



# TEXAS WOMAN'S UNIVERSITY™

## College of Nursing MSN Student Handbook

The College of Nursing **MSN** Student Handbook is reviewed and updated yearly by the MSN Track Coordinators and Program Director(s).  
Reviewed/Revised **September 2024**

# Disclaimer

This Handbook is neither a contract nor an offer to make a contract. While every effort has been made to ensure the accuracy of the information enclosed, the Handbook is updated each academic year. Texas Woman's University College of Nursing reserves the right to make changes at any time concerning course offerings, degree requirements, services, policies, or any other subject addressed in this document. The information enclosed is provided solely for the convenience of the students and other readers.

This Handbook supersedes all previous versions of the Handbook. Students are accountable for familiarizing themselves with its contents and compliance with the policies and procedures. The information provided in this Handbook is to assist students in (1) academic program planning and (2) meeting the requirements of the College of Nursing for completing the **Master of Science in Nursing (MSN) and Post Master's Certification (PMC)** degree in nursing. This information is intended to clarify and supplement - not replace - the information in the **MSN or PMC** Catalog. Each student should read thoroughly and comply fully with all requirements of the College of Nursing.

## HOW TO USE THIS HANDBOOK:

This handbook contains information for the MSN Program. All [blue underlined](#) text contains a hyperlink to other resources on TWU and public websites. Place your mouse over the text, hold the CTRL button, and click the mouse to navigate the website. At the time of publication, all hyperlinks work correctly.

## College of Nursing Student Handbook Verification

Please note: Students must complete the handbook acknowledgment form and submit it to the CastleBranch system as part of the admission requirement and annual review. The Handbook Acknowledgment Form is located in CastleBranch.

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# COLLEGE OF NURSING

## TEXAS WOMAN'S UNIVERSITY

### **I. Letter from the Dean**

Welcome to the Texas Woman's University (TWU) College of Nursing! Thank you for choosing to attend TWU for your nursing education. I assumed the TWU College of Nursing Interim Dean position on August 14, 2023. I am honored to serve as the Interim Dean and in collaboration with the dedicated College of Nursing faculty and staff we look forward to working with you this academic year.

The TWU College of Nursing is committed to excellence in all we do and dedicated to the College of Nursing's vision to pioneer innovations in the art and science of nursing to promote the health of all people in Texas, the nation, and the global community.

Please review the information in the student handbook. The handbook is an important resource that addresses academic policies and procedures. If you have questions regarding information in the handbook, please contact your respective Program Director for assistance.

Enjoy your academic journey, best wishes for a successful year.

**Boldly Go!**

Sincerely,

A handwritten signature in cursive script that reads "Paula Clutter".

Paula Clutter, PhD, RN, CNL, CNE, CENP, CMSRN  
Interim Dean and Professor, TWU College of Nursing

## II. Mission and Vision

### A. University

#### Mission

Texas Woman's University cultivates engaged leaders and global citizens by leveraging its historical strengths in health, liberal arts, and education and its standing as the nation's largest public university primarily for women. Committed to transformational learning, discovery, and service in an inclusive environment that embraces diversity, Texas Woman's University inspires excellence and a pioneering spirit.

### B. College of Nursing

#### Mission

The College of Nursing seeks to support and empower students of all ages and ethnic groups to address the health care needs and issues of the people in Texas, the nation and the world through acquiring nursing knowledge and leadership skills for entry level, advance practice, and scientific roles by integrating health promotion and disease prevention within diverse groups in a time of rapid technological and societal change.

#### Vision

Pioneering innovations in the art and science of nursing to promote the health of all people in Texas, the nation, and the global community.

#### Philosophy

The College of Nursing at Texas Woman's University offers a diverse multi-campus setting and awards degrees at the Baccalaureate, Master's, and Doctoral levels. This philosophy is congruent with the mission of the university and its commitment to prepare students for leadership and service built on a solid liberal education base and quality professional programs. It is consistent with the fundamental beliefs about nursing and nursing's contract with society as described by the American Nurses Association in *Nursing's Social Policy Statement* (2010). The preparation of nurses for service and leadership is guided by the current [American Association of Colleges of Nursing \(AACN\) Essentials of Nursing \(2008, 2011\)](#) and the Texas Board of Nursing Differentiated *Essential Competencies for the Master's degree*.

The faculty of the college of nursing builds this philosophy on our beliefs about the key concepts included in nursing's predominant theoretical metaparadigm and on our beliefs about education and learning. Individuals are holistic human beings in constant interaction with their environment; each has inherent worth and dignity and is unique in capabilities, beliefs, and interests. Individuals are an integral part of culturally diverse families, groups, communities, and populations. Society influences an individual's perception of health care needs and is charged with the responsibility for aiding the individual, particularly those in vulnerable populations, in the fulfillment of these needs. Society entrusts nurses as competent providers of optimal health care and education. Health is a state of physiological, psychological, socio cultural, developmental, and spiritual functioning that allows individual members to achieve maximum potential. The health of an individual has a direct effect upon the family, group, community, and population. Health promotion and disease prevention are employed at all societal levels to improve population health.

Nursing is a synthesis of art and science. Practitioners of nursing balance the use of science and technology with the art of caring to achieve optimal outcomes. The science of nursing is based on nursing theories, natural and behavioral sciences, and patient care technologies. This knowledge, together with current evidence, clinical/critical reasoning, and multiple ways of knowing, is used to develop, evaluate, and achieve safe patient care and optimum health outcomes across all environments. The art of nursing, grounded in the human sciences, is exemplified by characteristics of caring such as presence, authenticity, advocacy, empowerment, and connections with people across all cultures in their experiences of health. Nurses interact with individuals, families, groups, communities, and populations in collaboration with other healthcare professionals for the purposes of promoting, maintaining, protecting, and restoring health in all stages of the life cycle or supporting a peaceful death. Nurses guide, mentor, support, and lead other nurses to achieve excellence in nursing practice. Nurses are prepared to function in leadership roles and to address the political, social, ethical, economic, and policy issues that affect health care at local, state, national, and international levels. Fundamental to nursing are the values of altruism, autonomy, human dignity, integrity, and social justice.

We, as a community of nurse educators, believe that education, research, and service are the foundation for the practice of professional nursing. Faculty is responsible for contributing to the vitality of the college and the university community and for developing, maintaining, and evaluating educational programs. Faculty is responsible for and committed to providing learning experiences that enable students to cultivate critical thinking, clinical judgment, leadership skills, and the professional nursing values needed to function competently and to cultivate caring practices in an increasingly complex health care system. Faculty is committed to developing supportive learning environments that encourage students to successfully achieve the objectives of the offered program. Faculty is responsible for contributing to an environment conducive to academic freedom, service, and scholarship. Students, as adult learners with multiple roles, are responsible for contributing to the learning environment by being actively involved in the learning process; to seek, to question, and to propose and implement new ideas using peer, faculty, and university resources to further their own learning and to serve the greater community.

## Foundational Documents

Master's level curriculum is based on the following foundational competency-based guidelines. Students are tasked with reading, comprehending, and adhering to the principles delineated within these documents as applicable to their track. Web links are provided for each document.

AACN: 2021 The Essentials: Core Competencies for Professional Nursing Education  
[for all nursing programs] <https://www.aacnnursing.org/Education-Resources/AACN-Essentials>  
(PDF version): [AACN Core Essentials of Nursing Education](#)

AACN: APRN Consensus Model  
<https://www.aacnnursing.org/our-initiatives/education-practice/teaching-resources/aprn-education>

AACN: Nursing Workforce Factsheet  
<https://www.aacnnursing.org/news-data/fact-sheets/nursing-workforce-fact-sheet>



AACN: Master's Education: American Association of Critical Care Nurses: National NP Standards and Guidelines

<https://www.aacn.org/certification/advanced-practice/np-and-cns-educational-program-resources/national-np-standards-and-guidelines>

American Nurses Association (ANA): Scope of Practice <https://www.nursingworld.org/practice-policy/scope-of-practice/>

ANA: Code of Ethics for Nurses <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/>

Texas Board of Nursing: Rules and Regulations

[http://www.bon.texas.gov/laws\\_and\\_rules\\_rules\\_and\\_regulations.asp#](http://www.bon.texas.gov/laws_and_rules_rules_and_regulations.asp#)

## III. Student Services and Resources

### A. Division of Student Life

#### Mission

The Division of Student Life actively supports the mission of Texas Woman's University and its learning environment. It is the mission of the Division of Student Life at Texas Woman's University to support and enhance the student's academic experience by providing services and programs that holistically develop the student. These programs and services are provided on all campuses and at a distance via a variety of media. The Division of Student Life seeks to provide the environment and support to assist TWU's students to reach their potential in leadership and community service. Under this division, also are found multiple resources in the [Knowledge Base - Student Life Handbook](#).

Student Life office locations are listed below:

#### [Denton Campus](#)

Brackenridge Hall; Room 206

Phone: 940-898-3615

Fax: 940-898-3629

<https://twu.edu/student-life/>

#### [T. Boone Pickens Institute of Health Science, Dallas Campus](#)

5500 Southwestern Medical Blvd, Suite 3600

Phone: 214-689-6697

Fax: 214-689-6688

<https://twu.edu/student-life-dallas/>

#### [Institute of Health Sciences - Houston Campus](#)

6700 Fannin St., Suite 2300

Phone: 713-794-2157

Fax: 713-794-2169

<https://twu.edu/student-life-houston/>

## **Title IX: Sexual Violence Education**

TWU is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and TWU policies prohibit discrimination on the basis of sex and therefore prohibit sexual misconduct. As students, if you or someone you know is experiencing sexual harassment, relationship violence, stalking, or sexual assault, there are campus resources available to provide support and assistance. Alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at the Report an Incident website (<https://twu.edu/civility/report-an-incident/>) or at (940) 898-2968. Additionally, please be aware that under Title IX of the Education Amendments of 1972, all employees are required to disclose information about such misconduct to the Title IX Office. Students who wish to speak to a confidential employee who does not have this reporting responsibility, you can contact TWU Counseling and Psychological Services at (940) 898-3801 for the Denton Campus, (214) 689-6655 for the Dallas Campus, and (713)794-2059 for the Houston Campus.

## **Title IX: Pregnant and Parenting Student**

Title IX is a federal law which requires schools that receive federal funds to provide reasonable accommodations to students who are pregnant or have pregnancy related conditions. This includes pregnancy, prenatal doctor appointments, childbirth, false pregnancy, miscarriage, termination of pregnancy, or recovery from any of these conditions. Students who may need academic accommodations due to pregnancy related conditions should complete the Pregnancy Accommodation Form (<https://twu.edu/pregnancy-accommodation-form>) to coordinate academic needs. [Know Your Rights](#)

## **B. Communication:**

### **Pioneer Alert**

Texas Woman's University Department of Public Safety uses a variety of methods to alert students, faculty, and staff in case of an emergency on campus. In case of an emergency the **Pioneer Alert** system can deliver emergency messages from the police to an affected campus by the following methods:

- a. Your cell phone (voice and text)
- b. Your TWU email address
- c. TWU desktop computers
- d. TWU Home page

You are automatically enrolled in Pioneer Alert. However, we encourage you to check your information each semester by logging in to your [Pioneer Portal](#).

### **TWU Email**

TWU email accounts are created automatically when students create their Pioneer Portal accounts. Email through Pioneer Portal is accessible both on and off campus.

Student communication with the CON is through TWU Google mail (see below). All non-course related TWU communications are through Pioneer Portal/TWU Google email. Pioneer portal or TWU google email may be forwarded to a secondary email server by logging into Pioneer Portal, clicking "My Settings," then "Forward/Untoward" my email.

To access email from the web (on and off campus):

- Log in to Pioneer Portal, then click on My Email. Email may also be accessed by clicking on [Google Mail](#) from the TWU Internet Home Page (bottom left) • A new page will load.
- In the "username@twu.edu" box, enter your username followed by "@twu.edu".
- An example of the username is: jpioneer@twu.edu
- In the "Password" box, enter your TWU Portal password.
- Click "Sign In."

### Student Contact Information

Students in the MSN programs are expected to maintain current contact information, emails, and phone numbers on file in the College of Nursing at all times. Students are expected to check TWU email daily and respond to emails within a 24-hour time period excluding weekends and holidays.

## C. Campus Closing – Severe Weather

A severe weather *watch* is defined as an atmospheric condition that is likely to produce severe weather. A severe weather *warning* is defined as severe weather occurring in the area that necessitates precautions being taken. Examples of severe weather include tornadoes, cyclones, and high winds. For information on severe weather-related closings at TWU, call the appropriate information number below:

Denton.....940-898-3430

Dallas.....214-689-6631

Houston...713-794-2310

Information about severe weather on TWU campuses is found on the local radio and TV stations. Students will be notified of Texas severe weather by [Pioneer Alert](#) messages.

Radio Stations		Television Channels	
<b>Dallas</b>	KRLD 1080 AM	<b>Dallas</b>	Channel: 4, 5, 8, 11
	KLIF 1190 AM	<b>Denton</b>	Cable Channel: 25
<b>Houston</b>	KPRC 950 AM	<b>Houston</b>	KPRC TV: Channel 2
	KTRH 740 AM		KTRK TV: Channel 13
	KIKK 96 FM		
	KODA 99.1 FM		

Note: For University or CON campus closures due to severe weather in Texas, local students may not participate or proceed with clinical rotations in the identified area without Clinical Faculty or Program Director permission. Students residing in Texas are required to leave the clinical setting immediately (or when it is safe to do so) when their Campus closes as a result of severe weather.

## D. Nursing Student Organizations

- a. <https://www.texasnurses.org/>: Texas Nursing Students' Association, Inc. (TNSA) is a student nursing association dedicated to promoting professionalism and leadership for today's students.
- b. [National Student Nurses' Association](#): The National Student Nurses' Association (NSNA) mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance.
- c. <https://www.sigmanursing.org/> (STTI): Sigma Theta Tau International Honor Society of nursing (STTI) is the international honor society for nursing. Membership is by invitation only either as a nursing student who demonstrates excellence in scholarship or as a community leader.
  - 1) **STTI Mission**: The mission of the Honor Society of Nursing, STTI, is to support the learning, knowledge, and professional development of nurses committed to making a difference in health worldwide.
  - 2) **STTI Vision**: The vision of the Honor Society of Nursing, STTI, is to create a global community of nurses who lead in using knowledge, scholarship, service and learning to improve the health of the world's people.
  - 3) **STTI Membership** is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship, and to nurses who exhibit exceptional achievements in nursing. TWU Beta Beta Chapters include:
    - Dallas Campus: <https://betabeta-dallas.sigmanursing.org/home>
    - Houston Campus: <https://betabeta-houston.sigmanursing.org/home>

## E. University-Wide Student Organizations

A full list of all student organizations and contact information is found through the [Center for Student Development](#) website. There are more than 140 registered and University-sanctioned organizations in the [Pioneer Engage](#) system to choose from.

## F. Online Courses

The [TWU Guide to Online Learning](#) is designed specifically for students in courses using Canvas and provides information to ensure your success in your online learning activities. You will find the essentials for getting started with online learning, including preparing for the semester, what to expect in the online portion of your courses, getting started with Canvas, technology requirements, and resources available to you.

## IV. University Policies and Procedures

### A. Registration

- 1) Students register for courses through the Pioneer Portal via student planning instructions for course registration is found here: <https://twu.edu/registrar/registration/>. Please also refer to the [Student Self-Service and Student Planning Guide](#)
- 2) Registration Codes for MSN courses. Special Instructions for courses with restricted entry: To register for a restricted course within the CON a student must contact their faculty advisor, for the specific 5- digit course-related registration code. **FNP Online students** must contact their Student Success Coach. Please see the link above for additional helpful registration information listed below:
  - i. [Student Planning and Registration Overview](#)
  - ii. [Student's Registration To-do List.](#)
  - iii. [Holds and Restrictions](#)
  - iv. [Plan your degree and register for classes tutorial](#)

### B. Academic Advisors

- 1) Each student is assigned a faculty academic advisor upon admission to the MSN program. Academic advisement is provided during individual appointments with the student's faculty advisor as needed at the Denton Campus, Houston, and Dallas Centers. The MSN degree plan is automatically populated in the student planning system and is determined by the program of admission. Click here to link to [Student Planning](#). Students must then plan their courses under the timeline tab. Students may request a faculty-advisor review of their degree plan through student planning after the courses have been planned. It is recommended the student email the faculty advisor with such requests. The Track Coordinators are available to students who encounter problems or need further assistance.
- 2) Master's students are expected to communicate with their faculty advisor at least once per academic year. Students are to communicate/report any life event that impacts program progression, leave of absence request, course withdrawal or failures to their faculty advisor. This communication is essential to ensure timely matriculation throughout the program.
- 3) The student's faculty advisor will remain consistent throughout the program unless the student transfers from one program to another. At that time, the faculty advisor is reassigned. The student should contact the faculty advisor for information related to procedures and requirements for degree planning, procedure for changes or deviations in the degree plan, changes to the program of study, programmatic transfer change requests, matriculation questions, and transfer of credit from other institutions. The student and advisor prepare the MSN degree Plan. Students should register for courses as listed on the degree plans. Prior to enrolling in any other coursework students are to seek advice from their faculty advisors.
- 4) MSN/PMC Students have six years to complete the program. After six years, students will be administratively removed from the MSN or PMC program.

### C. Examinations and Canvas (Lockdown Browser)

In the instance where examinations are administered through Canvas with or without Respondus Lockdown Browser, for the preservation of exam integrity, a post-examination review of questions is not provided in the classroom or online setting.

The faculty will discuss the most missed content in the examination. Students may request a one-on-one meeting with the faculty for specific examination content missed. The faculty may require the examination review to take place in a controlled environment scenario to avoid potential examination integrity issues.

## D. Academic Conduct and Professional Integrity

### 1. Academic Integrity

Texas Woman's University is committed to fostering a community of learning. In joining the TWU academic community, students pledge to uphold values including civility and respect for the view of others as well as personal integrity and academic honesty. Academic Integrity in completing assignments is essential to the mission of the University and to the development of the personal integrity of students. In submitting graded assignments, students affirm that they neither given nor received unauthorized assistance and that they abided by all other provisions of the Student Code of Conduct.

*Statement of Purpose:* Academic integrity is the foundation of the academic community. Each student has the primary responsibility for being academically honest, and students are responsible for reading and understanding all sections of the Student Code of Conduct relating to standards of conduct and academic life. Students who violate University Regulations and Procedures concerning academic dishonesty are subject to disciplinary penalties, including the possibility of failure or removal from a course, disciplinary probation, and revocation or withholding of a degree, or dismissal from the University.

Students are encouraged to familiarize themselves with the definitions listed in the [TWU Student Code of Conduct](https://public.powerdms.com/TWU1/documents/1745742) (<https://public.powerdms.com/TWU1/documents/1745742>), maintain and adhere to the University and College of Nursing Code of Conduct including academic honesty and civility. Students are responsible for reading and understanding all sections in the [University Student Handbook](#) that relate to standards of conduct and academic life. Students who violate University or College of Nursing rules on academic dishonesty are subject to disciplinary penalties, including the possibility of failure or removal from a course, disciplinary probation, and/or dismissal from the College of Nursing and the University. Students may be reported to the TWU Office of Civility for academic integrity or academic dishonesty violations.

### 2. Definitions

Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, fabrication, falsification, falsifying academic records, or other acts intentionally designed to provide an unfair advantage to the student and/or the attempt to commit such acts.

- i. **Cheating** includes, but is not limited to, intentionally giving, or receiving unauthorized aid or notes on examinations, papers, or class assignments intended to be individually completed. Cheating also includes the unauthorized copying of tests or any other deceit or fraud related to the student's academic conduct or violating the guidelines set out by a faculty member for assignments and/or exams.
- ii. **Collusion** occurs when a student collaborates with another person without authorization when preparing an assignment.
- iii. **Fabrication** occurs when a student makes up data or clinical days and records or reports them as actual/authentic.
- iv. **Falsification** Includes, but is not limited to, altering grades or other academic records. Altering or assisting in the altering of any official record of the University or submitting false information or omitting requested information that is required for or related to any academic record of the University. Academic records include, but are not limited to, applications for admission, the

awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. In addition, Falsification includes entering, recording, or documenting any false information, hours, or made-up patients in the clinical/practicum log record. This includes duplicating records in the clinical log throughout the MSN clinical courses. Falsification of clinical log records is a serious offense and will result in: a. Failure of the clinical course, and/or

b. Reporting to the Office of Civility and Standards

c. Removal/expulsion from the MSN program and/or College of Nursing

- v. **Plagiarism** Plagiarism occurs when a student obtains portions or elements of someone else's work, including materials prepared by another person or agency, and presents those ideas or words as her/his/their own academic work. The intentional or unintentional use by paraphrase or direct quotation of the published work of another person without full and clear acknowledgment shall constitute plagiarism.
- vi. Another form of plagiarism is "**self-plagiarism**" and occurs with reuse of the student's own work such as from a prior class or assignment without giving credit to that prior work. Self-plagiarism is considered a form of academic dishonesty and considered a serious offense which may result in zero for the assignment and/or failure of the course. Plagiarism is considered a violation of academic integrity and may result in faculty reporting the student to the TWU Office of Civility and/or:
- a. Zero grade for the assignment
- b. Fail grade for the course
- c. Expulsion from the MSN program.

## E. Attendance

### TWU Attendance Policy

Texas Woman's University ("TWU" or "University") recognizes that consistent and attentive attendance is vital to student success. Class attendance and participation is an individual student responsibility. Faculty set the attendance policy for each course they teach. The University expects regular and punctual attendance at all scheduled classes, and the University reserves the right to deal at any time with individual cases of nonattendance.

An absence may be excused for the following reasons: Personal injury or illness that is too severe or contagious for the student to attend class. Serious injury, illness, or death of an immediate family member; Immediate family may include: parents, siblings, grandparents, spouse, child, spouse's child, spouse's parents, spouse's grandparents, step-parents, step-siblings, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by faculty or the Dean of Students Office. Participation in legal or governmental proceedings that require a student's presence and that cannot be rescheduled; Active military service, including travel for that purpose; Religious holy day, including days necessary to travel for that purpose; Pregnancy and Parenting requirements under Title IX and the Texas Education Code; Participation in an Official University Function for which an excused absence form is provided including mandatory participation as a student-athlete in NCAA-sanctioned or other governing-sanctioned athletic competition; or Other official events as deemed appropriate by the Vice President of Student Life or Executive Vice President for Academic Affairs and Provost. Applicable policy:

**URP: 06.160 Excused Absence Policy (<https://public.powerdms.com/TWU1/documents/1825773>).**



## 1) Traditional Courses (In classroom/Face-to-Face/synchronous online)

Consistent class attendance is vital to academic success and is expected of all students. Grades are determined by academic performance, and instructors may give students written notice that attendance related to specific classroom activities is required. The University and the College of Nursing expects students to attend all classes regularly and punctually. It is a policy of the University not to allow a fixed number of "cuts" in any class. Excused absences may be approved at the faculty's discretion for 1) Illness certified by a licensed health care provider, 2) Serious illness or death in the student's immediate family and 3) being away from the campus with the sanction of the University or for a religious holiday.

Hybrid is defined, according to the state of Texas and TWU University, as a course with >50% but < 85% of the planned instruction occurring when students and instructors are not in the same place. All TWU hybrid courses use the Canvas Learning Platform. Students are required to establish a TWU Pioneer Portal account as a means to access Canvas courses.

## 2) Online Programs and Courses

*Online Course Attendance.* Student participation is highly encouraged in online synchronous and asynchronous classroom activities as it is critical to student learning. Attendance is interpreted as engagement within the Canvas LMS course platform and/or assigned digital formats. The Online MSN program requires students to be camera ready with a virtual video presence in the classroom. Student success is dependent upon active participation in the course and coursework as the expectation is a community of professionally engaged scholars. Faculty utilize announcements and email correspondence in the Canvas platform as the primary means of bulk course-specific communication to the students throughout the program.

*Online Attendance Exceptions.* Students may be required to attend online synchronous classroom sessions if set by the faculty, including but not limited to those with scheduled proctored examinations, intensives, or other learning activities. Students are required to attend a 2-3- day on-campus intensive with the exception of the Nursing Education and Psychiatric Nurse Practitioner Programs.

*Online Classroom Absences.* Absences do not exempt students from academic courses or learning requirements. Class attendance, although not mandatory for most classes, is highly encouraged. Some courses within this program require online or on-campus classroom attendance as reflected in the syllabus. Excessive absences may result in a failure for the course.

*Online Program Definition.* TWU and the state of Texas defines online programs as 51%-100% of the course/program content is delivered online. All MSN online courses at TWU CON use the Canvas Learning Management System (LMS) platform. Students are required to establish a TWU Pioneer Portal account to access the Canvas course(s).

To learn about Canvas, read the following online pages:

Pioneer Portal to access Canvas: <https://portal.twu.edu/>

Canvas Student Guide: <https://guides.instructure.com/m/4212>

Canvas Student Resources: <https://twu.edu/guide-to-online-learning/canvas/>

Information for Students about Distance Education: <https://twu.edu/tlt/information-for-students/>



**Success Strategies in the Online Program.** Most courses are delivered with designed course modules, in Canvas LMS (Learning Management System). Students are encouraged to access the course daily but are expected to access the course several times weekly. Mastery of the assigned material (written or digital/media) is expected. Student preparation and synchronous/asynchronous class engagement is expected and essential for success in the program. The Online MSN program requires students to be camera ready with a virtual video presence in the classroom. The following resources are available:

1. [TWU Write Site](#)
2. [TWU Library resources](#)
3. [Academic Coaching](#)
4. [Student Life](#)
5. [Counseling and Psychological Services \(CAPS\)](#)

### 3) Criteria for grade of incomplete

In certain circumstances, students may not complete the course within the 10, 13, or 16 week timeframe. Refer to the following link to review TWU's policy and requirements for qualifications for a grade of incomplete:

<https://catalog.twu.edu/graduate/graduate-school/academic-information/grades-grade-points/>. Students receiving an incomplete grade are assigned a faculty-derived due date to complete the coursework, test, or other requirements to complete the coursework for grade. The MSN courses are sequential in order of prerequisite courses. Students must complete the prerequisites in order to progress to the next course. An "incomplete" in any course may hinder or prevent progression in the program. Instructors may keep a record of class attendance and include it in the semester report to the Registrar. The total number of absences may be entered on the grade report at the end of the semester.

### 4) Religious Holidays

The state law allows students in Texas Colleges and Universities to make up missed work if they are absent because of a religious holy day. The law requires an institution of higher education to allow a student who is absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day at another time. The student must notify the instructor prior to the day of the planned absence. The law defines a "religious holy day" as a day observed by a religion whose place of worship is exempt from property taxation under state law. If a student plans to be absent for an observance, written notice must be given to each instructor by the 15th day of the semester.

The law, which became effective August 1985, further states that a student who is excused under these conditions, may not be penalized for the absence; but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

## F. Disability Support Services

It is the policy of Texas Woman's University to provide reasonable accommodations for qualified individuals with disabilities. This college will adhere to all applicable federal, state, and local law, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact Disability Support Services and the faculty member in a timely manner to arrange for appropriate accommodations.

The Disability Support Services Office is designated to respond to the special needs of students with disabilities. The professional staff in this office acts as the centralized clearing house for provision of those accommodations/services that will most appropriately meet each student's needs. The office provides or locates appropriate services that allow students to have equal access to academic programs and services. Disability Support Services endeavors to provide the assistance and encouragement that the student needs in meeting the challenges of university life.

To obtain services a student must meet the following criteria:

1. Receive notice of acceptance to TWU.
2. Complete an application form available through the Disability Support Services Office
3. Provide documentation indicating the presence of a disability that substantially limits one or more major life activities.
4. Apply well in advance of the semester for which assistance is needed to obtain services in a timely manner.
5. Once approved, faculty will receive an email from Disability Support Services (DSS) with recommendations for accommodations.

Texas Woman's University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (e.g., mental health conditions, learning disabilities, chronic medical conditions, temporary medical conditions, etc.), please register with Disability Services for Students (DSS) to establish reasonable academic accommodations. After registration with DSS, please contact the DSS office to discuss how to implement your accommodations. Applicable policy: [URP: 01.242 Academic Accommodations for Students \(https://public.powerdms.com/TWU1/documents/1765594\)](https://public.powerdms.com/TWU1/documents/1765594).

Additional information, including a Campus Access Guide, may be obtained by contacting [Disability Support Services](mailto:dss@twu.edu), CFO 106, P. O. Box 425966, Denton, TX 76204-5379, 940/898- 3835, (Voice) or TDD access at 940/898-3830. [dss@twu.edu](mailto:dss@twu.edu) Disability Access Policy Statement

## **G. ACADEMIC APPEAL**

Texas Woman's University is committed to the fair treatment of all students who have complaints and appeals. The university has traditionally guaranteed students every opportunity for a fair, prompt, and thorough review of complaints and appeals. Students are encouraged to begin resolving a complaint or appeal at the level at which the complaint or appeal originated. Students should follow university procedures and deadlines to advance a complaint or appeal. TWU's [Academic/Administrative Complaints and Appeals](#) policy guides students in the complaint and appeal process.

<https://twu.edu/academic-affairs/academic-complaints-appeals/>

Complaints or appeals at each level must be made in writing no later than 10 class days after the date of the decision at the previous level unless otherwise stipulated in state or federal law. The 10 days for appeal at each level do not include weekends, holidays, or days between academic sessions. The faculty member or administrator receiving the complaint or appeal will respond within 10 class days, not including weekends, holidays, or days between academic sessions. Review and decision may require a

longer period of time.

The TWU Academic/Administrative Complaint and Appeal Form is to be used for complaints and appeals. To select the appropriate office to begin the process, consult [Procedures for Academic/Administrative Complaints and Appeals of TWU Decisions](#) document. The procedures provide directions for the sequence of offices each type of complaint or appeal should follow to a final decision. The form may be completed electronically and submitted by email to the appropriate office within 10 days of the occurrence of the complaint. Addendums are permissible to concisely document the complaint and may be attached to the email or delivered to the corresponding office. Please print a copy of the completed document at each level for your records.

See the flowchart for the Academic/Administrative Complaint and Appeals Process on the next page, titled **Graduate Grade Appeals, Advising Issues, & Other Academic Program Issues**

### **Graduate Grade Appeals, Advising Issues, & Other Academic Program Issues**

Student **NOT** satisfied with an academic OR administrative decision will first contact the faculty member responsible for the decision.

**LEVEL ONE:** Student submits appeal form via email to the faculty member who responds to student within 10 class days.

Student **NOT** satisfied with faculty of record's response.

**LEVEL TWO:** Student submits appeal form via email to the Program Director or Associate Dean who responds to the student within 10 class days.

Student **NOT** satisfied with Program Director's or Associate Dean's response.

**LEVEL THREE:** Student submits appeal form via email to the Dean who responds to student within 10 class days.

## **CITATION STYLE**

The Publication Manual of the American Psychological Association (APA), 7<sup>th</sup> edition, is used by the CON for citations, references, and papers. Students are expected to comply with this formatting style. Please see the [APA Citation Style Resource](#) for additional APA resources.

# **V. Master of Science in Nursing (MSN)**

## **A. Program Overview**

Texas Woman's University's MSN programs within the College of Nursing include the Nursing Education, Health Systems Management, and the Nurse Practitioner tracks (AGPCNP, AGACNP, FNP, PMHNP, PNP, WHNP), to include post master's certificate (PMC) programs . The MSN program prepares professional nurses for leadership roles in the management and promotion of healthcare, and nursing education. Graduate study in nursing requires the acquisition and systematic application of knowledge and skills in nursing practice, nursing research, and nursing role. Critical thinking skills are enhanced through the study of nursing theory and research.

## B. MSN Program Purpose & Goals

**Purpose.** The College of Nursing aims to support and empower students of all ages and ethnicities in addressing healthcare needs and issues across Texas, the nation, and globally. This is achieved by equipping them with nursing knowledge and leadership skills for entry-level, advanced practice, and scientific roles. Integration of health promotion and disease prevention with diverse groups is emphasized in response to rapid technological and societal changes.

**Leadership Preparation.** The MSN program is designed to equip professional nurses with the necessary expertise for leadership roles in managing and delivering healthcare, nursing education, and health promotion. Graduate nursing studies emphasize the acquisition and systematic application of knowledge and skills in nursing practice, research, and various nursing roles. The MSN program enhances critical thinking abilities through the exploration of nursing theory and research.

**MSN Program Goals.** The MSN programs employ a competency-based education framework that emphasizes connecting, advocating and belonging; thereby ensuring students are held accountable for mastering the critical competencies relevant to their chosen tracks of study. The goals of the MSN programs are to prepare students who are proficient in their respective fields and capable of meeting the following objectives:

- Demonstrate competencies essential to the advanced professional role. (AACN Essentials 1, 10)
- Incorporate a range of theories to develop a comprehensive and holistic approach to professional practice. (AACN Essentials 1, 4)
- Use systematic inquiry, research, and best available evidence to promote quality health care and advance professional practice. (AACN Essentials 1, 3, 4, 5, 10)
- Develop strategies that influence and empower populations to achieve optimum health and quality of life. (AACN Essentials 6, 8, 10)
- Exhibit ethical decision making and behavior in research, education, clinical practice and management. (AACN Essentials 4, 9, 10)
- Engage in leadership behaviors that reflect a commitment to professional values and practice. (AACN Essentials 2, 9, 10)
- Use inter- and intra-professional collaboration, leadership, and advocacy to affect health care policy and delivery. (AACN Essentials 2, 7)
- Apply critical thinking to manage complex situations. (AACN Essentials 1, 5, 8, 10)
- Foster an environment of health promotion which recognizes and values differences in diverse populations. (AACN Essentials 8, 10).

**AACN ESSENTIALS.** The MSN/PMC program goals are consistent with the following AACN essentials of Competency-based education (2021 domains and descriptors).

- Domain 1: Knowledge for Nursing Practice --Descriptor: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.

- Domain 2: Person-Centered Care Descriptor: Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.
- Domain 3: Population Health Descriptor: Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and nontraditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes.
- Domain 4: Scholarship for Nursing Practice Descriptor: The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.
- Domain 5: Quality and Safety Descriptor: Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- Domain 6: Interprofessional Partnerships Descriptor: Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.
- Domain 7: Systems-Based Practice Descriptor: Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, equitable care to diverse populations.
- Domain 8: Information and Healthcare Technologies Descriptor: Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.
- Domain 9: Professionalism Descriptor: Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.
- Domain 10: Personal, Professional, and Leadership Development Descriptor: Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.

## C. General Requirements

### MSN/PMC Admission Requirements

**International students studying on an F-1 Visa.** The MSN program at the College of Nursing does not meet the standards and requirements for international study. Please refer to the [International Student office](#) for further information.

**All MSN/PMC applicants** must meet the general requirements for admission to the Graduate School. In addition to these general requirements, the College of Nursing requires the following criteria for admission to the [master's program](#), as described in the [TWU Graduate Catalog](#).

Candidates for admission to the TWU Nursing Science MSN/PMC programs are evaluated with attention to all aspects of the individual's qualifications. Decisions for supporting or denying admission are not based on a single criterion. We believe that a diverse student body best reflects the mission of the College of Nursing and the University, and ultimately will produce master's level prepared nurses who are prepared to meet the needs of the populations they serve.

The review of Master of Science candidate applications at TWU considers applicants who meet the following:

- Minimum requirements that must be met for consideration for unconditional admission:
- Minimum 3.0 GPA for the last 60 hours of undergraduate study
  - Minimum 3.0 GPA for all prior graduate work
  - Letter of good standing for graduate work if no master's degree conferred
  - BSN degree with an active Texas/Compact license
  - Successful completion of undergraduate statistics course
  - Reside in an approved State. State residency requirements may differ by tracks.

Applicants who do not meet these criteria but have a minimum GPA of 2.5 in the last 60 semester credit hours of coursework toward the undergraduate nursing degree may be considered for provisional admission on an individual basis.

**\*Provisional or conditional admission** may be granted to students who have not taken an undergraduate statistics course or who have a GPA that falls slightly below a 3.0. Unconditional admission status will be granted upon completing the required course with a minimum grade of B or once the student successfully completes 12 credit hours in the MSN program of study with B or better.

**Track specific admission criteria includes:**

- AGACNP: 12 months of acute care nursing experience is required.
- AGPCNP: 12 months of nursing experience is preferred.
- FNP: 12 months of nursing experience is preferred.
- NE: 12 months of nursing is required before the first practicum course.
- PMHNP: 12 months of psychiatric nursing experience is required before the first practicum course
  - Application to the PMHNP track requires two letters of recommendation, a current resume, and an essay. An interview will be conducted with each qualified applicant.
- PNP: 12 months of pediatric nursing experience is required before the first practicum course.
  - Application to the PNP track requires a current resume.
- WHNP: 12 months of nursing experience is required. Experience in women's health is preferred.
  - Application to the WHNP track requires two letters of recommendation, a current resume, and an essay. Interviews *may* be conducted based on the number of qualified applicants.

## Post Master's Certification (PMC) Admissions

In addition to the above, PMC applicants will have a previous Master's in Nursing to qualify for the PMC program. The courses known as the 3P's, the advanced pathophysiology, pharmacology for advanced practice nursing and advanced assessment courses are considered prerequisites to a Post-Master's Certificate. If a student is practicing as an advanced practice registered nurse and is currently credentialed by the Texas Board of Nursing as an advanced practice registered nurse, the pharmacology course must have been completed no more than six years earlier (must be current within six years of anticipated certificate completion). If not, this coursework will need to be repeated for the new certificate.

## D. MSN Areas of Specialty

### MSN Nursing Education (NE Track)

Nurse Educators combine clinical expertise and a passion for teaching into rich and rewarding careers. Nurse educators teach in the classroom and the practice setting and are responsible for preparing and mentoring current and future generations of nurses. Nurse educators play a pivotal role in strengthening the nursing workforce, serving as role models, and providing the leadership needed to implement evidence-based practice. Nurse educators are responsible for designing, implementing, evaluating, and revising academic and continuing education for nurses. Roles for nurse educators not only include a clinical faculty position in an educational setting, but also positions in clinical facilities such as clinical nurse educator, staff development officer, or continuing education specialist.

#### Track Coordinator

Elaine Wilson, PhD, RN, CPN ([cwilson@twu.edu](mailto:cwilson@twu.edu)).

#### **Out of State Students: Completing practicum hours outside of Texas is reviewed on a case by case basis.**

- NE track Summer 2022 and thereafter: By the end of the MSN NE program, the student will have 300 practicum hours.
  - Nurse Educator Specialization Practicum: 120 practicum hours
  - Nurse Educator Role Synthesis Practicum: 180 practicum hours
  - Advanced Health Assessment for Advanced Nursing Practice
  - *An exception for total numbers of practicum hours would be for students admitted prior to Summer 2022 and had taken a practicum course in the old curriculum, then transitioned to the new courses for their last practicum. Hours calculated on a case by case basis. The credit hours for the practicum courses remain the same.*



## MSN Nurse Practitioner (NP)

A Nurse Practitioner is an advanced practice Registered Nurse (APRN) who holds a master's or doctoral degree in a specific population focus. These include family (primary care), adult-gerontology (primary or acute care), neonatal, pediatrics (primary or acute care), women's health, or psychiatric mental health populations. Texas Woman's University offers programs for family, adult-gerontology (both primary and acute care), pediatric primary care, psychiatric/mental health and women's health.

### Family Nurse Practitioner (FNP)

The FNP manages the healthcare of patients throughout the lifespan including infancy, pediatric, adult and older adult populations. This program focuses on health promotion and maintenance of patients in the primary care setting. This program is offered on Denton and Dallas campuses in the following delivery methods: Denton (fully online/distance accessible); and traditional on-campus experience of Dallas and Houston campuses with face to face classes in Dallas during the clinical courses.

#### Family Nurse Practitioner Track Coordinators:

The ONLINE FNP track coordinator is Rachelle Campbell, DNP, APRN, FNP-C ([rcampbell2@twu.edu](mailto:rcampbell2@twu.edu))

The HYBRID FNP (on-campus) track coordinator is Christie Acho, DNP, APRN, FNP-C ([cacho@twu.edu](mailto:cacho@twu.edu))

#### i. Guidelines for successful study

- a. For every one (1) credit hour, students should commit to three (3) study hours per week.
- b. For a 6-credit hour plan; expect to study a minimum of eighteen (18) hours of study per week.
- c. Pre-Clinical preparation
- d. Students are expected to contact their preceptor's office or billing manager to inquire as to the top entering clinical rotations. This strategy will prepare the student with tools to begin five (5) diagnoses seen in the clinic and study these prior to clinical from day one.

#### ii. Appropriate FNP preceptors: MD, DO, NP, PA, CNM

- a. Must have an Affiliation Agreement between TWU and the clinic site/facility
- b. Preceptor licensure must be current and unencumbered
- c. Student-preceptor agreements must be on file prior to starting clinical rotations

#### iii. Appropriate FNP clinical sites:

- a. Primary care offices
- b. Pediatric primary care
- c. OB/GYN (outpatient)
- d. Urgent Care (outpatient)
- e. Outpatient primary care clinics
- f. Internal Medicine (with Coordinator approval)

#### iv. Hours required for FNP focused MSN degree/Post Master's Certificate

- a. FNP students must focus on primary care of persons across the lifespan. A compilation of experiences is preferred to master competency, however, a minimum number of hours is required per population in the FNP program to achieve minimum competency.
- b. Minimum specialty hours will be discussed in clinical courses to determine competency



- v. Students are to familiarize themselves with scenarios that result in clinical course failures. Clinical course failures may result from
- a. Failure to follow rubrics and course instructions may result in zero score for the assignment.
  - b. Failure to check emails at least three times weekly. It is recommended to check TWU and Canvas emails daily to avoid missing important communications and updates.
  - c. Failure to achieve the minimum clinical course hours by semester end
  - d. Unprofessional behavior, Uncivil or unprofessional language
  - e. Texting and/or personal calls during the clinical rotation experiences (unless on breaks and lunch).
  - f. Using Smart devices to capture patient data or information;  
Note: Smart devices are to be used as clinical resources only and must be silent during all clinical experiences.
  - g. Leaving the clinical site early or arriving on a non-scheduled or approved clinical day (unless illness occurs or an emergent life situation occurs which must be reported to faculty immediately)
  - h. Failure to participate in the clinical experience activities.
  - i. Failure to adhere to the ethical and legal scope of practice of an NP student
  - j. HIPAA infraction(s)/violations
  - k. Falsification of any clinical log entries will result in course failure and may result in dismissal from the NP program.
  - l. Falsification or fabrication in reporting/documenting clinical hours will result in course failure and/or dismissal from the program.
  - m. Plagiarism, cheating, or sharing clinical SOAP note assignments) Includes falsifying faculty, preceptor, or staff signatures;
  - n. Failure to demonstrate clinical competence expected of each course
  - o. Failure to document clinical hours in the time period allotted (due weekly on Sunday 11:50pm); late clinical entities are not accepted toward the total required course hours
  - p. Failure to obtain/submit all clinical performance evaluations to canvas course
    - i. Preceptor evaluation of student
    - ii. Student evaluation of the Preceptor
    - iii. Student evaluation of the clinical site
    - iv. Student evaluation of self-performance
    - v. Faculty evaluation of the student

**The Adult-Gerontology Nurse Practitioner** may be prepared and function in a primary care role (AGPCNP) or an acute care role (AGACNP). Texas Woman's University has both programs.

### **Adult/Gerontology Primary Care Nurse Practitioner (AGPCNP)**

The AGPCNP assesses, diagnoses, and manages the health of individuals ages 13 and older. This program prepares students to provide primary care services to the entire adult-gerontology age spectrum across the continuum of care from wellness to illness, including preventive, chronic, and urgent care.

Students who do not anticipate working with pediatric patient populations or who plan to work in adult focused specialties find this is the perfect NP track to fit their future career goals. Many of the graduates from this NP track work in adult focused internal medicine specialties such as cardiology, pulmonology, oncology, pain management, aesthetics, or geriatric care.

## **Adult-Gerontology Primary Care Track Coordinator**

Susan Chrostowski, DNP, APRN, ANP-C ([schrostowski@twu.edu](mailto:schrostowski@twu.edu))

- i. Guidelines for successful study**
  - a. For every 1 credit hour, students should commit to three study hours per week.
  - b. For a 6-credit hour plan; expect to study a minimum of 18 hours of study per week.
  - c. Pre-Clinical preparation
  - d. Students are expected to contact their preceptor's office or billing manager to inquire as to the top entering clinical rotations. This strategy will prepare the student with tools to begin five (5) diagnoses seen in the clinic and study these prior to clinical from day one.
- ii. Appropriate AGPCNP preceptors: MD, DO, FNPs, WHNPs, AGPCNPs, or PAs.**
  - a. Must have an Affiliation Agreements between TWU and the clinic site
  - b. Preceptor licensure must be current and unencumbered
  - c. Student-preceptor agreements must be on file prior to starting clinical rotations
- iii. Appropriate AGPCNP clinical sites:**
  - a. Adult primary care offices (outpatient)
  - b. Adult internal medicine
    - Specialty areas (cardiology, women's health, orthopedics, oncology, palliative care, endocrinology, pulmonology, neurology, gastroenterology, nephrology, etc.)
  - c. Urgent Care (outpatient, limited hours)
  - d. Home health
- iv. Hours required for AGPCNP focused MSN degree/Post Master's Certificate**
  - a. Completion of the AGPCNP track for MSN or Post Master's Certificate requires 780 direct patient care clinical hours. AGPCNP students are required to attend a 15-hour on-campus intensive for skills training.
  - b. Specific clinical skills/interventions covered in the program include (but may not be limited to) breast exams, pap smears, joint injections/aspirations, skin biopsy, splinting, casting, wound debridement, incision and drainage, and cryosurgery.
  - c. AGPCNP students must focus on primary care of persons ages adolescent through adult. A compilation of experiences is preferred to master competency.
  - d. Specialty hours may/ will be discussed in the NURS 5565 and NURS 5575 clinical courses to focus on the student's area of interest.
- v. Students are to familiarize themselves with scenarios that result in clinical course failures. Clinical course failures may result from**
  - a. Failure to follow rubrics and course instructions may result in zero score for the assignment.
  - b. Failure to check emails at least three times weekly. It is recommended to check TWU and Canvas emails daily to avoid missing important communications and updates.
  - c. Failure to achieve the minimum clinical course hours by semester end
  - d. Unprofessional behavior, Uncivil or unprofessional language
  - e. Texting and/or personal calls during the clinical rotation experiences (unless on breaks and lunch).
  - f. Using Smart devices to capture patient data or information;
    - Note: Smart devices are to be used as clinical resources only and must be silent during all clinical experiences.
  - g. Leaving the clinical site early or arriving on a non-scheduled or approved clinical day (unless illness occurs or an emergent life situation occurs which must be reported to faculty immediately)
  - h. Failure to participate in the clinical experience activities.

- i. Failure to adhere to the ethical and legal scope of practice of an NP student
- j. HIPAA infraction(s)/violations
- k. Falsification of any clinical log entries will result in course failure and may result in dismissal from the NP program.
- l. Falsification or fabrication in reporting/documenting clinical hours will result in course failure and/or dismissal from the program.
- m. Plagiarism, cheating, or sharing clinical SOAP note assignments (Includes falsifying faculty, preceptor, or staff signatures)
- n. Failure to demonstrate clinical competence expected of each course
- o. Failure to document clinical hours in the time period allotted (late clinical entities are not accepted toward the total required course hours)
- p. Failure to obtain/submit all clinical performance evaluations to canvas course
  - i. Preceptor evaluation of student
  - ii. Student evaluation of the Preceptor
  - iii. Student evaluation of the clinical site
  - iv. Student evaluation of self-performance
  - v. Faculty evaluation of the student

### **Adult Gerontology Acute Care Nurse Practitioner (AGACNP)**

The purpose of this program is to learn to assess, diagnose, and manage the health of individuals ages 13 and older. The AGACNP provides comprehensive advanced care across the continuum of healthcare services to meet the individualized needs of patients with acute, critical, and/or complex chronic health conditions or injury.

#### **Adult-Gerontology Acute Care Track Coordinator**

Jeri Striplin DNP, APRN, CNP, ACNP-BC ([jstriplin@twu.edu](mailto:jstriplin@twu.edu))

#### **i. Guidelines for successful study**

- a. For every 1 credit hour, students should commit to three study hours per week.
- b. For a 6-credit hour plan; expect to study a minimum of 18 hours of study per week.
- c. Pre-Clinical preparation

#### **ii. Appropriate AGACNP preceptors: MD, DO, NP, PA,**

- a. Must have an Affiliation Agreements between TWU and the clinic site
- b. Preceptor licensure must be current and unencumbered
- c. Student-preceptor agreements must be on file prior to starting clinical rotations

#### **iii. Appropriate AGACNP clinical sites:**

- a. Inpatient hospital
- b. Emergency room
- c. Urgent Care (outpatient)
- d. Specialty clinics
- e. Internal Medicine

#### **iv. Hours required for AGACNP focused MSN degree/Post Master's Certificate**

- a. AGACNP students must focus on acute and chronic illness age 13 and older. A compilation of experiences is preferred to master competency, however, a minimum number of hours are required in the AGACNP program to achieve minimum competency.
- b. Specific clinical skills/interventions covered in the program include (but may not be limited to) intubation, central line placement, art line placement, paracentesis, thoracentesis, lumbar puncture,

pap smears, skin biopsy, splinting, and incision and drainage.

- c. Completion of the AGACNP track for MSN or Post Master's Certificate requires 780 direct patient care clinical hours. AGACNP students are required to attend a 15-hour on-campus intensive for skills training.

**v. Students are to familiarize themselves with scenarios that result in clinical course failures. Clinical course failures may result from**

- a. Failure to follow rubrics and course instructions may result in zero score for the assignment.
- b. Failure to check emails at least three times weekly. It is recommended to check TWU and Canvas emails daily to avoid missing important communications and updates.
- c. Failure to achieve the minimum clinical course hours by semester end
- d. Unprofessional behavior, Uncivil or unprofessional language
- e. Texting and/or personal calls during the clinical rotation experiences (unless on breaks and lunch).
- f. Using Smart devices to capture patient data or information; Note: Smart devices are to be used as clinical resources only and must be silent during all clinical experiences.
- g. Leaving the clinical site early or arriving on a non-scheduled or approved clinical day (unless illness occurs or emergent life situation occurs which must be reported to faculty immediately)
- h. Failure to participate in the clinical experience activities.
- i. Failure to adhere to the ethical and legal scope of practice of an NP student
- j. HIPAA infraction(s)/violations
- k. Falsification of any clinical log entries will result in course failure and may result in dismissal from the NP program.
- l. Falsification or fabrication in reporting/documenting clinical hours will result in course failure and/or dismissal from the program.
- m. Plagiarism, cheating, or sharing clinical SOAP note assignments) Includes falsifying faculty, preceptor, or staff signatures;
- n. Failure to demonstrate clinical competence expected of each course
- o. Failure to document clinical hours in the time period allotted (due weekly on Sunday 11:59pm); late clinical entities are not accepted toward the total required course hours
- p. Failure to obtain/submit all clinical performance evaluations to canvas course
  - i. Preceptor evaluation of student
  - ii. Student evaluation of the Preceptor
  - iii. Student evaluation of the clinical site
  - iv. Student evaluation of self-performance
  - v. Faculty evaluation of the student

### **Pediatric Nurse Practitioner (PNP)**

The PNP manages the healthcare of pediatric populations for common chronic and acute conditions aged 21 years and younger. The Pediatric Nurse Practitioner (PNP) program prepares students to provide primary care service to pediatric patients ages birth to 21 years of age across the continuum of care from wellness to illness, including preventive, chronic, and urgent care. This program emphasizes physiological, behavioral, and family theories for improved health maintenance. While there are both primary and acute care programs, TWU prepares students for the primary care role. Many of the graduates from this NP track work in pediatric focused outpatient settings: primary care, speciality areas, and urgent care settings. This program is offered fully online/distance accessible with a mandatory two day on-campus lab experience on the Dallas campus during the Diagnostics class and face to face clinical during the clinical courses.

## **Pediatric Nurse Practitioner Track Coordinator**

Andrea Brooks, PhD, APRN, CNE, PPCNP-BC ([abrooks25@twu.edu](mailto:abrooks25@twu.edu))

### **i. Guidelines for successful study**

- a. For every 1 credit hour, students should commit to three study hours per week.
- b. For a 6-credit hour plan; expect to study a minimum of 18 hours of study per week.
- c. Pre-Clinical preparation
- d. Students are expected to contact their preceptor's office or billing manager to inquire as to the top entering clinical rotations. This strategy will prepare the student with tools to begin five (5) diagnoses seen in the clinic and study these prior to clinical from day one.

### **ii. Appropriate PNP preceptors: MD, DO, PNP or PAs focused in primary pediatric care settings**

- a. Must have an Affiliation Agreements between TWU and the clinic site
- b. Preceptor licensure must be current and unencumbered
- c. Student-preceptor agreements must be on file prior to starting clinical rotations

### **iii. Appropriate PNP clinical sites:**

- a. Pediatric primary care offices (outpatient)
- b. Pediatric specialty outpatient settings (limited hours)  
-Specialty areas (cardiology, urology, orthopedics, oncology, palliative care, endocrinology, pulmonology, neurology, gastroenterology, nephrology, etc.)
- c. Pediatric Urgent Care (outpatient)
- d. Pediatric Home health

### **iv. Hours required for PNP focused MSN degree/Post Master's Certificate**

- a. Completion of the PNP track for MSN or Post Master's Certificate requires 780 direct patient care clinical hours. PNP students are required to attend a 15-hour on-campus intensive for skills training.
- b. Specific clinical skills/interventions covered in the program include (but may not be limited to) breast exams, pap smears, joint injections/aspirations, skin biopsy, splinting, casting, wound debridement, incision and drainage, and cryosurgery.
- c. PNP students must focus on primary care of persons ages newborns through adolescents. A compilation of experiences is preferred to master competency.
- d. Specialty hours may/ will be discussed in the NURS 5365 and NURS 5585 clinical courses to focus on the student's area of interest.

### **v. Students are to familiarize themselves with scenarios that result in clinical course failures. Clinical course failures may result from**

- a. Failure to follow rubrics and course instructions may result in zero score for the assignment.
- b. Failure to check emails at least three times weekly. It is recommended to check TWU and Canvas emails daily to avoid missing important communications and updates.
- c. Failure to achieve the minimum clinical course hours by semester end
- d. Unprofessional behavior, Uncivil or unprofessional language
- e. Texting and/or personal calls during the clinical rotation experiences (unless on breaks and lunch).
- f. Using Smart devices to capture patient data or information;  
Note: Smart devices are to be used as clinical resources only and must be silent during all clinical experiences.
- g. Leaving the clinical site early or arriving on a non-scheduled or approved clinical day (unless illness occurs or an emergent life situation occurs which must be reported to faculty immediately)
- h. Failure to participate in the clinical experience activities.

- i. Failure to adhere to the ethical and legal scope of practice of an NP student
- j. HIPAA infraction(s)/violations
  
- k. Falsification of any clinical log entries will result in course failure and may result in dismissal from the NP program.
- l. Falsification or fabrication in reporting/documenting clinical hours will result in course failure and/or dismissal from the program.
- m. Plagiarism, cheating, or sharing clinical SOAP note assignments (Includes falsifying faculty, preceptor, or staff signatures)
- n. Failure to demonstrate clinical competence expected of each course
- o. Failure to document clinical hours in the time period allotted (late clinical entities are not accepted toward the total required course hours)
- p. Failure to obtain/submit all clinical performance evaluations to canvas course
  - i. Preceptor evaluation of student
  - ii. Student evaluation of the Preceptor
  - iii. Student evaluation of the clinical site
  - iv. Student evaluation of self-performance
  - v. Faculty evaluation of the student

### **Women's Health Nurse Practitioner (WHNP)**

The Women's Health Nurse Practitioner (WHNP) provides care for women from adolescence to adulthood. The TWU WHNP program prepares graduates to provide normal and high-risk prenatal management, family planning, fertility care, and well-woman care.

A WHNP assesses, diagnoses and treats healthcare needs of women throughout their lifespan. Many work in private practice settings where they provide preventive care such as well-woman exams, cervical and breast cancer screenings, STI screening and treatment, or contraceptive care. WHNPs may also provide adolescent health care, pregnancy testing, fertility evaluation, prenatal visits, after-pregnancy care, and menopausal care.

#### **Women's Health Nurse Practitioner Track Coordinator**

Faheemah Hannah DNP, APRN, FNP-C (interim), ([fhannah1@twu.edu](mailto:fhannah1@twu.edu))

Courtney Johnson DNP, APRN, WHNP-BC (email pending)

#### **Guidelines for successful study**

- a. For every 1 credit hour, students should commit to three study hours per week.
- b. For a 6-credit hour plan; expect to study a minimum of 18 hours of study per week.
- c. Pre-Clinical preparation
- ii. **Appropriate WHNP preceptors:** OB/GYN, CNM, MD, DO, NP, PA,
  - a. Must have an Affiliation Agreements between TWU and the clinic site
  - b. Preceptor licensure must be current and unencumbered
  - c. Student-preceptor agreements must be on file prior to starting clinical rotations
- iii. **Appropriate WHNP clinical sites:**
  - a. OB/GYN (outpatient)
  - b. Outpatient primary care clinics
  - c. Birthing Center
  - d. Specialty clinic (maternal fetal medicine, etc)

#### iv. Hours required for WHNP focused MSN degree/Post Master's Certificate

- a. The WHNP track stipulates the successful completion of 780 direct patient care clinical hours to fulfill the requirements for an MSN or PMC.
- b. All students are required to attend and successfully attend and complete a 15-hour on-campus skills intensive. This intensive is held on two- three consecutive days on the Dallas Campus.
- c. An additional 10-hour on-campus WHNP skill/procedure day is offered during the second WHNP specialty course. Although attendance is not required, it is highly recommended.

#### Psychiatric - Mental Health Nurse Practitioner (PMHNP)

PMHNPs provide mental health services for patients in a variety of settings, both inpatient and outpatient. This care includes assessment and treatment of mental health disorders utilizing therapeutic interventions including counseling and medication management. A Post-Master's Certificate is offered. Specialty training in the areas of counseling and substance use disorder treatment are provided. Following successful completion of the program, students are eligible to sit for the ANCC Psychiatric - Mental Health Nurse Practitioner (Across the Lifespan) certification exam.

#### Psychiatric-Mental Health Nurse Practitioner Track Coordinator

Misty M. Richmond, PhD, PMHNP-BC ([mrichmond4@twu.edu](mailto:mrichmond4@twu.edu)).

#### Program Information:

- a. Students will complete 45 total credit hours which includes 18 credit hours in core NP content and 14 credit hours in psychiatric specialty content, plus clinical hours.
- b. The six specialty track courses require attendance in a synchronized evening class once a week.
- c. Students are required to complete 780 hours of precepted clinical practicum.
- d. 12 months of psychiatric nursing experience is required before the first practicum in the PMHNP program.

#### MSN Nurse Practitioner Tracks Clinical Hour Requirements

##### Clinical Hour requirement for NP course (FNP Teachout Only)

- Clinical Course I: Minimum 90 direct-patient care hours
- Clinical Course II: Minimum 90 direct patient-care hours
- Clinical Course III: Minimum 135 direct patient-care hours
- Preceptorship I: Minimum 135 direct patient-care hours
- Preceptorship II: Minimum 135 direct patient-care hours
- Preceptorship courses: Due to the clinical hour requirement for the preceptorship courses, it is recommended to take the two preceptorship courses in different semesters (preceptorship I (Spring) and preceptorship II (Summer)).

##### Clinical Hour requirement for NP students admitted Summer 2022 and beyond:

- Clinical 1: 180 hours
- Clinical II: 300 hours
- Clinical III 300 hours for NP courses.
- Additional clinical hours over the minimum may be required to meet the course objectives.



## E. Castlebranch Compliance

1) Students are required to maintain clinical compliance in accordance with Castlebranch. Students who are listed as noncompliant on the weekly Castlebranch compliant report are not permitted to start or resume clinical rotations until the compliance officer receives the subsequent weekly report demonstrating the student's status as compliant. Castlebranch noncompliance reports are received once weekly during the academic term. Castlebranch sends expiration notifications to students at 60 days, 30 days and 2 weeks intervals. Noncompliance may result in course failure and impede progression in the program. TWU Placement Team assumes all students are compliant with the required clinical clearance standards as listed in the Castlebranch platform.

2) Medical or religious vaccine exemption request information is available at:  
<https://twu.edu/student-health-services/immunization-compliance/>

## F. TWU Clinical Placement Services

- 1) TWU is committed to sourcing clinical placement for the MSN Clinical students. Although the goal is to place students within 60 miles of their respective home addresses, placement opportunities are often difficult to secure, and students may be required to drive 120 to 150 miles from their listed home address. Students may decline the placement secured by TWU placement services with the understanding that securing a preceptor then becomes the student's responsibility for that term semester.
- 2) Each clinical site used for clinical rotations must have a legal Affiliation Agreement in place with TWU. If students wish to use their own sourcing of preceptors, students are to reach out to their Clinical Placement Team on how to proceed with an affiliation agreement. Affiliation Agreements are legal contracts between the medical facility and Texas Woman's University. These agreements can take anywhere from 2 weeks to 5 months to completion. Students are encouraged to start this process early for student-derived placement opportunities.
- 3) TWU Placement Team, which may also include the track coordinators and clinical faculty, work to match students with clinical sites that meet the focus of their MSN Program Track. The legal agreement time period for TWU general counsel and the clinical site legal departments are out of the hands and control of the TWU Placement Team. It is not uncommon for these agreements to take several weeks to come to fruition/agreement. In some cases, students may be several weeks into the semester awaiting legal contract agreements.
- 4) Once the student is offered placement with a secured preceptor by the TWU Placement Team, and the affiliation agreements are confirmed, the student may decline the clinical placement site with the understanding that declination may result in failure to achieve the course-required clinical hours, which therefore negatively impacts progression to the subsequent clinical/practicum course. Students are responsible for finding a replacement preceptor/facility if they decline the TWU-sourced clinical site placement.
- 5) Once the student has accepted a clinical placement, no changes will be made. Our clinical/practicum partners accept students for experiences on a non-paid basis. The partners rely on students to keep the commitment that they have agreed to.



## Expectations of the student in the clinical/practicum courses

i. Always achieve and maintain clinical compliance with all clinical requirements in CastleBranch.

1. Students must be compliant in Castlebranch. Notifications of student compliance requirements soon to expire are sent within 60-day, 30-day, and 2-week of non-compliance.

2. TWU adopts the highest clinical requirements required by clinical partners.

3. Clinical compliance is defined as all requirements in Castlebranch are in the “green” status

4. Clinical noncompliance is defined as any requirement in Castlebranch that is missing, rejected, or overdue

5. COVID-19 Vaccinations are not required for TWU class or TWU-related social activities at this time; however, many of our clinical partners require evidence of full vaccination status for placement.

Fully vaccinated status is defined as:

- 2-weeks or 14 days after the second m-RNA vaccination or

- 2-weeks or 14 days after the single-dose viral-vector vaccination

TWU will continue to place students with preceptors; however, the onus is on the student to outreach to the clinic to determine if the clinic/preceptor will permit the student to continue if COVID unvaccinated.

ii. Blood-borne pathogen training is required for all Clinical courses

iii. Criminal background checks must be completed and cleared prior to starting clinical courses.

Anything other than a Class C misdemeanor (minor traffic violation) may result in program dismissal.

iv. Active Affiliation agreements and completed preceptor agreements are required before starting any clinical/practicum rotation

v. Criminal background checks must be completed and cleared prior to starting clinical courses.

Anything other than a Class C misdemeanor (minor traffic violation) may result in program dismissal.

vi. Students are expected to contact the preceptor or office manager prior to the clinical rotation to prepare for the clinical/practicum rotation

vii. Present the preceptor agreement to the preceptor for signature,

viii. Submit the preceptor-signed preceptor/student agreement for final faculty approval as instructed by the faculty and/or Placement Team prior to beginning the rotation.

iv. Attire: Should be consistent with policies of the clinical site. The expectation is business casual or appropriate uniforms with clean/pressed thigh-length lab coat & TWU student name tag and badge

x. **Supervised/precepted clinical hours** must be obtained at *appropriate sites* with *appropriate preceptors*.

xi. Within the “Clinical/Practicum Experience” students are expected to

1. Treat the preceptor, nurse, patients, staff, and faculty in a professional and respectful manner always.

2. Demonstrate professional behavior and language.

3. Arrive on time for each agreed-upon clinical/practicum day.

4. Provide the course syllabus as requested and clinical objectives as outlined in the

clinical/practicum course and by their TWU Placement Team.

5. Actively participate in the evaluation and management of the patient/client (NP tracks).

6. Collaborate with the preceptor on all patient clinical cases to develop appropriate plans

- of care (NP Tracks).
7. Adhere to organizational and institutional password compliance.
  8. Complete HIPAA compliance training as mandated by university prior to beginning clinical via CastleBranch. Students must follow all aspects of HIPAA
    - Includes protecting patient confidentiality, integrity, and availability as it pertains to PHI
    - Ensure no copies are made of patient records/pictures taken
  9. Use appropriate healthcare resources and evidence-based guidelines for development of treatment plans (NP Tracks).
  10. Perform trained procedures under the direct supervision of the provider.
  11. Avoid writing prescriptions (as NP students have no prescriptive authority).
  12. Complete the required number of clinical/practicum hours within the time period.
  13. Communicate with the preceptor and faculty with questions, concerns or if rescheduling clinical/practicum experiences is expected or need arises.
  - 14.. Notify the preceptor and faculty, or track coordinator (if necessary) if unable to make any agreed upon clinical day.
  15. Follow the blood-borne pathogen training and reporting requirements for blood exposure.
  16. Wear appropriate PPE as required by the clinical situation and clinical site.
  17. Document all clinical encounters in the clinical log.
  - 18.. The guidelines for documentation of clinical/practicum hours will be provided in the specific program syllabi.
  19. Documentation in the clinical log may not occur during the clinical hours at the clinical site.
  20. Notify faculty if the patient load is less than enough to fulfill course requirements.(NP Tracks)
  21. Notify faculty immediately for suboptimal situations of concern affecting the student directly.
  22. Document clinical hours strategically to meet the minimum population hours required of the specific track (if any)(NP Tracks).
  23. Be aware of dismissal from the program for any falsification of clinical hours or documentation in the log.
  24. Understand that additional clinical hours may be required to ensure clinical competency
  25. Communicate with the preceptor regarding faculty site visit plans and communication expectations.
  26. Complete or acquire clinical/practicum evaluations per program specifications

## G. Coursework

### 1) Length of Program

MSN students admitted Spring of 2022 and prior should expect a **minimum** of two to three (3) years to complete required coursework when taking a full time plan of study.

MSN Students admitted after Spring 2022 should expect a minimum of two (2) years to complete the required coursework including summer term(s). All requirements toward a master's degree, must be completed within a period of six consecutive calendar years from the date of admission or the date of the first transfer credit course.

### 2) Part-time Enrollment

Nine credit hours is considered full-time by the University; however, the majority of students in the MSN program enroll in a minimum of 6 hours per semester. Students planning part-time enrollment need to consult closely with their advisor and/or the MSN Program Coordinators so that required nursing courses can be taken in the recommended sequence, especially if they need to alter the recommended sequence and number of hours during their program. While a full-time student can complete the required course work in a minimum of 2 years, the part-time student will require a longer time period depending upon their availability to take required course work **but must be completed** within six years.

### 3) Re-Admission Criteria

Students administratively dropped from the program for failures received may reapply after five years. Click here for [Graduate Admissions criteria](#).

#### [Graduate Academic Fresh Start Program](#)

The Graduate Fresh Start Program aims to provide students who did not perform well in their initial graduate studies an opportunity for a fresh start in fulfilling degree or certificate requirements. A graduate student who has not been enrolled at TWU for at least 24 months before readmission may petition the Dean of the Graduate School to remove from their graduate cumulative grade point average all grades earned during the student's prior enrollment at the University.

### 4) Academic Probation and Warnings

**Academic Probation.** Students on academic probation must achieve a grade of B or better in every class and must maintain a GPA of 3.0 or higher. Failure to achieve these requirements result in administrative dismissal from the MSN program.

**Clinical Warnings.** Clinical warnings may be given for failure to adhere to the professional standards in the clinical settings as required by TWU CON. Students are to behave in a professional, respectful, and courteous manner as guests in the preceptor's clinic or hospital.

**Remediation.** Clinical progression warnings. Students are required to pass the clinical/practicum evaluation from both the preceptor and the faculty by way of clinical evaluation surveys. Students who score below a 3.0 on the clinical/practicum evaluation will require a remediation plan; and/or may be required to repeat the clinical/practicum hours or clinical/practicum course. Faculty will be in close contact with the clinical/practicum preceptors to determine progression. As students, you must

progress through the clinical/practicum courses for your track, and they are expected to increase in autonomy and skill. Toward the end of the program, students should be achieving higher scores on their clinical evaluations.

## 5) Time Limit

Semester credit hours older than six years, including transfer courses, will not, in any circumstances, apply toward the master's degree. See the [Graduate Catalog](#). Students who are absent from the program for 2 years will have their program administratively closed and must reapply to their program.

## 6) Special Requirements

Students admitted to the master's program provisionally (aka conditionally), based on low GPA, must complete the first 12 credit hours of the track-specific graduate courses with grades of B or better in each course; at least nine credit hours must be in nursing courses. A student will be dismissed from the program if a grade of C or lower is made in any course during the first 12 credit hour probationary period.

Graduate students admitted unconditionally are expected to maintain a B average on all graduate work. Consistent failure to do so results in dismissal from the Graduate School. When a student's cumulative grade point average on graduate-level work falls below a 3.0 GPA, the student is automatically on academic probation and notified of this status. Failing to raise the grade point average to 3.0 or above during the next enrollment results in dismissal from the Graduate School. Students cannot use courses with grades lower than a C to fulfill degree requirements. Departments can set higher standards for their programs. It is not possible to improve the grade record at Texas Woman's University by attendance at another university.

Students who have been suspended may reapply to the TWU Graduate School 6 years after the suspension or consider the Graduate Academic Fresh Start Program if not enrolled 24 months before readmission.

## 7) Course Withdrawal vs. Course Drop

**Withdrawing** is the process of dis-enrolling from all of your classes within a term. It is different from dropping a course(s). **Dropping** is the process of reducing your course load by one or more courses while remaining enrolled in at least one course during a term. When submitted before the census date for the term dropped courses/withdrawals **will not** be reflected on the transcript. Withdrawal and drops completed by the drop/withdrawal deadline for the term (see [term academic calendar](#)) will result in a "W" grade.

You cannot 'drop' your last class. If you are **enrolled in only one class** and wish to dis-enroll from it, you **MUST** submit a withdrawal form or select the withdraw option in the Pioneer Portal online system. **Please discuss your intention to drop with your faculty advisor prior to dropping courses. Dropping or withdrawing from a course(s) may affect your degree plan and matriculation date.**

See [Registrar's Office](#) for more information about dropping a course(s).

**To initiate a withdrawal from the current term**, complete the online [TWU Withdrawal Form](#). Students withdrawing from the current term are encouraged to use the online system to withdraw. If you are unable to access the online form, please contact the Office of Student Life on your primary campus for

assistance. Please contact your faculty advisor to advise of your plans to withdraw and of your return. If your plan for return is not immediate, please see the section on Leave of Absence

**8) Leave of Absence** does not require approval, however students requesting a Leave of Absence (LOA) from the program for any reason must complete the [LOA Tracker form](#). This document is part of a systematic process to keep track of students who need to have time away from studies. Based on the information the student provides, we use it to help students determine when the student anticipates returning so that the advisor can assist with the transition to return.

#### **9) Scholarly Master's EBP Professional Culminating Project**

Specific Track MSN or Post Master's Certificate Program students' will complete an MSN culminating project with integration of learning from courses taken throughout the program (The Evidence Based Practice Professional Culminating Project), which exhibits evidence of clinical scholarship and dissemination of evidence to the clinical and nurse educator bodies of knowledge. Oral dissemination of the completed professional or clinical project may be required.

**Project for NP students (except PMHNP):** The project may be initiated in the clinical courses in some NP tracks. The student will present the final product in the Preceptor II courses or the specified Nurse Educator course. The student will identify a PICO(T) question, conduct a literature search, analysis of the literature, & propose a solution to implement the findings in clinical practice using a theoretical model. The final project will be presented with a scholarly paper and/or a poster presentation which serves as a major requirement for completion of the MSN Graduate Program.

#### **10) Roll-over of Graduation**

Students who find that they will not graduate the semester for which they originally applied may change their graduation date to the following/upcoming semester and not repay the diploma fee by submitting a "roll-over" form to the Graduate School by the roll-over deadline (<https://twu.edu/gradschool/forms/>).

A student's graduation application may be "rolled-over" a maximum of two times, after which a new graduation application must be submitted by the published due date, and another graduation application fee will be charged. Please review the [Graduation Checklist](#), Degree Completion page on the Graduate School website & the graduate catalog for more information.

## **H. Transfer of Credits**

The MSN in Nursing Science program consists of a minimum number of semester credit hours (SCHs) beyond the bachelor's degree. Credit hours of specified clinical and practicum courses are included in the total number of credit hours required for the traditional MSN degree. The number of hours will vary for each program, and the specific credit hours and curriculum are available in the TWU Graduate Catalog for each program. See Degree Plan links in the section above.

**Credit by Transfer.** Transfer credit is awarded at the discretion of the faculty or admissions committee for course equivalency based on the transfer course syllabus. Programs will use the following scale in determining the maximum possible number of semester credit hours that may be transferred:

- Up to 9 semester credit hours in a program of 39-44 semester credit hours (NE Program)
- Up to 12 semester credit hours in a program of 45 or more semester credit hours (NP Program).

All transfer credit courses must fall within six (6) years of the anticipated TWU graduation date, or they will need to be repeated. Any additional credit hours from the master’s degree cannot be transferred in or used towards the SCHs required for the designated MSN program. Only courses from an accredited institution in which a grade of B or better was earned may be considered. No credit toward a graduate degree may be earned through correspondence or through extension work from another institution. A student may apply for consideration for transfer credit only after satisfactorily completing a minimum of 9 hours of graduate credit in the MSN program at TWU.

## I. Degree Plans

- a. [Overview of TWU Graduate Nursing and Post-Masters Programs](#)
- b. [Nurse Educator](#)
- c. [Nurse Educator Post-Master’s Certificate](#)
- e. [Nurse Practitioner MSN and Post-Master’s Certificate: Please scroll to select the desired program](#)

### Program Completion Period

The MSN degree and the Certificate program must be completed within six years of course registration or six years from the date of the first transfer credit. Students who fail to complete the MSN program or the Certificate program in the six year time period will be administratively dropped from the program and the University.

### Grade Requirements

The MSN or Post Master’s Certificate student must maintain a GPA of 3.0. A grade of B or higher must be achieved in all required courses. A student who has earned a grade of less than B (C, D, or F) in two required courses at the graduate level or who has earned a grade of less than B (C, D, or F) twice in the same graduate-level required course will be removed from the nursing program. For the purpose of removal from the nursing program, a grade of less than B is counted as a grade of less than B even if the course has been successfully repeated. Taking a course of lesser credit hour will likely not balance out the GPA decline from the “C” grade. It is recommended all students who earn a “C” meet with their faculty advisor.

**Students admitted provisionally for GPA < 3.0** are on academic probation for the first 12 credit hours and must earn a grade of “B” or higher. Any grade of “C” during the first 12 credit hours results in administrative removal from the program. After the 12 credit hours are successfully completed with B or higher, the student is encouraged to meet with the faculty advisor to remove the academic probation status from the student record.

### Grading Policies

Grading Scale Range	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
Below 59	F

A final grade of 80 is required to pass a course.

Rounding:

It is the policy of the graduate program that all faculty use the following grade-rounding guidelines rounding is limited to the final course grade.

Final course grades will be rounded to the closest whole number using the 0.5 math rule. If the final course grade is not a whole number, the following rounding rules apply: If the number is 0.5 or greater, then round up to the next whole number ( $>85.50 = 86$ ) or If the number is less than 0.5 (0.49), then round down to the previous whole number.

## J. MSN Program Completion/Board Certification

Upon successful completion of the Final Examination criteria as set forth by the program track, a Certificate of Completion Form will be submitted to the TWU Graduate School Office on behalf of the student. The NP student may be eligible to sit for the Board Certification Exam at that time. NE students are also highly encouraged to sit for their certification in Nursing Education, but it is not a requirement for practice. Board Certification is specific to each NP track. Students can access the links below for the Candidate Handbook for information regarding application and all requirements.

- The Family Nurse Practitioner (FNP)  
[AANP Certifying Board Candidate Handbook Certification Handbook](#)  
[ANCC General Testing Requirement](#)
- The Pediatric Nurse Practitioner (PNP)  
[CPNP-PC Certification Steps](#)
- The Women's Health Nurse Practitioner (WHNP)  
[Candidate Guide for NCC certification](#)
- The Adult-Gerontology Nurse Practitioner (AGPCNP)  
[AANP Certifying Board Candidate Handbook](#)  
[ANCC General Testing Requirement](#)
- The Adult-Gerontology Acute Care Nurse Practitioner (AGACNP)  
[ANCC AGACNP Board Certification](#)  
[AACN ACNP-AG Certification](#)
- The Psychiatric Mental Health Nurse Practitioner (PMHNP)  
[ANCC Certification Exam preparation](#)  
[AANP Certifying Board Candidate Handbook](#)
- The Nurse Educator (CNE or CNEcl)  
[NLN Certification for Nurse Educators](#)

## K. Student Committees

The College of Nursing encourages student participation in standing committees within the College of Nursing. If you are interested in serving as a student member of the College of Nursing standing committees, please reach out to the track coordinator for the list of committees and responsibilities.

## L. Financial Assistance

*Scholarships and Financial Aid.* Students desiring a university scholarship or financial aid should contact the [University Financial Aid Office](#) for information. Students should apply for scholarships or university financial aid and scholarships several months in advance of enrollment.

## M. Communication

### 1) Preferred Communication

Email is the preferred method of communication in the MSN Program. Email communication should come from a TWU email address, follow proper email etiquette, using the correct title, consider the audience, and concisely identify the goal of the email. The subject line should be consistent with the body of the email. Communication with faculty, preceptors, & staff should be formal and professional and not use emojis, or abbreviated verbiage like a text message. Students should remember to proofread all emails for grammatical & spelling errors.

### 2) Chain of Communication

Students should follow the faculty chain of communication in the College of Nursing: faculty of record (clinical faculty if applicable), then course manager, track coordinator, then the program director. Students should abide by the chain of communication. If a student encounters a life situation that prohibits participation in the course for a period of time, the student is responsible for communicating this to the faculty of record and the Track Coordinator to ensure appropriate arrangements are made.

### 3) Email Signature

Graduate MSN and PMC students' email signatures are to include the student's full name, Student ID, MSN Program, and campus. *Example:*

Jane R. Smith, RN. BSN  
ID: 99999999  
FNP - Dallas

### 4) Professional Communication

Communicating in a professional manner is part of becoming a professional NP or Nurse Educator and is expected in the respective future career fields. Professional communication is an expectation of all graduate students, faculty, and staff throughout the programs. Skillful construction of professional emails requires thoughtful consideration and practice. The faculty may request email revisions of students at any point during the program to facilitate email netiquette learning and professionalism. TWU NP/NE students are extensions of TWU College of Nursing in both the clinical and education settings. Advanced practice nurses and educators are expected to communicate in a compassionate, respectful, courteous manner at all times (verbal, written, digital, nonverbal, social media, etc.). This includes all communication with peers, faculty, administrative staff, preceptors, patients, and clinic staff. Students should address faculty, staff, preceptors, patients, and peers respectfully by using the appropriate titles and pronouns.



In an online classroom, students are expected to participate in the synchronous classroom with a video presence (cameras on) and be camera ready in all virtual classrooms. If a student is unable to have video presence, they should speak to the faculty prior to the online classroom setting or meetings for permission to turn off their camera. Students in the traditional classroom are equally expected to participate in course-related activities and discussions.

### **5) Unprofessional Behavior**

Behavior of a student in the clinical setting, classroom, or online environment that is inconsistent with the professional expectations of an advanced practice nurse and Nurse Educator will not be tolerated. Students who interrupt the professional milieu of the classroom will be dismissed or removed from the class. Failure to adhere to the professional standards in the clinical setting will also result in a removal from the clinical experience. Students removed from the clinical setting for unprofessional demeanor or behavior may receive a failing grade for the clinical course and will be required to repeat the course when it is offered in future terms. Furthermore, disruptive, or disrespectful communication or behavior may result in disciplinary action and reporting to the Office of Civility Standards, and/or point deductions in participation/professionalism grade. Continual disruptions may result in formal report filing with the TWU Office of Civility, failure of the course and/or dismissal from the program.

### **6) Texting**

Texting faculty is permitted in emergencies only, unless otherwise stated by faculty. Students should not text faculty unless given permission to do so and only in the circumstances outlined by the faculty (ex. clinical). Students should not continue to communicate via text once the semester or activity where it was needed has ended.

### **7) Clinical Setting & Phone Use**

Cell phone usage in the clinical setting is limited to utilization of medical references needed for the clinical encounter. Personal phone use, texting, or use of social media in the clinical environment is deemed unprofessional and is not permitted.

## **N. Social Media**

Social network sites such as Facebook, SnapChat, LinkedIn, Twitter, are digital platforms and distribution mechanisms that facilitate student communication with other students. Participation in such platforms may have both positive and negative consequences. Students are not restricted from using such platforms but are expected to follow acceptable social and professional behaviors and comply with all federal government regulations including, but not limited to Health Insurance Portability and Accountability Act (HIPAA) guidelines. • The following are examples of materials absolutely prohibited to post online (e.g., pictures of patients, patient identifiers, suggestive pictures/content).

- For students identified as a TWU CON student, everything posted reflects the student and the University. Post wisely.
- Students may create a private class page/site, but may not create a public TWU CON page.
- Confidentiality. Students are not permitted to post on social media any materials involving course content, tests, clinical sites, patient or patient documents, synchronous activities, or faculty recordings. These are proposed for academic use only and not to be shared. Replication of any material, lecture or

recording is not permitted. Replication is defined as recording, duplications, taking screenshots or photos of any materials. Replication is prohibited without permission. Canvas course materials are the intellectual property of Texas Woman's University and/or faculty

- Conservative posting on social media is encouraged. It is well known that employers and employees may search social media pages/platforms on potential candidates prior to employment. Posting suggestion: Post items/discussions that can pass the “Front Page of the Newspaper Test” (Would it be comfortable if the material were on the front page of the newspaper?)
- Texas Woman’s University position on Social Media: <https://twu.edu/social-media/community-guidelines/>
- [Texas Board of Nursing position statement on Social Media](#)
- [ANA on Social Media](#)

## O. Continuation for Additional Degrees

### Post-baccalaureate Certificate in Health Informatics

#### OVERVIEW

This certificate program is intended for those professionals who have a bachelor’s degree or higher, and seek additional education and training in health informatics. The certificate program is designed for students from a variety of disciplines including, but not limited to Nursing, Occupational Therapy, Physical Therapy, Nutrition Science, Health Systems Management, and Business. The program provides interdisciplinary and collaborative learning experiences. The curriculum consists of 15 credits of coursework, including supervised practicums in health informatics. Course content includes health data management, health information system management, telehealth, and healthcare data-related regulations.

### Doctor of Nursing Practice (DNP) Program

#### OVERVIEW

The Doctor of Nursing Practice (D.N.P.) program prepares post-master's nurses to promote, translate, and integrate evidence-based practice within health care settings. D.N.P. graduates engage in quality improvement, evidence-based practice, policy development and program evaluation. The D.N.P. program expands upon the knowledge base and skill set of the masters-prepared nurse and broadens this knowledge base to include informatics, policy analysis, health care organizational concepts, and expanded clinical expertise. The D.N.P. is a professional practice terminal degree that requires expanding practice experiences and clinical experiences in a variety of health care settings. An on-site experience is required while enrolled in the program. The D.N.P. program prepares the graduate to provide interprofessional leadership; innovation; coordination and evaluation of quality improvement and evidence-based practice; and advocacy for policy change.

### Doctor of Philosophy (PhD) Program

#### OVERVIEW

Texas Woman's University’s Doctor of Philosophy (PhD) in Nursing Science program is for the nurse ready to assume or further a leadership position in nursing research. The PhD-prepared nurse demonstrates the ability to integrate nursing knowledge with that of other health care disciplines in order to study and solve problems, as well as to teach and mentor others. PhD graduates engage in education focused on advanced nursing knowledge, investigative expertise, policy development, and the management skills needed to provide leadership in hospital, clinical, classroom, or community settings.

## VI. 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 graduated. 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 Chapter – Induction of Charter Members from Denton, Dallas, and Houston.

1971 Ph.D. in nursing program (first in the Southwest) admitted students to Denton

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.

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. Charter, 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 funded 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 Surles was selected as 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.

2000 Dr. Ann Stuart was selected as 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 helped fund construction of TWU's new \$32 million T. Boone Pickens Institute of Health Sciences-Dallas Mr. Pickens' donation is the largest single gift from an Individual to TWU. The new building was completed in January, 2011. This new Center houses the physical and occupational therapy programs along with the College of Nursing,

combining both the Presbyterian and Parkland Centers into One site at the Parkland Campus.

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

2014 Carine M. Feyten became the 11th President and Second Chancellor of TWU

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 Specialists in burn therapy. The 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 Hob Lizella Foundation, and 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 in the Texas Medical Center.

2024 Dr. Monica Christopher becomes the Inaugural President of the Dallas Campus