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| For Academic Affairs and Research Use Only | |
| CIP Code: |  |
| Degree Code: |  |

**Letter of Notifications**

**[ ] Undergraduate Curriculum Council**

**[X] Graduate Council**

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

Email completed proposals to [curriculum@astate.edu](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

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| |  |  | | --- | --- | | Dr. Angela Schmidt, Interim | 10/30/2017 |   **Department Curriculum Committee Chair** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **COPE Chair (if applicable)** |
| |  |  | | --- | --- | | Dr. Angela Schmidt, Interim | 10/30/2017 |   **Department Chair:** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Head of Unit (If applicable)** |
| |  |  | | --- | --- | | Deanna Barymon | 11/3/2017 |   **College Curriculum Committee Chair** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Undergraduate Curriculum Council Chair** |
| |  |  | | --- | --- | | Susan Hanrahan 11/6/17 | Enter date |   **College Dean** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Graduate Curriculum Committee Chair** |
| |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **General Education Committee Chair (If applicable)** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Vice Chancellor for Academic Affairs** |

**If you require to fill out a Letter of Notification, please email** [**curriculum@astate.edu**](mailto:curriculum@astate.edu) **or contact Academic Affairs and Research at (870) 972-2030 for guidance PRIOR TO submitting these through the curricular process.**

**1.Contact Person** (Name, Email Address, Phone Number)

Dr. Mark Foster [smfoster@astate.edu](mailto:smfoster@astate.edu) 870-972-3612

**Guide to ADHE Letter of Notifications**

All documentation to be sent to ADHE must be submitted by the Office of Academic Affairs and Research (AAR), and must go through regular curriculum process. Please see the following specific curriculum forms created for changes requiring:

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|  | Established form |
| LON 3 - NEW OPTION, CONCENTRATION, EMPHASIS | New\_Emphasis\_Concentration\_or\_Option\_Proposal\_Form |
| LON 5 - DELETION  (Certificate, Degree, Option/Emphasis/Concentration, Organizational Unit) | Program\_Emphasis\_or\_Minor\_Deletion\_Proposal\_Form |
| LON 11 - RECONFIGURATION OF EXISTING DEGREE PROGRAMS  (Consolidation or Separation of Degrees to Create New Degree) | Reconfig\_Program\_Proposal\_Form |
| For all other LONs, please utilize this form. All other LONs are included in the following pages. A guide for LON selection is available below. Please select the one you require and delete the others, and submit this form through the regular curriculum process. | |

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|  | **Guide to LON Selection** | IMPORTANT NOTES |
| LON 1 | NAME CHANGE OF EXISTING CERTIFICATE, DEGREE, MAJOR, OPTION  OR ORGANIZATIONAL UNIT  (No change in program curriculum, option/emphasis/concentration or organizational structure) |  |
| LON 1-C | CIP CODE CHANGE REQUEST  (No change in program curriculum) | Contact AAR prior to completing this paperwork. |
| LON 2 | ESTABLISHMENT OF ADMINISTRATIVE UNIT  (Center, Division or Institute not offering primary faculty appointments or certificate/degree programs) | Contact AAR prior to completing this paperwork. |
| LON 3 | NEW OPTION, EMPHASIS or CONCENTRATION | Please fill out the appropriate Curriculum Proposal Form as outlined above. The LON is attached to this form. |
| LON 4 | ESTABLISHMENT OF NEW ADMINISTRATIVE UNIT  (Instruction, Research or Service Institute/Center fully supported by non-state funds) | Contact AAR prior to completing this paperwork. |
| LON 5 | DELETION  (Certificate, Degree, Option/Emphasis/Concentration, Organizational Unit) | Please fill out the appropriate Curriculum Proposal Form as outlined above. The LON is attached to this form. |
| LON 6 | Inactive/Reactivate Program | Contact AAR prior to completing this paperwork. |
| LON 7 | REORGANIZATION OF EXISTING ORGANIZATIONAL UNITS | Contact AAR prior to completing this paperwork. |
| LON 8 | UNDERGRADUATE CERTIFICATE PROGRAM  (6-21 semester credit hours) |  |
| LON 9 | UNDERGRADUATE CERTIFICATE PROGRAM  (21-45 semester credit hours)  (75 percent of the coursework currently offered in existing associate or bachelor’s degree program) |  |
| LON 10 | GRADUATE CERTIFICATE PROGRAM  (12-21 semester credit hours) |  |
| LON 11 | RECONFIGURATION OF EXISTING DEGREE PROGRAMS  (Consolidation or Separation of Degrees to Create New Degree) | Please fill out the appropriate Curriculum Proposal Form as outlined above. The LON is attached to this form. |
| LON 11A | RECONFIGURATION OF EXISTING ASSOCIATE DEGREE PROGRAM  (Associate of Arts/Associate of Science changed to Associate of Applied Science)  [separate form required for each degree reconfiguration] | Contact AAR prior to completing this paperwork. |
| LON 11C | CURRICULUM REVISION OF EXISTING CERTIFICATE OR DEGREE PROGRAM |  |
| LON 11D | PROGRAM RECONFIGURATION  Existing Certificate/Degree Reconfigured To Create New Certificate/Degree Offered on Campus and/or by Distance Technology |  |
| LON 11M | RECONFIGURATION OF EXISTING DEGREE PROGRAMS  Modification to Create New Degree  (75% of coursework from existing degree) |  |
| LON 11R | REVISION OF EXISTING CERTIFICATE OR DEGREE PROGRAM  (Act 747) |  |
| LON 11T | RECONFIGURATION OF EXISTING DEGREE PROGRAMS  FOR TRANSFER PURPOSES  Associate of Arts (AA) or Associate of Applied Science (AAS)  Reconfigured to create Associate of Science (AS) in designated field of study  [A separate form is required for each degree reconfiguration] | Contact AAR prior to completing this paperwork. |
| LON 12 | EXISTING CERTIFICATE or DEGREE PROGRAM OFFERED AT OFF-CAMPUS LOCATION |  |
| LON 13 | EXISTING CERTIFICATE or DEGREE OFFERED via DISTANCE TECHNOLOGY |  |

**Bulletin Changes**

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| **Instructions** |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Follow the following guidelines for indicating necessary changes.**  **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.**  - Deleted courses/credit hours should be marked with a red strike-through (~~red strikethrough~~)  - New credit hours and text changes should be listed in blue using enlarged font (blue using enlarged font).  - Any new courses should be listed in blue bold italics using enlarged font (***blue bold italics using enlarged font***)  *You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the ‘format painter’ icon 🡪 , and selecting the text you would like to apply the change to.*  *Please visit* [*https://youtu.be/yjdL2n4lZm4*](https://youtu.be/yjdL2n4lZm4) *for more detailed instructions.* |

Program of Study for the

Master of Science in Nursing Degree

The M.S.N. program prepares nurses with the complex practice skills and theoretical knowledge necessary for advanced nursing practice in the contemporary health care system. Graduate study in nursing is the basis for professional growth in advanced practice roles and the foundation for doctoral study in nursing.

The Master of Science in Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN) (3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326, Telephone

404-975-5000, Fax 404-975-5020).

The program is designed for individuals who hold the Bachelor of Science in Nursing degree.

Students who have successfully completed the B.S.N. can apply for the program . The total number of credits per semester may not exceed 15. A Graduate Information Guide (GIG) is available that explains policies and requirements unique to the graduate nursing program. All students on admission are required to attend orientation to the MSN program. All MSN students are required to earn a minimum of “B” in all courses before progression in the curriculum

MSN students are required to successfully complete a comprehensive exam or thesis (with

a minimum of 6 credit hours) during their plan of study. Students selecting thesis must be continuously

enrolled in thesis credits until graduation. Students considering doctoral education are strongly encouraged to select the thesis option.

ADMISSION REQUIREMENTS

Students seeking admission into the Master of Science in Nursing program must meet the admission requirements of Graduate Admissions and the specific program requirements. Completed Graduate Admissions application forms and School of Nursing application forms must be received in Graduate

Admissions by the deadline specific to each program for applicants seeking admission for full- or part-time

study. Visit the A-State Graduate Admissions website <http://www.astate.edu/info/admissions/graduate> for admission requirements and application deadlines.

Applicants to the MSN program complete the application process to the School of Nursing, including submission of the MSN application form and a personal interview. All students on admission are required to attend orientation to the MSN program. The MSN application form and admission requirements may be found on the School of Nursing website,

http://www.astate.edu/college/conhp/departments/nursing/

.

Students are offered admission to their selected specialty only. Should the student desire to change specialty focus, the procedure and requirements may be found on the website.

In addition to the general requirements for graduate degrees conferred by Graduate Programs, applicants to the M.S.N. program must:

• Hold a Baccalaureate degree in nursing (BSN) from an accredited institution.

• Have a minimum Cumulative Grade Point Average of 3.0 (4.0 scale) overall or 3.0 on the last 60 hours of undergraduate work.

• Hold a current, unencumbered license to practice as a Registered Nurse. The unencumbered RN license must be active in the state where clinical practice is scheduled or a compact state.

• Individuals admitted pending NCLEX-RN examination results are required to withdraw

from the program at the end of the first semester if the examination is not passed. The individual may reapply for admission upon successful completion of the licensing examination.

• Have successfully completed a graduate-level descriptive and inferential statistics

course with a grade of “B” or above.

The bulletin can be accessed at http://www.astate.edu/a/registrar/students/

Evidence of the following is required before registering for each clinical course or practicum.

1. CPR certification (professional level) valid through the academic year.

2. TB skin test/chest x-ray valid through the academic year.

3. Evidence of Hepatitis B immunization or signed declination statement.

4. Evidence of Influenza vaccination.

5. Copy of professional liability insurance. Minimum 1,000,000/3,000,000.

6. Copy of unencumbered RN license valid in the state of practice.

7. Verified Credentials

**Family Nurse Practitioner Graduate Certificate (Post Masters) Option**

**Family Nurse Practitioner Certificate is available to RNs who have recent clinical experience and have completed a MSN with advanced preparation in another specialty area from an accredited institution. Graduates of a MSN program with a FNP option that did not include the required certification eligibility requirements from the American Nurses Credentialing Center (ANCC) and/or the American Academy of Nurse Practitioners (Advanced Physiology/Pathophysiology; Advanced Health Assessment, including diagnostics and disease management; Advanced Pharmacology; and/or minimum of 500 faculty supervised clinical hours) are also eligible to apply. A request for a curriculum “Gap Analysis” to determine an individual Plan of Study will be requested from the Program Coordinator prior to admission. [Admission Requirements for MSN Program apply]**

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**LETTER OF NOTIFICATION - 10**

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**GRADUATE CERTIFICATE PROGRAM**

(12-21 SEMESTER CREDIT HOURS)

1. Institution submitting request: Arkansas State University

1. Contact person/title: Dr. Mark Foster, DNP, FNP Program Option Coordinator
2. Phone number/e-mail address: 870-972-3612 smfoster@astate.edu
3. Proposed effective date: Fall 2018
4. Name of proposed Graduate Certificate Program (Program must consist of 12-21 semester credit hours from existing graduate courses). FNP Post Graduate Certificate
5. Proposed CIP Code:
6. Reason for proposed program implementation: In the MSN Program, the Family Nurse Practitioner option has existed for students with a MSN desiring this additional specialty option certificate.  This option has not had a formalized certificate awarded but prepared the student for certification by the American Nurse Credentialing Center (ANCC) and American Academy of Nurse Practitioners (AANP) as an informal certificate. This proposal will formalize the Post Masters Certificate for Family Nurse Practitioner as required by the American Nurses Credentialing Center (ANCC), the AANP, and the Accreditation Commission for Education in Nursing (ACEN), the current accreditation for the School of Nursing. The requirement for MSN certificates to be formalized is a new requirement by ACEN.
7. Provide the following: Curriculum outline - List of courses in new program – Underline required courses-

Varies based on “Gap Analysis” with evidence of ANCC (American Nurses Credentialing Center)

certification eligibility requirements (Advanced Physiology/Pathophysiology; Advanced Health Assessment,

including diagnostics and disease management; Advanced Pharmacology; and/or minimum of 500 faculty

supervised clinical hours) and American Academy of Nurse Practitioners (AANP).

Curriculum Outline of Existing Graduate Courses

32 credit hours possible with 9 credit hours reflecting practicum (NURS 6513, NURS 6615, NURS

6815) including 840 faculty supervised clinical hours as required (exceeds minimum requirement of 540 faculty

supervised clinical hours) by American Nurses Credentialing Center (ANCC) for certification and American

Academy of Nurse Practitioners (AANP).

* 1. Curriculum outline - List of courses in new program – Underline required courses

|  |  |
| --- | --- |
| NURS 6003, Advanced Clinical Physiology | 3 |
| NURS 6013, Advanced Clinical Pharmacology | 3 |
| NURS 6023, Advanced Assessment and Diagnostic Evaluation | 3 |
| **Advanced Practice Courses:** | **Sem. Hrs.** |
| NURS 6513, FNP Clinical Management I (240 Clinical Contact hours) | 3 |
| NURS 6514, FNP Clinical Management I Practicum | 4 |
| NURS 6613, FNP Clinical Management II | 3 |
| *Nurs 6615 FNP Clinical Management II Practicum (300 Clinical Contact hours)* | 5 |
| NURS 6753 FNP SYNTHESIS Seminar | 3 |
| NURS 6815, FNP Clinical Synthesis (300 Clinical Contact hours) | 5 |
|  |  |
| **Total Required Hours:**  **\*\*NURS 6514, NURS 6615, NURS 6815 are practicum hour courses, 1:4 ratio (credit hour: practicum hour) reflecting 840 supervised clinical/practicum contact hours** | 32 |

* 1. Total semester credit hours required (Program range: 12-21 graduate semester credit hours) 32 credit hours with 14 of those credit hours reflected as clinical practicum hours
  2. New courses and course descriptions-No new courses required. All required courses are existing courses.
  3. Program goals and objectives-

Graduate nursing education builds on a foundation of undergraduate nursing education and provides an opportunity for professional nurses to develop a specialty practice that is congruent with an expanding theoretical and empirical knowledge base. The graduate program in nursing is designed to assist professional nurses to prepare for advanced clinical and functional roles that demand increased accountability, expertise, and leadership. The master’s program facilitates the use of the research process through the course of study and prepares the graduate to be a critical thinker and a self-directed professional who collaborates with consumers and other health care providers. The MSN Family Nurse Practitioner (FNP) Option prepares nurses with the complex practice skills and theoretical knowledge necessary for roles in advanced nursing and leadership in the contemporary health care system.

* 1. Expected student learning outcomes

The MSN program outcomes emphasize study in the areas of theory, research, role, practice, and health policy. Upon completion of study for the Masters of Science in Nursing, the student is expected to be able to:

1. Integrate theories and concepts from nursing and related disciplines in the implementation

of the advanced practice role.

2. Propose culturally appropriate solutions for complex health care situations presented by individuals, families and populations using processes and knowledge from nursing and related disciplines to foster quality improvement.

3. Demonstrate evidence based clinical practice and decision-making in providing nursing care to individuals, families and populations in states of wellness or illness

4. Analyze learning needs of patients, families, populations and care providers in establishing educational programs to foster an environment conducive to achieving an optimal level of health.

5. Critique research in nursing and related disciplines as a basis for application to advanced nursing care.

6. Initiate cooperative and collaborative relationships to implement evidence based practice to foster improved individual, families and population health outcomes.

7. Synthesis knowledge of policy issues in managing and delivering health care to individuals, families and populations as applied to research, education, and administration.

8. Assume leadership and consultation roles in the planning, providing, and managing of services and in influencing policy for the health care of individuals, families, and populations.

9. Integrates mastery of nursing knowledge and relevant sciences in the

advancement of nursing as a practice discipline and social force.

10. Utilize information systems and technology to evaluate programs of care,

outcomes of care and care systems

* 1. Documentation that program meets employer needs

Program certificate has existed and is meeting employer needs as the demand for Advanced Practice Nurses continues to grow. The FNP Certificate is being formalized to meet Accreditation (ACEN) requirements as a Post Masters Certificate.

* 1. Student demand (projected enrollment) for program

Projected enrollment is based on “as needed” requests for Advanced Practice Certification in

MSN Family Nurse Practitioner option program with expected enrollment to be 35-40 annually

(includes all in the MSN Family Nurse Practitioner Program Option with all courses

existing and shared). The demand surrounding Northeast Arkansas will continue to increase to meet the

healthcare needs in the rural Delta where there is not an adequate supply of healthcare providers.

* 1. Name of institutions offering similar program and the institution(s) used as a model to

develop the proposed program

In the state of Arkansas, The University of Arkansas for Medical Sciences offers many post masters certificates to gain additional certification in another existing option (offers Adult Gerontology Acute and Primary Nurse Practitioner, Pediatric Acute and Primary Care Nurse Practitioner, Psychiatric-Mental Health Nurse Practitioner, Nurse Educator and Nurse Administrator). The process of “Gap Analysis” is similar in their proposed Post Masters Certificates for each of these specialties/options. The University of Central Arkansas offers Adult Gerontology Nurse Practitioner Track and Nurse Educators with Clinical Specialty Track. (Post Masters also available). The University of Arkansas and the Chamberlain School of Nursing offers Graduate Certificates in their MSN degree option offerings of Family Nurse Practitioner, Nurse Educator, and Nurse Executive. Although the Post Masters Certificates at these Arkansas Nursing programs are offered similarly, none of these schools offer FNP Post Masters Certificates as proposed by the ASU School of Nursing.

* 1. Scheduled program review date (within 10 years of program implementation) -

An anticipated review is a 2020 accreditation review for continued accreditation by Accreditation Commission

of Education of Nursing (ACEN) for the School of Nursing, Arkansas State University.

1. Provide documentation that proposed program has received full approval by licensure/certification entity, if required. (A graduate certificate offered for teacher/educator administrator licensure must be reviewed/approved by the Arkansas Department of Education prior to consideration by the Coordinating Board; therefore, the Education Protocol Form must be submitted to ADHE along with the Letter of Notification.) ). (ANCC Certification eligibility: <http://nursecredentialing.org/FamilyNP> ) (AANP certification eligibility: <https://www.aanpcert.org/certs/fnp>)
2. Institutional curriculum committee review/approval date:
3. Will this program be offered on-campus, off-campus or via distance delivery? If yes, indicate mode of distance delivery. Courses will be offered in the same manner as current MSN Program, FNP option courses: blended with course offerings on-campus, blended on-line, and appropriate clinical practicum sites currently under contract with the College of Nursing and Health Professions (CNHP), Arkansas State University.
4. Identify off-campus location. Provide a copy of e-mail notification to other institutions in the area of the proposed off-campus program offering. (off campus locations are only for clinical practicum sites at CNHP contracted healthcare facilities)
5. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date: