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The faculty, staff, and students of

Brigham Young University College of Nursing

seek to achieve a workplace environment

guided by the principles of the gospel of Jesus Christ.

We will exemplify the spirit of the Healer’s art

and

Act with integrity

Collaborate for mutual success

Achieve excellence in our work

Find joy in the accomplishments of others

Express gratitude and optimism

Communicate respectfully and directly

Value the unique gifts of others

Work together toward the goal of preparing

nursing students for a promising professional future

and a Christ-centered life.
Welcome

BRIGHAM YOUNG UNIVERSITY
COLLEGE OF NURSING
GRADUATE STUDENT HANDBOOK

WELCOME TO THE COLLEGE OF NURSING

The College of Nursing faculty, administration, and staff welcome you and wish you a rewarding and successful experience in graduate studies. The curriculum has been planned to prepare you in advanced practice nursing as a family nurse practitioner. At the completion of the program you will be eligible sit for the national certification exams for family nurse practitioners through either American Nurses Credentialing Center (ANCC) or American Association of Nurse Practitioners (AANP).

Nursing students have the same rights, privileges, and responsibilities as all other university students and are expected to abide by University standards. This Handbook contains the policies and procedures for the graduate nursing program. Students are responsible for knowing and following the policies and procedures outlined in this handbook. The handbook is available on the BYU College of Nursing website http://nursing.byu.edu. If substantial changes are made, you will be notified by email.

When questions arise or information is needed during the nursing program, students should refer to the handbook before seeking the answers from other sources. If questions are not answered in the handbook, students may refer questions regarding acceptance, registration, and progression to the Graduate/Research Secretary, Associate Dean of Graduate Studies and Scholarly Works and Contribution to the Discipline or Program Coordinator and questions regarding specific course work to faculty for the course.

May you enjoy a successful educational experience!
Section I
Introduction

UNIVERSITY MISSION STATEMENT

The mission of Brigham Young University—founded, supported, and guided by The Church of Jesus Christ of Latter-day Saints—is to assist individuals in their quest for perfection and eternal life. That assistance should provide a period of intensive learning in a stimulating setting where a commitment to excellence is expected and the full realization of human potential is pursued.

All instruction, programs, and services at BYU, including a wide variety of extracurricular experiences, should make their own contribution toward the balanced development of the total person. Such a broadly prepared individual will not only be capable of meeting personal challenge and change but will also bring strength to others in the tasks of home and family life, social relationships, civic duty, and service to mankind.

To succeed in this mission, the university must provide an environment enlightened by living prophets and sustained by those moral virtues which characterize the life and teachings of the Son of God. In that environment these four major educational goals should prevail:

- All students at BYU should be taught the truths of the gospel of Jesus Christ. Any education is inadequate which does not emphasize that His is the only name given under heaven whereby mankind can be saved. Certainly all relationships within the BYU community should reflect devout love of God and a loving, genuine concern for the welfare of our neighbor.
- Because the gospel encourages the pursuit of all truth, students at BYU should receive a broad university education. The arts, letters, and sciences provide the core of such an education, which will help students think clearly, communicate effectively, understand important ideas in their own cultural tradition as well as that of others, and establish clear standards of intellectual integrity.
- In addition to a strong general education, students should also receive instruction in the special fields of their choice. The university cannot provide programs in all possible areas of professional or vocational work, but in those it does provide the preparation must be excellent. Students who graduate from BYU should be capable of competing with the best in their fields.
- Scholarly research and creative endeavor among both faculty and students, including those in selected graduate programs of real consequence, are essential and will be encouraged.

In meeting these objectives, BYU’s faculty, staff, students, and administrators should also be anxious to make their service and scholarship available to The Church of Jesus Christ of Latter-day Saints in furthering its work worldwide. In an era of limited enrollments, BYU can continue to expand its influence both by encouraging programs that are central to the Church’s purposes and by making its resources available to the Church when called upon to do so.
We believe the earnest pursuit of this institutional mission can have a strong effect on the course of higher education and will greatly enlarge Brigham Young University’s influence in a world we wish to improve (The Mission of Brigham Young University and The Aims of a BYU Education, Brigham Young University, Provo, UT, 1995).

UNIVERSITY AIMS

The mission of Brigham Young University is “to assist individuals in their quest for perfection and eternal life” (“The Mission Statement of Brigham Young University” {hereafter Mission Statement}). To this end, BYU seeks to develop students of faith, intellect, and character who have the skills and the desire to continue learning and to serve others throughout their lives. These are the common aims of all education at BYU. Both those who teach in the classroom and those who direct activities outside the classroom are responsible for contributing to this complete educational vision. A BYU education should be (1) spiritually strengthening, (2) intellectually enlarging, and (3) character building, leading to (4) lifelong learning and service. (The Mission of Brigham Young University and The Aims of a BYU Education, Brigham Young University, Provo, UT, 1995 https://aims.byu.edu/aims)

COLLEGE VISION, MISSION, VALUES

Vision
Guided by the truths of the gospel of Jesus Christ, we exemplify the Healer’s art by: leading with faith and integrity; advancing the science of nursing; promoting health and wellness; alleviating suffering; and serving individuals, families, and communities.

Mission
The mission of the Brigham Young University College of Nursing is to learn the Healer’s art and go forth to serve.

Values
We value: Accountability, Collaboration, Compassion, Innovation, Inspiration, Integrity, Learning, Service

CONGRUENCE WITH THE UNIVERSITY

The College of Nursing at BYU demonstrates its quality through congruence with the university aims, mission, and institutional objectives and by implementing professional standards and guidelines.

The mission, vision, values, goals and expected outcomes of the College of Nursing reflect professional standards and the gospel of Jesus Christ and are congruent with the aims, mission, and institutional objectives of the university. We hope that as you begin your graduate education you will become familiar with the College mission, vision, values, goals and expected program outcomes. We have placed these in the front of the Handbook in the hopes that it will encourage you to ponder the type of advanced practice nurse you want to be.
ACCREDITATION

The College of Nursing is a member of the Council of Baccalaureate and Higher Degree Programs of the National League for Nursing, the American Association of Colleges of Nursing, and the Western Council on Higher Education in Nursing. The master’s degree in nursing at Brigham Young University is accredited by the Commission on Collegiate Nursing Education (http://www.aacn.nche.edu/ccne-accreditation). In addition to accreditation for nursing, Brigham Young University is fully accredited by the Northwest Association of Schools and Colleges.

LOCATION

Brigham Young University, sponsored by The Church of Jesus Christ of Latter-day Saints, is located in Provo, Utah, 45 miles south of Salt Lake City. The 600-acre campus is nestled next to the snowcapped Wasatch Mountains in Utah Valley. The student body of 29,672 includes students from the fifty states and over one hundred and five foreign countries. The 1,500 faculty members hold degrees from many universities. BYU offers education in nearly 200 subject areas within its ten colleges and graduate schools, along with an outstanding continuing education program.

Cultural and sports events are available at BYU and in the Provo area. University Forum and Devotional Assemblies offer the opportunity to hear General Authorities of the Church as well as internationally known experts in various fields. Attendance at Devotionals and Forums on Tuesdays at 11:00 a.m. is expected when you are on campus.

Excellent housing facilities are available in off-campus apartments and rooming houses. Many student services are available, such as student health, counseling services, cultural events, LDS Church Wards, financial aid, and advisement. The BYU Graduate Studies website gives more details about these services. https://gradstudies.byu.edu/section/current

UNIVERSITY LIBRARY

Library resources at Brigham Young University are extensive, state-of-the-art, developed with continual faculty input, and accessible to faculty, students, and the public. The Harold B. Lee Library (HBLL, Lee, or BYU Library), is a large facility that contains approximately five million volumes, including books, periodicals, government documents, microfilm, and other non-print items; the Nursing Learning Center houses a small collection of HBLL materials specifically for nursing students. More importantly, the library offers access to significant online resources, including professional journals, abstracting and indexing databases, and clinical reference tools. As of 2018, the Harold B. Lee Library provides access to 401 nursing serial publications, the great majority of which are journals. In 2017, the 82 direct subscription online-only titles resulted in $55,331 in subscription costs.

Database access includes diverse tools and resources. The library provides access to a number of relevant abstracting and indexing databases, including CINAHL, Medline, Embase, PsycINFO, Family and
Society Studies Worldwide, Scopus, and Web of Science. The database Health and Psychosocial Instruments allows users to search for research instruments such as surveys and questionnaires. The Cochrane Library provides full-text access to systematic reviews, the best evidence on clinical topics. The library’s subscription to UpToDate supplies faculty and students with the latest standards in clinical care and up-to-date drug information. The streaming video collection Nursing Education in Video provides access to over 200 videos of procedures and issues in nursing.

The best way to navigate HBLL resources is through the Nursing Research Guide, available at http://guides.lib.byu.edu/nursing. This guide provides nursing students links to resources and ways to get help. The main page of the guide provides links to the most commonly used databases, including CINAHL, Medline, and the Cochrane Library. The “For Graduate Students” tab includes further resources, including UpToDate and online access to Current Medical Diagnosis and Treatment.

Betsy Hopkins, the Nursing Librarian, is a key resource for students. She will provide instruction at several points in the graduate program, and is available to meet with students one-on-one. Betsy holds office hours in the KMBL on Wednesday during Fall and Winter semesters. She is also available via email and phone (betsy_hopkins@byu.edu; 801-422-6777). Please contact her for help with:

- Conducting literature searches
- Setting up search alerts
- Managing your search results
- Using bibliographic management software, such as RefWorks or EndNote
- Accessing full text journal articles
- Evaluating journals as publication venues
- Any other library or information related issues

COLLEGE FACILITIES

Clinical Facilities

The College of Nursing makes extensive cooperative use of hospitals and health care facilities in Salt Lake and Utah Counties as well as selected rural and international sites. The clinical facilities offer comprehensive experiences in all areas of acute care, community, and ambulatory nursing.

Due to the need for students to participate in various clinical experiences, students will be required to have access to transportation to the different clinical sites.

Nursing Learning Center

The Nursing Learning Center (NLC), located in 130 KMBL, is administered by the College of Nursing. The NLC houses a small collection of HBLL materials specifically for nursing students, a computer lab, nursing laboratories and procedure training rooms for applying nursing knowledge and learning skills. Access to the NLC is restricted to graduate and undergraduate nursing students. Snacks are allowed in the debriefing rooms, but otherwise no food or drinks are allowed in the NLC.
Instruction in the NLC is designed to bring clinical reality into the educational setting by the use of hospital patient units, high-and medium-fidelity mannequins, supplies, and equipment. State-of-the-art audio visual equipment provides for video capture and coding capabilities during simulated patient care experiences. The NLC has five examination rooms, six full-simulation experience rooms, a 4-station central control center, two procedure/skill training rooms, four debriefing rooms, a sub-dividable nine bed unit and a walk-in practice lab.

The NLC is home to four sophisticated, high fidelity, computer based human patient adult simulators, which allow students to assess changeable heart sounds, breath sounds, chest movement, pulses, experience cardiac monitoring, administer simulated medications, and observe the physiological effects. In addition to the adult simulators, there is also a high-fidelity birthing simulator, which allows students to participate in scenarios involving the birth process as well as complications of pregnancy. High fidelity infant and child simulators are also housed in the NLC to round out the diversity of experiences available to students. Simulations involving computer-based simulators as well as standardized patients allows the same patient and scenario to be experienced by multiple students or groups of students.

Research Center

The Research Center is located in 400 KMBL. The Research Center includes the offices of the Technical Support Representative (CSR), the Graduate Secretary and the part-time in house librarian. The facility offers work space for faculty and students, research resources, nursing research journals, and eight computer work stations. Current software packages include several programs for quantitative data analysis, qualitative data analysis, media presentation preparation, and scanning.

Student Study Rooms

The Nursing Learning Center (NLC) provides access to electronic and print media needed for the various courses taught within the college. A group study area provides an environment where nursing students can complete assignments and work together. The NLC also provides computer access to nursing instructional programs, email, library online catalog and references, databases, and web-based resources. The Kimball Building Computer Lab (100 KMBL) is also available for word processing.

The Graduate Study Room is located on the fourth floor of the Kimball Building. It provides a place for graduate students to study and also a place to meet and discuss ideas and concepts that enhance the graduate culture. It also provides computer access including e-mail, library on-line catalog and references, data bases and web-based resources. A refrigerator and microwave are provided for student use. A hanging file for each graduate student is also located in the Graduate Study Room. Please check this file periodically for important college information as well as graded papers.

Statistical Services

The College has an agreement for statistical services with the Statistics Department. Consultation is available to assist students with data analysis during the thesis/project process. Also, we have a faculty member who provides statistical consultation.
Section II
Admission Process

APPLICATION PROCESS

Students are admitted once a year, Spring term. Applications must be submitted to the University by December 1st. All applications should be submitted online through the Graduate Studies website. http://gradstudies.byu.edu/section/prospective

ACCEPTENCE TO PROGRAM

Minimum criteria that must be met to be considered for acceptance into the graduate program include:

1. Accepted by the Graduate School of the University.
2. Completion of a baccalaureate degree in nursing from a school with national nursing professional accreditation (e.g. CCNE, ACEN, CNEA).
4. Completion of a basic undergraduate statistics course.
5. Completion of a college level pathophysiology course.
6. A minimum GPA of 3.0 or better. The GPA will be calculated using the cumulative GPA the applicant’s undergraduate program.
7. Three letters of recommendation from employers and former teachers. (Preference is given to current employers).
8. Statement of applicant’s purposes and goals for graduate education.
9. A personal interview.
10. Completion of the Graduate Record Examination (GRE).
11. Completion of an impromptu writing experience.

Acceptance into the graduate Master’s Family Nurse Practitioner Program is highly competitive and with a limited number of openings each year. Approximately 15 students are admitted each year. All students who meet the minimum requirements will be considered but, due to limited enrollment acceptance is not guaranteed. There may be an initial screening of applicants resulting in some students not being interviewed.

Applicants are evaluated on a variety of criteria using a point system that measures the level of performance on criteria such as GPA, GRE, letters of recommendation, interview, and the impromptu writing experience. Also, the professional judgment of the admissions committee will be used in selecting the candidates to be accepted into the Family Nurse Practitioner Program.
**Transfer Students**

With College approval, transfer, senior, and post-baccalaureate studies credit may be applied toward the degree according to the individual criteria listed below. The maximum number of transfer credit hours should constitute no more than 25% of the total hours required for the program. Potential students may contact Graduate Studies for any questions.

Credit taken at other accredited universities in the United States or in Canada may, with College approval, count toward a graduate degree at BYU if the following conditions are met:

1. Courses to be transferred must be clearly graduate level.
2. Grades for such courses must be B or better (pass/fail courses are not transferable).
3. Independent study, correspondence, and extension courses are not transferable.
4. Courses taken before a student begins graduate work at BYU must be approved during a student’s first semester of study at BYU.
5. Courses taken at another university after the student has begun studies at BYU must be pre-approved by graduate committee members and graduate coordinators, and Graduate Studies must be notified.
6. Credit has not already been applied to another degree.
7. Applicant must submit an official transcript.
8. Applicant must submit the official syllabi of courses taken. The College will review the course(s) to be transferred for equivalency including course description, credit hours, course outcomes, and learning activities.
9. Post Baccalaureate Credit: Credit taken after the baccalaureate degree has been received, but before the semester of formal admission to a graduate program, is defined as a Post Baccalaureate (PBS) credit. Such credit can be considered as part of a graduate degree program only with College approval. PBS and senior credit combined cannot exceed 15 semester hours of a graduate program.

**ESL Students**

Before acceptance to the College of Nursing, students with English as a second language (ESL) are required to submit official E3PT, IELTS, or TOEFL scores in order to be considered for admission. More information regarding these tests and the minimum scores can be found on the Graduate Studies website at [http://gradstudies.byu.edu/page/english-proficiency](http://gradstudies.byu.edu/page/english-proficiency)

**International Students**

In addition to general admission criteria required from all applicants, the following criteria would need to be met in order for international applicants to qualify for the program:

1. Have a RN License in the State of Utah in good standing (Need to pass the NCLEX test and can apply for a Utah nursing license at [http://www.dopl.utah.gov/](http://www.dopl.utah.gov/))
2. Complete a credential evaluation that provides a transcript and verification of the equivalent of a Bachelor’s Degree in Nursing (i.e. Commission of Graduates of Foreign Nursing Schools [CGFNS [www.cgfns.org]](http://www.cgfns.org))
3. English as Second Language (ELS) students refer to section above.

NOTE: Other testing may be required when needed

Please refer to the Graduate Studies website for additional information regarding international students. https://gradstudies.byu.edu/page/international-students
Section III
College Requirements

The College of Nursing is responsible for tracking student compliance with requirements from various government and health care agencies as well as the university. Nursing students are responsible to fulfill the requirements, obtain appropriate documentation, and see that the documentation gets to the Graduate/Research Secretary in a timely manner. The serious legal and safety risk of being unprepared in any of these areas makes it imperative that students not attend clinical if these requirements are not current.

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENS

Purpose
Brigham Young University College of Nursing is committed to providing the public with nurses who demonstrate personal and professional behaviors consistent with the standards of the nursing profession. The purpose of this policy is to help promote a safe environment for patients, peers, faculty and the general public, as well as to protect property by conducting criminal background checks and drug screens on all students accepted to the nursing program.

Scope
This policy applies to all students accepted to the BYU graduate nursing program

Policy
1. Brigham Young University College of Nursing requires a current (within 3 years) criminal background check and a drug screen to enable clinical practice within the nursing program. Students are also subject to random and scheduled periodic drug screens during their participation in the program.
2. Background checks and drug screens will be required of all students accepted to the program.
3. Participation in the nursing program is contingent upon satisfactory results of the background check and drug screens. Failure to comply may result in denial of acceptance or dismissal from the program.
4. Criminal background and drug screen results released to the College of Nursing will be used for the purpose of assisting in making admission and continuation decisions, and helping promote the safety of patients.
5. If a background check or drug screen identifies issues that may preclude acceptance or continuance in the program, the case will be referred to the Associate Dean of Graduate Studies, Scholarly Works, and Contribution to the Discipline for review and action.
6. If a student is concerned that the results are not accurate, he or she must address these issues with the Bureau of Criminal Identification (BCI) for resolution of a state record, to the Criminal Justice Information Services Division (CJIS) for resolution of a federal record, or to the participating organization that administered the drug screen.
Procedure

1. Conditions of Enrollment: It is an express condition of acceptance and enrollment for applicants and continued participation for current nursing students that the student agree to release information from background checks to the Associate Dean of Graduate Studies, Scholarly Works, and Contribution to the Discipline in the College of Nursing.

2. Waiver/Consent: The College of Nursing Informed Consent/Release form must be signed and returned by the requesting student to the Research Center. A copy of this release may be obtained for personal records. (See a copy of this form in the Appendix—Document

3. Obtaining a Background Check and Pre-Enrollment Drug Screen
   a. The background check and pre-enrollment drug screen will be initiated by the student as part of the routine acceptance process. Background checks will be run by the Research Center after acceptance into the program. Students will need to turn in their background check form and fee (the informed consent/release form is signed electronically during application period) by the date specified by the Research Center. Please allow a couple of weeks to complete the process. Failure to submit materials on time may result in denial or dismissal from the program. (See Instructions in Appendix A—Graduate Acceptance Packet.)
   b. A drug screen must be obtained from any credible drug screen company. Some suggested organizations are on the instruction page. (See a copy of this information in Appendix A—Graduate Acceptance Packet.)
   c. All expenses associated with background checks and drug screens are the sole responsibility of the requesting student.

4. Random, For-Cause, and Scheduled Periodic Drug Screens for Enrolled Nursing Students
   a. Given the nature of a nursing student’s clinical work, the university has a special need to ensure that these students are not using drugs. Therefore, the university may randomly test enrolled nursing students for compliance with its drug-free school policy.
   b. The university may also require that an individual nursing student submit to a drug screen if, in the university’s sole discretion, there is reasonable evidence to suggest that the student may be impaired and therefore is a risk to self and others.
   c. The university reserves the right to conduct periodic testing on a regularly scheduled basis for nursing students in designated departments, classifications or workgroups.
   d. The university will pay for the cost of any random, for-cause or periodically scheduled drug screens of enrolled students.

5. Refusal to Undergo Testing
   a. Nursing students who refuse to submit to a drug screen are subject to immediate removal from the nursing program.

6. Convictions & Positive Drug Screens:
   a. The existence of a conviction or positive drug test does not automatically disqualify an individual from acceptance or continued participation. However, if a student tests positive on a drug screen, the student will be temporarily suspended from clinical work while the matter is reviewed.
b. Each individual will be considered on a case by case basis. Relevant considerations may include, but are not limited to: the details of drug screen results, the date, nature and number of convictions; the relationship the conviction bears to the duties and responsibilities of nursing; and the student’s successful efforts toward rehabilitation.

c. Any decision to accept or reject an applicant, or retain or dismiss a current nursing student who has a conviction or positive drug test is solely at the discretion of the Graduate Academic Council.

d. Right to Explain Screening Results

e. Nursing students must advise testing lab employees of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.

f. All nursing students and applicants have the right to meet with the drug screening laboratory personnel, and with the university, to explain their screening results.

g. Right to Review Records

h. Nursing students have a right to obtain copies of all test results from the screening laboratory, or from the university. When a student disagrees with the screening results, the individual may request that the screening laboratory repeat the test. Such repeat screening will be at the expense of the individual, unless the repeat test overturns the original report of the lab, in which case the university will reimburse the student for the costs incurred for the retest.

i. If Brigham Young University College of Nursing becomes aware that a current student has not completed the application truthfully, he/she will be subject to disciplinary action up to and including dismissal from the nursing program.

7. Results:

a. Confidentiality: Reasonable efforts will be made so that results of criminal background checks and drug screens are kept confidential with only those personnel having a legitimate need to know being authorized to review results.

b. College of Nursing access to results: The Associate Dean of Graduate Studies, Scholarly Works, and Contribution to the Discipline will review all criminal background checks and drug screens. If adverse information deemed to be relevant to suitability for nursing student status is obtained, the Associate Dean of Graduate Studies will notify the student in writing requesting additional information, and will refer the report to the Graduate Academic Council.

c. Admission/participation: Based on the results of the criminal background checks and drug screen, the Graduate Academic Council and the Associate Dean of Graduate Studies reserve the right to extend or withhold acceptance or continued participation in the BYU College of Nursing.

d. Student access to results: The student may review the state background check and drug screen results by submitting a written request to the Research Center. Federal background check results, by law, are returned directly to the applicant, who will then be required to bring the sealed envelope with federal results to the Research Center (see Graduate Acceptance Packet).
e. Student right to respond: The student will have a chance to provide a written explanation to the Graduate Academic Council and/or the Associate Dean of Graduate Studies. When appropriate, the student may be asked to meet with the committee in person to answer questions.

f. Right to change and/or terminate policy: Brigham Young University reserves the right, in its sole discretion, to amend, replace, and/or terminate this policy at any time. Efforts will be made to keep students informed of any changes in the policy.

INSURANCE

Students in clinical courses are covered by a malpractice insurance policy. The fee for this insurance coverage is paid by the College of Nursing.

Students are required to carry their own health insurance policy. Insurance is available through the BYU Student Health Center or from a private insurance company.

In addition, the University Office of Cooperative Education and Internships requires that all students who have educational experiences off campus must sign and submit a Student Agreement form to the Research Center. The form identifies stipulations for off-campus educational experiences and requires students to provide evidence of personal health insurance coverage. The information sheet and form are included in the acceptance packet sent to students when they begin the Nursing program.

Students who do not submit this form to the Research Center can be blocked from registering for nursing classes. (See a sample of the form and the agreement in Appendix A: Graduate Acceptance Packet.)

Injuries, including contaminated needle sticks, incurred during class, laboratory, or clinical experience should be reported immediately to your instructor or preceptor. If you are in clinical, follow hospital protocol regarding care and incident reports. In addition, contact the Assistant Dean, Resource Management, by phone immediately at 422-7189. You will also need to complete the BYU Incident Report Form. Depending on the severity and/or type of incident, you may need to receive emergency care in the ER or leave clinical for care at the Student Health Center. (See Appendix C: Student Incident Procedures.)

If a student receives an injury during class, laboratory, or clinical experience and does not follow the process explained in the previous paragraph, completing all aspects required relating to reporting the incident and completing all required paperwork in an appropriate, expeditious way, the student will not be allowed to register for subsequent courses until the process has been completed appropriately. Failure to complete appropriate procedures may result in denial of financial claims, leaving the student personally responsible for any charges.

Students are covered by worker’s compensation for healthcare coverage only, but incidents will be reviewed by the BYU Risk Management Office to determine eligibility.
CARDIO-PULMONARY RESUSCITATION CERTIFICATION

Students are required to have current American Heart Association certification in Cardio-pulmonary Resuscitation (CPR) at the professional rescuer level (1 man, 2 man, infant) including training in the use of an automated external defibrillator (AED). CPR certification is required upon admission into the program.

A signed copy of the front and back of your CPR certification is to be given to the Research Center at the start of the program and after completion of a (renewal) course. The students’ signature and expiration date are required on the card.

Certification will be checked by the Graduate Secretary and a copy of the certificate will be placed in your file in the Research Center. Students will not be allowed in clinical unless they are currently certified. In addition, students will not be permitted to register for nursing classes without a copy of their current certification in the student’s file.

IMMUNIZATION REQUIREMENTS

**Measles/Mumps/Rubella**

Students who do not have evidence of measles immunization will be required to complete the vaccination or to have a rubella titer done to show immunity.

A record of two shots of MMR is required and, if necessary, a Rubella titer or MMR booster are required as part of the examination. A copy of the immunization record for the MMR booster or the results of the Rubella Titer test must be accompanied by the laboratory report which you will submit to the Research Center.

**TB Test**

An initial 2-step TB test and then a TB titer must be repeated annually. They both need to be placed and read within 3 days and in between the 1st and 2nd shot there needs to be a period of 7-21 days. A copy of the initial 2-step TB and then all annual TB titer results must be given to the Research Center each year. Students will not be allowed in clinical without current TB titer information. Students will not be permitted to register for nursing classes without current TB titer results submitted to the Research Center. (See the Graduate Secretary if you have any questions about this.)

Students who test positive for TB are required to have a chest X-ray (which must be “clear”), and it is strongly recommended that you complete the “INH” medication series. If you test positive and your chest X-ray is “positive,” you will not be able to begin Nursing. You will be required to take the “INH” series and to submit sputum samples to the County Health Department weekly. When you have had two consecutive (2 weeks in a row) “clear” sputum samples, you can apply again to enter Nursing. Attendance at clinical and registration for subsequent Nursing semesters can be blocked if this information is not in your permanent file in the Research Center.
**Tetanus/Diphtheria/Pertussis or Tdap**

Students must have “current” Tetanus/Diphtheria/Pertussis or Tdap (a.k.a. ADACEL) and provide verification of that vaccination to the graduate secretary before beginning clinical. If a student has received a TD shot within the past two years, they cannot receive the Tdap and will have to petition, but must get the Tdap after two years from the time the TD shot was received. Dtap is not the same as Tdap.

**Flu and Polio Immunization**

Students are required to report Polio immunization, Flu vaccination, and TB test (two-step process for TB immunization initially, then one TB test per year after that).

**Chicken Pox Titer**

Students must verify that they have had Chicken Pox through immunization record or a titer. Those who have not had Chicken Pox are encouraged to have the Chicken Pox immunization. Documentation verifying the immunization must be provided to the Graduate Secretary.

**Hepatitis B Policy and Procedures**

The College of Nursing provides a Hepatitis B Vaccination program (for enrolled students) free of charge for the three-injection sequence, the cost of the titer is not included. If you cannot receive the vaccination series due to a medical condition, you will be asked to sign a waiver form and submit a doctor’s note indicating you cannot have the vaccination series. Should a student experience an exposure incident to Hepatitis B, they should contact the Assistant Dean of Resource Management who will make arrangements for a titer to be drawn and additional Hepatitis B vaccinations if necessary. The College of Nursing will incur the cost of the titer and vaccinations.

1. **Policy**

   Each student will receive the Hepatitis-B vaccine series AND a titer (that demonstrates immunity) and provide the Research Center with required documentation verifying the dates of the vaccinations or if a student cannot have the Hep B series due to medical condition, they will submit a doctor’s note and sign a medical waiver form found in the Research Center and provide the Research Center with required documentation verifying the dates of the vaccinations or a liability release form. Students must do one of the following to continue in clinical courses:

   a. Begin (and finish) the three-injection series. (Students must provide the Research Center with verification of the dates vaccinations were administered.) OR . . .

   b. Sign a medical waiver if you cannot receive the vaccine. Come to the Research Center to fill out a form and bring in a doctor’s note stating you cannot receive the vaccine.

2. **Procedures**

   a. The Research Center will send the Hepatitis-B information packet to students who are admitted or readmitted to the nursing program and notify the Associate Dean of Undergraduate Studies of incoming students who are not in N294 (i.e., transfer students, returned missionaries, LPNs, etc.)
b. Students contact the Student Health Center for an appointment (422-5156).

c. Students who cannot begin or complete the 3-shot series for a medical reason, including pregnancy or other medical conditions, come to the Research Center immediately. You will need to fill out a medical waiver form and bring a doctor’s note.

d. Students will receive the vaccine series at the Student Health Center.

e. When the Student Health Center personnel administer the vaccine, they will give the student a receipt that the vaccine was given. The Student Health Center will keep all records of vaccines given for a period of seven years.

f. The Student will return the receipt to the Research Center. A copy of the receipt will be placed in the student's permanent file.

g. The Research Center will have on file a record of the student's immunizations (from the receipts given by the student) or a signed waiver. This information will be entered on the database. Faculty have access to the database, which is located on the S drive “Certifications and Background Checks.” Students may not begin clinical practice without providing these documents to the Research Center.

h. The Assistant Dean of Resource Management will receive the names of students who have been vaccinated when the bills for the vaccine come from the Student Health Center and will pay the Student Health Center as needed.

i. The Research Center will keep a master list of all current students and their Hepatitis B vaccines. Vaccination receipts and waivers will be filed in the students' files.

j. Faculty will inform students of what they need to do to conform to the policy and will remove students from clinical rotations (with associated grade implications as necessary) until the students are in compliance with the policy.

Should a student experience an exposure incident to Hepatitis B, they should contact the Assistant Dean of Resource Management, who will make arrangements for a titer to be drawn and additional Hepatitis B vaccinations if necessary. The College of Nursing will incur the cost of the titer and vaccinations.

COMMUNICABLE DISEASE CONTROL STANDARDS


Student Education

All students must receive current information on communicable disease control and OSHA requirements, to be facilitated by one of the following:

1. Content on AIDS, Hepatitis, and other communicable diseases, including epidemiology, transmission, and standard precautions and other pertinent issues are integrated appropriately in Nursing courses.

2. In order to meet OSHA requirements, the College of Nursing is required to educate students
about risks associated with nursing education. Students are required to (a) view the OSHA video online and (b) electronically submit the form verifying that the video has been viewed; The Graduate Secretary will file the signed form in the student’s permanent digital file. For questions on this requirement, contact the Graduate Secretary (See a sample of the form in the Appendix A: Graduate Student Acceptance Packet).

**Related Issues**

The infection control committee will consult University Counsel as necessary, regarding other policy issues, such as 1) clinical agency disclosure, 2) student exposure, testing, counseling, etc., 3) matriculation of students who are known HIV positive, etc. Such issues will be shared with faculty and integrated into the College of Nursing Communicable Disease Policy and University Policy.

**ESSENTIAL ABILITIES**

Faculty at the College of Nursing have specified essential abilities critical to the success of students in the Graduate Family Nurse Practitioner Program. Students must demonstrate these essential abilities to succeed in their program of study. Qualified applicants are expected to meet all admission criteria and matriculated students are expected to meet all progression criteria, as well as these essential abilities with or without reasonable accommodations. As condition for your admission to the program you must sign the following document indicating you possess the essential abilities. This form will be kept in your permanent file.

Essential abilities are as follows:

1. Essential judgment skills to include: ability to identify, assess, and comprehend conditions surrounding client situations for the purpose of problem solving client conditions and coming to appropriate conclusions and/or courses of action which includes the ability to comprehend reality in ways that can be consensually validated.
2. Essential neurological functions to include: ability to use the senses of seeing, hearing, touch, and smell to make correct judgments regarding client conditions for the purpose of demonstrating competence to safely engage in Advanced Practice Nursing. Behaviors that demonstrate essential neurological functions include, but are not limited to, observations, listening, understanding relationships, writing, and psychomotor abilities, including manual dexterity and the performance of technical skills. Neurological functions must be intact and the students must be able to stand, walk, and lift independently.
3. Essential psychomotor skills include: ability to stand for prolonged periods, reach above and below waist, bend at waist, lift objects up to 10 pounds, move objects weighing up to 50 pounds, push/pull objects over 50 pounds, walk at a brisk pace, and manipulate items using hands and fingers.
4. Essential communication skills to include: ability to communicate effectively with fellow students, faculty, clients, and all members of the health care team directly in English or by electronic method, including the telephone, without a translator. Skills include verbal, written, and non-verbal abilities consistent with effective communication.
5. Essential emotional coping skills: ability to demonstrate the mental health necessary to safely engage in Advanced Practice Nursing as determined by professional standards of practice.

6. Essential intellectual/conceptual skills to include: ability to measure, calculate, analyze, synthesize, and evaluate to engage competently in the safe practice of Advanced Practice Nursing.

7. Other essential behavioral attributes: ability to engage in activities consistent with safe Advanced Practice Nursing without demonstrated behaviors of addiction to, abuse of, or dependence on substances that may impair behavior of judgment. You must demonstrate responsibility and accountability for actions as a student in the College of Nursing.

ACCESS AND CONFIDENTIALITY AGREEMENT

In order to participate in clinical experiences, students must sign the “Access and Confidentiality Agreement” form for students. The agreement, and an informational document, outlines the responsibility of nursing students regarding confidential information. Social Media is included in this. (See a sample of these documents in Appendix A: Graduate Acceptance Packet.)

COOPERATIVE EDUCATION FORMS

In order to participate in clinical experiences, students must sign the Expectation of Nursing Student Form. This form outlines the conditions of participating in clinical experiences. Students must also understand and sign the Liability and Release forms sent in the acceptance packet (See a sample of these documents in Appendix A: Graduate Acceptance Packet.)

EXPECTATIONS OF GRADUATE NURSING STUDENTS

Students accepted into the graduate program are expected to make the Nursing Program priority in their life. Adjustments to work schedules will be necessary. Please complete and sign the Expectations of Graduate Student Form. (See a sample of the form in Appendix A: Graduate Student Acceptance Packet.)
Section IV
Program Information

PROGRAM DESCRIPTION

The College of Nursing at Brigham Young University offers a Master’s of Science Degree as a Family Nurse Practitioner (FNP). The graduate curriculum is derived and informed by the University Mission and Aims and the College Mission, Vision, and Values, while also reflecting the development of the advanced practice role as outlined by: The Essentials of Master’s Education in Nursing (AACN, 2011); Criteria for Evaluation of Nurse Practitioner Programs (NTF, 2016, 5th Edition); Nurse Practitioner Core Competencies (NONPF, 2014), Population-Focused Nurse Practitioner Competencies – Family Across the Lifespan (NONPF, 2013); and Utah Nurse Practice Act (Utah Code, 58-31b, 2016); and Nurse Practice Act Rule (Utah Code, R156-31b, 2018).

Graduate Program Overview

While in the program, students will take graduate core courses in the areas of theory, research, evidence based practice, health care planning, health policy, health issues, ethics, organization and leadership, information and healthcare technologies, and interprofessional collaboration. Students also complete advanced practice core courses. Students then complete the courses outlined in their population focused area of family across the life span. Students participate in capstone experiences which include their internship and completion of a thesis or project or evidence based scholarly paper.

FNP Advanced Practice Role Overview

The Family Nurse Practitioner role emphasizes health promotion, health maintenance, prevention and detection of alterations in health through supportive interventions, counseling, and teaching of families and individuals. In addition, the Family Nurse Practitioner role includes aspects of illness care management that include diagnosis and management of common, chronic, and acute conditions. The practitioner acknowledges and recognizes limitations in the scope of practice, collaborates and consults with other health care providers. Family Nurse Practitioner practice is based on an epidemiological approach to health problems, an understanding of family and community systems, the management of resources and economics, and the use of appropriate technology.

Family Nurse Practitioners improve access to primary care for all populations. The Family Nurse Practitioner may provide care to families and individuals in a variety of settings, including the home, school, workplace, clinics, urgent care, or hospital, depending on client needs.

The Family Nurse Practitioner keeps current in knowledge and skills through education, review of the literature, and systemic inquiry. The practitioner utilizes relevant health care research and contributes to the knowledge of colleagues through peer review, publication or verbal communication methods. The Family Nurse Practitioner engages in issues relevant to the profession, community, state, and nation.
PROGRAM OUTCOMES

The following provides a description of what the graduate student should be able to do when he/she has completed the program. The program outcomes are guided by the AACN Master’s Essentials (2011).

At the completion of this program, the student will be able to:

1. Integrate scientific findings from nursing, biopsychosocial fields, genetics, public health, quality improvement, and organizational sciences for continual improvement of patient care across diverse settings (Essential I: Background for Practice from Sciences and Humanities).
2. Utilize organizational and systems leadership to promote high quality and safe patient care (Essential II: Organizational and Systems Leadership)
3. Apply methods, tools, performance measures, and standards related to quality improvement and safety within organizations (Essential III: Quality Improvement and Safety)
4. Participate as a change agent in translating and integrating scholarship and evidence into practice settings to optimize quality patient outcomes (Essential IV: Translating and Integrating Scholarship and Practice)
5. Utilize patient-center and communication technologies to integrate, coordinate, deliver, and enhance health care (Essential V: Informatics and Healthcare Technologies)
6. Intervene at the system level through the policy development process and employing advocacy strategies to influence health and health care (Essential VI: Health Policy and Advocacy)
7. Participate, consults, communicates, and collaborates as a member and leader of interprofessional teams to manage and coordinate care (Essential VII: Interprofessional Collaboration for Improving Patient and Population Health Outcomes)
8. Apply and integrate broad organizational, client-centered, culturally appropriate concepts in planning, delivery, managing, and evaluating evidence-based clinical prevention and population care and services to individuals, families, and aggregates/identified populations (Essential VIII: Clinical Prevention and Population Health for Improving Health)
9. Provide competent evidence based advanced-practice nursing care as a family nurse practitioner to diverse individuals, families, and groups and manages health and illness across the continuum of care and across the lifespan (Essential IX: Master’s Level Nursing Practice)
10. Provide care in a compassionate manner that respects, protects, and enhances spiritual integrity, human dignity, cultural diversity, and demonstrates the Healer’s art.

COURSE DESCRIPTIONS & LEARNING OUTCOMES

A complete list of courses as well as the course descriptions for the FNP program can be found online on the Graduate Course Catalog [https://gradstudies.byu.edu/courses](https://gradstudies.byu.edu/courses)

Individual course outcomes can be found in each course syllabus and on the University Learning Outcome Website [https://learningoutcomes.byu.edu](https://learningoutcomes.byu.edu).
The curriculum is divided into four sections: The Graduate Nursing Core, the Advanced Practice Core, the Family Nurse Practitioner Population Focus, and the Capstone experiences.

**Graduate Nursing Core**

The Graduate Core is designed to equip students with the skills necessary to function as practitioners who understand the research process; evidence-based practice, and can assess the trustworthiness of current clinical literature. The Graduate Nursing Core also provides students with the background necessary to influence health care, including information on organizational and systems leadership, informatics and health care technologies, health care policy advocacy, finance quality improvement and safety, and interprofessional collaboration.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 600</td>
<td>Nursing Science 1: Evidence Based Research</td>
</tr>
<tr>
<td>Nurs 601</td>
<td>Nursing Science 2: Translating and Integrating Scholarship and Evidence into Practice</td>
</tr>
<tr>
<td>Nurs 605</td>
<td>Organizational and Systems Leadership</td>
</tr>
<tr>
<td>Nurs 606</td>
<td>Advanced Practice Nursing Theories, Roles, Issues, and Ethics and Interprofessional Collaboration</td>
</tr>
<tr>
<td>Nurs 607</td>
<td>Informatics and Health Care Technologies</td>
</tr>
<tr>
<td>Nurs 608</td>
<td>Health Care Policy and Finance</td>
</tr>
<tr>
<td>Nurs 609</td>
<td>Quality Improvement and Safety</td>
</tr>
<tr>
<td><strong>Total Graduate Core Hours</strong></td>
<td></td>
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</tbody>
</table>

**Advanced Practice Core**

The Advanced Practice Core provides students with the knowledge and skills that undergird advanced nursing practice. These areas include pharmacology, advanced pathophysiology, and advanced health assessment.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Nurs 555</td>
<td>Pharmacology in Advanced Practice</td>
</tr>
<tr>
<td>Nurs 603</td>
<td>Applied Pharmacology in Advanced Practice</td>
</tr>
<tr>
<td>Nurs 619</td>
<td>Advanced Pathophysiology and Genetics/Genomics</td>
</tr>
<tr>
<td>Nurs 621</td>
<td>Advanced Health Assessment Across the Life Span</td>
</tr>
<tr>
<td><strong>Total Advanced Practice Core Hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Family Nurse Practitioner Population Focus Core**

The FNP Population Focus equips students with the knowledge and skills necessary to practice as a Family Nurse Practitioner.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 622</td>
<td>Diagnosis and Management of Adult Common Disorders</td>
</tr>
<tr>
<td>Nurs 624</td>
<td>Clinical Practicum One</td>
</tr>
</tbody>
</table>
Nurs 625 Diagnosis and Management of Pediatric and Adolescent Disorders and Family Health .......................................................... 3.0
Nurs 626 Clinical Practicum Two .................................................................................................................................................. 3.0
Nurs 627 Procedures and Diagnostics for the Advanced Practice Nurse ........................................................................ 2.0
Nurs 628 Clinical Practicum Three ........................................................................................................................................ 2.0
Nurs 630 Diagnosis and Management of Chronic Adult and Geriatric Disorders ........................................................................ 4.0
Nurs 632 Diagnosis and Management of Acute & Complex Disorders Across the Life Span .......................................................... 4.0

Total Family Nurse Practitioner Core Hours ................................................................................................................................. 25.0

**Capstone Experiences**

The culminating writing experience of a thesis, project, or evidence-based scholarly paper, links the concepts and principles learned in the Graduate and Advanced Practice Cores with the clinical practice experience and issues seen in the FNP Population Focus. In addition, students participate in clinical internship.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 635R</td>
<td>Family Nurse Practitioner Internship .......................................................................................................................... 8.0</td>
</tr>
<tr>
<td><strong>Project</strong></td>
<td></td>
</tr>
<tr>
<td>Nurs 698R</td>
<td>Project ............................................................................................................................................................................... 6.0</td>
</tr>
<tr>
<td><strong>Thesis</strong></td>
<td></td>
</tr>
<tr>
<td>Nurs 699R</td>
<td>Thesis ............................................................................................................................................................................... 6.0</td>
</tr>
</tbody>
</table>

**Evidence-Based Scholarly Paper**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 623</td>
<td>Scholarly Writing 1: Introduction and Methods ........................................................................................................ 2.0</td>
</tr>
<tr>
<td>Nurs 631</td>
<td>Scholarly Writing 2: Results and Discussion ........................................................................................................ 1.0</td>
</tr>
</tbody>
</table>

Total Capstone Hours ......................................................................................................................................................... 11.0 – 14.0

**Total Program Credit Hours** ............................................................................................................................................... 61.0 – 64.0

Students will register for either Nurs 698R/699R; or Nurs 623 and Nurs 631 depending on which culminating writing option they select (thesis 699R, project 698R, or evidence-based scholarly paper 623 and 631). If students plan on writing a project/thesis, they must register for Nurs 698R/699R.

Students will work with an advisory committee of three faculty, two of whom must have graduate faculty status. Students must register for two of the 698R or 699R hours during the semester the thesis or project is defended. It is suggested that students register for at least two credit hours of N698R/N699R during Winter (1st year) and Fall (2nd year). If students plan on writing an evidenced-based scholarly paper, they must register for Nurs 623 and Nurs 631. Students will work with one faculty mentor who has either a PhD or DNP.
CREDIT HOUR EQUIVALENT

Clock hour (50 minutes) equivalent for a credit hour is as follows:

- Didactic: 1 credit hour = 1 clock hour per week x 14 weeks
- Clinical: 1 credit hour = 3 clock hours per week x 14 weeks
- Laboratory experience: 1 credit hour = 2 clock hours per week x 14 weeks
- Seminar: 1 credit hour = 2 clock hours per week x 14 weeks

COURSE SEQUENCING

Students need to carefully plan their program with their Chair and Graduate Committee. For efficient resource utilization, most courses are taught only once a year. If students are not in sequence, it may require a year delay in taking a particular course. In addition, some classes have pre-requisites that must be considered in sequencing courses.

First Year

<table>
<thead>
<tr>
<th>SPRING</th>
<th>FALL</th>
<th>WINTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 600 Nursing Science 1: Evidence Based</td>
<td>Nurs 555 Pharmacology in Advanced Practice</td>
<td>Nurs 622 Diagnosis and Management of Adult</td>
</tr>
<tr>
<td>Practice (2:2:0)</td>
<td>(3:3:0)</td>
<td>Common Disorders (4:8:0)</td>
</tr>
<tr>
<td>Nurs 605 Organizational and Systems Leadership (2:2:0)</td>
<td>Nurs 601 Nursing Science 2: Translating and Integrating Scholarship and Evidence into Practice (2:2:0)</td>
<td>Nurs 623 Scholarly Writing 1: Introduction and Methods (2:2:0)</td>
</tr>
<tr>
<td>Nurs 619 Advanced Pathophysiology and Genetics/Genomics (3:3:0)</td>
<td>Nurs 621 Advanced Health Assessment Across the Life Span (3:3:0)</td>
<td>Nurs 624 Clinical Practicum 1 (2:0:2)</td>
</tr>
<tr>
<td>Nurs 625 Diagnosis and Management of Pediatric &amp; Adolescent Disorders and Family Health (3:3:0)</td>
<td>Nurs 627 Procedures and Diagnostics for the Advanced Practice Nurse (2:0:2)</td>
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</tbody>
</table>

7 CREDIT HOURS 10 CREDIT HOURS 10 CREDIT HOURS
### Second Year

<table>
<thead>
<tr>
<th>SPRING</th>
<th>FALL</th>
<th>WINTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 606</td>
<td>Nurs 626</td>
<td>Nurs 608</td>
</tr>
<tr>
<td>Advanced Practice Nursing</td>
<td>Clinical Practicum 2 (3:0:3)</td>
<td>Health Care Policy Advocacy and Finance (2:2:0)</td>
</tr>
<tr>
<td>Theories, Roles, Issues,</td>
<td></td>
<td></td>
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<tr>
<td>and Ethics and Interprofes-</td>
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<tr>
<td>sional Collaboration (3:3:0)</td>
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<tr>
<td>Nurs 609</td>
<td>Nurs 607</td>
<td>Nurs 603</td>
</tr>
<tr>
<td>Quality Improvement and</td>
<td>Informatics and Healthcare Technologies (2:2:0)</td>
<td>Applied Pharmacology in Advanced Practice (1:1:0)</td>
</tr>
<tr>
<td>Safety (2:2:0)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurs 631</td>
<td>Nurs 630</td>
<td>Nurs 628</td>
</tr>
<tr>
<td>Scholarly Writing 2:</td>
<td>Diagnosis and Management of Adult Chronic and</td>
<td>Clinical Practicum 3 (2:0:2)</td>
</tr>
<tr>
<td>Results and Discussion</td>
<td>Geriatric Disorders (4:8:0)</td>
<td></td>
</tr>
<tr>
<td>(1:1:0)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurs 698R/699R (if desired)</td>
<td>Masters Project or Thesis</td>
<td>Nurs 698R/699R (if desired) Masters Project or</td>
</tr>
<tr>
<td>(1:1:0)</td>
<td></td>
<td>Thesis</td>
</tr>
<tr>
<td>6 CREDIT HOURS</td>
<td>9 CREDIT HOURS</td>
<td>9 CREDIT HOURS</td>
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</tbody>
</table>

### Third Year

<table>
<thead>
<tr>
<th>SPRING/SUMMER</th>
<th>FALL</th>
<th>WINTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 635R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Nurse Practitioner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internship (8:2:6)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 CREDIT HOURS</td>
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</tbody>
</table>

Total Credit Hours: 61–64 credit hours depending on if you do Thesis/Project or Evidence-based Scholarly Paper
Section V
Student Progression through Curriculum

REGISTRATION INFORMATION

Registration for classes is done online at www.byu.edu. Students will need to sign in to access their myBYU page. In the Campus Links section under the “School” tab, students can click on “Register for Classes”. Before the beginning of each semester, the Graduate Secretary will provide the students with a list of classes so the students know which classes they need to sign up for.

Graduate Minimum Registration Information

There are minimum hour registration requirements for an academic year, and every student must comply to remain an active graduate student. Please keep in mind that by only meeting these minimum requirements you are considered a part-time student; for full-time status there are different requirements.

If you do not fulfill the minimum registration requirement within an academic year, you are dropped from your graduate program.

For complete minimum registration policies, please refer to the following link:
https://gradstudies.byu.edu/page/minimum-registration-requirements

GENERAL GUIDELINES FOR ALL STUDENTS

Once accepted into the graduate program, the Graduate Program Coordinator and the Graduate Secretary will guide your first registration and individual study until your Chair for your culminating writing experience paper is selected. At orientation, students will generally begin completing a graduate study list which outlines their course of study. The Graduate Secretary is an excellent information resource and has required forms. As soon as your Graduate Committee/Chair is selected, the Chair will assume the role of academic advising.

DEVELOPING A PROGRAM OF STUDY

For graduation with a master’s degree, the university requires a minimum of 30 semester credit hours. Students who are required to complete undergraduate prerequisite courses before taking graduate courses may not include the prerequisite courses in the 30 semester hours. The College of Nursing Graduate Program requires more than the minimum hours for completion.

The program of study is a carefully considered outline that helps students fulfill all degree requirements and should be completed during the student’s first semester, and in no case later than the third week of the second semester. Students should complete the program of study under the direction of their Graduate Chair, Program Coordinator, or Associate Dean for Graduate Studies and Scholarly Works and
Contribution to the Discipline if the Graduate Chair is not yet selected. Often completion of the program of study is facilitated during orientation; a copy of the study list is included in the orientation folder. If lost, a copy of the suggested program of study is also available from the Graduate/Research Secretary. The final program of study outline is signed by the Graduate Committee Chair and two committee members for those doing a thesis, as well as the Associate Dean of Graduate Studies and Scholarly Works and Contribution to the Discipline. For those writing an Evidence-Based Scholarly paper, it is not required to have two committee members; however, this decision will be made by the Mentor and student. Necessary changes in a student’s study list can be made if authorized by the Graduate Chair and College Associate Dean for Graduate Studies and Scholarly Works and Contribution to the Discipline.

For a copy of the program of study form, refer to the Graduate Studies website, ADV Form 3 http://gradstudies.byu.edu/page/form-list

CULMINATING WRITING EXPERIENCE

Culminating Writing Experience Description

All students are required to participate in a culminating writing experience in the form of a thesis, project, or evidence-based scholarly paper. The overall goal of the writing experience will be to demonstrate proficiency in utilization of research and evidence including evaluation of research, problem identification within the clinical setting, awareness of practice outcomes and the clinical application of research. An article suitable for publication should result from the thesis, project, or evidence-based scholarly paper. Both the thesis and project require six semester credit hours. The evidence-based scholarly paper requires two courses, a two-credit hour course and a one-credit hour course.

Course work to prepare students for this experience will include knowledge and skills to:

1. Access the best current and relevant evidence needed to answer questions identified in one’s nursing practice;
2. Utilize research to analyze the outcomes of nursing interventions, to initiate change, and to improve practice;
3. Use computer hardware and appropriate software;
4. Understand statistics and research methods;
5. Utilize information systems for the storage and retrieval of data, consistent with the particular population focus;
6. Initiate a line of inquiry into comprehensive databases in order to utilize available research and evidence in the practice of nursing;
7. Write and communicate effectively—identify a clinical problem, demonstrate an understanding of the research related to this problem, critically analyze the problem and current knowledge, and develop a strategy for the incorporation of the research into the treatment regimen.

Criteria for the Culminating Writing Experiences

Although there are various options to meet the culminating writing experience requirement, all options
must meet the following criteria:

1. Provides for a rigorous and critical synthesizing review of the literature upon which one can make recommendations based on the strength of the evidence.
2. Provides a clearly and effectively written piece of work which is polished and publishable.
3. Involves a topic of real consequence and makes substantial contribution to some aspect of the discipline and is generally focused in the area of specialization.
4. Provides for new application or insights to relevant clinical problems.

**Outcomes of Culminating Writing Experience**

1. Proficient at the utilization of research including the identification and evaluation of clinical problems.
2. Identification of clinical problems within the students’ clinical practicum setting, awareness of practice outcomes, and the clinical application of research.
3. Effective in communicating verbally and in writing research findings.

**Options of the Culminating Writing Experience**

The culminating writing experience may take various forms. The forms generally fall into three categories including the following:

1. Evidence-Based Scholarly Paper (See Appendix D)
   a. This option includes the identification of a clinical problem in the area of patient care generally relevant to advanced practice. The paper will address the identified problem.
   b. You are guided through this process by a chair who has expertise in your selected topic area. The chair needs to be doctorally prepared with either a PhD or DNP.
   c. You will need to register for two courses, a two-credit hour course and a one-credit hour course (Nursing 623 and Nursing 631). You will begin on your evidence-based scholarly paper in Nursing 600 and Nursing 601 and then work with your mentor in Nursing 623 and Nursing 631. Since this is a mentored experience with one faculty member, you will not be required to have a colloquium, pre-defense or defense. However, a forum will be provided for you to present your final product. At the discretion of your chair, other faculty members may be included in the process.
   d. Steps involved in the process of this paper include the following:
      i. Designing relevant clinical questions
      ii. Identifying and collecting the best evidence by developing a search strategy including electronic data bases to be used, search terms, reference lists, and contact experts
      iii. Develop inclusion/exclusion criteria for article selection
      iv. Complete data extraction from articles for analysis
      v. Appraise selected articles for methodological rigor based on an established criteria or instrument
      vi. Synthesize findings and make clinical recommendations
e. The paper should be written according to the guidelines of the journal you are going to submit it to and generally includes the following headings:
   i. Abstract
   ii. Introduction (includes problem statement and purpose statement)
      - Problem statement
         • Significance of the problem
         • Rationale for why the problem needs to be looked at in the context of existing knowledge
         • Literature should support positions
      - Purpose statement
         • Comes at the end of the problem statement generally one sentence and identifies the purpose of this particular evidence based paper
   iii. Method
      - Describes search strategy including electronic data bases searched, key words, and inclusion and exclusion criteria for study selection. Also, includes data extraction methods and method of establishing methodological rigor, if appropriate.
   iv. Results
   v. Discussion and conclusions including clinical recommendations
   vi. References
2. Thesis Option (See Appendix E)
   a. A thesis option is discovery research and generally represents a scholarly, systematic approach to answering a research question. Research usually describes phenomena or answers questions to generate or test theory. It should offer data that are at the leading edge of nursing knowledge, and generalizable to the discipline. It is required that you select a thesis topic based on research that faculty are already working on.
   b. You are guided through this process by a chair who has expertise in your selected topic area. The chair needs to be doctorally prepared with either a PhD or DNP. It is recommended the other two members have graduate faculty status. One committee member may be used as a content expert that does not have graduate faculty status but must be petitioned.
   c. You must register for six credit hours of 699R. Two of these credit hours must be taken the semester you defend your thesis. You must participate in a colloquium, and defense. Many chairs prefer to hold a pre-defense in addition to the defense.
   d. The following is an outline for the typical thesis:
      i. The University required preliminary pages are to be single-sided and in the standard university style. The preliminary pages consist of a title page, an abstract, and an acknowledgments page (optional).
      ii. In the title of your work, use word substitutes for non-Roman-alphabet characters such as formulas, symbols, super- or sub-scripts, Greek letters, etc. The abstract must be single-spaced, and you must add keywords at the bottom of your abstract. Include pertinent place names and full names of persons as well as descriptive words useful in automated
retrieval.

iii. The abstract is to be no more than 350 words (approximately 1.5 pages double-spaced, single-sided).

iv. The thesis’s citations, references, and bibliographic style are to be consistent and follow the College’s, the discipline’s style guide, or the author guidelines of the journal the student plans to submit to.

v. Pages should be numbered according to the following sequence, with a page number included on the page as indicated:
   - Title Page (no number; begin with Roman number i, number consecutively)
   - Abstract (no number; but counted)
   - Acknowledgements (if included) (no number; but counted)
   - Table of Contents (number; continue with lower-case Roman numerals as appropriate)
   - List of Tables (if included) (number)
   - List of Figures (if included) (number)
   - Body of the work and appendices (number; begin with Arabic numeral 1, continue consecutively)

e. The thesis should be written according to the guidelines of the journal you are going to submit it to and generally includes the following headings:

   i. Introduction
      - Statement of Problem
      - Purpose Statement
      - Review of Literature (where applicable)
      - Conceptual/Theoretical Framework (where applicable)

   ii. Methods
      - Design
      - Sample/Subjects
      - Setting
      - Procedures
      - Instrument Description (including reliability and validity)
      - Data Collection Methods
      - Protection of Human Subjects (where appropriate)
      - Data Analysis

   iii. Results

   iv. Discussion/Implications/Limitations

   v. Recommendations

   vi. References

3. Project Option (See Appendix F)
   a. This option reports the identification, plan, implementation, and/or evaluation of a project. It generally represents a scholarly systematic report of completion of a clinical effort. The
project may be more applicable to a particular situation, but should be of interest to the discipline.

b. You are guided through this process by a three-member project team. The chair needs to be doctorally prepared with either a PhD or DNP. It is recommended the other two team members have graduate faculty status. One team member may be used as a content expert that does not have graduate faculty status but must be petitioned.

f. You must register for six credit hours of Nurs 698R. Two of these credit hours must be taken the semester you defend. You must participate in a colloquium and defense. Many chairs prefer to hold a pre-defense in addition to the defense.

c. The following is an outline for a typical project:
   i. The required preliminary pages are to be single-sided and in the standard university style. The preliminary pages consist of a title page, an abstract, and an acknowledgments page (optional).
   ii. In the title of your work, use word substitutes for non-Roman-alphabet characters such as formulas, symbols, super- or sub-scripts, Greek letters, etc.
   iii. The abstract is to be no more than 350 words (approximately 1.5 pages double-spaced, single-sided).
   iv. The project’s citations, references, and bibliographic style are to be consistent and follow the College’s, the discipline’s style guide, or the author guidelines of the journal the student plans to submit to.
   v. Pages should be numbered according to the following sequence, with a page number included on the page as indicated:
      - Title Page (no number; begin with Roman number i, number consecutively)
      - Copyright Page (if included)** (not numbered; but counted)
      - Abstract (no number; but counted)
      - Acknowledgements (if included) (no number; but counted)
      - Table of Contents (number; continue with lower-case Roman numerals as appropriate)
      - List of Tables (if included) (number)
      - List of Figures (if included) (number)
      - Body of the work and appendices (number; begin with Arabic numeral 1, continue consecutively)

d. This project should be written according to the guidelines of the journal you are going to submit it to and generally includes the following headings:
   i. Introduction
      - Statement of Problem
      - Review of Literature
      - Conceptual/Theoretical Framework (where applicable)
      - Objectives for project
   ii. Methods
- Development, implementation, evaluation plan
- Objectives
- Sample/Subjects/Informants (if appropriate)
- Setting
- Procedures
- Instruments
- Data Analysis (if appropriate)

iii. Results

iv. Objective Achievement

v. Discussion/Recommendations/Implications
- Results related to literature
- Results related to theoretical framework
- Interpretation of evaluation
- Implications for other programs, projects, research, education, practice
- Next steps in project

vi. Conclusion

vii. References

viii. Appendices (Placed and numbered in order of citation in the body of the project, with title page, listing “Appendix A, B, C, etc.” preceding each appendix.) Typical appendices include the following:
- Letter of Introduction to Agency, people, etc.
- Content of Project Implementation (Education plan, clinical protocols, etc.)
- Informed Consent (if appropriate)
- Demographic Questionnaires
- Instruments

Role of Graduate Committee (for thesis only)

The Committee will be responsible for degree requirements related to the thesis. All committee members will participate in such events as proposal approval meetings (colloquium), pre-thesis/project defense, and the thesis defense. The committee will be responsible for evaluation of the student’s performance.

Proposal Approval Meeting – Colloquium (for thesis only)

The Proposal Approval Meeting, or Colloquium, is a forum for you to discuss your proposal and to receive ideas and suggestions from graduate committee members before beginning your thesis. The meeting is scheduled when you have completed the Introduction, Problem Statement, Purpose Statement, Literature Review (when appropriate) Conceptual Framework (where appropriate), and Methodology, and the committee feels the proposal is developed sufficiently. You are responsible to contact the committee members about a suitable time for the colloquium. You should contact the Graduate Secretary to schedule a room. The major purposes for the proposal meeting are to:

1. Provide you with comments and suggested revisions for the proposal to facilitate a high quality
study/project.
2. Give you an opportunity to solicit information, opinions, and ideas from the committee regarding the proposal.
3. Establish a time line for completing the thesis/project.
4. Give you permission to apply for appropriate human subject clearance and then begin the research if doing discovery research.

You may not have your proposal approval meeting and defend your thesis in the same semester. One week before the meeting, you must provide each committee member with a copy of the proposal.

**Human Subjects**

Permission to proceed with the thesis is given at the Proposal Approval Meeting. If human subjects are part of the thesis, prior to beginning data collection, you must obtain approval from the University Institutional Review Board. Additionally, human subject clearance must be obtained from each institution where data are collected.

The following steps should be used in obtaining clearance for the Institution’s Review Board:

1. Obtain the appropriate forms from the university, Office of Research and Creative Activities (http://orca.byu.edu)
2. Complete the forms according to the directions.
3. During the same time you are receiving University human subject clearance, you may contact each institution where data will be collected for clearance there. Follow the outlined procedure at each institution to obtain human subject clearance.
4. After human subject’s clearance has been obtained from the University Institutional Review Board, and each institution’s review committee, data collection may begin.

**Culminating Writing Experience Format Guidelines**

The College of Nursing follows APA formatting for the culminating writing experience. An example of the formatting for the preliminary pages are found in Appendix G: Culminating Writing Experience Preliminary Pages Sample. The journal is selected at the time of colloquium and the manuscript is prepared according to that specific journal including citation format, figures, references, tables etc.

**Pre-Defense Meeting (for thesis)**

A pre-defense meeting is required by all students. The pre-defense meeting is scheduled when you have completed and written the thesis manuscript and the thesis committee feels it is sufficiently ready.

The purpose of the pre-defense meeting is to allow the committee to review the thesis/project in detail. The committee may provide substantive and editorial feedback. These changes can then be made prior to the defense minimizing major changes at the time of the defense.

You are responsible for contacting the thesis committee to schedule a mutually agreeable time for the meeting. This meeting should take place at a minimum of three weeks before the defense. The student
should then contact the Graduate Secretary for scheduling a room.

**Final Thesis/Project Examination (Defense) (for thesis)**

A thesis defense examination is scheduled when you have completed and written the thesis/project and may not be scheduled the same semester as the proposal approval meeting. The University Graduate School publishes semester deadlines for the completion of this examination.

The final oral examination (defense of thesis) must be scheduled with the university’s office of Graduate Studies at least two weeks in advance. Final examinations may not be held during the interim periods between semesters. All members of the BYU academic community are notified and invited to attend the final oral examination, but only members of the student’s graduate committee may question the candidate and vote on the candidate’s performance.

A copy of the completed thesis in its final written form with all diagrams and figures must be given to each member of the student’s thesis committee at least two weeks prior to the final defense. This two-week period allows committee members time to read and review the thesis before the oral examination. It is your responsibility in consultation with your thesis committee chair to schedule the date of the examination with the Graduate Secretary. Prior to scheduling the defense, the student should contact all members of the examining committee to identify an appropriate time for the Defense Examination. The thesis committee chair is responsible for the final check of the thesis format.

Form 8c is due in the nursing graduate office at least two weeks before the final thesis examination. Form 8c certifies that you are ready for the examination and lists the names of the thesis committee chair and committee members. This form must be signed by your chair and committee members prior to turning in to the nursing graduate office. Other students and faculty may attend the defense if desired, but only those designated may vote.

At the completion of the defense, you are evaluated as having 1) passed, 2) passed with minor revisions, 3) recessed, or 4) failed. If the student obtains a “recess” on the final oral examination, a second oral examination date may be set after thirty days. Students are allowed to repeat final oral examinations once. If a student fails, their graduate program is terminated.

You must be registered for at least two hours of thesis credit or pay an equivalent continuous registration fee during the semester of your final examination.

**Completion of the Culminating Writing Experience**

Students must complete their culminating writing experience by the add/drop deadline of their last Spring Term in order to register for Nursing 635R. To meet the deadline, students must submit a copy of their thesis, with their chair’s approval, to the Dean or project/evidence-based scholarly paper to the Associate Dean for Graduate Studies and Scholarly Work and Contribution to the Discipline for review. The Dean or Associate Dean typically will have comments that will need to be addressed before the culminating writing experience is completed. Please allow two weeks for their feedback and plan accordingly. Failure
to meet this deadline may result in prolonging a student’s graduation.

*Electronic Thesis/Dissertation Instruction Packet*

Students can access the ETD Instruction Packet online on the Graduate Studies website. The materials include, thesis checklist, a sample of the preliminary pages, Approval for Final Dissertation or Thesis, and other helpful materials. This packet is also sent to the students when they formally schedule their defense with Graduate Studies. [https://gradstudies.byu.edu/page/etd-instruction-packet-0](https://gradstudies.byu.edu/page/etd-instruction-packet-0)
Section VI  
Student Retention

STANDARDS OF CONDUCT

Honor Code

Brigham Young University, Brigham Young University-Hawaii, Brigham Young University-Idaho, and LDS Business College exist to provide an education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. That atmosphere is created and preserved through commitment to conduct that reflects those ideals and principles. Members of the faculty, administration, staff, and student body at BYU, BYU-H, BYU-I, and LDSBC are selected and retained from among individuals who voluntarily live the principles of the gospel of Jesus Christ. Observance of such is a specific condition of employment and admission. Those individuals who are not members of The Church of Jesus Christ of Latter-day Saints are also expected to maintain the same standards of conduct, except church attendance. All who represent BYU, BYU-H, BYU-I, and LDSBC are to maintain the highest standards of honor, integrity, morality, and consideration of others in personal behavior. By accepting appointment on the faculty, continuing in employment, or continuing class enrollment, individuals evidence their commitment to observe the Honor Code standards approved by the Board of Trustees "at all times and . . . in all places" (Mosiah 18:9).

Please refer to the following link for the complete Honor Code  

Integrity and Honesty

The first injunction of the Honor Code is the call to "be honest." Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work, but also to build character. "President David O. McKay taught that character is the highest aim of education" (The Aims of a BYU Education, p.6). It is the purpose of the BYU Academic Honesty Policy to assist in fulfilling that aim.

BYU students should seek to be totally honest in their dealings with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

Please refer to the following link for the complete Academic Honesty Policy  

1. Procedure for dealing with academic dishonesty
   a. Students who are aware of a lack of academic honesty should report such instances to their professors.
b. Faculty members are to notify the student of a violation as soon as it is recognized.
c. The notification will be in writing and will be given in a conference with the faculty member. The student signs the written notification indicating that he/she has read it. The student may also write a response.

ACADEMIC PERFORMANCE

Grading
Specific grading criteria is outlined in individual course syllabi. However, College of Nursing grading is broken down as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95–100</td>
</tr>
<tr>
<td>A–</td>
<td>90–94.9</td>
</tr>
<tr>
<td>B+</td>
<td>87–89.9</td>
</tr>
<tr>
<td>B</td>
<td>83–86.9</td>
</tr>
<tr>
<td>B–</td>
<td>80–82.9</td>
</tr>
<tr>
<td>C+</td>
<td>77–79.9</td>
</tr>
</tbody>
</table>

Students must have a cumulative GPA of a 3.0 in order to graduate. A student must pass all courses at a B- or above, a C+ and below is considered a failure. Students are allowed to repeat one course once. After the second failure in a course, students will be dismissed from the program.

Evaluation of Academic Performance

Student academic standing in the University is determined by a number of criteria including grade point average, completion of program requirements (program of study submitted, courses completed on schedule, thesis/project proposal approved by committee) and adherence to professional standards of performance appropriate for the profession of nursing and for a graduate student at Brigham Young University.

1. Criteria
   Components of the academic review include: (1) GPA (both semester and cumulative) (2) progression in completing the program (3) progression in developing and completing thesis/project/evidence based scholarly paper (4) adherence to professional standards of performance. Student performance can be evaluated as the following:
   a. Satisfactory Academic Standing
   b. Marginal Academic Standing
   c. Unsatisfactory Academic Standing

2. Procedure for Evaluation of Academic Performance
   a. Bi-Annual Review of Graduate Students
      You will be formally evaluated bi-annually in the Graduate Academic Council Meeting. Participants of the evaluation will include Program Coordinator, Associate Dean of Graduate Studies, Scholarly Works, and Contribution to the Discipline, members of the Graduate
Academic Council, graduate course instructors, and the individual student’s Thesis/Project Chair or Evidence Based Scholarly Paper Chair. Students will be notified in writing of the status of the review. For marginal and unsatisfactory standing, remedial procedures will be outlined.

b. Ongoing Review of Graduate Students:
   Students will be reviewed through the following ongoing processes:
   i. At the end of each semester, the Associate Dean of Graduate Studies and Scholarly Works and Contribution to the Discipline will review the semester and cumulative GPA.
   ii. Graduate Committees who see lack of appropriate progress of a student’s thesis/project (reasonable adherence to the established timeline), lack of course completion, and violation of professional standards of practice or Honor Code violations should report them to the Associate Dean of Graduate Studies and Scholarly Works and Contribution to the Discipline. The satisfactory standing can be changed to a marginal or unsatisfactory standing at any time based on performance.
   iii. Students and will be notified in writing of their performance including satisfactory, marginal, or unsatisfactory performance.
   iv. Students will be dismissed from the program if they receive two marginal ratings.

See following page for the standards of academic evaluation for graduate students.
<table>
<thead>
<tr>
<th>ACADEMIC STATUS</th>
<th>MINIMUM CRITERIA</th>
<th>STUDENT STANDARDS OF PERFORMANCE</th>
<th>COLLEGE ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory Academic Standing</td>
<td>Study list approved by Graduate Committee or Academic Sponsor and submitted to the Graduate/Research Secretary no later than the third week of the second semester of the program AND Completion of courses as outlined on program of study. Must complete program within five (5) years AND Registered for a minimum of six (6) semester hours each school year AND Most recent semester and cumulative grade point average (GPA) are 3.0 or above AND Approval of thesis/project proposal by Graduate Committee by end of second year spring term AND Adherence to time line established for completion of thesis/project AND Adherence to professional standards of performance appropriate for the profession of nursing and for a graduate student at Brigham Young University including the Honor Code</td>
<td>Submit study list to the Graduate/Research Secretary no later than the third week of the second semester of the program. (Fall Semester) Adherence to outlined program of study. Necessary changes in a student’s study list authorized by Graduate Committee and Associate Dean of Graduate Studies and Scholarly Works and Contribution to the Discipline Maintain a minimum registration of six (6) credit hours over an academic year Maintain a cumulative and semester GPA of a 3.0 or above to graduate from BYU Thesis proposal approved by Graduate Committee by end of second year spring term Adherence to time line established for completion of thesis/project/evidence-based scholarly paper Maintain professional standards of performance appropriate for the profession of nursing and for a graduate student at Brigham Young University including the Honor Code</td>
<td>Twice a year evaluation of student’s performance on the outlined criteria. The student will be notified in writing of the outcome of the evaluation.</td>
</tr>
</tbody>
</table>

47
<table>
<thead>
<tr>
<th>ACADEMIC STATUS</th>
<th>MINIMUM CRITERIA</th>
<th>STUDENT STANDARDS OF PERFORMANCE</th>
<th>COLLEGE ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marginal Academic Standing</td>
<td>When the most recent semester GPA is below a 3.0 AND/OR The student has received a C+ or below in a course BUT The cumulative GPA is 3.0 or above AND/OR Failure to have thesis/proposal approved by Graduate Committee by the end of the second spring term AND/OR Failure to adhere to time line established for completion of thesis/project/evidence-based scholarly paper AND/OR Failure to complete courses as outlined on study list AND/OR Failure to adhere to professional standards of performance both in clinical and the classroom appropriate for the profession of nursing and for a graduate student at Brigham Young University including the Honor Code</td>
<td>After receiving notification of marginal academic standing, contact the individual outlined in your marginal standing letter. Formulate a plan to rectify problems and have it approved by advisor/chair Follow plan</td>
<td>The student will be notified in writing of marginal academic standing and steps that must be taken to rectify problems and the appropriate faculty member to contact. A hold will be placed on the student’s registration preventing registration for future semesters/terms until the student has met with the Graduate Committee Chair and had the plan approved If the student fails to rectify the problem, the student will be placed on unsatisfactory academic standing If a student receives two marginal ratings, or an unsatisfactory rating, they will be dismissed from the program</td>
</tr>
<tr>
<td>ACADEMIC STATUS</td>
<td>MINIMUM CRITERIA</td>
<td>STUDENT STANDARDS OF PERFORMANCE</td>
<td>COLLEGE ACTIONS</td>
</tr>
<tr>
<td>----------------------------------------</td>
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<td>--------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Unsatisfactory Academic Standing</td>
<td>When the most recent semester GPA is below 3.0 AND The cumulative GPA is below 3.0 AND/OR Failure to have thesis/proposal approved by Graduate Committee by the end of the second spring term AND/OR Persistent failure to adhere to time line established for completion of thesis/project/evidence-based scholarly paper AND/OR Persistent failure to complete courses outlined on schedule AND/OR Failure to adhere to professional standards of performance in both the clinical and didactic setting appropriate for the profession of nursing and for a graduate student at Brigham Young University Failure to adhere to the Honor Code</td>
<td>After receiving notification of unsatisfactory academic standing, contact the individual outlined in your unsatisfactory standing letter within one week Formulate a plan to rectify problems and have it approved by advisor/chair Follow Plan</td>
<td>The student will be notified in writing of unsatisfactory academic standing If a student receives two marginal ratings, or an unsatisfactory rating, they will be dismissed from the program</td>
</tr>
<tr>
<td>ACADEMIC STATUS</td>
<td>MINIMUM CRITERIA</td>
<td>STUDENT STANDARDS OF PERFORMANCE</td>
<td>COLLEGE ACTIONS</td>
</tr>
<tr>
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<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
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</tr>
</tbody>
</table>
| Academic Dismissal   | After two (2) semesters of a cumulative GPA below 3.0  
AND/OR  
The student has received a C+ or below in a second course  
OR  
Persistent failure to make progress on thesis/project/evidence-based scholarly paper, you will be reviewed for academic dismissal  
OR  
Have two marginal reviews or a marginal and unsatisfactory review  
OR  
Failure to adhere to professional standards of performance in both the clinical and didactic setting appropriate for the profession of nursing and for a Graduate Student at Brigham Young University.  
Failure to adhere to the Honor Code  
After careful review of your complete academic history the Graduate Academic Council may recommend to the university that you have exhausted the opportunity to study and progress and should be dismissed. | Academic dismissal is noted on your transcript and you will not be allowed to continue your studies in the Nursing Graduate Program. |                 |


Failure in Course Work

1. Students may fail a course for violation of BYU or agency policies and standards of professional conduct, failure to adequately prepare for class or clinical practice, academic dishonesty or lack of personal integrity, as well as unsatisfactory course work including clinical performance.
   a. The instructor will notify the student of problems or violations as soon as they are recognized.
   b. The notification will be in writing and will be given in a conference with the faculty member.

   Written notification should include examples of why the student is failing to meet course standards. The student signs the written notification indicating that he/she has read it. The student may write a response.

2. Written plans for how the student is to successfully progress in order to complete the course should be completed. Students may have input to the plan.

3. The student and faculty member should meet periodically to determine student progress in the course. Progress will be documented and used for final grade determination.

4. A copy of the written notification pertaining to the student’s failure and plan of action are given to the student and sent to the Associate Dean of Graduate Studies and Scholarly Works and Contribution to the Discipline and placed in the student's file.

5. If the student fails the course, a written memo from the course faculty member is sent to the Associate Dean of Graduate Studies and Scholarly Works and Contribution to the Discipline.

6. Students may choose to initiate the grievance procedure as outlined in the Graduate Student Handbook if they feel they disagree with the decision.

7. When a failure occurs, the student must apply to be readmitted to the program. If the student is readmitted, because courses are taught only once a year, a failure may necessitate the student dropping out until the failed course is taught again.

Voluntary Withdrawal

Students who voluntarily withdraw from the program must submit a written letter or email addressed to the Dean and copied to the Research Center. Withdrawal necessitates a reapplication to the nursing program if the student desires readmission. Students who withdraw from the program will not receive special consideration but will be reviewed with all other applicants for readmission. Only one reapplication is allowed.

Deferment

If students are planning on serving a mission, we strongly recommend waiting to apply to the program until after your mission, or while on your mission. Please refer to the Graduate Student Missionary Deferral Policy at http://gradstudies.byu.edu/page/policies-and-procedures-b

Reinstatement

To retain active status in your graduate program, you must receive acceptable grades in at least 6.0 credit hours each academic year (September through August)*. NOTE: Departments may require more registration each academic year. If a student enters in winter semester, the student must take a minimum of four credits before the next August. If a student does not meet this requirement or must leave the
University for other reasons, he/she must apply for readmission.
Section VII
Professionalism

As a profession, nursing requires intensive study in acquiring new knowledge and the mastery of clinical skills. Professionalism is also an integral part of nursing practice. Positive work attitudes such as reliability, loyalty and cooperation are as important to success in a profession as are clinical skills. High standards of behavior and attitude are consistent with the profession and the philosophy of Brigham Young University College of Nursing. In addition to fulfilling all academic requirements, students are required to display attitudes, personal characteristics, and behaviors consistent with accepted standards of professional conduct. The overarching resources for this document are taken from the American Nurses Association Code of Ethics for Nurses (https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/), BYU Honor Code (https://policy.byu.edu/view/index.php?p=26)

You are responsible and accountable for the specifics contained within each document. If you are in doubt about personal behavior or the dress standard for a particular class or activity, ask your faculty for advice.

PROFESSIONAL BEHAVIOR

Professionalism is an integral part of the nursing profession. As a student, you will be expected to demonstrate appropriate professional behavior both in the classroom setting and in the clinical setting. Failure to demonstrate professional behavior is grounds for lowering of your grade and for failure in a course and dismissal from the College of Nursing regardless of performance in other aspects of the course.

Permission to be absent is granted only for illness and unexpected problems of grave significance. Excuses will not be granted to write papers, to study for examinations, or to meet deadlines for course assignments. Absences without granted permission are unacceptable and may result in course failure. An instructor may request a physician’s signed statement concerning the health status of a student. If health problems interfere with the quality and completion of course requirements, the student may be asked to withdraw or take an incomplete.

Professional conduct is expected of all students during classes, conferences, and in clinical. Please participate in the conference and give attention to those speaking. It is considered unprofessional to read, talk, or do homework during a presentation. To facilitate learning of all students, infants or children are not to be brought to lecture, lab or conferences. Their presence can interfere with learning and be harmful to them due to contagious illnesses.

DRESS AND GROOMING STANDARDS

The dress and grooming of both men and women should always be modest, neat and clean consistent with the dignity adherent to representing The Church of Jesus Christ of Latter-day Saint and any of its
institutions of higher learning. Visit the BYU Registrar website for a detailed description of specific requirements.

Registration at BYU constitutes an affirmative consent to abide by these standards and to represent the university and its sponsoring church in a manner that is becoming and dignified.

Please refer to the following link for complete Dress and Grooming Standards
https://policy.byu.edu/view/index.php?p=26&s=s1165

In clinical settings, students should dress appropriately as defined by the agency’s dress code, i.e. lab coat, white uniform, or professional street dress. Professional dress includes the following:

1. A dress or dress pants and top and shoes that demonstrate professionalism. Jewelry may be worn in moderation.
2. Name pins are worn on the professional dress.
3. Fingernails are kept short, and hair is groomed to remain away from the face and off the shoulders.

PROFESSIONAL ORGANIZATIONS

Active participation in professional organizations is expected of all graduate nursing students. Each student is encouraged to actively participate in the national and state nurses associations, Sigma Theta Tau International (nursing honor society), as well as other nursing organizations. Organization membership provides opportunities to discuss problems and solutions, impact policies and procedures, and explore resources for nursing and health care advancement. Organizational membership provides a significant opportunity to network with professionals from other locations, educational backgrounds, work settings, and provides a venue for you to make an impact on the profession.

STUDENT REPRESENTATION ON COLLEGE COUNCILS

Student representatives are invited to be members of the Graduate Academic Council (GAC) and other College of Nursing councils and committees. The students will have the option of choosing which council they would like to serve on for the year. Student input and recommendations are actively solicited in planning and improving all areas of the graduate program. Students are voting members of some councils/committees. Since active involvement in professional affairs is part of professional nursing, all students are urged to participate actively in college and student body matters.

The procedure for student assignment to councils/committees is as follows:

1. The Associate Dean sends the graduate assistant a list of the councils/committees, their functions and purposes, the names of the chair and members, the schedule of meeting times, and the number of students needed.
2. The graduate assistant then sends the information to the students and assignments are made in order of response to the email.
3. The council/committee chair calls each student assigned to extend a welcome and to give a brief orientation to the work of the committee and/or background of the items on the agenda. At this time, the chair confirms the student's commitment to serve.

4. The council/committee chair or council secretary notifies the students of any meetings, schedule changes, cancellations, etc.

SCHOLARLY WORKS AND PROFESSIONALISM CONFERENCES

Each semester, the BYU College of Nursing sponsors a conference. The Scholarly Works and Professionalism Conferences are considered to be a part of the curriculum and all students are required to attend. Attendance at other conferences specific to the student’s clinical interests is expected.

Scholarly Works Conference

Professionalism Conference
Section VIII
Student Related Policies

EQUAL OPPORTUNITY OFFICE

Unlawful Discrimination

The university prohibits unlawful discrimination in employment, education, and all other programs and activities sponsored by the university. Unlawful discrimination refers to unfair or unequal treatment of an individual (or group) based on that person’s race, color, national origin, religion, sex (including pregnancy), age (40 and over), disability, genetic information, or veteran status. Harassing behavior based on a protected class that becomes so severe or pervasive that it creates a hostile environment is also unlawful.

The university also prohibits retaliation against any employee or student who (a) reports to the university a belief that unlawful discrimination is taking or has taken place, or (b) participates in any way in an investigation of a claim of discrimination. Retaliation will be considered a separate act of discrimination.

For further information, see https://www.byu.edu/hr/?q=directory/eeo/discrimination

Disability Accommodations

BYU prohibits unlawful discrimination against individuals with disabilities and provides reasonable accommodation to employment applicants, employees, students, and campus visitors.

For further information, see https://www.byu.edu/hr/?q=directory/eeo/disability-acc

Sexual Misconduct

As required by Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964, the university prohibits sex discrimination in its educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct can be a form of sex discrimination. The university will not tolerate sexual misconduct involving, either as perpetrators or victims, university students, university employees, participants in university programs, or visitors to campus. Sexual misconduct includes sexual harassment, sexual violence, sexual assault, domestic violence, dating violence, or stalking.

For further information, see http://titleix.byu.edu/

CONFIDENTIALITY OF RECORDS POLICY (FERPA)

The policy of Brigham Young University concerning confidentiality of student academic records reflects a reasonable balance between the obligation of the University for the instruction and welfare of the student and the University’s responsibility to society. The University makes every effort to maintain student academic records in confidence by withholding information from individuals who are not authorized to receive it. Faculty and administrative officers who have a legitimate need to use student’s
records will be allowed access to such records as needed without prior permission from the student. The Confidentiality of records Policy (FERPA) is detailed in the University Handbook and at the following website: https://registrar.byu.edu/registrar/records/ferpa.php

GUIDELINES FOR RESOLVING ACADEMIC GRIEVANCES

Despite the well-meaning efforts of students and faculty, there may be occasions when a graduate student feels that his or her work has been unfairly or inadequately evaluated. Usually such differences can be amicably resolved between the student and faculty member. The following procedures are designed to encourage satisfactory resolution of academic grievances with a minimum of formal procedure.

The grievance must be initiated by the graduate student no later than one year from the last day of the examination period of the semester in which the alleged unfair or inadequate evaluation occurred.

For the complete policy, please refer to Section E. in the Graduate Studies Policies and Procedures page https://gradstudies.byu.edu/page/policies-and-procedures

FINANCIAL ASSISTANCE

The College of Nursing actively seeks financial resources to assist students. When funds are not available, RNs can usually find local part-time work. The University also has limited funds available. Students who need financial aid should contact the Associate Dean of Graduate Studies, Scholarly Works, and Contribution to the Discipline.

Assistantships

Teaching and research assistantships are available. Students must be able to meet the skill and credit hour requirements for teaching and research assistantships. Contact the Associate Dean of Undergraduate Studies if you are interested in a teaching assistantship and the Associate Dean of Graduate Studies, Scholarly Works, and Contribution to the Discipline if you are interested in a research assistantship.

Scholarships

Scholarships are available to degree-seeking Masters Students. Students must maintain at least a 3.0 GPA to be eligible for a scholarship. Application forms are sent out to the students by email one month before the start of a new semester. Scholarships are given on the basis of grade point average and need.

Student loans

Two types of student loans are available to graduate students who qualify—BYU loans (short-term, Woolley Law School, and Marriott School of Management) and Federal Stafford Loans. Only degree-seeking students who are making satisfactory academic progress will be eligible. Application materials and information about eligibility and repayment requirements are available online at https://financialaid.byu.edu/section/grants-and-loans. Students should submit all application materials for any BYU need-based loans and federal loans by the appropriate deadline, to be assured that funds will be available to pay tuition by the semester/term deadline. https://financialaid.byu.edu/dates-deadlines-for-grants-loans
Section IX
Graduation

CLEARANCE INFORMATION

The Graduate Studies announces deadlines each year for completion of the graduate requirements. Students should check with the Graduate Secretary for specific College of Nursing deadlines. Graduate students must be registered for at least two hours of approved program credit or pay the equivalent continuous registration fee during the semester of final examination. Students who pay for continuous registration can obtain a fee receipt from the Graduate Studies Office. Students should complete the steps on ADV Form 8a. Students should have completed all course work listed on the study list or be presently registered for the courses.

Students should obtain Forms 8a and 8c from the Graduate Secretary. Submit Form 8a first, then complete Form 8c. At least two weeks before the scheduled oral defense, students must submit completed Form 8c to the Graduate/Research Secretary for processing. Complete Form 8c using the following procedure:

1. With help of Thesis Committee Chair, set a date for Final Thesis Defense.
2. After thesis examination date is approved, have thesis committee members sign the form.
3. Return forms to Graduate/Research Secretary for completion.
4. Distribute approved thesis to the thesis committee for review two weeks before oral defense.

When the final oral defense has been completed, the results are recorded. Students are cleared for graduation when all problems are solved, such as approval of the thesis format and typing, clearance of incompletes, and grade changes. Students who must change grades or clear incompletes must submit the proper forms to the Records Office (B-150 ASB), and then take copies of the approved changes to the Graduate Studies Office. https://registrar.byu.edu/incomplete-contracts

GRADUATION REQUIREMENTS

When the thesis/project/scholarly evidence-based paper has been cleared, and all other requirements are complete, you will be certified for graduation. The diploma will be mailed to you 8–12 weeks after your official graduation day. No diplomas are handed out at commencement. If you did not make the specifically targeted submission deadline, you may not officially graduate at that time, but you can request an official letter of completion from the Graduate/Research Secretary. This letter usually suffices as evidence of completion of coursework.

DECEMBER GRADUATION

Students completing their programs in December will receive their degree in the April graduation. Caps and gowns are required for graduation.
DEADLINES PERTAINING TO GRADUATION

Students must complete their culminating writing experience by the add/drop deadline of their last Spring Term in order to register for Nursing 635R. To meet the deadline, students must submit a copy of their thesis, with their chair’s approval, to the Dean or project/evidence-based scholarly paper to the Associate Dean for Graduate Studies and Scholarly Work and Contribution to the Discipline for review. The Dean or Associate Dean typically will have comments that will need to be addressed before the culminating writing experience is completed. Please allow two weeks for their feedback and plan accordingly. Failure to meet this deadline may result in prolonging a student’s graduation.

University deadlines can be viewed on the Graduate Studies website. https://gradstudies.byu.edu/page/graduation

Commencement and Convocation Exercises Graduation date deadlines are firm. Ample time should be allowed to make corrections in thesis or projects after the final oral examination and before the deadline for deposition of final copies.
Section X
Licensure

Graduates of the Family Nurse Practitioner Program are eligible for licensure in Utah as an advanced practice nurse. In the State of Utah, students are required to take the Certification Examination to qualify for licensure. According to the Nurse Practice Act for the State of Utah, students may not take the Certification Examination until all course requirements are completed, including the thesis or project.

After graduation, students are eligible sit for the Family Nurse Practitioner Examination from the American Nurses Credentialing Center (ANCC) or American Association of Nurse Practitioners (AANP).
Appendix A:
College of Nursing
Graduate Acceptance Packet
Appendix B:
Hep B Program Information
For several years the College of Nursing has “highly recommended” the Hepatitis B Vaccine to entering students. We have done this for five reasons:

1. The risk for Hepatitis B infection (HBV) increases in healthcare workers. Worldwide HBV infection is a major cause of acute and chronic hepatitis, cirrhosis, and primary hepatocellular carcinoma.

2. Nurses and nursing students have been identified as part of the group considered to be at substantial risk for infection due to exposures to blood and blood-contaminated body fluids.

3. The present strategy for Hepatitis B prevention is to vaccinate those individuals at high risk for infection.

4. Clinical agencies are requiring all employees and students to have the vaccine in order to maintain accreditation by their regulatory agencies.

5. Federal OSHA guidelines mandate the vaccine.

We sought the opinion of the University Legal Counsel as to our responsibility to students regarding the Hepatitis B Vaccine. Federal OSHA guidelines have become stricter on this matter. Those of you who are employed in healthcare institutions have probably already learned that those agencies are required by the same OSHA requirements to provide you with the vaccine; some of you may have already begun the series with your employer. In order to comply with the Legal Counsel’s interpretation of the OSHA regulations, the College of Nursing has a Hepatitis B Vaccination program for enrolled students. In accordance with OSHA, the vaccine will be provided to students free of charge. Because of the OSHA regulations, we would expect each of you to take advantage of this opportunity. However, if you cannot receive the vaccination series due to a medical condition, you will be asked to sign a waiver form and will be asked to provide a doctor’s note indicating that you cannot have the vaccination series.

Because vaccination is an important safety precaution, we require it and a titer to show immunity for participation in clinical. (The healthcare agencies require it as well.) In order to participate in clinical (and receive credit for nursing courses) you will need to do one of the three following items:

Begin the series of vaccinations at the Student Health Center. Students schedule their own appointment for the immunizations. Bring your vaccination record for each dose to the Research Center. They will make a copy of it for your file and you will keep the original. After waiting at least 6 weeks from the 3rd Hep B dose, the student will need to get a titer (blood draw) that shows immunity. If the titer does not show immunity the student will need to immediately get a booster shot. Then the student will need to wait one month and get another titer to show immunity. Attendance at clinical and registration in Nursing classes can be blocked if copies of your immunization documents are not in your file in the Research Center.

If you cannot begin or complete the 3-shot series for a medical reason—including pregnancy or other medical conditions—come to the Research Center immediately. You will need to fill out a waiver form and provide a Doctor’s note. This form should be signed in the presence of one of the Graduate Secretary.
Appendix C:
Student Incident Procedures
Occasionally you may be in clinical or lab and experience an accident. Accidents may include contaminated needle sticks, exposure to disease, etc. If you have any questions, contact the Assistant Dean of Resource Management at 801-422-7189. Your health and welfare are the most important aspects of incident procedures. Please follow these steps so you will obtain the maximum care possible.

1. Obtain Necessary Medical Care
   a. Emergences on campus: dial 911
   b. Emergences off campus: use hospital ER or dial 911
   c. Non-emergencies: use the Student Health Center Urgent Care and let them know that it is an “on-the-job” injury. Be sure to contact the Assistant Dean of Resource Management immediately following the incident and BEFORE going to the Health Center whenever possible. (Student Health Center Urgent Care Hours: M-F: SAM-5:30PM, Saturday: SAM-12PM)

2. Follow hospital/clinic protocol
   a. Complete hospital/clinic incident report
   b. Some hospitals/clinics provide on-site care at no cost to nursing students. Be sure this is true of your facility before proceeding with non-emergency care.

3. Complete College of Nursing Protocol
   a. Notify your instructor immediately
   b. Contact the Assistant Dean of Resource Management immediately. If she is not in her office, leave a voicemail. She will instruct you further and set up an appointment to complete the “Incident Report”. The report will be sent to BYU Risk Management to determine financial coverage.

Special Instructions for Needle Sticks and/or Exposure to Bodily Fluids

1. Provide immediate care to the exposure site-wash wounds and skin with soap and water. Obtain information on the type of needle used and the brand of OSHA reporting.
2. Notify hospital/clinic, preceptor, and faculty member, and follow hospital protocol.
3. Obtain instructions from a hospital medical/nursing professional regarding the patient’s health status to determine if post exposure prophylaxis is recommended. If it is recommended, it should be administered within two hours of exposure at the hospital E.R. The hospital/clinic determines if post exposure prophylaxis is recommended. Contact the Assistant Dean or Resource Management ASAP.
4. If the patient is NOT considered “high risk”, Contact the Assistant Dean or Resource Management, leave clinical and go to the Student Health Center Urgent Care within two hours for initial screening for HCV, Ab titer, HbsAg, HIV I & II, etc. Follow up will be determined as necessary. (Let them know it is an “on-the-job” injury.)

Students are covered by worker’s compensation through BYU for health care coverage.
Appendix D:
Check Lists for Evidence-Based Scholarly Paper
**TIMELINE FOR COMPLETING AN EVIDENCE BASED SCHOLARLY PAPER**

Instructions: This check list should be used to establish goals and track progress on your evidence based scholarly paper. Your Chair should be given a copy and together you should establish due dates. For assignments related to course work you should consult the related course syllabi such as Nursing 600, Nursing 601, Nursing 623, and Nursing 631 for the due dates.

<table>
<thead>
<tr>
<th>Name</th>
<th>Chair</th>
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<table>
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<tr>
<th>STEP</th>
<th>DUE DATE</th>
<th>COMPLETION DATE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Evidence Based Scholarly Topic (N600)</td>
<td>see syllabus for due date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select Evidence Based Scholarly Chair (N600)</td>
<td>Sept 13, 2018</td>
<td>Sept 13, 2018</td>
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<tr>
<td>Complete a Study List which outlines courses and when taken</td>
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<tr>
<td>(Given to you at beginning of program)</td>
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<td>Sept 13, 2018</td>
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<tr>
<td>Prepare and Polish an evidence organizing grid (N601, N623)</td>
<td></td>
<td>see syllabus for due date</td>
<td></td>
</tr>
<tr>
<td>Prepare Introduction and Methods Section of Paper (N623)</td>
<td>see syllabus for due date</td>
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<tr>
<td>Select journal for publication (N623)</td>
<td>see syllabus for due date</td>
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<tr>
<td>Select journal for publication (N623)</td>
<td>see syllabus for due date</td>
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<tr>
<td>Create Outline of Results (N623)</td>
<td>see syllabus for due date</td>
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<tr>
<td>Write Results</td>
<td>see syllabus for due date</td>
<td></td>
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</tr>
<tr>
<td>Write Discussion/Conclusion</td>
<td>Fall 2019</td>
<td></td>
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<tr>
<td>Submit to the Associate Dean for Graduate Studies for Approval</td>
<td>April 14, 2020</td>
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<tr>
<td>Make Changes Requested by the Associate Dean</td>
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<tr>
<td>Submit Final Version to the Library</td>
<td>April 27, 2020</td>
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</tbody>
</table>
CHECK LIST FOR GRADUATE STUDENTS IN THE FAMILY NURSE PRACTITIONER PROGRAM COMPLETING AN EVIDENCE BASED SCHOLARLY PAPER (SYSTEMATIC/INTEGRATED LITERATURE REVIEW OR CLINICAL PAPER)

As a graduate student, you hold primary responsibility for completion of your evidence based scholarly paper. Graduate study requires independent learning, as well as regular collaboration between you and your chair/mentor. The ultimate goal is to complete your evidence based scholarly paper in collaboration with your chair/mentor. Your evidence based scholarly paper will be a publication-worthy scholarly work of real consequence that adds to the body of knowledge in nursing and healthcare. Completion of your evidenced based scholarly paper will be time intensive, include numerous steps, and cannot be rushed through. Instead, it must be worked on continuously throughout the program.

The aim of the checklist below is to define your tasks, expectations, and responsibilities in completing your evidence based scholarly paper and provide due dates to help keep you on track.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description of Step</th>
<th>Due Date for Assignment and/or Related Course</th>
<th>Actual Completion Date</th>
</tr>
</thead>
</table>
| Select Evidence Based Scholarly Topic (N600) | 1. Select an evidenced scholarly paper topic in an area that a faculty member has a research program or one related to the FNP role.  
2. Work with librarian to select appropriate literature to review related to topic.  
3. Talk with appropriate faculty to focus and refine topic and determine feasibility. | 1. Complete in Nursing 600. (see syllabus for related assignments). | |
| Select Evidence Based Paper Chair (N600) | 1. Review possible evidence based scholarly paper Chairs.  
2. Meet and talk with possible Chairs and choose one.  
• It is required that your Chair be doctorally prepared having either a PhD or DNP.  
• Although not required, at the discretion of your Chair you may select other faculty members to help on your paper if they have relevant content expertise.  
3. Discuss order of authorship for publication. | 1. Complete selection of Chair preferably in first spring term but, at the latest, during your first fall semester. | |
<table>
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<tr>
<th>Step</th>
<th>Description of Step</th>
<th>Due Date for Assignment and/or Related Course</th>
<th>Actual Completion Date</th>
</tr>
</thead>
</table>
| Complete a Study List which outlines courses and when taken (Given to you at beginning of program) | 1. Obtain signature of Chair.  
2. If other faculty members helping also obtain their signatures.  
3. Obtain signature of graduate coordinator.  
4. Submit completed form with all signatures to graduate secretary. | 1. Preferable that it be submitted first spring term but not later than second week of first fall term.          |                        |
| Prepare an evidence organizing grid (N601, N623)                        | 1. Develop and refine a grid that includes articles for the results section of your evidence based scholarly paper. Steps include  
   - Develop a search strategy which includes data bases, inclusion/exclusion criteria, contact of experts etc.  
   - Create flow chart of article selection including reason for exclusion.  
   - Extract data from articles including headings, such as author, design, intervention, sample characteristics, outcomes, findings, limitations, assessment of rigor of studies.  
   - Validate extraction of data with Chair.  
   - Where inconsistency of agreement on extracted data between Chair and Student, check article to determine correct data. | 1. Nursing 601 First draft of evidence grid due (see syllabus for due date).  
2. Nursing 623 Refinement of grid due to Chair along with reference list (see syllabus for due date). |                        |
| Prepare Introduction and Methods Sections (N623)                        | 1. Write a polished draft of introduction section where you provide. rationale and significance of your research study.  
2. Write a polished draft of methods section which would include:  
   - Search Strategy  
   - Inclusion/ Exclusion  
   - Criteria  
   - Extraction of Data  
   - Method to Assess Quality of Studies | 1. Nursing 623 Introduction and Methods Sections due to Chair (see syllabus for due date). |                        |
<table>
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<tr>
<th>Step</th>
<th>Description of Step</th>
<th>Due Date for Assignment and/or Related Course</th>
<th>Actual Completion Date</th>
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<tbody>
<tr>
<td>Select journal for publication (N623)</td>
<td>1. Select a high-quality journal that disseminates your findings to the most appropriate audience.</td>
<td>1. Nursing 623 Submit Rationale for journal selection, estimated space allotment, author guidelines due to Chair (see syllabus for due date).</td>
<td></td>
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</tbody>
</table>
| Create Outline of Results (N623)         | 1. Work with your Chair to outline results section.  
2. In writing results review other systematic/ integrative reviews particularly in journal selected to which you are submitting.                                                                                                                                                                                                                           | 1. Nursing 623 Detailed outline of results due to Chair (see syllabus for due date).                                                                                                               |                        |
| Write Results                            | 1. Work with your Chair/, to write the results section.  
2. Create tables and figures to represent results.                                                                                                                                                                                                                                                                                                         | 1. Results should be completed during your second spring and second fall semester.                                                                                                                |                        |
| Write Discussion/ Conclusion (N631)      | 1. Work with your Chair to write your discussion section.  
2. In this section, you make meaning of your finds, identify limitations of your systematic/ integrative literature, and identify implications for practice.                                                                                                                                                                                                                       | 1. Discussion/ Conclusion should be completed second fall semester.                                                                                                                                |                        |
| Submit to the Associate Dean for Graduate Studies for Approval | 1. Submit your final version to the Associate Dean of Graduate Studies, Scholarly Works, and Contribution to the Discipline.  
2. The Associate Dean needs 2 weeks to review and sign-off on your Evidence Based Scholarly Paper. Expect that some changes will be required after this review.                                                                                                                                                                                                 | 1. In order to graduate on schedule, you must submit your completed Evidence Based Scholarly Paper to the Associate Dean two weeks before the start of your third spring term to be allowed to register for N635R. |                        |
| Make Changes Requested by the Associate Dean | 1. Work in collaboration with your Chair to make the changes suggested by the Associate Dean.                                                                                                                                                                                                                                                                                                      |                                                                                                                                       |                        |
| Submit final version to the Library      | 1. Work with the graduate secretary to submit to the Library.                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                       |                        |
| Submit for publication                   | 1. Work with your Chair to prepare a manuscript and submit for publication to the journal you previously selected.                                                                                                                                                                                                                                                                                   |                                                                                                                                       |                        |
Appendix E:
Check Lists for Thesis
**TIMELINE FOR COMPLETING A THESIS**

Instructions: This check list should be used to establish goals and track progress on your thesis. Your Chair should be given a copy and together you should establish due dates. For assignments related to course work you should consult the related course syllabi such as Nursing 600, Nursing 601, Nursing 623, and Nursing 631 (if taking the course) for the due dates.

<table>
<thead>
<tr>
<th>Step</th>
<th>Due Date</th>
<th>Completion Date</th>
<th>Comments</th>
</tr>
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<tbody>
<tr>
<td>Select Thesis Topic (N600)</td>
<td>See syllabus for</td>
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<td></td>
<td>due date</td>
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<tr>
<td>Select Thesis Committee (Chair must have Graduate Faculty Status.</td>
<td>Sept 13, 2018</td>
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<tr>
<td>Preferable that all Committee members have Graduate Faculty Status</td>
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<td>but may petition for one member who does not have Graduate Faculty</td>
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<td>Status (N600)</td>
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<td>Complete a Study List which outlines courses and when taken (Given to</td>
<td>Sept 13, 2018</td>
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<tr>
<td>you at beginning of program)</td>
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<tr>
<td>Prepare and Polish an evidence organizing grid (N601, N623)</td>
<td>See syllabus for</td>
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<td></td>
<td>due date</td>
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<tr>
<td>Write Introduction and Methods Sections (N623)</td>
<td>See syllabus for</td>
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<td></td>
<td>due date</td>
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<tr>
<td>Schedule Proposal defense (colloquium)</td>
<td>TBA by chair</td>
<td></td>
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<tr>
<td>Obtain IRB Approval if not already done by chair and take Collaborative IRB Training Initiative Program (CITI)</td>
<td>Shortly after colloquium</td>
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<tr>
<td>Select journal for publication (N623)</td>
<td>See syllabus for</td>
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<td>due date</td>
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<tr>
<td>Data Collection</td>
<td>TBA by chair</td>
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<tr>
<td>Step</td>
<td>Due Date</td>
<td>Completion Date</td>
<td>Comments</td>
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<tr>
<td>Create SPSS /Excel File (Mainly used for quantitative studies)</td>
<td>TBA by chair</td>
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<tr>
<td>Data Entry (Depending on type of design [qualitative/quantitative] will use different tools to enter data)</td>
<td>TBA by chair</td>
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<tr>
<td>Data Cleaning (Will use different processes depending on qualitative versus quantitative data)</td>
<td>TBA by chair</td>
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<tr>
<td>Data Analysis (Will use different processes depending on qualitative versus quantitative data)</td>
<td>TBA by chair</td>
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<tr>
<td>Create Outline of Results (N623)</td>
<td>See syllabus for due date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Write Results (N631)</td>
<td>Fall 2019</td>
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<tr>
<td>Write Discussion/Conclusion (N631)</td>
<td>Fall 2019</td>
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<tr>
<td>Pre-Defense</td>
<td>March 2020</td>
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<tr>
<td>Make Revisions Based on pre-defense input</td>
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<tr>
<td>Schedule Defense with University at least two weeks before defense</td>
<td>Winter 2020</td>
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<tr>
<td>Make revisions based on input from the defense</td>
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<tr>
<td>Submit to the Dean</td>
<td>April 14, 2020</td>
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<tr>
<td>Make Changes Requested by the Dean</td>
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<tr>
<td>Submit ETD (Electronic Thesis) along with signed AVD form 8d</td>
<td>April 27, 2020</td>
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</tr>
<tr>
<td>Submit for publication</td>
<td></td>
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</tbody>
</table>
CHECK LIST FOR GRADUATE STUDENTS IN THE FAMILY NURSE PRACTITIONER PROGRAM COMPLETING A THESIS

As a graduate student, you hold primary responsibility for completion of your thesis. Graduate study requires independent learning, as well as regular collaboration between you and your thesis committee. The ultimate goal is to complete your thesis in collaboration with your thesis committee. Your thesis will be a publication-worthy scholarly work of real consequence that adds to the body of knowledge in nursing and healthcare. Completion of your thesis will be time intensive, include numerous steps, and cannot be rushed through. Instead, it must be worked on continuously throughout the program.

The aim of the checklist below is to define your tasks, expectations, and responsibilities in completing your thesis and provide due dates to help keep you on track.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description of Step</th>
<th>Due Date for Assignment and/or Related Course</th>
<th>Actual Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Thesis Topic</td>
<td>1. Select a thesis topic in an area that a faculty member has a research program.</td>
<td>1. Nursing 600: Complete assignment related to selection of thesis topic (see syllabus for due date).</td>
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<tr>
<td></td>
<td>2. Work with librarian to select appropriate literature to review related to topic.</td>
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<td></td>
<td>3. Talk with appropriate faculty to focus and refine topic and determine feasibility.</td>
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</tr>
<tr>
<td>Select Thesis Committee (3 Members)</td>
<td>1. Review possible thesis Chairs and Committee Members.</td>
<td>1. Complete committee selections preferably in first spring term but, at the latest, during your second week of fall semester.</td>
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<tr>
<td></td>
<td>2. Meet and talk with possible Chairs and choose one.</td>
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<td>3. Work with your Chair to select two Committee Members.</td>
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<td></td>
<td>• It is preferable for all Committee Members have Graduate Faculty Status.</td>
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<td>At a minimum, your Chair and at least one Committee Member must have Graduate</td>
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<td></td>
<td>Faculty Status. You may petition for one Committee Member, who does not have</td>
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</tr>
<tr>
<td></td>
<td>Graduate Faculty Status.</td>
<td></td>
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<tr>
<td>Step</td>
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</tbody>
</table>
| Complete a Study List which outlines courses and when taken (Given to you at beginning of program) | 1. Obtain signatures of Committee Members.  
2. Obtain signature of graduate coordinator.  
3. Submit completed form with all signatures to graduate secretary. | 1. Preferable that it be submitted first spring term but no later than second week of first fall term. |                        |
| Prepare an evidence organizing grid       | 1. Develop and refine a grid that includes articles for potential use in your introduction and literature review. | 1. Nursing 601 First draft due (see syllabus for due date)  
2. Nursing 623 (N699R) Refinement of grid due to Chair (see syllabus for due date). |                        |
| Write Introduction and Methods Sections   | 1. Write a polished draft of introduction section where you provide rationale and significance of your research study.  
2. Write a polished draft of your methods section which should include:  
  - Design type  
  - Setting  
  - Sample  
  - Procedures (Data Collection)  
  - Instruments (including reliability and validity)  
  - Data Analysis | 1. Nursing 623 (699R) Introduction and Methods Sections (polished draft) due to Chair (see syllabus for due date) |                        |
| Proposal defense (colloquium)            | 1. When Chair determines you are ready, set a time for your proposal defense and schedule a room with graduate secretary.  
2. Send your Committee Members a copy of proposal (introduction and methods) two weeks before your proposal defense. | 1. Nursing 623 (699R) |                        |
<table>
<thead>
<tr>
<th>Step</th>
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<th>Due Date for Assignment and/or Related Course</th>
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</tr>
</thead>
</table>
| Obtain IRB Approval if not already done by chair | 1. Work with your Chair to obtain IRB approval from University.  
2. If your Chair already has IRB approval, you will need to be added as a researcher on the team and take the Collaborative IRB Training Initiative Program (CITI).  
3. As needed, obtain IRB approval from clinical agencies where conducting research unless your Chair already has that approval. |                                              |                        |
| Select journal for publication           | 1. Select a high-quality journal that fits your topic well.  
2. Write thesis according space allotment, and author guidelines.                                                                                                           | 1. Nursing 623 (699R) Submit rationale for journal selection, estimated space allotment, author guidelines (see syllabus for due date). |                        |
| Data Collection                          | 1. Work with your Chair and statistician, as needed, to develop forms/instruments necessary to collect data.  
2. Collect data.                                                                                                                                         |                                              |                        |
| Create SPSS /Excel File (Mainly used for quantitative studies) | 1. Work with your Chair to develop SPSS File.  
2. May also consult with statistician in creating file.                                                                                                         |                                              |                        |
| Data Entry (Depending on type of design [qualitative/ quantitative] will use different tools to enter data) | 1. Work with your Chair to enter data.  
2. May also consult with statistician in entering file.                                                                                                         |                                              |                        |
| Data Cleaning (Will use different processes depending on qualitative versus quantitative data) | 1. Work with Chair to clean data.  
2. May also consult with statistician in cleaning data.                                                                                                         |                                              |                        |
<table>
<thead>
<tr>
<th>Step</th>
<th>Description of Step</th>
<th>Due Date for Assignment and/or Related Course</th>
<th>Actual Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Analysis (Will use different processes depending on qualitative versus quantitative data)</td>
<td>1. Work with your Chair and statistician to design appropriate data analysis and statistical tests considering research questions, type of design, and level of data.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create Outline of Results</td>
<td>1. Work with your Chair and statistician to outline results section.</td>
<td>1. Nursing 623 (699R) Detailed outline of results due to Chair (see syllabus for due date).</td>
<td></td>
</tr>
</tbody>
</table>
| Write Results                                                       | 1. Work with your Chair, Committee, and statistician to write results.  
2. Create tables and figures to represent results.                                                                                                                                                               | 1. Results should be completed during your second spring and second fall semester.                           |                        |
| Write Discussion/Conclusion                                         | 1. Work with your Chair to write your discussion section.  
2. In this section, you make meaning of your results, compare and contrast with related research, identify limitations of your study, and identify implications for practice and needs for future research. | 1. Discussion/ Conclusions should be completed during your second spring and second fall semester.          |                        |
<p>| Pre-Defense                                                         | 1. Prior to the defense, your Committee should have the opportunity to give input to your thesis. Discuss with your Chair the option of having a pre-defense with your Committee. Another option is to meet one on one with each Committee Member to obtain input. | 1. The pre-defense must occur no later than the first week of March of your second winter semester            |                        |
| Make Revisions Based on pre-defense input                           | 1. Make revisions based on pre-defense input from Committee Members.                                                                                                                                                |                                                                                                                                                               |                        |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Description of Step</th>
<th>Due Date for Assignment and/or Related Course</th>
<th>Actual Completion Date</th>
</tr>
</thead>
</table>
| Schedule Defense                | 1. The defense (final oral exam) must be scheduled two weeks before the defense is held.  
2. Work with Committee to select a time when all Committee Members can attend.  
3. Form 8-d must be submitted to the University two weeks before the defense.  
4. Work with the Graduate Secretary to schedule a room for your defense.                                                                                   | 1. The final defense must be scheduled no later than your last winter semester and before you can register for N635R. |                        |
| Make revisions based on input from the defense | 1. Make revisions needed based on input from the defense.                                                                                                                                                   |                                                                                                                  |                        |
| Submit to the Dean             | 1. Submit your revised thesis to the Dean.  
2. The Dean needs 2 weeks to review and sign-off on your thesis. Also check with her secretary to identify her schedule and availability.  
3. When you take your thesis to the Dean, also take AVD form 8d for her signature.                                                          | 1. In order to graduate on schedule, you must submit your thesis to the Dean two weeks before the start of your third spring term to be allowed to register for N635R. |                        |
| Make Changes Requested by the Dean | 1. Work in collaboration with your Committee to make the changes suggested by the Dean.                                                                                                 |                                                                                                                  |                        |
| Submit ETD (Electronic Thesis) along with signed AVD form 8d | 1. Work with graduate secretary to get thesis in the proper format to submit to University.                                                                                                                 | 1. ETD approved and submitted before the end of second winter semester                                       |                        |
| Submit for publication         | 1. Work with your Chair and Committee to prepare a manuscript and submit for publication to the journal you previously selected.                                                        |                                                                                                                  |                        |
Appendix F:  
Check Lists for Project
### TIMELINE FOR COMPLETING A PROJECT

Instructions: This check list should be used to establish goals and track progress on your project. Your Chair should be given a copy and together you should establish due dates. For assignments related to course work you should consult the related course syllabi such as Nursing 600, Nursing 601, Nursing 623, and Nursing 631 (if taking the course) for the due dates.

<table>
<thead>
<tr>
<th>Name</th>
<th>Chair</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Due Date</th>
<th>Completion Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Project Topic (N600)</td>
<td>See syllabus for due date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select Project Committee (Composed of 3 members) Chair must be doctorally prepared (PhD or DNP) (N600)</td>
<td>Sept 13, 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete a Study List which outlines courses and when taken (Given to you at beginning of program)</td>
<td>Sept 13, 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare and polish an evidence organizing grid (N601, N623)</td>
<td>See syllabus for due date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare Introduction and Methods Sections (N623)</td>
<td>See syllabus for due date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposal defense (colloquium)</td>
<td>TBA by chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select journal for publication (N623)</td>
<td>See syllabus for due date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carry Out Project</td>
<td>TBA by chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If Quantitative Data Involved in Evaluation of Project Utilize the Steps Related to Data Analysis</td>
<td>TBA by chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create SPSS /Excel File</td>
<td>TBA by chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Entry</td>
<td>TBA by chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Cleaning (Will use different processes depending on qualitative versus quantitative data)</td>
<td>TBA by chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Analysis</td>
<td>TBA by chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td>Due Date</td>
<td>Completion Date</td>
<td>Comments</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
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<td>------------------------</td>
</tr>
<tr>
<td>Create Outline of Results (N623)</td>
<td>See syllabus for due date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Write Results</td>
<td>Fall 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Write Discussion/Conclusion</td>
<td>Fall 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Defense</td>
<td>March 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make Revisions Based on pre-defense input</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule Defense</td>
<td>Winter 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make revisions based on input from the defense</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Submit to the Associate Dean for Graduate Studies</td>
<td>April 14, 2020</td>
<td></td>
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<tr>
<td>Make Changes Requested by the Associate Dean</td>
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</tr>
<tr>
<td>Submit to University</td>
<td>April 27, 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit for publication</td>
<td>TBA by chair</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
As a graduate student, you hold primary responsibility for completion of your project. Graduate study requires independent learning, as well as regular collaboration between you and your project committee. The ultimate goal is to complete your project in collaboration with your project committee. Your project will be a publication-worthy scholarly work of real consequence that adds to the body of knowledge in nursing and healthcare. Completion of your project will be time intensive, include numerous steps, and cannot be rushed through. Instead, it must be worked on continuously throughout the program.

The aim of the checklist below is to define your tasks, expectations, and responsibilities in completing your thesis and provide due dates to help keep you on track.

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<th>Actual Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Project Topic (N600)</td>
<td>1. Select a project topic in an area that a faculty member has an expertise.</td>
<td>1. Nursing 600: Complete assignment related to selection of project topic. (see syllabus for due date)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Work with librarian to select appropriate literature to review related to topic.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>3. Talk with appropriate faculty to focus and refine topic and determine feasibility.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select Project Committee (Composed of 3 members)</td>
<td>1. Review possible project Chairs and Committee Members.</td>
<td></td>
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<tr>
<td></td>
<td>2. Your Chair must have a doctoral degree (PhD or DNP).</td>
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<tr>
<td></td>
<td>3. Meet and talk with possible chairs and choose one.</td>
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</tr>
<tr>
<td>Step</td>
<td>Description of Step</td>
<td>Due Date for Assignment and/or Related Course</td>
<td>Actual Completion Date</td>
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<tr>
<td>4.</td>
<td>Council with your Chair regarding Committee Members. Select committee members based on content and other needed expertise.</td>
<td>1. Complete committee selection preferably in first spring term but, at the latest, during your first fall semester.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Discuss order of authorship for publication with committee.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Complete a Study List which outlines courses and when taken (Given to you at beginning of program)</td>
<td>1. Obtain signatures of Committee Members. 2. Obtain signature of graduate coordinator. 3. Submit completed form with all signatures to graduate secretary.</td>
<td>1. Preferable to submit first spring term but not later than second week of first fall term</td>
</tr>
<tr>
<td>1.</td>
<td>Prepare an evidence organizing grid (N601, N623)</td>
<td>1. Develop and refine a grid that includes articles for potential use in your introduction and literature review.</td>
<td>1. Nursing 601 First draft due – (see syllabus for due dates). 2. Nursing 623 (N698R) Refinement of grid due to chair along with reference list due – (see syllabus for due dates).</td>
</tr>
<tr>
<td>1.</td>
<td>Prepare Introduction and Methods Sections (N623)</td>
<td>1. Write a polished draft of introduction section where you provide rationale and significance of your project. 2. Write a polished draft of your methods section which would include: • Aims of Project • Procedures use to accomplish the project • Methods used to evaluate project (if appropriate) • Data analysis of evaluation of data (if appropriate).</td>
<td>1. Nursing 623 (You register for 2 hours of 698R) Introduction and Methods Sections (polished draft) due to Chair (see syllabus for due date)</td>
</tr>
<tr>
<td>Step</td>
<td>Description of Step</td>
<td>Due Date for Assignment and/or Related Course</td>
<td>Actual Completion Date</td>
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</tbody>
</table>
| Proposal defense (colloquium) | 1. When Chair determines you are ready (polished introduction and methods), set a time for your proposal defense and schedule a room with graduate secretary.  
2. Send your Committee Members a copy of proposal (introduction and methods) two weeks before your proposal defense. |                                               |                        |
| Select journal for publication (N623) | 1. Select a high-quality journal that fits your topic well.  
2. Write project according space allotment, and author guidelines. | **1.** Nursing 623 (698R) Submit Rationale for journal selection, estimated space allotment, author guidelines due to mentor (see syllabus for due date) |                        |
| Carry Out Project           | 1. Work with your Chair to Implement Project.                                                                                                                                                                          |                                               |                        |

**If Quantitative Data Used to Evaluate Project, Utilize the Following Steps to Manage Data**

<table>
<thead>
<tr>
<th>Step</th>
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<th>Due Date for Assignment and/or Related Course</th>
<th>Actual Completion Date</th>
</tr>
</thead>
</table>
| Create SPSS/Excel File      | 1. Work with your Chair to develop SPSS File.  
2. May also consult with statistician in creating file.                                                                                                                                                           |                                               |                        |
| Data Entry                  | 1. Work with your Chair to enter data.  
2. May also consult with statistician in entering file.                                                                                                                                                            |                                               |                        |
| Data Cleaning               | 1. Work with Chair to clean data.  
2. May also consult with statistician in cleaning data.                                                                                                                                                            |                                               |                        |
<p>| Data Analysis               | 1. Work with your Chair and statistician to design appropriate data analysis and statistical tests considering aims of project and level of data.                                                               |                                               |                        |</p>
<table>
<thead>
<tr>
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<th>Description of Step</th>
<th>Due Date for Assignment and/or Related Course</th>
<th>Actual Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Outline of Results (N623)</td>
<td>1. Work with your Chair and statistician to outline results section.</td>
<td>1. Nursing 623 (698R) Detailed outline of results due to Chair (see syllabus for due date).</td>
<td></td>
</tr>
</tbody>
</table>
| Write Results                            | 1. Work with your Chair, committee, and statistician to write results.  
2. Create tables and figures to represent results.                                                                                                                                                                                                                                                                                                                | 1. Results should be completed during your second spring and second fall semester.                                                                                                                                                           |                        |
| Write Discussion/Conclusion              | 1. Work with your Chair to write your discussion section.  
2. In this section, you make meaning of your of what you did with you project, compare and contrast identify limitations of your project, and identify implications for practice.                                                                                                                                                                               | 1. Discussion/ Conclusion should be completed during your second spring and second fall semester.                                                                                                                                             |                        |
| Pre-Defense                              | 1. Several ways can be used to gather input from your Committee prior to your defense. Discuss with your Chair the preferred option. Options may include:  
   - A formal pre-defense. The Committee should have the final paper two week before the pre-defense.  
   - Meet one-on-one with each Committee Member to obtain input.                                                                                                                                                                                                                                           | 1. The pre-defense must occur no later than the first week of March in your second winter semester.                                                                                                                                           |                        |
<p>| Make revisions based on pre-defense input | 1. Make revisions based on pre-defense input from Committee Members.                                                                                                                                                                                                                                                                                                        |                                                                                           |                        |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Description of Step</th>
<th>Due Date for Assignment and/or Related Course</th>
<th>Actual Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule Defense</td>
<td>1. The defense must be scheduled two weeks before the defense is held.</td>
<td>1. The final defense must be scheduled no later than your last winter semester and before you can register for N635R.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Work with Committee to select a time when all Committee Members can attend.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Work with the Graduate Secretary to schedule a room for your defense.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make revisions based on input from the defense</td>
<td>1. Make revisions needed based on input from the defense.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit to the Associate Dean for Graduate Studies</td>
<td>1. Submit your revised project to the Associate Dean.</td>
<td>1. In order to graduate on schedule, you must submit your thesis to the Dean two weeks before the start of your third spring term to be allowed to register for N635R.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. The Associate Dean needs 2 weeks to read and sign-off on your project.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make Changes Requested by the Associate Dean</td>
<td>1. Work in collaboration with your committee to make the changes suggested by the Associate Dean.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit to University</td>
<td>1. Work with Graduate Secretary to submit to the Library.</td>
<td>2. Completed by the end of second winter semester.</td>
<td></td>
</tr>
<tr>
<td>Submit for publication</td>
<td>1. Work with your Chair and Committee to prepare a manuscript and submit for publication to the journal you previously selected.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix G:
Culminating Writing Experience
Preliminary Pages Sample