



Graduate Nursing

MSN & Post-Graduate

Student Handbook

2022-2023

This handbook is a supplement to the Florida National University Catalog. In case of conflict between documents, this handbook will govern on Graduate Nursing issues solely. The handbook is a resource that provides guidance about the MSN program's policies and procedures.

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Message from the President

I want to extend my personal congratulations to you on your acceptance into graduate studies at Florida National University. Graduate school is a time for exploration, professional, and academic growth, and a time for exchanging ideas. You are now part of a select and diverse group, The FNU Family.

Florida National University aims to assist the graduate students in academic matters, as well as degree requirements, financial assistance, and scholarship. We are looking forward to you becoming leaders in your profession and communities.

I wish you success in pursuing your advanced studies and encourage you to contact us if you need any assistance.

Dr. Maria C. Regueiro, President

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Student Orientation Overview

The student orientation designed to welcome the new student into the academic program: to facilitate the student's adjustment to the program and to introduce the student to the philosophy, organization, guidelines and procedures of Florida National University's Master of Science in Nursing Program. The role of the advanced practice nurse is to provide an effective transition into graduate studies.

Student Orientation Objectives

At the completion of the student orientation, the student will be able to:

1. Describe the philosophy and mission statement of the Master of Science in Nursing Program.
2. Describe the curriculum framework of the Master of Science in Nursing Program including a brief description of all the nursing classes.
3. Identify the members of the Master of Science in Nursing Program: the director of the program (DON), faculty, and the clinical coordinator.
4. Explain the student's role in the Program Evaluation System.
5. Identify graduation requirements of the Master of Science in Nursing Program.
6. Explain the legal and ethical responsibilities of the Master of Science in Nursing Program.
7. Explain why advising and periodic evaluations are a necessary aspect of the learning process.

University Mission & Philosophy

University Mission Statement

The purpose of Florida National University is to contribute to the education of a population of diverse, presently predominantly Hispanic cultures. The University realizes this mission through the employment and development of a faculty of scholars who are proficient in the art of teaching. The University strives to prepare the students for employment in their chosen career or advanced studies through the acquisition of the required skills and knowledge needed for the successful completion of the program of studies.

Florida National University strives to provide the educational facilities and resources that support intensive sessions of study in small classes, in order to foster in the student the attainment of a quality university education according to the student's personal goals, and the advancement of technology.

Furthermore, Florida National University provides educational and cultural programs intended to enrich the community it serves.

Philosophy of Education of the University

Florida National University devotes itself to the cause of education, aware that:

- preparing individuals for personal and professional success is laying the basis for stable and prosperous societies;
- there is much to gain from impetus, creativity, and sheer desire to belong found in the many who are a part of the rapid growth of Southern Florida.

Florida National University would like to be a part in this process of incorporation of so many diverse elements into the many occupational and professional opportunities this prosperous nation has to offer, and thus, help maintain this nation's unique position as champion of human enterprise, human power, and human solidarity.

Program Mission & Philosophy

Master of Science in Nursing Program Mission

The mission of the Master of Science in Nursing is: "to prepare graduates to meet the challenges of today's complex health care system and disease management in our diverse and underserved community. In the spirit of the mission of FNU, the MSN program will strive to provide the Community with graduates who will be at the forefront of changes occurring in our ever evolving health care delivery system while the focus is shifting to patient centered care".

Master of Science in Nursing Program Philosophy

While the MSN subscribe to FNU's philosophy of education, the nursing faculty also embrace and adhere to the following beliefs:

- We believe that student's success in nursing derives from advanced knowledge of professional nursing standards and principles, development of more sophisticated assessment skills, high competency and safe practice.
- We believe that high level of critical thinking and decision-making skills can enhance the quality of nurse leaders, nurse educators, and family nurse practitioners.
- We believe that the Master of Science in Nursing should maintain the high standards of integrity and ethics for students, faculties, administrators and staff as set forth by the institution.
- We believe that every student is unique and deserves the individual support and guidance needed for success.
- We believe that the MSN graduate plays a vital role in the health care team within the limits of their scope of practice.
- We believe that an understanding of the advanced role of the nurse as indicated in the scope of practice is a key element for success and safe practice.

Master of Science in Nursing Program Overview

The graduate program is designed to build upon the student's baccalaureate nursing education and professional experience into the Master of Science in Nursing Degree. This program prepares professional nurses with a wide range of educational experiences to acquire essential evidence-based knowledge and skills for successful employment in chosen careers. The MSN program offers five post-graduate certificates: Nurse Educator, Nurse Leadership/Management, Family Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner, Adult-Gerontology Acute Care Nurse Practitioner, and an RN-MSN program.

The RN-MSN track is offered to foreign-educated doctors who hold a nursing license and nurses who earned a Bachelor's degree in a related field. This curriculum is designed to build upon students' nursing education and professional experiences. This streamline track will allow these professional nurses with previous medical and strong educational background to acquire essential evidence-based knowledge, skills, and earn an MSN degree for successful employment in their chosen careers. This track is also tailored to lead to the same post-graduate certificates.

The MSN is an extension of the Bachelor of Science in Nursing and was developed to respond to the national shortage of nurses with higher level of education.

The master's degree program in nursing at Florida National University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

MSN Post-Graduate Certificates

Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) Post-Graduate Certificate

The Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) Post-Graduate Certificate provides care to individuals with acute, critical, and complex care in the inpatient acute care setting. AGACNPs practice in different healthcare settings, such as intensive care, trauma, acute care, and various specialty areas. The focus of practice extends from disease prevention to the stabilization of critically ill patients. This Post-Graduate Certificate will be offered as face-to-face instruction and requires 24 credit hours and 500 practicum hours for successful completion. FNU awards a Post-Graduate Certificate in Adult-Gerontology Acute Care Nurse Practitioner upon completion of this program. (24 Credits)

Family Nurse Practitioner (FNP) Post-Graduate Certificate

The Family Nurse Practitioner Post-Graduate Certificate is designed to prepare nurses for advanced clinical practice in the delivery of acute and chronic care to individuals and families throughout the lifespan and across the health continuum. This Post-Graduate Certificate also focuses on the acquisition of evidence-based practice knowledge necessary to preside clinical care that includes health promotion, disease prevention, health education, and counseling in primary care settings. Graduates are required to take the Family Nurse Practitioner Board Certification Examination with American Nurses Credentialing Center (ANCC) in order to be licensed and work as a Family Nurse Practitioner. The FNP Post-Graduate Certificate can be completed in a hybrid format and requires 18 credit hours and 500 practicum hours for successful completion. FNU awards a Post-Graduate Certificate in Family Nurse Practitioner upon completion of this program. (18 Credits)

Nurse Educator Post-Graduate Certificate

The Nurse Educator Post-Graduate Certificate is designed for nurses to leverage their clinical expertise into an educator role. This Post-Graduate Certificate will enable nurses to take on a leadership role in curriculum development and to assume an educator role in clinical and classroom settings. This Post-Graduate Certificate can be completed fully online and 18 credit hours and 120 practicum hours for successful completion. FNU awards a Post-Graduate certificate in Nurse Educator upon completion of this program. (18 Credits)

Nurse Leadership and Management Post-Graduate Certificate

The Nurse Leadership and Management Post-Graduate Certificate is designed to prepare nurses to apply transformational leadership and decision-making skills necessary to manage nursing units and other departments. In addition, this Post-Graduate Certificate will equip the nurse leader with the essential knowledge base to participate in the design and implementation of new models of care delivery and coordination. This Post-Graduate Certificate can be completed fully online and 12 credit hours and 120 practicum hours for successful completion. FNU awards a Post-Graduate certificate in Nurse Leadership and Management upon completion of this program. (12 Credits)

Psychiatric Mental Health Nurse Practitioner (PMHNP) Post-Graduate Certificate

The Psychiatric Mental Health Nurse Practitioner (PMHNP) Post-Graduate Certificate focuses on advanced nursing practice and prepares Psychiatric Mental Health Nurse Practitioners to provide primary mental health care to patients of all ages. The focus of clinical practice is to prepare Psychiatric Mental Health Nurse Practitioners to provide comprehensive care to individuals, families, and communities in various settings, such as psychiatric clinics, hospitals, community mental health centers, correctional facilities, and outpatient offices. Graduates are required to take the Psychiatric Mental Health Nurse Practitioner Board Certification Examination with the American Nurses Credentialing Center (ANCC). This Post-Graduate Certificate will be offered in a hybrid format and requires 21 credit hours and 600 practicum hours for successful completion. FNU awards a Post-Graduate Certificate in Psychiatric Mental Health Nurse Practitioner upon completion of this program. (21 Credits)

Documents Guiding the Program

The MSN program builds upon The *Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008) and follows the professional nursing standards and guidelines stipulated in the following:

- *The Essential of Master's Education for Professional Practice* (AACN, 2011).
<http://www.aacnnursing.org/Portals/42/Publications/MastersEssentials11.pdf>
- Florida Chapter 64B9-4 Administrative Policies Pertaining to Certification of Advanced Practice Registered Nurses <https://www.flrules.org/gateway/chapterhome.asp?chapter=64B9-4>
- American Association of Colleges of Nursing, Education Consortium: Graduate- Level QSEN Competencies: Knowledge, Skills, and Attitudes (September, 2012).
<https://www.aacnnursing.org/Portals/42/AcademicNursing/CurriculumGuidelines/Graduate-QSEN-Competencies.pdf>
- Consensus Model for APRN Regulation: Licensure, Accreditation, Certification and Education (July 2008). <https://www.ncsbn.org/nursing-regulation/practice/aprn/aprn-consensus.page>
- Criteria for Evaluation of Nurse Practitioner Programs [National Task Force on Quality Nurse Practitioner Education (NTF, 2016).
<https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/Docs/EvalCriteria2016Final.pdf>
- *Guide to the Code of Ethics for Nurses* (ANA, 2015).
<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>
- *Nurse Practitioner Core Competencies Content* (NONPF, 2022).
https://www.nonpf.org/page/NP_Role_Core_Competencies
- *Nursing Scope and Standards of Practice, 3rd edition: Standards for Professional Performance* (ANA, 2015). <https://www.iupuc.edu/health-sciences/files/NursingScopeStandards-3E.pdf>
- *ANA Leadership Competency Model* (ANA, 2018).
<https://www.nursingworld.org/~4a0a2e/globalassets/docs/ce/177626-ana-leadership-booklet-new-final.pdf>

The Essentials of Master Education provides the foundation for the Master of Science in Nursing program pertaining to leading change, building and leading collaborative inter professional care teams, designing innovative nursing practices, and translating evidence into practice.

The MSN program has FNP as a post-graduate certificate. This certificate focuses on one advanced role, which is family practice that follows the guidelines stipulated in the NTF, the Consensus Model, and the Nurse Practitioner Core Competencies Content in order to assure the quality of the MSN graduates and to better prepare them to pass the ANCC board certification.

Program Goals & Objectives

Master of Science in Nursing Program Goals:

- Graduates will be able to apply the program disciplines taught to on-the-job success.
- Graduates will possess the core knowledge and skills necessary for advancement in their careers.
- Graduates will have acquired the skills and knowledge needed to be successful in their chosen field.

Master of Science in Nursing Program Learning Outcomes:

Upon completion of the program graduates will be able to:

- Integrate nursing theory, research, and advanced knowledge into practice settings to contribute to the development of the nursing discipline as a science and to function efficiently in the roles of Nurse Educator, Leader, and Practitioner.
- Appraise healthcare ethical issues as they affect individuals, communities, society and provide leadership in collaboration with other disciplines to improve clinical outcomes.
- Advocate for quality and cost-effective care through comprehensive management and negotiation with various health care delivery systems.
- Use critical thinking to provide holistic nursing care across the lifespan in a variety of complex health care settings utilizing evidence-based practice knowledge to promote health, prevent disease, and maintain well-being for individuals, families, groups, communities, and populations.
- Apply concepts and skills of leadership, management, quality improvement, and patient safety in the delivery of high-quality care while engaging in the promotion of health, prevention of disease, and maintenance of high function across the health-illness continuum.
- Incorporate the values of human diversity and dignity in their practice to deliver culturally and spiritually sensitive care to the community.

Program Curriculum

Curriculum: Master of Science in Nursing Program

Courses (36 Credits)

NGR 5035 Advanced Health Assessment (3)
NGR 5101 Nursing Theory (3)
NGR 5141 Advanced Pathophysiology (3)
NGR 5674 Population Health, Epidemiology & Statistical Principles (3)
NGR 5700 Decision Making (3)
NGR 5891 Health Care Policy (3)
NGR 6110 Nursing Leadership and Management (3)
NGR 6172 Advanced Pharmacology (3)
NGR 6636 Health Promotion and Role Development in Advanced Nursing Practice (3)
NGR 6812 Nursing Research and Evidence Based (3)
NGR 6871 Health Care Informatics (3)
NGR 6970 MSN Capstone Project (3)

Curriculum: RN-MSN Program

Courses (55 Credits)

NUR 3065C Physical Assessment in Health Care (4)
NUR 3125 Pathophysiology (4)
NUR 3165 Applied Nursing Research (3)
NUR 3826 Ethical and Legal Aspect of Nursing Practice (2)
NUR 4516 Crisis Intervention (2)
NUR 4636 Community Nursing (4)
NGR 5035 Advanced Health Assessment (3)
NGR 5101 Nursing Theory (3)
NGR 5141 Advanced Pathophysiology (3)
NGR 5674 Population Health, Epidemiology & Statistical Principles (3)
NGR 5700 Decision Making (3)
NGR 5891 Health Care Policy (3)
NGR 6110 Nursing Leadership and Management (3)
NGR 6172 Advanced Pharmacology (3)
NGR 6636 Health Promotion and Role Development in Advanced Nursing Practice (3)
NGR 6812 Nursing Research and Evidence Based (3)
NGR 6871 Health Care Informatics (3)
NGR 6970 MSN Capstone Project (3)

Curriculum: Post-Graduate Certificates

Adult-Gerontology Acute Care Nurse Practitioner, (AGACNP)

Courses (24 Credits)

NGR 6210 Adult Gerontology Acute Care I (3)
NGR 6210L Adult Gerontology Acute Care I Clinical (3)
NGR 6211 Adult Gerontology Acute Care II (3)
NGR 6211L Adult Gerontology Acute Care II Clinical (3)

NGR 6213 Adult Gerontology Acute Care III (3)
NGR 6213L Adult Gerontology Acute Care III Clinical (3)
NGR 6214 Adult Gerontology Acute Care IV (3)
NGR 6214L Adult-Gerontology Acute Care Integration Practicum (3)

Family Nurse Practitioner, (FNP)

Courses (18 Credits)

NGR 6610 Advanced Primary Care of Family I (3)
NGR 6610L Advanced Primary Care of Family I (3)
NGR 6616 Advanced Primary Care of Family II (3)
NGR 6616L Advanced Primary Care of Family Practicum II (3)
NGR 6619L Advanced Family Practicum III (3)
NGR 6638 Integration Advanced Primary Care of Family (3)

Nurse Educator

Courses (18 Credits)

NGR 6710 Teaching and Learning Strategies (3)
NGR 6712 Introduction of Educational Concepts (3)
NGR 6713 Nursing Curriculum Development (3)
NGR 6715 Instructional Technology (3)
NGR 6718 Assessment and Evaluation Strategies (3)
NGR 6940 Nurse Educator Practicum (3)

Nurse Leadership and Management

Courses (12 Credits)

NGR 6120 Nursing Decision-Making in Complex Health Systems (3)
NGR 6720 Organizational Dynamics (3)
NGR 6722 Financial Management and Resource Development (3)
NGR 6942 Nurse Leadership and Management Practicum (3)

Psychiatric Mental Health Nurse Practitioner, (PMHNP)

Courses (21 Credits)

NGR 6503 Psychiatric Mental Health Nursing Across the Lifespan. Individual & Family Therapy: Psychopathology & The DSM V (3)
NGR 6503L Psychiatric Mental Health Nursing Across the Lifespan Practicum I: Individual and Family Therapy (3)
NGR 6505L Psychiatric Mental Health Nursing Across the Lifespan: Integration Practicum II (3)
NGR 6508 Psychiatric Mental Health Nursing Across the Lifespan: Group Therapy (3)
NGR 6508L Psychiatric Mental Health Nursing Across the Lifespan Practicum III: Group Therapy (3)
NGR 6538 Psychopharmacology for Advanced Practice Nursing (3)
NGR 6560 Advanced Psychiatric Mental Health Clinical Decision Making (3)

Program Policies

Admission Requirements: Master of Science in Nursing Program (MSN & RN-MSN)

- Bachelor degree in nursing from an accredited institution with a minimum grade point average (GPA) of 2.5 on a 4.0 scale. Students who graduated from a non- programmatically accredited institution and meet all other admission requirements will be evaluated on a case by-case basis. Admission is not guaranteed. Foreign transcripts must be evaluated and accompanied by equivalencies from an accredited Credential Evaluation Agency.
- Current unrestricted license as a professional registered nurse in the United States. Out of state applicants must be eligible for endorsement by the Florida Board of Nursing.
- Applicants with a foreign degree who lack academic experience in an English language environment must demonstrate English proficiency, which can be established through one of the following:
 - Meeting Florida Board of Nursing English competency examinations' requirements.
 - Score of 62 and above on the Test of English as a foreign language (TOEFL) in each section with an acceptable level (intermediate or fair and above).
 - Score of 5.5 on the IELTS, or a 44 on the PTEA.
 - Completion of a six credit English Graduate Preparatory Course (ENG 1120 & ENG 1130) offered in one semester.
 - Completion of ENC 1101, ENC 1102 and SPC 1017.
- A completed program application
- Two letters of recommendations from professional references who can attest to the candidate's potential for advanced practice studies and leadership. One letter must be from a supervisor or a faculty.
- Current resume or curriculum vitae.
- Official (sealed) transcript from undergraduate nursing institution.
- A written essay of a minimum of 250 words depicting reason for pursuing an advanced degree in nursing.
- Entrance Interview (Students will be accepted based on their qualifications, merits, professional experiences, and contributions to the nursing profession).
- Computer knowledge of Microsoft Office Word, Excel, and PowerPoint is required for online classes.

Students applying to the **RN-MSN** track must also meet the following requirements:

- a. Active RN license
- b. Completion of a Bachelor's degree from an accredited institution in a related field that will be approved at the discretion of the VP of academic affairs and the DON; or a Foreign Medical Degree with transcript equivalencies from an accredited Credential Evaluation Agency.

Credit Transferability

The MSN program follows the university's credit transfer policy for Graduate Programs. Please see the University Catalog for full details.

Note: RN-MSN track is a bridge. Therefore, no BSN degree will be conferred upon completion.

Financial Assistance and Scholarships

The MSN program follows the Financial Assistance and Scholarship policies as noted in the University Catalog.

Graduation Requirements:

1. The student must have met all the requirements of the program.
2. The student must have a minimum of a 3.0 cumulative grade point average.
3. The student may not have any outstanding debt (tuition/fees/others).

Professional Conduct and Responsibilities

In addition to meeting the academic standards, FNU students enrolled in nursing courses must demonstrate professionalism in the classroom and practicum experiences. Professionalism is defined as behaviors and attitudes congruent with the Nursing Code of Ethics, the Florida Nurse Practice Act, and the FNU Student Code of Behavior described in the University Catalog.

Administrators and faculty reserve the right to interpret, maintain, and enforce the standards of professional conduct and performance for nursing. Administrators and faculty also reserve the right to recommend dismissal of any student who has violated the standards of professional conduct or demonstrates a lack of professional development.

Students are expected to utilize the Florida National University email (fnu.edu) as the primary mode of communication between the student, faculty, and staff.

Student Code of Ethics:

Cheating or plagiarism is dishonest, undermines the necessary trust upon which relations between students and faculty are based, and is unacceptable conduct. Students who engage in cheating or plagiarism will be subject to academic sanctions, including a lowered or failing grade in a course; and the possibility of an additional administrative sanction, including probation, suspension, or

expulsion. See the University Catalog for full Academic Dishonesty Policy.

Adherence to Clinical Facilities/Policies, Procedures, and Core Values

As students of Florida National University's Master of Science in Nursing Program, your behavior should reflect our core values. This means each student must not only follow the policies of the Florida National University Master of Science in Nursing Program, but also the policies, procedures, and core values of the clinical facilities in which clinical rotations take place.

A student who is in violation of a Program or a clinical site's policy will receive a guidance and advisement report. Any subsequent misconduct may lead to dismissal from the program.

Protocol for Implementing New Procedures

The Program Director of the Master of Science in Nursing Program will review all new school procedures with the students verbally in addition to providing the students with the copy of the new and/or revised procedure statements.

Criminal Background Checks

In compliance with Florida National University administrative policy, all students accepted to the Master of Science in Nursing Program will be required to undergo a criminal background check*. A third party company contracted to that effect by Florida National University will conduct this background check. The student through the Bursar's office will perform the background check upon payment of such. The Master of Science in Nursing Program will obtain the necessary consent forms for the student.

In the event that a student fails to observe the above-protocol, refuses to undergo the above identified procedure, the student will no longer be considered a student enrolled in the program. Cost of the above procedure will be determined between Florida National University and the third party company contracted to that effect. All costs related to the above described processed will be incurred by the student.

In the event a student commits any criminal offense while enrolled and during the attendance of the program he/she must inform the program director about the incident and provide necessary documents related to the incident.

The Florida Board of Nursing (FBON) requires all nursing applicants to disclose and provide documentation related to any legal incident that occurred to the student as part of the application process.

**Note:* Students must pay the required fee by the due date stipulated. Students will not be allowed in practicum without a completed background check.

Illegal Drug Use Screening

In compliance with FNU's administrative policy, all students accepted in to the Master of Science in Nursing Program will be required to undergo an illegal drug use screening*. A third party company contracted by Florida National University will conduct this illegal drug use screening. The student will incur all costs related to the above-described process and pay through the Bursar's office.

The Master of Science in Nursing Program will obtain the necessary consent forms for the student.

In the event the above protocol is not observed, if the individual refuses to undergo the above identified procedure, or the drug test comes back positive with illegal drug use, the individual will no longer be considered a student enrolled in the program.

**Note:* Students must submit their payment for the drug screening by the due date. Students who do not pay and complete their drug test 48 hours after payment will not be allowed in practicum.

Academic Policies

Academic Requirements:

- Students are required to obtain a grade of B in all classes, a satisfactory “S” grade in lab, and practicum.
- C is a failing grade. Note that students in the RN-MSN track who are taking BSN courses will follow the BSN grading criteria. However, at least a GPA of 3.0 must be maintained to progress to the MSN courses.
- Students will be allowed to repeat a course only once. Two failing grades will result in termination from the program.
- All other academic requirements will be attached to the syllabi.

Academic Conduct and Performance

Graduate nursing students are expected to review the University Catalog for details on Student Rights and Responsibilities, as well as the Code of Behavior.

Student Protocol for Withdrawal

If the student is contemplating withdrawal from the Program, he/she will be required to undergo an exit interview with the Program Director. The student will also be required to submit a letter to the Program Director or Assistant Director stating withdrawal intentions.

Guidance and advisement will be completed by the Program Director or designee and will indicate that the student withdrew during a particular course along with the actual date of separation. The student’s academic standing at the time of withdrawal will be documented on the student’s official Program transcript. (WP-Withdrew with Penalty, WF –Withdrew Failing).

If the student desires to return to the Program within four months, a written request must be submitted to the Program Director. The Admissions Committee will consider the request, based on the student’s previous record, current enrollment availability as well as financial standing. As part as the re-admission requirements an entry-level examination must be fulfilled.

If more than four months has elapsed since the student withdrew from the Program, the student will be required to submit an application and reapply to enter the Program from the beginning.

Conditions for Dismissal

Any student whose conduct, academic standing, or clinical performance is unsatisfactory may be dismissed from the Program.

Grounds for dismissal include, but are not limited to, the following conditions:

- Disciplinary action involving misconduct charges.

- Academic dishonesty.
- Continued unsatisfactory ratings for personal appearance.
- Exhibition of poor mental, physical or emotional health.
- Inability to satisfactorily complete a theory course or clinical rotation.

Situations which may warrant the granting of “make-up” lecture or clinical time include, but are not limited to the following:

- Student is sent home ill by faculty member or emergency department physician.
- Student presents a signed note from private physician indicating his/her recommendation that the student remain at home to recuperate from illness or hospitalization if necessary (prescriptions will not be accepted).
- Death in immediate family (i.e. father, mother, siblings, grandparents).
- Government business (i.e. jury duty, INS, court dates).

Distance Learning

It is critical that students enrolled in distance learning courses adhere to the university policies related to academic integrity. Students enrolled in distance learning courses must be the same students who complete work and assignments in those courses. Violation of this policy will be considered a serious breach, and will be dealt with according to the University policies.

Verification of students in distance education programs and courses will be initially conducted using IDs and passwords. Also through Blackboard, students will engage in face-to-face assignments and discussions, web video recordings, and synchronous chats.

Distance Learning uses Blackboard for its instructional delivery platform. Blackboard provides a consistent format for courses that can be individualized to meet the needs of specific courses.

The MSN program monitors the quality of distance education by conducting periodic class observation to ensure compliance with distance learning requirements and achieve the mission, goals and the expected program outcomes.

Practicum/Clinical Courses

Each post-graduate certificate requires a final assessment/evaluation that is conducted through a practicum course. During this course the student will attend and participate in a hands-on experience at a higher education institution, clinic/doctor’s office, hospitals, skilled care and Rehabilitation facility, nursing/health administration facility.

Students are expected to act in a manner consistent with the institution’s standards of conduct. Failure to comply may result in action by administrators and /or faculty that could include dismissal from the program.

In the practicum courses students will be assigned a preceptor that functions under the direction of a Clinical Coordinator and the course faculty. The preceptor is responsible for the students' performance evaluation and assessment. The preceptors will provide a final observation and evaluation of the student.

Clinical Practicum Requirements

- Current Valid and Unencumbered RN license in state of residence
- Professional liability Insurance
- Wear ID name badge
- Students are expected to have 100% attendance for all practicum experiences.
- FNP students will wear a long lab coat with FNU logo over professional attire. No jeans, sweatpants, shorts, t-shirts as outer garments.
- Background check completed
- Current BLS and ACLS
- Current PALS (FNP certificate only)
- Immunizations as required

*Refer to the Preceptor Handbook for further requirements

Academic Complaints and Appeals

Students who have academic complaints are to follow the chain of command of the nursing program to resolve informal internal complaints or issues. Formal complaints must follow the Student Grievance Procedure or the Request for Grade Review as described in the University Catalog.

Student Government

All students are encouraged to participate in the various campus activities and University governance. FNU Student Government (SGA) aims to facilitate and enhance the students' experience, cultural and social awareness, as well as to represent the students' in the university.

Academic Advising

The program director (DON), assistant program director (ADON), Clinical Coordinator, and the lead faculty of each post-graduate certificate serve as advisors to graduate students. These advisors can address issues related to degree and course requirements.

Students are responsible for arranging to meet with their DON or ADON prior to registering for courses. Students' advisement assignments are intended to ensure program administration's accessibility to students. Students should meet with the DON, ADON, Clinical Coordinator or lead faculty if they find they are having personal or academic difficulties that could impede their progress toward graduation.

Instructional Support

Florida National University supports the graduate programs by providing individualized tutoring, writing assistance through the Writing Studio, FNU CARES, lecture capture, video conferencing, electronic library resources, support and research workshops (See University Catalog for other services provided to all students).

MSN Required Resources and Fees

Category	Course Required	Approximate Fee
Shadow Health	NGR 5035	\$99.00 per student
Lockdown Browser with Respondus	All online courses with exams	\$15.00 per year per student
Typhon	Nurse practitioner clinical courses	Clinical Fees
Liability Insurance for Students in Clinical/Practicum Courses	Nurse practitioner clinical courses	This fee is collected by the university before the start of Practicum I \$50.00 per student one-time fee
AHCA Background Check	Nurse practitioner clinical courses	This fee is collected by the university before the start of Practicum I \$90.00 per student one-time fee
FDLE Background Check	Nurse practitioner clinical courses	This fee is collected by the university before the start of Practicum I \$43.00 per student one-time fee
Drug Screen	Nurse practitioner clinical courses	This fee is collected by the university before the start of Practicum I \$50.00 per student one-time fee

Library Resources

MSN students are encouraged to utilize the university library and access resources that will provide them with additional and/or current medical knowledge.

Florida National University Library exists chiefly to support the curriculum offered by FNU. Its responsibilities include assisting faculty and students in locating research materials as well as instructing them in the effective resources, which include access to research databases, multimedia resources, full-text online periodicals, and access to additional online resources.

For all library resources please refer to the Library page on the university's website (<https://www.fnu.edu/library/>).

Accommodations for Students with Disabilities (ADA)

Student requiring accommodations within the MSN program must follow the ADA Policies & Procedures as described in the University Catalog. The documentation required for submitting accommodations requests are available through the Publications page (<https://www.fnu.edu/current-students/publications/>) of the University's website, the Office of Student Services, or the Office of Academic Affairs.

Tests and Measurements

Faculty members are responsible for complying with each course objectives and syllabus. Students are tested on material covered in class as well as any assigned reading materials that might have not been covered in class.

Various tools, such as multiple tests during the length of the course, assigned projects, and multiple evaluation of student's performance in both lecture and clinical rotation, which would reflect the student's ability, measure the student's attainment of objectives. Course objectives are provided in the course syllabus.

Attainment of theory objectives for each course is documented through the use of written, criterion referenced examinations. An informal item analysis is completed on all tests administered. Items that prove unreliable are discounted from the raw score. Raw scores are grouped into grades from testing feedback. Course work completion is dependent upon a satisfactory grade of 85% in academic theory. All written exams based on a 100% score for a perfect test score. Cumulative averages of exams completed during each semester are specified in each individual syllabus.

Faculty members are responsible for presenting the theory portion of the course and the administration of the exams. Exams are reviewed with the students to facilitate feedback with the exception of course final exams. Student will not be permitted to keep tests. Faculty will review the exam with the student.

Criteria based performance methods of evaluation are those psychomotor activities within the clinical area, which enable the students' behaviors to be compared with the behavioral objectives, that are the educational target behaviors. Each student is measured in relation to his/her ability to

perform in the desired manner. Evaluations are in the form of a performance checklist and clinical evaluation tools.

Students must achieve a “satisfactory” grade in order to successfully complete the clinical portion of each course.

For the courses that have lecture and clinical component, both components must be mastered in order to successfully complete the course. Students must meet certain minimum standards for satisfactory progress while enrolled in the Master of Science in Nursing program at Florida National University.

For the following courses NGR 6610/NGR 6610L; NGR 6616/NGR 6616L; NGR 6638/NGR 6619L, students must pass all class components (Theoretical, Clinical, and Skills Lab Exam).

If the student fails any of the components, the course must be repeated.

If a student chooses to withdraw from a theory course, while concurrently taking a clinical course, the student also must withdraw from the clinical course as well. Clinical hours completed in the practicum course from which a student withdraws will not apply toward the total required practicum hours for graduation from the chosen concentration.

Course Attendance Clinical/Didactic

It's an expectation for all students to participate in online classes from the first day of each course, which includes students in clinical courses starting clinical hours at approved clinical sites. Students who do not participate weekly, as per each course expectation, is subject to failing the course. Students may ultimately be dropped from a didactic or clinical course for non- participation as per the terms of the course.

Grading System

The MSN Program follows the University's Grading System as described in the University Catalog. This includes the Graduation Requirements for Masters Programs.

Description	Letter Grade	Numerical Value	Quality Points
Superior Achievement	A	90-100	4.0
Very Good	B+	85-89	3.5
Good	B	80-84	3.0
Fail*	C	70-79	2.0

Any grade from 0-79 is a non-passing grade for the MSN Program. Grades are not rounded to the nearest whole number. Students must achieve an “A” or “B” to successfully pass each course. More than two non-passing grades are not permitted and will lead to academic dismissal from the MSN Program.

Graduation Requirements

The MSN Program follows the university’s Graduate Requirements for Graduate Programs policy in addition to the MSN program’s grading system described in the preceding policy.

Guidance and Advisement

Academic guidance and advisement are designed to provide an avenue of communication through which students may express their feelings, needs and concerns regarding their academic/clinical progress. Either the student or the faculty member may request the advising session. Scholastic, vocational, and health advice will be provided to students on an individual basis as needed.

The faculty will complete a student guidance and advisement report for the individual student regarding poor academic or clinical performance. Students earning an average below 80% after each exam on each course will be schedule for an advisement session with the faculty member teaching in order to identify strategies for success. Students who have been identified as at-risk are referred to their academic advisor, course faculty, and student support services as necessary. Students may access additional services through FNU CARES.

Student’s academic advisors are able to access referrals, student progress, and can submit documentation of meetings with the student into the student’s file. All records are kept in the student’s academic file electronically in CampusNexus.

Standardized APEA 3P and Predictor Exams

3P is an exam which assesses general knowledge of the three core courses: Pathophysiology, Pharmacology and Physical Assessment (3Ps). This examination is given before the start of Practicum I in each NP post-graduate certificate program. In addition, in the final course of each post-graduate certificate program, a standardized proctored pre-predictor exam is administered in preparation for the national nurse practitioner ANCC or AANP certification exam. This type of exam measures competency in Assessment, Diagnosis, Planning and Intervention, Pharmaco-therapeutics, Evaluation, and help identify weaknesses in knowledge areas and testing domains in preparation for the post-predictor exam.

At the end of the last Practicum course, students will take a Standardized post- predictor exam in preparation for the certification exam. This type of exam consists of a comprehensive Assessment, Diagnosis, Planning and Intervention, Evaluation, Pharmaco-therapeutics, Pathophysiology, Knowledge areas that include Primary Care Diagnoses related to each body system.

The test results are reported in percentage and could be translated as the probability that the student has to pass the ANCC or AANP certification exam.

This standardized post-predictor (final) exam is part of the final course in each NP post-graduate certificate program which comprises of assignments and the final exam. After exam completion, students who do not meet the required benchmark on the post predictor will meet with the course faculty to sign an advisement form acknowledging their scores. In addition, the students those students must comply with an individualized remediation plan, mandatory tutoring, and assignments as outlined in the advisement form to receive a passing grade in the final course in each NP post-graduate certificate. The remediation is scheduled at the discretion of the Master of Science in nursing department.

All remediation assignments must be completed at the time designated by the course faculty. Other requirements will be posted in the course syllabus. Failure to comply with the above requirements will result in a grade of zero for the post predictor and students will lose the percentage allocated for the exam, and possibly fail the course and the practicum component of the course.

The MSN program faculty offer advisement and tutoring sessions in collaboration with APEA to help students remediate the 3P, Pre/and Predictor exams during their practicum year. Certification exams' style questions are integrated into regular tests. Individual counseling, a certification preparation comprehensive package, test taking strategies, online tools, and a wide variety of resources are available to help the students achieve their goals. We strongly recommend and encourage the students to take advantage of these resources as soon as they start their first practicum.

Other Policies

University Closings

At the time of a disaster, such as hurricane, the Master of Science in Nursing Program will follow the guidelines set by the University.

Pregnant Students

Pregnant students may continue in the program with the written approval of the student's attending obstetrician. The attending obstetrician will be asked to submit a statement to the University indicating the student's expected date of confinement, the student's limitations (if any), and the length of time the student may continue in the program (i.e., attending scheduled classes and clinical rotation). The limitations must not exceed the expectations of any student's ability to carry out their nursing duties. If so, the student must withdraw from the program.

In the event problems arise concerning the students ability to carry out her responsibilities in the classroom and in the clinical setting, the Program Director, in consultation with the student's obstetrician, will determine whether the student may remain in the program.

CPR and Other Certifications

All students must have a current BLS CPR certification (**issued by American Heart Association only!**) before entering the clinical areas. Program personnel may be able to schedule a CPR certification class for students. However, if a certification class cannot be scheduled (or a student cannot attend the class), the student is responsible for obtaining CPR certification in the community. CPR certification renewals are the responsibility of the student.



OSHA/HIV, Domestic Violence, and Preventing Medical Errors certifications must be obtained at the students' discretion.

Parking

Free parking for Florida National University students is available for all students' at all three locations of the University. A parking decal must be visible on all cars parked in any of the University's campuses. Free parking decals are available to all students. Failure to have a visible parking decal may result in cars being towed away at the owner's expenses. See the University Catalog for complete details.

University Catalog

Please refer to the University catalog for information on FERPA, graduate programs, course descriptions and all University's policies and procedures not included in this handbook.