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Handbook Policy Statement

This handbook provides information about the nursing program at Florida A&M University.

It is the responsibility of the student to be familiar with the information presented in this handbook. Responsibility for following policies and meeting requirements and deadlines for the nursing program rests with the student. Registration by a student signifies an agreement to comply with the regulations of the University and School of Nursing.

Florida A&M University reserves the right to withdraw courses at any time, to change fees, calendars, curricula, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to prospective students as well as those already enrolled.

The University Catalog provides additional information.

Note of Rule Conflict

If a policy or procedure contained in the School of Nursing Handbook is in conflict with a University Policy, the School of Nursing Policy will prevail. Policy changes within the School of Nursing will be communicated to students via School of Nursing Blackboard, student bulletin boards, class announcements, handouts, and e-mails.

Accreditation Commission for Education in Nursing, Inc.

ACEN
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326

404-975-5000 (Phone)
404-975-5020 (fax)
www.acenursing.org
FLORIDA A&M UNIVERSITY
NON-DISCRIMINATION POLICY STATEMENT

It is the policy of Florida A & M University that each member of the University community is permitted to work or attend class in an environment free from any form of discrimination including race, religion, color, age, disability, sex, sexual harassment, sexual orientation, gender identity, gender expression, marital status, national origin, and veteran status as prohibited by state and federal statutes. This commitment applies to all areas affecting students, employees, applicants for admission and applicants for employment. It is also relevant to the University’s selection of contractors, suppliers of goods and services, and any employment conditions and practices.

Questions concerning this policy and procedures for filing complaints under the policy should be directed to Mrs. Carrie Gavin (EO Director/University Title IX Coordinator), located in the Office of Equal Opportunity Programs. Please also see University Regulation 10.103 Non-Discrimination Policy and Discrimination and Harassment Complaint Procedures, and University Regulation 10.112 Consensual Relationships.

The Affirmative Action Plan/Program for Minorities and Women is available for review ONLY at the Office of Equal Opportunity Programs by anyone, upon request, during regular business hours (Monday through Friday, 8 a.m. – 5 p.m.).

The Affirmative Action Plan/Program for Veterans and Persons with Disabilities is available for review by anyone, upon request, during regular business hours (Monday through Friday, 8 a.m. – 5 p.m.) at the following locations:

Office of Human Resources
211 Poste-Hillyer Administration Bldg.
Florida A&M University
Tallahassee FL, 32307
(850) 599-3611

Office of Equal Opportunity Programs
674 Gamble Street
Florida A&M University
Tallahassee FL, 32307
(850) 599-3975; TDD (850) 561-2998

Copies of the affirmative action plans will be provided pursuant to Chapter 119 of the Florida Statutes.

Signed: [Signature]
Emira Mangum, Ph.D.
Florida A&M University

Revised September 2014

FAMU IS AN EQUAL OPPORTUNITY/EQUAL ACCESS UNIVERSITY
SECTION I

INTRODUCTION
The Florida Agricultural and Mechanical University
School of Nursing
History

The Florida A&M University School of Nursing is the oldest continuing baccalaureate nursing program in the United States at a historically black institution. Established in 1904 as a hospital based program, it became the first baccalaureate program in Florida in 1936. The Florida Board of Nursing approved the program and its graduates were permitted to write the licensure examination in 1941. Ten years later, the program obtained accreditation by the Collegiate Board of Review of the National League of Nursing Accreditation Service. Currently, the program offers both baccalaureate and master's degrees: the Bachelor of Science degree for students (generic and RN-BSN) who have completed requirements for admission to the professional level; and a Master's of Science in Nursing degree for post-baccalaureate nurses; and a post-master's certificate plan. The graduate program has both face-to-face and online options.

The baccalaureate program is an upper division (junior and senior year) five semester program for generic students. The fast track for RN-BSN students can be completed in three semesters.

The Master of Science in Nursing and Post-Masters Certificate programs, with a specialty focus in Adult/Gerontology Nurse Practitioner preparation, was approved by the State University System Board of Regents in 1997 and admitted its first class in 1998. The Master of Science in Nursing program received initial accreditation from NLNAC in 2002 and continuing accreditation in 2007. A Women's Health Nurse Practitioner (WHNP) concentration was added in 2004, but was temporarily suspended in fall 2014. Following University approval, the first cohort of online students was admitted to the master’s program in fall of 2011. The forty-two credit hour full-time curriculum can be completed in two years or five semesters, while the part-time curriculum plan can be completed in seven semesters.

The Florida Agricultural and Mechanical University
School of Nursing
Mission Statement

The mission of the Florida A&M University School of Nursing is to educate men and women to function as generalists at the undergraduate level and as specialists at the master’s level in professional nursing, provide a supportive environment to foster research activity by faculty and students, and to be responsive to the service needs of the community.
The Florida Agricultural and Mechanical University  
School of Nursing  
Philosophy

The philosophy of the School of Nursing is in accord with the mission of Florida Agricultural and Mechanical University. The faculty of the School of Nursing believe that baccalaureate education is the beginning preparation for the professional nurse to function as a generalist in a variety of healthcare settings. Graduate education builds upon the baccalaureate nursing foundation, preparing nurses for specialization in advanced practice roles. Major emphases of the curriculum are humans and their society/environment, the multiplicity of factors affecting their health, and the safe practice of professional nursing.

The faculty believe that each human is a unique, integrated biopsychosocial being, who functions in a changing environment. Environment refers to both internal and external forces affecting health. Basic needs must be satisfied for humans to function optimally. Human behavior is a response to commonly occurring, multiple, and complex interacting stimuli. Adaptation to these stimuli is influenced by individual patterns of development.

Societies are globally dynamic and culturally diverse. Societies are characterized by language, shared beliefs, and common norms that influence the behavior and development of all of its members. Humans simultaneously occupy many roles within society; as individuals, as members of a families, groups, communities, and populations. Health is conceptualized as occurring on a continuum with movement between a state of optimum wellness and degrees of illness. The adaptive abilities of humans are major determinants of their position on the health continuum. Primary considerations are the promotion of wellness, prevention of illness, restoration of health, and maintenance of optimal functioning.

Health care systems, including technological advances, health care policies, finances, and regulatory environments are essential aspects of all societies and exert a major influence on the health state of humans. Safe, quality health care is a right of all people. The delivery of care should always reflect the changing demands of society, including economic impact and health disparities, especially in underserved and vulnerable populations. The consumer has a right to participate in healthcare planning and has an obligation to share the responsibility for implementing plans and achieving goals. The faculty believe that nursing is both a science and an art. It is a science built on knowledge from humanities, the natural, psychological, sociological, and nursing sciences. It is the art of applying scientific principles using evidence-based practice, while utilizing the nursing process to achieve optimal health.

The faculty believe that teaching/learning is a dynamic and lifelong process characterized by the acquisition of knowledge and skills which change the behavior of the learner. The role of the teacher is to mentor and facilitate learning. The learner is an active participant and has the responsibility to share in the teaching/learning process. The learning environment, enhanced by information systems and patient care technologies, should foster an enriching interaction between the teacher and learner. The faculty believes that the baccalaureate prepared nurse provides culturally sensitive, safe, and evidence-based care for diverse clients, utilizing the
nursing process. In addition, the baccalaureate prepared nurse functions as coordinator of care, leader, teacher, client advocate, change agent, and consumer of research. Ultimately, nursing care is improved, health care policy is influenced, and health care outcomes are enhanced. These outcomes are maximized by incorporating critical thinking skills to make sound judgments, and decisions based on data. As a member of the multidisciplinary health team, the professional nurse communicates and collaborates in a variety of settings through shared decision-making, achieving quality patient-centered care. At the graduate level, the learner is prepared for advanced practice roles. Learners focus on refinement of advanced skills, application of selected models and theories, and expansion of knowledge through critical thinking and in-depth inquiry. The graduate prepared nurse utilizes leadership/management, research, teaching, advocacy, and collaborative skills to enhance nursing practice, improve the delivery of health care, influence health policy, and contribute to the advancement of the nursing profession.

The faculty believe that nurses prepared at all levels demonstrate professional values in the practice of nursing, while continuing their education and professional development. The School of Nursing has a firm commitment to facilitate the professional and personal development of its learners. Both consumers and practitioners benefit from the commitment and vision of the School of Nursing.

Revised: 05/29/2012
School of Nursing Graduate Program

1. Overview (http://www.famu.edu/index.cfm?catalog&MasterofScienceinNursing)

The FAMU School of Nursing offers the Master of Science in Nursing Program with emphases in (1) Adult / Gerontological Primary Care Nurse Practitioner (AGPCNP) and (2) Women’s Health Nurse Practitioner (WHNP) preparation as both on-site and on-line programs. The master’s program prepares nurses with the knowledge base and practice experiences necessary for advanced practice in primary health care with adults across the life span. The program can be completed in five semesters of full time study.

2. Program Learning Outcomes

The program learning outcomes of the master’s/post-master’s certificate program are to prepare graduates to:

1. Synthesize knowledge from the sciences, humanities, best evidence and nursing to support advanced practice nursing.

2. Utilize leadership skills to foster collaboration, change and advocacy to influence advance practice nursing and improve healthcare.

3. Use best available evidence to implement initiatives to continuously improve quality and safety in healthcare.

4. Integrate evidence, clinical guidelines and clinical investigative skills to guide advanced practice nursing and improve health outcomes.

5. Utilize appropriate technologies and information literacy skills to optimize health outcomes in advanced practice nursing.

6. Demonstrate an understanding of the development, analysis and evaluation of health policies and healthcare affecting advanced practice nursing and health outcomes.

7. Analyze complex health systems to improve the delivery of care and patient outcomes.

8. Apply ethical principles in decision-making to achieve sound solutions to issues related to individuals, populations and systems of care.


10. Provide competent, evidence-based advanced practice nursing care within a primary care setting to diverse individuals, families and groups and manage health and illness for adults across the life-span.
3. **Adult Gerontological Primary Care Nurse Practitioner (AGPCNP) Program**

The Adult/ Gerontological Primary Care Nurse Practitioner (AGPCNP) Program prepares nurses for advanced practice in primary health care with young adults, adults, and older adults in primary care. The focus of the AGPCNP Program is to provide patient-centered care by employing evidence-based practice designed to improve quality of care and health outcomes.

The AGPCNP builds upon the base of the FAMU School of Nursing’s Baccalaureate Program and the following graduate core courses: NGR 6740 Professional Role Development; NGR 5110 Theories in Nursing; NGR 5810 Research Methods and Evidence-Based Practice; NGR 6891 Health Policy and Nursing; NGR 5742 Role of APN in Health Promotion & Disease Prevention; NGR 5209 Clinical Management of Older Adults; NGR 6291 Special Issues Across the Adult Life Span.

The graduates of this program are eligible to sit for either the American Nurses Credentialing Center (ANCC) National Certification Examination or American Academy of Nurse Practitioner’s (AANPCP) Certification Examination for AGPCNP and apply for licensure as an Advanced Registered Nurse Practitioner. FAMU School of Nursing Graduate Program Competencies are consistent with the NP Competencies of the National Organization of Nurse Practitioner Faculties (NONPF, 2012) and the AGPCNP Competencies of the American Association of Colleges of Nursing (AACN, 2010), which can be found at the following websites:


4. **Women’s Health Nurse Practitioner Program (WHNP)**

The Women’s Health Nurse Practitioner (WHNP) program prepares graduates to provide primary care services to women throughout their lifespan. The program focuses on women’s health care to women across the life cycle with emphasis on conditions unique to women from menarche through the remainder of their life cycle within the contest of socio-cultural environments: interpersonal, family and community. In providing care, the WHNP considers the interrelationship of gender, social class, culture, ethnicity, sexual orientation, economic status and socio-political power differentials.

The WHNP program builds upon the base of the FAMU School of Nursing’s Baccalaureate Program and the following graduate core courses: NGR 6740 Professional Role Development; NGR 5110 Theories in Nursing; NGR 5810 Research Methods and Evidence-Based Practice; NGR 6891 Health Policy and Nursing; NGR 5742 Role of
The graduate of this specialty is eligible to sit for the National Certification Corporation* (NCC, Inc) certification examination as a Women’s Health Nurse Practitioner and can apply for licensure as an Advanced Registered Nurse Practitioner. Competencies of the graduate of the Women’s Health Nurse Practitioner are consistent with the NP competencies of the National Organization of Nurse Practitioner Faculties (NONPF, 2012) and Women’s Health/Gender-Related Competencies of the Association of American Colleges of Nursing (AACN, 2013) as well as the WHNP Competencies of the National Association of Nurse Practitioners in Women’s Health (NPWH). These competencies are found at:


http://www.npwh.org/i4a/pages/index.cfm?pageid=3337
SECTION II

ADMISSION POLICIES AND PROCEDURES
Admission Requirements: Master’s Program

Graduate School

To be eligible for admission to the School of Nursing, the applicant must first meet the School of Graduate Studies and Research (SGSR) admission requirements that are listed in the graduate section of this catalog. Admission requirements for the on-line program are identical to the on-ground program.

School of Nursing

To be eligible for admission to the program, applicants must meet the following admission requirements:

1. Baccalaureate degree with a major in nursing from a nationally accredited program (ACEN or CCNE).

2. Current, valid, unrestricted and unencumbered registered nurse (RN) license in the State of Florida or current RN license from the state, which the applicant is practicing.

3. Grade point average of 3.0 or above in all work attempted in the last 60 hours of the baccalaureate degree (If a student has a graduate degree, the GPA requirement can apply to the graduate school GPA).

4. Graduate Record Examination (GRE).

5. Minimum score of 300 on the quantitative-verbal sections of the Graduate Record Examination, if the undergraduate GPA is less than 3.0.

6. Undergraduate course credits for statistics and health assessment.

7. Identification of a qualified available clinical preceptor(s), i.e. nationally certified nurse practitioners in adult, gerontology, women’s health or a licensed physician (on-line program students only).

8. Three professional references.

9. Documentation of current physical examination with labs (CBC and urinalysis) and tuberculosis test and/or chest x-ray. A state or military certificate of immunization status documenting immunity for measles, mumps-rubella (MMR), hepatitis B (HBV), varicella (Var) and diphtheria and tetanus toxoids and acellular pertussis (DTaP) or tetanus and diphtheria (Td) is required. If certification of immunization is not available, a titer is required.


11. A statement of professional goals (please indicate your specialty track of interest).

12. Foreign applicants (TOEFL>550).
Requirements After Admission:

The following requirements must be kept current annually (mandated by clinical agencies):

1. The state RN License must be kept current during the entire matriculation.

2. Evidence of nurse practitioner student professional liability insurance.

3. CPR certification.

4. Documentation of current medical history, physical examination, and tuberculosis skin test or chest X-ray.

5. Level II background check and a lab-controlled drug screen (Local background check may be required by an agency).
SECTION III

REGISTRATION
Registration

There are no special registration facilities or options for graduate students at Florida A&M University. Graduate students register on line for classes on an assigned day. They also add, drop, or withdraw from classes within specified time periods (See the university calendar at http://www.famu.edu/index.cfm?Registrar&Calendars).
SECTION IV

CURRICULUM
Graduate Program

Curriculum: MSN

The graduate program offers a master of science in nursing (MSN) degree in clinical specialties of Adult Gerontology Primary Care Nurse Practitioners (AGPCNP) and Women’s Health Nurse Practitioners (WHNP). The master’s program prepares nurses with the knowledge base and practice experiences necessary for advanced practice in primary health care with young adults, adults, and older adults as well as women throughout their life span. The curriculum leading to the master of science in nursing (MSN) degree can be completed through full-time or part-time study. The program can be completed in five semesters of full-time study. Full-time requires a minimum of nine (9) hours during the regular academic semesters and six (6) hours during the summer. Based upon the FAMU graduate school policy, a maximum of five (5) consecutive calendar years, from date of first enrollment, is allowed for completion of all degree requirements. Full time students are admitted only in the fall semester. Upon admission to the program, the student is assigned a faculty advisor who collaboratively develops an individualized degree plan of study, based on full or part-time status. The graduate curriculum is based on a three-core structure: graduate core; advanced practice registered nurse (APRN) core; and population foci/role core (See Graduate Curriculum Core Structure).

Graduate Curriculum Core Structure

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GRADUATE CORE</strong></td>
<td></td>
<td><strong>16</strong></td>
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<tr>
<td>NGR 6740</td>
<td>Professional Role Development</td>
<td>1</td>
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<tr>
<td>NGR 5110</td>
<td>Theories in Nursing</td>
<td>2</td>
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<tr>
<td>NGR 5810</td>
<td>Research Methods &amp; Evidence-based practice</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6891</td>
<td>Health Policy and Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NGR 5742</td>
<td>Role of APN in Health Promotion &amp; Disease Prevention</td>
<td>3</td>
</tr>
<tr>
<td>NGR 5209</td>
<td>Clinical Management of Older Adults</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6291</td>
<td>Special Issues Across the Adult Life Span</td>
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</tr>
<tr>
<td><strong>APRN CORE</strong></td>
<td></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td>NGR 5141</td>
<td>Advanced Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NGR 5172</td>
<td>Advanced Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>NGR 5003</td>
<td>Advanced Health Assessment Theory</td>
<td>3</td>
</tr>
<tr>
<td>NGR 5003L</td>
<td>Advanced Health Assessment Practicum</td>
<td>1</td>
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<tr>
<td><strong>POPULATION FOCI/ ROLE CORE</strong></td>
<td></td>
<td><strong>16</strong></td>
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<tr>
<td><strong>AGPCNP</strong></td>
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<tr>
<td>NGR 6201</td>
<td>Primary Care for Adults across the Life Span I</td>
<td>3</td>
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<tr>
<td>NGR 6201L</td>
<td>Primary Care for Adults across the Life Span Practicum I</td>
<td>4</td>
</tr>
<tr>
<td>NGR 6202</td>
<td>Primary Care for Adults across the Life Span II</td>
<td>3</td>
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<tr>
<td>NGR 6202L</td>
<td>Primary Care for Adults across the Life Span II practicum</td>
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<td><strong>WHNP</strong></td>
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<tr>
<td>NGR 6347</td>
<td>Advanced Women’s Health Theory</td>
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<td>NGR 6347L</td>
<td>Advanced Women’s Health Practicum</td>
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</tr>
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<td>NGR 6700</td>
<td>APRN Synthesis Seminar</td>
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<td><strong>Total</strong></td>
<td></td>
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</tbody>
</table>
The credit clock hour ratio is 1:1 for theory courses and 1:6 for clinical. The total number of semester hours is 42. The total number of clinical clock hours is 675 hours excluding the Advanced Health Assessment Practicum hours. The Graduate Core and APRN Core courses must be completed before progression to Population Foci / Role Core courses (see Table 2: MSN Curriculum Plan).

### Full-Time MSN Curriculum Plan For AGPCNP and WHNP

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<th>Semester</th>
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<td>1 (Fall)</td>
<td>NGR 6740 Professional Role Development</td>
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<td></td>
<td>NGR 5110 Theories in Nursing</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>NGR 5141 Advanced Pathophysiology</td>
<td>3</td>
</tr>
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<td></td>
<td>NGR 5172 Advanced Pharmacology</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td>9</td>
</tr>
<tr>
<td>2 (Spring)</td>
<td>NGR 5810 Research Methods and Evidence-based Practice</td>
<td>3</td>
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<tr>
<td></td>
<td>NGR 6891 Health Policy and Nursing</td>
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<tr>
<td></td>
<td>NGR 5003C Advanced Health Assessment Theory</td>
<td>3</td>
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<tr>
<td></td>
<td>NGR 5003L Advanced Health Assessment Practicum</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td>9</td>
</tr>
<tr>
<td>3 (Summer)</td>
<td>NGR 5742 Role of APN in Health Promotion / Disease Prevention</td>
<td>3</td>
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<tr>
<td></td>
<td>NGR 5209 Clinical Management of Older Adults</td>
<td>3</td>
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<td></td>
<td><strong>Total</strong></td>
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<tr>
<td>4 (Fall)</td>
<td>NGR 6201 Primary Care for Adults Across the Life Span I</td>
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<td>NGR 6201L Primary Care for Adults Across the Life Span Practicum I</td>
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<td></td>
<td>NGR 6291 Special Issues Across the Adult Life Span</td>
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<td><strong>Total</strong></td>
<td>9</td>
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<tr>
<td></td>
<td><strong>Adult / Gerontology Track</strong></td>
<td><strong>Women's Health Track</strong></td>
</tr>
<tr>
<td>5 (Spring)</td>
<td>NGR 6202 Primary Care for Adults Across the Life Span II</td>
<td>NGR 6347 Advanced Women’s Health Theory</td>
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<tr>
<td></td>
<td>NGR 6202L Primary Care for Adults Across the Life Span Practicum II</td>
<td>NGR 6347L Advanced Women’s Health Practicum</td>
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<tr>
<td></td>
<td>NGR 6700 APRN Synthesis Seminar</td>
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<td></td>
<td><strong>Total</strong></td>
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<td></td>
<td><strong>Total</strong></td>
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Part-Time MSN Curriculum Plan For AGPCNP and WHNP

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<th>Semester 1 (Fall)</th>
<th>CREDIT HOURS</th>
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<td>NGR 5110 Theories in Nursing</td>
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<td>NGR 6740 Professional Role Development</td>
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<tr>
<td>NGR 6891 Health Policy and Nursing</td>
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<td>NGR 5810 Research Methods and Evidence-based Practice</td>
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<th>Semester 3 (Fall)</th>
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<tbody>
<tr>
<td>NGR 5141 Advanced Pathophysiology</td>
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<td>NGR 5172 Advanced Pharmacology</td>
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<th>Semester 4 (Spring)</th>
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<tr>
<td>NGR 5003 Advanced Health Assessment Theory</td>
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<thead>
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<tr>
<td>NGR 5742 Role of APN in Health Promotion &amp; Disease Prevention</td>
<td>3</td>
</tr>
<tr>
<td>NGR 5209 Clinical Management of Older Adults</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 6 (Fall)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NGR 6201 Primary Care for Adults across the Life Span I</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6201L Primary Care for Adults across the Life Span Practicum I</td>
<td>4</td>
</tr>
<tr>
<td>NGR 6291 Special Issues Across the Adult Life Span</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 7 (Spring)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NGR 6202 Primary Care for Adults across the Life Span II</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6202L Primary Care for Adults across the Life Span Practicum II</td>
<td>4</td>
</tr>
<tr>
<td>NGR 6700 APRN Synthesis Seminar</td>
<td>2</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>NGR 6347 Advanced Women's Health Theory</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6347L Advanced Women's Health Practicum II</td>
<td>4</td>
</tr>
<tr>
<td>NGR 6700 APRN Synthesis Seminar</td>
<td>2</td>
</tr>
</tbody>
</table>

| TOTAL CURRICULUM                                       | 42 HOURS      |

Post-Master’s Certificate (PMC) Program

The Florida A&M University School of Nursing Master’s program provides post-master’s certificate (PMC) program for both non-advanced practice nursing (Non-APN) master’s graduates and APN master’s graduates who want to become AGPCNP or WHNP. Non-APN graduates are those who hold master’s degree in a non-advance practice nursing role such as nursing education or nursing administration. APN graduate applicants are those who have master’s degree in nursing with national certification as a clinical nurse specialist (CNS), certified nurse midwife (CNM), certified registered nurse anesthetist (CRNA) or NP in other
specialties such as pediatric nurse practitioner or neonatal nurse practitioner. Please see the table 3 and 4 for PMC Admission Requirements and Curriculum).

A. **Non-APN Applicant**

A total of 5 credit hours will be awarded for non-APN master’s graduate applicant and they must complete 37 credits at FAMU. Table 3 lists PMC Admission Requirements and Curriculum for Non-AP applicant.

B. **APN Applicant**

For APN prepared master’s graduate applicants, up to 21 credits may be awarded based on grade and recency of the courses taken. The courses credited are those taken within the past five of years of admission and grade of B and above. PMC admission requirements and curriculum for APN applicants are listed below:

Both Non-APN and APN master’s graduate applicants must complete all of the fourth and fifth semester Population Foci/Role Core courses at FAMU with 675 clinical hours.

C. **Admission Requirements: Post-Master's Certificate (PMC) Program**

**Graduate School**

To be eligible for admission to the School of Nursing, the applicant must first meet the School of Graduate Studies and Research (SGSR) admission requirements that are listed in the graduate section of this catalog. Admission requirements for the on-line program are identical to the on-ground program.

**Admission Requirements: Post-Master's Certificate (Non-APN Applicant)**

1. Master's degree in nursing from a nationally accredited program (ACEN or CCNE);
2. Current valid, unrestricted, unencumbered registered nurse (RN) in the state of Florida or current license from the state in which the applicant is practicing. License is to be kept current during the program;
3. Graduate GPA 3.0 or above in all work attempted in the master's degree program;
4. Identification of qualified available clinical preceptor(s), i.e. nationally certified nurse practitioners in Adult, Gerontology, Women’s Health or licensed physician (on-line students only);
5. Three professional references;
6. Documentation of current physical examination, labs (CBC and urinalysis), and tuberculosis test and/or chest X-ray. A state or military certificate of immunization status documenting immunity for measles- mumps-rubella (MMR), Hepatitis B (HBV), Varicella (Var), and diphtheria and tetanus toxoids and acellular pertussis (DTaP) or tetanus and diphtheria toxoids (Td) is required. If certification of immunization is not available, a titer is required;
7. Proficiency in use of computers;
8. Statement of professional goals (Please indicate your specialty track of interest); and
Requirements After Admission (Non-APN Applicant)
1. The state RN license must be kept current annually (mandated by the clinical agencies).
2. Professional NP liability insurance.
4. Documentation of current medical history, physical examination, and tuberculosis skin test or chest X-ray.
5. Level II background check and a lab-controlled drug screen. (Local background check may be required by an agency).

Admission Requirements: Post-Master's Certificate (APN Applicant)
1. Master's degree in nursing from a nationally accredited program (ACEN or CCNE);
2. Current valid, unrestricted, unencumbered registered nurse (RN) in the state of Florida current license from the state in which the applicant is practicing. License is to be kept current during the program;
3. Evidence of current practice as APN (NP, CRNA, CNM, CNS) or of maintenance of national certification;
4. Graduate GPA 3.0 or above in all work attempted in the master's degree program;
5. Identification of qualified available clinical preceptor(s), i.e. nationally certified nurse practitioners in adult, gerontology, women’s health or a licensed physician (on-line students only);
6. Three professional references;
7. Documentation of current physical examination, labs (CBC and urinalysis), and tuberculosis test and/or chest X-ray. A state or military certificate of immunization status documenting immunity for measles-mumps-rubella (MMR), hepatitis b (HBV), Varicella (Var), and diphtheria and tetanus toxoids and acellular pertussis (DTaP) or tetanus and diphtheria toxoids (Td) is required. If certification of immunization is not available, a titer is required; 8. Proficiency in use of computers;
9. Statement of professional goals (please indicate your specialty track of interest); and
10. Foreign applicant (TOEFL>550).

Requirements After Admission (APN Applicant)
1. The state RN license must be kept current annually (mandated by the clinical agencies).
2. Professional NP liability insurance.
4. Documentation of current medical history, physical examination, and tuberculosis skin test or chest X-ray.
5. Level II background check and a lab-controlled drug screen. (Local background check may be required by an agency).
### Post-Master’s Completion (Non-APN Prepared Students) Admission Requirements Check-List

<table>
<thead>
<tr>
<th>Admission Requirements</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Master’s degree in Nursing from nationally accredited program (ACEN or CCNE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Current valid, unrestricted, unencumbered registered nurse (RN) from the state in which the applicant is practicing. License is to be kept current during the program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Graduate GPA 3.0 or above in all work attempted in the master’s degree program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Identification of qualified available clinical preceptor(s), i.e. nationally certified nurse practitioners in Adult, Gerontology, Women’s Health or licensed physician (Distance students only).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Three Professional References</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Current CPR Certification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Documentation of current physical examination, labs (CBC and urinalysis), and tuberculosis test and/or chest X-ray. A state or military certificate of immunization status documenting immunity for measles-mumps-rubella (MMR), Hepatitis B (HBV), Varicella (Var), and diphtheria and tetanus toxoids and acellular pertussis (DTaP) or tetanus and diphtheria toxoids (Td) is required. If certification of immunization is not available, a titer is required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Proficiency in use of computers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Statement of Professional Goals (please indicate your specialty track of interest)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Foreign Applicant (TOEFL &gt; 550)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Items to Complete Before Enrollment (Prior to the Start of Classes)**

<table>
<thead>
<tr>
<th>Items</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Professional NP Liability Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Level II Background Check and a lab-controlled drug screen. (Local background check may be required by an agency)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
* * * Items 6, 7, 11, & 12 must be kept current annually.

### Courses Waived Based on Earned Master's Degree in Nursing

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGR 5110</td>
<td>Theories in Nursing (2)</td>
<td></td>
</tr>
<tr>
<td>NGR 5810</td>
<td>Research Methods &amp; Evidence-based Practice (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>5</strong></td>
</tr>
</tbody>
</table>

### Courses That Must be Taken at FAMU*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGR 5141</td>
<td>Advanced Pathophysiology (3)</td>
<td></td>
</tr>
<tr>
<td>NGR 6891</td>
<td>Health Policy and Nursing (2)</td>
<td></td>
</tr>
<tr>
<td>NGR 6740</td>
<td>Professional Role Development (1)</td>
<td></td>
</tr>
<tr>
<td>NGR 5742</td>
<td>Role of APN in Health Promotion &amp; Disease Prevention (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

#### Advanced Practice Core:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGR 5003C</td>
<td>Advanced Health Assessment (3)</td>
<td></td>
</tr>
<tr>
<td>NGR 5003L</td>
<td>Advanced Health Assessment Practicum (1)</td>
<td></td>
</tr>
<tr>
<td>NGR 5172</td>
<td>Advanced Pharmacology (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>7</strong></td>
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</table>

#### Population Foci: Adult/ Gerontology Primary Care Track (AGPCNP)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGR 5209</td>
<td>Clinical Management of Older Adults (3)</td>
<td></td>
</tr>
<tr>
<td>NGR 6291</td>
<td>Special Issues Across the Adult Life Span (2)</td>
<td></td>
</tr>
<tr>
<td>NGR 6201</td>
<td>Primary Care for Adults Across the Life Span (3)</td>
<td></td>
</tr>
<tr>
<td>NGR 6201L</td>
<td>Primary Care for Adults Across the Life Span Practicum I (4)</td>
<td></td>
</tr>
<tr>
<td>NGR 6202</td>
<td>Primary Care for Adults Across the Life Span II (3)</td>
<td></td>
</tr>
<tr>
<td>NGR 6202L</td>
<td>Primary Care for Adults Across the Life Span Practicum II (4)</td>
<td></td>
</tr>
<tr>
<td>NGR 6700</td>
<td>APRN Synthesis Seminar (2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>21</strong></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
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<tr>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Population Foci: Women’s Health Track (WHNP)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NGR 5209 Clinical Management of Older Adults</td>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>NGR 6291 Special Issues Across the Adult Life Span</td>
<td>(2)</td>
<td></td>
</tr>
<tr>
<td>NGR 6201 Primary Care for Adults Across the Life Span</td>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>NGR 6201L Primary Care for Adults Across the Life Span Practicum I</td>
<td>(4)</td>
<td></td>
</tr>
<tr>
<td>NGR 6347 Advanced Women’s Health Theory</td>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>NGR 6347L Advanced Women’s Health Practicum</td>
<td>(4)</td>
<td></td>
</tr>
<tr>
<td>NGR 6700 APRN Synthesis Seminar</td>
<td>(2)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>21</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>42</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Post-Master’s Completion (APN-Prepared Students) Admission Requirements Check-List

<table>
<thead>
<tr>
<th>Admission Requirements</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Master’s degree in Nursing from nationally accredited program (ACEN or CCNE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Current valid, unrestricted, unencumbered advanced Practice Registered Nurse (APRN) license from the state in which the applicant is practicing. License is to be kept current during the program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Evidence of current practice as APN (NP, CRNA, CNM, CNS) or of maintenance of national certification.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Graduate GPA 3.0 or above in all work attempted in the master’s degree program.</td>
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<tr>
<td>5. Identification of qualified available clinical preceptor(s), i.e. nationally certified nurse practitioners in Adult, Gerontology, Women’s Health or licensed physician (Distance students only).</td>
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<tr>
<td>6. Three Professional References</td>
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<tr>
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</tr>
<tr>
<td>9. Proficiency in use of computers</td>
<td></td>
<td></td>
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<td>10. Statement of Professional Goals (please indicate your specialty track of interest)</td>
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<td></td>
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</tbody>
</table>

**Items to Complete Before Enrollment (Prior to the Start of Classes)**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Professional NP Liability Insurance</td>
<td></td>
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</tr>
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<td>13. Level II Background Check and a lab-controlled drug screen. (Local background check may be required by an agency)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Items 7, 8, 12, & 13 must be kept current annually.
<table>
<thead>
<tr>
<th>Courses Waived Based on Earned Master’s Degree in Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGR 5110 Theories in Nursing (2)</td>
</tr>
<tr>
<td>NGR 5810 Research Methods &amp; Evidence-based Practice (3)</td>
</tr>
<tr>
<td><strong>Total</strong> 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses Credited from Previous Master’s Program Based on Grade of &gt;B and Within 5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGR 5172 Advanced Pathophysiology (3)</td>
</tr>
<tr>
<td>NGR 6891 Health Policy and Nursing (2)</td>
</tr>
<tr>
<td>NGR 6740 Professional Role Development (1)</td>
</tr>
<tr>
<td>NGR 5742 Role of APN in Health Promotion &amp; Disease Prevention (3)</td>
</tr>
<tr>
<td><strong>Total</strong> 9</td>
</tr>
</tbody>
</table>

**Advanced Practice Core:**
- NGR 5003C Advanced Health Assessment (3)*
- NGR 5003L Advanced Health Assessment Practicum (1)*
- NGR 5172 Advanced Pharmacology (3)*

**Total** 7 21

<table>
<thead>
<tr>
<th>Courses That Must be Taken at FAMU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population Foci: Adult/ Gerontology Primary Care Track (AGPCNP)</td>
</tr>
<tr>
<td>NGR 5209 Clinical Management of Older Adults (3)</td>
</tr>
<tr>
<td>NGR 6291 Special Issues Across the Adult Life Span (2)</td>
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<tr>
<td>NGR 6201 Primary Care for Adults Across the Life Span (3)</td>
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<tr>
<td>NGR 6201L Primary Care for Adults Across the Life Span Practicum I (4)</td>
</tr>
<tr>
<td>NGR 6202 Primary Care for Adults Across the Life Span II (3)</td>
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<tr>
<td>NGR 6202L Primary Care for Adults Across the Life Span Practicum II (4)</td>
</tr>
<tr>
<td>NGR 6700 APRN Synthesis Seminar (2)</td>
</tr>
<tr>
<td><strong>Total</strong> 21</td>
</tr>
</tbody>
</table>

**OR**

**Population Foci: Women’s Health Track (WHNP)**
- NGR 5209 Clinical Management of Older Adults (3)
- NGR 6291 Special Issues Across the Adult Life Span (2)
- NGR 6201 Primary Care for Adults Across the Life Span (3)
- NGR 6201L Primary Care for Adults Across the Life Span Practicum I (4)
- NGR 6347 Advanced Women’s Health Theory (3)
- NGR 6347L Advanced Women’s Health Practicum (4)
- NGR 6700 APRN Synthesis Seminar (2)

**Total** 21

| Grand Total | 42 |

*Individual assessment of classes and education will determine if the courses are needed/or waived.
SECTION V

ACADEMIC STANDARDS, POLICIES AND PROCEDURES
Florida A&M University

Graduate Policies and Procedures

Each graduate program has a different mission, and some programs may have requirements additional to or different from those in the Graduate School. The Doctor of Physical Therapy (DPT), the Juris Doctorate (JD), and the Doctor of Pharmacy (PharmD) programs have different criteria. Please refer to the respective section of the University catalog for the details.

A. A Degree-seeking Student
   A degree-seeking student is a student who has been admitted formally to a master’s or doctoral program.

B. Non-degree Seeking Students
   Students are classified as non-degree seeking students if they have not been formally admitted into a graduate degree. Non-degree seeking graduate students are limited to earning 12 credit hours.

   Any student who attempts to exceed the 12 credit hour limit without being accepted into a degree-seeking program at the University, will be placed on a registration hold. The hold can only be cleared upon producing evidence of admission to a degree seeking program.

   Courses taken as a non-degree seeking student may be used to fulfill degree program requirements, with the approval of the appropriate academic unit.

C. Transfer Credit
   At the discretion of the appropriate academic unit, a maximum of six (6) semester hours for the master’s level and twelve (12) semester hours for the doctoral level of graduate course work taken prior to the term of admission into a graduate program may be accepted by the University at the master’s and Ph.D. levels, respectively, from another accredited graduate school in the United States, provided that the grades are “B” or better, the subjects are acceptable to the department or program concerned, as a part of the student’s graduate program, and the courses are not counted toward a previous degree at the accredited university.

   Transfer credits that are not counted toward a previously earned degree within Florida A&M University are limited to twelve semester hours, except when the credit hour requirement for the graduate program exceeds the University-wide minimum requirement of thirty-six (36). In this case, additional transfer credit up to a maximum of fourteen (14) semester hours may be allowed to the extent of the additional required hours by the program. The University does not accept experiential learning for transfer credit.

   A Transfer Credit form must be completed by the student and approvals must be obtained from the program, and the college/school, and then by the Graduate Dean, no later than the end of the second semester that the student is in the program.
D. Graduate GPA

(i) Upon admission into each degree or certificate program, a graduate GPA will be calculated based on the graduate courses taken at Florida A&M University (FAMU). The University requires that students maintain a graduate GPA of 3.0 or higher, in order to maintain regular graduate status, receive financial assistance, and to qualify for graduation.

(ii) A graduate GPA will be calculated for non-degree students, based on the graduate courses the student takes at FAMU while in the non-degree status. Non-degree seeking students whose graduate GPA falls below a 3.0, will not be allowed to continue taking more graduate courses.

(iii) The graduate GPA does not carry forward from one academic program to another.

(iv) If a graduate student is considering applying to a different graduate degree program, the student may apply to have his or her graduate grade point average (GPA) reset. If the request is approved by the Graduate Dean, then the Graduate Dean will request the Registrar to reset the GPA. The Registrar will annotate the student’s permanent academic record to indicate that the GPA has been reset. However, all course work and grades will remain on the record, ensuring a true and accurate academic history. The resetting of the GPA may be effected only once during a student’s graduate academic career, and it is not available for degrees already earned.

E. The minimum grade requirements for all graduate programs and degrees are stated below, except for the Doctor of Physical Therapy (DPT), the Juris Doctorate (JD), and the Doctor of Pharmacy (PharmD) programs. Students should refer to the program requirements related to their respective degree program.

1. Minimum grade requirements

   a. Only a grade of “B” or higher is acceptable for required courses in a graduate program. A student must repeat a required course if the student earns a grade lower than a “B”.

   b. Exceeding six (6) semester hours or two courses with unsatisfactory grades ("C", "D", "F", or "U") in courses or in comprehensive and qualifying examinations is grounds for dismissal from a program for all degree-seeking and non-degree seeking students.
c. Effective the beginning of the fall semester of 2013, there is no forgiveness for any course taken while a student is in graduate status.

A course in which a student has received an unsatisfactory grade may be repeated only once. The course must carry the same course prefix, number, and description and may be taught at Florida A&M University (FAMU) or at Florida State University (FSU), under the FAMU-FSU cooperative program. Both grades will be used in computing the student’s graduate GPA. If the same course is neither available at FAMU nor at FSU at the time the student needs to repeat the course, then a substitute course may be approved as a transfer course by the student’s advisor and taken from any institution within the State University System (SUS). Please note that this transfer credit will not be factored into the FAMU graduate GPA.

2. Probation and Dismissal Policies and Procedures
   a. Academic Probation and Dismissal
      A student will automatically be placed on probation, if the student’s graduate cumulative GPA falls below 3.0. Any student on academic probation can only remain on probation for a maximum of nine (9) semester hours (usually one semester) of letter-graded course work. Documentation of the Academic Probation status will be imprinted on the student’s university transcript by the Registrar at the beginning of the term in which the sanction is given, and this will serve as the official notification of probation to the student.
      If a student is placed on probation, then the student will continue on probation until the student has completed nine (9) credit hours (usually one semester), after which the student’s status will be reviewed. If the student’s graduate cumulative GPA is above a 3.0, the student will be taken off probation. If the student’s graduate cumulative GPA is below a 3.0, the student will be dismissed from the academic program.
      A student on Academic Probation will be required to meet with the program director or the student’s advisor, prior to the start of the following term, to review the student’s educational plan in order to increase the student’s chance of success in the program. Modifications of the plan may be made, as necessary, so that the student and the director will know exactly what conditions are required for the continued enrollment of the student in the program. Both the student and the program advisor/director should sign the plan.
      After dismissal from one degree program, a student always has the option to apply to another degree program, and this option requires a completely new application. Previously dismissed students, who are accepted into new academic programs, will have a new graduate GPA.
      A graduate student whose cumulative GPA is less than 2.0 will be immediately dismissed from the degree program and will not be permitted to enroll in graduate courses unless the student has been admitted into another
graduate program or admitted as a non-degree student.

b. Appeal of Dismissal from an Academic Program

Within the next semester following the dismissal, a student may appeal a dismissal decision to the College’s or School’s Graduate Committee. During this time, the student will not be allowed to take any coursework related to the program.

i. If the College or School believes that the student has a high probability of succeeding, then the graduate program in which the student is enrolled may petition the Graduate Dean for a one semester extension. If the review and approval by the Graduate Dean occurs prior to the end of the drop/add registration period of the semester following the dismissal, then the student may be allowed to enroll that semester if the appeal is approved.

ii. If after reinstatement, the student fails to earn a cumulative graduate GPA of 3.0 or better at the end of the semester following the readmission or in any subsequent semester, then the student will be issued a final dismissal from his or her program without any opportunity for further appeal for retention.

iii. Students with a graduate GPA less than 3.0 who are seeking re-admission into a new academic program, may be admitted under restricted conditions that are prescribed by the new department.

iv. Dismissed students will not be allowed to enroll in graduate courses unless they have been admitted to another graduate program, or allowed to enroll as non-degree seeking students taking classes with permission from the new program.

With approval from the new graduate degree program, the student may transfer credits from courses with satisfactory grades ("B" grade or higher) into the new program, in accordance with the Transfer Credit policy stated previously.

3. Grade Appeal Policy and Procedures

It is imperative that the academic grievances of graduate students be processed in an expeditious manner. A student must appeal the assigned grade in the following manner:

a. All appeals regarding grade assignments must be made on an individual basis.

b. A student must follow the formal grade appeal process, as outlined in the
student’s college or school. If the student’s appeal is unsuccessful in the school or college, then the student may follow the grade appeal process, as outlined by the Office of Graduate Studies, to appeal the decision of the school or college to the Graduate Council.

c. Decisions of all appeals at each stage of the appeal process should be made within thirty working days of the grade variance from established policy.

d. A simple majority vote of the Graduate Council members present shall be required to make a grade exception.

e. A grade appeal may be made in writing by the student by outlining the facts and justifications for the appeal.

f. The student will be notified of the Graduate Council’s decision, within sixty days of the receipt of the appeal.

g. If the student disagrees with the decision of the Graduate Council, the student may appeal the decision to the Provost, who shall make the final decision.

4. Specific grading policies of schools, colleges or programs

a. Individual schools or colleges may establish program specific grading policies. These grading policies must first be approved by a simple majority vote of the Graduate Committee in the individual school, college, or program, prior to the approval of the Graduate Council and before they are established.

b. A simple majority by the Graduate Council members, who are present, is required for the approval of more restrictive grading policies.

5. Grades and Financial Assistance/Funding

Eligibility Requirements

a. Each graduate student who receives any form of financial aid must maintain the GPA stipulated above while carrying a full graduate load of credit hours. Only full-time, regularly admitted graduate students in good academic standing (cumulative graduate GPA of 3.0 or better) qualify for Financial Assistance (assistantships, fellowships, and/or tuition waivers).

Graduate student funding is time-limited and subject to the availability of funds. These work assignments for these students will be determined by their respective departmental supervisors or designees. Departments may make
priority funding decisions based on GPAs, standardized test scores, and/or related experience. Any full-time degree seeking graduate student, whose cumulative GPA falls below 3.0, will be placed on probation. While on probation, such a full-time student may be eligible for financial assistance (other than financial aid) for a maximum of one semester after being placed on probation.

b. It is the responsibility of each graduate program director or student advisor of the respective school or college, to monitor each graduate student’s credit hour load, grades, grade point average (GPA), and overall progress toward the degree. This director/advisor must report promptly to the graduate dean all actions, or recommended actions that should be taken for any student, who violates or is in default of the above policies and standards.

c. A full-time graduate credit load consists of a minimum of nine (9) hours in the fall and spring semesters and six (6) hours during the summer. A reduced load may be approved as a full-time load by the Graduate School for the summer semester or for students, who are completing their theses or dissertations, and who are being supported by the school or college.

d. Any graduate student who fails to maintain the minimum credit hour load required must be immediately removed from financial assistance with prompt documentary notice by the program director to the graduate dean.

e. Students who have incomplete or “I” grades may be eligible for financial assistance (other than financial aid) for a maximum of one semester.

6. Incomplete Grades

A grade of “I” (Incomplete) may be assigned by the instructor when a student, who is passing the course, is unable to complete a course due to extenuating circumstances, and when all requirements can be completed in a short time following the end of the term. The student is responsible for arranging with the instructor for the completion of the requirements of the course.

7. Continuous Registration

Graduate students must maintain continuous enrollment in at least one credit hour in their respective academic programs and until all degree requirements have been completed. Students are required to enroll in at least one credit hour during the last semester in which they expect to graduate.

Students, who are not in attendance during two consecutive semesters (exclusive of the summer semester), must re-apply for re-admission to the university.
8. Re-admission
To request re-admission, a student must complete a re-admission application, which must be supported by the chair of the major department, the Graduate Program Coordinator and the Dean of the school or college offering the academic program, and then approved by the Dean of the Graduate School. There is no guarantee that the student will be re-admitted.

The re-admission applications of students with permanent university holds will not be processed.

This policy does not apply to students who have been called for military duty. In this case, the student would be required to submit a copy of the military orders and complete the process, as outlined by the Registrar’s office.

9. Time Limitation for Completion of Degrees
A student is allowed a maximum time period of five (5) years to complete a master’s degree, and a maximum time period of seven (7) years to complete a Ph.D. degree from the date of admission. Students exceeding these time limits may be required to initiate new courses of study.

It should be noted that the normal time for completing a master’s degree is approximately two years from the bachelor’s degree, and approximately four years for the Ph.D. degree from the master’s degree, depending on discipline. Funding for students will be based on these projections.

Forgiveness Policy
Effective at the beginning of the 2013 fall semester, the Forgiveness Policy was no longer in effect for incoming graduate students. Returning students have until the end of the 2014 summer semester to complete the processing of all requests under the old policy.
GRADUATE STUDENT GRIEVANCE POLICY

It is the goal of Graduate Studies and Research to provide students with an expeditious, fair, equitable, and consistent procedure for resolving their grievances. These grievance procedures are meant to guide the student through the process. Students should make every effort to resolve the issues informally before filing a complaint or seeking redress beyond the Academic Unit in which the alleged offense has occurred.

- The student shall submit his or her grievance package, in writing, within 30 days or 10 days into the next semester. The grievance packet should be stamped by the graduate coordinator or academic dean of the college to indicate the date and time the grievance was initiated.
- The grievance process can start or stop at any level. However, the graduate coordinator should act as the facilitator.
- If the professor and graduate coordinator cannot find a satisfactory solution, then the matter will be forwarded to the graduate committee or graduate faculty within the college.
- The graduate committee, consisting of graduate faculty, will forward a report indicating its decision to the dean of the college.
- If the dean is not able to resolve the matter, the issue is forwarded to the graduate council committee in an effort to resolve the issue.
- The graduate council sub-committee should submit a report to the Graduate Studies and Research dean.
- The Graduate Studies and Research dean will review all of the documents provided on the issue and make a decision.
- If the student is not satisfied with the decision of the Graduate Studies and Research dean, then the student may refer the matter to the provost for a decision.
- The provost shall review the student’s grievance and make the final decision.
- A written recommendation is required at each step.
- The student, professor, the graduate coordinator, the dean of the college and the Graduate Studies and Research dean should be provided with copies of the written recommendation at each step.

Time Frame:
It is imperative that graduate student academic grievances be handled in an expeditious manner from the initial filing date.

GRIEVANCE FORMS
- Grievance Procedure Form (for appeals other than grades)
- Stepwise Student Grievance Settlement Form (for grade appeals)

Graduate Student Grievance Policy:
http://www.famu.edu/index.cfm?graduatestudies&StudentGrievanceProcedure
School of Nursing Policies

The school of Nursing follows the Policies of the Florida A & M University Graduate School. School of Nursing Specific Policies are

A. GENERAL

1. Academic Dishonesty Policy

The academic Dishonesty Policy applies to all aspects of the graduate student’s education, including graduate school courses as well as research. Actions that should be considered academic dishonesty include, but are not limited to: cheating on class examinations; plagiarism [to take (ideas, writing, etc.) from another and pass them off as one’s own, Webster’s New World Dictionary, 3rd College edition] intentional misinterpretation of information on official documents; intentional misinterpretation of research data; and an intentional behavior that potentially dangerous to others, or acts performed with malicious intent within the university setting. Academic dishonesty is a violation confined to acts directly pertaining to Florida A&M University affairs; personal activities not related to the university are not considered academic dishonesty.

If an individual fails to uphold the highest standards of the nursing profession, this reflects poorly o the individual, the graduate program and the profession of nursing. Therefore, it is the responsibility of the student as well as all others involved, to make a conscious effort to comply with all provisions set forth in this policy. However, if an infraction does occur, it is the duty of all students, faculty, and administrators of the graduate program to report any academic dishonesty and to demand just reconciliation to insure that the infraction will not be repeated.

2. Procedure for Handling Instances of Academic Dishonesty

   a. First Violation: In the first instance of academic dishonesty, the faculty member will assign the student a grade of zero on the test, paper or other academic assignment. The student will be counseled about the ethical implications of using ideas and statements of other people, as well as the proper method of citation. The course coordinator and a second faculty member will be present at the student conference. A record of this conference will be placed in the student’s permanent folder.

   b. Second Violation: In the event of a second instance of academic dishonesty, the faculty member will assign the student a grade of zero on the test, paper or other academic assignment and the student will again be counseled with a second set of documentation being placed in the student’s permanent folder. The course coordinator and a second faculty member must witness the student conference. The student will be assigned a failing grade for the course and will be recommended for dismissal from the program.
B. CLASSROOM

1. Class Attendance

Students are expected to prepare for class. Students who are absent from class are expected to assume responsibility for obtaining information given in class. Examinations must be taken at the scheduled times and written assignments turned in on time. If the student is ill, he/she must contact the course coordinator prior to the class in order to make up exams or to turn in written assignments. Arrangements to make up the exam or to turn in the written assignment will be made through the course coordinator within 24 hours of the scheduled exam or written assignment. A student who fails to comply will be given a zero on that exam or written assignment.

2. Guidelines and Format for Written Work

The Publication Manual of the American Psychological Association (6th ed.), Washington, D.C. is the reference to be utilized in the preparation of the thesis/scholarly project and other written work.

C. CLINICAL

As specified in the admission requirements section, all students are required to have Background Checks and Drug Screening prior to going to the clinicals.

The School of Nursing, Graduate Student Policy regarding drug screening is in accordance to agency and/or facility of assigned clinical site.

The School of Nursing uses the following third party for drug screen and background check, http://www.americandatabank.com/.

Please go the following website to initiate the Background Checks and Drug Screening:
http://www.famugraduatecompliance.com/

The following forms are required for all online graduate students. They must secure preceptors in their place of residence.
Student Agreement to Secure Graduate Clinical Practicum Preceptor

<table>
<thead>
<tr>
<th>STUDENT INFORMATION (Please print or type)</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
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<tr>
<td>E-Mail</td>
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<tr>
<td>Address</td>
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<tr>
<td>Home Phone</td>
</tr>
<tr>
<td>Work Location</td>
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<tr>
<td>Work Phone</td>
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</tbody>
</table>

I, ____________________________, agree that I am responsible for finding appropriate preceptors for the following four clinical practicum courses:

1. NGR 5003L (Health Assessment Practicum): 90 clock hours (2nd semester)
2. NGR 5209 (Clinical Management of Older Adults): 45 hours (3rd semester)
3. NGR 6201L (Primary Care for Adults across the Life Span Practicum I (4th semester): 315 hours.
4. NGR 6202L (Primary Care for Adults across the Life Span Practicum II (5th semester): 315 hours.

and providing the Preceptor Agreement Form to the preceptor(s) for submission to Florida A&M University School of Nursing. I verify that I have discussed the requirements with ________________________________, who agrees to serve as a preceptor for this course(s). I understand this preceptor must be approved by course faculty.
Florida A&M University  
School of Nursing  
Graduate Program  
Preceptor Agreement Form

**PRECEPTOR INFORMATION (Please print or type)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Title</th>
<th>Name of Clinic/Agency</th>
<th>Address</th>
<th>Telephone</th>
<th>E-Mail</th>
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**Work Schedule**

<table>
<thead>
<tr>
<th>Days:</th>
<th>Time:</th>
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</thead>
</table>

**Day Contacted by Student**

<table>
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<tr>
<th>Best Way to Contact You</th>
</tr>
</thead>
</table>

I agree to serve as a preceptor for _______________________________________. I have reviewed the preceptor responsibilities and accept the role as a preceptor. I am including my Professional Profile (Curriculum vita) for your files, as requested.

________________________________________  _________________  
Signature                                             Title

Date __________________________________________
Preceptors interested in receiving preceptor verification for re-certification purposes, should contact Dr. Jaibun K. Earp at jaibun.earp@famu.edu the end of the semester.
PRECEPTOR PROFESSIONAL PROFILE

Date: ______________________

Name: ___________________________, ____________________________, ____________________________

Last First M.I.

Position Title: __________________________________________________________

Agency Affiliation: _______________________________________________________

Address: ____________________________

Street State Zip Code

Telephone No.: (______)________________________ Fax No:(______)_________________

E-Mail: ________________________________________________________________

EDUCATION: (ARNPs):
Nursing Degree: MSN_______ DNP_______ Ph.D __________

Specialty area certified: FNP_______ ANP______ GNP ________ WHNP ________

Area of Specialization: _____________________ Years of Experience as NP:________

APN License No.___________________ State_______ Expiration Date_______________

Certifying Body (for preceptor verification purposes):

Physician: M.D. _________ D.O. _________

Area of Specialization: ________________________________________________

License No. _____________________ State _________ Expiration Date_______________

CLIENT POPULATION:
Types of patients seen at your clinical site: (Check all that apply)
Pediatric: _____ Adolescent: _____ Adults: _____ Older Adults: _____ Women:_____

Other: _______________________________________________________________

EXPERIENCE: (Past three years. Attach resume, if desired)
Student:___________________________________________________
Completed forms can be mailed, faxed, OR e-mailed to:

Jaibun K. Earp, Ph.D., ARNP, FNP-BC, CNE  
Associate Dean & Professor  
Florida A&M University  
School of Nursing  
334 Palmer Avenue  
Ware/Rhaney Building Room 118  
Tallahassee, FL. 32307  
(850)599-3458 Phone  
(850) 599-3508 Fax  
Jaibun.Earp@famu.edu

*Students are required to keep a copy of all forms for their records and may be required to upload forms into their course(s) at the beginning of the semester.

*************************************************************
FOR PROGRAM USE ONLY

<table>
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<th>Date</th>
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<th>Comments</th>
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<tr>
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<tr>
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<tr>
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<tr>
<td>Copy Mailed to Preceptor / Site</td>
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<tbody>
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<tr>
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<tr>
<td>No</td>
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<td>Yes: Contract Expiration Date:</td>
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<tr>
<td>No: Contract Initiation Date:</td>
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</table>
Florida A&M University
School of Nursing
Graduate Nursing Program

PRECEPTOR RESPONSIBILITIES

Roles and Responsibilities
The student, preceptor, and faculty have equal responsibility for providing a quality learning experience in the clinical practicum courses. Specific roles and responsibilities may vary somewhat by course requirements. There are, however, specific responsibilities for each participant. This is necessary to promote student progress and role expectations. These responsibilities are identified as follows:

Responsibilities of the Student
• The Student will assist in collection of legal and contractual documents (Student Agreement to Secure Preceptor, Preceptor Agreement Form, and Preceptor Professional Profile and curriculum vitae), prior to registering for a precepted clinical practicum course.
• The Student will establish a mutually agreeable schedule for clinical time with the preceptor.
• The Student will come to the clinical experience prepared to perform in accordance with assigned learning activities in the course.
• The Student will demonstrate ability to manage progressively complex situations in accordance with his/her academic progression.
• The Student will follow policies and procedures established in the preceptor practice site and will keep the preceptor informed about cases and learning activities.
• The Student will function under his/her State Nurse Practice Act statues and regulations for expanded nursing roles.
• The Student will participate in conferences with the preceptor and faculty to discuss progress, problems, and learning needs.
• The Student will maintain accurate records of clinical time and experiences.
• The Student will complete the specified forms and submit at designated intervals to the faculty. Required forms are identified in each course and may include, but are not limited to: clinical logs, clinical skills performance forms, evaluations of clinical/practicum experience, preceptor evaluations and clinical site evaluations.

Specific Guidelines for Students in Clinical Facilities
• Students are to negotiate acceptable hours with the preceptor prior to starting clinical practicum. The student is expected to accommodate the preceptor’s availability and schedule. Professional apparel that meets agency guidelines is expected. Conservative and professional dress clothing and a lab coat are the norm. No jeans, shorts, or running shoes, bare midriff or low cut clothing are allowed at the clinical site.
• The student will work within the policies of the agency and maintain a constructive relationship with the agency.
• The student is required to supply health information to facilities as requested.
The student must wear a name tag, which identifies his/her as a FAMU graduate nursing student.

The graduate student name tag is worn only when the student is participating in or involved in experiences related to the graduate student role.

The student is responsible for his/her individual costs related to clinical experiences.

**Responsibilities of the Faculty**

- School of Nursing faculty is responsible for evaluating clinical sites for appropriateness of learning experiences and ensuring completion of site evaluation forms.
- The faculty is responsible for making sure that students are assigned to appropriate clinical sites.
- The faculty is responsible for verifying completion of all documents related to the preceptorship, including Student Agreement to Secure Preceptor, Preceptor Agreement Form, and Preceptor Professional Profile (or curriculum vitae).
- The faculty is responsible for reviewing all course requirements with the preceptor and student.
- The faculty may visit the clinical practicum site as deemed necessary. Arrangements will be scheduled by the faculty directly with the preceptor.
- The faculty, with preceptor input, is responsible for evaluating course requirements and determining the degree to which a student has achieved course objectives.

**Responsibilities of the Associate Dean**

- The Associate Dean of the Graduate Program is responsible for maintaining ongoing relationships with clinical partners for FAMU School of Nursing.
- The Associate Dean of the Graduate Program recommends potential clinical practicum sites and participates in preceptor and site evaluations.

**Responsibilities of the Preceptor**

- Orient students to the practice site. Clearly identify specific service and personal expectations.
- Complete a formal written evaluation of the student's performance during the rotation.
- Contact the faculty to discuss issues of concern and poor student performance.
- Serve as a mentor who assists the student in applying knowledge and building skills to problem-solve in patient care.
- Provide a variety of patient cases and adequate patient volume.
- Challenge the student with deliberate and thoughtful questions.
- Allow the student to participate in patient management to a degree appropriate for the level of education.
- Provide written and verbal feedback to the student in a constructive and timely manner.
- Be available, on site, for assistance during all patient care activities.
- Share learning resources (texts, computers and educational programs if available) sufficient to increase student knowledge and productivity.
- Integrate theory of advanced practice nursing into the rotation experience.
Florida A&M University
School of Nursing
Graduate Program
Student Evaluation of Clinical Preceptor and Clinical Site

Student: ______________________________________ Date: ________________________________

Preceptor: ________________________________ Site: ________________________________

Course/Semester: NGR5003L Sp ______ NGR5209 Summ ______ NGR6201L Fall ______ NGR6202L Sp ______

Instructions: Please answer all of the items. We encourage your comments so that the Program may have the best information possible regarding the clinical experience.

Orientation
Did the preceptor provide an orientation to the practical details of the practice, i.e., patient flow, location of supplies & charts, practice style, etc.? (Circle)

Yes No

Did you & the preceptor discuss learning objectives and site expectations?

Yes No

For the next section, please use the following as a guide for the frequency rating scale:

<table>
<thead>
<tr>
<th>Never</th>
<th>Sometimes</th>
<th>Always</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

Item: Frequency Comments

How often did the preceptor observe you doing a history, or a portion of a history during the first 2-3 clinical sessions?

1 2 3 4 5

How often were you given constructive feedback on your history-taking skills?

1 2 3 4 5

How often were you observed doing parts of a physical examination during the semester?

1 2 3 4 5

Which parts were regularly observed?

How often were you given constructive feedback on your physical examination skills during the semester?

1 2 3 4 5

How often was your preceptor available to provide supervision or guidance when needed?

1 2 3 4 5

How often did the preceptor provide constructive feedback on your oral presentation of the patient to the preceptor?

1 2 3 4 5

How often did the preceptor provide guidance in thinking about pertinent signs & symptoms to consider for differential diagnoses?

1 2 3 4 5

How often did the preceptor encourage and/or challenge you to think for yourself regarding clinical decisions of diagnosis and management?

1 2 3 4 5

How often did the preceptor explain the reasoning behind decisions of diagnosis and management?

1 2 3 4 5

How often did the preceptor encourage you to consider preventative care and health promotion with patients?

1 2 3 4 5
How often were you encouraged to educate patients regarding health problems, treatment, and follow-up? 1 2 3 4 5 Comments

How often did the preceptor identify specific resources for you to advance your knowledge base? 1 2 3 4 5

How often were clinical site staff members receptive your role as a nurse practitioner student? 1 2 3 4 5

How often did you have difficulty scheduling your clinical hours due to site or preceptor unavailability (not due to student work schedule or student personal schedule)? 1 2 3 4 5

How often did you have an opportunity to observe a wide variety of abnormal findings in patients in this clinical site? 1 2 3 4 5

How often did you have an opportunity to interact with a wide variety of patients (age, gender, socioeconomic status, culture, presenting complaints, health status, etc.)? 1 2 3 4 5

Overall, how do you rate this clinical preceptorship experience? Unsatisfactory Below Average Average Above Average Excellent

Overall, how do you rate this individual preceptor? Unsatisfactory Below Average Average Above Average Excellent

How could this clinical preceptorship experience be improved?

Would you recommend this preceptor for future student clinical learning experiences? 

_______ Yes  __________ No

Please explain your response.

Additional comments about this clinical preceptor and clinical site:

_________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Student Signature

Date
D. DOCUMENTATION OF CLINICAL HOURS

1. eLog Computerized Clinical Documentation

Documentation of clinical hours and patient encounters must be recorded in eLog and should be documented daily. This log will allow the student to keep track of clinical experiences. It will assist the student, preceptor, and instructor to ensure the student is getting a well-rounded experience in the program. Faculty member will periodically spot check all clinical logs recorded in eLog. Clinical logs will be reviewed in detail with midterm and final evaluations by the course coordinator.

Students are required to document at least 675 clinical clock hours to be eligible for successful completion of the clinical courses as well as for being signed off on the education verification form of the certification examination by the Associate Dean, Graduate Program. Students must log their times on:
http://www.elogs.org/

Orientation to eLog documentation will be scheduled prior to start of the clinical.

E. Professional Liability Insurance

A copy of the Professional Liability Insurance must be in each student’s folder prior to the start of the clinical.

Please go to www.nso.com and apply for your insurance. NSO charges $279.39 annually for NP student premium. I do not have any relations to NSO, therefore you are welcome to search and find cheaper premium if you wish. Once you obtain the insurance, you must bring in the document prior to going to the clinical for NGR 5003L.

F. Name Badge

AWARDS4U, located at 1387 E Lafayette Street (878-7187) will do the name tag for $14.95 each. If we order 10 name tags at once, your cost will be $11.77.

G. Lab Coat:

Lab coat can be purchased from Helen's Uniform Shop, located at 1862 Thomasville Rd (222-1542) or any other stores. The cost is about $26.00 (include the patch) plus tax.
SECTION VI

GRADUATION REQUIREMENTS AND PROCEDURES
Application for Graduation

Application for graduation must be turned in immediately prior to or at the beginning of the term in which a student expects to complete all requirements for a degree (http://www.famu.edu/index.cfm?graduatestudies&GraduationRequirements). The work for the master’s degree must be completed within five (5) years from the term a student first registered for graduate credit.

Recency of Credits

The requirements for the master’s degree should be met within five (5) calendar years. For work that has extended beyond the five-year period, the students must contact their program director for re-evaluation of their entire program.
SECTION VII

NATIONAL CERTIFICATION
AND LICENSE
National Certification

The graduate of the Adult/Gerontology Nurse Practitioner Tract in this program is eligible to sit for either the American Nurses Credentialing Center’s (ANCC) national certification examination or American Academy of Nurse Practitioner’s (AANP) certification examination for Adult/Gerontological Primary Care Nurse Practitioner (AGPCNP) and apply for licensure as an Advanced Registered Nurse Practitioner in the state of Florida.

The graduate of Women’s Health Tract in this program is eligible to sit for the National Certification Corporation (NCC, Inc) certification examination as a Women’s Health Nurse Practitioner (WHNP) and can apply for licensure as an Advanced Registered Nurse Practitioner in the State of Florida.

Licensure

The ARNP application for the State of Florida, including profiling questions, is available at website  http://www.doh.state.fl.us/mqa/nursing/ap_RN-ARNP.pdf#search="application for arnp". In addition to the questionnaire, ARNPs have to get fingerprinting for a level II FBI background check. Fingerprint cards are available from the Application request/processing section of the Florida Board of Nursing.

The total fee is $127.00, which include background check fee, may be made to the Florida Board of Nursing. Initial FL. RN and ARNP dual application is $287.00.

ARNP Certification Requirements:
http://www.doh.state.fl.us/mqa/nursing/nur_ARP_info.html

Florida Board of Nursing: Contact Information
4052 Bald Cypress Way, 
BIN C02 
Tallahassee, Florida 32399 

E-mail address: MQA_Nursing@doh.state.fl.us 

FAX Number: (850) 245-4172 

http://www.floridanurselicenses.com/?gclid=CJWa_4_HmbkCFVNo7Aode3EAxg
SECTION VIII

BACKGROUND AND DRUG SCREEN
Background Checks and Drug Screening

The School of Nursing, Graduate Student Policy regarding drug screening is in accordance to agency and/or facility of assigned clinical site.

The School of Nursing uses the following third party for drug screen and background check, http://www.americandatabank.com/.

Please go the following website to initiate the Background Checks and Drug Screening:

http://www.famugraduatecompliance.com/
Nursing Student Association

The School of Nursing is in District #10 of the Nursing Student Association of Florida. It is also a branch of the Student Government Association on campus.

FAMU School of Nursing
Rho Kappa Chapter of Sigma Theta Tau Honor Nursing Society

The purposes of Honor Society of Nursing are to:
- Recognize superior achievement.
- Recognize the development of leadership qualities.
- Foster high professional standards.
- Encourage creative work.
- Strengthen commitment to the ideals and purposes of the profession.

Membership Eligibility

Nursing students are invited to a membership in accordance with Sigma Theta Tau International Bylaws. Each baccalaureate student is required to meet the following criteria:

- Completed one-half of the nursing curriculum
- Cumulative grade point average of 3.0 on a 4.0 scale or its equivalent
- Rank in the upper 35 percent of their graduating class in scholarship
SECTION X

ON-LINE STUDENT INFORMATION

The Office of Instructional Technology
Online Graduate Students’ Orientation Handout
Florida A&M University

Florida A&M University Mission Statement

Florida Agricultural and Mechanical University (FAMU) is an 1890 land-grant institution dedicated to the advancement of knowledge, resolution of complex issues and the empowerment of citizens and communities. The University provides a student-centered environment consistent with its core values. The faculty is committed to educating students at the undergraduate, graduate, doctoral and professional levels, preparing graduates to apply their knowledge, critical thinking skills and creativity in their service to society. FAMU’s distinction as a doctoral/research institution will continue to provide mechanisms to address emerging issues through local and global partnerships. Expanding upon the University’s land-grant status, it will enhance the lives of constituents through innovative research, engaging cooperative extension, and public service. While the University continues its historic mission of educating African Americans, FAMU embraces persons of all races, ethnic origins and nationalities as life-long members of the university community.

Florida A&M University
(850) 599-3460
855-777-FAMU (3268) Toll Free
http://elearning.famu.edu
Email: famuonline@famu.edu
Tallahassee, Florida 32307
Rattler Card

The Rattler Card is the official identification card of Florida A&M. Issued to all members of the University Community, it is required for identification and access to essential campus services.

Your Campus Credentials

Your Rattler Card is the most important card that you will have at Florida A&M—vital for accessing campus services. Please carry your Card with you at all times. To ensure durability and validity, do not tamper with, punch holes in, or misuse the Card and protect it from damage by avoiding magnets.

Rattler Card Service Center

E-mail
mycard@rattlercard.com Please include your name, ID # and birth date in your e-mail.

Phone
1-877-307-7181 Representatives are available Mon. - Fri., 8 a.m. - 6 p.m. Eastern Time. International callers may call 1.267.327.4699
Password Reset Manager

Creating/Editing Your Questions and Answers Profile
Your Questions and Answers Profile is the set of questions and answers that serves for your authentication when you need to reset a forgotten password or unlock your account. To create or reset your personal Questions and Answers Profile:

1. Open the FAMNet Password Reset Manager Self-Service page (https://ssprm.famu.edu/QPM/User/Identification/).
2. Enter your username in the box; next enter the characters you see on the picture (it is not case sensitive) and click Search.

3. Once your username is found, you will be taken to a page with two categories as seen below. Click on Register with Password Manager.

4. Input the current password and the click Next.
5. On the questions and answers page, set up your three security questions and answer them. Please keep the following things in mind about the questions and answers:
   a) Answers do not have to be truthful; they just need to be something you can remember
   b) Answers are not case sensitive
   c) Answers must be at least three (3) characters long
d) Answers must be unique

e) The user defined question (the second question) must be at least ten (10) characters in length

f) Answers cannot contain parts of the corresponding question

g) The Helpdesk Authentication question (the final question) is a word or phrase that you must input. The question itself cannot be altered. The “mother’s maiden name, hometown” are just suggestions.

The answers for each question will need to be entered twice, unless you uncheck the box marked Hide my answers for security purposes.

NOTE: Answers are hidden by default. However, if you chose to unhide your answers, they will show up in clear text. Do not use this option if you are in a public place as other people may see your security questions and answers.

You will also need to create your own question and answer it, as well as enter a Help Desk authentication word that will allow the Help Desk to identify you over the phone without exchanging personal information. Once this is done, click Finish.

Resetting Your Password if the current password is expired/forgotten

If your current email password is expired or if you forgot your password, but you remember the answers to your profile questions, do the following:

1. Open the Password Reset Manager (PRM) Self-Service page (https://ssprm.famu.edu/QPM/User/Identification/).

2. Enter your username in the box and click OK.

3. Once your username is found, you will be taken to page with four categories as seen below. Click on Forgot My Password.
4. You will be presented with the questions you selected for your profile. The answers for each question will need to be entered twice, unless you uncheck the box marked Hide my answers for security purposes. Type your answers and click Next.

NOTE: answers are hidden by default; however, if you chose to unhide your answers, they will show up in clear text. Do not use this option if you are in a public place as other people may see your security questions and answers.

5. If your answers have been accepted, you will be asked to enter a new password; you will need to type it twice.

When changing the password, the following things should be kept in mind:

➢ Passwords must be at least eight (8) characters long
➢ Must be different from any password which you have previously used within the past year
➢ Passwords are case sensitive
➢ Passwords are valid for 60 days
➢ Contains characters from three of the following four categories:
  ✔ Uppercase characters
  ✔ Lowercase characters
  ✔ Numbers
  ✔ Non-alphanumeric characters: e.g. (~!@#$%^&*_+=\"{}|;:"<>?,/)  

6. Once you have entered your new password, click Finish. If the password you entered is not accepted, you will need to enter a new password.
Remote Proctor NOW

Remote Proctor NOW Login
http://www.softwaresecure.com/student-login/

Remote Proctor NOW FAQ

What is Remote Proctor NOW?
Remote Proctor Now from Software Secure Software is an on-demand, easy to use, low cost alternative to testing centers, personal proctors, and other inconvenient methods of securing the online testing environment. Students can take tests at their convenience, in the comfort of their own homes, using their computer and a Webcam. No student set-up required, no scheduling, no pre-purchase, no new hardware or software. Simply log in and test with integrity in 4 easy steps and in 3 minutes or less!

How does Remote Proctor Now work?
It’s an easy 4 step process:
2. Click on the link to run the program and select your class and exam.
3. Authenticate your ID by holding it up to your webcam and taking a picture of it.
4. Go to your Learning Management System to enter the exam you are taking.
All of this in under 5 minutes! Watch the video http://tinyurl.com/famu-rpn

What do I need to use Remote Proctor Now on my computer?
All you need to get up and running with Remote Proctor Now is the equipment you would normally need to take your online classes:
- a PC or a Mac
- a webcam, either external or the one built into your computer
- an internet connection
- See more at: http://tinyurl.com/famu-rpn2
FAMU Online
855-777-FAMU (3268) Toll Free
850-599-3460 Direct Line
famuonline@famu.edu
http://elearning.famu.edu

DISTANCE LEARNING REPRESENTATIVES

School of Business and Industry
Jacqueline Byrd
850-412-6599
jacqueline.byrd@famu.edu

School of Nursing
Dr. Jaibun Earp
850-561-2969
jaibun.earp@famu.edu

College of Pharmacy and Pharmaceutical Sciences
Institute of Public Health
Serita Phillips
850-412-7547
serita.phillips@famu.edu

School of Graduate Studies and Research
850-599-3505
http://www.famu.edu/index.cfm?graduate studies

OTHER SERVICES

Blackboard Help Desk
Office of Instructional Technology (OIT)
850-599-3460
http://www.famu.edu/it

Enterprise Information Technology (EIT)
iRattler
FAMMail
850-412-HELP (4357)
850-599-3560
http://www.famu.edu/index.cfm?eit

Financial Aid
850-599-3790
http://www.famu.edu/index.cfm?Financial Aid

Library
850-599-3330
http://www.famu.edu/index.cfm?library

Student Accounts
850-561-2949
http://www.famu.edu/index.cfm?studentaccounts

Student Health Services
850-599-3777
http://www.famu.edu/index.cfm?shs

University Bookstore
850-599-3090
http://www.famu.edu/index.cfm?auxiliarservices&BookStore
Florida A&M University
School of Nursing
Graduate Program

Graduate Student Handbook and Values/Conduct at FAMU

I, __________________________, acknowledge receipt of the following:

1. Graduate Student Handbook
2. Florida A&M University Student Honor Code

Date_____________________________________

Signature__________________________________