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Land Acknowledgment

"UBC’s Point Grey Campus is located on the traditional, ancestral, occupied and unceded territories of the xʷməθkʷəy̓əm First Nation. The land it is situated on has always been a place of learning for the Musqueam people, who for millennia have passed on in their culture, history, and traditions from one generation to the next on this site.” (Retrieved https://indigenous.ubc.ca/indigenous-engagement/musqueam-and-ubc/).

UBC School of Nursing acknowledges past history and the present relationships with Musqueam people and the land as a way to honour and show respect to the Musqueam who have inhabited this land for many thousands of years, and to signal our commitment to reconciliation in light of the past and ongoing harms inflicted through colonization of Indigenous people and lands. To learn more about the Musqueam people, land and culture, go to http://www.musqueam.bc.ca/our-story/. We honour the Musqueam people and their land.

Course Planning

The MSN Program has recently adopted a cohort approach for the first two terms of the program. Please see the schedule below. The program consists of 30 credits (thesis or non-thesis). After completing the four core courses during the first two terms of the program, students are encouraged to choose an education, leadership or thesis focus. The education foci courses are N540, N541 and N530. N530 includes a mini-practicum experience. The leadership foci courses are N512, N520 and N577A. N577A is a 12-week experiential learning practicum with a nurse leader in one of the nursing domains: practice, policy, education, research, ethics. Course faculty for N530 and N577A are responsible for arranging practicum placements for students, although students may certainly make requests. The thesis-specific research courses include N548 (qualitative methods) and/or N549 (quantitative methods).

In addition to the foci courses, a selection of elective courses is also available, although availability varies, depending on faculty teaching schedules. Students may also take non-nursing electives from programs such as School of Population and Public Health, Psychology, Sociology, et cetera. Non-nursing electives should be at the 500 level, although some lower level courses may be considered. All non-nursing electives must be approved by the Graduate Advisor through the STS system. Students may choose courses beyond 30 credits. Tuition is not based on credits—students may register for one course per term (e.g., N595, N599) or two or more courses per term and pay the same tuition fee. This is a unique aspect of our program.
### Cohort Schedule for the First Two Terms of the MSN Program

#### 1st Year - Continuously registered for SPAR (N595) or THESIS (N599)

<table>
<thead>
<tr>
<th>Winter 1 (Fall)</th>
<th>Winter 2</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>N504 and N511 (6 credits)</td>
<td>N502 and N552 (6 credits)</td>
<td>Focus courses and electives (6 credits)</td>
</tr>
<tr>
<td>In-person</td>
<td>In-person</td>
<td>N540 or N512</td>
</tr>
<tr>
<td>Same day: 9-noon, 1-4p</td>
<td>Same day: 9-noon, 1-4p</td>
<td>In-person, online, hybrid</td>
</tr>
</tbody>
</table>

#### 2nd Year - Continuously registered for SPAR (N595) or THESIS (N599)

<table>
<thead>
<tr>
<th>Winter 1 SPAR</th>
<th>Winter 2 SPAR</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus courses and electives (Recommend 2 courses- 6 credits)</td>
<td>Focus courses, SPAR (6 credits)</td>
<td></td>
</tr>
<tr>
<td>N541 or N520</td>
<td>N530 CNS mini-practicum or N577A leadership practicum</td>
<td></td>
</tr>
<tr>
<td>Elective (nursing, non-nursing)</td>
<td>SPAR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Possible completion (30 credits total) at the end of this term</td>
<td></td>
</tr>
</tbody>
</table>

#### Winter 1 THESIS

<table>
<thead>
<tr>
<th>Winter 1 THESIS</th>
<th>Winter 2 THESIS</th>
<th>Summer THESIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>N548 and/or N549 (in-person) (3 credits/course)</td>
<td>THESIS (9 credits upon completion)</td>
<td>The thesis often takes longer to complete than the SPAR.</td>
</tr>
<tr>
<td>Same day: 9-noon, 1-4p</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 course required for THESIS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May be taken by SPAR students as electives</td>
<td></td>
<td></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 thesis or SPAR proposal with the approval of their supervisor and the Graduate Advisor. See the difference between thesis and SPAR options in the following table.

<table>
<thead>
<tr>
<th>Thesis Track (N599) (9 credits)</th>
<th>Non-Thesis track (N595) (3 credits) Scholarly Project and Research (SPAR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The thesis track focuses on research skills development</td>
<td>The non-thesis track focuses on advanced practice nursing skills in the domains of nursing (e.g., policy, ethics, education, leadership)</td>
</tr>
</tbody>
</table>

All MSN students take the same four core courses during the first two terms of the program.

**Winter 1 or Fall Term:**
- N504 (Research and Evidence-Based Practice) (3 credits)
- N511 (Theoretical Foundations of Nursing Practice) (3 credits)

**Winter 2 or Winter Term:**
- N502 (The Ethics and Politics of Nursing) (3 credits)
- N552 (Methods in Nursing Science with a statistics refresher module) (3 credits)

**Thesis students** must take an additional research course:
- N548 (Qualitative Methods) (3 credits)
- N549 (Quantitative Methods) (3 credits)
One course is recommended, depending on the thesis methods, but students may take both courses.

**Non-thesis students** may take one or both of the additional research courses as program electives: They are not required for a SPAR.

**Thesis students** need 6 focus and/or elective credits in addition to the four core courses, an additional research course and their thesis to complete the 30-credit program.

**Non-thesis students** need 15 focus and/or elective credits in addition to the four core courses and their SPAR to complete the 30-credit program.

The thesis committee has three members. The supervisor must be an academic faculty member who is a member of Graduate + Post-doctoral Studies (G+PS). Other committee members may be non-nursing faculty, faculty from other universities, adjunct faculty, etc. See thesis guidelines for details.

The SPAR committee has two members. The supervisor must be an academic faculty member who is a member of G+PS. The other committee member is often an adjunct faculty member with expertise in the SPAR topic area. See SPAR guidelines for details.

The thesis must be submitted to the UBC digital library repository (UBC Circle) after being graded and approved by the student’s thesis committee.

The SPAR does not need to be submitted to UBC Circle. Students may voluntarily do so, if they desire their own url link for their SPAR.
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 the MSN Program Coordinator (1st two terms) or their thesis/SPAR supervisor (after the first two terms, ideally). Students are encouraged to identify a thesis or SPAR topic during the first two terms and select an academic faculty supervisor to oversee their thesis/SPAR work throughout the duration of the program. The UBC School of Nursing website has faculty profiles, including profiles of adjunct faculty, who often act as committee members.

NOTES: When selecting courses, please do not rely on past scheduling as an indicator of future scheduling. The graduate e-newsletter will announce when new schedules are available. Schedules are usually available 2-3 months before registration opens.

There are other graduate nursing programs, such as the Master in Health Leadership and Policy (MHLP) programs, which have reserved seats. If the schedule indicates that an MHLP course is restricted, MSN students cannot register for this course.

Focus Courses

There are currently two ‘bundles’ of courses that focus on either nursing education or nursing leadership. These courses are available after completion of the four core courses. Students may take courses from either bundle:

<table>
<thead>
<tr>
<th>Nursing Education Bundle</th>
<th>Nursing Leadership Bundle</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>N530</strong>: Advanced Practice in Nursing. This course includes a mini-practicum with a clinical nurse specialist. (3 credits)</td>
<td><strong>N512</strong>: Leadership in Nursing (3 credits)</td>
</tr>
<tr>
<td><strong>N540</strong>: Educational Processes in Nursing (3 credits)</td>
<td><strong>N520</strong>: Administrative Leadership in Nursing (Pre-requisite: N512) (3 credits)</td>
</tr>
<tr>
<td><strong>N541</strong>: Clinical Nursing Education (Pre-requisite: N540) (3 credits)</td>
<td><strong>N577A</strong>: Leadership practicum (3-6 credits)</td>
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</table>

This practicum is a separate course that can be done concurrently with N520, and it can be over 1-2 terms. More details follow.

The N577A MSN Leadership Practicum

The MSN Leadership Practicum course (N577A) is a shadow experience of about 90-120 hours with a nurse leader in one of the nursing domains (e.g., education, policy, practice, professional practice, operational leadership, research). This course allows the student to set up an individualized learning plan with a leader-mentor under the supervision of a faculty member. Many of our adjunct nursing faculty serve as leader-mentors for N577A. A practicum contract is developed between the faculty supervisor, a leader-mentor and the student. N577A can be taken concurrently with N520 leadership course or after completion of the leadership focus courses. There are specific guidelines and examples of N577A contracts. The following link provides instructions for completing a practicum request: NURS 577A MSN Leadership Practicum guidelines
Directed Studies (N590)

Directed Studies are individualized plans of study arranged between a student and faculty and documented in a directed study contract. Students are normally eligible for directed study once they have completed the 4 core courses of the MSN program. Students should complete the N590 contract with assistance from their supervisor or the Graduate Program Coordinator. Directed Studies can be focused literature reviews on a topic of interest to a student or an applied project work, such as a quality improvement initiative. Students are encouraged to use N590 to explore areas of interest that diversify their knowledge and skills—above and beyond their thesis and SPAR work. 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 N590, a completed contract must be approved by the Graduate Program Coordinator. Once approved, the student needs to send a copy of the contract to Student Services (academic.support@nursing.ubc.ca) so that a record of the contract can be added to the student’s file. Student Services will also register the student for N590. See the following link for N590 guidelines and contract: [NURS 590 / NURS 690 Directed Studies guidelines](#)

Elective Courses in the MSN Program

Nursing elective courses are offered on a rotating basis. Not all nursing elective courses are offered every year. Some popular MSN electives are listed below.

- **N506**: Health Promotion in Practice (3 credits)
- **N586**: Topics vary. Example: specialized domains of nursing practice-health infant and child development (3 credits).

**NOTE:** MSN students may take up to 6 credits of non-MSN electives. Although courses >500 level are recommended, students may take lower-level courses of interest to them (e.g., 300 or 400-level courses). All non-MSN electives will require approval by the Graduate Program Coordinator.

Non-Elective Courses at UBC

Students may choose to take a maximum of 6 credits to be counted toward the requirements of the MSN 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 Program Coordinator. Approval by the Graduate Program Coordinator is necessary to ensure this course will contribute to the student’s completion of program requirements.

Course instructors for non-MSN courses should be contacted by the student to ensure adequate preparation for the course. Instructors may waive prerequisites after discussing course suitability with the student.
Some of the courses that the students have taken in the past are:

- **EPSE 596**: Educational and Counselling Psychology, and Special Education- Correlational Designs and Analysis in Educational Research
- **SOCI 503**: Sociology- Qualitative Research Design and Techniques
- **SPPH 538**: School of Population and Public Health- Application of Ethical Theories in the Practice of Public
- **SPPH 581N**: School of Population and Public Health- Knowledge Translation in Population and Public Health

**Electives Outside of UBC Vancouver**

Students may also choose to complete graduate-level courses at other universities based on agreements between UBC and these 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 Program Coordinator.

**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.
- 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 MSN program adequate time to review the request and to complete the appropriate paperwork.
• **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](#)

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**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 mandatory withdrawal. 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. What is the graduate student process for requesting a Leave of Absence from a program? For step-by-step instructions on starting a leave of absence request, go to: [https://www.grad.ubc.ca/current-students/managing-your-program/leave-absence](https://www.grad.ubc.ca/current-students/managing-your-program/leave-absence)

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**The MSN Program Coordinator or MSN Graduate Advisor**

The MSN Program Coordinator is an academic faculty member with advising expertise who works closely with Student Services and G+PS. If students have questions about the program or content in the MSN Handbook, please contact the current faculty member in this role: Dr. Maura MacPhee ([maura.macphee@ubc.ca](mailto:maura.macphee@ubc.ca))

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**Supervisors**

Once students have identified the general topic they wish to pursue and are ready to decide on a thesis (N599) or a SPAR (N595), they should also identify a supervisor to steward them through the thesis/SPAR process. After the student has found a faculty member who has agreed to serve as their supervisor, the student must officially notify the MSN program. Send an email to [academic.support@nursing.ubc.ca](mailto: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.
- Similarly, the names and contact information of thesis/SPAR committee members should also be emailed to [academic.support@nursing.ubc.ca](mailto:academic.support@nursing.ubc.ca) with your name, student number, and “**Committee Member Notification**” in the subject line.
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). MSN Support Services are also reachable at 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:
- requesting a leave of absence
- adding a supervisor/chair and committee members for thesis or SPAR
- requesting to complete a transfer course (Western Deans’ Agreement or other)
- requesting to complete a directed study or practicum (i.e. N590, N577A)
- requesting 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 (include a copy of the approved proposal)

For detailed instructions, please visit Academic Request Instructions.

Student Wellbeing
UBC students often encounter setbacks from time to time that can impact academic performance. With Early Alert, faculty members can connect you with professional counselors/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.

The Centre for Accessibility facilitates disability-related accommodations and programming initiatives designed to remove barriers for students with disabilities and ongoing medical conditions in all aspects of university life. 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)

MSN students are considered full time and are assessed tuition fees according to Schedule A. Our program rarely considers part-time status. Schedule B is not available to students on an International Student Visa. Schedule B requires approval from the Graduate Advisor and the Faculty of G+PS prior to the first term of the program in which fees are first assessed.

Full time or part time status for UBC MSN students is not related to how many courses you take. You can be registered for one course (e.g., continuous registration for N595 or N599) and still be considered full time. Full time or part time status is based on the tuition assessment schedule. Tuition breakdown for Schedule A and B can be viewed here. Schedule A has 6 tuition installments and Schedule B has 9 tuition installments. Savings on Schedule B is around $1,000 over the entire length of the program.

Schedule B students:
- 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 may limit the opportunity for participation in research, teaching & scholarship development activities.

Awards, Scholarships & Competitions

MSN students have access to a variety of scholarship competitions & awards. Postings can be found on the following webpage links and the graduate e-newsletter.

Available awards are listed in the following webpages & resources:
- Awards & Financial Assistance from UBC Academic Calendar for School of Nursing
- Awards Competitions for School of Nursing Website
- Awards & Scholarships Available to Graduate Students

Note: “Internal School of Nursing Awards” or “Departmental Awards”
These awards are often listed on the Graduate + Postdoctoral Studies (G+PS) Awards Opportunities page. There is a notation in the awards description that states “recommendations are made by the School of Nursing and the Faculty of Graduate Studies.” The Awards Committee considers all eligible PhD, MSN & MPH-MSN Students for these awards and makes recommendations on behalf of the School of Nursing. Please note that these awards typically go to PhD students first, then MSN & MN Students are considered—based on available awards funding. Students are encouraged to review the resources provided and focus on available nursing scholarships or scholarships that complement students’ practice areas and/or areas of study (i.e., thesis/SPAR topic).
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:**
- Brought to you by the GSNA & NUS.
- Group study & hangout space.
- Microwaves, fridge, coffee maker, TV, computer terminals with access to printers.

**T295 Student Computer Lab:**
- Computer lab access for all students, used for classes, tutorials, or individual/group student work.
- SPSS available on 8 workstations.

**T293A Student Conference Room:**
- Silent study & student meetings.

All spaces are available to School of Nursing students with key card access 24/7. You can get your key card [here](#).