5xxx Business Course Elective NURS 5903 Thesis or NURS 5783 Research Capstone Project	

Part Time Option

Fall (Year 1)	Spring (Year 1)	Summer (Year 1)
NURS 5013 Theoretical Foundations	NURS 5133 Clinical Research	NURS 5403 Organizational Theory
NURS 5003 Transcultural Family	CNSL 5093 Educational Statistics	NURS 5443 Health Informatics I or B5xxx Business Course Elective
Fall (Year 2)	Spring (Year 2)	Summer (Year 2)
NURS 5413 Health Care Management	NURS 5423 Health Care Economics & Financial Management	NURS 5453 Health Informatics II or B5xxx Business Elective
NURS 5713 Health Policy	NURS 5803 Thesis: Proposal Writing or N5XXX Elective	NURS 5453 Health Informatics III or B5xxx Business Course Elective
Fall (Year 3)		
NURS 5433 Nurse Administration Practicum		
NURS 5903 Thesis or NURS 5783 Research Capstone Course		

NURSE EDUCATION

MSN Degree & Post Masters Certificate Requirements

MSN NURSE EDUCATION

PREFIX/ NUMBER	TITLE	SEMESTER HOURS
GRADUATE CORE COURSES		15
NURS 5013	Theoretical Foundations of Nursing	3
CNSL 5093	Educational Statistics	3
NURS 5133	Clinical Research	3
NURS 5713	Health Policy	3
NURS 5003	Transcultural Family Health Care in Rural & Urban Settings	3
CLINICAL PRACTICE CORE COURSES		9
NURS 5023	Advanced Pharmacology for Advanced Practice Nursing	3
NURS 5033	Advanced Pathophysiology for Advanced Practice Nursing	3
NURS 5243	Advanced Health Assessment in Nursing Education	3
NURSING EDUCATION COURSES		15
NURS 5303	Program & Curriculum Design	3
NURS 5313	Instructional Methods & Strategies	3
NURS 5323	Evaluation in Nursing Education	3
NURS 5333	Nursing Education Role Practicum I: Classroom Instruction	3
NURS 5353	Nursing Education Role Practicum II: Clinical Instruction	3
NON-THESIS/THEISIS OPTIONS		6
NURS 5773	Research Capstone Proposal	3
NURS 5783	Research Capstone Project	3
OR		
NURS 5803	Thesis Proposal Writing	3
NURS 5903	Thesis	3
TOTAL HOURS		45

POST MASTERS CERTIFICATE - NURSE EDUCATION

PREFIX/ NUMBER	TITLE	SEMESTER HOURS
CLINICAL PRACTICE CORE COURSES		9
NURS 5023	Advanced Pharmacology	3
NURS 5033	Advanced Pathophysiology	3
NURS 5243	Advanced Health Assessment in Nursing Education	3
NURSING EDUCATION COURSES		12
NURS 5303	Program & Curriculum Design	3
NURS 5313	Instructional Methods & Strategies	3
NURS 5323	Evaluation in Nursing Education	3
NURS 5333	Nursing Education Role Practicum I: Classroom Instruction	3
NURS 5353	Nursing Education Role Practicum II: Clinical Instruction	3
TOTAL HOURS		24

* 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.

CURRICULUM SEQUENCE

MSN-NURSE EDUCATION

Full Time Option

Fall (YEAR 1)	Spring (YEAR 1)	Summer(YEAR 1)
NURS 5013 Theoretical Foundations NURS 5003 Transcultural Nursing NURS 5033 Advanced Pathophysiology	NURS 5023 Advanced Pharmacology NURS 5133 Clinical Research NURS 5243 Advanced Health Assessment in Nursing Education	NURS 5303 Program and Curriculum Design NURS 5313 Instructional Strategies & Methods CNSL 5093 Educational Statistics
Fall (YEAR 2)	Spring (YEAR 2)	
NURS 5323 Evaluation in Nursing Education NURS 5333 Nurse Education Practicum I NURS 5803 Thesis-Proposal Writing or NURS 5XXX Elective	NURS 5353 Nurse Education Practicum II NURS 5783 Research Capstone Project or NURS 5903 Thesis NURS 5713 Health Policy	

Part Time Option

Fall (YEAR 1)	Spring (YEAR 1)	Summer(YEAR 1)
NURS 5013 Theoretical Foundations	NURS 5133 Clinical Research	NURS 5713 Health Policy
NURS 5003 Transcultural Nursing	CNSL 5093 Educational Statistics	NURS 5803 Thesis-Proposal Writing or NURS 5XXX - Elective
Fall (YEAR 2)	Spring (YEAR 2)	Summer (YEAR 2)
NURS 5033 Advanced Pathophysiology	NURS 5023 Advanced Pharmacology	NURS 5303 Program and Curriculum Design
NURS 5313 Instructional Strategies & Methods	NURS 5243 Advanced Health Assessment for Nursing Education	
Fall (YEAR 3)	Spring (YEAR 3)	
NURS 5323 Evaluation in Nursing Education	NURS 5783 Research Capstone Project or NURS 5903 Thesis	
NURS 5333 Nursing Education Practicum I	NURS 5353 Nurse Education Practicum II	

DOCTOR OF NURSING PRACTICE

DNP Degree & Requirements

PREFIX/NUMBER	TITLE	SEMESTER HOURS
CORE COURSES		21
NURS 7013	Nursing Science and Complex Systems	3
NURS 7023	Leadership in Complex Health Systems	3
NURS 7033	Health Care Policy for Advocacy in Health Care	3
NURS 7043	Health Informatics: Systems Management of Health Data	3
NURS 7053	Evidence-based Practice (Qualitative & Quantitative Methods)	3
NURS 7143	Analytical Approaches to Outcomes Management: Individuals and Populations	3
NURS 7243	Translating Evidence into Advanced Nursing Practice	3
PROJECT		6
NURS 7253	DNP Project 1	3
NURS 7263	DNP Project 2	3
PRACTICUM		6
NURS 7383	Practice Residency I	3
NURS 7393	Practice Residency II	3
ELECTIVES		6
TOTAL HOURS		39

Degree Program Requirements

Students who enter the Doctor of Nursing Practice Program will be required to complete 39 hours after the Master's degree and 1000 clinical hours of practicum (includes MSN practicum hours).

CURRICULUM SEQUENCE

Doctor of Nursing Practice (DNP)

Full Time Option

Fall (YEAR 1)	Spring (YEAR 1)	Summer (YEAR 1)
NURS 7013 Nursing Science and Complex Systems NURS 7023 Leadership in Complex Health Systems (60 hrs residency) CNSL 5903 Educational Statistics	NURS 7053 Evidence-Based Practice (Qualitative & Quantitative Methods) N7033 Health Care Policy for Advocacy in Health Care (60 hrs residency) DNP Project 1	NURS 7143 Analytical Approaches to Outcomes Management: Individuals and Populations NURS 7043 Health Informatics Systems Management of Health Data Elective**
Fall (YEAR 2)	Spring (YEAR 2)	Summer (YEAR 2)
NURS 7243 Translating Evidence into Advanced Nursing Practice NURS 7383 Practice Residency 1 NURS 7253 DNP Project 1 or NURS 7263 DNP Project 2	NURS 7393 Practice Residency 2 NURS 7263 DNP Project 2 Elective**	

** There are seven (7) relevant elective course offerings in the course inventory. Therefore elective course offerings will vary from semester to semester.

Part Time Option

Fall (YEAR 1)	Spring (YEAR 1)	Summer (YEAR 1)
NURS 7013 Nursing Science and Complex Systems NURS 7023 Leadership in Complex Health Systems CNSL 5903 Educational Statistics	NURS 7053 Evidence-Based Practice (Qualitative & Quantitative Methods) NURS 7043 Health Informatics Systems Management of Health Data	NURS 7143 Analytical Approaches to Outcomes Management: Individuals and Populations
Fall (YEAR 2)	Spring (YEAR 2)	Summer (YEAR 2)
NURS 7243 Translating Evidence into Advanced Nursing Practice NURS 7383 Practice Residency 1	NURS 7253 DNP Project 1 Elective**	N7033 Health Care Policy for Advocacy in Health Care Elective **
Fall (YEAR 3)	Spring (YEAR 3)	Summer (YEAR 3)
NURS 7393 Practice Residency 2 NURS 7263 DNP Project 2		

**** There are seven (7) relevant elective course offerings in the course inventory. Therefore elective course offerings will vary from semester to semester.**

APPENDIX B

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

FAMILY NURSE PRACTITIONER PROGRAM
CREDIT AND CLOCK HOURS FOR CLINICAL PRACTICUM

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

COURSE	CREDIT HOURS	RATIO	CLOCK HOURS
NURS 5263 Advanced Health Assessment	3		
• Didactic	(2 – Didactic)	1:1	2 lecture hours per week
• Lab/Practicum	(1 – Lab/Practicum)	2:4	4 clinical hours per week
NURS 5216 Primary Health Care for the Childbearing/Childrearing Family with Practicum	6		
• Didactic	(2 – Didactic)	1:1	2 lecture hours per week
• Practicum	(3 – Practicum)	1:4	12 clinical hours per week
NURS 5245 Primary Health Care for the Adult & Elderly W/ Practicum	5		
• Didactic	(2 – Didactic)	1:1	2 lecture hours per week
• Practicum	(3 – Practicum)	1:4	12 clinical hours per week
NURS 5257 Management of Complex Health Problems	7		
• Didactic	(2 – Didactic)	1:1	2 lecture hours per week
• Practicum	(5 – Practicum)	1:4	20 clinical hours per week

NURSE EDUCATION PROGRAM

CREDIT AND CLOCK HOURS FOR CLINICAL PRACTICUM

COURSE	CREDIT HOURS	RATIO	CLOCK HOURS
NURS 5333 Nursing Education Role Practicum I	3		
• Didactic	2	1:1	2 lecture hours per week
• Practicum	2	1:4	8 clinical hours per week
NURS 5353 Nursing Education Role Practicum II	3		
• 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

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

APPENDIX C

**Title Page Sample
For a Class Paper (not Thesis/Dissertation/Project)**

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

Progression

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

This section includes examples of documents that are most frequently used by students. Students are encouraged to visit the university's website to ensure that they are always using the most current form(s) and to find the latest information for procedures. If you have any questions, speak with your faculty advisor or contact the College of Nursing Graduate Studies Administrative Associate for help with accessing forms and other general information.

These forms and others can all be found at <https://www.pvamu.edu/graduatestudies/forms/>.

- Thesis and Dissertation Process and Required Forms:
- Academic Degree Plan and Candidacy
- Transfer Credit
- Request to Revalidate Course(s)
- Academic Dismissal Appeal
- Application for Graduation
- Registration in Absentia
- Non-resident Tuition Waiver
- Reevaluation of Credentials
- Office of Admission Graduate Student Recommendation Form

APPENDIX E

Health and Immunization Forms

(Students please upload all 4 pages of this form to CastleBranch.)

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

GENERAL INFORMATION (To be filled in by student)

DATE: _____

Name in full _____
LAST NAME FIRST NAME MIDDLE NAME

Local Address _____

Home Address _____

Email: _____ Phone Number: _____

Date of Birth _____ Place of Birth _____
MONTH / DAY / 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.

<input type="checkbox"/> Anemia <input type="checkbox"/> Antisocial Personality Disorder <input type="checkbox"/> Arthritis <input type="checkbox"/> Asthma <input type="checkbox"/> Back Problem <input type="checkbox"/> Bleeding Disorders <input type="checkbox"/> Bipolar Disorder <input type="checkbox"/> Borderline Personality Disorder <input type="checkbox"/> Cancer <input type="checkbox"/> Diabetes <input type="checkbox"/> Gastrointestinal Disorder	<input type="checkbox"/> Hay Fever <input type="checkbox"/> Hepatitis <input type="checkbox"/> Heart Disease <input type="checkbox"/> Heart Defects <input type="checkbox"/> Hernia <input type="checkbox"/> High Blood Pressure <input type="checkbox"/> Kidney Disease <input type="checkbox"/> Major Depression <input type="checkbox"/> Migraines <input type="checkbox"/> Paranoid Personality Disorder <input type="checkbox"/> Pneumonia	<input type="checkbox"/> Psychotic Disorders <input type="checkbox"/> Rheumatic Fever <input type="checkbox"/> Schizophrenia <input type="checkbox"/> Seizures <input type="checkbox"/> Sexually Transmitted Disease(s) <input type="checkbox"/> Sickle Cell Anemia <input type="checkbox"/> Skin Disorders <input type="checkbox"/> Tonsillitis <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Ulcers <input type="checkbox"/> Other
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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 St., Houston, Texas 77030

Name in Full _____
LAST NAME FIRST NAME MIDDLE NAME

STUDENT ID # _____

To be filled in by Health Care Provider:

Height _____ Weight _____ Blood Pressure _____ Pulse _____

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

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

Explain any abnormal findings in the physical examination: _____

Date _____

Licensed Health Care Provider: _____

Signature: M.D. D.O. P.A. N.P. (Circle appropriate title)

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 Course Instructor must be notified and an updated physical examination must be filed within two (2) weeks. Also, there must be a meeting with the Course Instructor to review requirements of course enrollment.

For New Upper Division Nursing Students: (Students born outside the U.S. should have the QuantiFERON Gold Blood Test).

***Two-Step TB Test Required, one-three weeks apart must be performed.**

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

Health Care Provider Signature and Printed Name

Address of clinic

*Once a Two step TB assessment has been done, continuing students will need only a 1 (one) step PPD skin test. Skin test or a chest x-ray must be done annually.

This form may be used to report TB testing. If a chest x-ray is done, health care provider needs to acknowledge findings on letter head. Full x-ray report needs to be submitted.

Students whether or not this page is used for your TB testing, **it must be uploaded with your History and Physical Exam form.**

If your results are not documented on this page, then sign the following statement.

My TB testing results are included on a documentation form other than this one. Please refer to the uploaded results on the TB link.

Student Name Printed/Signature

Date

PRAIRIE VIEW A & M UNIVERSITY COLLEGE OF NURSING IMMUNIZATION RECORD

Name: _____ Address: _____ City/State/Zip: _____ Daytime Phone: _____ Emergency Name & Phone: _____ Health Insurance Company: _____	(Check which program you are entering) BSN _____ LVN to BSN _____ RN to BSN _____ MASTERS _____ Gender: Male _____ Female _____ Date of Birth: _____ Student ID# _____
<u>Documentation of Immunizations</u> <u>(Provide Records and Test Results)</u>	<u>Requirements</u>
DATE OF IMMUNIZATION FOR:	
TDAP Vaccine Required Date:	TDAP Required; CDC Recommendation for all Healthcare Providers
Required Measles: Seropositive titer confirmed: _____ Mumps: Seropositive titer confirmed: _____ Rubella: Seropositive titer confirmed: _____	MMR Titer Required
Hepatitis B: Seropositive titer: _____ OR Date #1 _____ Date #2 _____ Date #3 _____ Hepatitis C Titer- Negative Status _____ YES _____ NO	Hepatitis B: First two of series of three completed before enrollment and series completed as scheduled OR confirmation of seropositive titer. Hepatitis C : Titer Required
Required Varicella confirmation of Seropositive titer _____ History of disease is not acceptable Meningococcal Vaccine Date: _____ (Required for ages 22 and under)	Varicella Titer Required Meningococcal Vaccine Required
SEASONAL FLU SHOT REQUIRED: Date: _____	Yearly Flu shot Required
TB Screening PPD (Mantoux, not Tine): Negative Positive Date: _____ CXR Date: _____ Negative: _____ Positive: _____ If positive, please give details: _____ _____	TB Screening: Mantoux skin tests required (NOT Tine): Negative PPD within past year OR Negative CXR AND confirmation of prophylactic treatment. TB Skin Test or Chest X-ray YEARLY

SIGN & DATE FORM COMPLETED:

Healthcare Provider's signature to verify above information

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APPENDIX F

Request for Academic Grievance

PRAIRIE VIEW A&M UNIVERSITY
COLLEGE OF NURSING

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 _____ **PV Student #** _____

Date _____ **Semester/Year Enrolled** _____

Mailing 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 G

COVID-19 Policy

Prairie View A & M University

College of Nursing

COVID -19 Universal Safety Operations (USO) and COVID -19 Faculty and Student Safety Operations (FASSO)

PURPOSE

Covid-19 Universal Safety Operations (USO)) and COVID-19 Faculty and Student Safety Operations (FASSO) task force has been implemented to focus on issues pertaining to the COVID -19 pandemic. This task force will enforce the guidelines that are currently in place to ensure that all individuals entering the Prairie View A&M University College of Nursing are screened and following proper safety operations.

MISSION STATEMENT

Universal Safety Operations and (USO) and Faculty and Student Safety Operation (FASSO) considers no aspect of its operation more important than the health and safety of our administrators, faculty, staff, students, facility employees and visitors. This is achieved by maintaining safety operations and healthy practices during this COVID-19 pandemic.

VISION STATEMENT

Universal Safety Operations and (USO) and Faculty and Student Safety Operation (FASSO) will continually ensure enhanced protection throughout our facility while creating a safe environment for everyone who enters our facility.

Prairie View A & M University College of Nursing
COVID -19 Universal Safety Operations (USO)

DAILY WRISTBAND COLORS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Each daily color coded wristband represents that all individuals have been properly screened and cleared.

Prairie View A & M University College of Nursing

COVID -19 Universal Safety Operations (USO)

Facility Safety and Practices Guidelines

1. All students and visitors must enter through the front entrance of the building. **NO ONE WILL BE PERMITTED IN THE BUILDING WITHOUT A MASK. NO EXEPTIONS.**
2. **Disposable masks will be available for persons who may not have a mask however it is encouraged to have your own personal mask in place before entering the building.**
3. Upon entering the building there will be a screening station in place.
4. Once the temperature is checked and there is no indication of fever, a daily color coded wristband will be placed on the arm of individuals entering the building. This wristband will be worn throughout the duration of the day.
5. Once screened and cleared for access, each individual will be directed to proceed to the left hallway of the building and stand on the colored floor squares on the right side of the hallway to wait for access to the elevator.
6. Only two individuals an allowed on the elevator at a time.
7. Any individual who does not have a daily assigned color coded wrist band on will not be permitted to enter the building. **NO EXCEPTIONS.**
8. In the event that a person re-enters the building they must show their daily colored wristband at the screening station for clearance.
9. Security will be on alert to enforce the color coded wristband policy to ensure the safety of others.
10. Individuals must exit out of the front door only
11. Access of the auditorium and study rooms will be restricted and must be approved.
12. Consumption of food or drinks will not be permitted while waiting in line to be cleared.
13. All delivery drivers, postal workers and contractors must be screened and cleared before entering the building.
14. All faculty and staff must report to the first floor to be screened and cleared.
15. Social distancing must be practiced at all times and in all areas of the College of Nursing.

Prairie View A & M University College of Nursing
COVID-19 Faculty and Student Safety Operations
(FASSO)

Laboratory and Classroom Safety Guidelines

1. Surfaces in all laboratories and classrooms will be sanitized daily between activities (skills, simulations and lectures.)
2. Upon entering the laboratories and classrooms, all faculty, students and laboratory personnel must have a mask in place.
3. **Before entering any of the laboratories or classrooms screening of each individual for clearance will be taken at the designated checkpoint on the first floor.**
4. Individuals will be issued a color coded wristband once screened and cleared before entering the laboratories or classrooms. Access to the laboratories and classrooms will be denied without a daily colored wristband.
5. Non-sterile gloves must be worn by faculty, students and lab personnel during skills or simulations.
6. There will be a limit of student occupancies permitted in all laboratories and classrooms during learning activities.
7. Faculty, laboratory personnel and students must practice social distancing in all laboratories and classrooms.
8. After each completion of activities all faculty, laboratory personnel and students must properly dispose of PPE in the bio hazard receptacles.
9. Faculty, students and laboratory personnel who exhibit frequent coughing or sneezing must exit the laboratory or classroom for the safety of others.
10. Faculty, students and laboratory personnel will not be allowed to bring any food or drinks and personal articles of any kind into the laboratories during learning activities. **NO EXCEPTIONS**
11. Student cell phones will not be permitted in the laboratories at any time.
12. Linen will be changed daily following each learning activity in the laboratories
13. Only authorized personnel is allowed in the central supply rooms.
14. Proper laboratory apparel must be worn in the laboratories. **NO EXCEPTIONS**

15. No students will allowed in any laboratories for study sessions when there are no study rooms available.
16. No students will be allowed in the laboratories unattended at any time.
17. Grand Rounds filming must be approved and supervised by laboratory personnel with a limit of three student participants at each filming session.

USO TASK FORCE MEMBERS

Dr. Betty N. Adams, Dean
Mr. Darrell L. Rushing, Health and Safety Coordinator
Dr. Isaac L. Smith, Advisor
Ms. L. Winters, Temperature Screening and Intake
Mr. G. Maxey, Security Supervisor
Ms. Charell Harris, Security Supervisor
Mr. Davonte Caldwell, Security /Screener
Mr. Bolton Green, Security/ Screener
Ms. Graceila Puente, Facility Service Associate
Mr. Sean Walberg, Building Maintenance Supervisor
Ms. Pricilla Rounds, Safety Operations Support Staff
Ms. Susan Rathiel, Essential Supplies Distributor (Products Unlimited)

APPENDIX H

Frequently Asked Questions (FAQ)

PRAIRIE VIEW A&M UNIVERSITY

COLLEGE OF NURSING – GRADUATE PROGRAM

FREQUENTLY ASKED QUESTIONS (FAQ)

1. Is this school accredited?

Yes, the College of Nursing programs are accredited by two (2) national accreditations:

- Accrediting Commission for Education in Nursing (ACEN)
- Commission on Collegiate Nursing Education (CCNE)

2. Is there a Part Time Option?

- Yes, we have both Part-time & Full time

3. How many Semester Credit Hours are required to complete the Family Nurse Practitioner (FNP) program?

- 53 credit hours

4. 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

5. How many Semester Credit Hours are required to complete the Nurse Administration (ADM) program?

- 42 credit hours

6. 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

7. How many Semester Credit Hours are required to complete the Nurse Education (EDU) program?

- 45 credit hours

8. 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

9. How many Semester Credit Hours are required to complete the Doctor of Nurse Practice (DNP) program?

- 39 SCH

10. How long does it take to complete the DNP program?

- Part-time – 7 semesters (equivalent 2-1/2 years), including two (2) summers
- Full time – 5 semesters (equivalent 2 years), including one (1) summer

11. 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). .

12. What time of the day are classes offered?

- Classes are offered throughout the day, generally 1-8pm
- Clinical classes depend on the clinical rotation.
- Some classes are offered on Saturdays

13. 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.

14. 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.

15. Who is the Director of the Program?

- Dr. Chloe Gaines

16. What is the Office of Graduate Admissions number at the Main Campus?

- (936) 261-3500.

17. Who can I talk to get more details regarding the program?

- FNP – Dr. Gloria Rose: (713) 797-7042 or gmrose@pvamu.edu
- EDU – Dr. Stacy Sam (713) 790-7129 or scsam@pvamu.edu
- ADM – Dr. Chloe Gaines (713) 797-7067 or cggaines@pvamu.edu
- DNP – Dr. Sharisse Hebert: (713)-797-7050 or sahebert@pvamu.edu