

**NURSE  
PRACTITIONER  
PROGRAM  
SUPPLEMENTAL  
HANDBOOK**

## Preamble

The Dean, faculty, and staff are delighted to welcome you as a Spartan Nurse to the Michigan State University (MSU) College of Nursing. Our nationally ranked programs will give you a solid foundation for your nursing career. This version of the Family Nurse Practitioner Program student handbook gives you important information to guide you during your enrollment. Please read this handbook in detail. The information is designed to facilitate your success.

We wish you much success in your courses and academic activities.

Sincerely, the Dean, faculty and staff.

## Notices

This version of the student handbook replaces prior versions published or posted online prior to August 1, 2024. All students are required to read the handbook and familiarize themselves with the MSU CON mission, vision, and values ([About The College | College of Nursing \(msu.edu\)](#)), policies and procedures.

The University prohibits sex/gender discrimination in any program or activity that it operates and that individuals may report concerns or questions to the Title IX Coordinator and provide the location of the Notice on the University's website (which is <https://civilrights.msu.edu/policies/OCR%20Notice%20of%20Non-Discrimination%20-%2009-05-23.pdf>).

MSU is accredited by the Higher Learning Commission [Accreditation | Michigan State University \(msu.edu\)](#).

The Michigan State University College of Nursing baccalaureate, master's, and doctor-of-nursing practice programs are accredited by the Commission on Collegiate Nursing Education (CCNE) [CCNE Accreditation \(aacnnursing.org\)](#).

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## Mission

To advance the health of individuals and communities through inclusive and equitable nursing education, research, scholarship, and practice.

## Vision

To be recognized as a premier nursing college and a transformative force in improving health disparities and social outcomes in Michigan and beyond.

## Values

- Advocacy
- Collaboration
- Compassion
- Inclusive excellence
- Integrity
- Social justice

## Handbook Purpose

The purpose of this handbook is to provide the nurse practitioner (NP) student additional information specific to the NP program. Please refer to the College of Nursing CORE Handbook for information regarding the college's procedures and policies. This can be accessed on the College of Nursing website.

## Program Overview

The College of Nursing (CON) at Michigan State University (MSU) offers master's and doctoral practice degrees in one of three nurse practitioner concentrations: Adult/Gerontology Primary Care, Family, and Psychiatric Mental Health. Consistent with the CON mission, graduates are prepared to lead nursing practice partnerships that translate nursing science into practice to improve health outcomes.

The Master of Science in Nursing (MSN) core coursework and population-specific courses all build on the previous learning of the baccalaureate degree in nursing. The graduates of the MSN program are prepared as advanced practice registered nurses (APRNs) and are eligible to sit for certification in their chosen population focus.

MSN program outcomes, the American Association of Colleges of Nursing (AACN) MSN Essentials, and the National Organization of Nurse Practitioner Faculties (NONPF) Core Competencies Content inform the master's program of study.

DNP program outcomes, the AACN DNP Essentials, and the National Organization of Nurse Practitioner Faculties (NONPF) Core Competencies Content inform the master's program of study.

In addition, each population force has further defined student outcomes that support the chosen clinical specialization and are consistent with achievement of overall DNP program outcomes.

The nurse practitioner role is designed to prepare registered nurses to achieve an advanced nursing practice in diverse clinical settings. The programs are hybrid, combining online courses with face-to-face educational and practicum experiences. The programs consist of at least 54 credits for the master's degree and 70 credits for the doctoral degree. The master's and the doctoral program provide clinical practicum experiences exceeding the 500 clinical hours minimum required to sit for the national certification examination in the population focus.

Graduates are eligible for certification as Adult-Gerontology Primary Care NPs, Family NPs, or Psychiatric Mental Health NPs. The program may be completed in a three (3) year full-time or a four (4) year part-time program of study. Master's and doctoral students complete core courses related to theoretical foundations and evidence-based practice, health policy, informatics, leadership, and epidemiology. Courses in pathophysiology, population health, pharmacology,

advanced health assessment, and advanced practice nursing issues are required in preparation for clinical diagnosis and management courses and clinical practica. The NP master's and DNP programs are fully accredited by the Commission on Collegiate Nursing Education.

Clinical experience is an essential component of the program. Experiences in diverse care settings are available in many locations throughout the state. Clinical experiences are based on each student's goals, needs, and availability of clinical sites. Clinical experiences involve active participation in interprofessional management of health care services for patients and their community.

### MSN Degree Requirements

- Completion of all required courses with an earned grade of 3.0 or higher
- Satisfactory completion of a master's level scholarly project
- Completion of a minimum of 500 practice hours

### DNP Degree Requirements

- Completion of all required courses with an earned grade of 3.0 or higher
- Satisfactory completion of a DNP Project
- Completion of a minimum of 1000 practice hours

### Post-Graduate Nurse Practitioner Certificate

- The concentration specific program director will conduct a gap analysis to determine the required courses for each student
- Completion of all required courses with an earned grade of 3.0 or higher
- Completion of a minimum of 500 practice hours

### Nurse Practitioner Certification

Completion of the nurse practitioner concentration of the MSN, DNP degree or Post-Graduate Certificate qualifies students to sit for the applicable American Nurses Credentialing Center (ANCC) certification in Adult-Gerontology Primary Care, Family, or Psychiatric Mental Health **OR** American Academy of Nurse Practitioners (AANP) in Adult-Gerontology Primary Care, Family or Psychiatric Mental Health(new).

## Nurse Practitioner Standards

The NP program utilizes the Scope of Practice for Nurse Practitioners described by the American Association of Nurse Practitioners (AANP) as standards for professional practice. This can be

located here: <https://www.aanp.org/advocacy/advocacy-resource/position-statements/scope-of-practice-for-nurse-practitioners>

## Academic Standards:

### Academic Grading

The CON monitors progression through the graduate program. Progression is dependent upon the following guidelines.

1. A 3.0 cumulative GPA and a minimum of a 3.0 or passing grade in each required (both NUR and non-NUR numbered) courses must be maintained to continue to progress. If a grade below 3.0 is attained, the student will be dismissed from the program.
2. The following grading scale is used in all College of Nursing Graduate Courses:

%	GRADE
100 - 94	4.0
93-87	3.5
86 – 80	3.0
	(Minimum passing grade)
79 – 75	2.5
74 – 70	2.0
66 – 65	1.5
64 – 60	1.0
Below 60	0.0

### Completion of Graduate Studies Expectations

Graduate program studies must be completed within six years from the beginning of the first enrollment in which credit is earned toward the degree. If a student is unable to complete the degree within the six-year time limit, he/she may submit a request for a time extension. Submitted extension requests should not be viewed as guaranteed re-enrollment. A one-time, one-year extension is the maximum time that may be granted.

### Michigan State Residency

MSU is not authorized to offer online education in certain jurisdictions, and a change in your residency may impact your ability to continue in the program. Exceptions to State Authorizations Reciprocity Agreement (SARA) may be made for active-duty military personnel living out of state. For questions contact the Office of Student Affairs. Students who relocate to another state after admission to an online or hybrid CON program will be subject to regulations for distance education of the new resident state. Many states have regulations regarding out-of-state distance education providers, which may include restrictions



from online courses with didactic and clinical practicum requirements required for your CON program. If you are considering relocating to another state or completing clinical requirements in agencies outside of Michigan, it is imperative that you contact your CON advisor.

Students who relocate to another state after admission to the NP program need to contact the Office of Student Affairs. MSU's state authorization status can be found through the [Office of Accreditation, Assessment, Curriculum, and Compliance](#).

### Transfer Credits

Up to 25% of graduate coursework (excluding DNP project credits) may be transferred into the MSN or DNP program from an accredited program. There is no limit to the transferred graduate coursework for PM-DNP students except for the DNP project courses. These courses must be completed at MSU.

The transfer of course credits from other institutions may be completed through the following procedure:

- When possible, obtain written permission from the faculty advisor and specialty track program director before enrolling in a course at another University.
- Send a copy of this written permission to: College of Nursing Office of Student Affairs, 120 Bott Building for Nursing Education and Research.
- When the course is completed at another institution, request that official transcript of the grade(s) be sent to:
- Office of Admissions, Hannah Administration Building, 426 Auditorium Road, Room 250, East Lansing, MI 48824-2604.
- Students must submit the course syllabi and an official transcript for review when requesting credit for transfer courses completed without prior approval.
- Materials should be submitted to the College of Nursing, Office of Student Affairs, Bott Building for Nursing Education and Research, 1355 Bogue Street, Room C120, East Lansing, Michigan 48824-1317

### Scholarly Projects/DNP Project

- Students in each concentration are required to complete a scholarly or DNP project.
- Master's students will complete a Scholarly Project. The project is concentration-specific and is selected in collaboration with faculty.
- DNP students will complete a DNP project embedded in NUR 995, 996, and 997.

### Independent Study (Practicum Hours)

NUR 990: Special Problems (Independent Study in Nursing)

NUR 990 permits students to develop personal competencies through individualized experiences and student interest in a particular area. It allows exploration of an area in greater depth and/or from a different perspective than is possible within the limits of required courses. The content explored must not be available through an existing course. The student takes initiative for selection of a topic, issue, or problem, and assumes major responsibility for the associated planning, implementation and evaluation. The student seeks consultation and guidance from a faculty member selected by the student.

This course is available for any interested graduate student but is required for post-graduate DNP students if they have not met the minimum required clinical hours. NUR 990 is a variable credit course (1-6 credits). If a student needs more than 6 credits, then an NUR 990 will be taken a different semester. Students may enroll for a maximum total of eight credits in excess of those required in the curriculum. The number of credits is based upon the scope of the topic, issue or problem, and the associated objectives. Refer to the DNP Project and Practicum Handbook for the guidelines required for the completion of practicum hours in NUR 990.

#### *Clinical application of the independent study process*

1 credit = 45 practicum hours

Prior to enrollment in the NUR 990, students must:

Select a topic, issue, or problem related to nursing or healthcare systems

Determine the scope of the study, including timeframe

Secure approval by faculty advisor

Contact the Office of Student Affairs (OSA)

Complete the Michigan State University CON 990 Application provided by OSA

Obtain the required signatures

Send the Application for Independent Study to the Office of Student Affairs for processing

The Independent Study Form is a written contract completed by the student and faculty advisor before the semester.

#### *NUR 990 Evaluation and Grading*

To develop a plan for evaluation and grade assignment in NUR 990, the following information should be included:

- A clear and appropriate purpose and scope of the project
- Objectives should reflect measurable outcomes and
- May be revised as necessary
- Should be consistent with the topic
- Must define the issue or problem selected
- Are attainable within the predetermined time allotted
- Time required to meet objectives matches the registered number of credits
- The approaches used to achieve the project outcomes are clearly stated
- The conduct of the project reflects self-direction and self-evaluation
- All University IRB requirements must be adhered to
- Students using NUR 990 for practicum hours will need to follow the above noted requirements, in addition to the following:
  - Discuss desired placement (various settings) with faculty advisor
  - Follow CON process if hours are within a clinical site setting
  - The parameters for grading are provided in the Application for Independent Study

## Clinical Educational Experience

Each student will be placed with preceptors who possess appropriate credentials (licensure, certifications, and at least one year of clinical experience). Preceptors' practice settings should facilitate achievement of student competencies and educational goals. Preceptors must be present during the students' hours at the agency for the clinical experience to count toward required hours.

### Clinical Placements

Student clinical placements are arranged by the CON clinical placement coordinators in collaboration with the specialty track program director. Clinical placement assignments are determined by availability of required clinical opportunities for students and a valid affiliation agreement with the hosting agency. Student clinical placement assignments may not be exchanged between students. All clinical placement communication and other CON notifications are conveyed through MSU email.

There are many external factors that affect the complexity of securing clinical placements (e.g., other nursing programs, medical students, physician assistant students, residents, and implementations of electronic documentation systems). Therefore, the clinical placement process is an established framework to facilitate appropriate clinical sites that will meet the course and program objectives, and concentration-specific NP competencies.

Students identifying extenuating circumstances that could affect their clinical assignment are required to submit a description of their specific circumstance to the clinical placement coordinator as soon as possible. Not all requests for assignment considerations can be honored. Students may not be mentored by a relative/partner or in the clinical unit or department in which the student is currently employed. Other departments or units within the same agency are acceptable.

Hospital rounds or acute care clinical settings cannot be used to complete clinical hours for the Family or Adult-Gerontology Primary Care NP program. However, PMHNP students will be placed in various acute or primary care settings.

### Attendance for Clinical

Attendance in clinical is mandatory. A student who is unable to attend clinical due to illness or a personal reason will:

- Notify the clinical course faculty by e-mail when absent from the clinical site before the start of the assigned clinical shift.
- Contact the preceptor

### Dress Code

NP students are expected to dress consistent with the professional image of a registered nurse in an advanced practice graduate program while at the university or in the clinical setting.

Proper attire must be worn in any situation that involves patient contact of any type. Students are responsible for knowing the dress regulations for each clinical facility and following their

policies and procedures. MSU- or facility-issued identification badges must always be worn while in the hospital/clinic setting. Failure to display proper identification is a serious offense. Students shall follow the clinical site's policy on wearing jewelry, artificial fingernails, facial hair, body art, and personal scrub attire.

### Fees/Agency Compliance Requirements

Students are responsible for any associated agency/system placement costs and specific agency compliance requirements that may necessitate additional time prior to entering clinical (e.g., additional background checks, electronic health record [EHR] training).

### Travel Requirements

Clinical experiences are provided in various settings throughout the state. Students are responsible for making all travel arrangements necessary to complete the degree requirements. This includes travel arrangements and transportation to and from clinical agencies. Students may be placed in a clinical site up to 100 miles from their residence. Parking provisions vary from agency to agency. Students are required to follow agency policies regarding parking.

## Current Students

### Faculty Advisor

The duties of CON faculty advisors in the MSN and DNP degree program are dictated by the University Graduate School.

Faculty advisors are expected to:

- Be a mentor for their advisees
- Demonstrate professional role modeling
- Meet with advisee once a semester and as needed
- Develop a plan of study in collaboration with the program director

### Student Expectations

Faculty advising provides an opportunity for mentoring and professional guidance in a collegial and safe environment. Socialization and mentoring are best achieved in a mutually responsive relationship.

Students are expected to:

- Make regular contact with their faculty advisor, at least once per semester
- Respond to all faculty advisor communication within a reasonable timeframe
- Communicate any changes in circumstances that may impede ability to complete coursework as required
- Transmit all university communication through office MSU email (@msu.edu)

Students may initiate a change of advisor assignment by contacting the Office of Student Affairs and completing the CON Request to Change Faculty Advisor (Appendix B). The CON assigns the faculty advisor after consultation with the appropriate parties.

### Annual Progress Reports

All students complete an annual progress report in collaboration with their faculty advisor, in fulfillment of MSU's Graduate School requirements. The annual progress report is a part of the electronic student academic file and needs to be completed and submitted to the Office of Student Affairs by April 1st.

### BSN to DNP Program: Concentration Change Policy

This policy applies to students currently enrolled in the CNS, NP, or NA concentrations who wish to change to another concentration or to a different degree. Students wishing to change to the NA concentration need to follow the complete admissions process outlined on the MSU College of Nursing website.

Students considering a concentration or degree change must be in good standing in their current program, maintaining an 80% GPA or higher in every course.

The following process will be followed:

- The student will arrange a meeting with their faculty advisor and current specialty track program director to discuss their interest in changing their current program concentration.
- Complete the CON Request to Change Concentration of Degree (Appendix A)
- The student will provide their rationale for why they would like to make a concentration change.
- The student will submit their request to the graduate advisor in the Office of Student Affairs.
- The student will complete an interview with the program director of the desired concentration.
- The request to change concentrations will be submitted by the specialty track program director of the desired concentration for review by the Advanced Practice Program Committee (APPC) for final approval. All decisions made by the APPC are final.

## Student Leave of Absence and Dismissals

### Leave of absence

Students who have completed courses in the program may submit a request for a leave of absence for no more than one year. A new study plan should be developed with the faculty advisor and program director. The decision to approve/disapprove leave requests is at the discretion of the Associate Dean for Academic Affairs (ADAA).

Students who are unenrolled for more than three semesters without an approved and current plan of study are subject to dismissal from the program. Reinstatement in the program is based on compliance with the plan of study and the availability of space in required courses.

### Reinstatement Process

Any student seeking reinstatement to the College of Nursing must write a letter to the Associate Dean for Academic Affairs (ADAA) which includes the following:

- Explanation of the student's withdrawal or dismissal
- Reason for seeking reinstatement to the student's respective Program Director
- For students who have withdrawn from their program: an explanation of how the circumstances that led to their withdrawal have changed
- For students who have been dismissed from their program: a detailed plan for success in their program moving forward, including recommendations from their academic advisor.
- Which semester the student wishes to return

Upon receipt of request for reinstatement the ADAA or designee will respond to the student through MSU email to inform them that their request has been received and is being processed.

The Associate Dean of Academic Affairs (ADAA) or designee will contact course faculty, the program director/coordinator, and faculty advisor (if applicable) to receive input on the student's potential for success and recommendation regarding reinstatement. Upon reaching a decision in collaboration with program faculty, the ADAA or designee will inform the student of their reinstatement decision. All final reinstatement decisions will be dependent on course space availability.

### Reinstatement After Lapse in Enrollment

Graduate students who have stopped pursuing their studies for three academic semesters or more **must** request readmission in a letter to the Associate Dean for Academic Affairs by February 1 for Fall semester, August 1 for Spring semester, or December 1 for Summer semester addressing the following:

- Reason for seeking readmission
- Reason for withdrawal/dismissal
- How his/her situation has changed in the interim
- Which semester the student wishes to return
- Response to any recommendations that may have been made at the time of withdrawal/dismissal

Requests for reinstatement should be sent to the Office of Student Affairs and the Associate Dean for Academic Affairs. The final decision for readmission will be determined by the Dean and Associate Dean for Academic Affairs who will notify the student in writing of the final decision.

Students who have failed to enroll for more than one academic year must also

Complete and submit a University Application for Readmission (available online at [www.reg.msu.edu](http://www.reg.msu.edu), click on Readmissions) at least two months prior to the first day of registration.

Complete and submit necessary compliance documentation including completion of new background check and drug screen.

## Student Disputes and Grievances

### Course Questions/Issues Chain of Command

When a student encounters an issue or problem in a course, it is expected that the student contacts and seeks resolution with the course faculty first. Please follow the faculty's preferred method of contact according to the course syllabus. A chain of command is available to help students determine when to involve the program director or Associate Dean of Academic Affairs (ADAA) in Appendix C.

### Student Grievance and Hearing Procedures

The Academic Freedom for Students at Michigan State University (AFR) and the Graduate Student Rights and Responsibilities (GSRR) documents establish the rights and responsibilities of MSU students and prescribe procedures for resolving allegations of violations of those rights through formal grievance hearings. In accordance with the AFR and the GSRR, the College of Nursing has established the following College Hearing Board procedures for adjudicating academic grievances and complaints.

Student Rights and Responsibilities Article 6: Hearing Board Structure:

<https://spartanexperiences.msu.edu/about/handbook/student-rights-responsibilities/article-six-academic-hearing-board-structures.html>

Student Rights and Responsibilities Article 7: Adjudication of Academic Cases

<https://spartanexperiences.msu.edu/about/handbook/student-rights-responsibilities/article-seven-adjudication-of-academic-cases.html>

Graduate Student Rights & Responsibilities Article 5: Adjudication of Cases Involving Graduate

<https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/article-five-adjudication-cases-involving-graduate-student-rights-and-responsibilities.html>

Composition of the College of Nursing Hearing Board:

- The college shall constitute a College Hearing Board pool no later than the end of the tenth week of the spring semester.
- For hearings involving advanced practice students, the College Hearing Board shall include the chair of the Advanced Practice Program Committee (APPC) or a designee, two faculty, and two designated students. Faculty alternates to the College Hearing

Board will be selected from APRN faculty members; student alternates will be selected according to the procedures established by the Student Advisory Council. If needed, additional alternates will be appointed by APPC. (See AFR 6.II.B, C, and D.)

- The chair of the College Hearing Board shall be a hearing board member with faculty rank. All members of the College Hearing Board shall have a vote, except the chair, who shall vote only in the event of a tie. (See AFR 6.II.C.)
- The college will train hearing board members about these procedures and the applicable sections of the AFR. (See AFR 7.IV.C.)

## Program Policies and Procedures

### Responsibility Conduct of Research, Scholarship, and Creative Activities (RCRSA):

Michigan State University requires that all graduate students be trained in the RCRSA basic educational requirements. The CON's plan to meet the RCRSA requirements can be found in Appendix E. This plan includes completion of the Collaborative Institutional Training Initiative (CITI) training modules and a minimum of six hours of discussion-based training. In accordance with the MSU policy, all RCRSA education requirements are to be completed by the end of the spring semester of year two. More information can be found

at: <https://grad.msu.edu/researchintegrity>

- CITI Training Modules available at: <https://ora.msu.edu/train/>
- Human Research Protection and IRB Certification available at: <https://hrpp.msu.edu/training/index.html>

### Program Attendance

Students begin the program on the opening day of fall semester according to the [MSU academic calendar](#). Time off occurs in accordance with the MSU academic calendar.

MSU has a policy permitting students to observe those holidays set aside for their chosen religious faith. More information can be found at

<https://inclusion.msu.edu/hiring/Observances/index.html>

### Attendance for on-campus classes

Attendance for on-campus courses is mandatory. A student who is unable to attend an on-campus class will:

- Notify the course faculty *before* the start of the class (see course syllabus for the faculty's preferred method of contact)
- Be responsible for acquisition of missed course content

Note: In the event of an emergency in transit to class, notify the course faculty by any means possible (text, call, notify a cohort member) when feasible.



## Opportunities for Graduate Student Involvement

### Council of Graduate Students (COGS)

The Council of Graduate Students (COGS) represents all registered Michigan State University graduate and graduate-professional students. COGS is composed of one representative from each degree-granting unit and seven officers. COGS exists to:

Promote the academic, social, and economic aims of graduate and graduate-professional students

Establish effective communication among these students

Increase communication with other student organizations, and with the academic and administrative units of the University

COGS maintains an office at 316 Student Services Building in which it provides a copy service and a thesis and dissertation printing service. Information can be found here: [cogs@msu.edu](mailto:cogs@msu.edu)

COGS has also arranged for graduate students to use the ASMSU Legal Services.

### Standing Committees with Student Representation

The standing committees in the University and College of Nursing with graduate student representation are:

- Council of Graduate Students
- Advanced Practice Program Committee
- Student Advisory Council
- Faculty Practice Committee

Student involvement is welcomed. Please contact the specialty track program director if you are interested in joining as a student representative.

### Professional Organization Involvement

Graduate students are encouraged to join one or more of the student organizations listed below and here: :

- [Doctoral Nurses Association](#)
- [American Association of Nurse Practitioners \(AANP\)](#)
- [American Psychiatric Nurses Association \(APNA\)](#)
- [Michigan Council of Nurse Practitioners \(MICNP\) MSU Student Chapter](#)
- [Great Lakes Chapter of the Gerontological Advanced Practice Nursing Association](#)
- [Sigma Theta Tau International \(STTI\)](#)

## End of Program

### Outcomes

The end of the NP program outcomes can be found in Appendix D for both the MSN and DNP degrees.

## University Exit Surveys

Exit surveys are provided to all graduating students. The survey data is used to collect information regarding educational experiences and professional plans after graduation. This information is used to improve curricula and guide the development of graduate study initiatives.

The identity of all respondents will be kept confidential and only aggregate (group) information will be made available to faculty and administrators. An email reminder will be sent from the MSU Graduate School Dean before completing the program. The survey will take 5-10 minutes to complete.



## Appendix A

### College of Nursing Request to Change Faculty Advisor

<b>Student Name:</b>	<b>Student PID:</b>	<b>Student MSU Email:</b>
<b>Section 1: To be completed by student</b>		
<b>Current Program</b>		<b>Current Degree</b>
<input type="checkbox"/> Adult Gerontology Primary Care Nurse Practitioner		<input type="checkbox"/> MSN
<input type="checkbox"/> Clinical Nurse Specialist		<input type="checkbox"/> DNP
<input type="checkbox"/> Family Nurse Practitioner		<input type="checkbox"/> Certificate
<input type="checkbox"/> Psychiatric Mental Health Nurse Practitioner		
<input type="checkbox"/> Nurse Anesthesia		
<b>Section 2: To be completed by student</b>		
Current Advisor: _____		
Proposed Advisor: _____		
<b>Please provide reasoning for the requested change (500 words or less)</b>		
<b>Section 3: To be completed by specialty director</b>		
<input type="checkbox"/> Approve	<input type="checkbox"/> Deny	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Proposed Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Specialty Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B

### College of Nursing Request to Change Degree or Program Concentration

Student Name:	Student PID:	Student Email:
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#### Section 1: To be completed by faculty advisor

Is student in good academic standing (including current semester)?

- Yes  
 No

#### Section 2: To be completed by student

Current Program:	Current Degree:
<input type="checkbox"/> Clinical Nurse Specialist	<input type="checkbox"/> MSN
<input type="checkbox"/> Adult Gerontology Nurse Practitioner	<input type="checkbox"/> DNP
<input type="checkbox"/> Family Nurse Practitioner	<input type="checkbox"/> Post-Graduate Certificate
<input type="checkbox"/> Psychiatric Mental Health Nurse Practitioner	<input type="checkbox"/> Post-Master's DNP
<input type="checkbox"/> Nurse Anesthesia	

Requested Program:	Requested Degree:
<input type="checkbox"/> Clinical Nurse Specialist	<input type="checkbox"/> MSN
<input type="checkbox"/> Adult Gerontology Nurse Practitioner	<input type="checkbox"/> DNP
<input type="checkbox"/> Family Nurse Practitioner	<input type="checkbox"/> Post-Graduate Certificate
<input type="checkbox"/> Psychiatric Mental Health Nurse Practitioner	<input type="checkbox"/> Post-Master's DNP

Please provide reasoning for the requested program or degree change (500 words or less).

#### Section 3: To be completed by director of requested program

- Approve  
 Approve with conditions (please outline below)  
 Deny

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

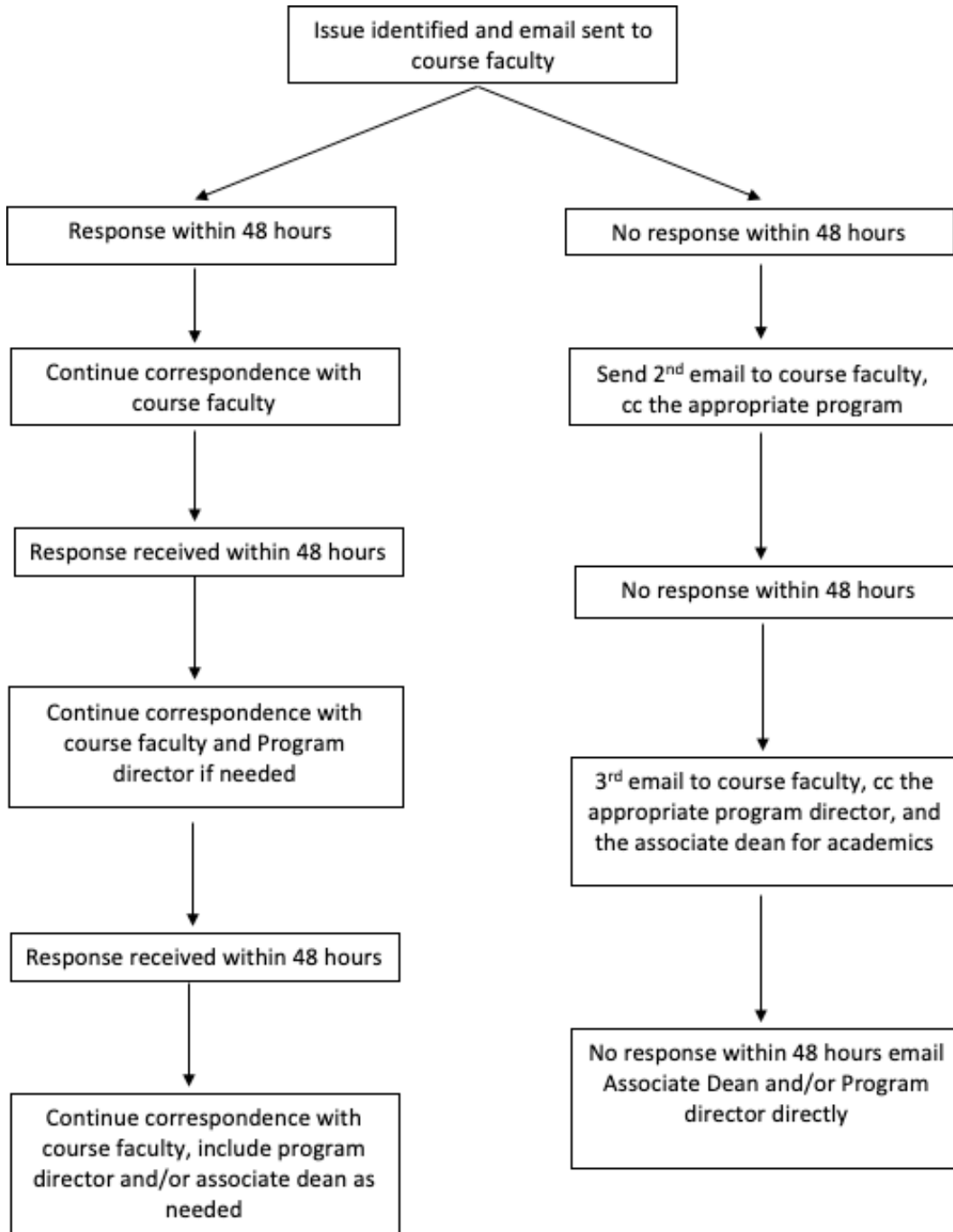
Director of requested program: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note:** Students may not request to change into the Nurse Anesthesia DNP program using this form. Students must be admitted into the Nurse Anesthesia DNP using the traditional admissions process.

## Appendix C

### Communication Algorithm and Template

Note: Please allow 48-hours during regular weekdays for a response.



## Communicating with Faculty

When communicating with faculty and peers it is expected that communication is professional and respectful. Below is an email example that may be modified if the communication is conducted verbally

Dr. ....

I am having issues in NUR###, specifically with \_\_\_\_\_,  
I have tried (study groups, reviewing the readings/worksheets, tutoring, \_\_\_\_\_),  
and I am still having issues/questions/concerns  
with \_\_\_\_\_.

Or

I am wondering when we will receive feedback on \_\_\_\_\_  
I am asking for (guidance, meeting, clarification, \_\_\_\_\_).

Thank you,

Your name



## Appendix D

### NP End of Program Outcomes

#### MSN Program Outcomes:

1. Synthesize theories from nursing and related disciplines that are applicable to a specialty area of advanced practice
2. Contribute to the profession of nursing through the evaluation and application of relevant research evidence to inform and shape clinical practice.
3. Utilize evidence-based data to examine health issues, evaluate program outcomes and processes relevant to nursing practice.
4. Demonstrate role competencies and clinical expertise to deliver evidence-based care within a specialty area of advanced practice nursing.
5. Deliver advanced nursing care within an area of specialization derived from scientific principles and the best available evidence to promote optimum health outcomes across diverse populations.
6. Demonstrate leadership within healthcare systems through the use of interdisciplinary collaboration, information technology, research dissemination, and political advocacy to improve population health and system outcomes.
7. Assume leadership role to advocate for care based on ethical principles that value diversity in populations and advocates for health care access across care delivery systems.
8. Analyze organization and system outcomes in relation to resource utilization and management to achievement quality outcomes.

#### DNP Program Outcomes:

1. Utilize science-based theories and current evidence to inform practice and improve the healthcare delivery.
2. Apply ethically sound decision-making processes.
3. Apply clinical scholarship, analytic methods and information technology to implement evidenced based advanced practice nursing.
4. Demonstrate leadership to promote high quality, cost effective, interprofessional and equitable care for individuals, aggregates, and populations.
5. Influence health policies that improve outcomes of care for culturally diverse and underserved communities and populations.
6. Provide safe and competent care as an advanced practice nurse.

## Appendix E

### MSU College of Nursing Responsible and Ethical Conduct of Research (RECR) Plan:

<b>Content Area</b>	<b>Year 1</b>			<b>Year 2</b>			<b>Year 3+</b>
	<b>On-Line Orientation prior to matriculation</b>	<b>Orientation 2 hours</b>	<b>Courses</b>	<b>Prior to start of Year 2</b>	<b>Courses</b>	<b>Grad School Workshop (Students choose 2)</b>	<b>Refresher from year 1</b>
<i>Introduction to the Responsible Conduct in Research</i>	CITI Module						CITI Module
<i>Authorship</i>	CITI Module	Orientation (1 hour)					CITI Module
<i>Plagiarism</i>	CITI Module	Orientation (1 hour)					CITI Module
<i>Research Misconduct</i>	CITI Module						CITI Module
<i>Collaborative Research</i>							
<i>Conflicts of Interest</i>				CITI Module			
<i>Data Management</i>			NUR 903	CITI Module			
<i>Financial Responsibility</i>							
<i>Mentoring</i>				CITI Module			
<i>Human Research Protection/IRB Certification</i>					NUR 905		
<i>Intellectual Property</i>							

Doctoral and Master's Students required to complete according to University Responsible Conduct of Research <https://grad.msu.edu/researchintegrity>

- CITI Training Modules available at: <https://bit.ly/RCR-CITI>
- Students will be provided instructions to choose Grad School workshops
- Post-Master's DNP students should complete additional workshops if not taking 903/905
- Students will discuss RECR trainings with their faculty advisor during the Annual Progress Report meeting