## CONTENTS

Course Planning ........................................................................................................................................... 3
Continuous Registration ................................................................................................................................. 3
Leave of Absence ......................................................................................................................................... 4
General Guidelines for Course Selection ...................................................................................................... 4
Core Courses ................................................................................................................................................. 4
Focus Courses ............................................................................................................................................... 5
Research Methods/Data Analysis Course ................................................................................................... 5
Nursing Elective Courses ............................................................................................................................... 5
directed Studies ............................................................................................................................................. 5
Practicum Courses ......................................................................................................................................... 6
Non-nursing Electives at UBC ....................................................................................................................... 6
Electives Outside of UBC Vancouver ........................................................................................................... 6
Registering for Transfer Credit Courses at Other Institutions ................................................................. 7
Graduate Advisor ......................................................................................................................................... 7
Provisional Advisors .................................................................................................................................... 8
Supervisors ................................................................................................................................................... 8
Student Support Office ................................................................................................................................. 8
Academic Requests ....................................................................................................................................... 8
Student Wellbeing ....................................................................................................................................... 9
Schedule A (Full Time) vs. Schedule B (Part time) ....................................................................................... 9
Graduate Awards, Scholarships & Competitions ......................................................................................... 10
Enrolment Services Advisors ....................................................................................................................... 11
(Tuition, Payments, Fees & Student Loans) ............................................................................................... 11
Graduate Student in Nursing Association (GSNA) ...................................................................................... 11
Emergency Financial Assistance ................................................................................................................... 11
Graduate Student Society (GSS) ................................................................................................................... 11
Student Spaces ............................................................................................................................................ 11
Course Planning

The MSN Program provides flexibility for students to set up a course planning trajectory for a total of 30 credits that aligns with their professional and research interests. Students may choose courses beyond 30 credits and they may choose electives outside of nursing (with approval of the Graduate Advisor). There are a number of possible foci that provide the foundation for the MSN Program such as Research, Education, Leadership, Policy and Clinical Nurse Specialist (CNS). Yet, you can choose courses flexibly between streams and you do not need to declare a particular stream or focus.

<table>
<thead>
<tr>
<th>THESIS</th>
<th>NON-THESIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focuses on the advancement of nursing knowledge and practice within a variety of specialty areas combining advanced leadership roles with an emphasis on skill development in research. The track offers a range of courses in the foundations of advanced nursing knowledge and practice, evidence and research appraisal, and research design and methodology. Students consolidate their learning through a combination of core, focus and research courses. Students complete the program with a <strong>NURS 599 Thesis</strong> (9 credits).</td>
<td>Has a strong focus on advanced nursing leadership roles in various domains and offers a range of courses in foundations of advanced nursing knowledge and practice, evidence and research appraisal, and selected courses in specialty areas. Students consolidate their learning through core, focus and research, as well as practicum and project options. Students complete the program with a <strong>NURS 595 Scholarly Practice Advancement Research Project</strong> (SPAR Project) (3 credits).</td>
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To further meet the MSN Program requirements, student will complete one of the two tracks:

**CORE COURSES (Required):**

<table>
<thead>
<tr>
<th>THESIS</th>
<th>NON-THESIS</th>
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</thead>
<tbody>
<tr>
<td>NURS 511 Theoretical foundations of nursing practice</td>
<td>NURS 511 Theoretical foundations of nursing practice</td>
</tr>
<tr>
<td>NURS 502 The ethics and politics of nursing</td>
<td>NURS 502 The ethics and politics of nursing</td>
</tr>
<tr>
<td>NURS 552 Methods in Nursing Science</td>
<td>NURS 552 Methods in Nursing Science</td>
</tr>
<tr>
<td>NURS 504 Research and Evidence-Based Practice</td>
<td>NURS 504 Research and Evidence-Based Practice</td>
</tr>
</tbody>
</table>

*Students in this track complete 1 additional core course from the following two research method course options:*

- NURS 549 Quantitative methods
- NURS 548 Qualitative methods

**MSN ORIENTATION:** Each fall (Winter 1) term, the MSN Program/Graduate Advisor hosts an orientation for MSN Students. The orientation covers the MSN handbook, course offerings and various aspects of thesis or SPAR completion. Attendance is strongly encouraged.

Students complete 2 additional courses (6 credits) at the graduate level (Course Number > 500 at UBC). (Including at least 1 focus course is strongly recommended.)

**COMPLETION PROJECT:**

<table>
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<tr>
<th>THESIS</th>
<th>NON-THESIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 599 Master’s Thesis (9 credits)</td>
<td>NURS 595 Scholarly Practice Advancement Research Project (SPAR) (3 credits)</td>
</tr>
</tbody>
</table>

**Continuous Registration**

Students are required to maintain registration in NURS 599 (Thesis) or NURS 595 (SPAR) from the beginning of their program—even if they have not yet decided which completion project they will undertake. Students may switch between the two project options prior to completion of their project proposal, with the approval of their supervisor and the Graduate Advisor.
Leave of Absence

Students must remain continuously registered until the degree is completed, except for periods of time for which the student is away on an approved leave of absence. Failure to register for two consecutive terms may result in the student being required to withdraw. Continuous registration includes the summer term.

A graduate student who finds it necessary to interrupt their studies for parental, health, personal, professional, employment, or academic reasons, as outlined in policy V-302.2, may apply for a leave of absence. Review the policy and leave status details here.

General Guidelines for Course Selection

It is strongly suggested that students review the information in this guide and plan a sequence of courses taking guidance and direction from their provisional advisor or supervisor. Please do not rely on past scheduling as an indicator of future scheduling. The Summer Session Schedule (April – August) is usually available by February, and the Winter Session Schedule (September – April) is usually available by April of each year.

MSN students are strongly advised to:

- Complete the four required core courses within the first year of the program.
- Begin planning their completion project (Thesis or SPAR) by the end of the first year of the program.
- In consultation with their supervisor, select the research methods/data analysis course in line with their thesis project, and complete this course within the second year of their program.
- Use a combination of focus and nursing elective courses to complement their core courses.

Students may also supplement their course selections with Directed Studies, Practicum Courses, Non-nursing electives, and courses at other universities. Concentration on the completion project normally begins after having completed their four required core courses, but planning for it can, and should, start earlier.

Core Courses

Core Courses are required for all MSN students, and we strongly recommend that students complete these within the first year of their program.

- NURS 502 (3 credits) Ethics & Politics of Nursing
- NURS 504 (3 credits) Research & Evidence Based Practice
- NURS 511 (3 credits) Theoretical Foundations of Nursing Practice
- NURS 552 (3 credits) Methods in Nursing Science
  (Co-requisite: NURS 511, Recommended co-requisite NURS 504)
Focus Courses

Focus Courses are typically offered once in an academic year.

- **NURS 506** (3 credits) Health Promotion in Practice
- **NURS 512** (3 credits) Leadership in Nursing
- **NURS 520** (3 credits) Administrative Leadership in Nursing (Prerequisite: NURS 512, Co-requisite: NURS 511)
- **NURS 530** (3 credits) Advanced Practice in Nursing (Co-requisite: NURS 511)
- **NURS 540** (3 credits) Educational Processes in Nursing (Co-requisite: NURS 511)
- **NURS 541** (3 credits) Clinical Nursing Education (Prerequisite: NURS 540, Co-requisite: NURS 511)
- **NURS 560** (3 credits) The Politics of Health Policy

NOTE: There are other graduate nursing programs such as the MHLP program that have reserved seats, so the MSN seats might be limited. If focus course seats are not available, there are other options such as Directed Studies (NURS 590) and Practicum Courses (NURS 577B or NURS 577D). For more information, see the sections below.

One focus course is typically taken within the first year of entering the MSN Program, but students can take more than one. Focus courses complement the required courses and provide the foundation for the professional and research focus of the student. Students are encouraged to discuss these with their Provisional Advisor for incorporation into their course planning trajectory.

Research Methods/Data Analysis Course

Research Methods/Data Analysis Courses are offered once every calendar year: One of these, or an equivalent, is required for students enrolled in NURS 599. They are optional for students enrolled in NURS 595.

- **NURS 548** (3 credits) Qualitative Methods & Analysis
- **NURS 549** (3 credits) Quantitative Research Methods and Analytic Strategies in Nursing and Health Sciences

Research Methods/Data Analysis Courses are typically taken in Year 2 after completing NURS 504 & NURS 552. MSN Students normally select the research course(s) based on the methodology for their thesis project. If other methods are required to support their thesis project, students may request to take a substitute course. This will require approval by the Supervisor and Graduate Advisor.

Nursing Elective Courses

Nursing Elective Courses are offered on a rotating schedule. Not all nursing elective courses are offered every year.

- **NURS 586A / 586C / 586E / 586I / 586M / 586V** (3 credits each)
Directed Studies

Directed Studies (NURS 590) are individualized plans of study arranged between a student and faculty, and documented as a directed study contract. MSN Students are normally eligible for directed study once they have completed the required course work for the MSN program. Preparation for the Thesis or SPAR project is normally done as part of NURS 599 or 595 credits, and does not need to take the form of a Directed Study. In order to register for a Directed Study, send the request to academic.support@nursing.ubc.ca in an email including your name & student number. Once the Graduate Advisor has approved the request, the Student Support Office (SSO) will complete the required paperwork.

Practicum Courses

Practicum Courses (NURS 577) can be completed in particular focus areas. This course allows the student to set up an individualized learning plan with a preceptor under the supervision of a faculty member. For instructions on how to request a directed study practicum course on STS, refer to the NURS 577B Directed Graduate Practicums guidelines.

Non-nursing Electives at UBC

Non-nursing electives at UBC: Students may choose to take a maximum of 6 credits to be counted toward the requirements of the master’s degree. These courses should normally be at the graduate level with course numbers > 500. There may be occasions when courses < 500 level are appropriate to the students’ interests and program of study.

- When a student registers for a non-nursing course through the UBC SSC, the Student Tracking System (STS) sends a notification to the Graduate Advisor and the student asking the Graduate Advisor to approve this course. Once the Graduate Advisor approves the course on the Student Tracking System (STS), both the Graduate Advisor and student receive notification.
- Permission is not required prior to registration; however, approval by the Graduate Advisor is necessary to ensure this course will contribute to the student’s completion of program requirements.

Electives Outside of UBC Vancouver

Electives outside of UBC Vancouver (i.e., at other Universities and UBC Okanagan): Students may also choose to complete graduate level courses at other universities based on agreements between UBC and other universities (Western Dean’s Agreement, UBC/Toronto/McGill Agreement, UBC Okanagan). Please see the required paperwork and process for transfer credits below.

NOTE: UBC Okanagan is considered academically separate from UBC Vancouver. All non-UBC Vancouver electives must be approved by the Graduate Advisor.
Registering for Transfer Credit Courses at Other Institutions

- Identify an appropriate course, and obtain a course description from the institution offering the course. This may include the course syllabus or contact information for course instructor/department.
- Send the request to academic.support@nursing.ubc.ca in an email including your name & student number. Once the Graduate Advisor has approved the request, the Student Support Office (SSO) will complete the required paperwork with the student & submit to G+PS.
- G+PS must request the registration from the institution offering the course to ensure the student is not charged additional tuition fees, and the credits are approved to be transferred back to UBC.
- Once G+PS has completed the registration, they will directly notify the student.
- Once the student has completed the course they are required to order 2 copies of their official transcripts from the institution offering the course to the following departments:
  - One copy to G+PS: Attn: NURS SAS Clerk, 170-6371 Crescent Road, Vancouver, BC, Canada V6T 1Z2
  - One copy to the School of Nursing: Graduate Administrative Assistant, 2211 Wesbrook Mall, Vancouver, BC, Canada V6T 2B5
- Once the transcripts have been processed by G+PS, they will email the student directly, and add the transfer credits to the students UBC Academic Record.

An important note on timelines:
We request that students submit requests to complete a course at an external institution at least 2 months prior to the start of the course. Approval by G+PS usually takes 4 to 6 weeks minimum. Making the request 2 months in advance gives the Graduate Advisor adequate time to review the request, and the SSO adequate time to complete the appropriate paper work.

Having Transfer Credits Approved by G+PS upon Completion of Coursework: In general it takes 4 – 8 weeks from the time of receipt of official transcripts at G+PS to have transfer credits approved & added to the students UBC Academic Record. Please be mindful of this when nearing graduation.

Visiting another university as a student: Going to another university as a visiting student

Graduate Advisor

The Graduate Advisor is a resource for all MSN students. This faculty member oversees curriculum development, student progression, and policies relating to the MSN Program.
Graduate Advisor Faculty Profile: Dr. Maura MacPhee
Provisional Advisors

All students are assigned a provisional advisor, and receive an e-mail with the name of their provisional advisor. The provisional advisor provides guidance to MSN students with regards to planning their course of study, and general guidance in getting started on their thesis or SPAR project. (Thus, the provisional advisor does not need to be expert in the student’s particular area of interest.) Even though advisor approval is not required for course registration, we recommend that you contact your provisional advisor to discuss your study plan.

Supervisors

Once students have identified the general topic they wish to pursue and are ready to decide more firmly on which completion project (NURS 599 or NURS 595) they plan to complete, they may identify a supervisor. Typically students connect with supervisors after first or second term.

After the student has found a faculty member who has agreed to serve as their supervisor, the student must officially notify the MSN program for the Graduate Advisor approval. Students will receive notification at each step.

- Send an email to academic.support@nursing.ubc.ca with your name, student number, and “Supervisor Notification” in the subject line.
- In the body of the email include the name, phone number, and email of your supervisor.
- Graduate Student Support will follow up with your supervisor and the Graduate Advisor to confirm their approval, and then update your student record.

Student Support Office

For non-academic advising, and guidance navigating UBC and the School of Nursing, MSN Students are encouraged to contact the Student Support Office for assistance. The Student Support Office (SSO) is located in T248 in the UBC School of Nursing (Koerner Pavilion, UBC Hospital). It is open regular School of Nursing business hours (8:30am – 4:30pm, Monday – Friday).

The Graduate Support Team is also reachable via phone (604-822-7473) or email student.services@nursing.ubc.ca.

Academic Requests

Submit your request to academic.support@nursing.ubc.ca for the following:

- Request a leave of absence
- Adding a supervisor/chair
- Adding a committee member
- Request to complete a transfer course (Western Deans’ Agreement or other)
- Request to complete a directed study or practicum
- Request an extension to your program end date
• Submitting a Policy 85 Memorandum of Understanding
• Submitting progress reports
• Switching between thesis and SPAR
• Reporting thesis or SPAR proposal approval
• Requesting a thesis oral defense
• Submitting your thesis to cIRcle
• Submitting your SPAR to cIRcle
• Submitting your culminating project to cIRcle
• Switch from full-time to part-time student status

For detailed instructions, please visit Academic Request Instructions.

Student Wellbeing

University students often encounter setbacks from time to time that can impact academic performance. With Early Alert, faculty members can connect you with advisors who offer students support and assistance getting back on track to success. Only specialized UBC advisors are able to access any concerns faculty identify, and Early Alert does not affect students’ academic record.

For more information, visit Early Alert.

For information about addressing mental or physical health concerns, including seeing a UBC counsellor or doctor, visit Student Services Health resources.

Schedule A (Full Time) vs. Schedule B (Part time)

Full time or part time status for UBC graduate students is not related to how many courses you take. Full time or part time status in Masters tuition at UBC is dependent on tuition assessment schedule. Tuition breakdown for Schedule A and B can be viewed here.

Master’s students are normally considered full time and are assessed tuition fees according to Schedule A. Typical course load for Schedule A student is 2 to 3 courses per term (excluding NURS 599 or 595, in which students must be continuously registered throughout the program). Schedule B is not available to students on an International Student Visa. Schedule A has 6 tuition installments and Schedule B is 9 tuition installments. The savings on Schedule B is usually around $1,000 over the length of the program. Schedule B requires approval from the Graduate Advisor and the Faculty of Graduate and Postdoctoral Studies prior to the first term of the program in which fees are first assessed.
Part time students on Schedule B tuition payments:

- are not eligible to receive interest-free status government loans, University fellowships or scholarships or awards
- are not eligible for grants and bursaries
- are not eligible for teaching assistantships, research assistantships, student housing
- are held to the five-year maximum time allowed for the master’s program
- must obtain approval of their program’s Graduate Advisor and the Faculty of Graduate and Postdoctoral Studies before the start of their program, and
- are not permitted to revert back to Schedule A after initial payment of the tuition fees in the first term of the program.

It is important to note that ineligibility for teaching assistantships, research assistantships, grant applications, and University fellowships limit the opportunity for participation in research, teaching & scholarship development activities. However, if a student wishes to switch to Schedule B (Part time), instructions are available here.

Graduate Awards, Scholarships & Competitions

UBC School of Nursing Departmental Awards: Several awards that recognize academic achievement are granted annually by the UBC School of Nursing to incoming and continuing Master’s students. The School is grateful to the generous donors who make these awards available. These awards are administered by the Graduate Programs Awards Committee and no application is required.

Faculty of Graduate Studies Awards: In addition to the above mentioned awards, the Faculty of Graduate Studies is responsible for administration of additional awards competitions. These applications are best completed in collaboration with your provisional advisor or supervisor. Other members of the faculty are ready and willing to assist with the application process. Please note the deadlines and ensure that you plan well in advance. These competitions include the following:

- CGS-Masters Competition
- UBC Affiliated Awards Masters Competition
- Aboriginal Graduate Fellowship Competition
- Spring Graduate Awards Competition

Outstanding Completion Project Competitions: These awards are given annually in recognition of the outstanding research completed by graduate students in the School of Nursing. These are awarded at the end of students’ degree programs, after the thesis, SPAR, culminating project, or dissertation is complete, and the student is ready to graduate. These awards are announced and acknowledged at the Spring Congregation; nominees may come from students graduating the previous November, or from those graduating in May. For more information, please contact your supervisor.

External Awards, Scholarships & Bursaries:

- The Canadian Nurses Foundation Scholarships
- Registered Nurses Foundation of British Columbia (RNFBC) Bursaries | School of Nursing Application
- BC Nurses Union Education Bursaries
Enrolment Services Advisors (Tuition, Payments, Fees & Student Loans)

Graduate students at UBC’s Vancouver campus who have questions about tuition, payments, fees, student loans, and need-based funding should connect with an Enrolment Services Advisor (ESA) at Brock Hall (Enrolment Services). Graduate students do not have individual ESA assigned to them, but there is a team of ESAs that can support graduate students. To contact:

- Email using the Ask Me form
- Phone an advisor at 604-822-9836 or toll-free at 1-877-272-1422
- Drop by the Enrolment Services Advising Centre in Brock Hall
- Reserve a time with an ESA in the Virtual Line

Emergency Financial Assistance

If you are experiencing a financial emergency, Enrolment Service Advisors in Brock Hall can help you explore your options and manage your finances.

In the School of Nursing, please contact the Graduate Advisor about emergency funds.

Graduate Student in Nursing Association (GSNA)

GSNA is the official departmental organization representing the collective interests of graduate students in the School of Nursing. GSNA executive is elected by the student body and may be comprised of MSN, MN-NP and PhD students. To learn more about GSNA, please email gsna@nursing.ubc.ca.

Graduate Student Society (GSS)

GSS is run by and for the 10,000 graduate students at UBC Vancouver. GSS promotes and protect GSS members’ academic, social and cultural interests. To learn more about GSS, please visit GSS website here.

Student Spaces

MSN students have access to 3 dedicated student learning spaces:

T252 Nurses’ Lounge | T295 Student Computer Lab | T293A Student Conference Room
### Student Course Planning Worksheet

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester I plan to take this course</th>
<th>Completed (Y/N)</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Courses</strong></td>
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<tr>
<td>NURS 502</td>
<td>(3 credits) Ethics and Politics of Nursing</td>
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<tr>
<td>NURS 504</td>
<td>(3 credits) Research and Evidence Based Practice</td>
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<tr>
<td>NURS 511</td>
<td>(3 credits) Theoretical Foundations of Nursing Practice</td>
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<tr>
<td>NURS 552</td>
<td>(3 credits) Methods in Nursing Science</td>
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<td></td>
<td>Registration in NURS 599 or NURS 595 is required for every semester enrolled in the MSN Program</td>
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<td><strong>Additional Courses</strong></td>
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<td>Students may select from all research, focus, and nursing elective courses based on their individual study plan</td>
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<td><strong>Research Courses</strong></td>
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<tr>
<td>NURS 548</td>
<td>(3 credits) Qualitative Research Methods</td>
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<tr>
<td>NURS 549</td>
<td>(3 credits) Quantitative Research Methods</td>
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<td><strong>Focus Courses</strong></td>
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<td>NURS 512</td>
<td>(3 credits) Leadership in Nursing</td>
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<td>NURS 520</td>
<td>(3 credits) Admin Leadership</td>
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<td>NURS 540</td>
<td>(3 credits) Educational Processes</td>
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<td>NURS 541</td>
<td>(3 credits) Clinical Nursing Education</td>
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<td>NURS 506</td>
<td>(3 credits) Health Promotion</td>
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<td>NURS 530</td>
<td>(3 credits) Advanced Clinical Practice</td>
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<td>NURS 560</td>
<td>(3 credits) Health Policy</td>
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<td><strong>Nursing Elective Courses</strong></td>
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<td>these courses are offered on a rotating bases, usually once every two years</td>
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<tr>
<td>NURS 586A</td>
<td>History of Nursing and Health Care</td>
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<td>NURS 586B</td>
<td>Curriculum Development in Nursing</td>
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<td>Healthy Infant and Child Development</td>
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<td>NURS 586M</td>
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<td>NURS 586V</td>
<td>Violence in Families: Advanced Understandings and Responses</td>
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<td><strong>Directed Studies</strong></td>
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<tr>
<td>NURS 590</td>
<td>(3-6 credits) Directed Studies in Nursing</td>
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<td><strong>Practicum Courses</strong></td>
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<tr>
<td>NURS 577A</td>
<td>(3 credits) Graduate Practicum in Nursing (CNS)</td>
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<tr>
<td>NURS 577B</td>
<td>(3 credits) Graduate Practicum in Nursing (Education)</td>
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<tr>
<td><strong>Non-nursing Elective Courses</strong></td>
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