

RADY FACULTY OF HEALTH SCIENCES

COLLEGE OF NURSING



MASTER OF NURSING (NP) GRADUATE STUDENT HANDBOOK



UNIVERSITY OF MANITOBA | Rady Faculty of Health Sciences

umanitoba.ca/nursing

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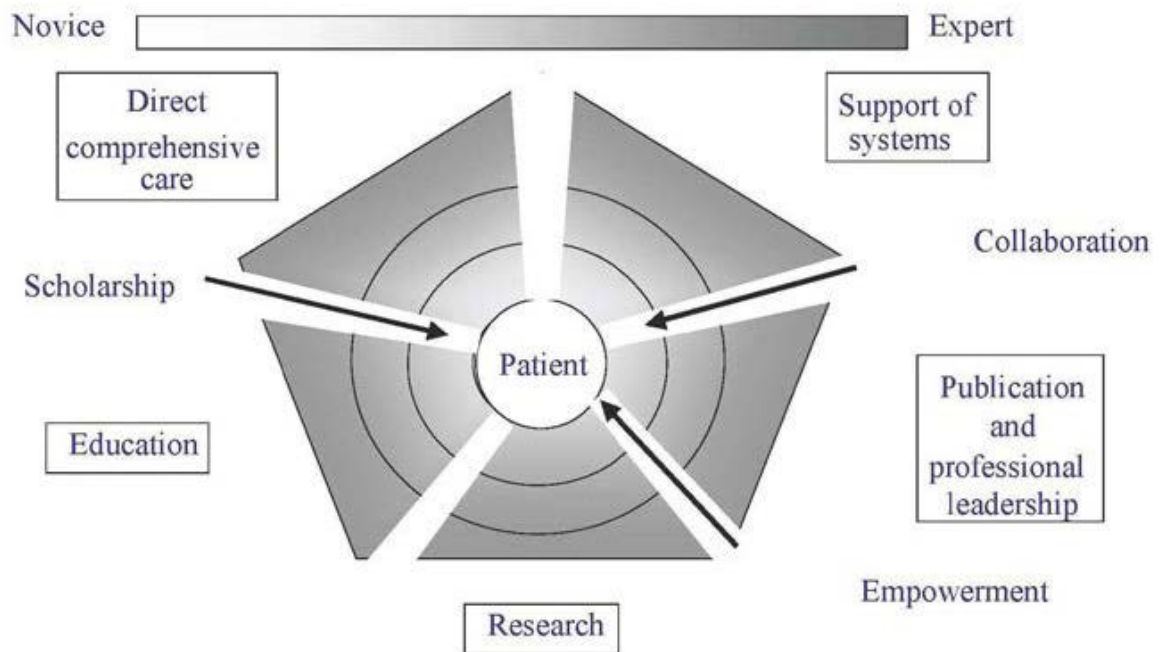
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INTRODUCTION

University graduate programs in nursing must respond to high-paced change and the exponential increase in knowledge to successfully meet the demands of society and nursing practice. In keeping with the aims of graduate study at the University of Manitoba, the Master of Nursing (NP) Program in the College of Nursing prepare nurses with advanced or specialized knowledge for leadership in diverse areas of nursing practice. Emphasis is placed on developing ability to analyze, critique, and use research and theory to further nursing practice" (CASN, 2006, p. 1). The Master of Nursing (NP) program is designed to prepare graduates for leadership roles in clinical practice, education, and administration.



Strong Model of APN Practice



Adapted from: Ackerman MH, Norsen L, Martin B, Wiedrich J, and Kitzman HJ (1996).
Development of a model of advanced practice. *American Journal of Critical Care*, 5:68-73

The Strong Model of Advanced Practice Nursing (APN) guides the Nurse Practitioner Program. The patient (individual, family, community) is central to the model with five domains of practice and three conceptual strands. This model has been adopted by the Winnipeg Regional Health Authority. The model illustrates how nurse practitioners function in each of the five domains of practice: direct comprehensive care, education, research, support of systems, and publication and professional leadership. Nurse practitioners support the system (facility, unit, program) by developing standards, policies, procedures, or practice guidelines to improve patient care. Scholarship, collaboration, and empowerment are the three conceptual strands that unify and influence each domain of practice. This model identifies that students and nurse practitioners advance in their role as experience is gained.

The Nurse Practitioner Program also relies on a body systems approach in its curriculum design as this approach is aligned with direct comprehensive care in clinical practice. Domains of practice and conceptual strands are geared towards the nurse practitioner role in primary care.

Underlying tenets guiding the pedagogy are rooted in constructivism. We believe that knowledge construction is embedded within the social context in which learning occurs (in-class seminar, online discussions, problem-based learning, skills laboratory, clinical practice site). Constructivism builds on the student's pre-existing knowledge, beliefs, and skills.

This Handbook is a general guide for student use while in the Master of Nursing (NP) Program. The official policies and regulations of the College of Nursing (CON) are outlined in the:

[University of Manitoba Graduate Calendar Academic Guide Supplemental Regulations](#)

Additional Publications:

[College of Nursing](#)

College of Nursing web address:

<http://umanitoba.ca/nursing/>

IMPORTANT NOTE: Re Faculty of Graduate Studies

As a student in the CON Master of Nursing (NP) Program, you are also a student in the Faculty of Graduate Studies (FGS), which oversees all graduate programs at the University of Manitoba (UofM). Therefore, you must follow the FGS policies and regulations in the Academic Guide and Supplemental Regulations:

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The FGS also publishes a [Graduate Programs Handbook](#), which students are advised to review for relevant information related to graduate studies at the UofM, as well as the many resources that are available to graduate students

Additional FGS Publications:

[Graduate Studies](#)

FGS contact info:

Ph #: (204) 474-9377

http://umanitoba.ca/graduate_studies/

**University of Manitoba policies are revised on a regular basis. The most up to date policies are located in the University of Manitoba Graduate Calendar. Policies and links to policies in this handbook are included for information purposes. However, current policies in the Graduate Calendar, Academic Guide and CON Supplemental Regulations will supersede any policies in this student handbook.

INTRODUCTION

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CON Contact Info	
Issue/Concern	Who to contact
<ul style="list-style-type: none"> • re advisor/advisement issues • re course issues • re issues not resolved by faculty advisor or student advisor 	Associate Dean, Graduate Programs Dr. Donna Martin* (204) 474-6716 Donna.Martin@umanitoba.ca *contact program assistant re appt
<ul style="list-style-type: none"> • re course/program changes • re course/program extensions • re VW/AW 	Graduate Programs Student Advisor Karla Blackwell (204) 474-6733 Karla.Blackwell@umanitoba.ca
<ul style="list-style-type: none"> • re appt with Associate Dean 	Graduate Programs Assistant Pamela Gordon (204) 474-6216 Pamela.Gordon@umanitoba.ca
<ul style="list-style-type: none"> • re reference for scholarships & bursaries • re progress report completion • re course issues 	Assigned Faculty Advisor
<ul style="list-style-type: none"> • re program issues, concerns • re issues not resolved by faculty advisor or student advisor 	Director Nurse Practitioner Program Dr. Darlene Pierce (204)-474-9095 Darlene.Pierce@umanitoba.ca

SECTION 1 GENERAL REGULATIONS OF THE NURSE PRACTITIONER STREAM OF THE MASTER OF NURSING PROGRAM

The MN degree is achieved through the Administration, Clinical, Education, or Nurse Practitioner streams. The degree designated upon successful completion of the Nurse Practitioner stream is Master of Nursing (MN).

1.1 College of Nursing Supplemental Regulations

The FGS supplemental regulations and Academic Guide contain many of the rules and policies pertaining to the FGS and those specific to the CON graduate programs. Adherence to these rules and policies is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. The major goal of this guide is to prevent potential problems that may affect the completion of a student's program. It is the responsibility of students and the unit offering a graduate program to read and follow the policies.

[Supplemental Regulations](#)

1.2 Full and Part-Time Study/Time to Completion

Full-time vs part-time status has several important implications, i.e., program fee payment schedule*; time to completion deadlines; and some scholarships/awards. Please discuss with you advisor.

*Note: payment for all graduate programs of study at the UofM are based on program fees rather than course-based fees.

Full time status, key considerations:

- Students are considered to be full-time if they do not apply for part-time status. Normally, this means that students will take a minimum of 15 credit hours during the academic school year until course work is completed, and then work on their final clinical consolidation full-time.
- Students who are full-time will pay program fees at the full-time rate over two years.
- Full-time students must complete program requirements in 4 years or less.
- Many scholarships/studentships require full-time study status

Part-time status, key considerations:

- Students who elect to study part-time, or who have elected to switch to full-time, must complete the Faculty of Graduate Studies Request for Part-Time Status form: [Form](#). The form must be signed by both the advisor and the Associate Dean Graduate Programs.
- A student may change to part-time status or back to full-time **only once** during their program of study.
- Part-time program fees are paid over four years.
- Part-time students must complete program requirements within a maximum time of 6 years.

See the FGS Academic Guide for the policy and additional information: [Click Here](#)

1.2.1 Program/Registration Requirements

All NP theory and clinical courses must be taken in sequence as each course builds on the previous. (eg. NP 1, NP 2, NP 3...)

1.2.2 Year 1 and Year 2 Courses Full Time

This stream consists of 45 credit hours and the Clinical Consolidation Course NURS 7330.

Year 1		
Fall Term		
	Year 1 Orientation	
	NURS 7352	Leadership in Advanced Nursing Practice
	NURS 7340	Evidence Informed Practice
	NURS 7412	Advanced Health Assessment
Winter Term		
	NURS 7402	Advanced Pathophysiology and Therapeutics in Nurse Practitioner Practice
	NURS 7430	Nurse Practitioner 1
	NURS 7442	Clinical Practice 1
Summer Term		
	NURS 7450	Nurse Practitioner 2
	NURS 7462	Advanced Practice Nursing in Primary Care Settings
Year 2		
Fall Term		
	Year 2 Orientation	
	NURS 7470	Nurse Practitioner 3
	NURS 7482	Clinical Practice 2
Winter Term		
	NURS 7490	Nurse Practitioner 4
	NURS 7502	Clinical Practice 3
Summer Term		
	NURS 7330	Clinical Consolidation

**Graduates of the Administration, Clinical, or Education streams of the Master of Nursing program who have completed these courses will substitute elective courses of NURS 7340 and NURS 7352.

1.2.3 Years 1 to 4 Part-Time

Year 1		
Fall Term		
	Orientation	
	NURS 7352	Leadership in Advanced Nursing Practice
Winter Term		
	NURS 7402	Advanced Pathophysiology and Therapeutics in Nurse Practitioner Practice
Summer Term		
	NURS 7340	Evidence Informed Practice
Year 2		
Fall Term		
	NURS 7412	Advanced Health Assessment

Winter Term		
	NURS 7430	Nurse Practitioner 1
Summer Term		
	NURS 7450	Nurse Practitioner 2
Year 3		
Fall Term		
		Orientation (0 credit hours)
	NURS 7470	Nurse Practitioner 3
Winter Term		
	NURS 7490	Nurse Practitioner 4
Summer Term		
	NURS 7462	Advanced Practice Nursing in Primary Care Settings
	NURS 7442	Clinical Practice 1
Year 4		
Fall Term		
	NURS 7482	Clinical Practice 2
Winter Term		
	NURS 7502	Clinical Practice 3
Summer Term		
	NURS 7330	Clinical Consolidation

1.2.4 GRAD 7500 Academic Integrity Tutorial

Academic Integrity is a matter of paramount importance in academia. It is the foundation of scholarly work. To help graduate students better understand the issues surrounding Academic Integrity, all graduate students must register for and complete **GRAD 7500 Academic Integrity Tutorial**. This is a zero (0) credit-hour mandatory course intended to introduce students to their basic responsibilities regarding academic integrity and to the resources available to them. Failure to successfully complete this course will result in suspension of registration privileges.

This course runs entirely online and is comprised of a series of brief videos (the total duration of these videos is approximately 1 hour) followed by a true/false test. Students must achieve 100% on the test in order to complete the tutorial and receive a pass grade for the course. If necessary, the test may be taken multiple times until a 100% grade is achieved.

The Academic Integrity course is accessed through UM Learn using your JUMP login. To access the course, go to [here](#). Enter your UMNetID username and password. Once you have logged in, click GRAD 7500 - *Academic Integrity tutorial* under **My Courses**. Additional details are provided on **UM Learn** once the course is entered.

You must register for the course in Aurora in order to access it in UM Learn. We strongly suggest you review the course instructions prior to starting the course.

Complete instructions for the tutorial are [here](#).

GRAD 7500 FAQ can be viewed [here](#)

1.2.5 GRAD 7020 – Re-registration Course Number

To maintain status as a student in the MN program, all Masters students must register in GRAD 7020 in Fall, Winter and Summer terms until their final term before graduation. Students who have been granted a regular leave of absence must remain registered in GRAD 7020 to maintain their status in the program.

*Note: for 1st year students, the registrar will register students for this course in the fall and winter terms.

1.2.6 Clinical Placements

There are 4 clinical courses in the NP Stream beginning in Term 1 of Year 1, with a lab/simulation course (NURS 7412). At the end of coursework, there is a clinical consolidations course (400 hours), which facilitates the integration and development of NP clinical skills. Arrangements for clinical practice for each student are organized by the NP Placement Coordinator, in collaboration with the clinical practice course leader and NP Director.

1.2.7 NURS 7330 – Final Scholarly Paper

As part of the final clinical course, NURS 7330 Clinical Consolidation, you are required to develop a paper on a clinical issue related to NP practice. As part of this process, you will work with a nursing faculty member with expertise in your area of interest in the development of the paper. The goal is to submit the paper to a peer reviewed journal for consideration for publication.

1.3 Blended Learning

The NP program is delivered through blended learning. This integrates online and face-to-face learning in an interactive and dynamic way. During the online weeks, students will engage in activities, discussion boards, and interactive modules. The alternating face-to-face weeks will include class and lab instruction. This provides flexibility in scheduling for students and promotes self-directed learning. The face-to-face classes are structured as problem based learning or flipped-classrooms which requires student participation and preparation for student success. Instructors are facilitators of learning in both the online and in class formats.

1.4 Academic Requirements

A minimum degree grade point average (GPA) of 3.0, with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless remedial action is recommended.

- Note: a C+ grade results in an 'inadequate' on the Progress Report form
- Note: Students who fail to maintain satisfactory performance (i.e., < C+ grade) may be required to withdraw on the recommendation of the Associate Dean, Graduate Programs to the Dean of the Faculty of Graduate Studies. Two consecutive 'inadequate' on the Progress Report forms requires the student to withdraw from the program.
- Note: the CON will not recommend remediation for a second failure in the same course, the CON will consider remediation up to 6 credit hours only.

- Note: students may voluntarily withdraw (VW) from any one course once. When a student makes a subsequent attempt at a course from which s/he has VWd, further VWs will not be permitted. In exceptional circumstances, students may request an Authorized Withdrawal (AW) from the Associate Dean, Faculty of Graduate Studies. See section 2 Academic Performance of the [Supplemental Regulations](#)

1.5 Non-Academic Requirements

Immunization, CPR, Criminal Record Check, Child Abuse Registry Check, Adult Abuse Registry Check, Respiratory Mask-Fit Test, WRHA Personal Health Information Act (PHIA) Training

Newly admitted MN students must submit documentation that the above requirements have been met as per the CON Non-Academic Requirements policy [Non-Academic Requirements](#)

Note: All students are responsible for maintaining their immunization status. Students whose non-academic requirements are incomplete as of July 15th will be put on “hold” status and will not be permitted to register for courses.

Returning students are required to certify in CPR and submit documentation by June 1st annually if their current CPR expires prior to April of the next academic year. Students are required to submit the above CPR certification by June 1st or they will be placed on “hold” status and will not be permitted to register in courses.

1.6 Licensure

All NP students must have **active** practicing nurse registration throughout the program with the College of Registered Nurses of Manitoba.

The College of Registered Nurses of Manitoba (CRNM) and the College of Registered Psychiatric Nurses of Manitoba (CRPNM) require that graduate nursing students who will have client contact and/or are engaged in clinical practice or clinical research related to their program of study have active practicing registration with the CRNM or CRPNM. *Note: Only Active Registered Nurses are eligible for the Nurse Practitioner stream.*

All Nurse Practitioner students must maintain active practicing Registered Nurse licensure with the CRNM for the duration of the MN Program.

1.7 Certificate of Illness

Attendance in courses and participation in online activities is mandatory, to enable the student to satisfy the evaluative criteria. Students absent from class or clinical due to an illness of 3 days or more must present a certificate from a health care professional upon return to class. To receive a certificate of illness, a student must see a physician or nurse practitioner. The student must do this during the time of their illness and present the certificate to their course professor in order to be considered for special consideration. The medical certificate should

include the dates of absence. Absence for compassionate reasons is considered on an individual basis.

1.8 Enrolment in Courses at another University

Students may not attend or be registered in courses at more than one university. Students wanting to take a course at another institution while enrolled in the MN Program must apply for a Letter of Permission or register under the Western Deans' Agreement, if appropriate. Refer to the FGS website for details and forms: **Faculty of Graduate Studies. Please contact a Graduate Programs Student Advisor for assistance.**

1.9 Application for Graduation

Contrary to the *Graduate Calendar* section, "General Academic Regulations and Requirements", graduate students **cannot** apply for graduation on Aurora Student. Graduate students who plan to graduate in the current or upcoming term should inform the Graduate Program Student Advisor, and ensure that they meet the deadlines posted on the FGS website for completion of projects and final reports. Names of potential graduates are forwarded to the Faculty of Graduate Studies for inclusion on the grad list. The grad date is entered on the Aurora Student record by the FGS.

SECTION 2 ADVISORY SYSTEM

2.1 Academic Advisor

2.1.1 The Faculty Advisor/Student Relationship

Each student is assigned an academic advisor upon admission to the Nurse Practitioner Stream. This faculty member will meet with you prior to the beginning of classes to complete the Student Advisor Agreement. You will also meet annually in the spring for a Progress Report (required by the FGS). In addition to the required spring Progress Report, a Progress Report must also be completed when issues/concerns arise that require documentation and ongoing monitoring. Your advisor can facilitate your experience as a graduate student and answer questions you may have related to the Graduate Programs. You are encouraged to “touch base” with your advisor throughout each term. You will also require an academic advisor for the scholarly paper assignment in NURS 7330. This advisor may or may not be your original assigned academic advisor.

2.1.2 Progress Report

The student and Academic Advisor will meet at least annually to review the student’s progress and complete the Progress Report. If the Progress Report is not completed, the student will not be allowed to register in the following September term. In addition to the required spring Progress Report, a Progress Report must also be completed when issues/concerns arise that require documentation and ongoing monitoring. The spring [Progress Report Form](#) must be completed and submitted to the Graduate Program Assistant.

2.1.3 Successfully Completing Courses

Students must successfully complete all clinical and theoretical courses. Upon successful completion of the required course work, the student proceeds to Clinical Consolidation. A clinical site is selected by the Placement Coordinator for each student in consultation with the Course Leader. The primary focus is the practical application of knowledge. Students must successfully complete 400 hours of clinical practice, as well as a scholarly paper, suitable for publication, on a clinical issue related to Nurse Practitioner practice. As part of this process, you will work with an academic advisor.

SECTION 3

AWARDS, RESOURCES, & OPPORTUNITIES FOR PROFESSIONAL GROWTH

3.1 Awards

Awards and scholarships obtained from the CON website at: [College of Nursing](#) and the Faculty of Graduate Studies website at: [Faculty of Graduate Studies](#). Scholastic ability, achievement, leadership and collegiality in graduate students are recognized by the CON through the following awards and scholarships: (Deadlines for the awards and bursaries vary.)

3.1.1 Notification of Awards Received

Students are asked to inform the Graduate Program Assistant of any awards, grants, fellowships and /or scholarships received. This information is used for statistical purposes. Awards are also noted in College and University publications.

3.2 Resources

3.2.1 The MCNHR

The MCNHR is a research center within the CON that promotes and supports the conduct, dissemination, and uptake of collaborative nursing and health research. The MCNHR offers research support services for graduate students that includes research and statistical consultation, assistance with ethics and research grant applications and editing and formatting services for publications. The MCNHR hosts research events and training workshops and offers several research grants and awards for graduate students.

<http://umanitoba.ca/faculties/nursing/mcnhr/index.html>

3.2.2 College of Nursing Librarian

Laurie Blanchard is the librarian for the CON. She can be contacted at 474-6590 at the Elizabeth Dafoe Library or at laurie.blanchard@umanitoba.ca. Laurie will have limited office hours, in 393 Helen Glass Centre for Nursing at 474-8204 during the term.

3.2.3 Academic Learning Center

The Academic Learning Centre (ALC) is available to provide guidance and assistance to all students in the CON with their written assignments and study skills. They have one to one appointments as well as an online writing tutor, online workshops, and printable handouts for writing, learning, and studying. The ALC is located at 201 Tier Building and can also be reached at [Academic Learning Centre](#)

Or academic_learning@umanitoba.ca or 204-480-1481

3.2.4 Campus Services to Support Students

Accessibility Services: 474-6213

Student Counselling and Career Centre: 474-8592

Learning Assistance Centre: 480-1481

Student Advocacy & Resources Services: 474-7423

English Language Centre: 474-9251

3.2.5 Faculty of Graduate Studies Academic Calendar [Academic Calendar](#)

3.3 Opportunities for Professional/ Scholarly Growth

The Faculty of Graduate Studies has instituted a workshop series that support Graduate Students as they navigate through their programs. The program is entitled, **GradSteps**, and can be found here: [Gradsteps](#)

The University of Manitoba Elizabeth Dafoe Library has series of sessions designed to support graduate studies in their library, formatting and research skills. Descriptions of these sessions can be found here: [Libraries](#) As well, there is a Liaison Librarian for the CON, Laurie and she can be emailed at laurie.blanchard@umanitoba.ca.

Graduate students are also **encouraged to apply for conference presentations** locally, nationally or internationally based on their areas of study. The Faculty of Graduate Studies will normally provide some funding to support Graduate students to attend conferences at which they are presenting twice within the confines of their program. The forms for accessing these supports can be found on the Faculty of Graduate Studies website: [Here](#)

SECTION 4
PROCESS FOR APPLICATION TO THE ADMINISTRATION, CLINICAL, OR
EDUCATION STREAMS FOR STUDENTS CURRENTLY IN THE NURSE
PRACTITIONER STREAM

4.1 Background Information

This document outlines the process for consideration of applications from those students who have been admitted to the Nurse Practitioner stream of the Master of Nursing Program and wish to apply to one of the Administration, Clinical, or Education streams. The number of students considered for admission each year will depend on the availability of resources. Preference will be given to students who study full-time.

4.2 Application from Students

Students are required to submit the following information:

- an application for admission by the application deadline;
- an updated resume
- a revised statement of academic and career goals outlining why the student wants to apply for one of the other Master of Nursing streams;
- one letter of reference from a current academic faculty member who has taught the student in the Master of Nursing Program;

4.3 Due Date

The due date is the application deadline to the Master of Nursing Program.

4.4 Process

Application materials from students currently in the program will be reviewed at the same time as the new applicants.

(Revised: May, 2018)