University of Northern Colorado

School of Nursing

Masters of Science in Nursing (MSN) & Post Bachelor’s to Doctor of Nursing Practice (DNP) & Post Master’s Certificate

Student Handbook

2016 - 2017

www.unco.edu/nhs/nursing

(Revised 2/6/17)
Please note:
The Official Handbook will be updated on a regular basis and the most recent version will be located at the following URL:
http://www.unco.edu/nhs/nursing/resources/current-student/student-handbooks.aspx
and it will be updated as changes occur.

*Students will be responsible for accessing and using the most current version.*
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UNC
School of Nursing
Information
Mission of the UNC School of Nursing

The Mission of the UNC School of Nursing, congruent with the Mission of the University, is to provide teaching, scholarly activity and service in the discipline of nursing. The School of Nursing strives for excellence as reflected in highly qualified faculty, rigorous academic standards for students and a commitment to quality professional practice outcomes within all healthcare settings.

12-2-16 revision adopted by NFSO

UNC School of Nursing Goals for Graduate Programs

To prepare well-educated graduate prepared nurses who understand the impact of professional nursing on a dynamic, diverse and technologically advancing health care system.

To prepare graduate nurses in specialized fields of study:

- Students will engage in scholarly activity, research and creative projects conducive to advanced professional nursing roles and advanced nursing practice.

- Students are prepared for advanced professional nursing roles through a solid foundation of theory, research and advanced practice standards as well as specialty nursing coursework.

- Students develop professional values fostering the commitment to life-long learning, scholarship and service.

- Students will develop competencies essential to assume leadership positions in nursing education and practice.

11-2016 revision adopted by NFSO
UNC School of Nursing Philosophy Statement

Health care practice, lifelong education, and service form the foundation for professional nursing. Professional nursing practice is operationalized through the use of critical thinking, evidence-based practice, research, the nursing process, and the establishment of collaborative interdisciplinary relationships with the goal of promoting the health of individuals, families, groups, communities, and populations, with attention to diverse and vulnerable populations.

Each individual is a holistic, bio-psycho-social and spiritual being evolving and developing over the lifespan within a dynamic environment. The individual interacts and develops relationships as a member of a family and culture within a larger diverse community and global society. Respected as unique beings, all individuals have a right to health. Individuals interact, influence and are influenced by groups or aggregates within the larger population and global society.

Society and culture are a functional and integrated whole with interdependent parts. Political, legal, ethical, economic, and spiritual components of society and culture converge with health systems to form an operating whole.

Health is a dynamic state that is individually and collectively defined. Health integrates the physical, psycho-social, spiritual, and emotional states of well-being.

Health care is in a constant state of change. Numerous societal demands require creative interventions, alternative settings, collaborative partnerships and coalitions to maximize health care delivery. The delivery of modern health care depends on an expanding group of educated professionals coming together as an interdisciplinary team.

Nursing, as a caring profession, is both an art and a science that promotes, supports, and restores optimal health and enhances quality of life in individuals, families, groups, communities, and populations. It is a professional discipline that is an integral component of health care delivery systems. The professional nurse is a designer, manager, coordinator, and provider of safe, quality care based on current evidence from nursing science and other related disciplines. Additional professional roles include the nurse as educator, leader, health systems manager, researcher, and advocate for social justice through health care policy. Professional standards of moral, ethical, and legal conduct are integral to professional nursing practice. Professionalism involves an awareness of personal beliefs, biases, health, and their impact on choices and behaviors. The nurse is responsible and accountable for advancing the profession of nursing and for continued professional growth.

Learning is a lifelong process that involves the acquisition and enhancement of knowledge, skills and attitudes. The professional nurse is educated with a foundation in the liberal arts, sciences, and humanities, as well as the discipline of nursing. The educational process of the professional nurse includes intellectual inquiry and critical analysis; communication and collaboration; respect and caring; leadership and professionalism; and therapeutic nursing interventions. Students in all programs move from relative dependence to functioning independently, in preparation for assuming professional responsibility in new roles. Students have a responsibility to be actively involved in the educational process which is seen as a collaborative relationship between students and faculty.

The nursing faculty is a community of nurse scholars committed to creating an environment that promotes intellectual inquiry and sensitivity to diversity of ideas. Faculty members maintain expertise in the specialty areas in which they teach, as well as in teaching-learning practices. They serve as role models for theory-guided nursing practice and education, professional and community service, collaborative partnerships, scholarly inquiry, and health policy development. The nursing faculty is
committed to the recruitment and retention of diverse students and faculty. Quality distance learning environments facilitate greater educational access for students in all programs. As part of the University community, faculty members contribute to the operations and vitality of the College, the University, and the profession.

The nursing faculty believes that the entry level preparation for professional practice as a generalist nurse is the baccalaureate degree. Graduate education at the master’s level prepares students for practice, leadership and educational roles. The Doctor of Nursing Practice (DNP) and the Doctor of Philosophy (PhD) are terminal degrees in the discipline, focusing on nursing science, research, practice and education.

12-2-2016 adopted by NFSO
The conceptual framework of the University of Northern Colorado’s School of Nursing is an outgrowth of the philosophy of the SON and reflects the faculty’s philosophical beliefs about the major conceptual cornerstones of nursing. The conceptual framework provides faculty with an outline for a defined, cohesive, logical curriculum with learning experiences which will achieve desired educational outcomes. The framework focuses on four major theoretical constructs (health, environment, clients and nursing) and five outcome concepts (therapeutic interventions, intellectual inquiry and analysis, communication and collaboration, respect and caring, and leader/manager/professional roles).

**HEALTH AND ENVIRONMENT:**
The UNC-SON faculty members regard the World Health Organization’s seminal definition of health (wellness) as integral to the conceptual framework: “Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.” Far from being a static state, health is viewed as a dynamic interaction of multi-dimensional forces of intrinsic and extrinsic factors, such as social / economic environment, physical environment, and individual personal characteristics and behaviors. These determinants of health function interdependently and are considered simultaneously in order to promote well-being and social justice. A holistic approach to health emphasizes the promotion and maintenance of health and the prevention of illness or injury rather than just the treatment of symptoms and disease. Health awareness and personal involvement assist clients to achieve or maintain a state of optimal health.

Illness and injury are alterations of health in individuals, families, groups, communities or populations. Human responses to illness and injury are unique and influenced by perceptions of self and others and by determinants of health. Illness and injury may result in changes in structure, function, roles, relationships, cultural practices, and spiritual values and beliefs. Clients may have an alteration in health, yet still achieve optimal functioning and quality of life. Alterations in health may be acute or chronic, and require a process of adaptation in order to achieve maximum health.

**CLIENTS AND NURSING:**
Client-centered interactions between client and nurse are the foundation of caring relationships. Nurses look beyond the individual to significant others, families, groups, communities and populations and as clients requiring care. Nurses engage in theory-guided, evidence-based, therapeutic interventions to provide ethical, safe, quality care. Inter- and intra-disciplinary communication, collaboration, and referral for identified client needs are integrated into nursing practice. Nurses enter into respectful and caring relationships with clients across the lifespan and at all levels of growth and development, with attention to diverse and vulnerable populations. Nurses provide leadership with a focus on safety, quality improvement, effective communication, client advocacy, coordination of care, use of technology, systems operations, and fiscal responsibility as they provide care in a variety of healthcare settings. Professional responsibilities include life-long learning, participation in professional organizations, and advocacy in the development of healthcare policy.

12-2-2016 adopted by NFSO
ABOUT THE GOVERNANCE STRUCTURE OF THE SCHOOL OF NURSING

The governance structure is guided by the School of Nursing by-laws, adopted by faculty. The by-laws have been revised throughout the years; the last revision was completed in 2016.

NURSING FACULTY STUDENT ORGANIZATION (NFSO)

This is a committee of the faculty as a whole plus student representatives from all levels. It meets several times per semester for communication of information and for decision making regarding Nursing program policies. In addition, there are subcommittees which also meet every semester for Graduate Affairs (policies and issues for graduate programs) and Graduate Curriculum (curriculum development, implementation, and evaluation). Student representatives have full voice and vote in all these meetings with the exception of declared executive sessions.

Student representatives receive the meeting agendas and minutes, and mailboxes are provided for them in School of Nursing Office. NFSO and subcommittee meetings are open for any interested student to attend. They are often scheduled on Friday mornings or afternoons (check with a faculty member or the office staff for dates).

Graduate nursing students annually select one or more representatives to attend meetings of the NFSO, the Graduate Leadership Team (GLT), and the Graduate Curriculum Committee (GCO). Be sure you know who your representative is. All students are encouraged to contact their representatives in person, in writing, by email or by phone to share questions and feedback about programs and issues.

STUDENT PARTICIPATION IN THE GOVERNANCE OF THE SCHOOL OF NURSING

Students are elected by their peers to represent them at meetings of the Nursing Faculty-Student Organization and its subcommittees. Faculty value student input and hope that students take appropriate advantage of the opportunities to participate.
Graduate Assistantships

Availability is determined on a year-to-year basis and announcements are sent by email when application is available.

**GA/TA/RA DESCRIPTION:**

The recipient of the award will be required to work 8 -10 hours per week (.20 FTE for each semester). Responsibilities may include assisting in skills lab, online courses or in faculty research projects.

The Graduate Assistant/Teaching Assistant will receive an established University salary or stipend. The student may also have some or all of that semester’s tuition paid by the Graduate School.

Requirements for becoming a GA/TA/RA can be found on the Graduate School website.

**Scholarships:**

**SIGMA THETA TAU, ZETA OMICRON CHAPTER:**

Zeta Omicron chapter of Sigma Theta Tau, the International Organization for Nursing Scholarship, invites qualified MS students to join the organization each year. The following awards are sponsored by the organization:

Drennan Award
The Drennan Award sponsored by Dr. Phyllis Drennan, former Dean of the School of Nursing, is awarded one or two outstanding graduate nursing student/s each year. Graduate nursing faculty nominate students for the award. The candidates will be evaluated by the selection committee on their commitment to nursing, professionalism, research activities, and professional growth achievements. The Drennan Award recipient(s) will receive a certificate of recognition, stipend and his/her name engraved on the Drennan Award Plaque displayed in the School of Nursing.

Research Award
Money for small grants may be available on an annual basis. Interested students should check the Zeta Omicron Chapter website for contact a board member for details.

Updated 7-6-16
WRITING CENTER
Staff can assist in improving writing skills. Appointments can be made online or on campus and staff will provide assistance with writing. The Writing Center is provided by the English Department and can be accessed at www.unco.edu/english/wcenter/.

MICHENER LIBRARY
Stephanie Wiegand is our reference librarian. She can help you search for materials or narrow down a topic. 970-351-1534 stephanie.wiegand@unco.edu
She is also a resource for questions on APA writing style.

COMPUTERS ON CAMPUS
If you have need of a computer when you are on campus, UNC has available two computer labs on the first floor of Gunter Hall for typing papers, internet access and course assignments. Computers are also conveniently located in many other campus buildings. You will need your UNC ID.

GRADUATE STUDENT ASSOCIATION
This is a student organization that provides graduate students with information on matters related to graduate students including financial support to attend and/or present at conferences and to support research projects. See http://www.unco.edu/gsa/.

RESEARCH CONSULTING LAB
Assistance with research and statistical issues are provided through the Research Consulting Lab in the Department of Applied Statistics and Research Methods located within the College of Education. Information can be found at http://www.unco.edu/cebs/asrm/consulting/index.htm

STATISTICAL CONSULTING MAST INSTITUTE
Statistical consulting is available at no charge to graduate students through UNC’s Mathematics and Science Teaching Institute on campus. For more information, contact 970-351-1280.

HIRING A TYPIST, EDITOR, OR TRANSCRIPTIONIST
The graduate school maintains a list of people who can be hired by students for these services. More information can be found at http://www.unco.edu/grad/new_current/resources(typist.html

PSYCHOLOGICAL SERVICES CLINIC
UNC Psychological Services at UNC accepts students in addition to the Northern Colorado community as clients for counseling and assessment services. Fees are based on a sliding fee scale. Interested individuals can contact them at (970) 351-1645 or www.unco.edu/psclinic
Progression for Masters Students
You may receive reminders from your advisor, but ultimately it is your responsibility to know about the Graduate School policies and deadlines and follow them. The UNC Graduate School home page is http://www.unco.edu/grad/. Under Current Students you will find deadlines, guidelines for theses and dissertations, forms, and more.

Here are some of the key Grad School items to note:

- You must enroll in courses during the first year of admission. A form is available to apply for an exception. http://www.unco.edu/grad/forms/pdfs/GraduateStudentPetitionForException.pdf
- For every semester you do not enroll, the Graduate School will bill you a $150 continuation fee. *This amount is subject to change.*
- The deadlines posted cover dates by which examination results must be filed, proposals must be filed, and ultimately when dissertations must be filed. As a general rule, dissertations must be filed about one month prior to the end of the semester.
- Coursework and Dissertation must be successfully completed within eight years of the first course date applied to the plan of study.
- Continuous Registration policy for Graduate Students http://www.unco.edu/grad/new_current/continuousregistration.html
- Withdrawal from a course or the program (if withdrawing from a course, please let your advisor know and follow the graduate school procedure provided in the link below) http://www.unco.edu/grad/new_current/registration/index.html

***NOTE: The Graduate School requirements supersede this Handbook. Every effort is made to keep this handbook up to date, but information and forms should be verified with the Graduate School website to be sure that you have to most up-to-date information and/or version of a form.***

**UNIVERSITY AND DEAN OF STUDENTS IMPORTANT INFORMATION:**
1. Students Rights and Responsibilities http://www.unco.edu/dos/Conduct.html
2. Title IX/Sexual Misconduct http://www.unco.edu/sexualmisconduct/
3. Complaints/University Appeals http://www.unco.edu/dos/complaints.html

**GRADUATE SCHOOL IMPORTANT LINKS:**
1. Transfer Credit from another institution –
   - http://www.unco.edu/grad/forms/pdfs/TransferOfCredit.pdf
2. Petition for Exception (used for exceptions to time to competition and leave of absence from the program etc.) http://www.unco.edu/grad/forms/pdfs/GraduateStudentPetitionForException.pdf

**CAMPUS RESOURCES**
1. Writing Center = www.unco.edu/english/wcenter
2. Michener Librarian for NHS College = Stephanie Wiegand (Stephanie.wiegand@unco.edu)
4. Typist, Editor or Transcriptionist = http://www.unco.edu/grad/new_current/resources/typist.html

**SCHOOL OF NURSING POLICIES ALSO APPLY AND ARE FOUND IN THIS STUDENT HANDBOOK.**
UNC Graduate School Policies

UNC Graduate school policies should be reviewed by each graduate student. These policies are updated on a regular basis and can change from semester to semester. The DNP coordinator will do his/her best to keep students informed of any important changes in graduate school policies, but ultimately it is the graduate student’s responsibility to be aware of graduate school policies as an active graduate student. The graduate school policy website can be found at the following URL:
http://www.unco.edu/grad/new_current/academic_policies.html

The graduate school also has posted on their website an academic calendar with important deadlines. Please keep abreast of these dates by accessing the following link:
http://www.unco.edu/grad/forms/deadlines.html

All graduate school forms are also available at the following URL:
http://www.unco.edu/grad/forms/index.html

UNC School of Nursing Policies

Similar to the UNC Graduate School policies, the UNC SON has several policies that pertain to the graduate students and programs at the SON. You can access them by following this link:
http://www.unco.edu/nhs/nursing/programs/graduate/policies/index.aspx
Progression and Incomplete Grades

**PROGRESSION IN THE PROGRAM**

Students are expected to progress according to the Program of Study provided by their advisor. Any exceptions must be discussed with the advisor and approved by the Assistant Director of Graduate Programs in nursing.

Requirements must be successfully completed within five years of first registration following admission to the program.

All courses must be completed with a minimum grade of “B”. See Progression in Graduate Programs Policy for details.

**INCOMPLETE GRADES**

A grade of “I” can be assigned when coursework is not completed at the end of the semester due to sickness, family emergency, or other serious emergency that occurs during the last week of the semester and prevents the students from completing academic responsibilities. Documentation will be required. Completion of the course requirements must be done by the end of the following semester.
The School of Nursing has a policy regarding student dishonesty (see Policy and Procedure Regarding Students’ Dishonest Acts). The following information is provided to clarify the act of plagiarism as this is considered to be a dishonest act.

**Plagiarism:** ...means to use someone’s ideas, research, published or/ unpublished works as your own.

“Quotation marks should be used to indicate the **exact** words of another. Summarizing a passage or rearranging the order of a sentence and changing some of the words is **paraphrasing.** Each time a source is paraphrased, a credit for the source needs to be included in the text.” (APA, 2001, p. 399)


**PLAGIARISM MODULES**

For additional information on plagiarism, if you have not already done so visit: [http://www.unco.edu/english/wcenter/academicintegrityindex.html](http://www.unco.edu/english/wcenter/academicintegrityindex.html)

**ACADEMIC HONESTY**

Students are expected to conduct themselves in accordance with the highest standards of academic honesty. Cheating, plagiarism, illegitimate possession and disposition of examinations, alteration, forgery, or falsification of official records or documents and similar acts or the attempt to engage in such acts are grounds for disciplinary action.

This action can include any of the following, in addition to any University disciplinary action:

- A failing grade for an assignment.
- A failing grade for a class.
- Required remediation.
- Dismissal from the program.

Students are referred to the Student Conduct Code, and the section on plagiarism in the Graduate Catalog.

Safe Assignment is used in Blackboard courses for submission of written work including written comprehensive exams.
PLAGIARISM CONTRACT

I certify that I have read, understand, and agree to the terms set forth in the plagiarism modules. I will certify that I will not plagiarize any of the documents created by myself or as a group for this program. I will also agree to follow the University Honor Code.

University Honor Code

All members of the University of Northern Colorado community are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community’s academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the integrity and value of our academic climate.

Printed Name: ________________________________

Student Signature: ________________________________

Date: ________________________________
Masters of Science in Nursing
Program Information
Description of the Master’s Nursing Programs

The graduate program in nursing prepares professional nurses with an MS in Nursing in one of two emphasis areas: Adult Gerontology Acute Care Nurse Practitioner (AGACNP), Family Nurse Practitioner (FNP) and Clinical Nurse Leader (CNL). The Masters programs are accredited by the American Association of Colleges of Nursing.

**ADULT GERONTOLOGY ACUTE CARE NURSE PRACTITIONER**

The AGACNP emphasis prepares the nurse for advanced clinical practice as an Adult-Gerontology Acute Care Nurse Practitioner (AGACNP). This emphasis teaches health promotion, assessment, diagnosis, monitoring, treatment and coordination of care of acutely and critically ill adolescents, adults, and older adults across transitions of care with a focus on the rural environment. A primary focus of this specialized acute care role is to improve transitions of care and help prevent hospital readmissions.

**FAMILY NURSE PRACTITIONER**

The emphasis in FNP prepares the post-baccalaureate nursing student for advanced clinical practice in primary care of families. The program is consistent with the characteristics of graduate education accepted by the National League for Nursing, the American Association of Colleges of Nursing and the National Organization of Nurse Practitioner Faculties. The graduate is eligible to apply for national certification upon program completion. Part-time enrollment is currently available. Compliance with health policies, OSHA requirements, CPR and ACLS certification are required. Background checks and drug screens are required upon admission.

The program provides the expertise valuable for generalist primary care practice in a variety of settings. Such practice is both autonomous and interdependent in nature and direct in its care services provision.

**Master’s Program Outcomes**

1. Acquire, critically analyze and apply advanced knowledge to evidence-based practice in the care of individuals, families and populations.

2. Apply leadership skills in various health care systems for management of and accountability for care delivery and improved outcomes.

3. Participate in intra/interdisciplinary collaboration and advocacy for health care delivery and the development of health care policy.

4. Synthesize knowledge of safety, quality improvement, culture, ethics and healthcare technologies in the design and provision of direct and indirect care.
1. Meet the UNC Graduate School requirements.

2. A bachelor's degree from an NLN/ACEN or CCNE accredited institution with an upper division major in nursing.

3. Eligibility for Colorado licensure as a registered nurse.

4. Two letters of recommendation from former faculty, supervisor, and/or professional colleagues that address your capabilities to be a NP (be specific for the either the FNP or AGACNP program you are applying to)

5. A written statement of career goals.

6. A resume or curriculum vitae documenting clinical experience.

7. One-year minimum of clinical RN experience is preferred (acute care nursing experience preferred for AGACNP program).

8. A personal interview may be required.
Course Sequences and Plans of Study
for
AGACNP Emphasis
## COURSE SEQUENCE (53 credits)

<table>
<thead>
<tr>
<th>First Fall</th>
<th>First Spring</th>
<th>First Summer</th>
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<tbody>
<tr>
<td>NURS 601 – Theoretical Foundations for Advanced Nursing (3)</td>
<td>NURS 507 – Policy, Leadership and Nursing (3)</td>
<td>NURS 608 – Advanced Health Care Concepts (3)</td>
</tr>
<tr>
<td>NURS 614 – Advanced Pathophysiology (3)</td>
<td>NURS 612 – Advanced Pharmacology (4)</td>
<td>NURS 613 – Advanced Health Assessment (4)</td>
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<tr>
<th>Second Fall</th>
<th>Second Spring</th>
<th>Second Summer</th>
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<tbody>
<tr>
<td>NURS 624 - Health Promotion and Disease Prevention in Advanced Practice of Nursing (3)</td>
<td>NURS 652 – Adult Gerontology Acute Care II (3)</td>
<td>NURS 606 - Research and Evidence-Based Practice in Nursing (3)</td>
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<tr>
<td>NURS 651 – Adult Gerontology Acute Care I (3)</td>
<td>NURS 682 – AGACNP Practicum I (3)</td>
<td>NURS 609 – Foundations in Public Health for Advanced Practice Nurses (3)</td>
</tr>
<tr>
<td>NURS 686 AGACNP Practicum III (3)</td>
<td>NURS 693 – AGACNP Synthesis Practicum (4)</td>
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<tr>
<th>Third Fall</th>
<th>Third Spring</th>
<th>Third Summer</th>
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<tbody>
<tr>
<td>NURS 653 – Adult Gerontology Acute Care III (3)</td>
<td>NURS 690 – Advanced Practice Role (2)</td>
<td>AGACNP Certificate Exam</td>
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<tr>
<td>NURS 686 AGACNP Practicum III (3)</td>
<td>NURS 693 – AGACNP Synthesis Practicum (4)</td>
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*Updated 7/20/16*
NAME: ___________________________ STUDENT NUMBER: ____________

ADDRESS: __________________________________________________________

Telephone: __________________________

DEGREE PROGRAM: MS-AGACNP

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<tr>
<th>MASTERS CORE</th>
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<tr>
<td>NURS 507 Policy, Leadership, and Nursing</td>
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<td>NURS 601 Theoretical Foundations for Advanced Nursing</td>
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<tr>
<td>NURS 606 Research and Evidence-based Practice in Nursing</td>
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<td>NURS 608 Advanced Health Care Concepts</td>
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<td><strong>12 Total Hours</strong></td>
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<th>REQUIRED COURSEWORK</th>
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<td>All masters core = 12 cr hrs</td>
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<td>plus the following coursework:</td>
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<tr>
<td><strong>NP Emphasis – 16 hrs</strong></td>
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<tr>
<td>NURS 613 Advanced Health Assessment</td>
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<tr>
<td>NURS 612 Advanced Pharmacology</td>
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<td>NURS 614 Advanced Pathophysiology</td>
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<td>NURS 624 Health Promotion and Disease Prevention in Advanced Practice of</td>
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<tr>
<td>Nursing</td>
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<td>NURS 690 Advanced Professional Role</td>
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<td><strong>AGACNP Emphasis – 25 hrs</strong></td>
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<tr>
<td>NURS 609 Foundations in Public Health for Advanced Practice Nurses</td>
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<td>NURS 651 Adult Gerontology Acute Care I</td>
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<td>NURS 652 Adult Gerontology Acute Care II</td>
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<td>NURS 653 Adult Gerontology Acute Care III</td>
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<td>NURS 682 AGACNP Practicum I</td>
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<td>NURS 683 AGACNP Practicum II</td>
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<td>NURS 684 AGACNP Acute Care Skills</td>
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<td>NURS 686 AGACNP Practicum III</td>
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<tr>
<td>NURS 693 AGACNP Synthesis Practicum</td>
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</tr>
<tr>
<td><strong>53 credits Total Hrs.</strong></td>
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</table>
TRANSFER CREDITS (from other accredited colleges or universities):
University, Prefix, Course #, Course Title, Semester/Quarter/Year, hrs. & Grade

TOTAL TRANSFER CREDIT HOURS: ___

TOTAL SEMESTER HOURS
Total UNC hours: ______
MS-AGACNP: 53 total hours
Total transfer hours (quarter or semester): ______
Total hours: ________

APPROVALS
The Graduate School requires the signature of the student and the program advisor. Additional signature lines are provided for departmental signatures that may be required. Please keep a copy of this form for your records. A copy should be given to your program advisor.

_________________________________     Date
Student Signature

_________________________________     Date
Program Advisor

_________________________________     Date
Name
## Course Sequence (30 credits)

<table>
<thead>
<tr>
<th>First Fall</th>
<th>First Spring</th>
<th>First Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 624 - Health Promotion and Disease Prevention in Advanced Practice of Nursing (3)</td>
<td>NURS 652 – Adult Gerontology Acute Care II (3)</td>
<td>NURS 609 – Foundations in Public Health for Advanced Practice Nurses (3)</td>
</tr>
<tr>
<td>NURS 651 – Adult Gerontology Acute Care I (3)</td>
<td>NURS 682 – AGACNP Practicum I (3)</td>
<td>NURS 684 – AGACNP Acute Care Skills (1)</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Second Fall</th>
<th>Second Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 653 – Adult Gerontology Acute Care III (3)</td>
<td>NURS 690 – Advanced Practice Role (2)</td>
</tr>
<tr>
<td>NURS 686 AGACNP Practicum III (3)</td>
<td>NURS 693 – AGACNP Synthesis Practicum (4)</td>
</tr>
</tbody>
</table>

## Program Prerequisites

*Advanced Health Assessment (NURS 613), Advanced Pharmacology (NURS 612) and Advanced Pathophysiology (NURS 614)*

If a student does not have Health Assessment, Advanced Pharmacology and Advanced Pathophysiology from their previous Master’s program, they will be required to take the courses prior to the first practicum.

You will complete a minimum of 540 hours in clinicals and practicums during the program. You must carry student nurse practitioner malpractice insurance while in the clinical courses beginning your first semester.

For more information visit [www.unco.edu/nhs/nursing](http://www.unco.edu/nhs/nursing) or contact Audrey Snyder at 970-351-2202.

*Updated 7/12/16*
NAME: ____________________________ STUDENT NUMBER: ________________

ADDRESS: ________________________________________________________________

Telephone: ____________________________

DEGREE PROGRAM: MS-AGACNP - Certificate

<table>
<thead>
<tr>
<th>REQUIRED COURSEWORK</th>
<th>MS-AGACNP Certificate Track</th>
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<tr>
<td><strong>AGACNP Emphasis – 30 hrs</strong></td>
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<tr>
<td>NURS 609 Foundations in Public Health for Advanced Practice Nurses</td>
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<tr>
<td>NURS 693 AGACNP Synthesis Practicum</td>
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30 credits Total Hrs.
**TRANSFER CREDITS (from other accredited colleges or universities):**
*University, Prefix, Course #, Course Title, Semester/Quarter/Year, hrs. & Grade*

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<th>University</th>
<th>Prefix</th>
<th>Course #</th>
<th>Course Title</th>
<th>Semester/Quarter/Year</th>
<th>hrs. &amp; Grade</th>
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**TOTAL TRANSFER CREDIT HOURS:** ___

---

**TOTAL SEMESTER HOURS**

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<th>Total UNC hours: ______</th>
<th><strong>MS-AGACNP Certificate:</strong> 30 hrs</th>
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<tbody>
<tr>
<td>Total transfer hours (quarter or semester): ______</td>
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<tr>
<td>Total hours: ________</td>
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**APPROVALS**
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<tr>
<th>Student Signature</th>
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<tbody>
<tr>
<td>Program Advisor</td>
<td>Date</td>
</tr>
<tr>
<td>Name</td>
<td>Date</td>
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# COURSE SEQUENCE (97 credits)

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<tbody>
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<td>NURS 601 – Theoretical Foundations for Advanced Nursing (3)</td>
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<td>NURS 608 – Advanced Health Care Concepts (3)</td>
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<tr>
<td>NURS 614 – Advanced Pathophysiology (3)</td>
<td>NURS 612 – Advanced Pharmacology (4)</td>
<td>NURS 613 – Advanced Health Assessment (4)</td>
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<tbody>
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<td>NURS 651 – Adult Gerontology Acute Care I (3)</td>
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<td>NURS 682 – AGACNP Practicum I (3)</td>
<td>NURS 609 – Foundations in Public Health for Advanced Practice Nurses (3)</td>
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<tr>
<td>NURS 682 – AGACNP Practicum I (3)</td>
<td>NURS 683 – AGACNP Practicum II (2)</td>
<td>NURS 684 – AGACNP Acute Care Skills (1)</td>
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<tr>
<td>NURS 653 – Adult Gerontology Acute Care III (3)</td>
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<tr>
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<td>NURS 693 – AGACNP Synthesis Practicum (4)</td>
<td>AGACNP Certificate Exam</td>
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<tbody>
<tr>
<td>NURS 618 – Epidemiology in Advanced Nursing Practice (3)</td>
<td>NURS 711 – Advanced Nursing Theory (3)</td>
<td>NURS 707 – Leadership in Health Policy (3)</td>
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<tr>
<td>NURS 678 – Professional Practice and Healthcare Finance Seminar (3)</td>
<td>NURS 723 - Design, Methods, &amp; Analysis in Health Care Research, Part I (3)</td>
<td>NURS 724 – Design, Methods and Analysis in Health Care Research, Part II (3)</td>
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<td>NURS 691 – DNP Seminar I (1)</td>
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<td>AGACNP Certificate Exam</td>
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<tr>
<td>NURS 725 – Translational Research Methods (3)</td>
<td>NURS 795 – DNP Capstone Project Proposal Seminar (2)</td>
<td><strong>Elective (can be taken anytime) (3)</strong></td>
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<td>NURS 668 – Population Centered Health Care (3)</td>
<td>*NURS 798 – DNP Project Practicum (1-6)</td>
<td><strong>NURS 798 – DNP Project Practicum (1-6)</strong></td>
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<tr>
<td>NURS 793 – DNP Seminar III (1)</td>
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* Students must take a total of 12 DNP Project Practicum credit hours.
**Students must take a 3 credit elective during their program that must be approved by the DNP coordinator or Research Advisor.
BSN to DNP AGACNP PLAN OF STUDY

NAME: 

STUDENT NUMBER: 

ADDRESS & PHONE: 

DEGREE PROGRAM: 

<table>
<thead>
<tr>
<th>Nursing Science BS to MSN Core —12 hours</th>
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<tbody>
<tr>
<td>NURS 507 Policy, Leadership, and Nursing</td>
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<tr>
<td>NURS 601 Theoretical Foundations for Advanced Nursing</td>
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<tr>
<td>NURS 606 Research and Evidence-based Practice in Nursing</td>
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<td>NURS 608 Advanced Health Care Concepts</td>
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<table>
<thead>
<tr>
<th>Nursing Practitioner Emphasis —16 hours</th>
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<tbody>
<tr>
<td>NURS 613 Advanced Health Assessment</td>
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<td>NURS 612 Advanced Pharmacology</td>
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<td>NURS 614 Advanced Pathophysiology</td>
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<td>NURS 690 Advanced Professional Role</td>
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<tr>
<th>Nursing Practice AGACNP Emphasis —25 hours</th>
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<tr>
<td>NURS 609 Foundations in Public Health for APRNs</td>
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<td>NURS 651 Adult Gerontology Acute Care I</td>
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<td>NURS 686 AGACNP Practicum III</td>
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<tr>
<td>NURS 693 AGACNP Synthesis Practicum</td>
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<table>
<thead>
<tr>
<th>DNP Core – 15 hours</th>
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<td>NURS 618 Epidemiology in Advanced Nursing Practice</td>
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<td>NURS 668 Population Centered Health Care</td>
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<td>NURS 678 Professional Practice and Healthcare Finance Seminar</td>
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<td>NURS 711 Advanced Theory and Knowledge Development in Nursing</td>
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<td>NURS 707 Leadership in Health Policy</td>
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<table>
<thead>
<tr>
<th>DNP Research Core —29 hours</th>
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<tr>
<td>NURS 723 Design, Methods and Analysis in Health Care Research, Part I</td>
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<tr>
<td>NURS 724 Design, Methods and Analysis in Health Care Research, Part II</td>
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<td>NURS 725 TL Research Methods</td>
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<td>NURS 792 DNP Seminar II</td>
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<tr>
<td>NURS 793 DNP Seminar III</td>
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<tr>
<td>NURS 795 DNP Capstone Project Proposal Seminar</td>
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<tr>
<td>3 credit elective approved by advisor (related to DNP Project)</td>
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<tr>
<td>NURS 798 DNP Project Practicum</td>
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TRANSFER CREDITS (from other accredited colleges or universities): A minimum of 81 hours in the clinical doctorate program must be completed at UNC (if student has a bachelor’s degree). All work counted in a degree program must be completed within the eight-year time limit allowed for a doctoral degree.

**University, Prefix, Course #, Course Title, Semester/Quarter/Year, hrs. & Grade**

TOTAL TRANSFER CREDIT HOURS: ___

TOTAL SEMESTER HOURS

- Total UNC hours: ______
- Bachelors to DNP: 97 total hours
- Total transfer hours (quarter or semester): ______

- Total hours: ______

APPROVALS

The Graduate School requires the signature of the student and the program advisor. Additional signature lines are provided for departmental signatures that may be required. Please keep a copy of this form for your records. A copy should be given to your program advisor.

---

Student Signature                  Date

Program Advisor                   Date

Name                              Date
Course Sequences and Plans of Study
for
FNP Emphasis
### COURSE SEQUENCE (51 credits)

<table>
<thead>
<tr>
<th>First Fall</th>
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<th>First Summer</th>
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<tbody>
<tr>
<td>NURS 601 – Theoretical Foundations for Advanced Nursing (3)</td>
<td>NURS 507 – Policy, Leadership and Nursing (3)</td>
<td>NURS 606 - Research and Evidence-Based Practice in Nursing (3)</td>
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<tr>
<td>NURS 614 – Advanced Pathophysiology (3)</td>
<td>NURS 612 – Advanced Pharmacology (4)</td>
<td>NURS 608 – Advanced Health Care Concepts (3)</td>
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<table>
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<tr>
<th>Second Fall</th>
<th>Second Spring</th>
<th>Second Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 613 – Advanced Health Assessment (4)</td>
<td>NURS 654 – Acute Care of Adults (3)</td>
<td>NURS 674 – Care of Women and Pediatric Populations (3)</td>
</tr>
<tr>
<td>NURS 624 - Health Promotion and Disease Prevention in Advanced Practice of Nursing (3)</td>
<td>NURS 656 – Care of Chronic Illness in Adults (3)</td>
<td>NURS 675 – FNP Clinical I (2)</td>
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<th>Third Summer</th>
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<tbody>
<tr>
<td>NURS 676 – FNP Advanced Clinical Topics (2)</td>
<td>NURS 689 – FNP Clinical Synthesis (6)</td>
<td>FNP Certificate Exam</td>
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<tr>
<td>NURS 677 – FNP Clinical II (4)</td>
<td>NURS 690 – Advanced Practice Role (2)</td>
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*Updated 7/21/16*
## MS- Family Nurse Practitioner (FNP) PLAN OF STUDY

### NAME: ___________________________  STUDENT NUMBER: ______________________

### ADDRESS: _________________________________________________________________

### Telephone: ___________________________

#### DEGREE PROGRAM:  MS-FNP

### MASTERS CORE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
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<tbody>
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<td>NURS 601</td>
<td>Theoretical Foundations for Advanced Nursing</td>
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<td>NURS 606</td>
<td>Research and Evidence-based Practice in Nursing</td>
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<tr>
<td>NURS 608</td>
<td>Advanced Health Care Concepts</td>
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**12 Total Hours**

### REQUIRED COURSEWORK

**MS-FNP Track**

*All masters core = 12 cr hrs*

**NP Emphasis – 16 hrs**

<table>
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<th>Hours</th>
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<tbody>
<tr>
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<td>NURS 612</td>
<td>Advanced Pharmacology</td>
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<td>NURS 690</td>
<td>Advanced Professional Role</td>
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**FNP Emphasis – 23 hrs**

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<td>NURS 656</td>
<td>Care of Chronic Illness in Adults</td>
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<td>NURS 674</td>
<td>Care of Women and Pediatric Populations</td>
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<td>NURS 675</td>
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**51 credits Total Hrs.**
TRANSFER CREDITS (from other accredited colleges or universities):
University, Prefix, Course #, Course Title, Semester/Quarter/Year, hrs. & Grade

TOTAL TRANSFER CREDIT HOURS: ___

TOTAL SEMESTER HOURS
Total UNC hours: ______
MS-FNP: 51 total hours
Total transfer hours (quarter or semester): ______
Total hours: ______

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Student Signature  Date

Program Advisor  Date

Name  Date
### COURSE SEQUENCE (95 credits)

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<td>NURS 792 – DNP Seminar II (1)</td>
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<td><strong>Elective (can be taken anytime) (3)</strong></td>
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<tr>
<td>NURS 668 – Population Centered Health Care (3)</td>
<td>*NURS 798 – DNP Project Practicum (1-6)</td>
<td>*NURS 798 – DNP Project Practicum (1-6)</td>
</tr>
<tr>
<td>NURS 793 – DNP Seminar III (1)</td>
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</table>

* Students must take a total of 12 DNP Project Practicum credit hours.  
**Students must take a 3 credit elective during their program that must be approved by the DNP coordinator or Research Advisor.
BSN to DNP FNP PLAN OF STUDY

NAME: 
STUDENT NUMBER: 

ADDRESS & PHONE: 

DEGREE PROGRAM: 
BSN-MSN to Doctor of Nursing Practice  
FNP Emphasis

**Nursing Science BS to MSN Core —12 hours**
- NURS 507 Policy, Leadership, and Nursing 3
- NURS 601 Theoretical Foundations for Advanced Nursing 3
- NURS 606 Research and Evidence-based Practice in Nursing 3
- NURS 608 Advanced Health Care Concepts 3

**Nursing Practitioner Emphasis —16 hours**
- NURS 613 Advanced Health Assessment 4
- NURS 612 Advanced Pharmacology 4
- NURS 614 Advanced Pathophysiology 3
- NURS 624 Health Promotion and Disease Prevention in Advanced Practice of Nursing
- NURS 690 Advanced Professional Role 2

**Nursing Practice FNP Emphasis —23 hours**
- NURS 654 Acute Care of Adults 3
- NURS 656 Care of Chronic Illness in Adults 3
- NURS 674 Care of Women and Pediatric Populations 3
- NURS 675 FNP Clinical I 2
- NURS 676 FNP Advanced Clinical Topics 2
- NURS 677 FNP Clinical II 4
- NURS 689 FNP Clinical Synthesis 6

**DNP Core – 15 hours**
- NURS 618 Epidemiology in Advanced Nursing Practice 3
- NURS 668 Population Centered Health Care 3
- NURS 678 Professional Practice and Healthcare Finance Seminar 3
- NURS 711 Advanced Theory and Knowledge Development in Nursing 3
- NURS 707 Leadership in Health Policy 3

**DNP Research Core —29 hours**
- NURS 723 Design, Methods and Analysis in Health Care Research, Part I 3
- NURS 724 Design, Methods and Analysis in Health Care Research, Part II 3
- NURS 725 TL Research Methods 3
- NURS 791 DNP Seminar I 1
- NURS 792 DNP Seminar II 1
- NURS 793 DNP Seminar III 1
- NURS 795 DNP Capstone Project Proposal Seminar 2
- 3 credit elective approved by advisor (related to DNP Project) 3
- NURS 798 DNP Project Practicum 12
TRANSFER CREDITS (from other accredited colleges or universities): A minimum of 81 hours in the clinical doctorate program must be completed at UNC (if student has a bachelor’s degree). All work counted in a degree program must be completed within the eight-year time limit allowed for a doctoral degree. 

University, Prefix, Course #, Course Title, Semester/Quarter/Year, hrs. & Grade

TOTAL TRANSFER CREDIT HOURS: ___

TOTAL SEMESTER HOURS
- Total UNC hours: ______
- Bachelors to DNP: 95 total hours
- Total transfer hours (quarter or semester): ______
- Total hours: ________

APPROVALS

The Graduate School requires the signature of the student and the program advisor. Additional signature lines are provided for departmental signatures that may be required. Please keep a copy of this form for your records. A copy should be given to your program advisor.

Student Signature  Date

Program Advisor  Date

Name  Date
1. A student may not enroll for course credit and be paid for the same clinical hours.

2. If a student is an employee of a site or has any other formal relationship with the site where s/he has been placed to do clinical work as a student, roles must be clearly defined and separated, in writing and in advance of the placement, as follows:
   a. A faculty supervisor must be listed for each student.
   b. Program or course content and educational objectives for the student’s experience at the site must be detailed.
   c. If a student is also an employee of site or has a formal relationship with the site, the hours in which the student is functioning as an employee/in the other role vs. the hours the student is functioning as a student must be defined.

3. In order to avoid potential conflict between the site’s expectations regarding levels of productivity related to site objectives and the student’s use of clinical time to meet STUDENT objectives, a student may not bill for a service s/he provided while in a student role.

4. Preceptors:
   a. No preceptor may hold student status in the same degree program, in the same graduate certificate program, or in the corresponding MN focal area/DNP specialty, as a student s/he is precepting.
   b. The student’s preceptor of record - or an approved, temporary designee - must be on-site at the same time as the student.
Student cooperation in meeting the Clearance Program Requirements will enable students to have access to the clinical sites that will prepare them for the practice of professional nursing. In addition, clinical agencies are required by their accrediting and regulatory bodies to guarantee that staff, students, faculty and visitors meet health and safety standards. There are periodic audits by agency representatives to verify that the School of Nursing (SON) students and faculty are compliant.

### Background Check and Drug Screen

(One time only)

- Create an account with American DataBank (ADB) at [https://unco.applicantcompliance.com/](https://unco.applicantcompliance.com/).
- Fill out the required forms for the background check.
  - The SON will receive results directly from ADB within **48-72 hrs**.
- ADB will mail drug screen materials to student for completion
  - The SON will receive results directly from ADB within **2-3 weeks**.

### RN License, and Health Clearance

#### RN License

- Submit verification from your state’s licensing website
- For Colorado, visit the DORA website: [https://www.colorado.gov/dora/licensing/Lookup/LicenseLookup.aspx](https://www.colorado.gov/dora/licensing/Lookup/LicenseLookup.aspx)

#### Health

Student must provide supporting documentation for the following:

**One Time**

- MMR vaccination (2-shot series or positive titers)
- Hepatitis B vaccination (3-shot series or positive titer)
- Varicella vaccination (Chicken Pox) (2-shot series or positive titer)

**Renewable**

- Tuberculin Skin Test (two separate TB/PPD tests within 12 months of each other OR QuantiFERON OR TSpot)
- Tdap vaccination w/in past 10 years (must be renewed every 10 years)

**CPR**

Certification must be for “Healthcare Provider” or “Professional Rescuer,” and training must have included “hands-on” practice. Submit a front and back copy of the signed CPR card.

### Documentation

- **Background Check and Drug Screen**
  - Documentation of purchase due with Statement of Intent
  - Date given by your program

- **RN License**
  - Renewal due by the 1st of the month in which it expires

- **Health**
  - Documentation due: Date given by your program
  - Renewal due by the 1st of the month in which it expires
  - TB/PPD tests are required annually.
  - Tdap required at least once with a Td booster after 10 years

- **CPR**
  - Documentation due: Date given by your program
  - Renewal due by the 1st of the month in which it expires.
It is ALWAYS the responsibility of the student to keep track of expiration dates and to submit renewals by the 1st of the month deadline.

IMPORTANT: If required documentation is not provided to the SON by the deadline, student will be considered out of compliance with the policy and not eligible to proceed in the nursing program. If dropped from courses, once verification of renewal is shown, student will be allowed to reregister, but a processing fee may be assessed by the Registrar and financial aid may be affected.

Submit documentation via:
email: emily.perkins@unco.edu or fax: 970-351-1707 or drop off: Gunter Hall, Rm 3080
### Student Nurse Health Clearance Form

**Documentation of items listed below must be attached and items highlighted**

Revised 3/9/2016

<table>
<thead>
<tr>
<th>NAME (last, first):</th>
<th>DATE:</th>
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#### MEASLES, MUMPS, & RUBELLA (2 shot series)

<table>
<thead>
<tr>
<th>Dates:</th>
<th>MMR Dose #1:</th>
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<tr>
<td></td>
<td>MMR Dose #2:</td>
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<td>OR</td>
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Positive antibody titer:

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<tr>
<th>Date:</th>
<th>Results:</th>
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#### Tdap

(Td booster required if Tdap is more than 10 years old)

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<th>(required at least once)</th>
<th>Date given:</th>
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<tbody>
<tr>
<td>Td booster:</td>
<td>Date given:</td>
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</table>

#### HEPATITIS B (3 shot series)

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<thead>
<tr>
<th>Dates:</th>
<th>Hep B vaccine #1:</th>
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<tr>
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<td>Hep B vaccine #2:</td>
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<td>Hep B vaccine #3:</td>
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<td>OR</td>
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Positive immune titer (HbsAB):

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<th>Results:</th>
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#### VARICELLA (Chicken Pox)

(2 shot series)

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<th>Dates:</th>
<th>Varicella #1:</th>
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<tr>
<td></td>
<td>Varicella #2:</td>
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<td>OR</td>
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</table>

Proof of immunization or disease via titer:

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<th>Date:</th>
<th>Results:</th>
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#### INFLUENZA

(DUE ANNUALLY EACH FALL)

Student will supply flu vaccination documentation directly to the SON annually each fall.
Student Nurse Health Clearance Form

**Documentation of items listed below must be attached and items highlighted**

Revised 3/9/2016

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**TUBERCULIN SKIN TEST (TB/PPD)**

(ANNUAL TESTING REQUIRED)

Initial clearance includes **two** separate TB/PPD tests within 12 months of each other.

If the test is positive, the student will need to provide a negative Chest X-ray AND annual documentation of TB free status by completing a questionnaire and documentation by their provider.

Current PPD:  
Date PPD given:  
Date read:  
Results: _____ mm (required)  
☐ NEG  ☐ POS

Previous PPD:  
Date PPD given:  
Date read:  
Results: _____ mm (required)  
☐ NEG  ☐ POS

**OR**

Quantiferon or TSPOT:  
Date given:  
Results:  

**OR**

If PPD is **positive**:  
Date of Chest X-ray:  
Results:  

**AND**

Annual documentation of TB free status:  
Date given:  
Results:  

---

Graduate Programs – Student Nurse
REQUEST FOR
AFFILIATION AGREEMENT / ATTESTATION TO CLINICAL SITE

- Notify the UNC School of Nursing of your intent for clinical placement by completing this form and submitting it to Emily Perkins (emily.perkins@unco.edu). This will also initiate the verification of a current affiliation agreement with your proposed clinical site or initiate the formation of a new one.
- You may also contact Emily to see if an agreement is in place prior to filling out the paperwork, but you will still need to fill out the top section to alert the SON office of your intent for completing clinical hours.
- New agreements could take 2-3 months to establish, so students should begin working early with the School of Nursing office to secure the site.
- Students may not participate in clinicals in any agency until there is a current affiliation agreement in place.
- Any informal agreements/contracts will be processed through your instructor of record, not through the School of Nursing main office.

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<th>Student Name: ___________________________</th>
<th>Email: ___________________________</th>
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Proposed Clinical Site:
The following agencies require placement requests by your program coordinator only, not by individual students: Denver VA, Kaiser

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<tr>
<th>Preceptor Name: ________________________</th>
<th>Clinical Start/End: ________________</th>
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<tr>
<th># of Hours: ___________________________</th>
<th>Course/Section: ____________________</th>
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Clinical Overview/Purpose (finance focus, H & P, etc.):

Agreement Requests
(Other than those agencies listed above, the student or potential preceptor should have already contacted the agency’s administrative department/area in charge of placements)

Clinical Site’s Administrative Office Contact Information (this could also be the preceptor)

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<tr>
<th>Name: ________________________________</th>
<th>Have you or your preceptor</th>
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<tr>
<td></td>
<td>already contacted this</td>
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<td></td>
<td>individual?</td>
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<th>Address/City/State/Zip: ________________________________</th>
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<tr>
<th>Phone: ________________________________</th>
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<table>
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<tr>
<th>Fax: ________________________________</th>
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<table>
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<tr>
<th>Email: ________________________________</th>
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OFFICE USE ONLY:

| Affiliation Agreement: | YES ☐ | NO ☐ | Initiated Date: ____________________ |

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<th>NOTES:</th>
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</table>
Title of Policy: Malpractice Insurance

Policy:

Because of the increasing legal requirement by clinical agencies used by the School of Nursing for individual student malpractice coverage, the SON requires all students in undergraduate and master’s programs to obtain and maintain individual malpractice coverage with minimal limits of $1,000,000 per occurrence and $3,000,000 in the aggregate.

Procedure:

1. Students shall be informed upon admissions to the School of Nursing programs of the requirement of carrying individual malpractice insurance throughout their clinical program.

2. Information regarding agency options for such insurance will be provided in student handbooks and the SON office.

3. Students may be required by clinical agencies to show proof of their individual malpractice coverage. Failure to have required coverage will necessitate withdrawal from the clinical course.

<table>
<thead>
<tr>
<th>AGENCY OPTIONS</th>
<th>ADDRESS/TELEPHONE/WORLD WIDE WEB</th>
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<tbody>
<tr>
<td>Nurses Service Organization</td>
<td>NSO 159 E. County Line Road; Hatboro, PA 19040</td>
</tr>
<tr>
<td></td>
<td>1-800-247-1500</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.nso.com">http://www.nso.com</a></td>
</tr>
<tr>
<td>Mercer Consumer (part of the family of Wa</td>
<td>Mercer Consumer P.O. Box 14576; Des Moines, IA  50306;</td>
</tr>
<tr>
<td>McLennan companies)</td>
<td>1-800-503-9230 (7:30A - 5P CT, M-F)</td>
</tr>
<tr>
<td>Your homeowners insurance agency</td>
<td>Contact your insurance agent for information.</td>
</tr>
</tbody>
</table>
POLICY:

Each student must receive a satisfactory grade in clinical performance in order to pass each clinical course. During the progression of the clinical course, each student will receive ongoing verbal as well as a final written evaluation (see attached tools) of his/her clinical performance from their clinical preceptor and clinical faculty. In courses that have a clinical component, both the didactic and clinical portions must be passed in order to receive a passing grade for the course.

PROCEDURE:

1. In order to receive a satisfactory grade for clinical performance in a clinical course, the student must:
   a. Receive a grade of >1 (poor) on all items listed within the preceptor evaluation of student.
   b. Receive a grade of >1 (poor) on all items listed within the faculty evaluation of student (if applicable).
2. If it becomes apparent during the progression of the clinical course that the student is not meeting the objectives of a clinical course as indicated in #1 above, and the clinical preceptor and/or course faculty deems that a formal remediation is indicated, the course faculty (in collaboration with the clinical preceptor) will complete a Notification of Unsatisfactory Clinical Performance form (see attached).
3. The course faculty will review the plan outlined in the Notification of Unsatisfactory Clinical Performance form with the student prior to the next scheduled clinical day.
   a. At the designated follow-up time indicated on the Notification of Unsatisfactory Clinical Performance form, the clinical preceptor and/or course faculty will complete the follow-up section of the form and review the information with the student. The form will then be reviewed, signed, and placed in the student’s School of Nursing official record.
   b. At the time the remediation plan is initiated, the student will be notified that the remediation plan will be shared with the subsequent semesters’ clinical preceptors and course faculty, and placed in the student’s School of Nursing official record.
   c. Should the student be unsuccessful in meeting the requirements of the Notification of Unsatisfactory Clinical Performance by a predetermined date, the student will receive an unsatisfactory clinical grade.
4. Should a student subsequently demonstrate the same unsatisfactory behaviors during his/her clinical experiences in the remaining semesters within the School of Nursing, it is at the discretion of the Program Coordinator and/or Assistant Director to enact a plan that may include the appointment of an unsatisfactory grade.
5. The clinical agency/clinic shall maintain the right to refuse the return of a student who has not adhered to agency policies and procedures. This may result in an unsatisfactory clinical grade.
University of Northern Colorado
School of Nursing
Notification of Unsatisfactory Course or Clinical Performance

Student Name: ____________________________________________________________

Course Faculty: __________________________________________________________

Clinical Preceptor(s): ____________________________________________________

Date: ________________________________________________________________

Course: ________________________________________________________________

This is notification that you currently have unsatisfactory performance in a course or clinical. The following course and/or clinical objectives below are not being met based on the data outlined below:

In order for you to achieve a grade of satisfactory in the course or clinical, you will need to do the following:
Follow up

Student is meeting the clinical objectives and has satisfactorily completed the items outlined in the remediation plan above.

_________________________ Yes
_________________________ No, next steps identified.

Comments:

I understand that this remediation plan and the course evaluation will be shared with the course faculty and the clinical preceptors of future clinical courses.

Student Signature: ___________________________________________ Date: __________

Clinical Faculty
Signature: ___________________________________________ Date: __________
MS-FNP
Specific Clinical Information
FNP Clinical Rotation Requirements

The FNP program has been developed to prepare students for the live clinical setting with specially designed didactic coursework and simulated patient experiences. When in the live clinical setting, students will have a strong knowledge base to draw from as they are interacting with preceptors and patients. Students should choose clinical settings that are family practice if at all possible. To gain experience in pediatrics, obstetrics, women’s health, psychiatric, and other similar specialty areas, students may use a variety of clinical sites to complete the FNP Clinical – I, II and Synthesis hours.

The following courses require clinical hours in primary care:

- NURS 675 FNP Clinical – I  90   hours
- NURS 677 FNP Clinical – II  180 hours
- NURS 689 FNP Clinical Synthesis  270 hours

As listed above, each student will complete a minimum of 540 clinical hours in the program. Students may do more clinical hours if desired (negotiate with program coordinator). Each student is required to obtain and provide proof of student nurse practitioner malpractice insurance while in the clinical courses listed above. Students are encouraged to find their own clinical preceptors in family practice settings. The FNP coordinator will assist students in the process of finding clinical preceptors whenever possible. For each clinical site, students must obtain a signed clinical learning agreement with their clinically certified preceptor (physician, nurse practitioner, nurse midwife, physician’s assistant for example). At least 140 of your total 540 clinical hours must be with a nurse practitioner or nurse midwife.

Guidance for completion of FNP clinical hours:
The clinical hours spent in FNP clinical courses I & II as well as the FNP Clinical Synthesis course should mirror what the FNP will be doing in live clinical practice upon graduation. As a rough guideline, about 10% of the total clinical encounters should be with children < 13 years old and 10% of the clinical encounters should be with adults > 60 years old. It would beneficial for each student to also spend around 10% of clinical hours seeing obstetrical and women’s health patients. A clinical site in addition to the traditional family practice site may be necessary in order to obtain these hours as many family practice settings are not engaged in obstetrical care. Please coordinate this with your FNP coordinator as you plan your clinical practicum experiences.

SITE VISITS:

What is a site visit?
APRN faculty from UNC will be completing clinical site visits during the clinical courses. One site visit will occur for each student during each clinical course. More site visits may occur at the discretion of the APRN site visitor, course faculty and/or preceptor. The UNC faculty will be completing an evaluation of student clinical performance as well as an evaluation of the clinical site for appropriateness of FNP education goals.

What does the APRN site visitor do?
During each site visit, the UNC faculty member will meet with the student and preceptor to discuss how the clinical learning experience is progressing. They will also see 1 or 2 patients with the student if the schedule permits, and provide feedback to the student on their skills and clinical ability. The UNC faculty will also review your charting within the EHR and talk to the preceptor alone about student performance. Site visits take anywhere from 1-2 hours of time on average.

What should I tell my preceptor about the site visit?
Tell your preceptor when to expect the UNC faculty member and the information above in “What does a site visitor do?”. The visitation to a clinical student should not be anything new to the preceptor, but if they have any questions, please direct them to the faculty assigned to teach your clinical course.
Clinical Preceptor Responsibilities - FNP

Responsibilities and Requirements for the Preceptor, Student and Faculty in relation to FNP Clinical

The following information is given as a brief overview of what a clinical preceptor for a FNP student can expect with regards to preceptor responsibilities and requirements. Additionally, information is included as to what the clinical preceptor can expect from the students and UNC faculty members. FNP faculty are available for further explanation and clarification if needed.

**PRECEPTOR RESPONSIBILITIES AND REQUIREMENTS:**

1. Professional practice as a MD, DO, NP or Midwife.
2. Orient the FNP student to the clinical setting and his/her personal responsibilities.
3. Assist student in gaining access and orientation to the electronic medical record as a vital part of their learning experience.
4. Provide direct and indirect supervision to the FNP student, including charting and review of charting with the student during clinical practicum times. Times and dates of clinical to be a negotiation between individual student and preceptor agreement.
5. Assist FNP student in meeting course objectives and personal learning objectives.
6. Be available for consultation with clinical faculty for providing evaluation of clinical performance of the student.
7. Ultimate responsibility for client care remains with the agency personnel.

**STUDENT RESPONSIBILITIES AND REQUIREMENTS:**

1. Licensure as an RN in the state of Colorado.
2. Acceptance as a student in the FNP program of UNC.
3. Attendance in the clinical site at times and dates agreed upon and completion of required clinical hours (TBA depending on the particular course).
4. Writing personal learning objectives for each class.
5. Successful completion of clinical course objectives and personal learning objectives.
6. Carry liability insurance and personal health insurance (provided by the individual).
7. Background clearance.
8. Clinical hours can only be completed while the student is enrolled in a clinical course. (Clinical hours cannot be done prior or after the student is enrolled in a course).
9. Choose a clinical setting that is Family Practice with a client mixture covering the lifespan.
10. Assure there is a Clinical Contract/Agreement between agency and UNC – School of Nursing prior to beginning student practice by contacting the UNC front office staff (Emily Perkins – Emily.perkins@unco.edu)

**FACULTY RESPONSIBILITIES AND REQUIREMENTS:**

1. Provide qualified students with appropriate theoretical education.
2. Consult with clinical preceptor with regard to clinical performance of the FNP student.
3. Provide course content description to clinical preceptors for each of the FNP core clinical courses.
4. Carry ultimate responsibility for the evaluation and grading of the FNP student.
NP Comprehensive Exams
In order to graduate, the student must successfully complete the comprehensive exam to demonstrate accomplishment of the program objectives (see below). Students who complete a master’s thesis will demonstrate competence in their oral thesis defense. All other students will complete an Oral Comprehensive Examination in which the student presents a case study/topic or conceptual idea.

1. The exam will be scheduled in the semester prior to graduation from the MS program.

2. A minimum of two nursing faculty members with graduate faculty status will be on the examination committee. One will serve as chair.

3. The student will meet with each of the committee members by October 1st in the Fall or February 20th in the Spring to discuss their case study/topic or conceptual issue. The faculty will work with the student to reinforce the specific expectations for successful completion of the exam. The student should come prepared with an idea of what you plan to present and how you will integrate all of the necessary components (see outline and grading form on following pages).

4. The student will also confer with the committee members to schedule a location and a time of about 1 ½ hours for the exam. Remember to check the Graduate School deadlines for last date to submit exam results for that semester.

5. A minimum of two weeks prior to the exam, the student will distribute a handout to each of their committee members which will include an abstract, a content outline and a reference list for the oral comprehensive exam. Alternatively, the PowerPoint slides for the presentation may be distributed with a reference list.

6. Failure to meet the deadlines (#3 & #5) will result in failure of the exam.

7. If the student does not pass the exam, the student may petition to schedule a second exam with the committee. If the student does not pass the second exam, he or she will not graduate from the program.

8. When you pass the exam that should serve as a trigger to complete your Application for Graduation (due the semester before graduation – check the Graduate School dates).

Other Information about the Comprehensive Examination:

1. All students will present their oral exam using visual technology.

2. Be prepared to generate a research question and discuss the research process.

3. When thinking about cultural diversity and its implications for health care, remember that culture should be considered broader than one’s own culture and broader than only ethnic affiliation.

4. Be prepared for questions and related topics other than those generated directly by the case presentation you will make. Comprehensive means comprehensive.
STUDENT MUST BE ABLE TO RESPOND TO ALL OF THE FOLLOWING:

1. Analyze the topic/conceptual area in depth. The student may consult with committee chair regarding appropriateness of topic.
   
   A. Theoretical framework
      • Articulate the major constructs of the theory.
      • Describe how theory guides practice in the management of the specific disease or provides the framework for exploring the selected topic.
      • Articulate the relevance of theory to the particular topic.
   
   B. Literature review
      • Research-based articles.
      • Information about disease/topic/framework.
   
   C. Synthesize literature review and theory
      • Apply this to case study/topic.
      • Formulate therapeutic interventions.
         o Referral.
         o Case-management.
      • Develop strategies that address the issue.

2. Describe cultural implications.
   (e.g., adaptation of interventions within the context of a particular group or what cultural groups might oppose or support proposal.)

3. Discuss psychosocial/developmental issues as related to topic.
   (e.g. sex education in the school's content would differ if presenting to the students vs. School Board vs. parents; Management of diabetes differs for the 10-year-old vs. 60-year-old.)

4. Articulate the economic impact related to interventions/management.
   (e.g., cost to implement program or lobby congress, cost to the individual, community, etc.)

5. Incorporate the impact on individuals/family/community.
UNC School of Nursing:  
Master’s Degree  
Oral Comprehensive Exam Evaluation

Student Name: ___________________________    DATE: _______________
Student Bear Number: ______________________    Master’s program: _______________
Faculty Initials: ______________________

1 = Fail; 2 = Acceptable; 3 = Good; 4 = Very Good; 5 = Excellent

1. Acquire, critically analyze and apply advanced knowledge to evidence-based practice in the care of individuals, families and populations.

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<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td>Demonstrates logical analysis of ideas and clear understanding of content.</td>
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</tr>
<tr>
<td>Judges the credibility of information sources.</td>
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<tr>
<td>Uses references appropriately to demonstrate familiarity with literature.</td>
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<tr>
<td>Proposes scholarly research question(s) and design(s) for knowledge gaps in the literature.</td>
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<td>Integrates major psycho-social-developmental issues appropriate for education/advance practice.</td>
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<tr>
<td>Integrates education/advance practice roles and activities.</td>
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<tr>
<td>Applies evidence based research to education/advance practice.</td>
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<tr>
<td>Incorporates evidence and theory based interventions to maximize wellness for individuals, families and/or community.</td>
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2. Apply leadership skills in various health care systems for management of and accountability for care delivery and improved outcomes.

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<td>Demonstrates effective and articulate transfer of information.</td>
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<td>Displays a balance of being focused and concise but also thorough.</td>
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<td>Integrates effective teaching competency strategies in delivery of content to learners.</td>
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<td>Demonstrates self-confidence in nonverbal communication.</td>
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<td>Effectively substantiates and defends opinions/points of view in a professional manner.</td>
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<td>Analyzes issues associated with education/advance practice in the health care system</td>
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<td>Acquires resources efficiently and creatively to promote quality, holistic health care in context of social, political, ethical and legal considerations.</td>
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3. Participate in intra/interdisciplinary collaboration and advocacy for health care delivery and the development of health care policy.

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<tr>
<td>Applies knowledge of leadership, advocacy, and collaborative roles in education/advance practice.</td>
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<td>Evaluates the need for modification of health care policy/standards in education/advance practice.</td>
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4. Assumes leadership and collaborative roles with other disciplines and health care delivery systems for the purpose of improving health care.

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<tr>
<td>Integrates quality and safety concepts into education/advance practice.</td>
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<tr>
<td>Incorporates health care technologies into education/advance practice.</td>
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<td>Uses knowledge of cultural influences in health and wellness care delivery.</td>
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<td>Integrates and applies concepts of autonomy, human dignity, integrity and social justice in care and as nursing professional.</td>
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Comments:

Pass: ________________________________

Fail: ________________________________

FH (8/11) MS comps eval form.doc
Masters Degree Thesis Option

Master's Degree nursing students may elect to complete a thesis. Students selecting the thesis option create and carry out a research study, present the findings in oral form in a thesis defense (which takes the place of the comprehensive examination) and prepare a written thesis report for the Graduate School. Students are able and encouraged to revise the report and submit it for publication and presentation for the benefit of nursing practice, nursing education or the nursing profession.

This option is recommended for students who are considering doctoral level education in the future. Practical experience with research is valuable and may be required for application to some doctoral programs. Skilled students and students with a particular area of interest for study may benefit from the challenge of the research process. It is useful to have a preliminary discussion about the thesis with your program advisor and perhaps with the faculty members whom you identify as potential thesis advisors.

The Graduate School Thesis Handbook must be followed in the conduct of research and production of thesis. It is available on the Graduate School website.

PROCEDURE FOR SIGNING UP FOR THESIS HOURS

1. Download the form from the Office of the Registrar’s website: http://www.unco.edu/regrec/PDF%20Forms/Directed_Study.pdf
2. Obtain agreement from two nursing faculty members to be your thesis committee (have to hold graduate faculty status). Once will serve as chair.
3. Meet to discuss or finalize your thesis ideas with your committee chair.
4. Fill in the registration form and get appropriate signatures.
5. Decide how many NURS 699 credit hours to register for out of the required total of 6.
   - The actual work done does not have to correspond to the thesis hours you sign up for in a given semester.
   - Consider whether you can divide the credits up in a way to maximize your full-time status which qualifies you for traineeship money and other scholarship opportunities. Or leave some thesis hours until later if the dissertation work is going to continue past your other coursework so you will have the required 3 hours in the semester you would graduate. There is an exemption process from the Graduate School for that requirement if you end up out of compliance with the rule but it’s better to plan it out ahead.)
   - Please confer with your thesis chair or program advisor for help as needed about the credit hours.
6. Deliver forms to the Registration Desk in Carter Hall.
   - For each additional semester when you take thesis hours, you repeat this process and file a new signed registration form and the NURS 699 syllabus again.
Additional Policies
POLICY: Post Licensure students must have an unencumbered valid nursing license when admitted and maintain the license throughout the program.

PROCEDURE:
1. Any change in the status of the student’s license must be reported to the School of Nursing immediately, by the student.
2. A license that has been suspended or revoked will prevent the students from progressing in the program.
3. Once a suspended or revoked license has been reinstated, the student may apply for readmission.
4. Failure to report a change in license status will result in dismissal from the School of Nursing.
Title of Policy: Progression in Graduate Programs

Policy: Successful completion of the graduate programs requires a minimum grade of ‘B’ in each course.

Procedure:
One course may be repeated if the grade is lower than a ‘B.’ The repeated course will be recorded on the student’s transcript and both letter grades will count towards the cumulative grade point average. If the student does not receive a ‘B’ or better on the repeat attempt, progression in the graduate program is not adequate and program termination is recommended.
A second grade below a ‘B’ in any additional course will be cause for program termination recommendation.
If the student receives lower than a ‘B’ in two courses in the same semester, then program termination is recommended. It is recommended that if the student is likely to receive two grades less than a ‘B’ in a semester, the student withdraw from the courses.
If the student would like to appeal the grade, see the academic appeals policy and procedure.
Title of Policy:  SON Academic Appeals Graduate Students

Policy:
The purpose of the procedures outlined below is to provide the student with guidance for appealing an academic decision that he/she considers arbitrary, capricious, or contrary to University policy, which are the reasons acceptable to the University for appealing. Before utilizing these procedures, or between any of the appeals steps outlined below, the student is encouraged to seek advice from his/her academic advisor. It is further recommended that attempts at mediation between student and instructor be pursued.

Procedures for implementation of this policy are based on UNC Board Policy, specifically Academic Appeals Policy and Procedure (Policies 2-1-201 - 2-1-204). The student must follow the Steps for Appeal as set forth in 2-1-204 of UNC Board Policy.

Procedure:

STEP 1:
1A: An informal conference with the instructor involved for the purpose of trying to resolve a grievance before the initiation of the formal academic appeals process.

1B: If the student is not satisfied with the outcome of the informal conference with the faculty member, he/she must initiate the appeal in writing with the faculty member.

1B: If no resolution is reached in Step IA/IB, the student shall request a conference with the program coordinator. (If the instructor involved is the program coordinator, the student would then move to Step 1C).

1C: If the problem remains unresolved, the student may request a conference with the SON Assistant Director of Graduate programs who will advise the student of the appeals procedure as set forth in SON Policy and UNC Board Policy. If the student chooses to move forward with a formal appeal, the student must submit that request in writing to the Assistant Director of Graduate programs. The Assistant Director of Graduate programs will request written documentation from both the student and the instructor. The Assistant Director of Graduate programs will convene the Graduate Leadership Team (GLT) to review the written documents from both parties. The Assistant Director will share the findings of the GLT with the student and the instructor within 20 working days of receipt of the written request from the student for appeal. In the event the student is not satisfied with the findings of the GLT, the student may submit a written appeal to the SON Director.

STEP 2
If the student does not believe his/her grievance has been resolved, the student shall then follow the University Academic Appeals Procedures as set forth in Board Policy found at: http://www.unco.edu/trustees/Policy_Manual.pdf
POLICY:

The School of Nursing faculty has the right and responsibility to protect the public's health, safety, and welfare from students who use illegal drugs and/or alcohol or who are impaired from the use of drugs. Thus, students must not use illegal drugs and/or alcohol, must be free of impairment from the use of drugs at all times in the clinical setting, and must not violate the policies or regulations of the University of Northern Colorado or of the clinical agency where the student receives her/his clinical experience.

PROCEDURE:

1. If a student demonstrates behaviors that suggest the student is under the influence of drugs or alcohol, the clinical faculty member will remove the student from patient care immediately.
2. The student will be required to be tested immediately to determine the presence/absence of drugs or alcohol.
3. Testing will follow the policy of the clinical agency where the clinical experience is occurring.
4. Testing will be at the expense of the student.
5. If alcohol and/or illegal drugs are present in the student's system, if other drugs are present in the student's system that are indicative of impairment from the use of drugs, if the student refuses to be tested, or if the student has been determined to have violated the policies or regulations of the University of Northern Colorado or of the clinical agency where the student is receiving her/his clinical experience, the student will be referred to the Assistant Director and will be dismissed from the School of Nursing.
6. The student must inform the clinical faculty member and the course coordinator if he/she is taking prescription medications that could significantly disturb cognition, behavior, or motor function, or that may impair the ability to practice as a professional nurse safely and competently.
Title of Policy: Procedure for Transfer Credit

Policy:
Transfer credit must be approved at the program level prior to submission to the Graduate School per Graduate School Procedure.

Procedure:
In addition to University and Graduate School policies, the School of Nursing has the following policy:

1. Credit for any transfer courses must first be approved by the program coordinator in consultation with the SON Assistant Director of Graduate Programs.
2. Transfer courses without a nursing prefix (NURS), must be reviewed and approved by that respective department prior to transfer for equivalency. The SON Program Coordinator is responsible for initiating this process.
3. Students wishing to transfer prior earned credits must identify those courses they wish to transfer into a program of application to the program. Failure to announce transferrable credits at the time of admission will result in rejection of transfer credits into an existing SON program.
4. Per the UNC Graduate School guidelines, the minimum number of hours necessary for the graduate school to confer a degree from UNC are as follows:
   a. Minimum of 24 credits at UNC for a Master’s degree
   b. Minimum of 26 credit hours at UNC for the DNP with a Master’s Degree
   c. Minimum of 64 credit hours at UNC for the DNP with no previous Master’s Degree
   d. Minimum of 40 credit hours in a PhD program must be completed at UNC (if the student has a master’s degree)
5. It is the student’s responsibility to follow the policies and procedures of the Graduate School to complete the transfer of credit to their UNC transcript.
Graduation Information
Graduation Information

Students are responsible for determining that the Application for Graduation has been filed with the Graduate School in accordance with published guidelines and deadlines. In addition, there is a form on the Graduate School web site for information about mailing the diploma. This must be completed and submitted by the student.

Please visit: http://www.unco.edu/grad/new_current/graduation/index.html
Student Handbook Agreement
University of Northern Colorado
School of Nursing
Nursing Student Handbook Agreement

I have read, understand and agree to abide by the policies and guideline outlined in this School of Nursing Graduate Nursing Student Handbook. I have asked questions to clarify anything I don’t understand.

Name (Print): ________________________________________________________________

Signature: __________________________________________________________________

Program: __________________________________________________________________

Date: ______________________________________________________________________