

UNH NURSING

DURHAM CAMPUS

COLLEGE OF HEALTH & HUMAN SERVICES



Nursing Student Policy and Procedure

Handbook

AY 2024-2025

UNIVERSITY OF NEW HAMPSHIRE

Table of Contents

WELCOME.....	6
Nursing Accreditation	7
Mission and Vision	7
Statement of Philosophy.....	7
Statement of Nondiscrimination	7
Organizing Framework.....	8
Beliefs about Nursing Education.....	9
Standards that Guide the Nursing Programs	9
University Rights and Responsibilities	9
University of New Hampshire Mission Statement.....	9
College of Health and Human Services Strategic Plan	9
Student Support Services.....	9
Student Accessibility Services-SAS.....	10
Writing, Speeches, and Presentations	10
Technical Requirements and Tech Support	10
Center for Academic Resources (CFAR)	10
Sexual Harassment and Rape Prevention Program (SHARPP)	10
Emotional and Mental Health Services (PACS)	10
Diversity, Equity, Access & Inclusion: Civil Rights & Equity Office.....	10
Office of International Students & Scholars	10
Writing Resources	10
Grievances, Petitions, Concerns, and Complaints	11
Faculty Communication	11
Access and Confidentiality of Student Records	11
Evaluation and Grading.....	12
Grading Schemata.....	12
Nursing Grading Scale	12
Clinical Guidelines	14
Responsibilities for All Clinical Courses.....	14
Policies Pertaining to All Clinical Courses	14
Policies Pertaining to Prelicensure Clinicals.....	14
Additional Program Clinical Requirements.....	16

Bureau of Elderly and Adult Services (BEAS)	17
Nursing Simulation Center	17
ATI Testing for Prelicensure Students.....	17
NH State Licensure	18
Undergraduates and DEMNs	18
LNA/LPN/RN Application for Licensure.....	18
NCLEX Remediation Plan.....	18
APRN Application for Licensure	18
Financial Support	19
Program Specific Content	20
Undergraduate Program	20
Program Outcomes	20
Advising.....	21
Curricular Matters.....	21
Undergraduate Senior Residency Requirement	22
Undergraduate Academic Progression	22
Retention	23
Readmission Requirements for Placement.....	23
Study Abroad/ Study Away Options.....	23
Undergraduate Honors Options.....	24
Internal Transfer Admission Policy	25
Accelerated Master’s Program as an Undergraduate Student.....	25
Graduate Programs.....	26
Master’s Program Outcomes	26
Curricular Matters.....	28
Prerequisites for the Direct Entry Master’s in Nursing (DEMN) Program	28
Graduate Program Credit Rules	28
Graduate Grading.....	29
Graduate Level Program Curriculum	30
Registration and Enrollment Policies	30
Graduate Advising.....	31
Academic Standards.....	32
Progression	32

Retention	32
Dismissal and Appeals Process for Graduate Students,.....	34
Change in Program of Study	34
Program Completion.....	35
Independent Study.....	35
Capstone/Scholarly Project Course.....	35
International Students	36
Tips For Success	36
Academic Standards.....	36
DNP Project Completion Dates Relative to Graduation	37
Use of Doctor of Nursing Practice Credential	37
Sufficient Academic Progress.....	37
DNP Course Transfer	38
Degree Requirements	38
Student Opportunities	38
Sigma Theta Tau – International Honor Society in Nursing.....	38
Research Opportunities	40
Publications/Presentations of Academic Endeavors Outside the Program: University and Faculty Recognition	41
Professional Development.....	42
Additional Resources	42
Appendix A.....	43
Appendix B.....	44
Appendix C	45
Appendix D.....	46
Appendix E	47

Introduction

UNH Nursing follows the academic policies of the University of New Hampshire outlined in the Undergraduate and Graduate Catalogs and the [Student Rights, Rules, and Responsibilities](#) when they matriculate. Policies outlined in this handbook are those specific to UNH Nursing that further clarify academic policies and procedures the department faculty have established for students in the major. It is intended to complement, not replace, the rules and regulations as outlined in the Undergraduate and Graduate Catalogs. It is your responsibility to become acquainted with the University of New Hampshire and departmental degree requirements and to fulfill these requirements in a timely manner.

University of New Hampshire
College of Health and Human Services
Department of Nursing
25 Colovos Road, HSSC
Durham, NH 03824
<http://chhs.unh.edu/nursing>
Main Phone: 603-862-2271
Fax: 603-862-4771

General Information

WELCOME

The faculty and staff welcome you to the University of New Hampshire, College of Health and Human Services, Department of Nursing. This handbook has been prepared to provide you with specific information related to the nursing programs. The information in this Handbook is up-to-date and as accurate as possible at the time of posting. It is, however, subject to change during the academic year. It is important, therefore, for you to check the announcements on the nursing Canvas page often and keep in close contact with your advisor and other faculty members.

Nursing Accreditation

The UNH nursing programs are nationally accredited by the Commission on Collegiate Nursing Education. The baccalaureate degree program in nursing, the master's degree program in nursing, the Doctor of Nursing Practice program, and the post-graduate Advanced Practice Registered Nurse (APRN) certificate programs at the University of New Hampshire are accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

Detailed CCNE information: <https://www.aacnnursing.org/CCNE-Accreditation/Resources/FAQs/Accreditation-Disclosure-Statement>

The Department of Nursing mission and vision statements derive its overall purpose and philosophy from the mission and goals of the university and College of Health and Human Services, both of which emphasize academic excellence, research, and public service. Achieving this mission and vision of excellence demands students, faculty, and staff work together to continuously monitor program quality and institute action when change is needed.

Mission and Vision

The UNH Nursing program's mission is to provide exemplary nursing education across all levels. Grounded in caring science, the program emphasizes rigorous inquiry, creativity, and self-reflection to inspire skilled, compassionate, and transformative nursing leaders. UNH nursing is dedicated to addressing social determinants of health through patient and family empowerment, commitment to inclusivity, and alleviation of health inequities. This education serves people and communities in which they live, learn, work, play, and age.

Statement of Philosophy

The philosophy of the Department of Nursing is reflected in the American Association of Colleges of Nursing's *The Essentials: Core Competencies For Professional Nursing Education* and faculty beliefs about nursing education.

Statement of Nondiscrimination

The University of New Hampshire seeks excellence through diversity among its administrators, faculty, staff and students. We are committed to enhancing and sustaining an educational community that is inclusive and equitable, and cherish these values as being inextricably linked to our core mission. We are a public institution with a long-standing commitment to equal employment and educational opportunity for all qualified persons. We do not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, genetic information, pregnancy, or political orientation. This applies to admission to, access to, treatment within, or employment in UNH programs or activities. Sexual harassment and sexual violence are types of sex discrimination. Inquiries regarding discriminatory harassment (including sexual

harassment or violence) should be directed to the Director & Title IX Coordinator, Bo Zaryckyj, Civil Rights & Equity Office, Room 305, Thompson Hall, 105 Main Street, Durham, N.H. 03824, phone (603) 862-2930 (voice), 7-1-1 (Relay NH), (603) 862-2936 (fax), Bo.Zaryckyj@unh.edu (email)

Matters can also be reported online via the [Incident Report Form](#) which is to be used for the reporting of all incidents of (1) discrimination and discriminatory harassment, (2) bias and/or hate crime, (3) retaliation, (4) sexual harassment and/or violence. This is not a 911 or Emergency Service. Contact 911 if you feel this matter requires immediate response.

Inquiries regarding discriminatory harassment can also be made to:

Office for Civil Rights (OCR)
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
Telephone: (617) 289-0111
TDD: (800) 877-8339
Fax: (617) 289-0150
Email: OCR.Boston@ed.gov

NH Commission for Human Rights (NHCHR)
2 Industrial Park Drive
Concord, NH 03301
Telephone: (603) 271-2767
Fax: 603) 271-6339
Email: humanrights@nh.gov

U.S. Department of Justice (DOJ)
Civil Rights Division
950 Pennsylvania Avenue, NW
Washington DC 20530-0001
Telephone: (202) 514-4609
TTY: (202) 514-0716
Email: askdoj@usdoj.gov

See the [UNH Discrimination and Discriminatory Harassment Policy](#) and Grievance and Complaint Procedures in [UNH Student Rights, Rules, and Responsibilities](#) for information about the resolution of complaints under UNH policy. Further information may be obtained at the Civil Rights and Equity Office or via e-mail unh.civilrights@unh.edu.

Organizing Framework

The organizing framework of the nursing curriculum is derived from the philosophy and built on the four meta-paradigm concepts of professional nursing: person, environment, health, and nursing. Nursing has

a central concern for maintaining the dignity and intrinsic worth of people. To influence person, environment, and health, nursing practice must be addressed by professional nurses who function in independent, interdependent, and interdisciplinary roles. Nurses utilize a set of processes integral to their role of professional nurse: knowing, caring, critical thinking, decision-making, empowering, advocating, and collaborating. Nurses use these processes during interactions with individuals, families, groups, and communities. These interactions promote optimal levels of health during periods of transition. This organizing framework provides the basis for curricular development for all the UNH nursing programs.

Beliefs about Nursing Education

[AACN The Essentials 2021](#)

Standards that Guide the Nursing Programs

[The Essentials: Core Competencies for Professional Nursing Education \(2021\)](#)

[Quality and Safety Education in Nursing \(QSEN\) Pre-Licensure Competencies \(2007\)](#)

[Interprofessional Education and Practice \(IPEC\) Competencies \(2016\)](#)

[New Hampshire Nurse Practice Act](#)

[New Hampshire Board of Nursing Administrative Rules](#)

[National Task Force Standards for Nurse Practitioners](#)

University Rights and Responsibilities

Department of Nursing policy for rules of conduct & academic honesty follows the policies as written in the University of New Hampshire Undergraduate and Graduate Catalogs in addition to the department policy:

[Undergraduate Conduct and Academic Honesty Policy](#)

[Graduate Academic Regulations](#)

[Student Rights, Rules, and Responsibilities](#)

[UNH Nursing Rules of Conduct.docx](#)

**All students are accountable for knowing and following policy guidelines.*

University of New Hampshire Mission Statement

The UNH mission and vision statement can be found here:

<https://www.unh.edu/president/mission-and-strategic-plan>.

College of Health and Human Services Strategic Plan

https://issuu.com/unhmag/docs/chhs_annual_finalissuu

Student Support Services

Student Accessibility Services-SAS

<https://www.unh.edu/diversity-inclusion/student-accessibility>

Writing, Speeches, and Presentations

<https://www.unh.edu/student-success/university-writing-programs>

Technical Requirements and Tech Support

<https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet?ID=1118>

[IT Support](#)

Center for Academic Resources (CFAR)

<https://www.unh.edu/student-success/center-academic-resources>

Sexual Harassment and Rape Prevention Program (SHARPP)

<https://www.unh.edu/sharpp>

Emotional and Mental Health Services (PACS)

<https://www.unh.edu/pacs/>

Diversity, Equity, Access & Inclusion: Civil Rights & Equity Office

[Civil Rights & Equity Office | Diversity, Equity, Access & Inclusion \(unh.edu\)](#)

Office of International Students & Scholars

<http://www.unh.edu/global>.

Writing Resources

[Robert J. Connors Writing Center](#)

All students are required to use **APA 7th edition** for formatting papers. APA 7th edition has formatting for both “student” and “professional” papers. Undergraduate students are required to follow guidelines for “student” papers. DNP students are required to follow guidelines for “professional” papers. Students may purchase *Publication Manual of the American Psychological Association: 7th Edition* or use the resources at [Purdue OWL](#).

Students are encouraged to use [OWL](#), a UNH online writing lab for interactive review of such elements as style, organization, clarity, thesis development, etc.

Grievances, Petitions, Concerns, and Complaints

[Concerns and Grievances Policy](#)

[Petition for Variance Policy.pdf](#)

[Undergraduate Petition Form](#)

[Graduate Petition Form](#)

Faculty Communication

The usual method of communicating is via UNH email. The Department of Nursing faculty and staff expect that email will be read in a timely manner. The student's official UNH email address is the destination to which the program will send email communications.

Information concerning invitations to nursing functions, scholarship availability, and other important information will be emailed using the student's UNH email address and/or posted on the Department or College [Facebook™ page](#). Professional communication is expected in all emails.

The department policy is to respond to all emails within two business days between 8 a.m. and 5 p.m. There is no guarantee that e-mails sent after noon on Friday will be answered until the following Monday. The department requests students extend the same courtesy and answer all emails within 48 hours, excluding weekends.

Access and Confidentiality of Student Records

Under the guidelines of Family Educational Rights and Privacy Act (FERPA), the following points summarize the university's obligations in the most commonly encountered situations. Additional information is found in the Students' Rights, Rules, and Responsibilities handbook.

<https://www.unh.edu/registrar/student-records/ferpa>

- The university considers a student's name, address, class, college major, and attendance to be directory information to be made available to third parties without requiring permission of the student. A student must complete a "Non-disclosure Form," available in the Registrar's Office, prior to the beginning of the semester to prevent the above information being disclosed as public or directory information.
- All grading information, including test scores, is confidential. However, grades are considered directory information to the extent that honor rolls may be published.
- Academic advisors are allowed access to advisee's academic records. Faculty not in the advisor role may not receive information from any student's file without written signed permission from the student with the exception for the course where they are the faculty of record.
- Except for private notes (for memory aid purposes only), any files accumulated on an individual student must be made available to that student to view upon request. Unless a student gives their written consent, none of this information may be released to a third party.
- Specific to the Department of Nursing only, the following persons have access to student records:
 - student's advisor
 - department of nursing chairperson

- program director
- student
- individuals designated by the chairperson for securing and filing information.
- A student desiring a copy of their academic record can request an official or unofficial copy via Webcat. Copies of student records are not provided by the Department of Nursing.

Evaluation and Grading

Undergraduate and Graduate Courses

Each course syllabus outlines the strategies used by the faculty of that course to evaluate student performance.

Grading Schemata

The following grades are used at the university: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F.

Undergraduate nursing courses require a **minimum grade of a C**. A minimum overall GPA of 2.5 is required to continue in the Undergraduate Nursing program.

Graduate credits (800 and 900 level courses), are granted only for course work completed with a **grade of B- or higher**. Clinical and Simulation courses must also be completed at the B- or greater level to progress in the graduate program. A minimum overall GPA of 3.0 is required to graduate for anyone who enrolls in a graduate program.

Nursing Grading Scale

94 – 100 A	87 – 89 B+	77 – 79 C+	67 – 69 D+
90 – 93 A-	84 – 86 B	74 – 76 C	64 – 66 D
80 – 83 B-	70 – 73 C-	60 – 63 D-	59 or below = F

Undergraduate

Students are required to obtain a C or better in all required nursing courses and prerequisites. Students receiving a grade of C- or lower in any undergraduate nursing course are responsible for consulting with their advisor prior to registering for the next semester to review their plan of study options. Pre- and co-requisite courses are considered fundamental to the study of nursing and must be taken and passed in the order as outlined in the plan of study.

Graduate

Students are required to obtain a B- or better in all required nursing courses and prerequisites. Students receiving a grade of C+ or lower in any graduate nursing course are responsible for consulting with their advisor prior to registering for the next semester to review their plan of study options and any impact on progression. Any decision impacting the plan of study will be communicated to the student by the

graduate school. Pre- and co-requisite courses are considered fundamental to the study of nursing and must be taken and passed in the order as outlined in the plan of study.

Graduate Academic Warning

Graduate Students failing to achieve a GPA of 3.0 or better will receive an academic warning from the graduate school. Students who receive an academic warning should meet with their advisor to discuss their plans for progression in the program.

AF Grade

An “AF” grade, administrative F, is assigned for failure to either drop or complete a course. An “AF” is considered a failing grade.

Credit/Fail Grades

A “CR” grade is given for completed, approved thesis, as well as other approved courses and seminars. A graduate student may petition to take an independent study course at the graduate level on a credit/fail basis. Such a petition must be approved by the end of the add period in the term the course is taken.

Audit Grade

An “AU” grade is assigned for completion of courses for which audit approval was granted. No credit is earned.

Incomplete Grades

An “IC” grade can be assigned by the instructor for exceptional circumstances only, such as excused, unfinished work. The work must be completed, and submitted, on or before the designated deadline by the professor, which cannot exceed the date noted in the [Academic Master Calendar](#). However, under further extenuating circumstances, a petition may be submitted requesting an extension of time, requiring approval by the instructor, as well as either the Associate Dean of CHHS for undergraduate students, or by the dean of the Graduate School for graduate students.

Please note,

- an extension for an IC grade is not guaranteed. Extensions are granted for extenuating circumstances, only.
- An incomplete grade automatically becomes an F, if not resolved by the date determined by the professor, or if an extension is approved by a petition.
- This policy also applies to students who withdraw from the university or who are not currently registered, but have incomplete work to submit.

IA Grades

An “IA” grade is assigned for approved continuing courses, such as thesis or college teaching praxis, and remains on the record, although it appears only on the grade report the semester in which the student registers, until the course requirements are completed.

IX Grades

An “IX” grade is assigned when the faculty of record does not submit a grade by the deadline set by the registrar’s office.

W Grades

If a student withdraws from the university or drops a course prior to the dates listed in the [Academic Master Calendar](#), the course(s) will not appear on the student’s permanent record. If a student withdraws from the university or, for compelling non-academic reasons, submits an approved petition to drop a course after the dates listed in the [Academic Master Calendar](#), a notation of “W” will show on the student’s academic record. If the withdrawal or drop is after mid-semester, a “WP” or “WF” will show on the record. A “WF” is considered a failing grade.

Clinical Guidelines

Responsibilities for All Clinical Courses

1. At no time should a student contact the clinical agency prior to clinical placement/orientation.
2. Students must notify clinical faculty when ill, as well as follow agency policy on infection prevention, and control. Have all up-to-date clinical documents on file in the Department of Nursing.
3. Provide own transportation to clinical agencies.
4. Provide your own uniforms and professional equipment.
5. Hold current student or professional liability coverage (provided by UNH).
6. Students may not participate in transporting any patient or family member between facilities and home.

Policies Pertaining to All Clinical Courses

[HIPAA Policy](#)

[Rules of Conduct](#)

[Criminal Background Check Policy](#)

[Drug and Alcohol Policy](#)

[Technical and Physical Standards](#)

[Student Occurrences in Clinical Policy](#)

[Body Fluid Exposure Policy](#)

Policies Pertaining to Prelicensure Clinicals

[Undergraduate and DEMN Clinical Responsibilities](#)

[Clinical Absence Policy](#)

Information contained within these policies cover:

- Clinical Compliance
- HIPPA
- Technical/Physical Standards
- Electronic Devices
- Professional Dress/Dress Code
- Clinical scheduling and transportation
- Position on unsafe practice in the clinical setting
- Math competency exams
- Risk for body fluid exposure
- Student occurrences in the clinical setting
- Dedicated Education Unit Clinical Option
- Clinical Documents and Typhon
- Clinical Absences

Health Insurance Requirement

UNH has a health insurance requirement. All full-time degree students are required to have health insurance as a condition of enrollment. All full-time students are eligible to purchase the Student Health Benefits Plan through UNH. Students must either enroll, or waive the Student Health Benefits plan each academic year. <https://www.unh.edu/health/student-health-insurance>

Graduate students are considered full-time if taking 9 credits or more per semester. Part time graduate students must maintain their own personal health insurance.

Clinical Placement Documentation Requirements

Overview

- All documents must remain up to date through program completion. Failure to comply with this policy results in a \$100 late fee and loss of clinical time, which may affect progress towards graduation. The student may not attend clinical experiences if this information is not on file in the department by the due date. A \$60 per hour fee is assessed, when clinical make up hours are allowed (Undergraduate and Direct Entry students only). The University of New Hampshire Department of Nursing may furnish clinical documents to third parties for fulfillment of its official responsibilities to clinical agencies.
- UNH requires vaccinations. Any exemption must be processed either through the UNH Medical Director of Health and Wellness for medical related exemptions or the UNH Civil Rights and Equity Office for religious exemptions. Many clinical facilities will not waive immunization requirements and the lack of placement could prevent successful completion of the program. Securing an alternative placement may not be possible.
- Students entering the Nursing Programs are required to submit the following current documentation, by the due date noted, using forms made accessible to you via your program director. It is the student's responsibility to subsequently keep these documents up to date throughout the program, including summer, regardless of summer registration through graduation. Failure to comply with this policy will result in a \$100 late fee, and loss of clinical time that may

affect progress towards graduation. It is the student's responsibility to provide clinical documents to the agency, if requested.

All information must be reported on Department of Nursing forms. Alternate forms, lab reports, and other formats are not acceptable. Download current documents from Canvas site or other location as directed.

- Verification of Health Assessment (Yearly).
- Proof of 2 MMR vaccines, or if proof cannot be obtained, a titer showing immunity and any subsequent boosters. Proof of immunity for Varicella, and documentation of any necessary boosters.
 - Proof of immunity to Hep B
 - Titer drawn showing immunity OR
- Series of 2 or 3 vaccines, AND must have a signed waiver if no titer drawn showing immunity
- Proof of original MRNA COVID 19 Vaccination and at minimum first booster, OR one of the Bivalent Vaccinations
- Tuberculosis testing. Negative results are required yearly; if positive PPD, chest X-ray is done one time and written documentation of no active disease is required yearly.
- Proof of Tdap within last ten years; one time. If Tdap is older than 10 years, submit Tdap documentation and documentation of Td booster.
- Flu vaccine (Yearly).
- CPR certification – American Heart Association – Basic Life Support Provider only. Before July 1st preceding sophomore year and before July 1st preceding senior year
- Background check via Verified Credentials (Yearly)
- Additional documentation as required.

Additional Program Clinical Requirements

Undergraduate and Direct Entry Masters in Nursing Students

Must upload the items listed in “Clinical Placement Documentation Requirements” section above to Typhon, plus:

- New Hampshire State Police Criminal background report. Required yearly.
- New Hampshire Bureau of Elderly and Adult Services registry review consent form. Required yearly.
- Drug/alcohol testing as arranged by the Nursing Department. [Drug and Alcohol Policy](#)

Evidence Based Practice/Clinical Nurse Leader Students

Must provide items listed in “Clinical Placement Documentation Requirements” section above to the program administrative assistant, plus:

- New Hampshire State Police Criminal background report. Required yearly.
- Drug/alcohol testing – arranged by Department of Nursing, [Drug and Alcohol Policy](#)
- New Hampshire Bureau of Elderly and Adult Services registry review consent form. Required yearly.
- Proof of education on blood borne pathogens. Required yearly.
- Proof of health insurance Once unless it changes

- Proof of RN Licensure must always be valid on file COREElms
- Copy of Resume, required once, unless students want to update with clinical rotations.

Family Nurse Practitioner Students

Must upload the items listed in “Clinical Documentation Requirements for all Graduate Students” section above to COREElms, plus:

- *New Hampshire State Police Criminal background report. Required yearly.*
- *Drug/alcohol testing – arranged by Department of Nursing. [Drug and Alcohol Policy](#)*
- *New Hampshire Bureau of Elderly and Adult Services registry review consent form. Required yearly.*
- *Proof of education on blood borne pathogens. Required yearly.*
- *Proof of health insurance Once unless it changes*
- *Proof of RN Licensure must always be valid on file COREElms*
- *Copy of Resume, required once, unless students want to update with clinical rotations.*

Psychiatric-Mental Health Nurse Practitioner and Adult Geriatric Acute Care Nurse Practitioner Students

Upload the items listed in “Clinical Documentation Requirements for all Graduate Students” section above to CORE, plus:

- Proof of education on blood-borne pathogens. Required yearly.
- Proof of health insurance Once unless it changes
- Proof of RN Licensure must always be valid on file COREElms
- Copy of Resume Once unless they want to update with clinical rotations.
- HIPAA Training found here: <https://rit.sr.unh.edu/training/rcr-training/hipaa.html>, yearly
- Additional documentation as required by clinical site(s).

Bureau of Elderly and Adult Services (BEAS)

All students are required to complete the BEAS form: <https://www.dhhs.nh.gov/programs-services/adult-aging-care/elderly-adult-services-state-registry>

Designate:

University of New Hampshire, Department of Nursing, Hewitt Hall, 4 Library Way, Durham, NH 03824 as: employer; position: nursing student. Phone 603-862-2271; fax 603-862-4771. There is no charge to the student.

Nursing Simulation Center

Please find a complete list of all simulation related regulations in the following policy.

[Simulation Laboratory Policies.docx](#)

ATI Testing for Prelicensure Students

UNH Nursing requires students to achieve a level 2 or higher on these exams, as performance on these exams is indicative/strongly correlated to passing NCLEX. The [ATI Policy](#) has more information regarding how the UNH Nursing Programs uses ATI to support the success of our students.

NH State Licensure

Undergraduates and DEMNs

LNA/LPN/RN Application for Licensure

LNA Licensure

Following satisfactory completion of their fundamentals in nursing sophomore year or first semester for DEMN students, undergraduate and Direct Entry Master's in Nursing (DEMNs) students are eligible to take both the written and practical exam for LNA licensure, which are held in person at three locations within New Hampshire. Upon successful completion of the written and practical exams, a student can apply for licensure as an LNA, More information can be found here:

<https://www.oplc.nh.gov/applications-lna>

LPN Licensure

Following satisfactory completion of fundamentals of nursing, medical/surgical nursing, mental health nursing, maternal/child health, and pediatric nursing courses students may apply to sit for the LPN licensing exam. More information may be found here: <https://www.oplc.nh.gov/applications-lpn>

RN Licensure

Eligibility for application as a Registered Nurse follows satisfactory completion of their senior immersion course. The Department of Nursing will provide students with instructions on how to complete the application for licensure in New Hampshire. If a student intends to obtain licensure in a state other than New Hampshire, the individual student is responsible for obtaining the appropriate state application. Students requesting testing accommodations for NCLEX-RN are responsible for all required documentation based on the state requirements. Students are responsible for all fees related to the application process. Information on New Hampshire licensure as an LNA/LPN/RN is available on the Department of Nursing Learning Management System, *Canvas* and the NH Board of Nursing website at <https://www.oplc.nh.gov/nursing/>.

NCLEX Remediation Plan

If a student is unsuccessful in their first NCLEX attempt, these graduates may contact the program director to develop a plan for success prior to the next attempt.

APRN Application for Licensure

Upon completion of the student's area of study, they will sit for their boards. More information about this process for NH Residents can be found [within this link](#). If you wish to obtain a license in a different state, please follow directions on their state board of nursing website.

Financial Support

Financial support is available to students meeting the requirements from multiple sources. Students may be notified of the availability of and deadlines for various financial assistance opportunities through e-mail and are posted on the nursing Canvas site. Additional information on financial assistance is available at the UNH Financial Aid website at <https://www.unh.edu/financialaid>, as well as through the Office of National Fellowships at <https://www.unh.edu/fellowships-office/getting-started/fellowship-search-tool>

Graduate Assistantship - Student must register for a minimum of 6 credits/semester of appointment. An assistantship offers a tuition waiver and a stipend for 20 hours of teaching/research related work in the Department of Nursing. A job description can be found in Appendix D. Students are notified when positions are open with instructions on how to apply. Applications are reviewed by the Department of Nursing Student Affairs Council. Appointments are announced mid-summer. An interview may be required.

Travel Grants - Travel grants are available to assist graduate students with presenting papers, and poster sessions at professional meetings. Requests are made in writing to the Graduate School prior to the meeting. An outline of requirements can be found at http://www.gradschool.unh.edu/php/travel_grant.php. Awards do not exceed \$200 per student per conference nor \$400 per student per year.

Federal College Work Study utilizes federal funds to provide employment opportunities to graduate students who file on time and demonstrate financial need.

The Federal Perkins Loan is a federally funded loan program administered by UNH and is available to graduate students who file on time and demonstrate exceptional need.

The Federal Subsidized Stafford Loan is a federally funded loan available to graduate students who demonstrate financial need. The Federal Unsubsidized Stafford Loan is available to graduate students regardless of financial need. For more information about the Stafford Loan Programs visit www.nhheaf.org.

Veterans Benefits - Veterans and their dependents should investigate their eligibility for veterans benefit payments. Questions may be addressed to any local Veterans Administration office or the UNH Veterans' Coordinator, Registrar's Office at (603) 862-1595. The UNH veterans' support web site is a resource for UNH students: <http://www.unh.edu/veterans/>.

American Association of Critical Care Nurses - for AACN members only. Information can be found at <https://www.aacn.org/>.

Foundation for Seacoast Health

Information can be found at www.ffsh.org

New Hampshire Charitable Foundation

Information can be found at www.nhcf.org

Alice M. Yarnold and Samuel Yarnold Scholarship Trust

The Alice M. Yarnold and Samuel Yarnold Scholarship Trust was established for the purpose of providing funds for those New Hampshire residents with an interest, and desire to pursue post-secondary school education in the fields of nursing, medicine, or social work, but who because of financial circumstances would be otherwise unable or restricted to do so. Applications are available spring semester through the Graduate Program in Nursing office, or Alice M. Yarnold and Samuel Yarnold Scholarship Trust, 180 Locust Street, Dover, NH 03820-3777, 603/749-5535. Applications are due as posted.

Department of Health & Human Services, National Health Services Corps Scholarship Program

Information can be found at:

http://www.federalgrantswire.com/national_health_service_corps_scholarship_program.html

Advanced Nursing Education Workforce (ANEW) Program

Information can be found at:

<https://chhs.unh.edu/nursing/opportunities/advanced-nursing-education-workforce-grant>

Program Specific Content

A comprehensive list of all UNH Nursing Programs (Durham Campus) can be found in [Appendix C](#)

Undergraduate Program

Program Outcomes

The University of New Hampshire Department of Nursing has approved the following student learning outcomes, based upon The Essentials of Baccalaureate Education for Professional Nursing Practice, published by the American Association of Colleges of Nursing (2021).

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

- Synthesize core knowledge from the liberal arts, sciences, and nursing as the foundation of professional practice.
- Integrate knowledge and skills to assess, design, implement, and evaluate nursing care in a safe, compassionate, culturally sensitive, evidence-based manner.

- Engage clients, families and communities in collaboration decision-making incorporating evidence-based knowledge and anticipatory guidance.
- Employ team leadership and collaborative skills with other health professionals to optimize client and system outcomes.
- Recognize the influence of complex health systems on health care practice and advocate for policies that promote a socially just, patient centered healthcare system.
- Engage in scholarly inquiry to identify, evaluate, and integrate the best current practice.
- Integrates health promotion, clinical prevention strategies when providing care at the individual or population level.
- Incorporate principles of patient safety and risk mitigation when using healthcare technology and therapeutic in the provision of care.
- Uses effective written, verbal, and nonverbal communication strategies when engaged in professional practice.
- Embrace professional values embodied in the ANA code of ethics.

Advising

Upon admission to a nursing program, each student is assigned an academic advisor. The advisor is available to the student for fall and spring registration and for advising throughout the academic year. The handbook is available for review (<https://www.unh.edu/uac/faculty/advising-handbook>). The advisor's contact information will be given during orientation. Internal transfer students will receive this information upon acceptance into the program. Freshman, and transfer students are encouraged to meet with their advisor during the first semester in the program. All students will be invited to schedule meetings with their advisor at least twice a year around registration time. Students are responsible for setting up appointments with their advisor for fall and spring pre-registration advising through My Wildcat Success: <https://unh.campus.eab.com/>

The advisor helps students develop an overall academic plan that meets the goals of nursing education, and addresses the student's professional and academic goals. To ensure satisfactory progress, students may review their academic progress and course schedules with their academic advisor, if needed. Any undergraduate student who has an outstanding incomplete or a grade less than a C in a course from a prior semester, or graduate student with an incomplete or less than a B- in a course from a prior semester, must contact their faculty advisor prior to registering for the next semester.

It is students' responsibility to read the updated handbook each fall. Continuing students receive the updated handbook via e-mail attachment yearly. The handbook is also posted in the Learning Management System, *Canvas*. A form must be signed, and kept in the students' files stating they understand it is their responsibility to read, understand, and follow the rules and regulations written in the *University of New Hampshire, Department of Nursing Student Policy, and Procedure Handbook*.

Curricular Matters

The current UNH Undergraduate Nursing Program curriculum can be found here:

<https://catalog.unh.edu/undergraduate/health-human-services/programs-study/nursing/nursing-major-bs/#requirementstext>

Prerequisites

- **High School**
 - Chemistry and biology **or** chemistry and physics with a grade of C or better
- **College pre-and co-requisites**
 - Anatomy and Physiology with a lab (2 semesters) *
 - Statistics
 - Microbiology with a lab
 - English
 - Psychology

Anatomy & Physiology I & II must be taken in a 2-semester sequence after high school at UNH or another approved institution. Dual enrollment course during high school as advanced college credit does not cover this requirement for the nursing major.

An undergraduate student may repeat only one prerequisite course, one time. A grade of C or better is required in all prerequisite nursing courses. Any course with a grade below a C, must be retaken before progressing in the major. Failure of two pre- or co-requisite courses (a grade of C- or below) results in dismissal from the nursing major.

Undergraduate Senior Residency Requirement

“Residence” is being enrolled in University of New Hampshire courses after admission to and matriculation in a degree program. Students who are candidates for bachelor’s degree must attain the last one-fourth of their credits toward the degree in residence, unless granted permission by the Academic Standards and Advising Committee to transfer part of this work from other accredited institutions.

Undergraduate Academic Progression

- First semester freshman courses must be successfully completed prior to advancing to second semester freshman courses. Second semester freshman courses must be successfully completed prior to advancing to first semester sophomore level courses.
- First semester sophomore courses must be successfully completed prior to advancing to second semester sophomore courses. Second semester sophomore courses must be successfully completed prior to advancing to first semester junior courses.
- First semester junior courses must be successfully completed prior to advancing to second semester junior courses. Second semester junior courses must be successfully completed prior to advancing to first semester senior courses.
- First semester senior courses must be successfully completed prior to advancing to second semester senior courses.

Students must successfully complete the designated course requirement in sequence, as outlined in the University of New Hampshire Undergraduate Catalog. Satisfactory performance in the nursing program is dependent upon student adherence to academic standards and the rules of professional conduct, and academic honesty. Professional conduct is described in the Professional Boundaries brochure available online at https://www.ncsbn.org/public-files/ProfessionalBoundaries_Complete.pdf and the rules of academic honesty are described in the University of New Hampshire Student Rights, Rules and Responsibilities document available online at <https://catalog.unh.edu/srrr/>. Students are expected to be familiar with the content of each publication.

Retention

Undergraduate students must demonstrate each of the following for retention in the nursing program:

1. A cumulative grade point average of 2.5 or above beginning with admission to the nursing program.
2. A grade of C or better in all prerequisite coursework; and
3. A grade of C or better in each nursing course.

If a student fails to maintain the above for retention, the student may submit a [petition for variance in academic policy](#) to remain in the major. Information regarding this can be found in the [Petition for Variance Policy.pdf](#)

Readmission Requirements for Placement

Undergraduate students readmitted to nursing must comply with the following requirement by August 1st or January 2nd, based on program placement.

Students who failed a required nursing course in the fall semester, whose petition for readmission was approved, are required to repeat the **course, clinical and lab when applicable**, the following fall.

Students who fail a required nursing course in the spring semester, whose petition for readmission was approved, are strongly encouraged to audit the prerequisite course the following fall semester, e.g. NURS 516 or NURS 611, depending on level, and repeat the failed **course, clinical and lab**, the following spring, e.g. NURS 517C/517C lab; NURS 612/612C/612 lab; NURS 616/616C; or NURS 621/621C/621 lab.

Study Abroad/ Study Away Options

Public Health Nursing Semester

The Department of Nursing provides an opportunity for fall semester senior undergraduate students to study abroad/ study away in an approved interdisciplinary public health program. Currently the approved programs are offered through the *Semester in the City* Program with sites in India, Thailand, Botswana, and Denmark. As this list may change, please contact the Chair for further information. For nursing students to receive nursing credit for this experience, a department application must be completed and approved by the review committee. An information session is held in the late fall/early spring of the junior year.

Requirements:

1. Achieve a grade of C+ or higher in Care of the Adult with Acute Illness I, and a grade of B- or higher in Care of the Adult with Acute Illness II. Achieve a B or higher in all clinical courses.
2. Pass all spring ATIs with a level 2 on the first attempt during spring semester.

If you do not achieve these benchmarks, approval to study away will be withdrawn, and you will be expected to complete the UNH curriculum in the fall.

Students wishing to participate in study abroad/ study away must attend a mandatory information session. Review the UNH Global education abroad process on their website <http://www.unh.edu/global/education-abroad>, which also includes scholarship information.

Undergraduate Honors Options

University Honors Program

Successful completion of the general education/discovery category and honors-in-major components of the University Honors Program entitles the student to graduate with University Honors in Selected Major on their diploma and academic record. A total of 32 credits in honors coursework is required. More information is found at <http://www.unh.edu/honors-program>.

- Four discovery category honors courses, including a 444H (16 credits)
- At least 16 credits of honors-in-major coursework; 4-8 credits will be a senior thesis or other approved departmental option.
- Maintain cumulative GPA of 3.4 or better through program completion.

Honors-in-Major Option

Students with an overall 3.40 grade-point average and a 3.75 in major course work at the close of sophomore nursing program, who may or not be in the University Honors Program, but who meet the requirements for honors work in major, are entitled to graduate with Honors in Nursing on their diploma and academic record. Students whose nursing GPA falls below 3.75 may remain in honors-in-major program.

Students who meet the honors-in-major criteria at close of spring semester sophomore year are invited to an informational luncheon the beginning of fall semester junior year, hosted by the Honors-in-Major Liaison.

Students submit an honors designation form for any course approved to take at the honors level by the deadline posted on form. [Honors Designation Form](#)

Undergraduate students must successfully complete 12 credits of honors coursework, with a grade of B or higher, drawn from required courses, NURS 627WI, H, Clinical Judgment in Nursing (4 cr.), and remaining 8 credits chosen from the following courses: NURS 612H, Care of the Adult with Acute Illness 2 (4 cr.); NURS 704H Public Health and NURS 705H, Contemporary Leadership within Health Care Systems (4 cr.). Honors-in-major nursing students must also complete three semesters of course work: NURS 648W Honors Seminar, 1 cr., in the junior year; NURS 748W, Honors Thesis, 1 cr., fall senior year; and NURS 749W, Honors Thesis, 4 cr., spring senior year with a grade of B or better. Total honor's credits = 18.

Internal Transfer Admission Policy

Undergraduate students who wish to transfer into nursing from another bachelor's degree program within UNH must submit an internal transfer application through the Department of Nursing.

The application deadline is March 1st each year. The minimum GPA recommended for application is 3.2. All nursing prerequisites must be completed or in process with at least one final grade in Human Anatomy & Physiology, at the time of application. These include ENGL 401, First-Year Writing; PSYC 401, Introduction to Psychology; and BMS 507 and 508, Human Anatomy & Physiology. All courses must be completed with a C or better.

All transfer student applications are reviewed and processed by the Student Affairs Committee. The Department of Nursing accepts transfer students into first semester nursing sophomore level on a space-available basis. Recommendation for admission is forwarded to the Undergraduate Program Director. Decision letters are sent via UNH e-mail to internal transfer applicants by the Program Director prior to April 1st.

Accelerated Master's Program as an Undergraduate Student

Qualified second semester Junior nursing students at the University of New Hampshire may apply to the Graduate Program of their choice including the Master of Science: Evidence-Based Nursing and the Master of Science Clinical Nurse Leader programs. A 3.2 cumulative grade-point average is required to be considered for the accelerated master's program. If the plan is to continue into an NP program, the program will begin in the EBN or CNL program and once licensed and working as an RN, the student may speak with their advisor about transferring into the NP program of their choice.

When seniors admitted to the accelerated master's program have registered for graduate courses, they must maintain a grade-point average of 3.2, complete their undergraduate degree as planned, and pass graduate courses taken for credit with a grade of B- or better. If these conditions are not met, admission is withdrawn. For more information, please see [Appendix A](#), and [Appendix B](#).

Accelerated Master's (AM) Application and Registration Process

Students who apply, and are accepted to an AM graduate program must accept the offer of graduate admission through the group advising process with Graduate School AM coordinator.

1. Accept the offer of graduate admission through the group advising process with Graduate School AM coordinator.
2. Student meets with undergraduate advisor for academic advice and plans out course registration for semester (could be prior to these other steps) – receives RAC number.
3. While meeting with undergraduate advisor, student fills out Accelerated Master's 800-Level Course Approval Form and gets advisor's signature- form available on Accelerated Masters Canvas site.

4. Students must submit a completed AM 800-Level Course Approval form via Canvas.
5. The Graduate School will review the form to check that it meets program requirements. If program requirements are met, an override will be provided for the student, who will be contacted by the Graduate School to complete registration process.
6. The Graduate School forwards approved form to Registrar's Office to update student record in Degree Works.
7. Graduate level courses may be taken for dual credit that cannot exceed 12 credits prior to beginning the graduate program.
8. Undergraduate degree student registration is limited to a maximum of 18 credits during the priority registration period. Students may add additional courses to register up to a maximum of 20 credits the Tuesday before classes begin. Students who wish to exceed 20 credits must petition their college dean and are subject to a tuition overload surcharge.

Additional Notes

- Student repeats steps 3-6 for each semester they are an undergraduate enrolling in 800-level courses.
- Undergraduate students will no longer be able to enroll in 900-level courses or take courses for graduate credit only.
- Student applies for graduation and graduates from undergraduate degree when they meet their undergraduate degree requirements (as any other undergraduate does).
- Once a student matriculates into their graduate program, they submit a course transfer form to have the 800-level courses added to their graduate transcript [Internal UNH Transfer Credit Transfer Form](#).
- For University policies and information about how to apply for an Accelerated Master's Program please refer to this webpage <https://gradschool.unh.edu/academics/accelerated-masters-program>. For information about accelerated Masters in Nursing options, contact the Program Director for more information.

Graduate Programs

Master's Program Outcomes

In addition to the baccalaureate outcomes, at the completion of the Master's nursing program, the graduate student is prepared to:

- Serve in a healthcare leadership and change agent role as part of a diverse, complex, and patient-centered health care system.
- Act as a practice scholar to design, direct and evaluate system changes to promote safe, timely, effective, efficient, equitable and patient-centered care.
- Use data analytic methods, information systems and technology to evaluate, integrate and apply knowledge that will improve programs of care, outcomes of care and care systems.
- Use translational science and analytic methods to develop, identify, implement, and evaluate best practices to improve health care and health care systems.

- Design and implement health promotion and clinical prevention strategies across the health/illness continuum to optimize health and disease management.
- Systematically use improvement methods to monitor and evaluate care processes and outcomes and applies data for continuous improvement and safety.
- Advocate for social justice through policy, professional and political engagement.
- Applies leadership principles that support inter-professional practice.

In addition to Master’s program outcomes:

The Clinical Nurse Leader graduate will:

- Act as a lateral integrator to design, direct, and evaluate system changes to promote safe, timely, efficient, effective, equitable, patient-centered care.

The Evidence-Based Practice graduate will:

- Focus on developing advanced generalist nursing practice in a focused area of study, promoting interdisciplinary collaboration, fostering life-long learning, and preparing students for the leading edge of healthcare knowledge and delivery.

The Nurse Practitioner graduate will:

- Utilize advanced assessment, diagnostic reasoning, and evidence-based practice when partnering with individuals, families, and communities to optimize health.
- Appropriately prescribe treatment modalities to manage acute and chronic conditions within state and federal scope of practice regulations.

The Family Nurse Practitioner graduate will:

- Function as an independent practitioner to manage comprehensive primary care across the lifespan.

The Psychiatric Mental Health Nurse Practitioner graduate will:

- Engage in developmentally appropriate care of patients with psychiatric mental health problems using biopsychosocial theories, and evidence-based practice across practice settings.

The Adult Gerontological Acute Care Nurse Practitioner will:

- Demonstrate ethical leadership and clinical competence in caring for patients with acute, chronic, and critical illness.

The Doctor of Nursing Practice will be able to:

- Employ strategic leadership skills to shape practice environments to produce positive, patient centered, healthcare outcomes at individual and system levels.
- Facilitate inter-professional collaboration to implement practice models, peer review, practice guidelines, health policy, and standards of care.

Curricular Matters

Prerequisites for the Direct Entry Master's in Nursing (DEMN) Program

- The DEMN program is designed for the non-nursing student who holds a BS/BA or higher degree in a field other than nursing and for current UNH non-nursing degree undergraduate students who may apply under the Accelerated Master's Program.
- A grade point average of 3.0 or better is desired. Previous coursework and professional experience will be taken into consideration. Admission is contingent upon the completion of the prerequisite courses with a grade of a B or better. These courses include:
 - Anatomy and Physiology with a lab (2 semesters)
 - Statistics
 - Microbiology with a lab

Current Curriculums

A current list of all the nursing graduate program curriculums can [be found here](#).

Graduate Program Credit Rules

Transfer Credit

Students seeking a master's degree may request that a maximum of two courses, for up to eight semester credit hours of resident courses, completed on the campus of an accredited institution authorized to grant graduate degrees be transferred to count toward their graduate program. All courses presented for transfer must have been completed with a grade of B or better and must have been taken for graduate credit. Courses must be at the graduate level, and cannot have been used or be in the process of being used in earning another graduate degree or have been taken while completing a bachelor's degree.

Transfer of credits must be recommended by the academic advisor, coordinator of the graduate program in nursing, and approved by the dean of the Graduate School. Core courses presented for transfer must have been completed within five years; electives presented for transfer must have been completed within ten years.

Students who wish to take a course at another university for transfer after enrolling at UNH should obtain prior approval from their advisor, the coordinator of the graduate program in nursing and instructor of equivalent course by submitting a [Graduate Student Petition for Exception to Academic Policy](#) to the Graduate Program in Nursing administrative assistant prior to enrolling in the course. Attach the course description to the petition. Students must submit a transfer credit request form from the Graduate School web site and official transcript to the Graduate Program in Nursing administrative assistant.

Special Student Credits

The special-student rule states that a maximum of three courses for up to 12 credits (whichever is fewer) earned at the University of New Hampshire in graduate courses by a special student (non-matriculated) may, upon recommendation of the coordinator of the graduate program and approval of the dean of the Graduate School, be applied to a student's degree program. The three-course limitation applies to core courses and non-clinical courses completed or in progress on the date when the official letter of admission is written. This number can be reduced if transfer credits are also applied. For other off-campus course rules see the Graduate Catalog.

Graduate Grading

Grades

Letter grades: The following grades are used at the University: A (4.0), A-- (3.67), B+ (3.33), B (3.0), B-- (2.67), C+ (2.33), C (2.0), C-- (1.67), D+ (1.33), D (1.0), D-- (.67), F (0). Graduate credit is only granted for courses completed with a grade of B-- or higher. Individual programs may have stricter requirements, and those are published with their degree program requirements.

AF Grades: An "AF" grade, Administrative F, is assigned for failure to either drop or complete a course. An "AF" is considered the same as an "F."

Credit/Fail Grades: A "CR" grade is assigned for complete, approved theses and dissertations, as well as other approved courses and seminars.

Pass/Fail Grades: Graduate courses cannot be taken pass/fail. A graduate student may petition to take undergraduate courses on a pass/fail basis. Such a petition must be approved by the end of the add period for the term the course is taken

Audit Grades: An "AU" grade is assigned for completion of courses for which an audit was granted. No credit is earned.

Incomplete Grades: An "IC" grade is assigned by exception, with the approval of the instructor for excused, unfinished work *only*. The work must be completed and submitted to the instructor by the agreed upon date, but not later than the date listed in the [Academic Master Calendar](#). However, if further extraordinary circumstances arise, a petition requesting additional time may be submitted. The petition, listing a new specific deadline for completion must be submitted and approved by the instructor, the student's adviser, and associate dean of CHHS or their graduate program advisor, and coordinator, before being submitted to the Dean of the Graduate School.

An incomplete grade becomes an "F" if not resolved, or if a petition for an extension is not approved within the allotted time-period. This policy also applies to students who withdraw from the University or who are on an approved leave of absence and they have work to be submitted for an IC grade.

IA Grades: An "IA" grade is assigned for approved continuing courses, such as thesis or doctoral research, and remains on the record until the course requirements are completed. In the case of

doctoral research, the "IA" grades remain on the official transcript for all semesters prior to the completion of the degree. The "IA" grade for the final term of enrollment will be changed to "CR" to signify successful completion of the dissertation.

W Grades: If a student, for compelling nonacademic reasons, submits an approved petition to drop a course during the withdrawal period, a notation of "W" will be shown on the student's academic record. The specific withdrawal deadlines can be found on the UNH [Academic Master Calendar](#). Failure to officially withdraw will result in an AF grade, which is maintained on the official student record and included in the grade point average (GPA). Not attending classes does not constitute an automatic withdrawal.

Grade Appeals: Separate from the petition for exception to academic policy noted below, a student may appeal a final grade. Every instructor must be prepared to discuss and explain the basis for their evaluation of students. If, after consulting the instructor, a student still believes that they were treated unfairly they have the right to seek redress from the Director of the Nursing. Under exceptional circumstances, a final appeal may be made to the dean of the college or school in which the program is offered. For additional information: <https://catalog.unh.edu/graduate/academic-regulations-degree-requirements/grading/>.

Petition for Exception to Academic Policy:

If a student obtains a grade lower than a B- in any graduate nursing course, they are responsible for submitting the [Graduate Student Petition for Exception to Academic Policy](#). This form includes reasons for the request, comments, and recommendations from the graduate course instructor, graduate advisor, and graduate program coordinator. This petition will then be reviewed by the Nursing Student Affairs Committee for comments and recommendations prior to being sent to the Graduate School for a final decision. The final decision will be communicated to the student by the Graduate School.

Repeated courses: Repeating a course does not remove the original course, or grade from the record. If the course numbers and/or titles do not match exactly, graduate students must obtain written permission of their adviser, graduate program coordinator, and the endorsement of the Graduate School dean before the adjustment will be made. Only the most recent grade is included in the cumulative grade--point average; only the most recent credit, if any, is included in the cumulative credits earned. A course may only be repeated once. Only repeated courses taken at UNH will alter the cumulative grade--point average.

Graduate Level Program Curriculum

A complete and updated list of all Nursing Graduate Program Curriculums can be found here: <https://catalog.unh.edu/graduate/programs-study/nursing/#programstext>

Registration and Enrollment Policies

- The Nursing Department follows all registration, and enrollment policies of the Graduate School. Students enrolled only in an [online program](#), or a [certificate program](#), are exempt from the

Graduate School's continuous enrollment policy. These can be found at <https://catalog.unh.edu/graduate/general-information/registration/>

Registration

When registering online, you can use the Course Search site, and course descriptions at <https://courses.unh.edu/> to help you find what you need. For complete registration information, visit the Registrar's Office website. Here are the most important things to keep in mind when registering and planning your program:

- New graduate students are NOT eligible to enroll in GRAD 800. If you are not taking course credits or research credits, you may wish to request that your admission be deferred to a future term (up to one year) by contacting the Graduate School.
- All graduate students must be registered for coursework every Fall, Spring, and Summer semesters, based on individuals' plans of study until the program has been completed. If you have questions, review the [policy for continuous registration](#).
- Non-registration: If you cannot attend for a semester or more at UNH, you have a couple of options. See our [non-registration policy](#) for more details.
- Graduate courses are numbered 800 or 900 level.
- If a leave of absence is required, please review [the graduate school policy here](#).

Graduate Advising

Upon admission to a nursing program, students are assigned an academic advisor, and provided with their advisor's contact information during orientation. The advisor is available to the student for fall, spring, and summer registration discussions, and for advising throughout the academic year. The handbook is available for review (<https://www.unh.edu/uac/faculty/advising-handbook>) and Students are responsible for setting up appointments with their advisor for registration guidance.

The advisor helps the student develop an overall academic plan that meets the goals of nursing education and addresses the student's professional and academic goals. To ensure satisfactory progress, students may review their academic progress and course schedules with their academic advisor, if needed.

Students are responsible for reading the updated handbook each fall. Continuing students receive the updated handbook via e-mail attachment. It is also posted in the Learning Management System, *Canvas*.

A form is signed and kept in the student's file stating you understand that it is your responsibility to read, understand, and follow the rules and regulations written in the *University of New Hampshire, Department of Nursing Student Policy, and Procedure Handbook*.

Academic Standards

Graduate students with grades below B-, will for the purposes of determining academic standing, be considered failing grades. Repeating a course does not remove the original failing grade from the record. Nursing courses can be repeated only once.

Progression

Students receive a plan of study, and are expected to follow the course sequence. Changes to plans of study require approval from a program director. The student must complete courses with a B- or better to progress.

Retention

The Nursing Department asserts that graduate level study in the Nursing program requires high academic standards. It is the responsibility of the program to assure the public of the competence of its graduates. All students receive a plan of study upon admission which explains prerequisites and co-requisites. Every graduate student receiving less than a B- by mid-semester in *any* nursing course will receive a [Written Notice Form.pdf](#) and should schedule an appointment with their instructor or advisor to discuss and implement an improvement plan.

I. Didactic Courses

- a. Graduate credit is only granted for courses completed with a grade of B- or higher. If a student earns a grade lower than a B- in a graduate level didactic course, they may be required to repeat the course when next available. If the course is a prerequisite to a subsequent course, the student may not progress until the course has been repeated successfully. This may impact the student's graduation date. Repeating a course does not remove the original course or grade from the student's transcript. If the course numbers and/or titles do not match exactly to the courses as noted in the plan of study, graduate students must obtain written permission from their advisor, graduate program coordinator, and the endorsement of the Graduate School dean before the adjustment will be made. Only the most recent grade is included in the cumulative grade--point average; only the most recent credit, if any, is included in the cumulative credits earned. A course may only be repeated once. Only repeated courses taken at UNH will alter the cumulative grade--point average.

II. Simulation Based Courses

- a. Graduate credit is only granted for courses completed with a grade of B- or higher. This may impact the graduation date. Simulation based courses are not prerequisites to other graduate nursing courses and therefore do not impact progression.

III. AGACNP Clinical Courses

- a. Students must receive a final grade of PASS to continue within the graduate program. Students who receive a FAIL grade will not receive credit and must repeat the course. If

a student receives a FAIL grade in two AGACNP Clinical Courses, they will be dismissed from the program. A FAIL grade in AGACNP Clinical Courses impacts progression because it is a prerequisite and co-requisite course.

- i. A student will be given a [Written Notice Form.pdf](#) or course failure from their clinical instructor if any one of the following occurs:
 1. The student does not seek appropriate consultation from the preceptor and/or other health provider
 2. Does not provide for delivery of safe patient care
 3. Does not abide by the ANA Scope and Standards of Advanced Practice Nursing while interacting with the patient and other health care providers, <https://www.nursingworld.org/practice-policy/scope-of-practice/>
 4. Fails to complete clinical hours including submission of clinical logs, clinical notes, and documentation of clinical hours. A [Written Notice Form.pdf](#) will be issued if the student falls behind by 24 or more hours.
 5. Other unprofessional behavior which adversely affects patient care.

IV. FNP Clinical Courses

- a. Objective Structured Clinical Examinations (OSCEs) are a form of performance-based testing to measure students' clinical competence. During an OSCE, students are observed and evaluated as they go through a series of patient encounters in which they interview, examine, and treat standardized patients (SP) who present with medical problems. The OSCEs are mandatory in all clinical courses and are used for formative and summative evaluation. Due to the complicated nature of scheduling and test integrity, the dates are provided to students, the dates cannot be changed, modified, or provided. Rubrics for each OSCE are weighted in relation to each clinical rotation.
- b. Attendance is required to progress in the program of study.
- c. Clinical competency validation is essential for advanced practice education and accountability. To achieve that goal, an authenticated assessment of clinical performance is needed with clear and objectively measured components that include progressive performance.

V. PMHNP Clinical Courses

- a. Students are expected to adhere to expectations stated within this handbook.
- b. Students are expected to participate in clinical practicum experiences as approved by the PMHNP program director. Students are to remain engaged in practicum hours throughout all four clinical practicum courses.
- c. There are two *intensives* scheduled during the clinical courses. Participation is mandatory. During these intensives, students will be scheduled to complete Objective Structured Clinical Examinations (OSCEs), a form of performance-based testing to measure students' clinical competence.
 - i. During an OSCE, students are observed and evaluated as they go through a series of patient encounters in which they interview, examine, and treat

standardized patients (SP) who present with psychiatric needs. Rubrics for each OSCE are weighted in relation to each clinical rotation.

- ii. The OSCEs are used for formative and summative evaluation, and the respective course syllabi overview the exact component(s) of the course grade.
 - iii. Due to the complicated nature of scheduling and test integrity, the dates are provided to students, the dates cannot be changed, modified, or provided.
 - iv. Attendance is required to progress in the program of study.
 - v. Clinical competency validation is essential for advanced practice education and accountability. To achieve that goal, an authenticated assessment of clinical performance is needed with clear and objectively measured components that include progressive performance.
- d. Students are required to work with program/course faculty, and their clinical preceptor(s) to facilitate scheduling of site visit(s) as required, and to complete evaluation forms in CORE ELMS as scheduled.
 - e. Professional, ethical, and safe practice standards must be adhered to.

VI. CNL

- a. Students are expected to adhere to expectations stated within this handbook.
- b. Students are expected to participate in clinical practicum experiences as approved by the CNL program director. Students are to remain engaged in practicum hours throughout all clinical practicum courses.

VII. EBP

- a. Students are expected to adhere to expectations stated within this handbook.
- b. Students are expected to participate in clinical practicum experiences as approved by the EBP program director. Students are to remain engaged in practicum hours throughout all clinical practicum courses.

Dismissal and Appeals Process for Graduate Students,

The Nursing department follows UNH Graduate School's policy regarding appeals, and dismissals.

The Nursing Department and University policies can be found in full here:

[Petition for Variance Policy.pdf](#)

[Academic Standards | University of New Hampshire Academic Catalog \(unh.edu\)](#)

Workflows for Undergraduate and Graduate petitions can be found in [Appendix D](#) and [Appendix E](#).

Change in Program of Study

Please see [Appendix B](#)

Program Completion

All graduate degree students must complete program requirements within six years from the date of matriculation (admission/ enrollment); all post-master's certificate program students must complete program requirements within three years from the date of matriculation.

Independent Study

Students may choose an independent study to gain scope and/or depth in an area of their choice. Sometimes a student chooses to complete selected readings or engage in advanced practice that is not available in the regular program. A student should meet with their academic advisor to discuss objectives for the independent study and identify an appropriate faculty sponsor.

Capstone/Scholarly Project Course

The capstone/Scholarly Project course requires nursing students to focus on substantive nursing practice issue and develop solutions. The student is required to complete a scholarly project under the direction of one to two faculty mentors in collaboration with a practice mentor. Dissemination of findings is required.

Thesis Option

The purpose of the thesis option is to provide the student with research experience to generate, apply, and/or evaluate new knowledge under the guidance of faculty.

- Students who opt to complete a thesis register for 6 thesis credits. Any student in the graduate program can choose a thesis option. These credits would replace the Capstone Project Seminar for students in the evidence-based nursing track, fulfill elective credits, or be above the required credits in a particular track.
- The thesis option requires independent research culminating in a scholarly paper that conforms to the Graduate School thesis format and formal presentation. Students should refer to the Thesis and Dissertation Manual, available at <https://gradschool.unh.edu/student-resources/thesis-dissertation-resources> for specific information about deadlines, written presentation, and other regulations.

Human Subjects

The Department of Nursing Quality Review Committee must review a Capstone, and/or scholarly project to determine if it meets the criteria for a Quality Improvement project exempt from full Institutional Review Board (IRB) review. If the committee has concerns about the exempt status, the proposal will be forwarded to the IRB Director of Research Integrity Services or their designee for review. Students will complete the IRB application for full review based on the determination of the director's review. IRB applications can be obtained from the Research Office located in the Service Building on College Road and may be reached at research.info@unh.edu. Tools for UNH researchers may be found on their website <http://www.unh.edu/research/>. Completion of UNH's web-based RCR instructional modules (available at <http://www.unh.edu/research/rcr-instruction-unh#Web>)

Thesis Defense

A formal defense of the research must be successfully completed before final approval of the thesis is granted. Interested members of the student body, faculty, and community are invited to attend the thesis defense.

International Students

The Office of International Students and Scholars offers services for foreign students. More information is available at [UNH Global](#)

Tips For Success

Students are responsible for maintaining frequent communication with their advisors, and faculty mentors throughout the program. The academic advisor will help you identify your academic and career goals, to assist you with developing an academic plan to achieve them.

Advisors are also experts at helping you understand the policies and procedures of the University, and the Department of Nursing, to guide you through the admission, progression, and graduation requirements of the DNP program. Students are ultimately responsible for their academic progress. Students are expected to become familiar with their curriculum and enroll themselves in their courses. Advisors are available to respond to your questions and concerns. To be successful in each 3-credit course, students should expect to study 15 hours weekly.

To succeed as a graduate student means more than simply doing well in your coursework. Healthy lifestyle behaviors are important for maintaining academic/life balance. Self-motivation, self-discipline, time management, and the ability to prioritize, are the essential ingredients for graduate school success.

DNP Program-Specific Policies

Please visit the [PM DNP Program website](#) for additional information.

Students will find the **DNP Online Program Resource Center** in Canvas under [myCourses](#). From the home page, click on Modules on the left side menu and complete the DNP Orientation at your own pace. Ideally, students should complete the DNP Orientation prior to starting their first course but all students must complete the DNP Orientation within the first term of the program. Once completed, the student will have ongoing access to the remaining modules with DNP Program information and UNH policies, resources, and services.

Academic Standards

DNP students receiving failing grades in nine or more credits will be recommended for dismissal from the DNP program. Students on conditional or provisional status or admitted with stipulations must meet the conditions as stated in the letter of admission to remain in the Graduate School.

DNP Project Completion Dates Relative to Graduation

To be eligible for graduation, all degree requirements must be successfully completed.

Students may graduate in May or December. The University offers one commencement ceremony held in May of each year. All students eligible to graduate are invited to attend UNH Commencement and the Doctoral Hooding ceremony in May.

Doctoral students may not participate in graduation ceremonies with incomplete coursework.

A completed DNP Project is defined as the implementation of the entire quality improvement project, including data collection, analysis, and implementation as well as, successful oral presentation of the DNP Project, and submission of the finalized approved written document of that project into the UNH Scholars' Repository.

Course Incompletes: Any NURS 982 student who does not have the completed, approved, and finalized written DNP Project Final Report will receive an IA grade for that term. Students with an IA grade in NURS 982 will not be eligible for graduation until the work is successfully completed. If the student does not meet the requirements to participate in the May ceremony, the student can participate in Doctoral Hooding at Commencement ceremony in a subsequent year at a time after all requirements are satisfied.

Use of Doctor of Nursing Practice Credential

DNP students may only use the DNP credential when they have completed their DNP Project, and all other DNP program requirements are met. The Department of Nursing does not endorse using (c) after the DNP credential to indicate candidacy for the degree while the degree is in progress.

Sufficient Academic Progress

The definition of sufficient academic progress in the Doctor of Nursing Practice program is successful completion of the program, with no more than three consecutive terms where no course has been taken, AND completion of the program occurs within four years of beginning doctoral courses as a matriculated student.

A single term is defined as an 8-week block in the course carousel. Any student who does not take a course for three consecutive terms (without a formally requested leave of absence-LOA) or has not completed the program in the allotted four years, will be dismissed from the DNP program. Students may submit a [Leave of Absence Request \(LOA\)](#) form to the DNP Program Director for extenuating circumstances. The LOA must state the anticipated return date, which cannot be greater than one year. An approved LOA will be exempt from the 3-term policy and the terms within the LOA will not count toward the 4-year completion policy. At the anticipated return date, the student must enroll in a course or withdraw from the program. If a student is accepted into the DNP program and does not attend in the cohort to which they are admitted, they can defer admission for up to one year. After that time, if they are not enrolled in a course, the application will be deactivated, requiring re-application to the program.

Effective Fall 2024, students who have completed all course work, but have not completed the project phase, must register for NURS 999 Doctoral Completion. The purpose of this course is to provide DNP students with the support, and resources necessary to complete their scholarly project when coursework has been completed, but they have not completed the project phase

DNP Course Transfer

Students who received a post-master's certificate or a previous master's degree from the University of New Hampshire, for which they completed courses in the DNP program, will be allowed to transfer up to a maximum of 6 credits into the DNP program pending successful completion (B- or higher) for each course.

Degree Requirements

In addition to successful completion of all courses, to graduate from the DNP Program the student must successfully:

- Implement a quality improvement or health policy project
- Complete an approved DNP Scholarly Project Final Report and Oral Presentation
- Complete a minimum 1000 post-baccalaureate practicum hours
- Submit DNP Scholarly Project Final Report to UNH Scholars' Repository

Student Opportunities

Sigma Theta Tau – International Honor Society in Nursing

History

In 1922, six nurses, at what is now Indiana University School of Nursing, founded Sigma Theta Tau International Honor Society of Nursing, today known as Sigma. The Honor Society of Nursing, Sigma Theta Tau International's Sigma's vision is to be the global organization of choice for nursing. Its members are nursing scholars committed to the pursuit of excellence in clinical practice, education, research, and leadership. Our chapter, Eta Iota At Large, was founded in 1984.

Qualifications for Sigma Theta Tau Membership

The Eta Iota At Large Chapter at the University of New Hampshire welcomes applications for membership. Students are invited to be members of STTI each January or February. We hold our annual induction ceremony each spring. Community members/nurse leaders can apply for membership throughout the year.

Sigma Theta Tau International does not discriminate. Candidates are qualified for membership so long as eligibility requirements are met. Student candidates shall have demonstrated superior academic achievement, academic integrity, and professional leadership potential.

Undergraduate Student Eligibility

- have completed half of the nursing curriculum.
- achieve academic excellence (at schools where a 4.0 grade point average system is used, this equates to a 3.0 or higher)
- rank in the upper 35th percentile of the graduating class
- meet the expectation of academic integrity.

Graduate Student (Master's and Doctorate) Eligibility

- have completed one-quarter of the nursing curriculum
- achieve academic excellence (at schools where a 4.0 grade point average system is used, this equates to a 3.5 or higher)
- meet the expectation of academic integrity
- Students in graduate programs who are registered nurses, legally recognized to practice in their country, and have a minimum of a baccalaureate degree or the equivalent in any field, shall be eligible to be considered as a nurse leader at any point in the program.

Nurse Leader Candidate Eligibility

- be legally recognized to practice nursing in their country
- have a minimum of a baccalaureate degree or the equivalent in any field
- demonstrate achievement in nursing. Candidates will be asked to explain how they have met the Achievement in Nursing Categories,

Achievement in Nursing Leader Categories:

- Administration
- Education
- Global Health
- Practice
- Publication
- Research
- Other

To apply, visit <https://www.sigmanursing.org/why-sigma/sigma-membership/apply-now>

Applications for Research Funding and Presentation of Findings Funding

Eta Iota At Large chapter of Sigma Theta Tau has a competitive process regarding funding for research projects. We also fund proposals to present research results at conferences. Guidelines for submission of the proposal may be found on the UNH nursing website at

<https://chhs.unh.edu/nursing/opportunities/stti-honor-society/application-research-funding-guidelines>

At least one member of any team that applies must be an active member of Eta Iota Chapter (i.e., dues are up to date). Proposal materials should be emailed to the contact person as noted on the Call for Abstracts in two parts – one part containing the cover letter with identifying author information (see guideline for details) and one part containing the abstract, budget, and all other documents needed to apply. Proposals will be evaluated in a timely manner and recipients notified of board decisions. This is an opportunity to obtain some funding for research and other scholarship projects, so please consider applying today!

Research Opportunities

Undergraduate Research Opportunities Program (UROP)

Since its inception in 1987, the Undergraduate Research Opportunities Program (UROP) has funded and administered awards and fellowships to support more than 1200 students in their pursuit of research, scholarly, and creative projects. Open to undergraduates of all disciplines, UROP allows students to design and conduct their projects in close consultation with faculty mentors.

Through UROP, undergraduates acquire a knowledge of their fields that transcends classroom study. They follow their intellectual curiosity in venues ranging from museums, archives, and art galleries to archaeological sites, research laboratories, and businesses.

In the process, students gain an appreciation for the rigors of active inquiry and analysis as well as a more sophisticated understanding of academic research.

The UROP experience is one of self-discovery. As students carry their projects from the birth of an idea to a presentation of results, they develop critical skills in planning, time management, independent thinking, creativity, and troubleshooting. Undergraduates typically emerge from this program with greater confidence in their abilities and a sharper clarity on their academic and career goals.

More information, including application deadlines and eligibility, is found at <http://www.unh.edu/undergrad-research/>.

International Research Opportunities Program (IROP)

The International Research Opportunity Program (IROP) is a first-in-the-nation academic initiative providing funds and administrative support for UNH undergraduates to conduct research in a foreign country during the summer of their junior year. IROP offers students of all disciplines the unique opportunity to combine the challenges of designing and executing a research project with those of life in a different culture.

IROP students work closely with a UNH faculty mentor to identify a research topic and establish a relationship with a research mentor abroad. Following a junior year of preparation, students travel to a foreign research facility and spend nine weeks pursuing their research projects under the guidance of foreign mentors. The IROP experience culminates during the senior year when students share their research findings and cultural experiences with the campus community, and with IROP support, at the annual International Undergraduate Research Symposium.

Through IROP, undergraduates have traveled to Mexico, Costa Rica, Belize, Honduras, Ecuador, Brazil, France, Spain, Hong Kong, Norway, Netherlands, Australia, England, Finland, Thailand, Tanzania, Uganda, Ghana, Swaziland, Russia, Canada, and Ukraine. IROP alumni recall the combination of research with cultural immersion as a life-changing experience that transformed not only the way they look at the world, but also at themselves. They report new confidence in their ability to pursue their goals, express greater empathy with other cultures, and offer fresh perceptions on contributions they can make to a

global community. More information, including application deadlines and eligibility, is found at <http://unh.edu/undergrad-research/international-research-opportunities-program-irop>.

Summer Undergraduate Research Fellowship (SURF)

The SURF program offers a \$3,500 stipend for full-time summer research (10 weeks for SURF USA, 9 weeks for SURF Abroad). Up to \$600 of support for research expenses is also available. These grants may support research that contributes to a senior project or thesis. SURF recipients are not allowed to be enrolled in summer courses during the award period unless they receive prior approval from the Hamel Center director.

More information, including application deadlines and eligibility, is found at <http://unh.edu/undergrad-research/summer-undergraduate-research-fellowships-surf>.

Grimes Undergraduate Research Competition

The annual Grimes Undergraduate Research Competition celebrates excellence in undergraduate student research and has been made possible through the generosity of Jack and Marianna Grimes. Jack, Marianna, and their two children, Terese, and Jay, are all graduates of the University of New Hampshire. They are long-time friends of UNH, and of the College of Health and Human Services. Known for their compassion, dedication, and their results-oriented attitude, they established a fund in 1999 to promote and honor research excellence in the college. The oral presentation competition includes finalists selected based on their written projects.

More information may be found at <https://chhs.unh.edu/student-research/grimes-undergraduate-research-competition>

Publications/Presentations of Academic Endeavors Outside the Program: University and Faculty Recognition

Students in the Graduate School of Nursing programs may have the opportunity to communicate the substance or results of papers and scholarly projects that were developed while enrolled in coursework. Certainly, this is encouraged and appropriate for students enrolled in advanced study. These outside communications may take such forms as oral or poster presentations, and/or publications in any professional or lay print media. It is expected that these publications and oral or poster presentations be reviewed by faculty who have overseen the project, or in their absence, the Director of their program, prior to the presentation or publication. Any scholarly presentations or publication of work completed in any course must include student acknowledgment of the University of New Hampshire. In addition, any scholarly work presented or published from completing the scholarly projects should include recognition of the Project Team and/or Faculty Mentor.

Publications (electronic/print) and/or presentations (podium/poster, etc.) related to work completed in graduate courses must have acknowledgement that work was completed as

partial fulfillment of completion of their graduate program at the University of New Hampshire. If a faculty member works with a student in the authorship of any manuscript, the faculty should be listed as co-author.

Professional Development

The Graduate School hosts various **Preparing Future Professionals (PFP)** workshops throughout the academic year. For a link to register for PFP workshops, please click [HERE](#)

UNH Professional Development & Training offers a variety of non-credit, continuing education online programs for professionals in all areas. Explore the attributes of communication skills, digital marketing, leadership & management, and more with UNHPD&T's online offerings. For an overview of UNH Professional Development & Training offerings, please click [HERE](#).

Additional Resources

- [Nursing Department Directory](#) with faculty areas of research interest
- [Helpful Tips for Online Learning](#)
- [Campus Map and Directions](#)
- [Graduate Student Senate](#)
 - Located in MUB 119E at 603-862-2422
- [University of New Hampshire Graduate Catalog](#)
- [Time & Room Schedule](#)
 - Available mid-fall and mid-spring for a schedule of courses.
- Transcript Requests – These are made through the [Registrar's Office](#).
- **Billing** - [Business Services](#)
- [Graduate School Forms](#)
- **Parking** - To avoid enforcement measures, students must park legally when on campus.
 - It is the student's responsibility to read and understand the [parking regulations](#)

Appendix A

JUNIOR NURSING STUDENTS...

Want to start your graduate school journey?

ACCELERATED ENTRY MASTERS

***SPRING JR. YEAR*
APPLY TO GRADUATE
PROGRAM:**

- **CNL**
 - CLINICAL NURSE LEADER
- **EBN**
 - EVIDENCE BASED NURSING

You can transfer to other programs upon attaining an RN license!



SENIOR YEAR

Take 4 courses, 12 credits for the cost of an undergraduate course

- NURS 812: Adv. Pharmacology
- NURS 814: Adv. Assessment
- NURS 816: Health Promotion
- NURS 818: Evidence Based Practice
- NURS 820: Adv. Pathophysiology

GRADUATE SCHOOL!

- Enter with up to (4) courses under your belt
- Start working as a nurse and gain valuable experience
- Earn money, save money!



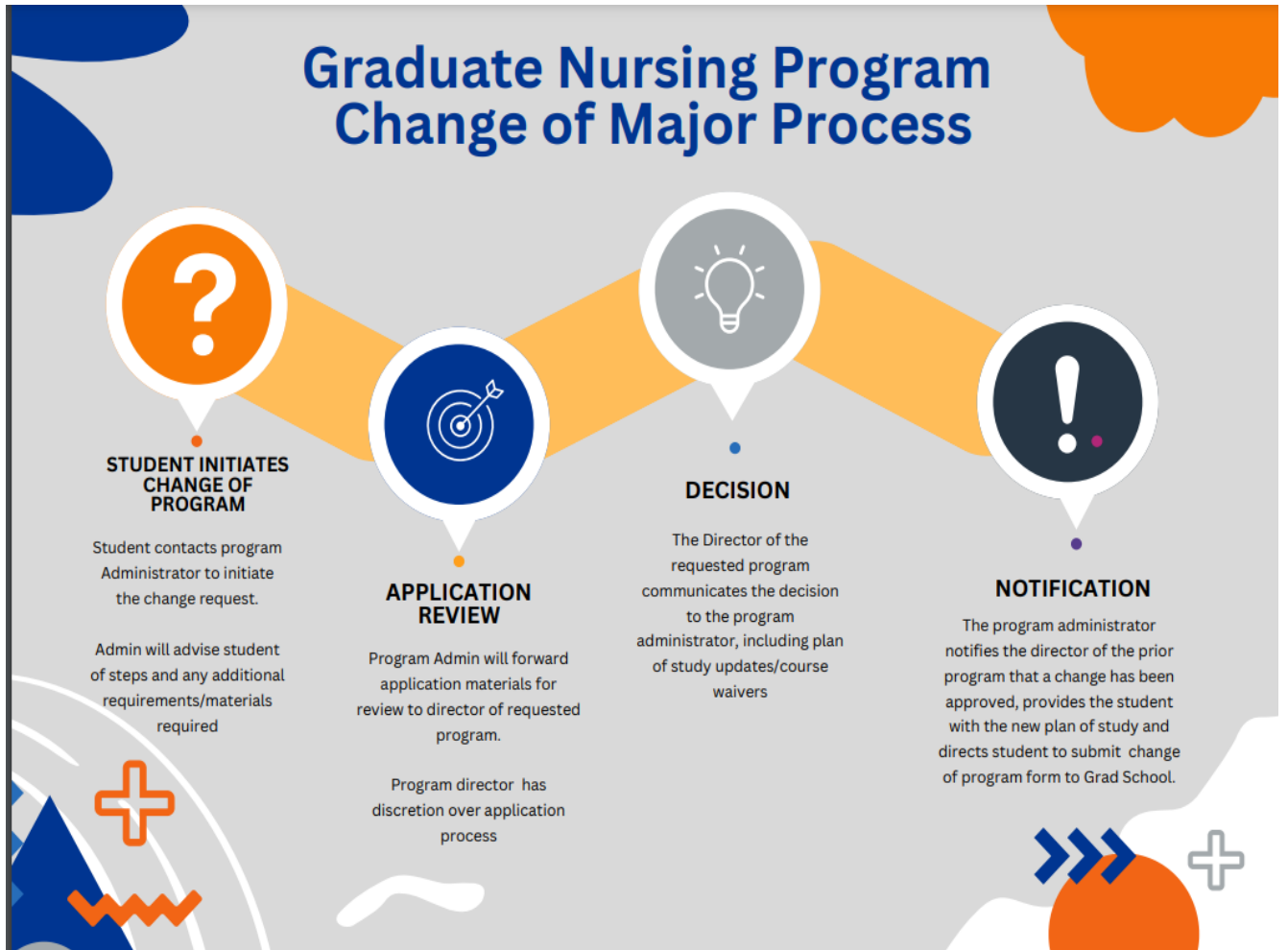
CONSIDER ADDITIONAL GRADUATE DEGREE OPTIONS

Masters:

- AGACNP - Acute Care Nurse Practitioner
- FNP - Family Nurse Practitioner
- PMHNP - Psychiatric-Mental Health Nurse Practitioner

Doctor of Nursing Practice
AGACNP
CNL
EBN
FNP
PMHNP

Appendix B



Appendix C

Plans of Study

[Undergraduate Degree Plan](#) (UG)

[Direct Entry Master's in Nursing](#) (DEMN)

Clinical Nurse Leader (CNL)

- [Masters Degree Fall Start](#)
- [Master's Degree Spring Start](#)
- [Accelerated Master's Spring Start](#)
- [Post Baccalaureate – DNP Degree Fall Start](#)
- [Post-Baccalaureate-DNP Degree Spring Start](#)

Evidence Based Nursing

- [Master's Degree Fall Start](#)
- [Accelerated Masters Fall Start](#)
- [Accelerated Masters Spring Start](#)

Family Nurse Practitioner (FNP)

- [Masters Full Time Fall Start](#)
- [Master's Full Time Spring Start](#)
- [Post Baccalaureate-DNP Degree Fall Start](#)
- [Post Baccalaureate- DNP Degree Spring Start](#)

Adult Gerontology Acute Care Nurse Practitioner (AGACNP)

- [Master's Degree Fall Start](#)
- [Master's Degree Spring Start](#)
- [Post Master's Certificate](#)
- [Post Baccalaureate-DNP Degree Fall Start](#)
- [Post Baccalaureate-DNP Degree Spring Start](#)

Psychiatric Mental Health Nurse Practitioner (PMHNP)

- [Master's Degree Fall Start](#)
- [Master's Degree Spring Start](#)
- [Post Master's Certificate Fall Start](#)
- [Post Master's Certificate Spring Start](#)
- [Post Baccalaureate-DNP Degree Fall Start](#)
- [Post Baccalaureate-DNP Degree Spring Start](#)

Doctor of Nursing Practice (DNP)

- [Doctor of Nursing Practice Fall Start](#)
- [Doctor of Nursing Practice Spring Start](#)

Appendix D

Undergraduate Petition for Variance Workflow

- Note: This is the workflow for the petition for an exception to academic policy.
- Other options include:
 - Accepting the grade as awarded and the impact it may have on the plan of study
 - Exploring a [grade appeal](#)

Student obtains below a C in any required course, they are responsible for completing this petition with recommendations and comments from their instructor and advisor

The student is responsible for emailing the completed petition to the administrative assistant of the department of nursing and copy to their advisor

The petition is placed in a secure folder for the Nursing Student Affairs Committee (SAC) to review

SAC meets to discuss each petition and votes to approve or deny them. Decisions are made by majority vote. The student will receive a letter from the chair of SAC with the decision

Should the student wish to appeal SACs decision, they made do so with the Director of Nursing

Appendix E

Graduate Petition for Exception to Academic Policy Workflow

- Note: This is the workflow for the petition for an exception to academic policy.
- Other options include:
 - Accepting the grade as awarded and the impact it may have on the plan of study
 - Exploring a [grade appeal](#)

Student obtains below a B- in any required course, they are responsible for completing this petition with recommendations and comments from their instructor, advisor, and program director.

The student is responsible for emailing the completed petition to the administrative assistant (AA) of the department of nursing and copy to their advisor. The AA will place the petition in a secure folder for the Nursing Student Affairs Committee (SAC) to review

SAC meets to discuss each petition and provides their recommendation and comments. Recommendations are made by majority vote.

SAC sends their recommendation back to the Program Director, who sends all required documents to the Graduate School for a final decision.

If a graduate student wishes to appeal the decision from the graduate school, they may do so according to the [Graduate School Policy](#).