University of Massachusetts Boston
College of Nursing and Health Sciences

Student Handbook
Master of Science Program in Nursing

October, 2010
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University of Massachusetts  
College of Nursing and Health Sciences  
Graduate Program in Nursing

Introduction

Welcome to the College of Nursing and Health Sciences of the University of Massachusetts Boston. The faculty, administrators, and staff of the College hope that you will find your experience as a graduate student to be professionally and personally rewarding. We have published this handbook in order to provide you with some important information about the Master of Science Program in Nursing. It is designed to supplement the University’s Graduate Handbook and Graduate Studies Bulletin which contain material related to student rights, academic policies, registration, tuition and fees, financial aid, campus facilities and course offerings.

College of Nursing and Health Sciences Administration  
E-Mail Address

Acute Care/Critical Care Clinical Nurse Specialist Coordinator  
amyrex.smith@umb.edu  
Dr. Amy Rex

Adult/Gerontological Nurse Practitioner Coordinator  
Karen.dick@umb.edu  
Dr. Karen Dick

Family Nurse Practitioner Coordinator  
margaret.mcallister@umb.edu  
Dr. Margaret McAllister

Program Assistant  
Jocelyn.burke@umb.edu  
Jocelyn Burke

COLLEGE OF NURSING AND HEALTH SCIENCES

Main Phone Number:  (617) 287-7500

Fax Number:  (617) 287-7527
OFFICE LOCATIONS

The College of Nursing and Health Sciences administrative Offices are located in the Science Building on Floors 2 and 3.

FACULTY OFFICE HOURS

Graduate students may meet with faculty during regularly scheduled office hours or by appointment. Office hours are posted on the individual’s office door and can best be arranged by contacting the faculty by email or phone.

MEETINGS WITH THE GRADUATE PROGRAM DIRECTOR

The Graduate Program Director has the responsibility for the administration of the program. She is available to discuss any issue of interest to the student by appointment.

STUDENT E-MAIL

Students are required to obtain a University of Massachusetts e-mail account and check it weekly. More information is available thru Information Technology http://umb.edu/index.php/it/services_detail/email_student/.

A plan is underway to make the College of Nursing and Health Sciences official website (www.cnhs.umb.edu) an official channel of communication where updates, forms, and all relevant communication will be posted.

College of Nursing and Health Sciences

Philosophy

The philosophy and goals of the College of Nursing and Health Sciences have been developed by the faculty and are in accordance with the mission and goals of the University of Massachusetts Boston. This philosophy contributes to the development of program goals and provides direction for students, faculty, and graduates. The faculty believes that nursing, clients, health, and the environment can be studied within a systems framework.

Nursing is an art and a science with a body of knowledge concerning human beings, their environments, and their levels of functioning in health and illness. As an essential human service, nursing responds to the needs of society by intervening at the primary, secondary, and tertiary levels of prevention through the systematic application of the nursing process. Nursing
theory and practice are supported by research and by knowledge from the physical, biological, social, and behavioral sciences. Current and historical political, social, legal, ethical, and economic perspectives are considered in determining nursing interventions.

Entry into the practice of professional nursing requires a baccalaureate degree with a major in nursing. The professional nurse used the nursing process to assist individuals, families, groups, and communities to achieve optimal levels of functioning. Professional nurses are accountable and responsible for their nursing actions. In providing nursing care, the professional nurse employs leadership and management skills, collaborates with members of the health care team, and applies research findings. The master’s prepared nurse assumes a nursing leadership role in health care delivery through clinical practice, teaching, and administration.

The human being is an integral whole with biological, psychological, social, and cultural attributes. Humankind is the focus of nursing practice and is made up of diverse, multicultural, multiethnic populations. The faculty believes that humans possess the right and ability to function on their own behalf in health promotion and disease prevention, detection, and treatment.

Health is a dynamic process occurring on a continuum ranging from wellness to illness. Health care is approached through the concepts of primary, secondary, and tertiary prevention. These concepts represent health promotion, health maintenance, and health restoration or rehabilitation. To achieve an optimal state of health individuals use a variety of strategies that are influenced by such factors as culture, ethnic origin, and the environment.

The environment includes all conditions, circumstances, and influences surrounding and affecting individuals and groups. Health is affected by the environment. Some aspects of the environment can be altered to promote health whereas others are fixed and require accommodations by clients and health care providers.

Education is a process in which change and learning are facilitated by the teacher, the learner, and the environment. Learning includes the acquisition of knowledge and skills, exercise of good judgment and critical thinking. Optimal learning occurs when the learner is motivated and involved. Freedom of inquiry in an environment of acceptance and trust fosters learning.
The mission of the CNHS is to educate professionals who are prepared to meet the nursing and exercise science and physical education needs of the citizens of Boston, the Commonwealth of Massachusetts, and the global community. We acknowledge a particular responsibility to address the needs of urban populations. The College develops and disseminates knowledge, and contributes service related to the disciplines of nursing and human performance and fitness. The faculty, administration, staff and students of the College contribute to the realization of the mission by assuring the following:

1. Provide access to education in nursing and exercise science and physical education for students from diverse backgrounds.

2. Provide excellence and innovation in teaching, service and scholarship.

3. Provide public service related to nursing and exercise science and physical education.

4. Contribute to the economic development of the Commonwealth by helping to meet the health care industry's need for well educated and highly skilled nurses and human performance and fitness professionals.

5. Improve the quality of life of individuals, families and communities by fostering good health and fitness, and by influencing health care policy.

6. Prepare graduates for participation in society as educated, socially responsible individuals.

7. Prepare graduates of the Bachelor of Science Program in Nursing for:
   - entry into professional nursing practice
   - Master’s level study in nursing.

8. Prepare graduates of the Bachelor of Science Program in Exercise Science & Physical Education for:
   - entry into the professions of exercise physiology, athletic training, and teaching
   - Master’s level study in the discipline of human performance and fitness.

9. Prepare graduates of the Master of Science Program in Nursing for:
- Leadership roles as advanced practice nurses (clinical nurse specialists and nurse practitioners), with advanced clinical preparation in family, adult, gerontological and acute and critical care nursing
- Doctoral level study in nursing (PhD or DNP)

10. Prepare graduates of the PhD Program in Nursing for careers as educators, policy analysts, and researchers in health policy.

DEPARTMENT OF NURSING

MISSION AND GOALS

Mission

The mission of the Department of Nursing is to prepare nursing students to provide comprehensive theory-guided, evidence-based nursing services directed toward wellness promotion, illness treatment and prevention, and restoration and maintenance of the highest possible health-related quality of life.

Nursing services are provided by students and faculty to multicultural urban populations, including individuals across the life span, within the context of their families and communities, as well as aggregates, including families, population groups, and communities.

It is recognized that the mission can be accomplished only through a firm commitment to:

- Recruiting and supporting diverse students, faculty, and staff
- Using innovative and excellent teaching strategies
- Conducting research designed to generate and test knowledge addressing strategies to enhance the health-related quality of life of urban populations for theory-guided, evidenced-based nursing practice

Goals

The goals of the department address the community of learners, including students and faculty (education), practice, scholarship, service to the University, and service to communities and the discipline of nursing. The goals are:

- Utilize the coordinating functions of the Office of Urban Family Health to promote engagement by faculty and students in nursing discipline-specific and multidisciplinary scholarly work addressing strategies to enhance the health-related quality of life of urban populations.
- Disseminate the results of faculty and student scholarly work to the university community, the community at large, and the professional nursing community.
- Use effective teaching and learning methods to prepare baccalaureate, masters, and doctoral students to provide excellent nursing care for multicultural urban populations.
• In collaboration with other units within the University, provide educational services to enhance student learning in an environment in which students, faculty, and staff interact with respect, value learning and inquiry, and work collaboratively.
• Establish partnerships with clinical agencies and communities that enhance student learning, community service, and faculty practice.
• Support the professional development of departmental colleagues by acknowledging and rewarding multiple patterns of professional contributions.

M.S. PROGRAM OBJECTIVES

Graduates of the MS program in Nursing at UMASS Boston will be able to:

• Demonstrate competence in the advanced nursing practice and management of health and illness for individual, family, and aggregate populations using critical thinking and clinical decision making.

• Sustain individual/family relationships that promote therapeutic health care outcomes for diverse populations

• Design, implement and evaluate health teaching plans for individuals, families and communities.

• Plan comprehensive continuous care through interdisciplinary partnerships across health care settings.

• Manage and negotiate for high quality, cost effective and accessible health care across integrated systems.

• Monitor and ensure the quality of nursing and health care practices utilizing advocacy, health policy, research, and ethical decision-making.

• Design, implement and evaluate care in relation to ethno-cultural and spiritual beliefs with diverse populations.

• Apply theories from nursing and other disciplines to the specialized care of individuals and families from diverse populations.

• Identify researchable nursing problems and participate in nursing research.

• Communicate and consult with local and regional health care providers and policy makers to advocate for high quality health care.

• Demonstrate competency in professional oral and written communication
MS/DNP PROGRAM COMMITTEE

The MS/DNP Program Committee is a committee of the Department of Nursing that oversees all matters pertinent to the M.S. and DNP Programs, including curriculum and graduate admissions. There is one graduate student member who serves with full voting rights.

UNIVERSITY POLICY ON NON-DISCRIMINATION

The University of Massachusetts at Boston prohibits discrimination in all its policies on the basis of race, color, sex, age, religion, national origin, sexual preference or orientation, handicap condition or veteran status.

GENERAL STATEMENT REGARDING NURSING STUDENT RESPONSIBILITIES AND RIGHTS

Nursing students are expected to abide by all existing stated policies, however, in certain extenuating circumstances students may petition the Graduate Program Director for a policy waiver. Please thoroughly review and refer to this handbook to insure that you know and adhere to College of Nursing and Health Sciences policies and procedures.
DISABILITY SERVICES and the COLLEGE OF NURSING AND HEALTH SCIENCES

Any individual with a physical or mental impairment that substantially limits that individual in some major life activity and requires an accommodation must provide documentation of the disability to the Director of the Ross Center for Disability Services. The Director of Disability Services will make a determination whether or not accommodations are needed. Once this determination is made, the Director will then consult with the faculty member on appropriate accommodation(s). A student with a documented disability is encouraged to register with Ross Center for Disability Services (Campus Center 2nd Floor, 2100 Street, and Room 2010, at 617-287-7430.

This statement applies to both lecture and clinical nursing courses.

RIGHT TO REVIEW UNIVERSITY AND COLLEGE OF NURSING AND HEALTH SCIENCES RECORDS

Educational Rights and Privacy Act: In accordance with Public Law 93-38, the University wishes to inform all University of Massachusetts Boston students of their rights to review their education records on file at the University. Accordingly, any nursing student wishing to examine his or her education record should submit a request to a Student Affairs Specialist or the Graduate Program Director of the College of Nursing and Health Sciences.

Academic Dishonesty and Misconduct

All students are encouraged to become familiar with the University’s Code of Student Conduct available at http://www.umb.edu/student_affairs/code.html

Examples of academic dishonesty include but are not limited to cheating on examinations, submitting written material that is the work of others, purchasing papers over the internet, or seeking unauthorized use of computer files of a student or faculty member. Misconduct includes, but is not limited to, furnishing false or inaccurate information, disruptive conduct, or theft and damage to university property.
Plagiarism and cheating are serious offenses and are not tolerated by CNHS or the University. Strict policies and procedures for dealing with these offenses are in place at the University and are outlined extensively in the

**Policies and Procedures - Suspected Plagiarism**

Should a faculty member suspect a nursing student of plagiarism, as defined in the *UMass Boston Student Handbook for Undergraduate and Graduate Students*, the faculty member will notify the nursing student of the charges and inform the nursing student of his/her rights and responsibilities as printed in the *Student Handbook for Undergraduate and Graduate Students*. The faculty member should meet with the nursing student to discuss the alleged violation within ten (10) days of incident. If the issue is not resolved at this meeting, the faculty member will notify the nursing student in writing of the specifics of the alleged violation and of the sanction to be imposed within ten (10) days. If there is no sanction imposed the charges are considered dismissed.

A faculty member may wish to have a case of student plagiarism or cheating heard before the Student Affairs Committee. A faculty member must make a written request to the SAC (within 10 days of the alleged violation). SAC will meet with the student to hear the circumstances of the case and make recommendations for sanctions. A student may appeal sanctions to the University Student Affairs Committee.

A student may wish to have a case of plagiarism or cheating heard before the SAC. The student must make a written request to SAC (within 10 days of receiving the sanction). The faculty member will be asked to present information concerning the suspected violation and the student will be asked to meet with SAC. Recommendations may be made by SAC with the understanding that the decision of sanctions rest solely with the faculty member.

Sanctions for cheating and plagiarism may include but are not limited to a “0” for the assignment, forced withdrawal, “0” for the course or referral to the University Student Affairs for review. Please refer to the *Student Handbook for Undergraduate and Graduate Students*. 
Policies and Procedures - Suspected Cheating

Nursing students are honor bound to maintain ethical practices when taking an examination. If a nursing student’s behavior that signifies he/she is cheating during an examination, as defined in the UMass Boston Student Handbook for Undergraduate and Graduate Students, the nursing student will be asked to surrender the examination and meet with the faculty member as specified in the above section on Suspected Plagiarism.

Policies and Procedures - Suspected Breach of Ethical Conduct in Clinical Settings

1) accept the decision of the faculty member, or

2) submit a written appeal for a hearing to the Student Affairs Committee and/or

3) submit a written appeal for a hearing to the Undergraduate Program Director or to the Departmental Chairperson (You may opt for either 1, 2, 3; or 2 and 3)

Alcohol and Substance Abuse Policy

The fundamental principles underlying this policy are a) patient safety and protection, and b) the need to secure help for the affected student.

The CNHS adheres to the policy and procedures of the University. Accordingly, if a nursing student is suspected of alcohol and/or substance abuse he or she will be immediately removed from the clinical or classroom setting and appropriate arrangements will be made to ensure that the student reaches his/her home safely that day. The incident will be then be reported to the course coordinator, the Graduate Program director, Associate Dean, and Vice Chancellor for Student Affairs or designee for investigation. Until the investigation is completed, the nursing student will not be allowed to participate in any clinical experiences. Pending the outcome of the investigation, disciplinary action may be imposed and/or counseling may be recommended.

Nursing students may avail themselves of appropriate hearing and appeal procedures as exist within the College and as outlined in the University’s Code of Student Conduct.
Overview of the Programs

The College of Nursing and Health Sciences at the University of Massachusetts Boston offers programs of graduate study leading to the MS degree in nursing. The College also offers the following special program above the master’s level: The Post-Master’s Certificate Program prepares nurses who already hold a master’s degree in nursing for careers as family or adult/gerontological nurse practitioners. This program is offered through the Division of Corporate, Continuing, and Distance Education (CCDE) at UMass Boston. For more information see the Post-Master’s Certificate program section below. A Post Master’s DNP (Doctor of Nursing Practice) program has been developed and is now accepting students.

Graduate students at the College work with faculty members distinguished for their achievements as educators, scholars, and practitioners. Faculty are dedicated to developing students’ professional and intellectual interests, and providing a strong background in nursing theory, practice, and research. Masters’ degree students may pursue their individual professional objectives by participating in selected clinical practice experiences with expert preceptors in prestigious placements in urban and metropolitan Boston area institutions.

The MS Program

The MS Program in Nursing prepares its students for advanced practice nursing. Each student chooses one of three tracks: Acute/Critical Care Clinical Nurse Specialist, Adult/Gerontological Nurse Practitioner or Family Nurse Practitioner.

The program’s Capstone experience is a comprehensive project that synthesizes the student’s educational experience. The comprehensive master’s project is submitted at the end of the last semester of study. The project may be a publishable paper, case study, a service-learning project, grant proposal, evidence-based guideline or an acceptable format as agreed upon between the student and the MS Committee.

The MS program is designed for the baccalaureate-prepared registered nurse with a strong professional clinical background, and is tailored to meet the needs of the busy professional. The majority of courses meet once per week in the late afternoon or evening or through distance learning. Clinical practicum experiences are usually conducted during the day on schedules arranged between students and preceptors. The program can be completed in four semesters of full-time study or three to five years of part time study.
The program is accredited by the Commission on Collegiate Nursing Education (CCNE). The Clinical Nurse Specialist track was developed in accordance with guidelines established by the National Association of Clinical Nurse Specialists. Graduates of this track are eligible to take credentialing examinations as Acute Care and Critical Care Clinical Nurse Specialists offered by the American Association of Critical Care Nurses (ACCNS) or by the American Nurses’ Credentialing Center (ANCC). The Nurse Practitioner tracks were developed in accordance with guidelines established by the National Organization of Nurse Practitioner Faculties (NONPF). Graduates of these two tracks are eligible to take credentialing exams that lead to licensure in advanced practice nursing.

Degree Requirements For Students in the Clinical Nurse Specialist or Nurse Practitioner Tracks

A total of 48 credits are required for all tracks, distributed as follows:

Core Courses

The core curriculum consists of 24 credits—eight 3 credit courses are to be taken by students in all three MS tracks, and are listed below:

NURSNG 601 Advanced Nursing Concepts in Theory and Practice
NURSNG 613 Human Diversity in Health Care
NURSNG 614 Advanced Pathophysiology
NURSNG 615 Advanced Health Assessment
NURSNG 616 Nursing Research for Advanced Practice Nurses
NURSNG 618 Health Policy, Financing, and Ethics
NURSNG 631 Role of the Advanced Practice Nurse
NURSNG 634 Pharmacology for Advanced Practice Nurses
19.0 Student Organizations

Acute care/critical care CNS

Full Time (2 years, no summers)

Fall Semester I
NURSNG 601 3 credits
NURSNG 613 3 credits
NURSNG 614 3 credits
NURSNG 615 3 credits

Spring Semester II
NURSNG 616 3 credits
NURSNG 631 3 credits
NURSNG 634 3 credits
NURSNG 690 3 credits

Fall Semester III
NURSNG 691 3 credits
NURSNG 692 3 credits
NURSNG 664 3 credits
NURSNG 667 3 credits
### Spring Semester IV

<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>NURSNG 618</td>
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<tr>
<td>NURSNG 693</td>
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<tr>
<td>NURSNG 665</td>
<td>3 credits</td>
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<tr>
<td>NURSNG 668</td>
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### Part Time (4 years, no summers)

#### Fall Semester I

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<tbody>
<tr>
<td>NURSNG 601</td>
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<td>NURSNG 614</td>
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#### Spring Semester II

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<tr>
<td>NURSNG 616</td>
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<td>NURSNG 631</td>
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#### Fall Semester III

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<th>Course Code</th>
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<tr>
<td>NURSNG 613</td>
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<td>NURSNG 615</td>
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#### Spring Semester IV

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<td>NURSNG 634</td>
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<td>Course Code</td>
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<td>NURSNG 690</td>
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**Fall Semester V**

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<td>NURSNG 691</td>
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<td>NURSNG 692</td>
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**Spring Semester VI**

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<tr>
<td>NURSNG 618</td>
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<tr>
<td>NURSNG 693</td>
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**Fall Semester VII**

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<tr>
<td>NURSNG 664</td>
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<td>NURSNG 667</td>
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**Spring Semester VI**

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<td>NURSNG 665</td>
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<tr>
<td>NURSNG 668</td>
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Three Year Option With Summers:

First Summer (may be before matriculation)
NU614 Advanced Pathophysiology
1st Semester Fall
NU601 Advanced Nursing Concepts in Theory and Practice
NU613 Human Diversity in Healthcare
2nd Semester Spring 2009
NU616  Utilization of Nursing Research for the Advanced Practice Nurse
NU631  Role of the Advanced Practice Nurse
NU690  Acute Care/Critical Care Nursing I  
        2nd Summer
NU634  Pharmacology for Advanced Practice Nurses  
        3rd Semester Fall
NU691  Acute Care/Critical Care Nursing II
NU692  Acute Care/Critical Care Nursing III  
        4th Semester Spring 2010
NU693  Acute Care/Critical Care Nursing IV
NU618  Introduction to Health Policy, Economics & Ethics  
        3rd Summer
NU615  Advanced Health Assessment  
        5th Semester Fall
NU664  Clinical Practicum I: Focus on the Acutely Ill or Critical Ill Patient
NU667  Clinical Practicum III: Nurse Educators in Clinical Practice Settings  
        6th Semester Spring
NU665  Clinical Practicum II: Focus on CNS Role
NU668  Clinical Practicum IV: Nurse Educators in Academic Settings

Adult/Gerontological and Family Nurse Practitioner and

Family Nurse Practitioner tracks:

Full Time

Fall Semester I

NURSNG 601  3 credits
NURSNG 613  3 credits
NURSNG 614  3 credits
NURSNG 615  3 credits
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<th>Course</th>
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<td>NURSNG 616</td>
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<tr>
<td>NURSNG 631</td>
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<tr>
<td>NURSNG 638</td>
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**Fall Semester III**

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<td>NURSNG 639</td>
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**Adult/Gero also take:**

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<tbody>
<tr>
<td>NURSNG 670</td>
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**Family also take:**

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<tr>
<td>NURSNG 680</td>
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**Spring Semester IV**

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<td>NURSNG 618</td>
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**Adult/Gero also take:**

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<tbody>
<tr>
<td>NURSNG 671</td>
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</table>
NURSNG 672 6 credits

**Family also take:**

NURSNG 681 3 credits
NURSNG 682 6 credits

**Three Year Option**

*Fall Semester I*

NURSNG 601 3 credits
NURSNG 614 3 credits

*Spring Semester II*

NURSNG 616 3 credits
NURSNG 631 3 credits

*Fall Semester III*

NURSNG 613 3 credits
NURSNG 615 3 credits
NURSNG 637 3 credits

*Spring Semester IV*

NURSNG 618 3 credits
NURSNG 634 3 credits
NURSNG 638 3 credits

Fall Semester V
NURSNG 639 3 credits

Adult/Gero also take:
NURSNG 670 6 credits

Family also take:
NURSNG 680 6 credits

Spring Semester VI
Adult/Gero take:
NURSNG 671 3 credits
NURSNG 672 6 credits

Family take:
NURSNG 681 3 credits
NURSNG 682 6 credits

Admission Requirements for the M.S. in Nursing
Prospective MS in nursing program graduate students must meet the following criteria for admission:

1. Baccalaureate degree in nursing from an NLNAC or CCNE-accredited program.
2. Undergraduate GPA of at least 2.75
3. A current unrestricted Massachusetts license in nursing.
4. Evidence of one or more years of recent professional practice.
5. Completion of a college-level course in introductory statistics.
6. Recent completion of a college-level course in health assessment.
7. Acceptable scores on the Graduate Record Examination (GRE) scores for aptitude tests.

The Post-Master’s Nurse Practitioner Certificate Program

This 12 or 21 credit certificate program is designed to assist RNs who have an MS degree in nursing to acquire the knowledge and clinical experience that will prepare them to sit for a gerontological, adult, or family nurse practitioner certification examinations. Nurses holding current NP certification in adult primary care, with 2 or more years of experience may apply for the 12-credit gerontological option (open to gerontological NPs); the 12-credit family option (is open to pediatric and adult NPs only). RNs and other certified APRNs who have an MS in nursing from an accredited institution may apply for the 21-credit certificate program in adult gerontology or family. Prerequisites to the post masters program option include evidence of graduate course work (with a grade of B or better) in advanced health assessment, advanced pathophysiology and advanced pharmacology. Provisional acceptance into the program may be made pending successful completion with a grade of B or better of all pre requisites. Applicants who do not have these pre-requisite courses should consult the College of Nursing and Health Sciences course schedule. For more information, please contact Program Director Margaret McAllister PhD, FNP-BC at: margaret.mcallister@umb.edu.
Post Master’s Certificate Program of Study

The 21 credit option can be completed in two semesters (full time), or four semesters (part-time). The 12-credit option can be completed in one semester full time or two semesters part time. Students are invited to contact the Post Master's Program Director to determine the appropriate program of study that will meet their individual needs. Students may transfer two required graduate level courses equivalent to courses offered at UMass Boston provided they have earned a grade of B or better and they are not older than five years. Courses considered for transfer credit cannot be applied to a previously earned degree.

Clinical Experiences: All students in the 21-credit option must complete 560 hours of documented clinical experience. Students in the 12 credit option must complete 280 hours of clinical experience in the in the chosen specialty. All practicum experiences are subject to the approval of the certificate Program Director and the agency providing the clinical must be under contract with the UMass Boston College of Nursing and Health Sciences. Students are advised that preceptors must be either Master’s prepared NPs, or MDs with unrestricted current licensure. Students need to contact the Program Director in order to determine if their selected practice site will meet the course objectives. Prior to beginning the clinical practicum all students are subject to the clinical clearance requirements as mandated by the agency in which they will be doing their clinical experience. UMass Boston does not carry out a clinical clearance for students in the post master's program of study. All students are required to submit copies of immunizations, license, CPR, resume and evidence of health insurance. Students not residing in Massachusetts are waived the requirement for UMass Boston Student Health Insurance. In state residents in online programs of study, must complete the student health insurance waiver form; contact the Program Director for the Waiver Form. UMass Boston provides malpractice insurance to cover students while they are in clinicals.

No student can begin clinical experiences without a signed working agreement on file between UMass Boston College of Nursing and the agency they will be doing their clinical experience in. Courses are offered both in the classroom and on line depending up on program needs and enrollments. Students may petition to have equivalent courses completed in their prior master’s degree waived and credit needed to complete the certificate man then be taken in other subject areas approved by the Program Director. Students matriculated in the Post Master’s Certificate Program are subject to the same academic polices as the generic master’s students as stated in the current UMass Boston CNHS Graduate Student Handbook.

All required courses are open to matriculated students first and then to non matriculated students on a space available basis and with permission of the program director.
The family certificate is open to enrollment in the spring term for adult NPs needing to complete requirements for the family nurse practitioner certificate. Others may enroll for NU681 and NU682 in the spring with permission of the Program Directors. The preferred time to start the FNP 21 credit program is in the fall semester. The recommended sequence of courses is fall NU639, NU680 followed by spring NU681 and NU682. NU637 may be taken any term following admission to the program or following completion of the clinicals in the summer term.

The 12 credit FNP program is open to those with a Pediatric NP certification including courses NU639, NU637 and NU680; or Adult NP certification courses include NU681, NU637 and NU682.

### Family Certificate 21 credits

- **NU 681** PC of the Child bearing Family
- **NU 639** Primary Care of the Adult
- **NU 637** Psychosocial Mental Health
- **NU 680** Primary Care Fam Pract II
- **NU 682** Primary Care Fam Pract III

The Adult Gero 21 credit certificate program begins in the fall, the sequence of courses includes NU681, NU680 or NU670 followed in the spring by NU671 and NU672, NU 637 may be taken any term or preceede enrollement in NU 681 or taken the follow summer after completion of NU 672. Students with Gero only preparation are eligible for the 12 credit gero/adult certificate including courses NU637, NU639 and NU680; those with an Adult only NP preparation are eligible for the 12 credit Gero/Adult certificate courses include NU637, NU671 and NU672.

### Adult/Gero Certificate 21 credits

- **NU 671** Primary Care of the Older Adult
- **NU 639**
Primary Care of the Adult

NU 637  Psychosocial Mental Health
NU 670  Primary Care Adult/OAdult Pract II
NU 672  Primary Care Adult/OAdult Pract III

OR

NU 680  Primary Care Fam Pract II

Adult/Gero Certificate  12 credits

NU 671  Primary Care of the Older Adult
NU 637  Psychosocial Mental Health
NU 670  Primary Care Adult/OAdult Pract II

OR

NU 672  Primary Care Adult/OAdult Pract III

Family Certificate 12 credits

NU 681  Primary Care of the Child Fam
NU 637  Psychosocial Mental Health
NU 682  Primary Care Fam Pract III
Admission Requirements

Applicants should indicate in their statement of interests and intent whether they are applying to the Family or Adult/Gerontology NP program of study 12 or 21 credit options. Only currently certified NPs can be considered for acceptance into the 12-credit option. A personal interview may be required; the Chair of the Graduate Admissions Committee will inform applicants of their admission to the program. In addition to the general admission requirements for all graduate studies programs listed in the “Admissions” section of this publication, prospective students applying to the post-master’s nurse certificate programs must also meet the following requirements:

8. Evidence of national certifications in advanced practice nursing specialty.

9. Applicants are not required to submit Graduate Record Examination Scores.

Post Master’s Doctor of Nursing Practice

The 39 credit Post Master’s DNP prepares advanced practice nurses with the highest skills of excellence and scope of nursing knowledge for practicing in the emerging health care environment. The scope of knowledge and skills to be acquired include expertise in direct, autonomous and interdisciplinary patient care management and health systems leadership as well as translational research. These advanced practice skills and knowledge will be augmented by an in-depth understanding of health care financing trends and the utility of information technology in the health care system. This breadth and depth of knowledge will prepare graduates to provide solutions to the problems encountered in today’s health care system and develop strategies to address the challenges of the future.

Preparing DNP graduates for leadership in health care involves incorporating curricular opportunities for public service and innovation. The DNP program has as its core the improvement of patient care and systems outcomes by increasing students’ knowledge, research translation, and leadership skills for advanced clinical practice. Graduates will learn to develop solutions to such problems as consumer barriers to health care access. Through service learning projects, conducted during the final capstone project, students will develop innovative approaches to solving problems related to health care disparities and improving the delivery of high quality health care
Goals of the Post Master’s DNP program

1) Assuring an appropriate supply, diversity, and distribution of advanced practice nurses to meet emerging health care system needs in the Commonwealth and Boston urban and suburban community;

2) Preparing advanced practice nurses with the highest level of knowledge and competence to successfully pass the national certification exams in their specialty and obtain employment in their specialty area;

3) Developing advanced practice nurses with competence in health systems leadership, policy development, and interdisciplinary collaboration to improve health care quality and increase health care access for all populations;

4) Preparing graduates with transformational leadership skills in policy change in order to overcome disparities in health care for those population groups bearing a disproportionate share of disease and disability.

Admission Requirements

Applicants to the post master’s DNP degree program must meet the entrance requirements of the University of Massachusetts Graduate Program and the College of Nursing and Health Sciences. Each applicant will:

Applicants must submit the following documentation:

Official transcripts for all undergraduate and graduate programs attended

3 letters of recommendation from health professionals describing professional nursing experience, leadership ability, and/or scholarly achievements

A personal interview with faculty may be required.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Course #</th>
<th>Course Name</th>
<th># Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Fall</td>
<td>NU 797 Health Informatics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NU 760 Biostats I or Elective On line</td>
<td>3</td>
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<td></td>
<td>Spr</td>
<td>NU 616 Evidence Based Practice I</td>
<td>3</td>
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<td></td>
<td></td>
<td>NU XXX Principles of Epidemiology</td>
<td>3</td>
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<td>NU XXX Intermediate Biostatistics</td>
<td>3</td>
</tr>
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<td></td>
<td>Sum1</td>
<td>Summer courses TBA</td>
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<tr>
<td></td>
<td></td>
<td>NU 722 Health Care Systems and Quality</td>
<td>3</td>
</tr>
<tr>
<td>Year 2</td>
<td>Fall</td>
<td>NU 716 Evidence Based Practice II</td>
<td>3</td>
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<tr>
<td></td>
<td>Spr</td>
<td>NU 704 Seminar in Health Care Financing</td>
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<tr>
<td></td>
<td></td>
<td>NU 762 DNP Internship II</td>
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<tr>
<td></td>
<td></td>
<td>NU 637 Psychosocial Mental Health</td>
<td>3</td>
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<td>Sum 2</td>
<td>Summer courses TBA</td>
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</tr>
<tr>
<td>Year 3</td>
<td>Fall</td>
<td>NU 763 DNP Internship III</td>
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<td></td>
<td>MBA 650 Organizational Analysis/ Skills</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Spr</td>
<td>NU 765 Leadership/Management in Health Care</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NU 764 Capstone Seminar &amp; Internship IV</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits 39**
Academic Resources

Facilities and programs available to all students in the University are described in the University’s Graduate Handbook. Other facilities for students in the College of Nursing and Health Sciences are listed below.

CCER

The Center for Clinical Education and Research is located in the CNHS on the 3rd floor of the Science Building offers varied services to enhance your learning, including individual tutoring, and skills training. [http://www.ccer.cnhs.umb.edu/index.php](http://www.ccer.cnhs.umb.edu/index.php)

Graduate Writing Center

The purpose of the Graduate Writing Center is to provide conferences to students who are willing to make a commitment to work with a professional consultant over several weeks. Students who are in the process of completing graduate coursework at UMass Boston, and who wish to develop their paper writing process, graduate-level research skills, and/or understanding of the general expectations associated with graduate study, should consider signing up for conferences. Generally, a student meets with his/her consultant for weekly one-hour appointments. Call or visit Academic Support Programs in the Campus Center 1-1300 or call 617-287-6550 for more information.

Financial Aid

Office of Financial Aid Services

This office is located on the fourth floor of the campus center, room 04300 Call 617-287-6300 or visit them online at [http://www.umb.edu/students/financial_aid/](http://www.umb.edu/students/financial_aid/)

It offers students information on grants, loans, and other sources of financial support.
Advanced Education Nurse Traineeship Grant

Each year, the Department of Nursing applies for this grant from the U.S. Department of Health and Human Services, Human Resources Services Administration, Bureau of Health Professions Division of Nursing. The grant provides stipends for graduate nursing students and does not require a service commitment. Contact the Graduate Program Director for more information.

When notice of funding is received, the Graduate Program Director notifies all graduate students.

Those students carrying 9 credits or more for both the fall and spring semesters and those in their last year of graduate study are eligible to apply for a stipend.

Scholarships

Notices of scholarships available from public and private sources are posted on the College website as well as on the graduate student bulletin board on the third floor of the Science Building.

Graduate Assistantships

The University offers a limited number of graduate assistantships in teaching or research to qualified students. Applicants for admission to graduate programs and currently enrolled
students should consider applying.

The M.S. Program in Nursing offers ¼ time graduate assistantships, which requires five hours of service per week in the areas of teaching, research or administrative support. In return, the University pays a stipend and provides a tuition waiver and a waiver of ¼ of the fees. Students may obtain more information about assistantships by contacting the Graduate Program Director. General information about assistantships is also available from the Office of Graduate Studies.

**Sigma Theta Tau**

Candidates shall have demonstrated superior scholastic achievement, academic integrity, and professional leadership potential and/or marked achievement in the field of nursing. Candidates shall be elected from students enrolled in masters and doctoral programs that are accredited by a recognized accrediting body.

Students who have completed a minimum of one-fourth of the required graduate curriculum and have demonstrated ability in nursing shall be eligible. Nurses matriculated for master’s programs shall be eligible for membership if they have achieved a grade point average of at least 3.5 on a 4.0 scale, or its equivalent. Nurses matriculated for doctoral or post-doctoral programs shall be eligible for membership if they have achieved a grade point average of at least 3.75 on a 4.0 scale, or its equivalent.

Guidelines and opportunities for membership in the Honor Society will be published on the College website. Students who are accepted are inducted in the Annual Induction Ceremony.

Graduate who belong to other chapters of Sigma Theta Tau are welcomed to transfer their membership to Theta Alpha or apply for dual membership for a modest fee paid to Sigma Theta Tau International paid with their annual renewal fee.
Academic Policies, Procedures, and Requirements

All graduate nursing students should familiarize themselves with the University’s Graduate Academic Regulations available at http://www.umb.edu/academics/graduate/academic_regulations.html.

1.0 Academic Standing and Progression Policies

Academic standing is the basis for decisions regarding student progression, probation, graduation, and dismissal in the Graduate Nursing Programs. Academic standing is determined by the student's cumulative quality point average, a measure of all the grades the student has earned in the University which are applied to the course requirements of the Master's, Post Master's Certificate, or DNP Programs.

The following policies apply to all matriculated students in the Graduate Program. The University also publishes policies in the UMass Boston Undergraduate and Graduate Student Handbook and Graduate Studies Bulletin. Policies in effect when the student is matriculated into the program of study will apply throughout the students program of study. Policies in the College of Nursing and Health Sciences handbook may be more stringent than those of general graduate policy as stated in the University Handbook. In matters of policy difference, the College of Nursing and Health Sciences and Health Sciences policy supersedes the University policy. All graduate nursing students are required to comply with the policies included in this document.

1.1 All full and part time students must maintain a cumulative average of 3.0 to graduate.

1.2 All full and part-time students who fail to maintain a 3.0 GPA may be subject to academic dismissal.

1.3 Students who do not maintain a cumulative quality point average of 3.00 will be referred to the CNHS Student Affairs Committee. Students will be asked to submit a letter of appeal
with an explanation to the CNHS Student Affairs Committee. Based upon review of the student's record and letter of appeal, the CNHS Student Affairs Committee will recommend conditions of Probation, or Dismissal and forward these to the Department Chair and Graduate Program Director.

1.4 Students must earn a grade of B- (2.75) in all required courses listed on the student's program of study. Required courses include core courses, clinical concentration courses, theory courses, functional area courses, and clinical practicum’s (electives are not considered required courses). Any grade below a B- (2.75) is considered a failure.

1.5 Students who do not earn a grade of B- (2.75) in all required courses will be referred to the CNHS Student Affairs Committee. Students will be asked to submit a letter of appeal with an explanation to the CNHS Student Affairs Committee. Based upon review of the student's record and letter of appeal the CNHS Student Affairs Committee will recommend conditions of Probation, or Dismissal and forward these to the Department Chairperson and Graduate Program Director.

1.6 The Graduate Program Director will request the Dean of Graduate Studies to place the student on Academic Probation or Dismissal.

1.7 Upon the decision of the CNHS Student Affairs Committee and Graduate Program Director the student may petition to repeat up to two failed courses a total of one time for each course during their entire program of study.

1.7.1 The student must receive a grade of B- or better in the repeated course in order to meet the degree or post master's certificate requirements.

1.7.2 If a satisfactory grade (B-) is not achieved when the student repeats the previously failed course, the student will be recommended by the Graduate Program Director to the Dean of Graduate Studies for dismissal.


2.0 Course Policies

2.1 It is an expectation that students will demonstrate the ability to meet the course objectives as stated in the course syllabus.

2.2 Failure to meet course objectives as outlined in the syllabus, or as stated by course faculty, and determined by the course evaluation strategies specified in the course syllabus, will result in course failure.

2.2.1 In Graduate nursing courses that have two components, theory and practicum, both components must be successfully completed in order to pass the course. If the theory or practicum portion is failed, both components must be repeated.

2.2.2 If at any time during a course, a faculty member deems that a graduate student's academic and/or clinical performance is unsatisfactory, or if demonstrated work indicates that a student is in jeopardy of failing, a written warning or an At Risk of Failure Form will be given to the student. Students must meet with the course faculty to develop a plan for meeting the course objectives.

3.0 Practicum Purpose, Hours, and At Risk of Failure Policies

3.1 Practicum Purpose and Clinical Practice Hours. The clinical practicum provides graduate students with the opportunity to integrate theory and research with practice. It also provides the laboratory experiences that allow the student to acquire advanced competencies in the role specialty. Clinical practice hours are required for each clinical course. For advance practice nursing students, a specific number of clinical practice hours are necessary pre-requisites for students to register for the specialty certification exams upon graduation from the program of study.
3.2 Required clinical practice hours are listed in the course syllabus. Preceptors and agencies have a contractual agreement with the University to precept students for a predetermined number of clinical hours for the determined period of time. Students are expected to comply with the times and days that have been arranged with their clinical preceptors. Deviations from prearranged contractual hours are permitted only by agreement with the agency and preceptor and must be in writing.

3.3 Clinical Clearance Policies and Procedures

Students must submit certain documentation prior to beginning every clinical rotation. It is the student’s responsibility to make sure that completed clinical clearance materials are submitted correctly, completely, and on time. According to the Graduate Nursing Program guidelines, you must complete the clinical clearance requirements annually before starting your spring clinical placement. The following is a list of the current clinical clearance requirements. Students will be required to adhere to submission dates: failure to do so may delay the start of the clinical rotation.

**Additional immunizations and additional clearances may be required by a clinical agency such as – for example, TB Symptom Check, or flu shot. Students will be required to provide this information to the agency.

3.4 At Risk of Failure Form Policy and Procedures

At any time during the practicum experience that the student is determined to be at risk of failing, the student will be advised in writing by the faculty course member. The student will be asked to meet with the course faculty to discuss their deficiencies and develop a plan for meeting the course objectives using the At Risk of Failure Form.

3.4.1 An At Risk of Failure Form details the reasons why the student is at risk of failing and attaches a form that describes recommendations for meeting the course and clinical performance objectives. The form is written by course faculty and a copy is forwarded to the Graduate Program Director.
3.4.2 The graduate student receives a copy of both the course performance recommendations and the At Risk of Failure Form, and a copy will be placed in the student's file.

3.4.3 Following receipt of an At Risk of Failure Form, the student and faculty member set up a schedule to meet and discuss the student's progress in meeting the course objectives.

3.4.4 A Student-Faculty Conference is set up prior to the final clinical evaluation. Whenever possible this conference will occur such that there will be sufficient time between the receipt of the At Risk of Failure Form and the final clinical evaluation to allow the nursing student to time to work towards mastery of their deficiencies.

3.4.5 A meeting occurs between the student and course faculty at the conclusion of the course. Students who have demonstrated achievement in mastery of the course objectives will have a note written on their At Risk of Failure Form indicating the above. However, if a student does not make sufficient progress in demonstrating competent clinical performance, as specified by the course objectives and the instructor they will fail the course.

3.5 Safety in Clinical Practice – Policies and Procedures

If at any time during the clinical practice experience a preceptor, course faculty member or other licensed agency personnel determines that a graduate student's performance is below the minimum standards consistent with safe clinical nursing practice expected of a licensed registered nurse in the Commonwealth, the graduate student will be not be permitted to continue their clinical practicum.

Graduate students found unsafe in clinical practice under this clause of the Graduate Student Handbook will be referred to the Graduate Program Director and course faculty to be notified of the specifics of the alleged unsafe practice and of sanctions to be imposed.
3.6 Professional Policies, Dismissals, and Appeals

3.7 Graduate nursing students must comply with the conditions of academic probation as recommended by the Student Affairs Committee to the Graduate Program Director. These recommendations will be forwarded to the Dean of Graduate Studies. Graduate students should consult the UMass Boston Student Undergraduate and Graduate Student Handbook concerning conditions of academic probation and removal from probation for graduate students.

3.8 Dismissal Policies: Academic dismissal is an action that is taken by the Graduate Dean upon recommendation of Department Chair and Department Graduate Program Director. Refer to UMass Boston Student Undergraduate and Graduate Student Handbook concerning the conditions of academic dismissal.

3.8.1 Graduate students will be notified in writing by the Dean of Graduate Studies of their impending dismissal and the reasons for the dismissal.

3.9 Appeal Policies: Graduate students have the opportunity to appeal the decisions of the CNHS Student Affairs Committee:

3.9.1 Submit a letter of appeal to the CNHS Student Affairs Committee. The appeal letter should include the policy exception request, or a plan to prevent any further need for policy exceptions.

3.9.2 Graduate students may request to appear before the CNHS Student Affairs Committee to clarify and/or to answer questions regarding their appeal. In addition, the student may bring someone with them to the meeting to lend support. The support person can only submit written materials or a letter of support, and may not disrupt committee proceedings or serve as legal counsel.
3.9.3 Graduate students will be notified in writing of the decision of the CNHS Student Affairs Committee.

3.9.4 If dissatisfied with the decision of the CNHS Student Affairs Committee students may grieve the decision as outlined in the UMass Boston's Graduate Student Handbook.

4.0 Readmission of Students Who Voluntarily Withdraw

In general, graduate students who withdraw from the program of study in good standing may resume their studies by completing a readmission form obtained from the Registrar's Office.

4.1 Applicants will be notified in writing of their request for readmission status.

4.2 Graduate students are referred to the UMass Boston Undergraduate and Graduate Student Handbook concerning all policies related to graduate student readmission.

5.0 Readmission of Students who are Dismissed

All requests for readmission by dismissed students must be submitted to the student affairs committee. The letter requesting readmission should contain:

2. New, different, and pertinent information that was not previously presented to the Student Affairs Committee that you believe will assist the Committee in re-evaluating your dismissal. You should make an appointment with the Graduate Program Director to discuss the appropriateness of your appeal.
6.0 General Use Petition Form

Masters students must complete a General Use Petition hereafter known as the (GUP) form for all formal requests that pertain to their program of study. Such requests include, but not limited to a one time only reduction to 3 credits/semester, withdrawal from the program, change from part-time to full time study (or vice versa), a change in program track, permission to transfer credits, a leave of absence, and so on. The GUP form is available in the graduate student mail room at the CNHS or from your faculty advisor.

Guidelines for use of the GUP form are as follows: The student should discuss the proposed request with their faculty advisor and then formalize their request by completing the GUP. Check the appropriate category of request on the GUP and write a brief narrative explaining the request in the space available. The request is reviewed by the faculty advisor who makes a recommendation to approve or deny and signs the form. The student then submits the signed GUP form to the Graduate Program Director. The Graduate Program Director approves or denies the request after due consideration. If the faculty advisor recommends denial of the request, the student has the right to dispute the recommendation with the Graduate Program Director. The final determination on GUP requests is based primarily on the Master’s in Nursing Program Academic and Progression Policies. A copy of the finalized GUP form is placed in the student’s mailbox, forwarded to the faculty and academic advisors, and entered into the student’s file.

6.1 Graduate students may petition to request a change in their program of study one time only following their matriculation.

6.2 Graduate students must meet with their advisor and request in writing a program change specifying the reasons for the request.

6.3 The student must complete a petition form and attach a letter to the appropriate department Graduate Program Director requesting acceptance into the new program of study and forward copies of their current program plan and completed course grades.
6.4 The student's advisor of record will confer with the appropriate Graduate Director(s) and/or Admissions committee regarding the change. The College reserves the right to deny requests for a change in the program of study.

6.5 The student will be notified by mail by the Graduate Program Director regarding the request of change of program of study.

6.6 The student will be assigned to a faculty advisor in their new program of study.

6.7 The student is expected to meet with their new advisor as soon as possible following acceptance into the new program of study to file a revised program plan that must be approved by the Graduate Program Director. Graduate students cannot register for courses until a new program plan has been filed.

7.0 Credit Load Requirements

7.1 In order to be eligible for the benefits of full-time study, graduate students must carry 9 credits per semester.

7.2 Part-Time graduate students must carry a minimum of 6 credits.

7.3 Maximum Credit Load

A graduate student may register for up to 12 credits during the fall and spring semesters and nine credits during the summer. Any student who wishes to register for more than the maximum credit load must secure written permission from the Graduate Program Director.
8.0 Five Year Limitation on Period to Earn a Degree

University policy indicates that all graduate students must earn their degree within five years of the date of matriculation into the program of study in the College of Nursing and Health Sciences. (See UMass Boston Undergraduate and Graduate Student Handbook)

8.1 Exceptions to credit minimums must be made in consultation with the student's advisor. Changes will affect the student's program of study and expected date of graduation.

8.1.1 The student must petition their Graduate Program Director for an exception to the minimum credit policy.

8.1.2 Exceptions will be made in special circumstances and may be granted for one semester only.

8.1.3 If an exception is granted by the Graduate Program Director, the student will be notified in writing and requested to meet with their advisor to file a new program of study and expected date of graduation.

8.1.4 Graduate students who fail to complete their program of study within five years will be placed on registration hold by the university registrar and may be subject to dismissal by the Dean of Graduate Studies.

9.0 Request for Extending Five Year Limitation
Graduate students may seek an extension of the five-year time limitation to complete their program of study because of extenuating circumstances one time during their program of study.

9.1 Graduate students must be in good academic standing and not on probation to be considered for an extension.

9.2 Graduate students must file a petition for extension on the deadline to graduate in writing to the Graduate Program Director who will forward the request to the Dean of Graduate Studies. The petition request should include all relevant information including a clear statement of the reasons for the request, the extenuating circumstances, and a revised plan of study with new date of graduation.

9.3 A signature of the graduate student's academic advisor of record must accompany the petition for extension containing the revised program plan at the time of the request.

9.4 The Dean of Graduate Studies will notify graduate student of the decision in writing.

10.0 Registration and Leave of Absence Policies and Procedures

10.1 Each degree-seeking graduate student must maintain continuous registration each semester until the degree sought by the student has been formally awarded.

10.2 If the student does not register in any semester for a course, he/she must maintain continuous registration by paying a program continuation fee determined by the registrar.

10.3 Payment of program fees does not extend the time limit for completion of the degree.
10.4 All Leave of Absences (LOAs) requests must be approved by the Graduate Program Director in consultation with the student's advisor.

10.4.1 Students must meet with their faculty advisor and complete the General Use Petition Form. The student and advisor must complete a Change in Program Plan.

10.4.2 The faculty advisor must forward the General Use Petition Form and the revised program to the GPD.

10.4.3 The student will receive a letter from Dean of Graduate Studies concerning the requested LOA.

10.4.4 A copy of Graduate Dean's permission letter will be placed in the student's file.

10.4.5 An LOA approved by the Dean of Graduate Studies extends the time limit to graduate by the length of the leave and will be reflected in the student's revised program plan.

10.4.6 During any approved LOA the student must pay the program fee for each semester of non-continuous registration in order to maintain matriculation status in the Graduate Program, College of Nursing and Health Sciences

11.0 Graduate Grading Policy

11.1 Letter Point Equivalent. For graduate students, the University uses a system of letter grades that are equivalent to numerical "quality points" according to the following table:
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<thead>
<tr>
<th>Grade</th>
<th>Point Equivalent</th>
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<tbody>
<tr>
<td>A</td>
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<tr>
<td>A-</td>
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**11.2 Policy on Grades.** The instructor of a class has full responsibility for grading and is the best judge of student performance; there may, however, be instances in which a graduate student believes that a grade has been assigned unfairly. In such cases, the student should discuss the grade with the instructor. If they are unable to resolve the issue, the student should make a written request to the Graduate Program Director asking for a meeting with the faculty member to discuss a fuller explanation of the grade and/or reconsideration of the grade. Although the Graduate Program Director serves as mediator in this meeting, the faculty member remains the final authority for any grading decision.

**11.3 Incomplete.** A grade of incomplete (INC) is not automatically awarded when a student fails to complete a course. Incomplete grades are awarded only when satisfactory work has been accomplished in the majority of the course and the student is unable to complete course requirements due to extenuating life circumstances beyond his or her control.

**11.3.1** The student must negotiate with and receive the approval of the course instructor in order to receive the grade of incomplete.

**11.3.2** A copy of the written agreement between the faculty member and the student which specifies the work to be completed and the deadline for completion must be on file with the Graduate Program Director with a copy to the graduate student’s advisor.
11.3.3 A student can only obtain credit for an INC by completing the coursework before the end of one calendar year from the time of enrollment in the course in which they have earned an incomplete. At the end of that period, if the course faculty member does not submit a change of grade form, a grade of F (Failure) will be recorded on the student's transcript. An incomplete grade that converts to an F is irrevocable.

11.3.4 Graduate students with an Incomplete in a pre-requisite course cannot progress to active enrollment in a course requiring that pre-requisite while an INC grade remains on their transcript.

11.3.5 Graduate students who have an INC in a clinical course may not progress to the next clinical course.

11.4 Not Attending Grade (NA)

11.4.1 The NA grade signifies that although a student registers for a course and appears on the class roster, the student never attended the class.

11.4.2 The NA grade is not a substitute for dropping or withdrawing from a course, since a student is still responsible for all tuition and fee charges for courses designated NA on his/her transcript.

11.5 Withdrawal Grade (W)

11.5.1 The W grade is given to a graduate student who withdraws from a course after the add/drop period.

11.5.2 Graduate students are advised to comply with the time limitations for withdrawal from a course as listed in the academic calendar. Students who wish to retain the option
to re-enroll in the course are to meet with the course faculty and their faculty advisor at the time of withdrawal.

11.5.3 Refer to the UMass Boston Student Undergraduate and Graduate Handbook for complete information on how to withdraw from a course and policies that apply to the withdrawal grade or visit the graduate studies web site for policy information. Students may re-enroll in a course from which they have withdrawn one time only. Students that withdraw from a course a second time cannot re-enroll in the same course a third time.

11.6 Audit/Pass/Fail

11.6.1 Audit. Graduate students may audit a course on a space available basis and with permission of the instructor. An audit course cannot be used to meet degree requirements.

11.6.2 Pass /Fail. There is no pass/fail option for graduate students.

12.0 Graduation Requirements and Procedures

The College recognizes graduate students eligible for graduation in December and June.

12.1 Graduate students must consult the individual program descriptions in the Graduate Student Bulletin for complete information regarding graduation requirements.

12.2 In general, graduate students are eligible for graduation if they complete the following:

12.2.1 Each graduate student must complete the required number of credits
as designated in their program of study and all clinical practicum requirements as designated in their program of study.

12.2.2 Each Nursing student must have a cumulative GPA of 3.0 in all required UMass Boston courses excluding electives.

12.2.3 Each student must successfully complete a Capstone Experience prior to graduation from the Master's Degree Program in the College of Nursing and Health Sciences.

13.0 Certification to Graduate.

Graduate students preparing to graduate must complete the Graduation Audit Form during their final semester.

13.1 Graduate students should obtain and return the form as directed by the Graduate Program Director.

13.2 Following review of the student's academic record, the Graduate Program Director will certify eligibility for graduation.

13.3 An announced graduation fee must be submitted together with the graduation certification form to the College of Nursing and Health Sciences Academic Advisors Office.

13.4 Failure to complete the capstone experience and certification process in a timely manner will interfere with the awarding of the degree.
14.0 Certification Exams and Licensure Practice in the Expanded Role

Graduate students who are planning to take certification exams following graduation are expected to obtain the information for certification exams from their faculty coordinator. Registration for certifying exam occurs during the early part of the final semester of study.

14.1 Graduate students are responsible to obtain all transcripts from the registrar's office and any needed faculty signatures in completing the certifying exam registration.

14.2 Graduate students must obtain official transcripts with a stamp indicating that their degree has been awarded. This final transcript must be sent to the certifying body in order to obtain release of scores on any certification exam.

14.3 For Nurse Practitioner Students: When Nurse Practitioner graduate students have obtained a passing score on the certifying exam, they must apply to the Board of Registration in Nursing and pay the required fees and complete the registration to practice as a nurse in the expanded role in the Commonwealth of Massachusetts. REGULATORY AUTHORITY 244 CMR 4.00: M.G.L. c. 112, §§ 80B, 80C, 80E and 80G; c. 94C. A new license will be issued by the Board of Registration in Nursing. See Code of Mass Regulations 244 for further information on Practice in the Expanded Role in Nursing including obtaining prescriptive authority in the Commonwealth of Massachusetts, on line at the Massachusetts Government publications web site.

15.0 The Capstone Experience

Successful completion of the Capstone Experience is a requirement for graduation from the Master's Degree Program. The Capstone Experience provides an opportunity to demonstrate both integration and synthesis of knowledge in the discipline.

Successful completion of the Capstone is a requirement for graduation from the Master’s Program at the College of Nursing and Health Sciences. Acceptable formats include scholarly
papers of publishable quality, posters and presentations at professional conferences, the development of clinical protocols and guidelines, case studies, evidence based practice implementation projects, and quality improvement projects that address outcomes in the clinical setting.

Student and faculty will agree on an appropriate format.

Students will be asked to submit a draft of the project in the fall semester at a date determined by the MS/DNP committee. Draft outlines will be reviewed by the Committee and approved as acceptable for the capstone experience. Outlines are to be revised as necessary until they meet the committee’s approval.

2.0 As appropriate for the type of Capstone and its requirements, each advisor may identify intermediate dates for submission of drafts. Students also may negotiate submission of drafts and progression of their work individually with their advisor.

5.0 An abstract of the project must be submitted with the final copy, which will be kept on file in the Graduate Studies Office. The format of the abstracts will be standardized.

6.0 Dissemination of results are part of the Capstone experience. As appropriate for the type of Capstone and its requirements, each advisor may require that the student present findings at the College Research and Scholarship Day, held during the spring semester.
In partial fulfillment of the requirements for successful completion of [course name] students are asked to complete a Capstone project. Many students chose to conduct a SERVICE LEARNING QA project for their Capstone. The student has negotiated with you to carry out a service learning project at your agency that would contribute to your Agency’s Continuous Quality Improvement Initiative.

Please indicate below if you are willing to have this information presented as an abstract. The agency will not be identified, but you can be included as a co-author is you desire. The details of the project are contained in the initial letter you received.

- The student may write an abstract and present at UMass Boston’s Research and Scholarship Day
- The student may write an abstract and submit to an outside conference
- We do not want the student to write an abstract or present the data outside our agency.