

Texas Woman's University

College of Nursing



Master's Student Handbook

Updated 2007

Master's Student Handbook Verification

Please complete this form and return it to the office of the Master's Program Coordinator. We will place this form in your student file to acknowledge that you received and understand the contents of the handbook.

I have accessed the Master's Student Handbook for the College of Nursing, and I have read and understood the contents in this handbook.

Name: _____
(Please Print)

Signature: _____

TWU Student ID #: _____



College of Nursing
P.O. Box 425498 Denton, TX 76204-5498
940-898-2401 FAX 940-898-2437

***Pioneering Nursing's Future:
An Adventure in Excellence***

Dear Graduate Nursing Students:

I commend you on your decision to pursue your master's degree to become either an advanced practice nurse as a nurse practitioner, clinical nurse specialist or as a nurse educator or administrator. Each of these roles is critical to the advancement of the discipline and to your own personal and professional growth.

TWU College of Nursing is extremely proud of its rich reputation that stems from our high quality faculty who regard nursing with stringent ideals and ethics built on evidence based findings. Best of luck as you pursue your master's degree.

A handwritten signature in black ink that reads "Patricia Holden-Huchton". The signature is written in a cursive style.

Dr. Patricia Holden-Huchton, Dean

Table of Contents

Letter from the Dean	1
Table of Contents	2
Section One: General TWU Information	
Purpose of the Master's Student Handbook	4
Mission and Vision Statements	4
Master Of Science Program Goals	6
Essential Elements for Nursing Practice.....	6
Academic Readiness	6
Academic Progress.....	6
Conduct Within the Academy.....	7
Core Performance Standards.....	8
Section Two: Academic Information	
Admission Information.....	10
Academic Advisement	11
Advisory Committee	11
Registration	11
Programs of Study.....	11
Changing Majors.....	11
Advanced Practice Areas	12
Nurse Practitioners	12
Clinical Nurse Specialists (CNS).....	12
Nurse Educator.....	12
Nursing/Health Systems Management.....	12
Program Requirements	13
Licensure	13
Liability Insurance	13
Drug Screens/Criminal Background Checks	13
Immunizations.....	13
Degree Track Requirements	16
Nurse Practitioner	16
Nursing/Health Systems Management.....	16
Core.....	16
Nursing/Health Systems Management.....	16
Health Care Administration	16
Nursing Education	17
Clinical Courses	17
Educator Role Courses.....	17
Part-Time Study.....	18
Online Courses.....	18
Your Degree.....	19
Your Degree Plan.....	19
Degree Plan Changes	19
Thesis/Professional Project.....	19
Graduation.....	19

Section Three: Student Opportunities

Traineeships, Scholarships, and Graduate Assistantships.....	21
Advanced Education Nurse Traineeships	21
APN Recognition by the Texas Board of Nursing.....	21
Application for Certification Examination	21
Student Rights and Responsibilities	22
Membership on College of Nursing Committees	22
Additional Information	22
Good Luck!	22
Appendix A: Academic Appeal Procedure.....	23
Purpose.....	23
Process	23
Time Frame	23
Preliminary Proceeding.....	24
Hearing Procedures	24
Appendix B: History of the College of Nursing.....	26

Section One: General TWU Information

Purpose of the Master's Student Handbook

The College of Nursing provides this handbook to assist you in planning your academic programs and completing the requirements for the Master's of Science degree in Nursing.

The Graduate Catalog contains the essential information for the College of Nursing and the Graduate School. Read and follow all the requirements of the current Graduate Catalog, the TWU Student Handbook, and the Master's Student Handbook. You should retain hard copies of each document.

Be sure to read and follow all the additional requirements of the Graduate School.

Mission and Vision Statements

The Texas Woman's University College of Nursing embraces and endorses the University Mission Statement.

The mission of the College of Nursing is to

- Provide a supportive environment and foster creativity in undergraduate and graduate programs
- Empower students by assisting them to acquire the knowledge base and leadership skills to assume professional roles in nursing
- Enable students to meet diverse and evolving health care needs, which include the special needs of vulnerable, and culturally diverse groups
- Educate students to address the health care issues of people in Texas, the nation, and world in a time of rapid technological and social change
- Address the needs of adults who wish to initiate or resume collegiate or graduate study in preparation for career entry or advancement
- Provide opportunities for minorities to pursue and complete the nursing program
- Prepare undergraduate students for entry-level practice and provide the foundation for graduate study
- Prepare master's students for advanced nursing practice
- Prepare doctoral students to advance the domain of nursing practice and knowledge by engaging in theory development and research
- Support faculty participation in scholarly activities
- Provide community service to meet societal needs via health activities and education programs

The College of Nursing supports students of all ages and ethnic groups to promote health and prevent disease by acquiring nursing knowledge and leadership skills for entry level, advanced practice, and scientific roles, so they can address health care issues in Texas, the nation, and the world..

The vision statement for the College of Nursing reflects tradition and glimpses into the future of nursing:

Pioneering Nursing's Future: An Adventure in Excellence

The College of Nursing uses the University Mission Statement, the College of Nursing Mission Statement, and the College of Nursing Vision Statement to determine goals and strategic plans for its faculty, students, and community.

Master Of Science Program Goals

The Master of Science program in nursing prepares students to

- Practice in advanced role areas
- Implement research and theory-based practice
- Engage in independent, autonomous nursing practice in a specialized area
- Disseminate, apply, and participate in research
- Use collaboration, leadership, and negotiation to affect health care policy
- Think critically in making decisions in complex situations
- Engage in behavior that reflects how they commit to professional values and practices
- Deliver specialized care to culturally diverse populations by protecting, promoting and maintaining health activities

Essential Elements for Nursing Practice

Texas Woman's University commits to affording equal educational opportunity to all individuals qualified for admission to its academic programs. To succeed in these programs, you must meet the performance standards of the University and your specific programs.

The General Outline for Essential Elements for Nursing outlines what TWU expects of all students, and the College of Nursing's Core Performance Standards apply only to nursing students. If you require reasonable accommodation to meet any of these standards, it is your responsibility to register with Disability Support Services and to notify the faculty members in your courses in a timely fashion.

You must demonstrate all the proficiencies in this section to apply for and remain in the College of Nursing.

Academic Readiness

To demonstrate academic readiness, you must

- Demonstrate eligibility for scholarship at the post-secondary level by
 - satisfying general admission requirements of TWU
 - satisfying the specific admission requirements of the program that you select as an academic major
- Demonstrate how you will profit from advanced scholarship by
 - communicating with an assigned academic advisor
 - planning an academic schedule appropriate to program objectives

Academic Progress

To demonstrate academic progress, you must

- Show that you will profit from learning experiences relevant to program objectives by

- Attending scheduled class lectures, laboratory sections, and participating in online course delivery
- Satisfying specific course/program objectives that your syllabi specify
- Demonstrating competencies through the academic program's evaluation procedures
- Completing a degree plan and other progress records as required by the program and TWU
- Demonstrate critical thinking skills deemed appropriate for the academic level and discipline content by
 - Successfully completing the University Core Curriculum requirements
 - Comprehending appropriate professional literature
 - Integrating professional literature to evidence-based practice
 - Articulating information specific to the academic major
 - Demonstrating critical thinking and cognitive abilities sufficient for problem solving and clinical judgment*
- Demonstrate eligibility to assume a professional role after completing the program by
 - Meeting all requirements to matriculate from the academic program
 - Interacting productively with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds
 - Demonstrating sufficient written and verbal communication skills
 - Moving independently between rooms and maneuvering in small spaces
 - Demonstrating motor skills sufficient to provide safe, effective nursing care
 - Demonstrating hearing ability sufficient to provide safe and effective nursing care*
 - Demonstrating visual ability sufficient for to observe and assess patients while giving care *
 - Demonstrating tactile abilities sufficient for physical assessment, therapeutic interventions and computer competency *
 - Completing any certification/licensure requirements you need

* elements specific to Nursing

Conduct Within the Academy

To demonstrate appropriate behavior for studying at the post-secondary level, you must

- Abide by the current TWU policies for student conduct
- Interact appropriately with peers, faculty, and the professional community

Core Performance Standards

The College of Nursing establishes Core Performance Standards that you must follow while

Issue	Standard	Examples
Critical Thinking Cognitive Ability	Critical thinking sufficient for clinical judgment.	Ability to: <ul style="list-style-type: none"> • Handle multiple tasks and problem solve simultaneously. • Identify cause-effect relationships in clinical situations • Utilize the nursing process in developing nursing care plans • Perform dosage calculations in a time frame to deliver and manage safe care
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, cultural and intellectual backgrounds.	Ability to: <ul style="list-style-type: none"> • Establish rapport and professional demeanor with patients, clients, family, and colleagues.
Communication	Communication abilities sufficient for interaction with others in verbal and written form. Communication is understandable to others.	Ability to: <ul style="list-style-type: none"> • Explain treatment procedures • Initiate health teaching • Document and interpret nursing actions and patient/client responses.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Ability to: <ul style="list-style-type: none"> • Move around in patient's rooms, work spaces and treatment areas and administer cardiopulmonary procedures. • Coordinate eyes and hands or fingers rapidly and accurately in making quick, precise movements when providing patient care.

<p>Motor Skills</p>	<p>Gross and fine motor abilities sufficient to provide safe and effective nursing care.</p>	<p>Ability to:</p> <ul style="list-style-type: none"> • Be capable of lifting, carrying, pushing, and pulling. • Lift and transfer 50 lb. and carry objects of up to 25 lb. • Bend or stoop one inch from the floor and reach overhead to retrieve or place items on patient/unit shelves • Intermittently push objects over 100 pounds; stand and walk for 8-12 hours.
<p>Hearing</p>	<p>Auditory ability sufficient to provide safe and effective nursing care.</p>	<p>Ability to:</p> <ul style="list-style-type: none"> • Hear monitor alarms, emergency signals, auscultatory sounds, and cries out for help in the midst of background noises and other sounds.
<p>Visual</p>	<p>Visual ability sufficient for observation and assessment necessary in nursing care.</p>	<p>Ability to:</p> <ul style="list-style-type: none"> • Assess and observe patient or client responses • Identify and distinguish colors and shades of the same color.
<p>Tactile</p>	<p>Tactile ability sufficient for physical assessment</p>	<p>Ability to:</p> <ul style="list-style-type: none"> • Perform palpation and percussion functions of physical examination and/or therapeutic intervention, e.g., inserting a catheter and using of a computer. • Perceive an object's size, shape, temperature, or texture.

Section Two: Academic Information

Admission Information

The College of Nursing has requirements for unconditional and provisional admission to the Master's program in addition to the general requirements of the Graduate School. You can find these requirements in the Graduate Catalog for the year you were admitted.

You should read and understand the information under the following headings:

- Admission Requirements—Master's Degree
 - Provisional admission
 - Admission requirements for applicants with a baccalaureate in nursing and Master's Degree in another field
 - Transfer of credits
 - Application deadlines
 - Coursework prior to determination of admission status
 - Requirements prior to enrollment in clinical role courses
- Readmission—Master's Program
- General Requirements for All Master's Degrees
 - Special Requirements: 1) grade requirements in courses, 2) grade requirements for provisional students, 3) grade requirements for re-education students
 - Time Limitations for Course Credits
 - Final Examination
- Post-Master's Certification Requirements

Academic Advisement

Academic advisement is an essential component of any program of study. You are encouraged to seek academic advisement on a regular basis throughout your program.

Advisory Committee

The coordinator of the master's program at each campus or center serves as the initial advisor for you as a new graduate student. You must contact the coordinator before you enroll in any course to plan a program of study.

The master's program coordinator will consider the practice area you choose and assign you an academic advisory committee when you enroll for the first course you take for credit toward your master's degree. The committee will consist of at least two graduate faculty members, and they will have primary authority in planning your academic program, what courses you should take, and what credit you transfer from other institutions. The Graduate School dean will officially approve your committee when he or she accepts your degree plan.

Contact the chairperson of your academic advisory committee after you register for your first courses and contact your committee any time while you study at TWU.

Registration

You may register for courses at the Denton Campus, Dallas Center, or Houston Center, but some courses are taught only at one or two sites.

Before you register each semester, you must see an advisor and receive a new advising code. You may register for courses online by going to www.twu.edu, registering for a TWU portal account, and using the electronic registration functions on the "Pioneer Portal."

You must pay for courses or arrange for financial aid before 5:00 P.M. on the Friday before the semester starts. If you fail to pay, TWU will delete your registration, and you will have to late register for your courses and pay additional fees.

The master's program coordinator may approve you to take one graduate course before you are accepted into the master's nursing program. You must have a GPA of at least 3.0 for your last 60 hours of your undergraduate nursing coursework.

Programs of Study

The MS program prepares nurse practitioners, nurse educators, nurse administrators and clinical nurse specialists. Program availability varies from campus to campus, and the student is advised to contact the program coordinator for each campus regarding program selection. Once you select a clinical specialty, the student is assigned to that clinical specialty.

Changing Majors

If you decide to change majors, you must contact the master's program coordinator and request to change your major. You will then submit a change of major form. We may approve your change if the clinical course and faculty are available to accommodate the change. If you want additional certification in nursing administration, nurse practitioner, or nursing education, contact the master's program coordinator to change your major or campus.

Advanced Practice Areas

Nurse Practitioners

Acute Care Nurse Practitioner students focus on emerging patient care issues in hospitals, intensive care settings, or emergency rooms. Students apply evidence-based findings to their critical thinking as they manage complex acute care issues across the life span continuum.

Adult Nurse Practitioner students focus on promoting the health of adults through theory and evidence-based interventions. These students use protocols for treatment decisions, referrals, and follow-up to manage common health deviations in the adult population.

Family Nurse Practitioner students synthesize concepts from theory-based, family-centered nursing practice to manage culturally diverse and medically underserved families across the life span. They focus on promoting and maintaining health in primary setting for health care.

Pediatric Nurse Practitioner students focus on the common acute and chronic illnesses that children and adolescents experience. They employ physiological, behavioral, and family theories in all phases of clinical management of these clients.

Women's Health Nurse Practitioner students examine the health care needs of adult and adolescent females. These students use treatment modalities, pharmacologic interventions, and referral criteria to manage the reproductive and non-reproductive needs of women.

Clinical Nurse Specialists (CNS)

Adult Health CNS students analyze how clients respond to health promotion, illness intervention, and rehabilitation. Students develop and test nursing protocols and serve on intra/interdisciplinary teams.

Child Health CNS students integrate concepts of growth and development as they intervene with children and their families. Students apply clinical knowledge and skills in hospital and community settings.

Nurse Educator

Nurse Educator students prepare to teach in baccalaureate or associate degree programs of nursing and to educate patients in health care settings.

Nursing/Health Systems Management

Nursing/Health Systems Management students prepare for leadership positions in health care delivery systems and the promotion of health.

Program Requirements

All nursing students must meet program requirements before they take the clinical courses or internships.

Licensure

You must have a current license to practice professional nursing in the USA. You must show your license to practice professional nursing in Texas to your clinical instructor and the graduate secretary each semester you take a course with a clinical component

Liability Insurance

Before you enroll in courses with a clinical component or practicum, you must present proof of your liability insurance purchased through a TWU student professional liability group policy. Its cost will vary according to the length of time of coverage sought. The liability insurance will be automatically billed to your student tuition bill.

Drug Screens/Criminal Background Checks

You must have a drug screen and a background check if your medical institution requires them. Standards for criminal background screening are those commonly required of employees of hospitals. A background check will review your criminal history seven years back from the date of application. If your background check reveals

- Felony convictions;
- Misdemeanor convictions, probated sentences, or felony deferred adjudications involving crimes against persons;
- Misdemeanor convictions related to moral turpitude;
- Felony-probated sentences or deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances; or
- Registered sex offenses

TWU will remove you from the nursing program.

If you are convicted of a criminal offense while you are enrolled in the program, you must report to the Associate Dean within three days of the conviction. You may be readmitted to the program if the Texas Board of Nursing for the State of Texas issues a Declaratory Order stating that you are eligible for license renewal or that you may return to practice.

Immunizations

State law requires all college and university students in health care or ancillary programs to show proof of certain immunizations. **These requirements must be met prior to your first clinical course, affiliation or practicum.** You can find the basic state requirements for health care majors [online](#), and they include the following:

Immunization	Dosage or Proof of Immunity Required
Tetanus/Diphtheria	Current immunization (booster within 10 years)
Measles (Rubeola)	Those born on or after January 1, 1957 must have had two doses since 12 months of age. The two doses must have been at least 30 days apart. Those born prior to January 1, 1957 must have proof of at least one dose or show a lab report of serologic immunity.
Mumps	One dose of mumps vaccine on or after first birthday; or a physician or medical provider-validated history or lab report of serologic immunity.
Rubella	One dose of rubella vaccine on or after first birthday; or a physician or medical provider-validated history or lab report of serologic immunity.
Hepatitis B	Series of three doses, positive Hepatitis 8 surface antibody titer, or a Hepatitis 8 Declination Statement. Students must provide a lab report.
TB Skin Test	Within past year Note: If PPD is positive, your physician or healthcare provider must submit a Statement of Chest Clearance with a copy of the chest x-ray report.
Varicella	Two doses at least 30 days apart or Varicella titer. or a physician or medical provider-validated history, lab report, or Varicella disease declaration (year must be included).

You must complete the immunization record for nursing majors and have a health care provider and you sign the form. If you want Student Health Services to vaccinate you,

- You must be taking courses when you receive your immunizations
- You must present a valid TWU ID card or a tuition receipt when you come to Student Health Services

To register your immunizations with TWU,

1. Mail the two-page Certification of Immunization/Record of Immunization to
Texas Woman's University
Student Health Services
Attention Immunization Program
P.O. Box 425467
TWU Station, Denton, TX 76204

by the date on the form, or fax it to (940) 898-3849.

Note: If you want to waive the immunization for measles, mumps or rubella, send a physician-validated history or serologic documentation for these diseases.

2. Call toll-free (888) 898-8825 to confirm that Student Health Services received your records.

Note: Houston students should call (713) 500-5171 to receive immunization information from the UT Medical Health Services Clinic.

3. Go to your Pioneer Portal and look under My info>Immunization Info to assure that you have complied with all policies on immunizations.
4. Sign and return the Hepatitis B Vaccine Declination form if you want to decline the Hepatitis B vaccination.

Students records will be maintained on the university computer system to which all departments have access.

Degree Track Requirements

The degree track you select determines how many credits you need to complete the program. Students complete at least 41 semester hours.

Nurse Practitioner

The Nurse Practitioner (NP) tracks require 46-49 credit hours. All NP students must complete by these courses:

Course	Hours Received
NURS 5001 Advanced Practice Nursing Seminar	1hrs.
NURS 5002 Advanced Nursing Practice Role	2 hrs.
NURS 5003 Health Promotion and Primary Prevention	3 hrs.
NURS 5013 Theoretical Foundations of Nursing Practice	3 hrs.
NURS 5023 Research in Nursing	3 hrs.
NURS 5644 Advanced Assessment/Differential Diagnosis	4 hrs.
NURS 5663 Pharmacotherapeutics for Advanced Nursing Practice	3 hrs.
NURS 5963 Professional Project/Thesis	3 hrs/6 hrs
BIOL 5333 Advanced Pathophysiology	<u>3 hrs.</u>
Total	25/28 hrs.

In addition, Clinical Nurse Specialist students complete 19 credit hours of clinical courses in their specialty area. Nurse Practitioner students complete 21 credit hours of clinical courses and practice in their specialty area.

Nursing/Health Systems Management

Students complete a major in nursing/health systems management and a minor in health care administration.

Core

Course	Hours Received
NURS 5003 Health Promotion and Primary Prevention	3 hrs.
NURS 5013 Theoretical Foundations of Nursing Practice	3 hrs.
NURS 5023 Research in Nursing	3 hrs.
NURS 5963 Professional Project/Thesis	<u>3/6 hrs.</u>
Total	12/15 hrs.

Nursing/Health Systems Management

Course	Hours Received
NURS 5543, 5544, 5553 Nursing Administration Practicums	10 hrs.
NURS 5542 Health Systems Management: Challenges and Opportunities	2 hrs.

Health Care Administration

Course	Hours Received
HCA 5223 Organizational Theory and Health Care Management	3 hrs.
HCA 5493 Performance Measurement and Quality	3 hrs.

Texas Woman's University College of Nursing

HCA 5533 Managerial Accounting	3 hrs.
HCA 5623 Economics of Health Care	3 hrs.
HCA 5772 Seminar in Finance and Accounting	2 hrs.
Practicum Supporting Courses (HCA 5712, 5732, 5722, or 5762)	<u>6 hrs.</u>
Total	20 hrs.

Nursing Education

Course	Hours Received
NURS 5003 Health Promotion and Primary Prevention	3 hrs.
NURS 5013 Theoretical Foundations of Nursing Practice	3 hrs.
NURS 5023 Research in Nursing	3 hrs.
NURS 5644 Advanced Assessment/Differential Diagnosis	4 hrs.
NURS 5663 Pharmacotherapeutics for Advanced Nursing Practice	3 hrs.
NURS 5963 Professional Project/Thesis	3/6 hrs
BIOL 5333 Advanced Pathophysiology	<u>3 hrs.</u>
Total	22/25 hrs.

Clinical Courses

Course	Hours Received
NURS 5625 Family Health Nursing I	5 hrs.
NURS 5605 Family Health Nursing II	<u>5 hrs.</u>
Total	10 hrs.

Educator Role Courses

Course	Hours Received
NURS 5203 Theoretical Bases for Nursing Education	3 hrs.
NURS 5253 Curriculum Design and Management	3 hrs.
NURS 5273 Measurement and Assessment in Nursing	3 hrs.
NURS 5293 Teaching Practicum in Nursing	<u>3 hrs.</u>
Total	12 hrs.

Part-Time Study

You may complete the master's program on a part-time basis. You become a part-time student if you take less than nine semester hours during a fall or spring semester and less than six semester hours during summer session III.

As a part-time student, you are advised to take N5013 – Theoretical Foundation of Nursing Practice or Advanced Pathophysiology – as the first course in your program sequence. Consult the campus master's coordinator to plan your sequence of studies and consult the graduate catalog for descriptions of courses and the prerequisites and co-requisites for each course.

Online Courses

By state definition and by TWU's definition, online courses have 51%-100% of their content delivered online. All TWU utilize the Blackboard program. You must establish an TWU Pioneer Portal to take a course on Blackboard. To learn Blackboard, read the following online pages:

- [System Check*](#)
- [Quickstart to Pioneer Portal*](#)
- [Quickstart to Blackboard*](#)
- [Quickstart to the Virtual Library*](#)
- [Quickstart to Learning Online*](#)
- [The Blackboard homepage](#)

Your Degree

You must submit a degree plan that outlines your program of study. Your academic advisory committee implements your input into your degree plan.

Your Degree Plan

After you complete twelve semester hours of coursework, submit a copy of your degree plan to the campus or center Master's program coordinator or to the graduate secretary. Your Academic Advisory Committee must approve your degree plan.

Your degree plan will go before the Associate Dean of the College of Nursing and the Dean of the Graduate School so they can approve it. If they approve it, the Graduate School will mail you the approved copy of your degree plan.

Degree Plan Changes

After you file your degree plan, you can change your course of study by completing a Change of Degree Program form. The Advisory Committee Chairperson, the Associate Dean of the College of Nursing, and the Dean of the Graduate School must approve the form.

Thesis/Professional Project

Use the current [Publication Manual of the American Psychological Association \(APA\)](#) and the [Guide to the Preparation and Process of Dissertations, Thesis and Professional Papers](#) to write all papers, including your thesis or professional project.

Your research committee supervises your thesis and consists of two or three graduate faculty members.

1. a chairperson who you select
2. another member who you select
3. an optional third member who your chairperson and you select together.

The program coordinator will appoint the research committee for your final project when you are ready to begin it.

Under provisions of the Texas Higher Education Code Section 54,951(e), Texas residents are eligible for a reduced tuition rate when enrolling for professional paper/project, thesis, or dissertation only, if those hours are the final credits required for the degree. Complete [the form](#) requesting the lower tuition and return it to the Graduate School before your final semester.

Graduation

Look at the filing dates, graduation application dates, and the fees you need to graduate. You can find this information at the Graduate School, the Administration Offices on the campuses, and in the class schedule bulletins. You can receive an information sheet containing the deadlines each semester, and you can find a graduation checklist on the Graduate School website under ["Forms"](#).

Texas Woman's University College of Nursing

Your research committee must sign a Certification of Final Exam and submit it to the Graduate School. You can find this form on the Graduate School website under ["Forms"](#). The form you complete varies by what academic work you complete; consult your committee so they can help you fill out the proper form. Along with your Certification of Final Exam, you must file a Data for Commencement Program form that includes the data for the commencement program. You can download the form [here](#).

Section Three: Student Opportunities

Traineeships, Scholarships, and Graduate Assistantships

TWU maintains the University Financial Aid Office that provides financial assistance to students who qualify. You can receive work, grants, loans, assistantships, or scholarships or some combination of these, but only some students will receive nursing teaching, research assistantships, or nursing scholarships. Apply for assistantships and scholarships several months before you enroll for courses.

If you receive a full-time assistantship (20 hours per week) or a competitive scholarship, you qualify for in-state tuition.

Advanced Education Nurse Traineeships

The Health Resources and Services Administration (HRSA) funds advanced education nurse traineeships if you are completing your degree plan within twelve months. You can find an application for a traineeship with the program coordinator or at the Dean's office.

APN Recognition by the Texas State Texas Board of Nursing

Nurse Practitioner (NP) or Clinical Nurse Specialist (CNS) graduates may apply to the Texas Board of Nursing to register as an Advanced Practice Nurse (APN). You can find application packets and complete instructions on the [Texas Board of Nursing website](#). The Master's program coordinator must fill out and sign Part II of the application.

Application for Certification Examination

A variety of Certification Examinations are available to NP and CNS students, depending on their specialty area of study. Most certifying bodies require a written confirmation of a student's actual or proposed graduation dates as well as curriculum information. Submit these forms should be submitted to the appropriate master's program coordinator to complete them.

You should be familiar with the [BNE rules for advanced practice](#) since these rules govern their practice in Texas. Additionally, you should adhere to the time frames after your graduate to take certification exams and to register with the state as an APN. The Texas Board of Nursing advance practice rules explain these time frames.

Student Rights and Responsibilities

Master's students are encouraged to read carefully and become familiar with the University Student Handbook. It can be found online through the Student Life Office:

[Student Life Office Student Handbook](#)

Here students will find specific information related to:

- Academic integrity
- Appeals*
- Nondiscrimination Policy
- Disability Support Services
- University Standards of Conduct
- Class attendance
- Severe Weather Policy
- Universal Precautions
- General information of interest to students

*Note that students seeking information about the appeals process should contact the Office of the Associate Dean at the respective campus.

Membership on College of Nursing Committees

The bylaws of the college provide for students to participate in the committee structure of the College of Nursing. The college encourages you to serve on a committee.

Each fall semester, the nursing students in graduate programs at each campus and center elect

- one student to the Graduate Academic Affairs Committee
- one student to the Library and Learning Resources Committee
- two students to the Student Affairs Committee

Additional Information

- Keep the Graduate School and the College of Nursing informed of your current address and phone numbers.
- Keep a copy of all forms and papers you file with the Graduate School such as
 - Letter of Admission
 - Degree Plan
 - Change of Admission Status
 - Thesis Prospectus

Good Luck!

On behalf of the College of Nursing faculty, we wish you much success as you earn your master's degree from TWU!

Appendix A: Academic Appeal Procedure

The TWU Academic Appeal Procedure provides students a process to appeal their grades and other academic decisions.

Purpose

- The appeal procedure provides faculty and students a detailed outline of the steps to follow when appealing academic matters, while the appeal process provides objective appraisal regarding academic matters within the College of Nursing.
- The Academic Appeals Subcommittee shall consider student appeals of the academic matters such as clinical performance and grades on papers or projects. The subcommittee may consider questions as to whether a student has met progression requirements and/or other academic policies of the College of Nursing. Students may not appeal individual test questions.

Process

In the event the student wishes to appeal a decision relating to an academic matter, the student will:

1. The student contacts the faculty member who made the decision and asks the faculty member for further consideration of the issue.
2. If the student is not satisfied with the action of the faculty member, the student will ask the course manager to review the matter. Graduate students will proceed to the program coordinator.
3. If still not satisfied, the student should contact the Associate Dean to review the matter.
4. If the issue is not resolved satisfactorily at this level, the student may seek redress by appealing in writing through the campus Associate Dean. The written petition must include:
 - Name of student with a current mailing address and telephone number(s)
 - Name of course
 - Grade or issue which is being challenged
 - Date student received grade
 - Name of faculty involved in evaluation of the issue/concern
 - Date(s) student met or had communications with instructor, course manager, program coordinator, and Associate Dean
 - Student's reason for challenging the grade (issue) and any documentation to support the challenge
 - Outcome student is seeking

Time Frame

- The student must initiate a written appeal within 10 working days of the student's receipt of the grade or academic decision being appealed.

- Within 5 working days of the receipt of the written petition, the campus Associate Dean, or designee, will read the student's concern and determine the appropriate disposition of the charge. The Associate Dean will not respond to the substance of the charge.
- If the campus Associate Dean determines that an Academic Appeals Subcommittee should convene, the Associate Dean will initiate this step for the student. If the Associate Dean determines that another avenue is more appropriate
- The Academic Appeals Subcommittee will meet within 10 working days of notification of the appeal.
- The time limits identified for the appeal process do not include weekends, term breaks, or holidays.

Preliminary Proceeding

1. The chairperson of the Academic Appeals Subcommittee will set a time for a hearing. The chairperson will notify the campus Associate Dean, committee members, student, and faculty named in the petition of the date, time, and place of hearing. Faculty and students involved in the petition have the responsibility to notify their own witnesses.
2. Prior to the hearing, the chairperson will share with the committee members all pertinent material submitted by the individuals involved in the appeal process and send a copy of the appeal letter to the faculty involved in the appeal.
3. If the student is appealing a grade, prior to the hearing (minimum of 48 hours) the faculty member involved in the appeal must submit to the hearing chairperson:
 - Criteria for assignment
 - Syllabus
 - Objectives
 - Copy of paper, project, or clinical evaluation form and rationale for grade assigned
 - Grade sheet summary form for the course
 - Additional pertinent information
4. The student will submit materials to the Associate Dean at the time of submitting the written appeal and those materials will be passed on to the hearing chairperson. In addition, the student will provide the hearing chairperson any materials that he or she believes would be helpful to the appeals process.

Hearing Procedures

- Individuals who may be present during the appeal hearing are
 - 1) The members of the Academic Appeals Subcommittee
 - 2) The student requesting appeal
 - 3) The faculty member involved in the academic decision being appealed
 - 4) Any designated witnesses of student and/or faculty members during the time they are presenting information.
- The chairperson and committee members will determine who will be present in the room and in what order they will present. Usually, the student will present rationale for the appeal first, followed by faculty presentation of rationale for the decision/grade.

Texas Woman's University College of Nursing

- Witnesses will wait in an adjoining area until the hearing chairperson calls them. Upon presenting their information, the witnesses will leave the appeal hearing and remain in the adjoining area.
- Attorneys are not permitted at appeal hearings.
- No tape recording of the appeal hearing will be permitted.
- During the hearing, participants and witnesses will present their information and questions.
- The hearing chairperson will direct the student and faculty members involved to channel remarks only to the issue identified in the written request submitted for the appeal hearing.
- Upon the conclusion of the presentation of the information, the student and faculty member will be requested to leave the hearing. The subcommittee members will then deliberate and arrive at a recommendation. The chairperson will notify the Dean in writing within 48 hours of the subcommittee's recommendation and rationale for the recommendation. The hearing chairperson will also submit to the Dean supporting evidence for the recommendation made to include at a minimum the original appeal, syllabus, summary grade sheet, committee's recommendation, and any other pertinent material. The hearing chairperson will notify the campus Associate Dean of the recommendation.
- The Dean shall notify the student, faculty member involved, Associate Dean, and the Academic Appeals Subcommittee Chair of the final decision in writing within ten working days after receiving the completed information from the subcommittee.
- The student may appeal the same grade through this procedure only once. If the student or faculty wish to pursue the review, they may access the administrative channels for this purpose.

Appendix B: History of the College of Nursing

- 1901** An educational institution was created by the State Legislature as a multipurpose institution. It was established as a single-sex institution with enrollment limited to women. Originally named the Girls Industrial College, the first students were admitted in **September**
- 1903** The institution had a dual mission that continues to guide the University today – to provide a liberal education and to prepare young women with a specialized education “for the practical industries of the age.” Since its founding, Texas Woman’s University has made significant contributions to the progress and improvement of higher learning in Texas.
- 1934** The name of the institution was changed to the **Texas State College for Women** to describe more accurately the scope of the school.
- 1953** The Board of Regents encouraged the President of the University to investigate opportunities for the development of a collegiate program in nursing. Preliminary planning with Parkland Hospital administrators and board of managers resulted in contractual agreements between the two agencies in November.
- 1954** First collegiate nursing students were enrolled.
- 1958** Full accreditation was granted by the National League for Nursing; first collegiate class was graduated.
- 1958-1959** Maximum enrollment of students was reached in the Dallas Center. An invitation to develop a second clinical center with the Texas Medical Center in Houston was received and contractual agreements were reached.
- 1960-61** Sophomore students registered in Dallas and Houston Centers.
- 1966** Master’s program with a major in Psychiatric-Mental health Nursing admitted first nursing students.
- 1968-69** Accreditation was granted by the National League for Nursing for the Master’s program.
- 1970** Sigma Theta Tau, National Honor Society of Nursing, Beta Beta Chapter – Induction of Charter Members from Denton, Dallas, and Houston.
- 1971** Ph.D. in Nursing program (first in the Southwest) admitted students to Denton Campus.
- 1972** The University adopted a new academic organization and established the Institute of Health Sciences. The first in the state, the Institute consisted of the College of Nursing, the Schools of Occupational Therapy and Physical Therapy, and the new School of Health Care Services.

Texas Woman's University College of Nursing

In compliance with Titles VII and VIII of the Public Health Service Act and Title IX of the Higher Education Act, TWU admissions policy was amended to allow qualified males into the Institute of Health Sciences and Graduate School.

1974 Denton accepted upper division nursing students.

1975 Dallas Presbyterian opened as a clinical center.

1983 PhD students were admitted to the Houston Center.

1988 The master's and baccalaureate programs received 8 years of accreditation from the National League for Nursing.

The College of Nursing Community Health Master's Program received an Advance Nurse Education training Grant from the U.S. Department and Human Services, Division of Public Health. The program was funded for 3 years and in 1992 was funded for an additional 2 years.

De Madres a Madres (from Mothers to Mothers) was founded with seed grant money from the Houston March of Dimes. This is a community-based organization developed by volunteers living in Houston's Hispanic north Side Community and Texas Woman's University College of Nursing faculty and students. The purpose of the organization is to assist neighborhood women to obtain health and social services essential for a healthy pregnancy.

1989 TWU C.A.R.E.S. (Community Assessment Referral and Education Services), a nurse-managed health center located in a low-income housing project in Denton County, was established. It is an example of the Texas Woman's University College of Nursing's commitment to prepare students to provide care to the underserved. This center was initially developed through the collaborative efforts of students and faculty of the College of Nursing and Marian Hamilton, Director of the Denton Housing Authority. The center provides a richness of education that cannot be found within the traditional academic settings.

1991 Dr. Shirley S. Chater, President of Texas Woman's University, was appointed by Governor Ann Richards to chair the Health Policy Task Force, which proposed, in 1992, a comprehensive plan to address the health care needs and health insurance needs of all Texans.

The **de Madres a Madres** organization was founded for 43 years by the W.K. Kellogg Foundation.

1992 Dr. Judith McFarlane was appointed as Parry Nursing Chair in Health Promotion and Disease Prevention. This was the first endowed nursing chair of Health Promotion and Disease Prevention in the nation.

1994 Dr. Carol Jones was selected the University's ninth president.

The Family Nurse Practitioner program was started in Denton and Houston.

1995 The master's curriculum was revised.

The Family Nurse Practitioner program was started in Dallas.

1997 The National League for Nursing Accrediting Commission (NLNAC) review resulted in an 8- year reaccreditation of the program.

1998 Programs were offered in the following areas:

Clinical Nurse Specialist

Nurse Practitioner

Adult Health

Adult

Child Health

Family

Community Health

Pediatric

Mental Health

Women's Health

Women's Health

2000 Dr. Ann Stuart was selected the University's 10th president.

2004 The Commission on Collegiate Nursing Education (CCNE) review resulted in a full ten year accreditation of the program.

2005 The College of Nursing celebrated its 50th Anniversary with continuing education events celebrating nursing and festivities with local and state dignitaries and nursing alumni.

2005 The Memorial Hermann Community Foundation provided \$500,000 to create a Center for Telenursing and Health Informatics on the Houston Center that would provide teaching through simulation, informatics and telenursing.

2006 The Nelda C. Stark College of Nursing was named within the newly erected Institute of Health Sciences-Houston Center providing a new home and name for the College of Nursing in Houston.

2007 A \$5 million gift from T. Boone Pickens to Texas Woman's University will help fund construction of TWU's new \$32 million T. Boone Pickens Institute of Health Sciences-Dallas Center. Mr. Pickens' donation is the largest single gift from an individual to TWU. Groundbreaking is scheduled to start in 2008. This new center will house the physical and occupational therapy programs along with the College of Nursing, combining both the Presbyterian and Parkland Centers into one site at the present Parkland Campus.

An acute care nurse practitioner major was approved to begin on the Houston center in 2007. The program will begin the fall semester of 2007.

Throughout the years, the College of Nursing has enjoyed the support of both public and private funding sources. Public support has come from the Division of Nursing for construction at the clinical sites in Dallas and Houston, for traineeships and fellowships for students, and for research and special projects. The United States Public Health Service Corps has provided funding for research and training for Clinical Specialist in burn therapy. The

Texas Woman's University College of Nursing

National Institute for Occupational Safety and Health (NIOSH) sponsored the Occupational Health Nurse Training Grant. The W.K. Kellogg Foundation and the Helena Fuld Trust have provided funds for faculty development, computerized learning centers and student scholarships. The March of Dimes has provided both training and research money for the study and prevention of battering during pregnancy. The American Nurses Association, through its Ethnic and Minority Scholars Program, has provided funding for many of our doctoral students.

Other sources of funding include the Houston Endowment, the Hoblitzella Foundation, the Dallas Foundation, Shell Oil, Exxon, and numerous business and professional organizations.

The Parry Foundation in Houston endowed a chair for research and training in Health Promotion and Disease Prevention and provided funds for scholarships. The total endowment is 1.6 million dollars.

The College sponsors numerous local state and regional conferences in both the areas of research and continuing education. Nurse practitioner programs have been developed to meet the needs of special groups and the community. Examples are school nurse practitioner programs for Dallas and Houston School Districts, adult health practitioner programs for the nurses in the Texas Department of Health and the acute care practitioner program to serve hospitals on the Texas Medical Center.

