

Robert and Donna Manning College of Nursing and Health Sciences

Master's and Post-Master's Certificate of Nursing in Science Student Handbook

The baccalaureate degree program in nursing, master's degree nursing, Doctor of Nursing Practice program and post-graduate APRN certificate program at the University of Massachusetts Boston is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.



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**The Manning College maintains the right to amend published policies, procedures, and requirements at any time*



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Introduction

Welcome to the Robert and Donna Manning College of Nursing and Health Sciences (MCNHS) of the University of Massachusetts Boston. The faculty, administrators, and staff of MMCNHS hope that you will find your experience as a graduate student to be professionally and personally rewarding.

Purpose of this Handbook

This Handbook is designed to provide graduate students, staff, faculty, and administrators associated with the Adult-Gerontology Nurse Practitioner (AGNP) Primary Care, Family Nurse Practitioner (FNP) Primary Care, and Post-Master's Certificate programs of the Manning College of Nursing and Health Sciences (MCNHS) at the University of Massachusetts Boston (UMB) an overview of the elements of the master's degree and post-master's certificate nursing programs. This handbook is one part of the orientation and guidance provided to students in the master's nursing program. Students are strongly encouraged to seek out additional sources of academic and organizational policy and procedure documents when further clarification and detail is needed. It is the expectation that all students review this handbook when beginning their master's program.

The student handbook is updated yearly prior to the start of the academic year and posted to the MCNHS web site. Any changes made to the handbook at any other time of the year will be announced to students using the Graduate Student Blackboard Learning Center.

MCNHS Mission, Vision & Values

The MS Program adheres to the [mission and values of UMB](#) and the [mission, vision and values](#) within the nursing department in the Manning College of Nursing and Health Sciences.

AACN Essentials of Advanced Nursing Practice

As an accredited program of the Commission on Collegiate Nursing Education (CCNE), the UMB Master's Program uses the American Association of College of Nursing (AACN) [The Essentials: Core Competencies for Profession Nursing Education](#) (2021) as the foundation for the curriculum and is based on the 10 Domains:

- I. Knowledge for Nursing Practice
- II. Person-Centered Care
- III. Population Health
- IV. Scholarship for Nursing Discipline
- V. Quality and Safety
- VI. Interprofessional Partnerships
- VII. Systems Based Practice
- VIII. Informatics and Healthcare Technologies
- IX. Professionalism
- X. Personal, Professional, and Leadership Development

The scope of knowledge addressed in the core and specialty courses in the Adult-Gerontology Nurse Practitioner (AGNP) Primary Care and Family Nurse Practitioner (FNP) programs reflect the student outcome competencies found in *The Essentials of Masters Education for Advanced Practice Nursing (2011)*, and the Consensus Model for APRN Regulation: Licensure, Accreditation, Certification and Education (LACE) that was initiated in 2008 for the new standards for national certification.

Program Goals

- Assuring an appropriate supply, diversity, and distribution of advanced practice nurses to meet emerging health care system needs in the Commonwealth and Boston urban and suburban community.
- Preparing advanced practice nurses with the highest level of knowledge and competence to successfully pass the national certification exams in their specialty and obtain employment in their specialty area.
- Developing advanced practice nurses with competence in health systems leadership, policy development, and interdisciplinary collaboration to improve health care quality and increase health care access for all populations.
- Preparing graduates with transformational leadership skills in policy change to overcome disparities in health care for those population groups bearing a disproportionate share of disease and disability.

Program Learning Objectives

Upon completion of the Master of Science programs, students will be able to:

- Demonstrate competence in the advanced nursing practice and management of health and illness for individuals, families, and aggregate populations using critical thinking and evidence-based clinical decision making.
- Promote individual/family relationships that facilitate positive health care outcomes for diverse populations.
- Design, implement and evaluate educational programs for individuals, professionals, and communities.
- Plan comprehensive continuous care through interdisciplinary collaboration across health care settings with an emphasis on diverse and urban populations.
- Monitor and ensure the quality of nursing and health care practices utilizing advocacy and ethical decision-making.
- Design, implement and evaluate evidence-based care in relation to ethnocultural and spiritual beliefs within diverse populations.
- Apply theories from nursing and other disciplines to the advanced nursing practice for individuals and families from diverse populations.
- Identify researchable health care problems and continually appraise relevant literature.
- Communicate and consult with health care providers and others to influence policy change.
- Demonstrate competency in professional oral and written communication.

Organization of MCNHS

For questions to the Master's Program email postmasternp@umb.edu
This is your first point of contact and will help guide you and answer questions.

The Master's and Post-Master's Certificate Programs have track coordinators who serve as the advisors for all students in the programs. The track coordinators are responsible for admission policies, curricular oversight and graduation requirements.

Master's Programs:

Graduate Nursing Program Director

Elizabeth Russet, DNP, FNP-BC
Elizabeth.Russet@umb.edu

Family Nurse Practitioner Track Coordinator

Elizabeth Russet, DNP, FNP-BC
Elizabeth.Russet@umb.edu

MS Adult/Gerontology Nurse Practitioner Track Coordinator

Miyesha Cheeks, DNP, MPA, FNP-BC

Post-Master's Certificate Track Coordinator

Brenda Clausell-Rigsby, DNP, FNP, PMHNP
B.ClausellRigsby@umb.edu

The Clinical and Internship Placement Office (CIPO)

The Clinical and Internship Placement Office (CIPO) is part of the Office of Student Success, Supported and Engagement (OSSE) and supports The Manning College of Nursing and Health Sciences with compliance for clinical groups, internships, preceptorships, and practica. To maintain partner compliance per our affiliation agreements, the CIPO staff regularly communicates with various outside constituents, such as health care partners and their legal counsel, Office of General Counsel, Board of Health, Center for Disease Control, Massachusetts Centralized Clinical Placement System, and others.

Chief activities include:

- CORI & National Background Checks
- Health Requirements: Immunization, Health Insurance, CPR Certification
- FERPA Releases
- Affiliation Agreements

Graduate Clinical Placement Specialist:

Eva Benoit-Allien, M.Ed.

eva.benoitallien@umb.edu

Graduate Clinical Support Faculty:

Carolyn O'Brien, PhD, AGNP-BC

carolyn.obrien@umb.edu

Program Communication for Students in the Master's Program

All communications with the University must be conducted through student UMB. Students are expected to check their UMB e-mail on a frequent and consistent basis to ensure that they are staying current with all official communications by the Manning College of Nursing and Health Sciences and the University at large.

Students can find their email address by logging into WISER and selecting the link to their "Personal Portfolio" and then viewing "Email Addresses". All students receive a default email account. The link to access UMB email is found at <https://www.umb.edu/it/email>.

Section 1: Overview of Master's Program FNP & AGNP

The **Master of Science (MS) Adult/Gerontological Primary Care or Family Nurse Practitioner Primary Care** curricula have been designed to accommodate part-time study. Part time students carry a minimum of 3 credits per semester in the Fall and Spring semesters. (Note: this is the minimum number of credits required to qualify for federal financial aid where applicable). To maintain part time status while working, students may elect to take courses (but not clinical practicum courses) in the summer months. Any student wishing to take less than the required credits as a part-time student (3 credits respectively) must petition in writing the Graduate Program Director/Track Coordinator for an exception during the advising process. Approval of all exceptions need to be put in writing by the Track Coordinator.

Master's Curriculum

A total of 48 credits are required for AGNP and FNP programs. The MS FNP and AGNP program of study is located here: <https://www.umb.edu/academics/program-finder/nursing-ms/>

Clinical Practicum Purpose, Hours, and At Risk of Failure Policies

The clinical practicum provides graduate students with the opportunity to integrate theory and research with practice. Clinical practice hours are required for each clinical course. A specific number of clinical practice hours are necessary prerequisites for students to register for the specialty certification exams upon graduation from the program of study and the number of hours varies by state.

Required clinical practice hours are listed in the course syllabus. Preceptors and agencies have a contractual agreement with UMass Boston to precept students for a predetermined number of clinical hours for the determined period of time. Students are expected to comply with the times and days that have been arranged with their clinical preceptors. Deviations from prearranged contractual hours are permitted only by

agreement with the agency and preceptor and must be in writing. Students must contact MCNHSClearance@umb.edu to change any dates of clinical practicum. Failure to do so may result in an academic warning. Students may arrange actual clinical days with the preceptor but arranging an earlier start or a later finish always requires the permission of the course faculty.

Any student who is currently on a medical leave (FMLA or MLOA) and is unable to work in their personal clinical/ work related role due to a serious health condition, and planning to participate in a clinical experience, must notify the proper clinical faculty and track coordinator at UMass Boston. The instructor of the clinical course is responsible for supervising all student's clinical hours and needs to be notified of any potential impairment that impacts the student. A student may be on medical leave for a variety of reasons, and these may or may not impede the student's ability to safely perform at their precepted clinical site. Your clinical faculty and/or track coordinator reserves the right to determine the extent that a student may participate in clinical if the student is incapacitated and undergoing treatment.

The clinical practicum of the course is pass/fail. If a student fails the clinical practicum portion of the course, then the student will receive an F for the entire course. A grade of F for the clinical portion of the course is determined by the preceptor and is communicated to the faculty through the Clinical Evaluation Tool. The preceptor makes the determination that the student has attained "competent" in all skills listed on the tool by the end of the semester. The preceptor and faculty of the course may request that additional hours beyond the minimum required for the course be completed to achieve "competent" in all areas of the tool.

If at any time during the clinical practice experience a preceptor, course faculty member or other licensed agency personnel determines that a graduate student's performance is below the minimum standards consistent with safe clinical nursing practice or whose professional comportment is deemed below what is expected of a licensed registered nurse, the graduate student will not be permitted to continue their clinical practicum. The student will be referred to the Track Coordinator and course faculty to be notified of the specifics of the alleged unsafe practice and/or professional comportment and of sanctions to be imposed.

Students who are dismissed from clinical placements will work with faculty to determine a plan for remediation, whether the problems were behavioral, knowledge-based, a poor fit between preceptor and student, or a misunderstanding. Students who are dismissed from clinical placements will not return to the site nor have any other contact with the site. If a problem or misunderstanding ever arises at a clinical site, the student shall inform the faculty immediately.

It is expected that students will demonstrate the ability to meet the course objectives as stated in the course syllabus. At the mid-term of the semester (week 6-7) students in clinical courses must demonstrate that they are meeting course objectives as demonstrated by a satisfactory mid-term clinical evaluation and a sufficient number of clinical logs (approximately one-half of the expected number of logs for the semester) in order for faculty to assess their performance. Students with insufficient numbers of clinical hours logged will receive an academic warning.

Failure to meet course objectives as outlined in the syllabus, or as stated by course faculty, and determined by the course evaluation strategies specified in the course syllabus, will result in course failure.

In Graduate nursing courses that have two components, theory and practicum, both components must be successfully completed in order to pass the course. If the theory or practicum portion has been failed, both components must be repeated.

If at any time during a course, a faculty member deems that a graduate student's academic and/or clinical performance is unsatisfactory, or if demonstrated work indicates that a student is in jeopardy of failing, an academic warning will be given to the student. Students must contact the course faculty within 48 hours of receiving an academic warning to develop a plan for meeting the course objectives.

Setting up The Clinical Practicum

The AGNP and FNP concentrations in the Master of Science in Nursing program at UMB require not only that students engage with clinical preceptors for a minimum of 500 hours of face-to-face clinical time, but that they meet clinical as well as academic competencies. Students are expected to complete 600 hours total for graduation. One hundred hours can be supplemented with simulation, but direct care hours are preferred to simulation. All clinical practica are subject to the approval of the Clinical Faculty or Track Coordinator. Preceptors may be NPs, CNSs, PAs, MDs, or DOs.

The Adult Primary Care clinical practicum competencies used for both AGNP and FNP students are found in the NONPF clinical evaluation form, shown in **Appendix B**.

UMBs programs are all in primary care; therefore, clinical practica are highly encouraged to be done in the primary care or outpatient settings. Inpatient settings will not be accepted.

Practicum hours are designed to allow students to demonstrate synthesis and application of expanded knowledge acquired within the Master of Science (MS) Adult Gerontological Primary Care or Family Nurse Practitioner Primary Care concentrations. The practicum hours signify the capability of the student to meet the core competencies of the MS degree as established by the American Association of Colleges of Nursing (AACN), consistent with The Essentials of Master's Education for Advanced Practice Nursing (2011). The clinical hours are to be related to the student's area of specialization.

Students must submit certain documentation prior to beginning every clinical rotation. It is the student's responsibility to make sure that completed clinical clearance materials are submitted correctly, completely, and on time. If the documentation is not submitted in a timely manner, the student will be prevented from entering clinical and may be required to drop the course.

Additional requirements beyond those of UMass Boston may be required by the agency hosting the APRN student. Examples include additional immunizations, EMR training, fingerprinting, regulatory training, and an ID badge. Students are expected to comply with these requests or else the clinical site will be forfeited by the student and a new one must be found.

Steps for Securing Clinical Placements

Prior to clinical site submission, student should begin working on clinical clearance in the COMPLIO/American Databank system which consists of health clearance (immunizations, titers, CPR, health insurance card, etc.) and background checks.

- Students should secure clinical sites **in collaboration with track coordinators/clinical faculty and the MCNHS clinical** placement office (Clinical Internship and Placement Office (CIPO) in primary care close to home as far ahead as possible, preferably 2 to 3 semesters ahead of time.
- Once a site has agreed to precept a student, the student collects necessary information from that site and enters it into InPlace, the online current clinical tracking software used by faculty, staff, and students.
- An immediate determination is made by the CIPO staff in collaboration with clinical faculty, and Track Coordinator as to whether the site is acceptable. **To reiterate, all clinical practica should be arranged for primary care settings.**
- After the student has entered their placement site information into the InPlace, the MCNHS/CIPO office will immediately check to see whether a working agreement exists for the site. If not, MCNHS sends a working agreement to the site, which is why it is critically important for each student to identify the legal signatory of the site. It is possible for students to enter the request as early as possible once they are registered for one of the clinical courses; NU640, NU670, NU672, NU682.
- For Massachusetts students, working agreements exist for all large hospital systems. The CIPO staff enters the student's information into the Centralized Clinical Placement (CCP) system which is a consortium of clinical agencies and colleges in those states who agree to match students with their preceptors, thus avoiding students contacting the sites directly. This does not guarantee a placement so students should continue to identify and submit other sites.
- Students are advised by the CIPO office to avoid direct contact with potential preceptors at the following CCP organization:
 - Massachusetts General Hospital
 - Atrius Healthcare System
 - Dana-Farber Cancer Institute
 - Boston Children's Hospital
 - Tufts Medical Center
 - Cambridge Health Alliance
- No students can begin clinical until they receive clinical clearance which occurs when they are copied on an email that goes to their clinical preceptor stating that the student is ready to begin. Once you receive a copy of the email to your preceptor, you may start clinical.
- Students who begin clinical placements prior to being cleared will receive an academic warning. However, students may meet informally with the preceptor at the site to discuss the clinical expectations of the practicum, get a tour of the clinic, and get prepared to be organized to start their practicum as soon as it begins.
- In most cases, all clinical practicum hours should be completed *during the semester* in which students are taking the clinical courses (NU 640, NU 670, NU 672, NU 682). Students who wish to start 1 week early may do so with the consent of the Track Coordinator in conjunction with the faculty.
- If the clinical practicum hours are not completed during the semester, INC will be given until clinical experience is completed. Once both the minimum hours and the minimum level of clinical competency for all domains of practice are achieved faculty will replace the INC with a course grade. Students may not assume that their preceptors will continue to be available to continue the preceptorship role beyond the weeks stated in the working agreements; all clinical incompletes will require renegotiation of terms between the student, clinical site, clinical faculty and course faculty to support the student in building the competencies for the course.

- UMB provides malpractice insurance at no cost to students while they are in the clinical practicum setting.
- Students without a clinical placement by the add/drop date will be asked to drop from a clinical course.

Section 2: Overview of Post-Master's Certificate Program

Admission

The PMC Program is designed to assist RNs who have an MS degree in nursing (MSN) from an accredited institution to acquire the knowledge and clinical experience that will prepare them to be certified as Adult-Gerontology Primary Care Nurse Practitioners or Family Primary Care Nurse Practitioners through the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners (AANP) Certification Program. The Post Master's certificate program has both a 12-credit and a 21-credit option. The 12-credit Family Primary Care Nurse Practitioner program is only open to Primary care PNP, AGNPs, and ANPs who satisfy the prerequisite course requirements. Master's-prepared nurses, in leadership or education; or CNMs, WHNPs, CRNAs, PMHNPs are eligible to apply to the 21-credit certificate Family Primary Care Nurse Practitioner program. An unofficial gap analysis may be requested by an applicant based upon unofficial transcripts. The final determination of the required number of credits/courses is ultimately determined by the track coordinator based upon an applicant's official academic transcripts and clinical portfolio. Nurses with non-nursing Master's Degrees are not eligible for the Post Master's Certificate Program.

The PMC program has three admissions cycles per year and three graduation cycles per year, providing students the opportunity to take certification boards immediately following completion. The PMC Track Coordinator reviews all applicants and, in consultation with the admission committee, will inform applicants of their admission to the program.

Prospective students applying to the post master's nurse practitioner certificate programs must meet the following requirements:

1. Official transcripts from all colleges attended
2. Personal statement: As a prompt, focus on the following: why you want to pursue graduate studies, why are you interested in pursuing the track (FNP) you are applying for and how will the degree help with your professional and personal goals
3. Two professional references
4. Current resume/CV
5. Bachelor's degree in Nursing from an accredited program; a GPA of 3.0 or better is recommended for admission to the program
6. Masters in Nursing from an accredited nursing program
7. Current RN license in the state the student lives and completing clinical
8. Evidence of national certification for those applying to the 12-credit program
9. One year of clinical practice as a nurse practitioner for those applying to the 12-credit program

Prerequisites

Prerequisites to the Post-Master's program include evidence of graduate level coursework in an APRN program in the "3 P courses." These courses are advanced health assessment, advanced pathophysiology and advanced pharmacology. To be recognized, the "3 P courses" must have been:

- Taken in an APRN track program.
- Earned a letter grade of a B or better, (pass/fail are not acceptable).
- Completed within 5 years of application.
- Equivalent in content and credits (3 credits) to UMass Boston courses.
- Stand-alone courses (i.e., no combination courses, such as patho-pharmacology).

The Role of the Advanced Practice Nurse is also a prerequisite for the program. If a role course was not taken as a stand-alone course in the MSN program, then the student must show evidence that the content was integrated into the program. The Role of APRN course is also waived for practicing APRNs.

Students may have the opportunity to be granted a waiver of prerequisite courses in several ways.

1. As noted above with courses taken in an APRN track program, earned a B or better within the past 5 years, 3 credit courses and stand alone.
2. A practicing APRN in primary care (PNP, ANP, AGNP) will be granted a waiver as long as the courses were a primary care/internal medicine course (not specific to a population foci) and earned a B or better.
3. The APEA test may be taken and completed with a passing grade to show. This shows competency in the 3 P's and a waiver may then be granted for those prerequisites.

At the time of admission, an email is sent to the student applicant from the Track Coordinator regarding the need to take some, none or all of the prerequisites. Individual inquiries regarding prerequisites may be made prior to application by submitting a request to the program assistant with unofficial transcripts.

Student applicants who are APRNs in specialty areas may be asked to take the pre- requisites because many specialty programs, although they include these core courses, are specific to the area of specialty and will not prepare the student to practice in primary care. For example, a Women's Health Nurse Practitioner may take "Advanced Health Assessment of Women." This would not fulfill a primary care program's advanced health assessment course and would not be accepted as a prerequisite to our program. Similarly, a pediatric APRN program may have pharmacology course specific to the pediatric population and this would not be accepted for the prerequisites.

Any student who is not granted a waiver for the prerequisite courses will be required to take the courses at UMass Boston or at another accredited program.

NU614: Advanced Pathophysiology

NU634: Advanced Pharmacology

NU615: Advanced Health Assessment (65 clinical hours) (prerequisite is NU 614)

NU601: Introduction to Advanced Practice Nursing: Knowledge for Practice in the Global Community

Courses (Plans of Study)

Plans of study are based on whether the student applicant is currently a practicing APRN or not, and if an APRN, what population foci the student is certified in.

Family Primary Care Nurse Practitioner (FNP) Certificate Program

The 21-credit program is available to **CNMs, WHNPs, AGACNP, CNSs, PMHNPs, CRNAs, and those with an MSN in Leadership and Education**. This program is available once prerequisites have been satisfied.

21-Credit Family Primary Nurse Practitioner Care Plan of Study

NU 637 Psychosocial Mental Health	3 credit s
NU 639 Primary Care of the Adult	3 credit s
NU 670 Primary Care of the Adult Practicum (300 clinical hours in ages 13 and older)	6 credit s
NU 681 Primary Care of the Childbearing Family	3 credit s
NU 682 Primary Care Childbearing Family Practicum (300 hours total, includes 220 pediatric hours and 80 hours of Pediatric Specialty; CNMs and WHNPs will do all 300 hours in Pediatrics)	6 credit s

The 12-credit program is only available to **primary care ANPs, AGNPs and PNP**s. This program is available once prerequisites have been satisfied.

12-credit Primary Care Nurse Practitioner Plan of Study

For Pediatric Primary Care NPs	
NU 637 Psychosocial Mental Health	3 credits
NU 639 Primary Care of the Adult	3 credits
NU 670 Primary Care of the Adult Practicum (300 hours in ages 13 and older)	6 credits

For Adult Primary Care NPs	
NU 637 Psychosocial Mental Health	3 credits
NU 681 Primary Care of the Childbearing Family	3 credits
NU 682 Primary Care Childbearing Family Practicum (300 hours, includes 80 hours of a specialty, 220 pediatric)	6 credits

Clinical Practicum

All students in the 21-credit program must complete a total of 600 hours of documented direct clinical care hours. Students in the 12-credit option must complete 300 hours of direct clinical care hours in the chosen concentration.

State rules for clinical hours vary by state and it is the responsibility of the student to ensure that the total clinical hours of our program will fulfill the state requirements where the student plans to be licensed. For example, the Texas BON requires 500 clinical hours for each NP specialty. Therefore, students from Texas are responsible for identifying specifically what their board requires. Any hours required that are over the 300 hours that are provided in our program, will be obtained through the student taking a 3-credit Independent Study Course.

All clinical practicums are subject to the approval of the Track Coordinator and supervising faculty of the designated course. Preceptors may be NPs, CNSs, PAs, MDs, or DOs. **Since this program is primary care, clinical practice must be done in the primary care setting.** A limited number of hours may be completed in other settings (urgent care, ER, specialty clinic) but the number of hours are determined on a case-by-case basis and by either the track coordinator or the faculty for the course (NU 682, NU 670, NU 672).

***Refer to pages 7-10 above for information on clinical placements.**

Section 3: Academic Policies, Procedures & Requirements

All graduate nursing students should familiarize themselves with the University's Graduate Academic Policies available at <http://catalog.umb.edu/>

The following policies apply to all matriculated students in the Adult-Gerontology Nurse Practitioner (AGNP) Primary Care, Family Nurse Practitioner (FNP) Primary Care programs and Post Master's Certificate Program. **Policies in effect when the student is matriculated into the program of study will apply throughout the student's program of study.** Any changes in policy will be communicated to students by email with the handbook updated on the website. **Policies in The Manning College of Nursing and Health Sciences handbook may be more stringent than those of University Graduate Policies.**

MSN Program APEA Policy

This policy incorporates the use of the Advanced Practice Education Associates (APEA) resources and assessments as a component of the curriculum in the Master of Science in Nursing (MSN), BS-DNP and Post Master's Certificate (PMC) program at UMASS Boston. The policy establishes guidelines for the use of APEA products in the Family Nurse Practitioner (FNP), Adult-Gerontology Nurse Practitioner (AGNP) track and Post Master's Certificate Program. These products contribute to the preparation of students for the American Association of Nurse Practitioner (AANP [NP-C]) and American Nurses Credentialing Center (ANCC [NP-BC]) national certification examinations for nurse practitioners.

All students will have the opportunity for review and remediation of their APEA predictor tests to enhance their success in the national certification examinations after graduation. Students are encouraged to sign up for a certification review course prior to sitting for certification.

1. APEA Predictor Testing

The APEA assessments are used as a component of formative and summative academic assessment in the FNP and AGNP tracks. Two APEA predictor exams will be administered during the student's academic program. The Pre-Predictor APEA exam and the Exit/University Predictor. The APEA online testing center provides documentation of completion of assigned proctored APEA exams.

- A. The APEA **Pre-Predictor** exam serves as an assessment to identify weaknesses in preparation for the University Predictor Exam. The Pre-Predictor measures competency in patient management by testing knowledge areas and testing domains that include: assessment, diagnosis, planning and intervention, pharmacotherapeutics, and evaluation. This exam is administered for all MS students in week **twelve** of NU 639 Primary Care Adults. A minimum score of $\geq 70\%$ is the goal. The Pre-Predictor exam is worth 10% of the final grade in NUR 639. Grading Rubric is presented in Table 1.1 below.

Table 1.1

APEA **Pre-Predictor** Grading Rubric

APEA Post-Predictor Exam Grading Criteria	Points/Percent of Grade
Score on APEA Post-predictor Exam is $\geq 70\%$	10%
Score on APEA Post-predictor Exam of 65-69%	8%
Score on APEA Post-predictor 60-64%	7%
Score on APEA Post-predictor Exam of $< 59\%$	0%

- B. The APEA **Post-Predictor** exam measures competency in patient management by testing knowledge areas and testing domains that include assessment, diagnosis, planning and intervention, pharmacotherapeutics, and evaluation. The APEA Post-Predictor exam identifies weaknesses in knowledge areas and testing domains for remediation in preparation for the certification exam. The APEA Post-Predictor exam is considered a national standardized exam or exit exam. This exam is administered for AGNP and FNP students in week **twelve** of NU 672 or NU 682. A minimum score of $\geq 70\%$ is the goal. The Post-Predictor exam is worth 10% of the final grade in NUR 672 and 682. Grading Rubric is presented in Table 1.2 below.

Table 1.2

APEA **Post-Predictor** Grading Rubric

APEA Post-Predictor Exam Grading Criteria	Points/Percent of Grade
Score on APEA Post-predictor Exam is $\geq 70\%$	10%
Score on APEA Post-predictor Exam of 65-69%	8%
Score on APEA Post-predictor 60-64%	7%
Score on APEA Post-predictor Exam of $< 59\%$	0%

2. Remediation

- a. Individualized remediation provides an opportunity for students to review, study and acquire additional knowledge. Remediation is intended to help students recover important information that was missed when taking the assessment.
- b. Students must utilize their test results to complete remediation. A score of $\leq 69\%$ on the predictor exams requires remediation. Students will submit remediation plan to Blackboard for both predictor exams.
- c. Failure to comply with the APEA testing policy and taking the exam on the scheduled day and time will result in a grade of 0 for this test.

3. Comprehensive APEA Program

Students will have access to and are assigned the APEA resources to be used within each respective course. Courses are listed in Table 2 and identifies APEA resources to be used in the corresponding courses.

4. Q Bank Access

The Q Bank provides hundreds of questions with detailed rationales designed to increase knowledge and improve critical thinking and clinical reasoning. Students have access to the Q Bank beginning in NU 639 till the end of NU 672 or NU 682. The course syllabus in each course outlines assignments for Q Bank resource.

Table 2 Courses with Corresponding APEA Resources

Course	Resource
NU 639 Primary Care of the Adult	Pre-Predictor Exam: Administer Week 12 see calendar for date. A score $<69\%$ requires remediation. Course Percentage: 10%.
NU 639 Primary Care of the Adult	Begin Q-Bank Patient Management access through NU 672 and NU 681. Students must complete the required Q Bank assignments as outlined on the course syllabus.
NU 672 Primary Care of Older Adult Practicum or NU 682 Primary Childbearing Family Practicum	Post-Predictor Exam: Administer Week 12. A score $<69\%$ requires remediation. Course Percentage: 10%.

Transfer Credit

1. Transfer of two, 3-credit courses (total of 6 credits) can be recognized as filling course requirements within the curriculum with faculty approval; note courses need to be reviewed by the track coordinator or program director with syllabi evidence provided by candidate and must be within the five-year limit and meet all requirements (3-credit allocation and a grade of B or better achieved) to be considered for transfer. See graduate catalog for transfer of credit policy

http://catalog.umb.edu/content.php?catoid=49&navoid=7876#Transfer_Credit

Requests to Take Non-UMB Courses during Program

Students may opt to take some courses at other accredited colleges or universities. All coursework completed outside of UMass Boston must have the approval of the track coordinator and follow all rules set forth for transfer credits.

Independent Study

Students may complete an independent study to fulfill required or elective credits. Independent study credits vary from one to three (3) depending on the scope of the project. The independent study should consist of work at the graduate level with a specified written product. The faculty member who agrees to work with the student in independent study must be a recognized expert in the content area. The student and faculty member must agree to the UMass Boston number of credits, scope of the work and the amount of supervision required (for example, weekly or biweekly meetings). A written agreement or course syllabus must be approved by the Track Coordinator in the semester prior to registering. Depending on the scope of the independent study, the syllabus/written agreement must identify the organizational setting, the student's role and responsibilities (including amount of time), the type and nature of the policy issues, and the agency person who will oversee the project and attest to the nature and extent of the student's work.

Grading Policy

Letter grades are given in accordance with the grading criteria indicated in the UMB Graduate Student Handbook. Students must earn a B minimum of (83 total points) to pass a graduate level course. Refer to Graduate Grading Policy in the Handbook

http://catalog.umb.edu/content.php?catoid=49&navoid=7876#Graduate_Grading_Policy

Continuous Registration

All degree-seeking graduate students must maintain continuous registration. Students can register for the program fee (CAS 600) on the WISER online registration system. Continuous registration must also be maintained even when a student is on a leave-of-absence from the program. Continuous registration requires a fee to be paid to maintain matriculation. Failure to register prior to the registration deadline for the semester in which the student is registering may result in late fees and classification as an inactive student.

Incomplete

See policy on incomplete grade at the following link

<https://www.umb.edu/registrar/policies/incomplete>

Change of Track/Concentration

Matriculated students wishing to change concentrations (from FNP to AGNP or AGNP to FNP) must first contact their faculty advisor to complete a petition form which will then be submitted to the Track Coordinator for review. Permission to change concentrations will be granted on a space available basis for students who are in good academic standing with a minimum GPA of 3.0. The Manning College reserves the right to deny requests for a change in the program of study.

If the request to change concentrations is approved, the student is expected to meet with their new advisor as soon as possible following acceptance into the new program of study to file a revised program plan that must be approved by the Track Coordinator. Graduate students cannot register for courses until a new program plan has been filed.

Statute of Limitations

University policy indicates that all graduate students must earn their degree within five years of the date of matriculation into the program of study. Refer to policy in the link above. Exceptions must be made in consultation with the student's track coordinator.

Request for Extending Five Year Limitation

A student may request an extension in extenuating circumstances. To apply for an extension, students should submit a [statute of limitations extension form](#) to their graduate program director with a letter of explanation accompanied by a detailed schedule for completion. If supported, the form is then reviewed by the Office of Graduate Studies and Admissions and submitted to the Registrar's Office for processing if approved by the Dean of Graduate Studies.

Leave of Absence

The Office of Graduate Studies requires that a student seeking a leave of absence (LOA) must petition the Program Director who provides justification for the request to the Dean of Graduate Studies. An approved LOA extends the statute of limitations for degree completion by the length of the leave. [Graduate - University of Massachusetts Boston \(umb.edu\)](http://graduate.umb.edu)

Academic Standing

Academic standing is the basis for decisions regarding student progression, probation, graduation, and dismissal in the Graduate Nursing Programs. Academic standing is determined by the student's cumulative quality point average, a measure of all the grades the student has earned at the University which are applied to the course requirements of the Master's Program.

At Risk of Failure Policy and Procedure

At any time during the academic program that the student is determined to be at risk of failing, the student will be advised in writing by the faculty course member. The student will be asked to meet with the course faculty to discuss his/her deficiencies and develop a plan for meeting the course objectives.

An email will be sent to the student detailing the reasons and the recommendations for meeting the course objectives. The graduate student receives a copy of the plan, and a copy is placed in the student's file. It is recommended that the student and faculty member set up a schedule to meet and discuss the student's progress in meeting the course objectives. If a student does not make sufficient progress in meeting course objectives, the student will receive a non-passing grade.

Progression Policies

All full and part time students must maintain a cumulative average of 3.0 to graduate. Students must earn a grade of B (3.00) in all required courses listed on the student's program of study. Any grade below a B (3.00) is considered a failure in a required course. All full and part-time students who fail to maintain a 3.0 GPA may be subject to academic dismissal. If a satisfactory grade (B) is not achieved when the student repeats the previously failed course, the student will be recommended by the Program Director to the Dean of Graduate Studies for dismissal.

Academic Probation, Dismissals and Appeals

Graduate Probation and dismissal decisions are based on the criteria stated below.

1. Graduate students whose cumulative grade point average falls below 3.0 will automatically be placed on academic probation and are not considered to be in good standing academically. Both the student and their graduate program director will be notified of this probationary status.
2. A student who in any two semesters, consecutive or otherwise, has semester grade point averages of below 2.8 is subject to academic dismissal for failure to make satisfactory progress, upon recommendation by the program director to the Associate Vice Provost for Graduate Education.
3. Any graduate student who has accumulated four (4) or more INC or IF grades will be considered not to be making satisfactory progress toward the degree, will be placed on probation, and will normally be barred from registering for additional classes until the INC/IF grades are cleared.
4. Students may also be placed on probation for failure to meet program requirements upon the request of the graduate program director.

A student who has been placed on academic probation in any two semesters, consecutive or otherwise, will automatically be dismissed from the program and the University. The dismissal decisions will be initiated by the Office of Graduate Studies, in collaboration with the Registrar's Office, after reviewing transcripts of graduate students who, based on approved program criteria, are subject to dismissal. The Office of Graduate Studies will then refer cases for dismissal to the appropriate Graduate Program Director for review and recommendations. A recommendation for dismissal can be waived by the Graduate Program Director upon request to the Associate Vice Provost for Graduate Education. A request for a waiver should include the basis for the recommendation and the terms for successful continuation in the program. Final dismissal decisions will be made by and communicated to the affected graduate student, the Graduate Program Director, and the Office of the Registrar by the Associate Vice Provost for Graduate Education. Dismissal Policies:. Refer to Academic Policies on dismissal link

<http://catalog.umb.edu/content.php?catoid=49&navoid=7876#satisfactory-or-reasonable-progress-academic-probation-and-academic-dismissa>

Additionally, a student may petition to repeat up to two failed courses a total of one time for each course during their entire program of study. If a satisfactory grade (B) is not achieved when the student repeats the previously failed course, the student will be recommended by the Program Director to the Associate Vice Provost for Graduate Education for dismissal.

Graduate students may appeal dismissal decisions to the MCNHS Standards & Credit Committee. Instructions will be sent to the student on how to submit their appeal to the Standards and Credits Committee. Based upon review of the student's record and letter of appeal, the MCNHS Standard & Credits Committee will recommend conditions of Probation, or Dismissal and forward these to the Department Chair and Program Director. The Associate Vice Provost for Graduate Education makes a final determination as to whether to

rescind the dismissal. In addition, the Associate Vice Provost for Graduate Education may add further stipulations to the reinstatement. All students for whom the dismissal is rescinded automatically remain on academic probation. Failure to meet any terms identified within the probationary letter will result in automatic dismissal without recourse to appeal.

Readmission of Students Who Voluntarily Withdraw

In general, graduate students who withdraw from the program of study in good standing may resume their studies by completing a readmission form obtained from the Registrar's Office. Applicants will be notified in writing of their request for readmission status. Graduate students are referred to the Office of the Registrar website [graduate re-enrollment](#)

Readmission of Students Who are Dismissed

All requests for readmission by dismissed students must be submitted to the Standard & Credits Committee. The letter requesting readmission should contain: new and pertinent information not previously presented to the Standard & Credits Committee that will assist the Committee in re-evaluating the dismissal. Students should make an appointment with the Program Director to discuss the appeal.

Code of Student Conduct

The health professions have a code of ethics and standards for their members. It is the policy of The Manning College of Nursing and Health Sciences that academic dishonesty or misconduct will not be tolerated. All nursing students should familiarize themselves with the policies on Academic Dishonesty and Student Misconduct described in the University and College of Nursing and Health Sciences Student Handbooks. Examples of academic dishonesty include, but are not limited to, cheating on exams, submitting written material that is the work of others, or seeking unauthorized use of computer files of a student or faculty member. Misconduct includes but is not limited to furnishing false or inaccurate information, disruptive conduct or threat, or damage to university property.

All students are encouraged to review the Code of Student Conduct located at the following link: https://www.umb.edu/life_on_campus/dean_of_students/student_conduct

Ethical Conduct

Our graduate faculty are dedicated to sustaining an environment of respect and inclusivity. The graduate faculty strives to achieve the highest level of professional comportment and expects all students to do the same. We aim to prepare you to be a respected, independent licensed provider with professional behaviors that match your new role as collaborators and providers in the health care of persons, families, and societies. Therefore, we demand a high level of professional comportment consistent with graduate-prepared nurses. Unprofessional behaviors that may result in an academic warning include:

- Uncivil language with faculty or peers or in discussion postings
- Non-responsiveness to emails from faculty/staff (i.e., staff have sent 3-4 emails with no response)
- Unprofessional language with preceptors or staff
- Failure to notify a clinical site of illness
- Failure to adhere to policies at a clinical site
- Tardiness at clinical practica

[University Policy on Non-Discrimination and Harassment Policy](#)

The University of Massachusetts complies with applicable state and federal laws on non-discrimination, harassment, and retaliation including Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Violence Against Women Act of 1994, and the Massachusetts anti-discrimination law. This policy states the University's commitment to assure compliance. Access the [full policy here](#). The Administrative Standards for the Non-Discrimination and Harassment Policy can be [found here](#).

[Disability-Related Accommodations](#)

The University of Massachusetts Boston complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. The Ross Center for Disability Services is the entity that approves and coordinates academic accommodations and can be accessed at this link

<https://www.umb.edu/academics/seas/disability-services/students/>

[Rights as a Student and FERPA Guidelines](#)

The following link brings you to important information for graduate students at UMass Boston. It covers the the required Educational Rights and Privacy Act (FERPA):

<https://www.umb.edu/registrar/policies/ferpa/>

[Filing for Graduation](#)

All graduate students are eligible to apply for graduation during their final semester of degree work. Applying for graduation assumes that the student will have completed all of the university and degree requirements as outlined by the student's major program by the end of the term selected.

The student is able to apply for graduation by logging into WISER, selecting My Academics > Graduation > Apply for Graduation. For further information, go to <https://www.umb.edu/registrar/graduation/applying> All students are charged a commencement fee regardless of whether they will participate in the commencement ceremony. The MCNHS recognizes students as eligible for graduation in December and June.

In general, graduate students are eligible for graduation if they complete the following:

- The required number of credits as designated in their program of study and all clinical practicum requirements as designated in their program of study.
- Have a cumulative GPA of 3.0 in all required UMass Boston courses excluding electives.
- Earned a B or better in all coursework.

[Licensure to Practice in the Expanded Role](#)

Graduate students who are planning to take certification exams following graduation are expected to obtain the information for certification exams on the website of the certifying body. For most students, registration for certifying exam occurs during the early part of the final semester of study.

Graduate students are responsible for obtaining all transcripts from the registrar's office and any needed signatures in completing the certifying exam registration.

After obtaining a passing score on the certifying exam, the student must then apply to the Board of Registration in Nursing of the state that the nurse would like to practice in. The student should refer to the Board of Nursing in the state where they work.

Student Concerns and Complaints

At times students may have a complaint regarding a faculty member. Examples may be a complaint of unfairness in grading, or that a course is seriously disorganized, or that faculty absences have been excessive, or that the workload in a course is extraordinary in comparison to other courses. The student is advised to:

- First discuss with the faculty member and attempt to resolve the dispute.
- If unable to resolve, then the complaint is escalated to the Track Coordinator.
- If the Track Coordinator is unable to resolve the issue, then the Department Chair is asked to mediate.
- Involvement of the Dean or Dean of Students is at the discretion of the Department Chair and is only in serious violations.

Section 4: Student Services, Advising, and Student

MCNHS Office of Student Success & Engagement (OSSE)

The mission of the Office of Student Success and Engagement (OSSE) is to strengthen the educational experience of UMass Boston's diverse student population through comprehensive resources and support. Please visit the [OSSE web site](#) for further information.

Advising by MCNHS Faculty

Following admission, the graduate student will meet with their track coordinator who is their academic advisor. In coordination with the student, an individualized plan of study is developed. Students are expected to follow this plan of study and if changes are needed, the student needs to meet with their track coordinator to update their plan of study.

The student is responsible for registering for courses based on the program plan using WISER. Any holds on the student WISER account will prevent the student from registering and late registration may lead to an added fee.

Information on dates related to drop, add, withdrawal, UMB holidays/breaks can be found by clicking this link: <https://www.umb.edu/registrar/academic-calendar/>

Requirements for Writing Papers & Writing House Office (WHO)

The MCNHS has uniformly adopted the American Psychology Association (APA) style for all academic/student papers. All students should obtain the most current copy of the Publication Manual for use throughout the program.

Writing House (WHO) is MCNHS's dedicated academic writing support center, serving all MCNHS students. Students can schedule a live tutoring session (on-campus or online) or request asynchronous written feedback on your paper via WHO's scheduling system:

<https://umb.mywconline.net/>.

Also visit their web page for further information

<https://www.umb.edu/academics/MCNHS/sass/who>

MCNHS Grants and Scholarships

There are a wide variety of nursing scholarships for graduate nursing students. Several hospitals and hospital systems support nursing student education through a variety of scholarships.

https://www.umb.edu/academics/MCNHS/nursing/scholarships_and_aid

Student Representation

All Students at UMass Boston have access to [UMBeInvolved](#). This is the Student Portal for all clubs and organizations that are active. Interested students are able to log in using student email credentials (not the @umb.edu part) and search for a club or for current events of interest.

The Graduate Student Assembly funds graduate professional organizations with several different types of grants to graduate students to assist their professional development and research. They have hosted a graduate research conference and plan social activities to bring graduate students from different programs together.

www.gsa.umb.edu

Section 5: University Resources

Financial Aid Services

The Office of Financial Aid is located on the fourth floor of the Campus Center, Room 04300. Call 617-287-6300 or visit them online at <https://www.umb.edu/financial-aid/>. It offers students information on grants, loans, and other sources of financial support.

Graduate Assistantships

The University offers a limited number of graduate assistantships in teaching or research to qualified students. Applicants for admission to graduate programs and currently enrolled students should consider applying. These graduate assistantships, which range from ¼ to 1.0 FTE require weekly service in the areas of teaching, research or administrative support. In return, the University pays a stipend and provides a tuition waiver and a waiver of a certain percentage of the fees. Students may obtain more information about assistantships by contacting the Track Coordinator. General information about assistantships is also available from the Office of Graduate Studies.

IT Service Desk

The IT Service Desk offers a variety of services including technical support for Blackboard, WISER, and Email. Discounts on hardware and software is available through the IT department. Information on support is located on this link <https://www.umb.edu/it>

Library

The library [web site](#) for details on interlibrary loans, access to databases, e books and e resources. [Single Sign-On \(SSO\)](#) to access library services provides access to all library services. [UMBrella](#) provides an easy-to-use, one-stop search and discovery tool for books, e-books, videos, articles, digital media, and helps the student manage his/her research. Students sign in using their UMass Boston ID and password.

[Graduate Writing Center](#)

The purpose of the [Graduate Writing Center](#) is to offer various services tailored to meet the needs of graduate writers. Our individual writing consultations provide writers with the opportunity to work with a trained writing consultant on any writing at any stage of the writing process.

[WISER](#)

[WISER](#) is the student information system used by UMass Boston students to manage registration, grades and student records. Directions and videos are available from the [WISER help page](#).

[University Health Services](#)

University Health Services (UHS) provides medical and mental health services. Click on this link to learn more: <https://www.umb.edu/healthservices>

- **Medical Support | Call 617.287.5660**
- **Counseling Support | Call 617.287.5690**