



University of Windsor

Faculty of Nursing

Preparing Graduates for Advanced Professional Nursing Roles

**MASTERS NURSING STUDENT
HANDBOOK**

2018-2019

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September 2018

Dear Graduate student,

Welcome to the University of Windsor and the Faculty of Nursing. Graduate school is a challenging experience. We look forward to our partnership and your success.

We offer several graduate programs including the: Master of Nursing (MN), Master of Nursing/ Nurse Practitioner (MN/NP), Master of Science in Nursing (MScN), and Nurse Practitioner Diploma (for those who have a master's degree in nursing). Our first cohort of students enrolled in the Doctor of Philosophy degree in Nursing begins this fall. All of our graduate programs are approved by the Ontario Council on Graduate Studies.

The objective of our graduate programs is to prepare nurses **for advanced professional nursing roles**. These roles may have a *clinical* focus or a *non-clinical* focus. For example,

- Roles such as the nurse practitioner (NP), have an advanced nursing practice clinical focus (Canadian Nurses Association, 2008);
- Roles in areas such as health policy, nursing research, health system management, nursing education, and nursing administration have a non-clinical focus and affect recipients of health care services indirectly (Canadian Association of Schools of Nursing, 2015).

Both advanced clinical and non-clinically focused roles are of equal importance to the success of the profession and to the creation and sustainability of a safe, effective, efficient, equitable and patient/family centered health care system.

Regardless of your program, I expect that you will find your experience enriching and rewarding. If you have any questions, please do not hesitate to contact your personal Faculty Advisor or Anne Dennahower. All the best on a successful journey to obtain your graduate degree or diploma.

Sincerely,

Lorna de Witt RN, PhD
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September 2018

Dear Graduate Student,

I am very pleased to welcome you to the University of Windsor and the Faculty of Nursing. I am confident that you will enjoy the challenges ahead and the journey that ends in a few short years with convocation. Keep in mind that the journey can be as satisfying as the destination!

Graduate programs in nursing prepare you for advanced professional roles and are also a bridge to further study at the PhD level. Your professional career as a nurse with advanced education has endless possibilities.

I extend my sincerest congratulations to you on being accepted into your program of study and wish you the very best success as you achieve your graduate degree in nursing. Thank you for choosing to study at the University of Windsor.

Sincerely,



Linda Patrick RN, PhD
Dean, Associate Professor
Room 336, Toldo Health Education Centre
519-253-3000 Ext. 2259
lpatric@uwindsor.ca



Dear Nurse Practitioner Graduate student,

Welcome to the University of Windsor, Faculty of Nursing and the Primary Health Care Nurse Practitioner Consortium Program. Your exciting journey within the Masters of Nursing-Nurse Practitioner program is about to begin. This well-designed program uses a combination of online and in class learning along with plenty of hands on experience in a wide range of clinical settings.

This hybrid consortium model of learning enhances the educational experience of our students and assists you in becoming an exceptional Nurse Practitioner. Through hard work this stimulating and exhilarating program will help you shape your ability to clinically work at an advanced level building on your current strengths as a Registered Nurse.

You will be guided on this exciting journey by a dedicated team of professionals within our faculty and across the province of Ontario. I expect that you will find that your educational experience with us is indeed exceptional and that upon graduation you are well prepared for your future careers as Nurse Practitioners.

If you have any questions, please do not hesitate to contact me or Sherry Morrell (morrells@uwindsor.ca) as your Faculty Advisor or Anne Dennahower (adenna@uwindsor.ca), our program assistant.

Sincerely,



Laurie Freeman RN, PhD
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Faculty of Nursing Mission, Vision, Values, Philosophy

Mission

The mission of the Faculty of Nursing is to advance the health and well-being of individuals and populations through nursing education, practice, research, scholarship and creative activity.

Vision

The Faculty of Nursing is a premier centre for nursing education, recognized for advancing the discipline through its thriving research and scholarship activities.

Values

- **Caring:** We are committed to interpersonal relationships that promote the well-being of self and others
- **Excellence:** We are committed to using the best evidence to achieve the best possible outcomes and to generate passion for nursing
- **Innovation:** We are committed to the exploration and implementation of creative and dynamic ideas that advance the health and well-being of individuals and populations
- **Professionalism:** We are committed to professional growth, collegiality and teamwork
- **Respect:** We are committed to honouring and embracing the uniqueness of each person and to fostering an environment of inclusiveness, civility, trust and open communication

Philosophy

The philosophy of the Faculty of Nursing at the University of Windsor is outlined in the following statements about our beliefs relative to health, individuals, nursing, learning, teaching, and environments:

Health

Health is a dynamic process whereby the individual, family, or group is able to realize aspirations, satisfy needs, and change or cope with the environment. Health is a resource for everyday life. It is a positive concept emphasizing social and personal resources as well as physical capacity. Health is the goal of all nursing behaviours.

Individuals

Individuals are unique holistic persons with inherent dignity and are worthy of respect and care. Individuals have freedom of choice and are accountable for these choices. Individuals are capable of entering reciprocal caring relationships, which foster health, growth, and self-actualization.

Nursing

Nursing is a humanistic, caring process, the goal of which is to help individuals, families, groups, and communities achieve and maintain an optimal level of health consistent with their abilities and desires. Nurses, in collaboration with members of the health team and other service providers, build on strengths and address health variations to facilitate client maturation and adaptation.

Learning/Teaching

Learning is an individualized activity and involves learners' personal goals, perceptions and unique learning style. Learning is goal-oriented and an active, life-long process of change and development. Teaching is a facilitative process through which learners are guided and supported. It involves communication, clearly defined goals, appropriate learning activities and a climate conducive to growth. The curriculum is multi-disciplinary and aims to provide the learners with opportunities for intellectual and professional development.

Environments

Environments are milieus within which individuals, families, groups, and communities strive to achieve optimal health. As human beings attempt to mature and adapt within their environments, there are dynamic interactions which can serve as a source of growth. Environments encompass psycho-social, cultural, religious, political, economic, and physical contexts which impact upon the efforts of all.

For Your Information: Important Websites

Faculty of Nursing

<http://www.uwindsor.ca/nursing/>

For program descriptions, awards and scholarships

Please review the awards and scholarships. Some require applications; others are awarded.

<http://www.uwindsor.ca/nursing/342/graduate-student-awards>

Nursing Graduate Course Descriptions

<http://cronus.uwindsor.ca/units/registrar/calendars/graduate/cur.nsf/982f0e5f06b5c9a285256d6e006cff78/85b25b2018ded4bd85257369005e00a4!OpenDocument>

Faculty of Graduate Studies for Current Students

<http://www.uwindsor.ca/graduate/705/welcome-graduate-community-uwindsor>

Frequently Asked Question for Graduate Students

<http://www.uwindsor.ca/graduate/700/frequently-asked-questions-graduate-students>

Bylaw 31: Academic Integrity

http://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/bylaw_31_-_academic_integrity_amended_150313.pdf

Graduate Studies Policy on Plagiarism and Authorship

http://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/graduate_studies_policy_on_plagiarism.pdf

Examination and Grading Procedures

<http://web4.uwindsor.ca/units/registrar/calendars/graduate/cur.nsf/SubCategoryFlyOut/F31B5F3934DA20CE852572C0004FCE5C>

Bylaw 51: Academic Evaluation Procedure

http://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/bylaw_51_-_academic_evaluation_procedures_amended_170526.pdf

Academic Integrity Office

<http://www1.uwindsor.ca/aio/>

Academic Integrity Tutorials

<http://www1.uwindsor.ca/aio/uw-academic-integrity-tutorial>

Services and Support

Quiet spaces to work while on campus

Graduate Lounge and Computer Resources Room 107 Toldo Health Education Centre

- The access code for the lounge can be obtained from the Graduate Secretary – Faculty of Nursing.

Graduate Study Carrels Leddy Library

- Only for full-time graduate students
- Those interested must have their name put on the waiting list at the **Circulation Desk**
- If your application is successful, a \$50 key deposit is required
- Carrels are assigned to a student for a maximum period of two years
- Those assigned Study Carrels must abide by their **rules and regulations**

Leddy Library

Services for Graduate Students

<http://leddy.uwindsor.ca/services-graduate-students>

Resource for Nursing: Helen Power

Email: helen.power@uwindsor.ca Meetings by appointment Location: 118 West – Leddy Library

Software Distribution

IT Services uses the [Software Depot](#) for Software Distribution. By logging into the Software Depot with your UWin ID and password, all software that is available to you can be ordered. After ordering the desired software, there are multiple options for delivery, including downloads, when appropriate, pick up at the Operations Desk in the University Computer Centre, free delivery on campus via inter-campus mail, or mailed off campus for a nominal fee.

Who Can Use This Service: Faculty, Staff and Students

Software Depot: <https://apps.uwindsor.ca/sd/login?session=sfa>

Counselling Services

The Student Counselling Centre staff offer personal counselling to currently registered students in the form of crisis intervention, brief therapy, groups, case management, and workshops. Ms. Dayna Rodrigues is the Clinical Therapist for the Faculty of Nursing. Appointments can be made through the Student Counselling Center 519-253-3000 ext. 4616. Further information can be found at

<http://www.uwindsor.ca/studentcounselling/>

Academic Counselling by an Academic Advisor

All masters' students will have a faculty advisor assigned in the fall of their first year, by the Graduate Coordinator. The Faculty Advisor will guide the student through the program. The faculty advisor is responsible for meeting with the student during the first term in the program and then on a regular basis based on the needs of the student (i.e. every term or every 6 months). It is recommended that at a minimum, Faculty Advisor and student should meet at the start and end of the school year.

The faculty advisor's responsibilities will include:

- i. Guiding the student with course selection and plan for degree completion
- ii. Counselling the student on changes to the course plan (e.g., change from part time to full time; leave of absence requests) and providing rationale to Graduate Coordinator who will be responsible for contacting Graduate Studies for approval of requests
- iii. Providing student with appraisal of progress.
- iv. For MScN (thesis) students: The Faculty Advisor should include a discussion on plan for thesis (potential topic, research question and timelines) with a goal of assisting students to complete their thesis in a timely manner. The Faculty Advisor may transition to become supervisor or support student in finding an appropriate supervisor.

Frequently Asked Questions (FAQs)

Registration

1. I AM A CURRENT STUDENT BUT I CANNOT REGISTER. WHO DO I CONTACT?

- Registration questions can be directed to the Graduate Secretary, Faculty of Nursing.

2. DO I HAVE TO REGISTER EVERY SEMESTER?

- Full-time students must be registered every semester i.e. Fall, Winter and Intersession/Summer. If a full-time student does not register without requesting a leave of absence, they are considered out of the program and must re-apply through <https://www.uwindsor.ca/graduate/1935/how-apply>
- Part-time students are allowed one semester off without penalty. If a part-time student is off more than two semesters without requesting a leave of absence, they are considered out of the program and must re-apply through <https://www.uwindsor.ca/graduate/1935/how-apply>.

Status Change Requests

3. HOW DO I CHANGE FROM FULL-TIME TO PART-TIME STUDIES?

Students are required to remain in the program as a full-time student if they have initially applied to be enrolled in the program as a full-time student. Students who wish to change status, must follow the following procedure.

- A special request outlining the rationale for the change must be emailed to the Nursing Graduate Coordinator.
- The request is submitted to Graduate Studies along with the Graduate Coordinator's recommendation.
- The decision to approve the change of status is made by the Associate Dean of Graduate Studies.
- The student is informed of the decision by email from the Graduate Studies office with a copy sent to the Faculty of Nursing.

HOW DO I CHANGE FROM PART-TIME STUDIES TO FULL-TIME STUDIES?

- Follow the steps listed above.

Time Limit

4. HOW MUCH TIME DO I HAVE TO COMPLETE MY DEGREE? HOW CAN I REQUEST AN EXTENSION OF THE TIME LIMIT?

- Time limit for **full-time** students is **3 years for Master's and 6 years for a PhD.**
- Time limit for **part-time** students is **5 years.**
- A student wishing an extension to a program submits a written request to the Nursing Graduate Coordinator requesting the extension. Students in the Nurse Practitioner program will submit the request to the Nurse Practitioner Graduate coordinator.
- The request should include an explanation as to why an extension is required, as well as a detailed timeline for completion of all requirements.
- The request is submitted to Graduate Studies, along with a departmental recommendation. A decision will be made by the Associate Dean of Graduate Studies.
- An e-mail informing the student of a decision will be sent and copied to program, and the change will be made to the student's record on SIS.

Changing Programs within Nursing

5. HOW DO I APPLY TO CHANGE TO A DIFFERENT GRADUATE NURSING PROGRAM?

- Students email the request to the Nursing Graduate Coordinator. The Graduate Coordinator will make the decision to accept or deny the request.
- If the Graduate Coordinator accepts the request then the student must apply through <https://www.uwindsor.ca/graduate/1935/how-apply> and pay the applicable fees **by February 1st**. Students requesting changes after this date will be reviewed on a case by case basis.
- For all program switches except into the MN/Nurse Practitioner program – the student does not have to submit the usual required application documents. The student notifies the Nursing Graduate Secretary once they apply. Students switching into the MN/Nurse Practitioner program must re-submit all the required application documents.
- If the application is approved by Nursing, it is sent to Grad Students for final approval. If approved by Graduate Studies, an official letter of acceptance will be sent to the student.

Leave Of Absence (LOA)

Form –

http://www.uwindsor.ca/graduate/sites/uwindsor.ca.graduate/files/loa_fillable_form.pdf

6. HOW CAN I APPLY FOR A LEAVE OF ABSENCE (LOA) FROM MY PROGRAM?

- Graduate students can apply for a Leave of Absence up to the posted [registration add/drop deadline for each semester](#). (<http://www.uwindsor.ca/registrar/501/important-academic-dates-semester>)
- The fee for a leave of absence of \$50.00 will be added to the student's account by the Cashier's Office upon approval of the leave (or can be paid at the time of submission of the form to Graduate Studies by cheque only).
- Applications must be completed by the student and submitted to the department for recommendation before the end of the 2nd week of the term.
- Depending on the type of leave requested, students may be approved for 1-3 terms (see reverse of form for explanation).
- The student completes a "[Leave of Absence](#)" form (http://www.uwindsor.ca/graduate/sites/uwindsor.ca.graduate/files/loa_fillable_form.pdf), including reason for leave of absence, and submits form to the nursing office for a recommendation and signature of graduate coordinator.
- The form is forwarded to the Associate Dean of Graduate Studies for approval.
- Once approved, a copy of the form is sent to the department, Cashier's office, and student. The information is recorded on the Student Information System
- Scholarship holders: note that the length of your award will not be extended to accommodate a financial leave or certain types of personal leave.

Graduate Assistantship (GA) Applications

7. HOW CAN I APPLY FOR A GRADUATE ASSISTANTSHIP (GA)?

- Before the beginning of the term each department will post notices of available assistantships – contact the Nursing Graduate Secretary for an application and deadlines.
- Only full-time, registered, eligible students can hold a graduate assistantship (GA) - [see more information about Graduate Assistantship regulations](#).
- Full-time graduate students are not permitted to work more than 10 hours per week on average on campus.
- Each year in September Graduate Studies holds an orientation workshop for GAs and TAs.

Grade Appeals

8. HOW DO I APPEAL A GRADE?

- All students have the right of appeal under [Senate Bylaw 51](#) (see "section 2: Students registered in the Faculty of Graduate Studies"). In addition to appealing a grade informally (see [Bylaw 51, section 2.7.1](#)), if you feel you have been treated unfairly, you may submit an appeal

of grade to the Dean of Graduate Studies no later than three weeks after the final mark has been released by the Office of the Registrar.

- A clear statement of the basis of your appeal, along with supporting documents and the fee of \$20.00 should be submitted to the Dean of Graduate Studies, who will request that your program chair conduct an investigation into the appeal. The instructor and one other faculty member will be consulted by the program chair who will then submit a report on the finding to the Dean of Graduate Studies. The Graduate Appeals Committee will review the case and make a final decision. If your appeal is successful, your \$20.00 fee will be refunded.

9. OTHER THAN GRADES, CAN I APPEAL ACADEMIC DECISION OF MY INSTRUCTOR/ADVISOR/THESIS COMMITTEE?

- All students have the right of appeal under [Senate Bylaw 51](#). If you feel you have been treated unfairly, you may submit an appeal to the Dean of Graduate Studies - refer to Section 27.3 and 2.7.4 of [Senate Bylaw 51](#).

Course requests outside of the Faculty of Nursing

10. I AM REGISTERED IN THE MN PROGRAM AND REQUIRE 4 ADDITIONAL GRADUATE COURSES TO MEET MY DEGREE REQUIREMENTS. HOW DO I REGISTER FOR GRADUATE COURSE OUTSIDE OF THE FACULTY OF NURSING?

- Students who wish to take courses outside of Nursing and have the course count as credit towards their program must make a request in writing to the Nursing Graduate Coordinator with the course name, number and course description. You might be required to submit a course syllabus.
- The Graduate Coordinator will either approve or disapprove the course. If approved, the student will need an add/drop form signed by the instructor of the course. The student will then need the form signed by the Nursing Graduate Coordinator. The student then takes the completed form to the Registrar's office for processing.

11. CAN I TAKE GRADUATE COURSES AT ANOTHER UNIVERSITY AS A VISITING STUDENT? (THIS APPLIES TO ONTARIO UNIVERSITIES).

- The [Ontario Visiting Graduate Student program](#) (OVGS) allows a graduate student at an Ontario University to take graduate courses at another Ontario University while remaining registered at his/her Home University.
- Approval from the Graduate Coordinator and Graduate Dean at the Home University is required first. The application form is then sent to the Graduate Coordinator and Graduate Dean at the Host University for approval.
- Final approval of the course is not official until all signatures are received.
- Upon approval, the student is registered and pays fees to his/her Home University and is classed as a "visiting graduate student" at the Host University where he/she pays no fees.
- Regular graduate fees apply to University of Windsor students on the OVGS program.
- The student does not need to obtain a transcript. The Host institution will send the Graduate Studies office a grade report. A grade of Pass or Fail is recorded on the student's transcript.

12. CAN I TAKE COURSES AT ANOTHER UNIVERSITY AND HAVE THESE COURSES COUNT FOR CREDIT TOWARDS MY UWINDSOR DEGREE?

- Students who wish to take courses at other institutions outside of Ontario, and have the course count as credit towards their program at Windsor must make a request in writing to the Nursing Graduate Coordinator (prior to the beginning of the course).
- The Graduate Coordinator makes a recommendation to Graduate Studies.
- A decision is made in Graduate Studies and the student is advised by e-mail, with a copy to the program and the Registrar's Office, who will record the substitution on the student's record.
- Students completing courses at other institutions are responsible for providing official transcripts to Graduate Studies upon completion of the approved courses.
- Students who wish to complete an undergraduate course or a graduate course outside of their program and apply it to their graduate program must also follow the above procedure. This must be done well before the student has completed all program requirements.

13. WHAT DESIGNATION AM I PERMITTED TO USE AFTER NAME AS A GRADUATE STUDENT?

- (c) is not used for MN or MScN students. Therefore, MN(c) and MScN (c) are not used.
- Students may use MN student or MScN student.
- The designation of (c) is used at some universities for PhD students who have successfully defended their comprehensive exams and/or proposal. Some universities do not permit its use at all.

Graduate Programs

See Appendix for Sample Course Schedules for all Programs

- I. Master of Nursing Degree (MN) and Primary Health Care Nurse Practitioner Master of Nursing Degree (MN/NP) (**See Appendix**)
- II. Master of Science in Nursing Degree (MScN)
- III. Graduate Diploma - Primary Health Care Nurse Practitioner (NP)
- IV. Master of Nursing Degree (For those students who have a completed Nurse Practitioner Certificate)

Note: Part-time students can **only** be registered in **one course per semester**. Students registered in two courses or more per semester will be considered full-time. **All students will be full-time taking the 11-63-593 Advanced Professional Nursing Practicum course.**

A variety of graduate **nursing electives** are offered on a rotating basis. Students requiring electives are encouraged to take courses from the other field. For example, if you are registered in the MN Advanced Practice field, you can take the Leadership courses as your option if there are openings. Students in the field have priority for registering for these courses.

Course descriptions available at:

<http://web4.uwindsor.ca/units/registrar/calendars/graduate/cur.nsf/982f0e5f06b5c9a285256d6e006cff78/85b25b2018ded4bd85257369005e00a4!OpenDocument>

I. Master of Nursing Degree

The Master in Nursing (MN) program is a course-based degree program. Students complete **10 courses**. There are three specialization/field options:

Advanced Clinical Practice Nursing Field

In the Advanced Clinical Nursing field students will explore the human experience of health, well-being, illness and healing within the context of individuals, families, groups and communities. Selected concepts such as health promotion, illness prevention, stress appraisal, and coping resources will be examined through critical appraisal of the literature in nursing and related disciplines. Students will have the opportunity to develop evidence-based knowledge and skills required to manage the complex health needs of Canada's multicultural population through health promotion and illness prevention or adaptation to illness and injury.

OR

Nursing Leadership Field

In the Nursing Leadership field students will explore concepts of contemporary nursing leadership in management, research and education. Students will critically appraise and synthesize a variety of educational, environmental, and political issues that influence the Canadian health care system. Students will have the opportunity to develop skills necessary to impact policy and decision-making relevant to the profession of nursing, in particular, and the health care system in general

OR

Primary Health Care Nurse Practitioner (NP) Field

In the primary health care nurse practitioner field, students will be prepared to provide collaborative and autonomous primary health care to individuals, groups or communities, with an emphasize on health promotion as well as illness/injury prevention. Students will develop advanced assessment, diagnostic and clinical reasoning skills in preparation for ordering and interpreting diagnostic tests, communicating diagnoses, prescribing pharmaceuticals, and performing other specific controlled procedures.

Degree Requirements/Schedule

All students (regardless of field) must take 3 core courses:

- 11-63-581 - Theoretical Foundations in Nursing (normally in Fall semester)
- 11-63-583 - Research Methods in Nursing (normally in Fall semester)
- 11-63-582 - Advanced Statistics (normally in Winter semester)

Students in MN Advanced Clinical Practice or leadership Fields must take 2 courses from their field of practice:

- **Advanced Clinical Practice Field:**
 - 11-63-592 – Health of Individuals, Families and Groups (normally in Winter semester)
 - 11-63-594 – Community and Population Health (normally in Fall semester)

OR

- **Nursing Leadership Field:**
 - 11-63-596 – Theoretical Foundations of Leadership (normally in Winter semester)
 - 11-63-597 – Innovations in Nursing Leadership (offered in Fall semester)

AND

- 4 elective courses:
 - 2 graduate level nursing electives* (offered Fall, Winter and/or Inter/summer)

- 2 graduate level electives from any faculty, including nursing (based on course offerings)

AND

- 11-63-593 – Advanced Professional Nursing Practicum (normally offered in Winter semester). **Note:** This course is a full-time course. Students who are part-time will automatically become full-time for the semester in which they take this course.

Students in the **Nurse Practitioner Field** take 7 additional field courses:

- 11-63-550 - Pathophysiology for Nurse Practitioners (2 semester course - fall and winter or intersession/summer)
- 11-63-552 - Roles and Responsibilities (2 semester course - fall and winter or intersession/summer)
- 11-63-557 - Advanced Health Assessment and Diagnosis I (Fall semester)
- 11-63-558 - Advanced Health Assessment and Diagnosis II (Winter semester)
- 11-63-561 - Therapeutics in Primary Health Care I (Fall semester)
- 11-63-562 - Therapeutics in Primary Health Care II (Winter semester)
- 11-63-595 - Integrative Practicum (2 semester course - spring and summer)

II. Master of Science in Nursing Degree

The Master of Science in Nursing (MScN) is a thesis-based degree program, and has two specialization/field options:

1) Advanced Clinical Practice Nursing Field

In the Advanced Clinical Nursing field students will explore the human experience of health, well-being, illness and healing within the context of individuals, families, groups and communities. Selected concepts such as health promotion, illness prevention, stress appraisal, and coping resources will be examined through critical appraisal of the literature in nursing and related disciplines. Students will have the opportunity to develop evidence-based knowledge and skills required to manage the complex health needs of Canada's multicultural population through health promotion and illness prevention or adaptation to illness and injury.

OR

2) Nursing Leadership Field

In the Nursing Leadership field students will explore concepts of contemporary nursing leadership in management, research and education. Students will critically appraise and synthesize a variety of educational, environmental, and political issues that influence the Canadian health care system. Students will have the opportunity to develop skills necessary to impact policy and decision-making relevant to the profession of nursing, in particular, and the health care system in general.

Course Requirements/Schedule:

The **Master of Science Degree in Nursing (MScN)** is thesis based requiring the completion of 6 courses and a thesis.

4 Core Nursing Courses:

- 11-63-581 - Theoretical Foundations in Nursing (Offered in Fall semester)
- 11-63-583 - Research Methods in Nursing (Offered in Fall and Spring/Summer semester)
- 11-63-582 - Advanced Statistics (Offered in Winter semester)
- 11-63-593 – Advanced Professional Nursing Practicum (Offered in Winter semester) **Note:** This course is a full-time course so for students who are part-time, you will automatically become full-time for this semester only

2 Field Courses from their field of practice:

- **Advanced Clinical Practice Field:**
 - 11-63-592 - Health of Individuals, Families and Groups (normally offered in Winter semester)
 - 11-63-594 - Community and Population Health (Offered in Fall semester)
- **Nursing Leadership Field:**
 - 11-63-596 - Theoretical Foundations of Leadership (Offered in Winter semester)
 - 11-63-597 - Innovations in Nursing Leadership (Offered in Fall semester)

OR

Thesis

- 11-63-797 - Thesis
- See Graduate Student Blackboard site for Thesis Resource Guide

III. Graduate Diploma Primary Health Care Nurse Practitioner (NP)

This program is **only** for students who have a **completed** BScN (or equivalent nursing degree, e.g. BN), with a current Registered Nurse (RN) status, **and a completed** Master's degree (Nursing or health related degree preferred).

Course Requirements:

Courses can be completed within 1 year of full-time study. Students must take two courses or more per semester to be considered full-time.

- 11-63-550 - Pathophysiology for Nurse Practitioners (2 semester course - Fall and Winter or Intersession/Summer)
- 11-63-552 - Roles and Responsibilities (2 semester course - Fall and Winter or intersession/summer)
- 11-63-557 - Advanced Health Assessment and Diagnosis I (Fall semester)
- 11-63-558 - Advanced Health Assessment and Diagnosis II (Winter semester)
- 11-63-561 - Therapeutics in Primary Health Care I (Fall semester)
- 11-63-562 - Therapeutics in Primary Health Care II (Winter semester)
- 11-63-595 - Integrative Practicum (2 semester course – Intersession/summer)

IV. Master of Nursing Degree (For those students who have a completed Nurse Practitioner Certificate)

This program is **only** for students who have a **completed** Nurse Practitioner Certificate, a **completed** BScN, with a current Registered Nurse (RN) status.

Course Requirements:

- 11-63-581 – Theoretical Foundations in Nursing (Fall semester)
- 11-63-582 –Advanced Statistics (Winter semester)
- 11-63-583 – Research Methods in Nursing (Fall or Intersession/Summer)
- Two additional Nursing graduate level courses.

Contacts

FACULTY OF NURSING

Health Education Centre
University of Windsor (519) 253-3000
Windsor, ON N9B 3P4 Fax: (519) 973-7084

Dr. Linda Patrick
Dean Room 336A - ext. 2259

Dr. Lorna de Witt, Graduate Coordinator Room 324 - ext. 2286
ladewitt@uwindsor.ca

Dr. Laurie Freeman, Nurse Practitioner Graduate Coordinator ext. 2278
lfreeman@uwindsor.ca

Professor Sherry Morrell, Primary Health Care Nurse Practitioner Program Administrator
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Dr. Patricia Weir, Dean (519) 253-3000ext. 2107
Ms. Alison Samson, Assistant to the Dean ext. 2112
Ms. Christine Maitre, Secretary to the Dean ext. 2107

Graduate Student Society 484 Sunset, ext. 3915

Student Health Services CAW Centre, ext. 7002

IT Services Computer Help Desk (ITS) ext. 4440

Appendix 1: Expectations of Graduate Students

1. Courses require thorough preparation and active class participation.
 - Workload for graduate courses has historically been estimated at 2 to 3 hours per credit hour. This equates to 6 to 9 hours per week for a 3 credit course.
2. Attendance at in class courses (not online) is the expectation. Out of respect for your professor and classmates, please notify your professor in advance if there is a class that you are unable to attend.
3. All assignments must be prepared /submitted in order to complete the course objectives.
4. No supplemental examination or assignments will be offered.
5. Faculty of Nursing policy prevails for assignments submitted past deadline without approval (5 per cent deduction per day).
6. The minimum grade for successful completion of all graduate courses is 70%.
7. Students of the Faculty of Nursing are expected to adhere to the *Standards of nursing practice for registered nurses* and the *Guidelines for ethical behaviour in nursing* of the College of Nurses of Ontario. Failure of any nursing student to conform to the principles of these documents may result in dismissal from any of the Faculty of Nursing programs at the University of Windsor.
8. Out of respect for the professor and your classmates, all electronic devices/phones must be silenced or turned off during class; texting and answering phone calls is not permitted; computers are permitted but only for use in class focused activities; social networking activities on your computer (Facebook; twitter) are not permitted during class.
9. To support a learning environment, private conversations during class are not permitted. In addition, exiting and re-entering the classroom during lectures may interrupt others' concentration/learning. Please limit this activity.
10. To compliment your professional development, a variety of scholarly activities are held each year. Your attendance and participation is considered integral to the course. The dates and times will be emailed to you from the nursing office.
11. Please participate in course evaluations. An online course evaluation "Student Evaluation of Teaching Form" will be sent to you during the final two weeks of class in accordance with Senate policy.
12. Only your U Windsor email address must be used when corresponding with faculty and staff.

Appendix 2: Nursing Faculty Advisor: Role and Responsibility

All masters' students will have a faculty advisor assigned in the fall of their first year, by the Graduate Coordinator. The Faculty Advisor will guide the student through the program. The faculty advisor is responsible for meeting with the student during the first term in the program and then on a regular basis based on the needs of the student (i.e. every term or every 6 months). It is recommended that at a minimum, Faculty Advisor and student should meet at the start and end of the school year.

The faculty advisor's responsibilities will include:

- i. Guiding the student with course selection and plan for degree completion
- ii. Counselling the student on changes to the course plan (e.g., change from part time to full time; leave of absence requests) and providing rationale to Graduate Coordinator who will be responsible for contacting Graduate Studies for approval of requests
- iii. Providing student with appraisal of progress.
- iv. For MScN (thesis) students: The Faculty Advisor should include a discussion on plan for thesis (potential topic, research question and timelines) with a goal of assisting students to complete their thesis in a timely manner. The Faculty Advisor may transition to become supervisor or support student in finding an appropriate supervisor. The Faculty supervisor must have graduate faculty status.
- v. Complete Nursing Faculty Advisor form with student throughout the year as needed. The form is kept in the student's file in the faculty advisor's office.

Appendix 3: Nursing Faculty Advisor Form



University
of Windsor

NURSING FACULTY ADVISOR FORM

PART I

FAMILY NAME (PLEASE PRINT) FIRST NAME INITIALS ID NUMBER

Program (circle): NP Diploma NP/MN MN Leadership MN Advanced Practice MScN Leadership MScN Advanced Practice
Graduate Diploma Oncology/ Palliative Care

Discuss plan with student

Plan for completion of coursework:

Course number or name	Term (e.g., Fall 2015; Winter 2016)	Course number or name	Term (e.g., Fall 2015; Winter 2016)

Note: If elective unknown, just write *elective* and term you plan to take it. Only include courses *to be completed*.

Anticipate graduation date: Give month/year.

MScN students: This section to be completed by students in the thesis stream

Title of thesis:

Give a summary of your *projected and/or current plan* for completion of your thesis. Include: timelines and graduation date:

Thesis	Projected date (month/year)
Chapter 1	
Chapter 2	
Chapter 3 and defense of proposal	
Ethics approval (REB)	
Chapter 4	
Chapter 5; thesis defense; final thesis approval	
Graduation	

Graduate students are expected to be actively engaged in scholarly activities. Discuss with student:

Identify your **scholarly activities and accomplishments** (e.g., scholarships, research stipends, GA, publications, conference presentations, poster presentations, classes taught, attendance at thesis defences, attendance at U of W continuing education events such as Dr. Sheila Cameron Research Forums, Lunch & Learns, and IHI Open School events) for the last year:

PART II (to be completed by faculty advisor in collaboration with student)

After discussion with student, comment on the plan whether or not you are both satisfied with the progress made.

Date of meeting: _____

PROGRAM PROGRESS: Initial the appropriate box. V G = Very Good S = Satisfactory M = Marginal U = Unsatisfactory				
	VG	S	M	U
Advisor's initials				

Signature of Advisor (if applicable): (Date) Student's signature: (Date)

Appendix 4: Nurse Practitioner Clinical Expectations

University of Windsor NP placement catchment area

During your time in the MN/NP program here at the University of Windsor, you may be placed clinically anywhere in our catchment area (see below). It is your responsibility to ensure you have transportation to your clinical placements. Students at the University of Windsor **ARE NOT ALLOWED** to contact nurse practitioner preceptors to find their own placements. The NP program administrator will assign you to a clinical placement that best meets your needs to be successful in the program. This will ensure that you are as prepared as possible for this exciting new career as an NP in Canada or the United States. It is expected that students will follow their preceptors' clinical schedule in order to acquire the mandatory clinical hours (see below).

The mandatory number of clinical hours for a PHCNP student per course are as follows:

Advanced Health Assessment & Diagnosis 1 - 78 hours

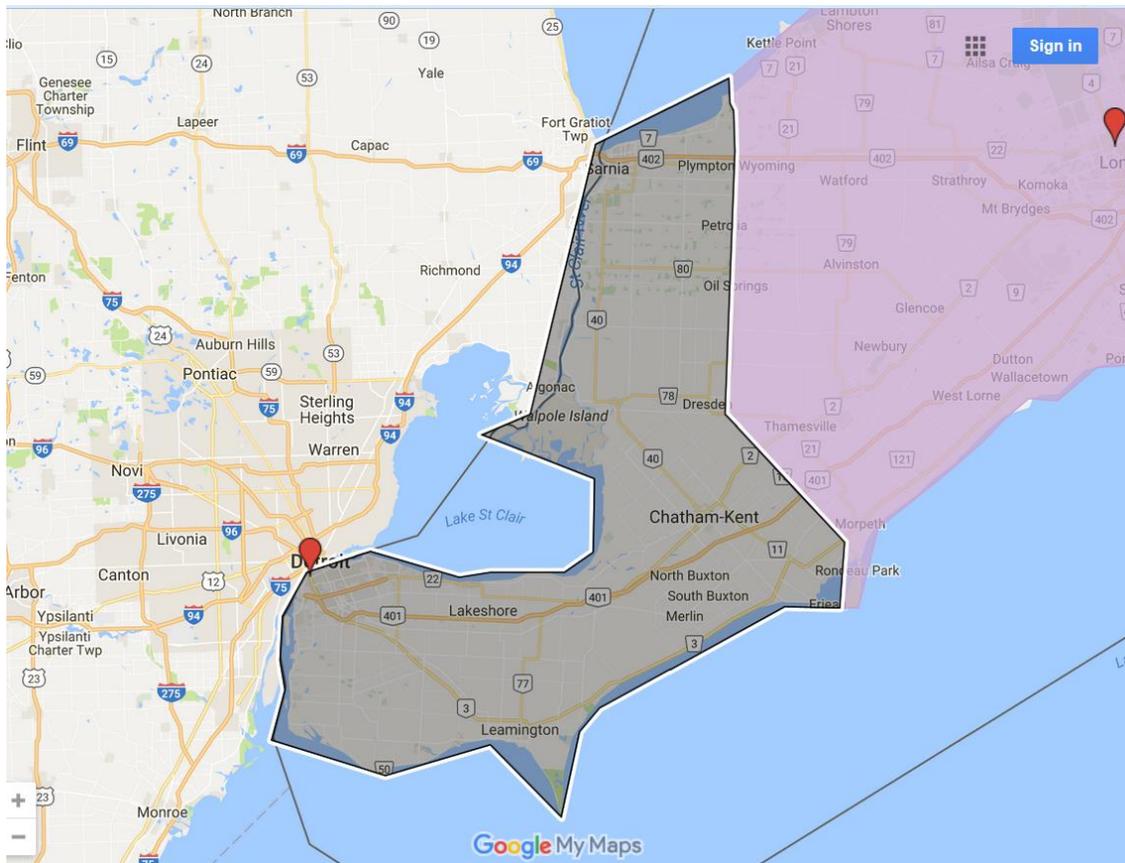
Advanced Health Assessment & Diagnosis 2 - 78 hours

Therapeutics 1 - 78 hours

Therapeutics 2 - 78 hours

Integrative Practicum - 416 hours

Total - 728 clinical hours



Appendix 5 - Master of Nursing (MN) Program Curriculum Structure



Core Courses	Additional Graduate Level Courses
11-63-581 Theoretical Foundations in Nursing (Fall) 11-63-583 Research Methods in Nursing (Fall or Interession/Summer) 11-63-582 Advanced Statistics (Winter) 11-63-593 Advanced Professional Nursing Practicum (Winter)	Four additional graduate level courses. Two must be nursing courses, two courses from another faculty (or can be nursing). Students can use the courses in the other field to fulfil this requirement.
Nursing Leadership Field	Advanced Practice Field
11-63-596 Theoretical Foundations of Leadership (Winter) 11-63-597 Innovations in Nursing Leadership (Fall)	11-63-592 Health of Individuals, Families and Groups (Winter) 11-63-594 Community and Population Health (Fall)

Sample: Full-time Student Course Schedule

Full time students must be registered in every term i.e. fall, winter, spring/summer. The four additional graduate level courses can be taken any time throughout the two years. Graduate level courses vary each semester. Full-time students must complete the program within three consecutive calendar years after the student's first registration. Full-time students will pay full-time fees even if taking only one course in a semester.

Fall	Winter	Spring/Summer
Year 1 11-63-581 Theoretical Foundations of Nursing 11-63-583 Research Methods in Nursing	11-63-582 Advanced Statistics 11-63-596 Theoretical Foundations of Leadership OR 11-63-592 Health of Individuals, Families and Groups	Two graduate level courses (Nursing or another faculty)
Year 2 11-63-597 Innovations in Nursing Leadership OR 11-63-594 Community and Population Health Graduate level course	11-63-593 Advanced Professional Nursing Practicum Graduate level course	Convocation June session OR take remaining Graduate level courses and Convocation would be October session.

Sample: Part-time Student Course Schedule

Part-time students can take only one course per semester. Part-time students are allowed one semester off per year without penalty. If a part-time student does not register for a course for two consecutive semesters without having completed a Leave of Absence (LOA), they must reapply and pay the application fee. It is recommended that part-time students complete the program within three and a half years and do not exceed the five consecutive year time limit.

	Fall	Winter	Spring/Summer
Year 1	11-63-581 Theoretical Foundations of Nursing	11-63-582 Advanced Statistics	11-63-583 Research Methods in Nursing
Year 2	Graduate level course	11-63-596 Theoretical Foundations of Leadership OR 11-63-592 Health of Individuals, Families and Groups	Graduate level course
Year 3	11-63-597 Innovations in Nursing Leadership OR 11-63-594 Community and Population Health	11-63-593 Advanced Professional Nursing Practicum (All students are required to be full-time when taking 63-593)	Graduate level course
Year 4	Graduate level course	Convocation June session	

Appendix 6 - Master of Nursing Nurse Practitioner Field (MN/NP) Program Curriculum Structure



Core MN Courses		Nurse Practitioner Courses	
11-63-581	Theoretical Foundations in Nursing (Fall)	11-63-550	Pathophysiology for Nurse Practitioners (taken over 2 semesters - Fall and Winter or Intersession/Summer) On-line course
11-63-582	Advanced Statistics (Winter)	11-63-552	Roles and Responsibilities (taken over 2 semesters - Fall and Winter or Intersession/Summer) On-line course
11-63-583	Research Methods in Nursing (Fall or Intersession/Summer)	11-63-557	Advanced Health Assessment and Diagnosis I (Fall)
		11-63-558	Advanced Health Assessment and Diagnosis II (Winter)
		11-63-561	Therapeutics in Primary Health Care I (Fall)
		11-63-562	Therapeutics in Primary Health Care II (Winter)
		11-63-595	Integrative Practicum (May – August) full-time clinical

* Please note – Pathophysiology for Nurse Practitioners must be taken prior to or concurrent with Advanced Health Assessment and Diagnosis.

Sample: Full-time Student Course Schedule

Full time students must be registered in every term i.e. fall, winter, spring/summer. It is recommended that full-time students complete the program within three consecutive calendar years after the student’s first registration. Full-time students will pay full-time fees even if taking only one course in a semester. Nurse Practitioners must register their plan through the Ontario Primary Health Care Nurse Practitioner (CRDB) website, in addition to registering for the courses at the University of Windsor through myuwindsor.ca.

	Fall	Winter	Spring/Summer
Year 1	11-63-581 Theoretical Foundations of Nursing 11-63-552 Roles and Responsibilities OR 11-63-550 Pathophysiology for Nurse Practitioners	11-63-582 Advanced Statistics 11-63-552 Roles and Responsibilities OR 11-63-550 Pathophysiology for Nurse Practitioners	11-63-583 Research Methods in Nursing 11-63-552 Roles and Responsibilities OR 11-63-550 Pathophysiology for Nurse Practitioners *Students can take Patho OR Roles in the summer session, not both courses at the same time.
Year 2	11-63-557 Advanced Health Assessment and Diagnosis I 11-63-561 Therapeutics in Primary Health Care I	11-63-558 Advanced Health Assessment and Diagnosis II 11-63-562 Therapeutics in Primary Health Care II	11-63-595 Integrative Practicum
	Convocation October session		

Sample: Part-time Student Course Schedule (1st year part-time, 2nd and 3rd year full-time)

Part-time students can take only one course per semester. Part-time students are allowed one semester off per year without penalty. If a part-time student does not register for a course for two consecutive semesters without having completed a Leave of Absence (LOA), they must reapply and pay the application fee. It is recommended that part-time students complete the program within three years and do not exceed the five consecutive year time limit.

	Fall	Winter	Spring/Summer
Year 1	11-63-581 Theoretical Foundations of Nursing	11-63-582 Advanced Statistics	11-63-583 Research Methods in Nursing
Complete change of status form to switch to full-time obtained through NP Graduate Coordinator			
Year 2	11-63-550 Pathophysiology for Nurse Practitioners 11-63-557 Advanced Health Assessment and Diagnosis I	11-63-550 Pathophysiology for Nurse Practitioners 11-63-558 Advanced Health Assessment and Diagnosis II	Complete a Leave of Absence Form through Graduate Studies
Year 3	11-63-561 Therapeutics in Primary Health Care I 11-63-552 Roles and Responsibilities	11-63-562 Therapeutics in Primary Health Care II 11-63-552 Roles and Responsibilities	11-63-595 Integrative Practicum
	Convocation October session		

Appendix 7 - Master of Science in Nursing (MScN) Program Curriculum Structure



Core Courses		Thesis
11-63-581	Theoretical Foundations in Nursing (Fall)	11-63-797 Thesis * (Must have a supervisor prior to registering in the thesis course).
11-63-583	Research Methods in Nursing (Fall or Intersession/Summer)	
11-63-582	Advanced Statistics (Winter)	
11-63-593	Advanced Professional Nursing Practicum (Winter)	
Nursing Leadership Field		Advanced Practice Field
11-63-596	Theoretical Foundations of Leadership (Winter)	OR 11-63-592 Health of Individuals, Families and Groups (Winter)
11-63-597	Innovations in Nursing Leadership (Fall)	11-63-594 Community and Population Health (Fall)

Sample: Full-time Student Course Schedule

Full time students must be registered in every term i.e. fall, winter, spring/summer. Full-time students must complete the program within three consecutive calendar years after the student's first registration. Full-time students will pay full-time fees even if taking only one course in a semester. Students must register for the Thesis (11-63-797) when they begin working with their advisor and using university resources.

	Fall	Winter	Spring/Summer
Year 1	11-63-581 Theoretical Foundations of Nursing 11-63-583 Research Methods in Nursing	11-63-582 Advanced Statistics 11-63-596 Theoretical Foundations of Leadership OR 11-63-592 Health of Individuals, Families and Groups	11-63-797 Thesis * (see above)
Year 2	11-63-597 Innovations in Nursing Leadership OR 11-63-594 Community and Population Health 11-63-797 Thesis *	11-63-593 Advanced Professional Nursing Practicum 11-63-797 Thesis *	11-63-797 Thesis *
	Convocation October session		

Sample: Part-time Student Course Schedule

Part-time students can take only one course per semester. Part-time students are allowed one semester off per year without penalty. If a part-time student does not register for a course for two consecutive semesters without having completed a Leave of Absence (LOA), they must reapply and pay the application fee.

It is recommended that part-time students complete the program within three and a half years and do not exceed the five consecutive year time limit. Students must register for the Thesis (11-63-797) when they begin working with their advisor and using university resources.

	Fall	Winter	Spring/Summer
Year 1	11-63-581 Theoretical Foundations of Nursing	11-63-582 Advanced Statistics	
Year 2	11-63-583 Research Methods in Nursing	11-63-596 Theoretical Foundations of Leadership OR 11-63-592 Health of Individuals, Families and Groups	
Year 3	11-63-597 Innovations in Nursing Leadership OR 11-63-594 Community and Population Health	11-63-593 Advanced Professional Nursing Practicum (All students are required to be full-time when taking 63-593)	11-63-797 Thesis *
Year 4	11-63-797 Thesis *	11-63-797 Thesis *	Convocation June session

Appendix 8 - Nurse Practitioner Graduate Diploma Program Curriculum Structure



* **This program is for students who already have their Master’s Degree in Nursing**

Nurse Practitioner Courses		Nurse Practitioner Courses	
11-63-550	Pathophysiology for Nurse Practitioners (taken over 2 semesters - Fall and Winter) On-line course	11-63-561	Therapeutics in Primary Health Care I (Fall)
11-63-552	Roles and Responsibilities (taken over 2 semesters - Fall and Winter) On-line course	11-63-562	Therapeutics in Primary Health Care II (Winter)
11-63-557	Advanced Health Assessment and Diagnosis I (Fall)	11-63-595	Integrative Practicum (May – August) full-time clinical
11-63-558	Advanced Health Assessment and Diagnosis II (Winter)		

* **Please note – Pathophysiology for Nurse Practitioners must be taken prior to or concurrent with Advanced Health Assessment and Diagnosis.**

Sample: One Year Full-time Student Course Schedule

Full time students must be registered in every term i.e. fall, winter, spring/summer. Full-time students must complete the program within three consecutive calendar years after the student’s first registration. Full-time students will pay full-time fees even if taking only one course in a semester. Nurse Practitioners must register their plan through the Ontario Primary Health Care Nurse Practitioner (CRDB) website, in addition to registering for the courses at the University of Windsor through myuwindsor.ca.

Fall	Winter	Spring/Summer
Year 1 11-63-550 Pathophysiology for Nurse Practitioners 11-63-552 Roles and Responsibilities 11-63-557 Advanced Health Assessment and Diagnosis I 11-63-561 Therapeutics in Primary Health Care I	11-63-550 Pathophysiology for Nurse Practitioners 11-63-552 Roles and Responsibilities 11-63-558 Advanced Health Assessment and Diagnosis II 11-63-562 Therapeutics in Primary Health Care II	11-63-595 Integrative Practicum
Convocation October session		

Sample: Two Year Full-time Student Course Schedule

Full time students must be registered in every term i.e. fall, winter, spring/summer. Full-time students must complete the program within three consecutive calendar years after the student’s first registration. Full-time students will pay full-time fees even if taking only one course in a semester. Nurse Practitioners must register their plan through the Ontario Primary Health Care Nurse Practitioner (CRDB) website, in addition to registering for the courses at the University of Windsor through myuwindsor.ca.

	Fall	Winter	Spring/Summer
Year 1	11-63-550 Pathophysiology for Nurse Practitioners	11-63-550 Pathophysiology for Nurse Practitioners	Complete a Leave of Absence Form through Graduate Studies
	11-63-552 Roles and Responsibilities	11-63-552 Roles and Responsibilities	
Year 2	11-63-557 Advanced Health Assessment and Diagnosis I	11-63-558 Advanced Health Assessment and Diagnosis II	11-63-595 Integrative Practicum
	11-63-561 Therapeutics in Primary Health Care I	11-63-562 Therapeutics in Primary Health Care II	
	Convocation October session		

Sample: Two year full-time Student Course Schedule

Full time students must be registered in every term i.e. fall, winter, spring/summer. Full-time students must complete the program within three consecutive calendar years after the student’s first registration. Full-time students will pay full-time fees even if taking only one course in a semester. Nurse Practitioners must register their plan through the Ontario Primary Health Care Nurse Practitioner (CRDB) website, in addition to registering for the courses at the University of Windsor through myuwindsor.ca.

	Fall	Winter	Spring/Summer
Year 1	11-63-550 Pathophysiology for Nurse Practitioners	11-63-550 Pathophysiology for Nurse Practitioners	Complete a Leave of Absence Form through Graduate Studies
	11-63-557 Advanced Health Assessment and Diagnosis I	11-63-558 Advanced Health Assessment and Diagnosis II	
Year 2	11-63-552 Roles and Responsibilities	11-63-552 Roles and Responsibilities	11-63-595 Integrative Practicum
	11-63-561 Therapeutics in Primary Health Care I	11-63-562 Therapeutics in Primary Health Care II	
	Convocation October session		

Sample: Three Years Part-time

Part-time students can take only one course per semester. Part-time students are allowed one semester off per year without penalty. If a part-time student does not register for a course for two consecutive semesters without having completed a Leave of Absence (LOA) form, they must reapply and pay the application fee. It is recommended that part-time students complete the program within three years and do not exceed the five consecutive year time limit. Nurse Practitioners must register their plan through the Ontario Primary Health Care Nurse Practitioner (CRDB) website, in addition to registering for the courses at the University of Windsor through myuwindsor.ca.

	Fall		Winter		Spring/Summer	
Year 1	11-63-550	Pathophysiology for Nurse Practitioners	11-63-550	Pathophysiology for Nurse Practitioners	11-63-552	Roles and Responsibilities
Year 2	11-63-557	Advanced Health Assessment and Diagnosis I	11-63-558	Advanced Health Assessment and Diagnosis II	Part-time students are allowed one semester off per year without penalty. Must complete a Leave of Absence form if not registered for more than one semester.	
Year 3	11-63-561	Therapeutics in Primary Health Care I	11-63-562	Therapeutics in Primary Health Care II	11-63-595	Integrative Practicum (must be taken full-time – will be paying full-time fees)
	Convocation October session					

Appendix 9 - Master of Nursing Program Curriculum Structure



* This program is for students who already have their Nurse Practitioner Certificate

Core MN Courses	Additional Nursing Graduate Level Courses
11-63-581 Theoretical Foundations in Nursing (Fall) 11-63-582 Advanced Statistics (Winter) 11-63-583 Research Methods in Nursing (Fall or Intersession/Summer)	Two additional Nursing graduate level courses.

Sample: Full-time Student Course Schedule

Full time students must be registered in every term i.e. fall, winter, spring/summer. Full-time students will pay full-time fees even if taking only one course in a semester. Graduate level courses vary each semester.

Fall	Winter	Spring/Summer
Year 1 11-63-581 Theoretical Foundations of Nursing Nursing graduate level course	11-63-582 Advanced Statistics Nursing graduate level course	11-63-583 Research Methods in Nursing
Convocation October session		

Sample: Part-time Student Course Schedule

Part-time students can take only one course per semester. Part-time students are allowed one semester off per year without penalty. If a part-time student does not register for a course for two consecutive semesters without having completed a Leave of Absence (LOA), they must reapply and pay the application fee. It is recommended that part-time students complete the program within two years.

Fall	Winter	Spring/Summer
Year 1 11-63-581 Theoretical Foundations of Nursing	11-63-582 Advanced Statistics	11-63-583 Research Methods in Nursing
Year 2 Nursing graduate level course	Nursing graduate level course	Convocation June session