



**DEPARTMENT OF NURSING**  
**Graduate Nursing Student Handbook**

**2025 - 2028**



# Department of Nursing

## ***College of Professional Studies Department of Nursing***

*Greetings!*

Welcome to the Bowie State University (BSU) Department of Nursing Graduate Nursing Program! This is an exciting time to return to school and pursue advanced nursing education. Our faculty and staff are eager to assist you in attaining your career goals and objectives.

The graduate program provides a rigorous and challenging educational experience. Planning ahead and time management are essential components for success. Resources are available in the University and within the Department of Nursing to assist you to achieve your goals and objectives in this academic pursuit. The nursing faculty will facilitate your learning and socialization into the professional nursing specialty area that you have selected. The faculty is also available to answer your questions or concerns. We strongly encourage you to seek assistance or guidance early as necessary.

This handbook includes the policies and procedures governing the Graduate Nursing Program and we urge you to review the content carefully. You are accountable for adhering to the policies and procedures outlined in this handbook. In addition, you are expected to review and abide by the policies stipulated in the BSU Graduate School Catalog and the BSU Graduate Student Handbook.

We are delighted that you have chosen BSU! We sincerely believe that you will be successful in achieving your nursing education goals and objectives and in continuing your journey of lifelong learning!

Kindest regards,

Dr. Jacqueline J. Hill  
Chair Department of Nursing  
Bowie State University

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## **BOWIE STATE UNIVERSITY POLICY STATEMENT**

Bowie State University shall not discriminate against any individual on the basis of race, color, religion, age, ancestry or national origin, sex, sexual orientation, disability, marital status or veteran status. All policies, programs, and activities of Bowie State University are and shall be in conformity with all pertinent Federal and State laws of nondiscrimination, including, but not limited to: Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Equal Pay Act of 1963; the Age Discrimination Act; the Americans with Disabilities Act of 1990; Federal Executive Order No. 11373; and Article 49B of the Annotated Code of Maryland. This commitment applies in all areas and embraces faculty, staff, and students.

Equal opportunity of access to academic and related programs shall be extended to all persons. Bowie State University shall have as its firm objective equal opportunity in recruitment and hiring, rate of pay, all other promotions, training, retention and dismissals, for all employees and applicants for employment. The University will stress equal access for employees and applicants for employment to all programs and services provided by the University both on and off campus.

The University will also provide equal opportunity and an atmosphere of nondiscrimination with respect to women and members of minority groups in all its operations. In addition, the University shall promote equal opportunity and equal treatment through a positive and continuing Affirmative Action Program. From the Bowie State University Policies and Procedures Manual – Section VI – 1.00. Equal Opportunity Policy Statement

## **DEPARTMENT OF NURSING PHILOSOPHY**

The nursing curricula are developed and implemented based on the faculty's beliefs about professional nursing education and professional nursing practice, the nature of the client, health, and the environment. We believe that in order to meet the current and future needs of the global communities, a professional nursing education must prepare graduates to provide therapeutic and culturally congruent care in a variety of settings. Professional nursing education encourages the development of caring behaviors, therapeutic communication, social awareness, and collaborative skills that facilitate academic and personal development. The faculty believes that professional nursing education also prepares learners to think critically, to apply clinical reasoning, to adapt to technological changes, make optimal use of educational environments, and to pursue continued education as a goal-directed, lifelong process.

**Professional nursing practice** is dynamic, complex, and integral to the health care system. Through evidence-based practice, nurses use research findings to make clinical decisions that facilitate health promotion, disease prevention, and health restoration to clients across the lifespan. The demonstration of caring behaviors, therapeutic communication, and culturally congruent care are vital in the provision of

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client-centered care. Professional nursing practice adheres to an established framework of ethical principles, legal regulations, and standards of practice to provide high-quality, safe, and competent care.

***The professional nursing role*** utilizes the nursing process, and incorporates research activities, health policies, information technology, and clinical leadership in caring for the client. Thus, lifelong education is crucial to professional growth and development.

**Clients** are the consumers of nursing services. They are comprised of individuals, families, groups, and communities. We believe that the client is continually responding to the internal and external environment, and is capable of achieving optimal health, or a dignified death.

**Health** is a variable state that exists along a continuum of wellness to illness, and is defined by the client. Health is influenced by a variety of factors such as spirituality, cultural practices, and environmental stimuli. Health outcomes are determined by the client's ability to cope with environmental factors, and to access the health care system.

**Environment** is the internal and external factors that impact the client's state of health. The environment influences the client, regardless of whether it is perceived or not.

**Undergraduate nursing education** is a composition of knowledge in the natural sciences, liberal arts, nursing technology, research, and clinical decision-making. The undergraduate nursing educational process prepares the learner, as a generalist, to practice holistically in a variety of settings within the ethical and legal framework of professional nursing. Graduates are educated to become leaders, advocates, consumers of research, and collaborators as members of the health care team. The following concepts are essential to undergraduate nursing education: caring behaviors, communication, culturally congruent care, evidence-based practice, professional nursing role, and critical thinking.

**Graduate nursing education** builds upon the generalist foundation of undergraduate education to prepare nurses for advanced practice roles. Graduate education provides the student with opportunities to develop expertise and specialized knowledge in the care of clients and populations. The graduate program is organized using core, supporting, and specialty content. Graduate nursing education incorporates evidence-based practice that enables nurses to participate in health policy development, research, health promotion, and management, with emphasis on diverse and vulnerable populations. Advanced practice nursing roles include nurse practitioners, clinical nurse specialists, nurse administrators, and nurse educators. We believe that the advanced practice nursing roles are integral to meeting the current and future health needs of society.

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## DEPARTMENT OF NURSING

### Vision, Mission, & Goals

#### VISION

The Department of Nursing will offer a pathway to excellence in nursing practice. Graduates will be prepared to address the evolving health care needs of local and global communities.

#### MISSION

The mission of the Department of Nursing is to provide quality academic programs offering learners the foundation upon which to expand their knowledge base and pursue advanced study. The nursing curricula are designed to prepare professional nurses who demonstrate excellence in evidence-based practice, think critically, apply ethical principles and clinical reasoning, demonstrate leadership skills, value diversity and participate in or conduct research which benefits the local and global community. The Department of Nursing is committed to increasing diverse representation in the nursing profession.

#### GOALS

1. To provide quality programs supportive of the learning needs of diverse learners so that they may accomplish their educational goals.
2. To provide an environment supportive of quality instruction, the use of technology, scholarly endeavors, and critical thinking.
3. To maintain faculty support systems and staff development programs that foster creativity and facilitate the faculty's contributions to higher education and the nursing profession.
4. To maximize opportunities for students and faculty to participate in the internal operations of the University so as to foster optimal communications and ensure maximum involvement in the development and maintenance of programs and services.
5. To engage in cooperative and collaborative relationships with regional communities that will promote health and nursing.



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### **END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLOs)**

The Master of Science in Nursing program prepares graduates in advanced practice nursing who will:

1. Integrate theoretical models from nursing science and related disciplines to guide

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practice that is designed to promote the health and wellness of clients across the lifespan, and the application of methodologies in nursing education.

2. Utilize evidence-based practices to promote the development of professional nursing roles, ensure quality improvement, client safety, and the application of best practices.
3. Translate current research evidence into practice to improve policies, procedures, and practices in clinical and educational settings.
4. Employ communication technologies and information systems to improve outcomes in nursing education and in practice settings.
5. Advocate for policies that improve health outcomes for vulnerable and underserved populations, and the profession of nursing.
6. Demonstrate organizational and systems leadership in nursing education, and in clinical practice to improve the quality of care to clients.
7. Engage in inter-professional collaboration for the improvement of health and learning outcomes of individuals and populations.
8. Demonstrate cultural competence, high-quality nursing care, and educational standards in the design and delivery of health care services to vulnerable and underserved populations.
9. Incorporate legal and ethical principles in clinical practice and nursing education.

### **GRADUATE NURSING ADMISSION REQUIREMENTS**

1. The admission process is a two-step process. Applicants must submit an application to the Bowie State University (BSU) Graduate School and be granted graduate admission to the BSU Graduate School. Graduate school applications are accepted by June 1 for Fall admissions. The graduate school application can be accessed via the graduate school website <https://www.bowiestate.edu/admissions-and-aid/apply-online.php>. Once the graduate application is complete; all candidates must complete a Graduate Nursing Application from the BSU Department of Nursing. The application can be accessed on the BSU Department of Nursing webpage via [www.bowiestate.edu/academics/departments/nursing](http://www.bowiestate.edu/academics/departments/nursing). The admission process for the graduate nursing program is between January and April of each year for fall admission only.
2. Candidates must have a Bachelor of Science degree in nursing (BSN) from a state accredited nursing program.
3. Candidates must have a cumulative grade point average (GPA) of 3.0 or higher

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on a 4.0 scale. Graduates of baccalaureate degree programs in countries other than the United States must have their baccalaureate degree transcripts evaluated by the Educational Credential Evaluators, Inc. organization [www.ece.org](http://www.ece.org) or the Commission on Graduates of Foreign Nurse Schools (CGFNS). A copy of this evaluation must be submitted with the application to the program.

4. Candidates must possess current, full, active, and unencumbered license as a Registered Nurse (RN) in the state of Maryland, or compact state, a state, territory, or commonwealth (i.e. Puerto Rico) of the United States and the District of Columbia. Candidates with RN licenses outside of the state of Maryland or compact state must receive their RN Maryland license by reciprocity within six months of beginning the MSN program.
5. Candidates must have a minimum of one year of professional nursing experience in an acute care setting prior to admission to the Family Nurse Practitioner Program. It is also recommended that students have a strong knowledge base in anatomy and physiology.
6. The documents listed below must be submitted with the Graduate Nursing application. The completed packet must be submitted to the Department of Nursing by April 1. Candidates must submit official academic transcripts from each institution attended to the BSU Office of Admissions.
7. Candidates must submit three (3) professional recommendations.
  - Recommendations from an immediate supervisor
  - Recommendations from two professional colleagues

Recommendation forms are included with the nursing application and located on the Department of Nursing web site.

8. Candidates must submit one copy of each of the following:
  - Current RN license
  - Current CPR certification
  - A personal statement of goals and objectives for pursuing graduate nursing study (150-200 words, typed and double spaced)
  - A current, completed physical examination/health history, which includes proof of immunizations (MMR, varicella, hepatitis B, Tdap (diphtheria / pertussis / tetanus)). QuantiFERON TB Gold, T-spot or recent negative CXR. The physical exam must be within 12 months of admission. (Form provided in application).
  - Current professional resume
  - **Student profile sheet** (Form provided in application)
9. To apply for the Post-Master's Certificate program, applicants should go to the

Graduate Nursing Program website and follow the instructions. Indicate on the Graduate Nursing Program application the certificate program track of interest.

### **ORGANIZING FRAMEWORK OF THE GRADUATE NURSING PROGRAM**

Graduate education in nursing builds upon the generalist foundation of the undergraduate curriculum, provides students with opportunities to develop advanced knowledge and clinical skills and prepares graduates for doctoral study. The organizing framework for developing and implementing the graduate nursing curriculum is based on concepts that include theory, research, health promotion, culture, legal and ethical practices, professional role development, and health policy. Theory based practice is a cornerstone of advanced practice nursing. Theoretical frameworks, as well as research evidence, guide nursing practice, and provide scientific rationales for advanced practice nursing interventions.

Research at the master's level provides a more comprehensive and in-depth knowledge of the research process. The evaluation and critique of research are emphasized as the basis for the utilization of findings in practice. Data analysis is also a component of the research sequence. Research findings as the rationale for interventions are included throughout the curriculum.

Health promotion interventions that assist clients of all ages to increase their wellbeing and actualize their health potential are a critical component of advanced practice nursing. The application of health promotion models for changing lifestyle behaviors is a major emphasis of advanced practice nursing.

Theories and concepts of transcultural nursing are essential to the development of a knowledge base that can be applied in nursing practice. The curriculum progresses from emphasizing cultural awareness of self to obtaining cultural, theoretical and conceptual knowledge; developing cultural skill; and enhancing skill in culturally sensitive encounters with clients.

Ethics in professional nursing practice embodies principles, rules, and standards of conduct that guide nursing practice. Health care systems and nursing maintain mores, laws, and ethical codes to ensure the legal and ethical conduct of healthcare providers. Moral and ethical principles guide nursing actions and clarify ethical tenets to guide clinical judgment and resolve ethical dilemmas.

Health policy is an authoritative decision made in the legislative, executive, or judicial branches of government. The curriculum introduces students to health policy models that include formulation, implementation, and modification of policies. There is emphasis on identification of laws that impact advanced practice nursing. Students are encouraged to be active participants in the policy making process.

Professional role development in graduate nursing education involves internalizing a professional identity as an advanced practice nurse. Knowledge, skills, and attitudes related to advanced practice nursing are identified and developed throughout the curriculum. Students progress by identifying new practice roles to increase their

understanding of and expertise in the novice advanced practice role. Socialization into a new level of practice is facilitated and enhanced by practicum experiences and interprofessional collaboration with experts in the specialized fields of advanced practice and nurse education.

Graduates of the master's degree program are critical thinkers that utilize management and leadership skills to empower others through advocacy, activism, and collaboration.

## **GRADUATE NURSING STUDENT POLICIES**

The policies in this section are applicable to all students enrolled in the graduate nursing program and are consistent with University policies. The *Graduate School Catalog* is the legal document governing policies and procedures for graduate students (see the current *Graduate School Catalog* section on Academic Policies and Procedures on the BSU website). There are some exceptions to policies and procedures that pertain to graduate nursing students. These policies are identified in the *Graduate Nursing Student Handbook*. Policies are subject to change by action of the Department of Nursing Faculty Organization. Students will be informed of all policy changes and effective dates as appropriate.

### **Academic Honesty and Dishonesty**

Consistent with University policy (refer to current *Graduate School Catalog*), nursing students are expected to conform to a strict standard of academic honesty.

### **Academic Honesty**

Academic activities that are conducted in a truthful and authentic manner.

### **Academic Dishonesty**

Academic activities that are deceitful and that have the intent to have someone believe that which is not true. Academic dishonesty includes cheating on examinations, plagiarism, unauthorized collaboration with others on assignments, submitting without authorization duplicate assignments for credit in more than one course, improper acknowledgment of sources of material, exhibition of incompetent, unethical or illegal behaviors including documentation or falsification of clinical or practicum activities. Students will be recommended for dismissal from the nursing program when academic dishonesty is confirmed.

Students are required to sign the *Department of Nursing Academic Honesty and Dishonesty* form that will be placed in his/her file.

### **Clock Hours and Credit Hours**

In lecture courses one credit hour is equal to a 50-minute period. In all clinical courses, one (1) credit hour is equal to five (5) clock hours of clinical practicum per week. Specific credit hours required for each course are published on the course syllabi, on the website for the current semester and in the *Graduate School Catalog*.  
<https://catalog.bowiestate.edu/index.php?catoid=27>

## **Class and Practicum Attendance**

Students are expected to attend and participate in all class and practicum sessions. Students must complete the required practicum hours. Students are required to notify appropriate faculty of absences or delays. Students are responsible for all academic content covered at all times.

## **Grading Criteria**

The Department of Nursing adheres to the grading criteria as established by the University. The grading scale for the graduate program in the Department of Nursing is as follows:

- A = 90-100
- B = 80-89
- C = 70-79
- F = below 69.5

## **Grading for Theory and Practicum Courses**

Practicum courses must be taken concurrently with the corresponding theory course. The theory and practicum courses are graded separately. All graduate students must achieve a grade of “B” or above in both courses in order to progress in the graduate nursing program. Students who do not achieve a grade of “B” or above in either the theory, or practicum courses, must repeat both the theory and corresponding practicum course.

## **Grade Appeal**

First, students should attempt to resolve issues with their professor or advisor, as appropriate. Second, if necessary, to resolve issues with the program coordinator. If the issue cannot be resolved at the program level, the Department Chairperson will be consulted. A written appeal to the appropriate Dean is made if the matter cannot be resolved at the department level (see *Graduate School Catalog*).

## **Advancement to Candidacy**

The academic advisor submits a signed Proposed Program of Study. Every student must have a proposed program of study on file in the Graduate School and in the student file in the Department of Nursing. All graduate students must apply for advancement to candidacy upon completion of twelve (12-18) credit hours. The grade point average required for advancement to candidacy is 3.25 on a 4.0 scale. Advancement to Candidacy is accomplished by the student completing the *Request for Advancement to Candidacy* form obtained from the Graduate School and submitting it to the Office of the Registrar. Students must have advanced to candidacy before taking the Comprehensive Examination. More detailed information about this process is found in the *Graduate School Catalog*.

## **Academic Standing**

All graduate students are required to maintain a minimum grade point average of 3.0 on a 4.0 scale after advancement to candidacy (see Graduate School Catalog for further information). All graduate nursing courses must be completed with a “B” or better. A grade of “C” or below in any graduate nursing course must be repeated before progressing to any subsequent theory and/ or practicum nursing course.

A grade of “C” in any non-nursing graduate course must be repeated. A grade below a “C” in any graduate course must be repeated before progressing.

**Students may repeat a maximum of two different courses once. Students who are unsuccessful in earning a grade above “C” in a repeated nursing course will be recommended for dismissal from the program.**

## **Progression**

It is expected that a student will complete the MSN degree or post-master’s certificate in no more than five years. Any student who exceeds the five-year time limit for completing a degree must apply for readmission to the degree program as a new student and begin a new planned program of study. Course credits over five years old may not be accepted in the new program of study. Other previous course work will be evaluated on the basis of its applicability to the new program of study.

To remain a student in good standing, all degree or post-master’s candidates must maintain a B (3.0) average and must take a minimum of four classes per academic year in which the candidate is enrolled. Full-time enrollment for graduate students is 9 semester hours. Graduate students in good standing may enroll in 12 semester hours in any semester with the approval of the Graduate Nursing Program Coordinator. Students are required to follow the Graduate School Policy for additional policies on progression.

## **Program Completion Time Limits**

Requirements for the master’s degree in nursing and post-master’s certificate must be completed within a **5-year** period as established by the Board of Regents of the University System of Maryland (USM). The scheduled time will be computed by noting the date of admission to the University or by noting the date when credits allowed in transfer were taken, whichever is earlier.

## **Continuous Enrollment**

Should there be a lapse of one academic semester, excluding the summer semester or the mini semester, during which the graduate nursing courses are not taken, the student must submit a Readmission Application to the Graduate School and an application for admission to the Graduate Nursing Program. Readmission applications may be secured from the Bowie State University website or the Office of Graduate Admissions, and the Department of Nursing website. Applications must be submitted before the application deadline date and will be processed at the beginning of the semester. The decision to grant the request for readmission will be made by the Admission, Progression and Graduation Committee.

## Withdrawal

Students may withdraw from courses before the specified deadline date established with accordance to the BSU Academic Calendar. Students who officially withdraw from courses before mid-semester will receive a “W” in those courses and receive no credit. They will not, however, suffer any academic penalty. Students who officially withdraw after mid-semester (and before the last three weeks of the semester) will receive a “WF,” which will be counted as an “F” in the calculation of their grade point average.

## Late Paper Policy

Faculty will deduct five points each day a paper is late up to three (3) days. Faculty will not accept papers after three (3) days. In the event of an emergency, students are responsible for communicating with the appropriate faculty member. Faculty may ask for documentation to substantiate an emergency.

## Incomplete (I) Grades (Specific to Graduate Nursing)

The Department follows the Bowie State University Graduate School Catalog concerning students who receive a grade of “Incomplete” with the following exceptions:

- Students may apply for an Incomplete for exceptional circumstances and the request must be made in collaboration with the course Instructor. **Not having a preceptor agreement in place at the time for the practicum experience does not constitute an exceptional or extenuating circumstance.** The *Contract for an Incomplete Grade* must be completed, submitted, and approved before receiving a grade of Incomplete.
- Students receiving an Incomplete grade in a Primary Care role course or Nursing Education role course, may not progress in the program track until the Incomplete grade is removed.
- Students, who receive a grade of “Incomplete”, must meet with the faculty responsible for the course at least four times during the semester to discuss their progress in removing the ‘I’. The student must submit all required course materials to remove the incomplete at least one month prior to the end of the semester, in which they are completing the course work.

## Academic Warning

Graduate students with a course grade of less than a “B” will receive a mid-semester progress report with a written plan of action to assist the student to improve their academic standing. The student must meet with the course faculty member to address issues and to plan a course of action that may assist the student to be successful in the course.

## Dismissal from Nursing Program

Students will be recommended for dismissal from the graduate nursing program for the following reasons:

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1. Academic dishonesty as outlined in the DON Academic Honesty and Dishonesty form.
2. Failure to advance to candidacy after completing a maximum of eighteen (18) credit hours.
3. Failure to maintain a 3.0 grade point average after advancement to candidacy.
4. Unprofessional and unsafe conduct in the classroom and or in clinical/practicum practice.

### **Grievance Policy for Issues Other than Grades**

The student must begin the process at the course faculty level. If the issue needs further review, the chain of command within the Department of Nursing should be followed. If there is no resolution, then the chain of command continues outside the Department as indicated below.

<b>Within the Department</b>	<b>Outside the Department</b>
Dean, College of Professional Studies	Dean, Graduate School
Course Faculty Graduate Program Coordinator	Provost and Vice President of Academic Affairs
Department Chair	President

### **Comprehensive Examination**

All graduate students must complete and pass the BSU graduate school standardized graduate comprehensive examination related to their track. The graduate nursing faculty develop the examination's content for the MSN program tracks, the Graduate Nursing Comprehensive Examination (GNCE). The graduate school offers the test once each semester. The graduate school posts the graduate comprehensive exam in the *Schedule of Classes*, and students must register for the examination. The date of the comprehensive exam is indicated on the Academic Calendar for each academic year. Students are eligible to take the GNCE following the successful completion of two practicum nursing courses and advancement to candidacy. The comprehensive examination is completed on a computer provided by the University in a designated testing site.

The Graduate Program Coordinator will notify students of the time and date of an orientation session for the GNCE.

Students are eligible to take the GNCE twice. A third and final attempt may be permitted

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after the student has met with his/her advisor to develop a plan for retaking the examination.

Students enrolled in the post-master's certificate programs are not required to take the GNCE if there is evidence of completion of a thesis, scholarly project, and/or comprehensive exam on the official transcript from the program in which the master's degree was earned.

### **Academic Advisement**

All graduate nursing students must meet with their assigned graduate Faculty or Staff Academic Advisor to prepare for registration each semester and throughout the semester. Advisement sessions are used for planning student progression, discussing professional issues and concerns, and obtaining assistance that may be needed.

Students are encouraged to make an appointment for advisement. An academic advisement assignment roster can be accessed at the administrative office of the Department of Nursing.

### **Application for Graduation**

Students who anticipate meeting all requirements for graduation must apply for graduation by the deadline date as posted in the *Academic Calendar* for the previous semester. The University establishes graduation fees and deadline dates. The Office of Admissions, Registration, and Records can assist you in matters related to this issue.

### **BSU Graduate School Graduation Requirements**

1. **Advancement to candidacy:** A grade point average of 3.25 or higher must be achieved in the first 12 credit hours of coursework in order to advance to candidacy in the graduate nursing program. These credits must be taken at Bowie State University and count toward the degree. FNP PMC-CAS students and NE PMC students must also follow the same advancement to candidacy requirements.
2. **Academic Degree Requirements:** Successful completion of all coursework and degree requirements within a period of five consecutive years.
3. **Successful completion of the Graduate Nursing Comprehensive Examination (GNCE):** Students who have previously earned a Master of Science in Nursing degree, with evidence of successful completion of a master's thesis and/or comprehensive nursing examination are not required to take the GNCE.
4. **Grade Point Average:** A grade point average of 3.0 must be maintained after Advancement to Candidacy to graduate.

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### **Exit Survey**

Graduating students will participate in an exit survey during their final semester of study. The survey is designed to solicit opinions about the nursing program.

### **Financial Aid**

Financial assistance at BSU is available through various sources. Opportunities are available to students who meet the criteria. Personnel in the Financial Aid Office will assist students to explore financial assistance for which they may be eligible. The Financial Aid Office is located in the Henry Administration Building.

### **Governance**

It is expected that students will participate in governance within the Department of Nursing and in the University. The mechanism for this participation is through the BSU Graduate Student Association and student representation on the DON Graduate Curriculum Committee.

### **Liability Insurance**

**All students are required to be covered by professional liability insurance.** Family nurse practitioner (FNP) students need insurance coverage specific for FNP students. Students are required to submit proof of insurance prior to the start of a practicum course. This information should be submitted to Typhon six weeks prior to the start of a practicum course.

### **Office Hours**

The Department of Nursing Office is open Monday through Friday from 8:00 a.m. until 5:00 p.m. All faculty maintain office hours, that are posted on their office door and on the course syllabus.

### **Cancellation of Classes**

Cancellation of classes at the University is broadcast over local radio and television stations.

### **Graduate Assistantships**

Graduate students are invited to apply for graduate or teaching assistantships through the Graduate School. Benefits include tuition remission and a stipend. Students in programs requiring 31- 42 credits may serve as graduate or teaching assistants for up to two academic years. Students who enroll in programs with more than 42 credits may serve for up to three academic years. The level of commitment required is 20 hours per week of service to the University, attendance at monthly Graduate Assistantship Program (GAP) meetings, and active membership in the Graduate Student Association (GSA).

To be eligible, the student must:

- Enroll in a minimum of nine (9) graduate credits each semester of the assistantship;

- Enroll in less than 13 graduate credits per semester; and
- Maintain a minimum GPA of 3.0.

Students who serve as graduate or teaching assistants must follow the regulations governing these positions. Graduate assistants who violate or who do not adhere to policies will be released from the graduate or teaching assistantship programs.

### **Professional Documentation for Practicum Learning Experiences**

All students are required to submit and maintain a copy of their current nurse's license or any other licenses or certifications that substantiate their legal standing for the practice of nursing. The following documents must be current at all times.

1. Current RN license in the State of Maryland; compact state
2. CPR certification
3. Liability Insurance for Family Nurse Practitioner Student
4. Current Physical Exam which includes proof of immunizations (MMR, varicella, hepatitis B, Tdap (diphtheria / pertussis / tetanus), Quantiferon Gold, T-spot, or negative CXR. Annual physical exams as required by the practicum site.
5. Criminal background check, if required by practicum site.

This information should be submitted to the Typhon Nurse Practitioner Student Tracking System (NPST) six weeks prior to the start of a practicum course at <https://typhongroup.net>

FNP practicum courses are web enhance with Typhon NPST. FNP students are responsible for activating their account in Typhon upon receiving the set-up login and password email from Typhon.

### **Preceptor Assignments**

FNP and NE students are responsible for obtaining their preceptors six to eight weeks prior to the beginning of the practicum course. An institutional agreement must be signed by the preceptor or CEO of the health care facility prior to practicum experience. Students are required to submit the following preceptor information to be reviewed and approved by the graduate clinical placement coordinator six to eight weeks prior to the beginning of the practicum course.

- Name of the Preceptor
- Name and address of the health care facility, college or university
- Phone and fax number of the facility
- Name and phone number of the contact person

### **Transfer Credit**

Graduate work taken at other regionally accredited institutions must be evaluated and approved by the graduate program coordinator to satisfy degree requirements at BSU. Such transfer credit:

- cannot be for courses over five years old and must satisfy the five-year time limit

rule to count toward degree credit

- cannot exceed 6 semester hours
- cannot reduce residency requirements
- Grades below “B” will not be accepted. Transfer grades are not used in calculating semester, or cumulative grade-point averages.

### **Leave of Absence Policy**

Students may request a leave of absence for personal or family medical emergencies. Students requesting a leave of absence for medical emergencies must have official documentation to support the request. The request must be made in writing 14 days prior to the start of the intended leave. The student must also meet with their advisor regarding this request. The approval for the leave request will be made by the Faculty Organization. Student progression in the nursing program will be based on course availability.

### **Non-Degree Students**

Only students classified as MSN degree or post-master’s certificate students are permitted to enroll in graduate nursing courses. Students who have not been formally admitted to the graduate nursing program may be granted permission to enroll in a selected graduate nursing course with the permission of the graduate program coordinator, and the Department Chair. These students must enroll at BSU through the Continuing Education Program.

### **Standard / Universal Precautions**

Students are required to implement Standard or Universal Precautions in all practicum settings where they may come into contact with blood and other body fluids. Precautions should be used when in contact with human tissues, cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids. Students who are exposed to body fluids while in the practicum setting should immediately notify the preceptor, responsible faculty, and the appropriate supervisory person in the agency. The student should follow-up with procedures available for employees of the clinical facility. This includes the right to request patient testing, individual counseling, and obtaining follow-up information for health care.

### **Student Requirements/Responsibilities in Theory Courses**

- All students are expected to attend and participate in all class sessions. Students are expected to notify the faculty if unable to attend class. Students may be asked to submit documentation that supports the reason for the absence. Two unexcused absences may adversely affect the course grade.
- Assignments and papers must be completed on time and in compliance with specified guidelines. Five points will be deducted for each day a paper is late up to three days. After three days, papers will not be accepted. Students will not be permitted to resubmit assignments for a higher grade. Students repeating theory

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courses may not submit coursework previously submitted and evaluated. All scholarly papers must be in APA format.

- Exams must be taken on the scheduled date and time. Students who do not take scheduled exams will receive a grade of zero “0”. Students who are absent on an exam date, must formally notify the instructor, and may be required to provide documentation that supports the reason for the absence. The provision of a make-up exam is at the discretion of the instructor.
- Students must abide by the signed *Academic Honesty and Dishonesty* policies.
- Cell phones must be silenced or placed on vibration mode during class sessions. Students may not use or answer cell phones during testing.
- Student advisement will be during the scheduled office hours of the faculty or by appointment.
- Students who perform less than satisfactory on major assignments or exams are strongly encouraged to meet with the instructor. Students performing less than satisfactory on more than one assignment or exam are *required* to meet with the instructor prior to the due date for the next major exam or assignment.
- It is the student’s responsibility to check Blackboard for messages and assignments at least once a week. Students are required to submit all typed assignments to the instructor using the designated assignment link in Blackboard, unless otherwise directed. Students are required to use their BSU email address for BSU communication.
- Students with a disability and would like accommodations should report to Disability Support Services (DSS), Thurgood Marshall Library, lower level, Room 078 or call Dr. Michael S. Hughes, DSS Coordinator at 301-860-4067 or by email at [mhughes@bowiestate.edu](mailto:mhughes@bowiestate.edu).
- Students are to give accommodations form to the instructor prior to the start of the course.

Please refer to the Graduate School Catalog and the Graduate Nursing School Handbook for additional policies and procedures.

### **Course Lectures and Materials: Requirements and Limitations**

#### **A. Advanced Written Permission**

Recording of classroom lectures is prohibited unless advance written permission is obtained from the class instructor and any guest presenter(s). An instructor may provide such permission to an entire class as part of the course syllabus or other written description of a course. Students who require recording or other adaptations of lectures as a reasonable accommodation for a disability should contact the Office of Disability Support Services (DSS) in advance of the lecture in order to obtain permission for the recording.

In the event permission to record classroom lectures is granted, the professor will notify all students, speakers and other lecture attendees in advance that recording may occur. Every effort should be made to protect the confidentiality of a student with a disability who is being granted an accommodation, i.e. the professor will not name the student who is doing the recording when it is due to a disability accommodation.

## **B. Limitations on Use of Recordings and Materials**

Permission to allow lecture recording is not a transfer of any copyrights in the recording or related course materials. Such recordings and materials may be used only for individual or group study with other students enrolled in the same class, and may not be reproduced, transferred, distributed or displayed in any public or commercial manner.

## **Student Requirements and Responsibilities in Practicum Courses**

Practicum Preceptor Guidelines (Specific to Nursing):

Clinical sites selected by the student must be approved by the Graduate Program Coordinator in the Department of Nursing prior to the BSU and or preceptor contract being implemented. The practicum settings include: Primary Care, ~~Urgent Care~~, Women's Health, Pediatrics, Obstetrics, and Geriatric clients.

Approved practicum preceptors include the following specialty health care providers:

- Family Nurse Practitioner (FNP)
- Adult/Gerontology Primary Care Nurse Practitioner (AGPCNP)
- Adult/Gerontology Acute Care Nurse Practitioner (AGACNP)
- Doctor of Osteopathic Medicine
- Family Practice Physician
- Gerontologist
- Gynecologist/Obstetrician
- Internal Medicine Physician
- Pediatric Nurse Practitioner (PNP)
- Pediatrician
- Women's Health Nurse Practitioner (WHNP)

The preceptor agreement and affiliates contract information must be uploaded into Typhon. Students must be prepared to enter the practicum setting within two weeks of the time the practicum experience is to begin.

- Students are expected to arrive to the assigned practicum site on time and prepared to engage in the experience. For FNP students: Be prepared to engage in primary care with the necessary equipment and supplies. This includes a stethoscope, otoscope, ophthalmoscope, references, pens, and notepad.
- All students are expected to attend and participate in all practicum sessions.

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Students are expected to notify the faculty and preceptor if unable to attend the practicum. Students may be asked to submit documentation that supports the reason for the absence. Two unexcused absences will adversely affect the course grade. Arrange make-up hours with the preceptor at the convenience of the preceptor and agency. Students must inform the faculty member of the makeup date(s) and time(s).

- Students are not permitted to attend practicum or clinical activities when the University is not in session, this include weekends, holidays, winter break, spring break or administrative reasons. Exceptions are made for weekend practicum with the approval from the graduate program coordinator and the DON chairperson, and in collaboration with the practicum instructor. Students may not attend practicum or clinical sites when there is no instructor or course assigned for the student.
- Students must always maintain professional conduct and appearance. Full-length lab coats with the BSU name tag must always be worn (unless otherwise specified by the preceptor and agency). Business attire must be worn under the lab coat. Students are expected to be well-groomed and neat in appearance. Long nails (>¼ of an inch beyond the fingertip) and nail polish (other than clear polish) are not permitted. Open toed shoes and sandals are not permitted. Hair must be worn off the shoulders or above the collar. Jewelry is limited to one pair of stud earrings, wedding rings, and watch. Name pins must always be worn on the upper left area of the lab coat.
- Students are expected to demonstrate respect and professionalism with all staff members and clients.
- Students must maintain confidentiality in all communication with clients, staff, and members of the inter-professional health team. Students must also adhere to the Health Insurance Portability and Accountability Act (HIPAA ) requirements.
- Students must document on medical records in a timely manner, with legible writing and clarity on paper documents; and with completeness, accuracy, and clarity in the electronic medical record, in an organized manner without interrupting the flow of care. Correct spelling, grammar, and nationally approved medical abbreviations and phrases are required.
- Students must complete practicum case logs and SOAP notes weekly and in compliance with specified guidelines. All SOAP notes and case logs are due weekly on Sunday by 11:59 p.m. Five points will be deducted for each day an assignment is late up to three days. After three days, assignments will not be accepted. In the event of an emergency, students are required to communicate with the appropriate faculty member. Practicum assignments and evaluations or time logs will not be accepted after the last day of classes for the semester.

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- Students must abide by the signed *Academic Honesty and Dishonesty* form.
- Cell phones must be turned off or placed on vibration mode during the practicum. Students may not use or answer cell phones when engaged with the client and preceptor.
- Incidents, accidents, or injuries during the practicum experience must be reported immediately to the preceptor and Graduate Nursing Program Coordinator. Students must document the injury or incident and adhere to the policies of the practicum site regarding incident management.
- Pregnancy: A pregnant student may engage in the practicum experience with written permission from her primary care provider. Students must be able to complete the practicum course requirements within the semester of enrollment.
- Please refer to the Graduate Student Catalog for additional policies and procedures.

### **PROGRAM DESCRIPTION**

***The Master of Science in Nursing*** program prepares professional nurses for advanced practice roles, nurse educator roles, and for doctoral study. Graduate nursing education provides the learner with opportunities to develop expertise and specialized knowledge in the care of clients and populations, as well as advanced knowledge in nursing education. The graduate nursing program is organized using core, supporting, and specialty content. Graduate nursing education incorporates evidence-based practice that enables nurses to participate in health promotion and disease prevention, health management, education, research, and health policy analysis. Emphasis is on the health care needs of vulnerable and underserved populations.

### **PROGRAM ROLE DESCRIPTION - FAMILY NURSE PRACTITIONER**

Graduates in this program track are prepared for advanced practice that involves individuals and families throughout the lifespan and across the health continuum. In the advanced practice role, family nurse practitioners demonstrate autonomous and collaborative decision-making (with physicians, nurses, and other members of the health care team), and hold direct accountability for clinical judgment. FNPs are primary care providers for clients of all ages to promote health, prevent disease, and manage acute and stable chronic health problems. They diagnose and prescribe medications and treatments. In addition, they serve as a health care resource, client advocate, health educator, and consultant as part of an inter-professional health team.

- ❖ **Family Nurse Practitioner** program role includes over 600 hours of practicum experience; graduates of the program are eligible to take national certification

examinations for the family nurse practitioner.

### **PROGRAM ROLE DESCRIPTION - NURSE EDUCATOR**

Graduates in this program track are prepared for the role of nurse educator in the academic or health care setting. Learners gain insight and experience in curriculum design, course or program design and management, evaluation of learning, and current technologies used in education. The core and supporting courses for the program provide the foundation for the educator role in the areas of nursing research, theory, and evidence-based practice. Students will gain an understanding of nursing curriculum by designing a program of study at the associate, baccalaureate, or staff development levels.

- ❖ **Nurse Educator** program role prepares the graduate for nursing education roles in the clinical and academic areas. After two years of full-time faculty experience, graduates of the nursing educator program will be eligible to take the National League for Nursing (NLN) examination for the certified nurse educator.

Bowie State University offers the **Post-Master of Science in Nursing – Family Nurse Practitioner Post Master's Certificate-Certificate of Advanced Study (PMC-CAS)** program option and the **Post-Master of Science in Nursing – Nurse Educator Post Master's Certificate (NE PMC)** program option. These post–master's certificate program options prepare professional nurses for advanced practice roles, nurse educator roles, and doctoral study. Graduate nursing education provides the learner with opportunities to develop expertise and specialized knowledge in the care of clients and populations. The post–master's programs incorporate evidence-based practice that enables nurses to participate in health promotion and disease prevention, health management, education, research, and health policy analysis. It is organized using core, supporting, and specialty content.

## FAMILY NURSE PRACTITIONER PROGRESSION PLANS

FNP PROGRAM FULL-TIME Progression Plan (Two Year Plan)
<b>Fall Semester (1)</b>
<p><b>NURS 502</b> – Conceptual and Theoretical Foundations in Advanced Practice Nursing (4)  <b>NURS 607</b> – Advanced Health Assessment (4)  <b>NURS 610</b> – Advanced Pathophysiology (3)            Total Credit Hours = 11</p>
<b>Spring Semester (2)</b>
<p><b>NURS 509</b> – Nursing Research (4)  <b>NURS 608</b> – Pharmacotherapeutics (3)  <b>NURS 712</b> – Primary Care I – Adult Clients (3)  <b>NURS 713</b> – Primary Care I – Adult Clients Practicum (2)            Total Credit Hours = 12            Practicum = 120</p>
<b>Summer Semester (3)</b>
<p><b>NURS 604</b> – Epidemiology (2)  <b>NURS 716</b> – Primary Care III – Older Adult Clients (2)  <b>NURS 717</b> – Primary Care III – Older Adult Clients Practicum (2)            Total Credit Hours = 6            Practicum = 120</p>
<b>Fall Semester (4)</b>
<p><b>NURS 714</b> – Primary Care II – Women’s Health/Obstetrics/Pediatric Clients (5)  <b>NURS 715</b> – Primary Care II – Women’s Health/Obstetrics/Pediatric Clients Practicum (3)  <b>INSS 658</b> – Health Informatics (3)            Total Credit Hours = 11            Practicum = 180</p>
<b>Spring Semester (5)</b>
<p><b>NURS 718</b> – Primary Care IV Family Nurse Practitioner Role &amp; Seminar (2)  <b>NURS 719</b> – Primary Care IV – Family Nurse Practitioner Role &amp; Seminar Practicum (3)  <b>NURS 730</b> – Seminar in Critical Issues in Advanced Practice Nursing (3)  <b>NURS 799</b> – Graduate Nursing Comprehensive Exam (0)            Total Credit Hours = 8            Total Practicum = 180</p>
<b>FNP Full-Time Program Total</b>
<p>Total Credit Hours = 49            Total Practicum Hours = 600</p>

<b>FNP PROGRAM PART-TIME Progression Plan (3yr Plan)</b>	
<b>Fall Semester (1)</b>	
<b>NURS 502</b> – Conceptual and Theoretical Foundations for Advanced Practice Nursing (4) <b>NURS 610</b> – Advanced Pathophysiology (3) Total Credit Hours = 7	
<b>Spring Semester (2)</b>	
<b>NURS 509</b> – Nursing Research (4) <b>NURS 608</b> – Pharmacotherapeutics (3) Total Credit Hours = 7	
<b>Summer Semester (3)</b>	
<b>NURS 604</b> – Epidemiology (3) Total Credit Hours = 3	
<b>Fall Semester (4)</b>	
<b>NURS 607</b> – Advanced Health Assessment (4) <b>INSS 658</b> – Health Informatics (3) Total Credit Hours = 7	
<b>Spring Semester (5)</b>	
<b>NURS 712</b> – Primary Care I – Adult Clients (3) <b>NURS 713</b> – Primary Care I – Adult Clients Practicum (2) Total Credit Hours = 5 Total Practicum = 120 hours	
<b>Summer Semester (6)</b>	
<b>NURS 716</b> – Primary Care III – Older Adult Clients (2) <b>NURS 717</b> – Primary Care III – Older Adult Clients Practicum (2) Total Credit Hours = 4 Total Practicum Hours = 120	
<b>Fall Semester (7)</b>	
<b>NURS 714</b> – Primary Care II – Women’s Health/Obstetrics/Pediatric Clients (5) <b>NURS 715</b> – Primary Care II – Women’s Health/Obstetrics/Pediatric Clients Practicum (3) <b>NURS 799</b> – Graduate Nursing Comprehensive Exam (0) Total Credit Hours = 8 Total Practicum Hours = 180	
<b>Spring Semester (8)</b>	
<b>NURS 718</b> – Primary Care IV Family Nurse Practitioner Role & Seminar (2) <b>NURS 719</b> – Primary Care IV –Family Nurse Practitioner Role & Seminar Practicum (3) <b>NURS 730</b> – Seminar in Critical Issues in Advanced Practice Nursing (3) Total Credit Hours = 8 Total Practicum Hours = 180	
<b>Program Totals</b>	
Total Credit Hours = 49 Total Practicum Hours = 600	

## NURSE EDUCATOR PROGRESSION PLANS

NE PROGRAM FULL-TIME Progression Plan (Two Year Plan)
Fall Semester (1)
<b>NURS 502</b> – Conceptual and Theoretical Foundations in Advanced Practice Nursing (4) <b>NURS 610</b> - Advanced Pathophysiology (3) <b>NURS 620</b> – The Nurse Educator Role (3) Total Credit Hours = 10
Spring Semester (2)
<b>NURS 509</b> – Nursing Research (4) <b>NURS 622</b> – Curriculum Design in Nursing Education (3) <b>NURS 626</b> - Instructional Strategies and Evaluation (3) Total Credit Hours = 10
Fall Semester (3)
<b>NURS 621</b> – Specialty in Advanced Practice Nursing (3) <b>NURS 624</b> – Technology in Nursing Education (3) Total Credit Hours = 6 Practicum = 60 hours
Spring Semester (4)
<b>NURS 628</b> – Teaching Practicum (3) <b>NURS 730</b> – Seminar in Critical Issues in Advanced Practice Nursing (3) <b>NURS 799</b> – Graduate Nursing Comprehensive Exam (0) Elective Course (3) Total Credit Hours = 9 Total Practicum = 120 hours
Total
Total Credit Hours = 35 Total Practicum Hours = 180

NE PROGRAM PART-TIME Progression Plan (Three Year Plan)
Fall Semester (1)
<b>NURS 502</b> – Conceptual and Theoretical Foundations in Advanced Practice Nursing (4) <b>NURS 620</b> – Nurse Educator Role (3) Total Credit Hours = 7
Spring Semester (2)
<b>NURS 509</b> – Nursing Research (4) <b>NURS 622</b> - Curriculum Design in Nursing Education (3) Total Credit Hours = 7
Fall Semester (3)
<b>NURS 610</b> – Advanced Pathophysiology (3) <b>NURS 624</b> - Technology in Nursing Education (3) Total Credit Hours = 6
Spring Semester (4)
<b>NURS 626</b> - Instructional Strategies & Evaluation (3) Elective (3)

<b>NE PROGRAM PART-TIME Progression Plan (Three Year Plan)</b>
Total Credit Hours = 6
<b>Fall Semester (5)</b>
<b>NURS 621</b> - Specialty in Advanced Practice Nursing (3) <b>NURS 799</b> - Comprehensive Exam (0) Total Credit Hours = 3 Total Practicum = 60 hours
<b>Spring Semester (6)</b>
<b>NURS 628</b> – Teaching Practicum (3) <b>NURS 730</b> – Seminar in Critical Issues in Advanced Practice Nursing (3) Total Credit Hours = 6 Practicum Hours = 120 hours
<b>Total</b>
Total Credit Hours = 35 Total Practicum Hours = 180

### **FAMILY NURSE PRACTITIONER POST-MASTER'S CERTIFICATE - CERTIFICATE OF ADVANCED STUDY (PMC-CAS)**

The FNP Post-Masters Certificate - Certificate of Advanced Study (PMC-CAS) option includes 35 credit hours of courses and 600 hours of practicum experience. The FNP PMC-CAS is offered on-campus at BSU. Students enrolled in the FNP PMC-CAS option will not be required to take the graduate nursing comprehensive examination (GNCE) if there is evidence of completion of a thesis, scholarly project, and/or comprehensive exam on the official transcript from the program in which the master's degree was earned. Graduates of this option are eligible to take national certification examinations for the family nurse practitioner role. *Program completion is based on full-time or part-time enrollment (2-2.5yrs).*

FNP POST-MASTERS CERTIFICATE - CERTIFICATE OF ADVANCED STUDY (FNP PMC-CAS) (Two Year Plan)
Fall Semester (1)
<b>NURS 607</b> – Advanced Health Assessment (4) <b>NURS 610</b> – Advanced Pathophysiology (3)
Spring Semester (1)
<b>NURS 608</b> – Pharmacotherapeutics (3) <b>NURS 712</b> – Primary Care I – Adults (3) <b>NURS 713</b> – Primary Care I – Practicum (2)
Summer (1)
<b>NURS 716</b> – Primary Care III – Older Adults (2) <b>NURS 717</b> – Primary Care III – Practicum (2)
Fall Semester (2)
<b>NURS 714</b> – Primary Care II – Women’s Health/Obstetrics/Pediatric Clients (5) <b>NURS 715</b> – Primary Care II – Women’s Health/Obstetrics/Pediatric Clients Practicum (3)
Spring Semester (2)
<b>NURS 718</b> – Primary Care IV Role/Seminar (2) <b>NURS 719</b> – Primary Care IV –Family Nurse Practitioner Role & Seminar Practicum (3) <b>NURS 730</b> – Seminar in Critical Issues in Advanced Practice Nursing (3)
<b>Total</b>
Total Credit Hours = 35 Total Practicum Hours = 600

### **NURSE EDUCATOR POST-MASTER'S CERTIFICATE – (NE PMC)**

The **Post-Master’s Certificate Nurse Educator (NE PMC)** option includes 18 credit hours of courses and over 120 hours of teaching practicum experience. It is offered at the BSU campus. Students enrolled in the NE PMC option will not be required to take the graduate nursing comprehensive examination (GNCE) if there is evidence of completion of a thesis, scholarly project, and/or comprehensive exam on the official

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transcript from the program in which the master's degree was earned. Graduates of this option are eligible to take national certification examinations for the nurse educator role, after two years of teaching experience. *Program completion is based on full-time or part-time enrollment (2-2.5yrs).*

<b>NE POST-MASTER'S CERTIFICATE (NE PMC) (One Year Plan)</b>
<b>Fall Semester (1)</b>
<b>NURS 610</b> – Advanced Pathophysiology (3) <b>NURS 620</b> – The Nurse Educator Role (3) <b>NURS 626</b> – Technology in Nursing Education (3)
<b>Spring Semester (1)</b>
<b>NURS 622</b> – Curriculum Design (3) <b>NURS 624</b> – Instructional Strategies and Evaluation (3) <b>NURS 628</b> – Teaching Practicum (120 hours) (3)
<b>Total Certificate Hours</b>
Total Credit Hours = 18 Total Practicum Hours = 120

## **FAMILY NURSE PRACTITIONER PROGRESSION PLANS – Effective July 1, 2025**

The National Task Force (NTF) Standard for NP Education, the National Organization of Nurse Practitioner Faculties (NTF, 2022; NONPF, 2022;), American Nurses and the Accreditation Commission for Education in Nursing (ACEN, 2023) have updated the requirement for graduate level nurse practitioner programs to include a minimum of 750 supervised direct patient clinical hours. The recommendation is also endorsed by the American Nurses Credentialing Center (ANCC, 2024). As of July 1, 2025, all FNP programs are required to comply with the updated requirement of 750 supervised direct patient clinical hours (NONPF, 2022; ACEN, 2023). FNP students enrolled in the FNP program beginning Fall 2025 are required to complete a total of 750 supervised direct patient contact hours.

NONPF: <https://www.nonpf.org/page/NTFStandards>

ACEN: <https://www.acenursing.org/position-statement/acen-position-statement-related-to-graduate-nursing-education-programs#:~:text=The%20ACEN%20was%20one%20of,review%20beginning%20July%201%2C%202025.>

ANCC: <https://www.nursingworld.org/certification/faqs/#:~:text=Q:%20Will%20ANCC%20be%20increasing,population%20focused%20graduates%20for%20practice.>

In alignment with national standards and best practices for nurse practitioner education, the MSN FNP program at BSU has implemented internal curriculum adjustments to increase the total number of supervised direct patient care practicum hours from 600 to 750, consistent with the expectations required by the National Task Force (NTF) for Quality Nurse Practitioner Education, the National Organization for Nurse Practitioner Faculties (NONPF), and the American Credentialing Center (ANCC).

These adjustments do not impact the overall program outcomes, total program credits, or mode of delivery. The revision ensures that the FNP program remains in full compliance with emerging national standards which now recommends a minimum of 750 supervised direct patient care practicum hours. These modifications support our mission to prepare competent, practice-ready family nurse practitioners who can meet the complex health needs of diverse populations across the lifespan.

### **Curriculum and Progression Plan Revisions**

To meet the new clinical hour standard the program progression plans have been revised to reflect the redistribution of practicum hours and minor adjustments to didactic and clinical course credit allocations. The total number of credit hours required for program completion remains unchanged.

## Course-Level Changes

- NURS 607 Advanced Health Assessment
  - Added forty-five (45) practicum hours to support early clinical reasoning, advanced physical assessment, and documentation competencies.
  - Course description and syllabus updated to reflect these changes.
  - A practicum guidelines addendum was added to the syllabus to clarify expectations and alignment with clinical objectives.
- NURS 712 Primary Care I: Adult Clients
  - Credit hours reduced from 3 to 2, with a shift in focus from didactic to practical application in the paired practicum course.
- NURS 713 Primary Care I: Adult Clients Practicum
  - Credit hours increased from 2 to 3, reflecting the expanded clinical time associated with learning activities.
  - Practicum hours increased from 120 to 195 hours to expand experiential learning and promote deeper competency in adult care management.
- NURS 715 Primary Care II: Women’s Health, Obstetrics, and Pediatric Clients Practicum
  - Practicum hours increased from 180 to 195 hours to ensure a more comprehensive clinical experience with women, obstetric clients, and pediatric populations.
- NURS 719 Primary Care IV: FNP Role and Seminar Practicum
  - Practicum hours increased from 180 to 195 hours to enhance role transition by reinforcing final-semester synthesis of clinical skills, leadership, and professional role development.

Total Supervised Direct Patient Contact Practicum Hours Post-Revisions: 750 Hours

These adjustments:

- Do not extend the length of the program.
- Do not increase the total number of credit hours required for the degree.
- Do not alter program delivery methods or program outcomes.

## FAMILY NURSE PRACTITIONER PROGRESSION PLANS (Effective July 1, 2025)

FNP PROGRAM FULL-TIME Progression Plan (Two Year Plan)
<b>Fall Semester (1)</b>
<p><b>NURS 502</b> – Conceptual and Theoretical Foundations in Advanced Practice Nursing (4)  <b>NURS 607</b> – Advanced Health Assessment/Lab/Practicum (4)  <b>NURS 610</b> – Advanced Pathophysiology (3)            Credit Hours = 11            Practicum = 45 hours</p>
<b>Spring Semester (2)</b>
<p><b>NURS 509</b> – Nursing Research (4)  <b>NURS 608</b> – Pharmacotherapeutics (3)  <b>NURS 712</b> – Primary Care I – Adult Clients (2)  <b>NURS 713</b> – Primary Care I – Adult Clients Practicum (3)            Credit Hours = 12            Practicum = 195 hours</p>
<b>Summer Semester (3)</b>
<p><b>NURS 604</b> – Epidemiology (3)  <b>NURS 716</b> – Primary Care III – Older Adult Clients (2)  <b>NURS 717</b> – Primary Care III – Older Adult Clients Practicum (2)            Credit Hours = 7            Practicum = 120 hours</p>
<b>Fall Semester (4)</b>
<p><b>NURS 714</b> – Primary Care II – Women’s Health/Obstetrics/Pediatric Clients (5)  <b>NURS 715</b> – Primary Care II – Women’s Health/Obstetrics/Pediatric Clients Practicum (3)  <b>INSS 658</b> – Health Informatics (3)            Credit Hours = 11            Practicum = 195 hours</p>
<b>Spring Semester (5)</b>
<p><b>NURS 718</b> – Primary Care IV Family Nurse Practitioner Role &amp; Seminar (2)  <b>NURS 719</b> – Primary Care IV –Family Nurse Practitioner Role &amp; Seminar Practicum (3)  <b>NURS 730</b> – Seminar in Critical Issues in Advanced Practice Nursing (3)  <b>NURS 799</b> – Graduate Nursing Comprehensive Exam (0)            Credit Hours = 8            Practicum = 195 hours</p>
<b>FNP Full-Time Program Total</b>
<p>Total Credit Hours = 49            Total Practicum Hours=750</p>

<b>FNP PROGRAM PART-TIME Progression Plan (3yr Plan)</b>	
<b>Fall Semester (1)</b>	
<b>NURS 502</b> – Conceptual and Theoretical Foundations for Advanced Practice Nursing (4) <b>NURS 610</b> – Advanced Pathophysiology (3) Credit Hours = 7	
<b>Spring Semester (2)</b>	
<b>NURS 509</b> – Nursing Research (4) <b>NURS 608</b> – Pharmacotherapeutics (3) Credit Hours = 7	
<b>Summer Semester (3)</b>	
<b>NURS 604</b> – Epidemiology (3)  Credit Hours = 3	
<b>Fall Semester (4)</b>	
<b>NURS 607</b> – Advanced Health Assessment/Lab/Practicum (4) <b>INSS 658</b> – Health Informatics (3) Credit hours = 7 Practicum = 45 hours	
<b>Spring Semester (5)</b>	
<b>NURS 712</b> – Primary Care I – Adult Clients (2) <b>NURS 713</b> – Primary Care I – Adult Clients Practicum (3) Credit Hours = 5 Practicum = 195 hours	
<b>Summer Semester (6)</b>	
<b>NURS 716</b> – Primary Care III – Older Adult Clients (2) <b>NURS 717</b> – Primary Care III – Older Adult Clients Practicum (2) Credit Hours = 4 Total Practicum Hours = 120	
<b>Fall Semester (7)</b>	
<b>NURS 714</b> – Primary Care II – Women’s Health/Obstetrics/Pediatric Clients (5) <b>NURS 715</b> – Primary Care II – Women’s Health/Obstetrics/Pediatric Clients Practicum (3) <b>NURS 799</b> – Graduate Nursing Comprehensive Exam (0) Credit Hours = 8 Practicum Hours = 195	
<b>Spring Semester (8)</b>	
<b>NURS 718</b> – Primary Care IV Family Nurse Practitioner Role & Seminar (2) <b>NURS 719</b> – Primary Care IV –Family Nurse Practitioner Role & Seminar Practicum (3) <b>NURS 730</b> – Seminar in Critical Issues in Advanced Practice Nursing (3) Credit Hours = 8 Practicum Hours = 195	
<b>Program Totals</b>	
Total Credit Hours = 49 Total Practicum Hours=750	

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<b>FNP POST-MASTERS CERTIFICATE - CERTIFICATE OF ADVANCED STUDY (FNP PMC-CAS) (Two Year Plan)</b>
<b>Fall Semester (1)</b>
<p><b>NURS 607</b> – Advanced Health Assessment/Lab/Practicum (4)  <b>NURS 610</b> – Advanced Pathophysiology (3)            Credit Hours = 7            Practicum Hours = 45</p>
<b>Spring Semester (1)</b>
<p><b>NURS 608</b> – Pharmacotherapeutics (3)  <b>NURS 712</b> – Primary Care I – Adults (2)  <b>NURS 713</b> – Primary Care I – Practicum (3)            Credit Hours = 8            Practicum Hours = 195</p>
<b>Summer (1)</b>
<p><b>NURS 716</b> – Primary Care III – Older Adults (2)  <b>NURS 717</b> – Primary Care III – Practicum (2)            Credit Hours = 4            Practicum Hours = 120</p>
<b>Fall Semester (2)</b>
<p><b>NURS 714</b> – Primary Care II – Women’s Health/Obstetrics/Pediatric Clients (5)  <b>NURS 715</b> – Primary Care II – Women’s Health/Obstetrics/Pediatric Clients Practicum (3)            Credit Hours = 8            Practicum Hours = 195</p>
<b>Spring Semester (2)</b>
<p><b>NURS 718</b> – Primary Care IV Role/Seminar (2)  <b>NURS 719</b> – Primary Care IV –Family Nurse Practitioner Role &amp; Seminar Practicum (3)  <b>NURS 730</b> – Seminar in Critical Issues in Advanced Practice Nursing (3)            Credit Hours = 8            Practicum Hours = 195</p>
<b>Total</b>
<p>Total Credit Hours = 35            Total Practicum Hours=750</p>

## GRADUATE NURSING PROGRAM COURSE DESCRIPTIONS

**INSS 558                      HEALTH INFORMATICS                      3 Credits**

This course provides a state-of-the-art view of how health information is stored, organized, retrieved and used. The course examines emerging trends in information technology and provides students with the knowledge and skill set to function effectively in the modern healthcare IT environment. Students will study health information applications in hospitals, clinics, public health settings, government repositories, Emphasis will be on the use and analysis of health information by patients/consumers, professionals and governments.

**NURS 502                      CONCEPTUAL AND THEORETICAL FOUNDATIONS                      4 Credits  
FOR ADVANCED PRACTICE NURSING**

This course introduces graduate nursing students to foundational theories and concepts for application to the professional role of an advanced practiced nurse. The process of theory development and critique of selected paradigms, models, and theories is examined. An overview of the health care delivery systems, health care financing, health care policy and other selected concepts is provided. (4 clock hours)

**NURS 509                      NURSING RESEARCH                      4 Credits**

This course is designed to provide advanced knowledge and experience with the research process, including the research problem, purpose, research questions, conceptual framework, literature review, ethical considerations, and methodology. Critical analysis of research studies is also conducted. The appraisal and utilization of evidence-based research in nursing practice is emphasized. (4 clock hours)

**NURS 604                      EPIDEMIOLOGY                      3 Credits**

This lecture course introduces epidemiology and provides an in-depth study of factors that impact the health of populations. It serves as the foundation for understanding medical research, public health, and preventive medicine. Measures of morbidity and mortality used in epidemiology are examined. Research methods used in descriptive and analytic epidemiology will be described. The application of statistical models to test hypotheses and the documentation of results for epidemiological studies in the community, and the screening of diseases in the community will be explored. Content areas in epidemiology that include infectious diseases, occupational and environmental health, molecular and genetic epidemiology, and psychosocial epidemiology are analyzed. Professional issues in epidemiology will be discussed. (3 clock hours)

**NURS 607                      ADVANCED HEALTH ASSESSMENT                      4 Credits**

This course builds on the undergraduate health assessment course by enhancing the student's ability to recognize, interpret, and act on abnormal physical assessment findings in adults and children across the wellness-illness continuum. Emphasis is on the

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synthesis and application of selected theories, principles, and techniques from nursing and the physical and behavioral sciences essential in obtaining the database and in making a differential and nursing diagnosis of patient complaints commonly encountered in primary care settings. (Two hours of lecture and two hours of supervised practice per week)

**NURS 607                    ADVANCED HEALTH ASSESSMENT (Lecture/Lab/Practicum)                    4 Credits**

This course builds on the undergraduate health assessment course by enhancing the student's ability to recognize, interpret, and act on abnormal physical assessment findings in adults and children across the wellness-illness continuum. Emphasis is on the synthesis and application of selected theories, principles, and techniques from nursing, and the physical and behavioral sciences essential in obtaining health databases and in making differential and medical diagnoses of clients encountered in primary care settings. To support competency development in advanced physical assessment and diagnostic reasoning, this course includes 45 supervised direct patient contact hours in clinical settings. These hours provide students with the opportunity to apply advanced assessment techniques, demonstrate clinical decision-making, and practice person-centered care under the guidance of qualified preceptors.

**NURS 608                    PHARMACOTHERAPEUTICS                    3 Credits**

**Prerequisites:    NURS 607, NURS 610**

This lecture course is designed to provide the family nurse practitioner student with knowledge of pharmacotherapeutics. Common categories of drugs most frequently prescribed in primary care to treat minor acute and stable chronic conditions are discussed. These include antibiotics, analgesics, anti-inflammatory agents, decongestants, antihistamines, anti-tussives, and antihypertensives. Drugs prescribed for respiratory, genitourinary, integumentary, endocrine, musculoskeletal, gastrointestinal, sensory, cardiovascular, and mental health problems are also a major focus of this course. (3 clock hours)

**NURS 610                    ADVANCED PATHOPHYSIOLOGY                    3 Credits**

This course focuses on the pathophysiology of body systems and clinical manifestations of pathological alterations in structures and functions of body systems. Underlying principles common to all disease processes are addressed. This course provides the foundation for primary care family nurse practitioner practice that includes diagnosis, treatment of minor acute and stable chronic conditions, and the promotion of health of clients. (3 clock hours)

**NURS 620                    THE NURSE EDUCATOR ROLE                    3 Credits**

**Co-requisite:    NURS 502**

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This course provides the student in the nurse educator role with fundamental knowledge about the evolution of this role, the legal and ethical issues in nursing education, and the role of the nurse educator in higher education and healthcare organizations. Content includes information about the roles and responsibilities of the nurse educator application of learning theories, and issues impacting teaching and learning. (3 clock hours)

**NURS 621            SPECIALTY IN ADVANCED PRACTICE NURSING            3 Credits**

**Prerequisites:    NURS 502, NURS 509, NURS 620, NURS 622, NURS 626**

This course provides students the opportunity to enhance knowledge and skills of advanced practice nursing within a selected specialty. Seminars allow students to apply theory and evidence-based practices to management of selected health-related problems. Planned practicum learning experiences are provided to enable students to acquire skills that are utilized in advanced practice nursing. (2 lecture hours; 5 practicum hours)

**NURS 622            CURRICULUM DESIGN IN NURSING EDUCATION            3 Credits**

**Prerequisites:    NURS 502, NURS 620**

This course explores curriculum development from a historical and philosophical perspective. The formal process of curriculum planning, development, implementation, and evaluation is presented. Strategies for curriculum design and evaluation in the academic and healthcare settings are highlighted. (3 clock hours)

**NURS 624            TECHNOLOGY IN NURSING EDUCATION            3 Credits**

**Prerequisites:    NURS 502, NURS 509, NURS 620, NURS 622, NURS 626**

This course prepares students to design technology-based instruction for nursing education. Students will apply principles of learning theory and curriculum development for appropriate decision-making in the application of a variety of educational technologies. (3 clock hours)

**NURS 626            INSTRUCTIONAL STRATEGIES AND EVALUATION            3 Credits**

**Prerequisites:    NURS 502, NURS 620**

This course prepares students for the application of instructional strategies and methods for teaching in the academic and health care settings. Skills essential to the role of nurse educator through designing, applying, and appraising instructional methods are addressed. An overview of methods utilized for evaluating learning will be provided including test construction, item analysis, teaching effectiveness, and clinical performance evaluation. (3 clock hours)

**NURS 628            TEACHING PRACTICUM            3 Credits**

**Prerequisites:    NURS 620, NURS 621, NURS 622, NURS 624, NURS 626**

**Co-requisite:     NURS 730**



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birth to 18 years of age). The primary care of women and children with common acute and stable chronic conditions is discussed. The comprehensive care guidelines for the management of obstetrical clients and their families are explained. Emphasis is placed on the synthesis of theories and research from nursing and other scientific disciplines to engage in clinical decision-making, and evidence-based practice. Health promotion, health protection, disease prevention, health restoration, and cultural competence are explored. The family nurse practitioner's role in collaborating with an inter-professional team of health care providers is discussed. Legal and ethical issues related to the provision of primary care to women, children and their families are appraised. The delivery of primary care health services to vulnerable and underserved women and children are examined. (5 clock hours)

**NURS 715      PRIMARY CARE II: WOMEN'S HEALTH, OBSTETRIC, & PEDIATRIC CLIENTS PRACTICUM      3 Credits**

**Prerequisites:** NURS 502, NURS 509, NURS 607, NURS 608, NURS 610, NURS 712, NURS 713, NURS 716, NURS 717

**Co-requisite:** NURS 714

This practicum provides opportunities to apply knowledge and skills in advanced health assessment, diagnostic reasoning, health planning, and management of clients in obstetric/gynecologic (OB/GYN), and pediatric primary care settings. Students work with experienced nurse practitioners, certified nurse midwives, and physicians as their preceptors. Students provide direct primary care services to women and children with common acute and stable chronic conditions; prenatal and postpartum care to obstetrical clients. Health education using teaching skills aimed at health promotion, disease prevention, and health management is implemented. Collaborative care planning with members of an inter-professional health care team is utilized. (15 clock hours of practicum per week)

**NURS 716      PRIMARY CARE III: OLDER ADULT CLIENTS      2 Credits**

**Prerequisites:** NURS 502, NURS 509, NURS 607, NURS 608, NURS 610, NURS 712, NURS 713

**Co-requisite:** NURS 717

This lecture course prepares the family nurse practitioner student for the role of primary care provider to older adult clients with common acute and stable chronic health conditions. This course emphasizes health promotion, health protection, disease prevention, and health management of the aging adult and their family. Selected theories and evidence-based practice guidelines are discussed in relation to assessment, diagnosis, and health management. The family nurse practitioner's role in collaborating and consulting with other members of the health care team is discussed. Social, economic, legal and ethical issues specific to the care of older adults are examined. Health policies that impact the delivery of health services to vulnerable and underserved adults and their families are explored. (2 clock hours)

**NURS 717      PRIMARY CARE III: OLDER ADULT CLIENTS PRACTICUM      2 Credits**

**Prerequisites:** NURS 712, NURS 713

**Co-requisite:** NURS 716

This practicum provides opportunities to apply knowledge and skills in health assessment, diagnostic reasoning, health planning, and illness and disease management in the primary care of older adult clients. Students work with experienced nurse practitioner and physician preceptors in acute care and long-term care facilities.

Students provide comprehensive care services to older adult clients with minor acute and stable chronic conditions. Students engage in collaborative care planning with members of the inter-professional health care team. (10 clock hours of practicum per week)

**NURS 718            PRIMARY CARE IV: FAMILY NURSE PRACTITIONER            2 Credits**  
**ROLE SEMINAR**

**Prerequisites:** NURS 502, NURS 509, NURS 607, NURS 608, NURS 610, NURS 712, NURS 713, NURS 714, NURS 715, NURS 716, NURS 717

**Co-requisite:** NURS 719

This seminar course emphasizes the integration and application of theory and evidence-based practice in the role of family nurse practitioner (FNP) in providing primary care to clients and families across the lifespan. Issues related to role transition from professional nurse to independent family nurse practitioner are discussed. Leadership roles, organizational theories and dynamics are examined. Health care policy, health economics, and health care finance are analyzed for their impact on vulnerable and underserved populations, as well as on FNP practice. Regulatory, legal and credentialing requirements for practice are explored.

**NURS 719            PRIMARY CARE IV: FAMILY NURSE PRACTITIONER            3 Credits**  
**ROLE SEMINAR PRACTICUM**

**Prerequisites:** NURS 502, NURS 509, NURS 607, NURS 608, NURS 610, NURS 712, NURS 713, NURS 714, NURS 715, NURS 716, NURS 717

**Co-requisite:** NURS 718

This practicum emphasizes the application of theories and concepts when providing primary care to clients across the lifespan. There is an emphasis on enhancement of socialization and role development while providing and evaluating direct primary care services to individuals and families. Students have an opportunity to apply and evaluate their critical thinking and diagnostic reasoning skills as well as their personal philosophy of primary care practice. (15 clock hours of practicum per week)

**NURS 730            SEMINAR IN CRITICAL ISSUES FOR ADVANCED            3 Credits**  
**PRACTICE NURSING**

**Prerequisites:** NURS 502, NURS 509, NURS 607, NURS 608, NURS 610, NURS 620, NURS 621, NURS 622, NURS 624, NURS 712, NURS 713, NURS 714, NURS 715, NURS 716, NURS 717



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**Co-requisite:** NURS 628, NURS 718, NURS 719

***This course is taken in the last semester of the program.***

This course focuses on current issues influencing nursing practice and the status of the nursing profession. Content focuses on evolution of advanced practice roles, scientific basis for advanced practice, managed care and issues related to health care policy, legislation, finance and economic concerns. This course is taken during the final semester of the curriculum. (3 clock hours)

## GRADUATE NURSING PROGRAM DIRECTORY

### Chair

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### **Interim Assistant Chair**

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### **Graduate Clinical Placement**

#### **Coordinator**

Ms. Evelyn Khandagale

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### **Adjunct Faculty**

Dr. Mary Maneno Awounda

### **Department Address:**

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301-860-3201 / Fax 301-860-3221

### **Graduate Nursing Program Website**

<https://www.bowiestate.edu/academics/colleges/college-of-professional-studies/departments/nursing/graduate-programs/>



# Department of Nursing

## DEPARTMENT OF NURSING STUDENT ACKNOWLEDGEMENT FORMS

### Student Acknowledgment of the Graduate Nursing Student Policies

*Academic Semester:* Fall: \_\_\_\_\_ Spring: \_\_\_\_\_ Summer: \_\_\_\_\_

This is to verify that I have read and understand the Policies and Procedures associated with the nursing program at Bowie State University. It is also my understanding that the Policies and Procedures are subject to change with notice to the students of any changes.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Student Acknowledgment of Honesty and Dishonesty Policies

### Academic Honesty and Dishonesty

*Nursing students are expected to conform to a strict standard of academic honesty. In addition to the Bowie State University Graduate Catalog, academic dishonesty includes exhibiting unethical or illegal behaviors including falsification of documents. Students are required to sign the Academic Honesty and Dishonesty form, which is placed in the student's academic folder in the Nursing Department. Students will be recommended for dismissal from the nursing program when academic dishonesty is confirmed. The Plagiarism checker is used for all written assignments submitted to the Safe Assign or Turnitin instruments. Please refer to the BSU Graduate Catalog for additional policies about academic dishonesty and the Department of Nursing graduate student handbook.*

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#### Academic Honesty and Dishonesty

There is an expectation that academic honesty is upheld in the University and the Department of Nursing (DON).

Academic honesty is defined by the DON as academic activities that are truthful and authentic. Academic dishonesty is defined by the DON as academic activities that are deceitful. Academic dishonesty includes cheating on examinations, plagiarism, unauthorized collaboration with others on assignments, and submitting without authorization duplicate assignments for credit in more than one course. Academic dishonesty also includes exhibiting unethical or illegal behaviors, and falsification of documents and clinical activities.

Plagiarism is the act of representing another's ideas, words or information as one's own. Every student writing a paper should be aware of the following principles:

- All directly quoted materials must be identified as such by quotation marks. The sources of this material must be acknowledged.
- When borrowed ideas or information is not directly quoted by a student, the student should have so assimilated this material so that it is clearly being expressed in his/her own words. Just as in the case of direct quotations, the sources of such borrowed ideas or information must be acknowledged.
- The sources of ideas or information lying well within the realm of common knowledge (i.e. material that would be known by anyone familiar with the subject under discussion) need not be acknowledged.

Students who are academically dishonest will be recommended for dismissal from the program. I have read and understand the above statements regarding academic honesty and dishonesty and agree to adhere to the statements.

Student Name: (please print) \_\_\_\_\_

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

## **ACCREDITATION**

The Master of Science in Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN)

### **Accreditation Commission for Education in Nursing (ACEN)**

3343 Peachtree Road N.E. Suite 850

Atlanta, GA 30326

Telephone: (404)-975-5000

[www.acenursing.org](http://www.acenursing.org)

### **Department of Nursing - Disclaimer**

*The information in this handbook is subject to change. Students will be notified of any changes through BSU email, Blackboard announcement and the DON web site.*