



**MASTER'S NURSING PROGRAM**  
**FALL 2018 INFORMATION PACKET FOR:**  
NURSE EDUCATION  
NURSE ADMINISTRATOR  
NURSE EDUCATOR + FNP CERTIFICATE  
NURSE ADMINISTRATOR + FNP CERTIFICATE  
FAMILY NURSE PRACTITIONER

*UPDATED 10/26/17*



COLLEGE OF APPLIED SCIENCES AND TECHNOLOGY  
SCHOOL OF NURSING

Dear Applicant,

Thank you for your interest in Ball State University's master's nursing program. We are excited you are interested in earning your Master's Degree from Ball State University. We offer three concentrations including: Nurse Educator, Nurse Administrator, and Family Nurse Practitioner.

We are also excited to announce we are offering two new options you may want to also consider, which include:

Nurse Educator + FNP Certificate  
Nurse Administrator + FNP Certificate

These options are designed for students who have an interest in being both a Nurse Educator or Nurse Administrator and a Family Nurse Practitioner (FNP). Additional information about the options are located in this packet.

In this **Information Packet** you will find a variety of helpful information about the program including program expectations, clinical information, sample plans of study, frequently asked questions, etc. A separate **Application Packet** is available on the School of Nursing website includes information on the application process as well as the supplemental materials required for application.

Prior to applying, all prospective students need to visit the [Office of State Authorizations](#) website to determine if their state currently allows them to enroll at Ball State University for the master's nursing program. The Online & Distance Education website and its links are updated on an as needed basis, so please check regularly for updates.

All clinicals must be completed in a state where the Ball State University School of Nursing is authorized to offer its programs. A list of the states where the School of Nursing is currently authorized can be found on the [Office of State Authorizations](#) website. Students moving to a state where the Ball State University School of Nursing and the master's nursing program is not authorized will need to do their clinicals in an authorized state in order to complete the program.

Before starting the application process, all applicants need to read both the **Fall 2018 Application Packet** and the **Fall 2018 Information Packet**. If after reviewing all of the information if you still have questions about the program please do not hesitate to contact the Graduate Advisor, Shantelle Estes, at [smestes@bsu.edu](mailto:smestes@bsu.edu) or by phone at 765-285-9130. **You will also need to save a copy of this packet for future reference.**

We look forward to working with you in the near future!

Sincerely,

The Master's Nursing Program Staff

# General Program Information

This is the first of five sections within the Information Packet. This section contains basic information about the Master's Nursing Program including: the on-campus requirement, concentrations offered, admission requirements, time commitment, clinical information, etc.

The other four sections in this packet include:

- New Program Options Available
- Clinical Hour Requirements
- Sample Plans of Study
- FAQ

## On-Campus Requirement

Effective with the Fall 2017 class, all students admitted into the Maser's Nursing Program are required to attend an **on-campus orientation** prior to starting the program. *Students are responsible for any travel-related expenses incurred with attending the orientation.*

The orientation day for students admitted for the Fall 2018 semester is:

**Wednesday, May 23, 2018**

Applicants with prior commitments, who know they will be unable to attend the orientation, will need to wait and apply for a future semester. The specific time and agenda items for the orientation will be announced at a later time, however students should expect to be on campus all day.

In the orientation students will benefit from:

- Meeting the Master's Nursing program faculty and staff
- Learning about the resources available to online students
- Becoming acquainted with the Health Clearance procedures and software used for tracking compliance
- Becoming acquainted with the Community of Master's Students
- Learning about the registration process for nursing students
- Learning more about the requirements for your specific concentration
- Networking with fellow classmates
- Asking questions of the program faculty and staff

## Is the Program Available in My State?

The School of Nursing takes pride in the diverse group of students from across the country the master's nursing program. The School of Nursing is approved to offer its online programs in many states; however the School of Nursing is currently not approved to operate in all states.

Prior to applying, all prospective students need to visit the [Office of State Authorizations](#) website to determine if their state currently allows them to enroll at Ball State University for the Master's Nursing Program. The Office of State Authorization's website and its links are updated on an as needed basis, so please check regularly for updates.

All clinicals must be completed in a state where the Ball State University School of Nursing is authorized to offer its programs. A list of the states where the School of Nursing is currently authorized can be found on the [Office of State Authorizations](#) website. Students moving to a state where the Ball State University School of Nursing and the master's nursing program is not authorized will need to do their clinicals in an authorized state in order to complete the program.

## About the Program

The School of Nursing admits students into the master's nursing program two times a year for both the Fall and Spring semesters. Our master's nursing program is online (we do not offer an on-campus program) and is accredited by the Commission on Collegiate Nursing Education (CCNE). The program is designed to be completed through part-time study and students are required to graduate within six years of completing their first course for the program. Students will earn a Master of Science degree upon successful completion of the program.

Once admitted into the program each student will have a plan of study created for them by the Program Director and Graduate Advisor. Students should expect to take two classes each semester (Fall, Spring, and Summer) unless directed otherwise by their plan of study. Not all courses are offered every semester and the program operates under the Ball State University semester schedule in which Fall and Spring are 16 weeks and Summer is 10 weeks.

For classes with clinical components, students will arrange their clinical experiences in their own geographic area and use an outside specialist (preceptor) in the student's area of study who will provide supervised experience. Students are responsible for securing their own clinical placement as the School of Nursing does not assist with that process.

Student in the FNP concentration should expect it will take from six to nine (6-9) semesters to complete the program depending on the plan of study they choose. Students in the Nurse Educator and Nurse Administrator concentrations should expect it will take a minimum of seven (7) semesters to complete the program.

All students in the program must be in possession of a webcam and microphone for use throughout the program. Students will also need access to a computer with a high-speed internet connection.

## Master's Admission Requirements

The master's admission requirements for all concentrations within the master's nursing program are listed below. Applicants must also meet the admission requirements of the Graduate School. Applicants are not required to take the GRE.

Applicants must :

- Have graduated from a National League for Nursing Accrediting Commission (NLNAC) now referred to as the Accreditation Commission for Education in Nursing (ACEN) or Commission on Collegiate Nursing Education (CCNE) accredited bachelor's program in nursing. (Applicants applying for the RN-MS option must hold an associate degree in nursing from a NLNAC/ACEN accredited program plus a bachelor's degree in a non-nursing field.)
- Have a minimum 3.0 undergraduate GPA on a 4.0 scale.
- Have earned a grade of C or better in at least 2 quarter or semester hours in an undergraduate research course.
- Have an unencumbered license as a registered nurse in state of practice.
- Attend a one day, on-campus orientation if admitted.

The School of Nursing does not admit students on a probationary status. Applicants with an undergraduate GPA below a 3.0 will not be considered for admission.

## Applicants Finishing Bachelors or Associates Degree

Students are able to apply to the master's program while they are completing their bachelor's degree. You would still need to apply to the Graduate School and the School of Nursing by the appropriate deadlines. If admitted into the School of Nursing your admission would be a provisional admission providing final completion of your bachelor's degree with the appropriate grades and that you hold an active, unencumbered license as a registered nurse in your state of practice, prior to the first day of classes. Failure to hold an active, encumbered nursing license and/or submit final transcripts showing completion of your degree by the first day of class will result in your offer of admission being rescinded. *(This information also applies to applicants with a bachelor's degree in a non-nursing field who are in the process of completing their associates degree in nursing)*

**Applicants who will be graduating with their nursing degree in the Summer semester** will need to wait and apply for the next Spring entry into the master's program.

**Applicants who will be graduating with their nursing degree in the Fall semester** will need to wait and apply for the next Fall entry into the master's program.

## Program Concentrations Defined

<p><b>Nurse Educator</b></p>	<p>The program prepares students in the role of nurse educator. Role courses provide a foundation in curriculum and program development; teaching and learning in nursing; and evaluation methods.</p> <p>During the last semester the student will take a 180 hour practicum (1 day/week) in an associate or baccalaureate on-campus nursing program. Students will have the opportunity to work with an experienced nurse educator both in the classroom and clinical setting.</p>
<p><b>Nurse Administrator</b></p>	<p>The program prepares students to develop management and leadership skills in preparation for higher-level management and leadership positions within healthcare.</p> <p>In addition to the didactic portion of the course students will complete 180 practicum hours (1 day/week) in an approved healthcare environment focusing on nursing administration. Students will select their own master's or doctoral prepared registered nurse preceptor and clinical supervisor in their community to help supervise the details of the project.</p>
<p><b>Family Nurse Practitioner (FNP)</b></p>	<p>The program prepares students to provide health care across the life span in a family practice setting.</p> <p>In addition to the classroom requirements students will complete 690 supervised clinical hours in primary care settings caring for adults, children, women, and families.</p> <p>Students will find their own preceptors and clinical supervisors within their geographic area. Students are eligible to apply for the FNP certification exam (AANP and/or ANCC) on completion of the program.</p>

## RN-MS Option

The School of Nursing offers an option for nurses with an associate's degree in nursing and a bachelor's degree in a non-nursing field. This option allows students to earn a master's degree without first having to complete all the requirements of a second bachelor's degree in nursing. The application process for the RN-MS option is the same as the master's application process found in this packet.

Students accepted into the RN-MS option are required to take an additional 16 credit hours of upper division nursing courses at the baccalaureate level, in addition to the courses required for their concentration. These additional hours are also completed online and will be scheduled as part of their master's program. The additional courses required for the RN-MS option are listed below along with any clinical requirements. Students are responsible for securing their own clinical placement as the School of Nursing does not assist with that process.

Students in the RN-MS option will not earn a bachelor's degree along the way. Instead once they complete all of their master's hours and the additional hours required as part of the RN-MS option the student will earn their master's degree.

Students in the RN-MS option should expect to take two classes each semester (Fall, Spring, and Summer) unless directed otherwise by their plan of study.

Because of the additional credit hour requirements, students in the RN-MS option can expect it will take two to three (2-3) additional semesters to complete any of the concentrations offered within the master's nursing program.

Fall Only Classes	Spring Only Classes	Summer Only Classes
<b>NUR 302 (3 cr.)</b> - Nursing Foundations and Issues	<b>NUR 322 (3 cr.)</b> - Research in Nursing	<b>NUR 404 (4 cr.)</b> - Community Health (45 clinical hours)
<b>NUR 303 (3 cr.)</b> - Health Assessment <i>(only required for those in the Family NP track)</i> <i>(45 clinical hours)</i>		<b>NUR 405 (3 cr.)</b> - Management and Leadership (45 clinical hours)



## Competitiveness of the Program

Admission into the master's nursing program is competitive and meeting or exceeding the minimum requirements does not guarantee admission into the program. The Admissions & Progressions Committee selects up to 20 students for the Nurse Educator and Nurse Administrator concentrations and up to 45 Family NP students each application cycle.

The FNP concentration is a competitive program and it is not unusual for the School of Nursing to receive more than double the amount of applications than we have space from. The chart below gives a break down of the average GPA of those admitted into the NP program over the last few application cycles.

	Average undergraduate GPA for admitted NP students
Spring 2018	3.51
Fall 2017	3.39
Spring 2017	3.39
Fall 2016	3.54
Spring 2016	3.49

## Time Commitment

Many times students understate the amount of time that is required to be successful in an online master's program. Because online courses do not physically meet it is easy for students to put off coursework because the weekly reminder of going to class is not there. We have found setting a weekly routine, with built-in study/homework time, and then disciplining oneself to stick with the routine can help students stay on top of the course requirements.

Students in the master's nursing program can expect to spend a minimum of 10-12 hours each week, per each 3 credit hour class, for homework, readings, discussion board posts, etc. When in clinical courses the 10-12 hours is in addition to the amount of time spent in weekly clinical rotations.

While the School of Nursing currently does not place any work restrictions on students while in the program, as students get closer to graduation they will find the time demands for their courses increasing. Regardless of the amount of hours worked each week students are expected to complete all coursework as outlined on their plan of study. While every student's situation is different, in the past some students have made the decision to cut back on their work hours, personal and non-academic commitments, etc. in order to complete their course requirements and the program within the time allotted by their plan of study.

In addition to the time commitments for classroom and clinical hours listed above students will also need to schedule time to work on securing clinical placements for each of their clinical courses. This may mean taking time to attend professional organization meetings to build networking connections, making in-person visits to facilities to inquire about clinical placement opportunities, and making return visits to facilities to collect completed clinical paperwork, etc. More information about clinical requirements is found in the "Clinical Information" section of this packet.

## How is an Online Program Different from an On-Campus Program?

Online programs are designed and structured differently from traditional on-campus programs. While online and on-campus programs both have unique sets of qualities that appeal to individuals for a variety of reasons, not all individuals are successful in online programs.

Students who have been out of school for several years or who have never taken online courses may find an online program to be a big change from what they are accustomed to in a traditional, on-campus setting. Therefore, it may take those students more time to adapt to the different learning environment an online program presents.

Students in the master's nursing program are expected to come into the program and be or possess the following:

- **Computer literate** (Microsoft Office, email, access to and knowledge of how to use a webcam and microphone, Internet navigation, ability to scan and uploading documents to websites, etc.)
- **Able to read and follow detailed instructions**
- **Self-motivated & have strong time management skills**
- **Responsible for one's own learning**
- **Able to adapt to new learning styles**
- **Critical thinking & problem solving skills**
- **Excellent writing skills** (APA format, professional email correspondence, etc.)

In an online environment your written communication acts as your voice and represents who you are not only as an individual, but also as a professional nurse to your class mates, course instructors, program officials, etc. Being able to think critically and then express your thoughts in a professional and kind manner is of high importance.

## Online Classroom Structure

The master's nursing program does not have recorded or live lectures as you would expect from an on-campus program. Reading assignments, videos, group work, and discussion boards are some of the methods used by the course faculty to facilitate your learning.

Students are not required to log into a virtual class at a set time every day/week instead assignments will be given with due dates. Tests may be proctored by a third party via webcam and microphone and students will be required to sign up for a testing time during the timeframe given by the instructor.

Some students feel a benefit to taking online courses is it provides them freedom from the time constraints associated with attending an on-campus class one to three days a week. In an online program, while students are not required to physically be on campus each week for class, taking online courses does not eliminate the hours of instruction that would typically be gained from attending an on-campus class. Instead those hours of instruction are integrated into the course via additional readings, discussion board posts, homework, group projects, etc.

## Clinical Information

Students are responsible for securing their own clinical placements within their geographic area. The School of Nursing does not assist students with clinical placement.

To assure students select and receive the appropriate clinical experiences, faculty have established requirements for the clinical courses within each concentration. The requirements will be made available to students once they start the program.

Clinicals are done in your geographic area with a preceptor you select based on the requirements of the course. A clinical supervisor will be a second person you select to evaluate you onsite for advanced role courses. The Family Nurse Practitioner concentration is not an acute care program, so clinicals for the FNP concentration will be done in primary care and clinic settings.

Often students find there is competition for clinical preceptors and supervisors, so planning early may help in securing a spot. It is recommended students start planning clinical experiences at least one year in advance of when they are scheduled to take the course. Waiting until a month or two before the clinical paperwork is due will likely result in not securing an appropriate clinical site, clinical supervisor, and preceptor.

Clinicals can not be done in your unit or clinic and the School of Nursing does not assist students with clinical placement, so it is recommended you start your search for clinical placement early.

Students who live in rural areas may have limited options in securing clinical placement and students who live in an area that is saturated with graduate nursing programs may have more competition in securing clinical placements.

### **What should I do now to be better prepared for securing clinical placement?**

Cold calling/emailing offices or facilities is usually not an effective practice in securing clinical placement. Networking is the key to finding good clinical sites.

If you do not already have a network of professionals built-up, start identifying individuals in your place of employment, local community, etc. who are currently working in your area of intended study (Family Nurse Practitioner, Nurse Administrator, Nurse Educator) and begin talking with them about their field. Let them know you are considering furthering your education in that field and allow that to be a start to building a foundation for future communication.

### **Once admitted to the FNP program it is strongly recommended...**

**Indiana residents admitted into the NP concentration** - It is strongly recommended that you join the Coalition of Advance Practice Nurses of Indiana (CAPNI). The website is: <http://www.capni.org/>. Some regions are more active than others but the meetings are a place you can meet NPs in your area and network.

**Non-Indiana residents admitted into the NP concentration** - It is recommend that you join a similar group in your state. We also recommend membership in AANP <http://www.aanp.org> as they also may have resources to locate NPs in your area as well as discounts on the certification exam, updates on policy, educational opportunities, etc.

## Tuition Information

The School of Nursing does not provide students with a total estimated cost for the program as each student's situation could be different. While most of the cost will come from the tuition, below is a breakdown of the different areas that may be helpful when you are estimating the cost. Tuition information for the current and future academic years is located on the [Online & Distance Education](#) website.

### **NURSE EDUCATOR**

- The Nurse Educator concentration is 36 credit hours.
- There is 1 class which will have a \$400 fee as it is a graduate clinical nursing course.
- Student can expect to take about approximately 6 credit hours each semester and the quickest a student can move through the program is 7 semesters.
- Books are a separate cost from your tuition and fees. The cost for books will vary depending on where you purchase them and the number of books required for each course.

### **NURSE ADMINISTRATOR**

- The Nurse Administrator concentration is 36 credit hours.
- There is 1 class which will have a \$400 fee as it is a graduate clinical nursing course.
- Student can expect to take about approximately 6 credit hours each semester and the quickest a student can move through the program is 7 semesters.
- Books are a separate cost from your tuition and fees. The cost for books will vary depending on where you purchase them and the number of books required for each course.

### **NURSE EDUCATOR & NURSE ADMINISTRATOR + FNP CERTIFICATE**

- The EDU/ADM + FNP PMC option is 60 total credit hours.
- There are 7 classes which will have a \$400 fee as they are graduate clinical nursing courses.
- Student can expect to take about 6-8 credit hours each semester and the quickest a student can move through the program is 10 semesters.
- Books are a separate cost from your tuition and fees. The cost for books will vary depending on where you purchase them and the number of books required for each course.

### **FAMILY NURSE PRACTITIONER**

- The FNP concentration is 47 credit hours.
- There are 6 classes which will have a \$400 fee as they are graduate clinical nursing courses.
- Student can expect to take about 6-8 credit hours each semester and the quickest a student can move through the program is 6-8 semesters depending on their plan of study.
- Books are a separate cost from your tuition and fees. The cost for books will vary depending on where you purchase them and the number of books required for each course.

### **RN-MS OPTION**

- The RN-MS Option requires an additional 16 credit hours on top of the credit hours required for your concentration area listed above.
- Student can expect it will take an additional 2-3 semesters to complete the program, on top of the time needed to complete their concentration area listed above.
- Books are a separate cost from your tuition and fees. The cost for books will vary depending on where you purchase them and the number of books required for each course.

# New Program Options Available

*(At this time these new options are only available to Indiana residents, however we are working on securing authorization to offer the new options to applicants outside of Indiana.)*

We are offering two new program options you may want to consider applying for. The new program options include:

## **Nurse Educator + FNP Certificate Nurse Administrator + FNP Certificate**

These unique options allows individuals who are interested in becoming a Nurse Educator or Nurse Administrator, but who also have an interest in the Family Nurse Practitioner (FNP) program, the ability to pursue both interests. Additionally, for those interested in the FNP program but feel their overall undergraduate GPA may not be as competitive as they would like, these options may be worth considering as an alternative pathway to becoming a FNP.

By substituting courses required for the Nurse Educator or Nurse Administrator concentrations with pre-requisites needed for the FNP clinical courses, students can earn a master's degree, with a concentration as a Nurse Educator or Nurse Administrator, along with an FNP Post-Master's Certificate in 10 semesters of part-time study.

The requirements for the +FNP Certificate option are slightly different than the concentrations in the Master's Nursing Program. The next two page address several key areas of the +FNP Certificate option, including:

- What kind of degree you will earn
- The guaranteed admission policy and how to apply
- The differences between the Master's Degree and the Post-Maser's Certificate portions of the program

A sample plan of study for each option is located in the "Sample Plans of Study" section of this packet.

The Master's Nursing Program realizes the +FNP Certificate is a new option and applicants may not be familiar with what a Post-Master's Certificate is or how the new options work compared to the individual Nurse Educator, Nurse Administrator, and FNP Post-Master's Certificates offered by the School of Nursing. Therefore, after reviewing all of the information about the +FNP Certificate option if you have additional questions, please contact Shantelle Estes, the Graduate Advisor, at [smestes@bsu.edu](mailto:smestes@bsu.edu) or by phone at 765-285-9130 and she will be happy to answer your questions.

## What is a FNP Post-Master's Certificate?

A FNP Post-Master's Certificate is designed for nurses who have completed a Master's Degree in Nursing, but who also desire to be a FNP. The certificate is not a second master's degree instead the certificate is designed in a streamlined fashion where students take the specific classes necessary to be eligible to sit for one of the national FNP certification exams.

## What kind of a degree will I earn with the +FNP Certificate option?

Students admitted into one of the +FNP Certificate options will, upon completion of the Nurse Educator or Nurse Administrator requirements, earn a Master of Science degree.

Then upon completion of the FNP Post-Master's Certificate requirements will earn a certificate. Upon completion of the certificate the student is eligible to take one or both of the two national certification exams for Nurse Practitioners. (The American Academy of Nurse Practitioner (AANP) or The American Nurse Credentialing Center (ANCC))

The national certification exams are the same exams students who go complete the FNP Master's Program are eligible to take.

## What are the benefits of the +FNP Certificate option?

- The +FNP Certificate option is designed to provide students, in addition to FNP knowledge and skills, with valuable Nurse Educator or Nurse Administrator experiences, while strengthening their marketability for future positions.
- **Nurse Educator students** can utilize their skills by teaching in a college or university setting and working in staff development positions at hospitals, companies, etc.
- **Nurse Administrator students** can utilize their skills to run their own FNP practice and by working in upper level administration in various health care settings.
- **Time Commitment:** Currently the +FNP Certificate option can be completed in 10 semesters. If students choose to earn their Master's Degree and the FNP Certificate separately they would spend 7 semesters in the Master's Program and approximately 6 semesters in the FNP Certificate program, for a total of 13 semesters.
- **Credit Hour Difference:** The +FNP Certificate is 60 credit hours. A student completing both programs separately would take 69 credit hours.
- **Cost:** Because the +FNP option is 9 hours less than completing the degree and certificate separately, based on the 2016-2017 tuition costs for Indiana residents, students can expect to save around \$3,500. The out of pocket cost for the Certificate portion would also be less as some of the required FNP courses are completed as part of the Master's Degree portion of the option.

## Is the +FNP Option available to non-Indiana residents?

Yes and No. Please see below for additional information about each portion for the +FNP option.

### **Nurse Educator or Nurse Administrator Master's Degree Portion:**

Yes. Students in the Master's Degree portion (Nurse Educator or Nurse Administrator) of the +FNP Option are able to live and complete clinicals in a state outside of Indiana, so long as the state is an authorized state for Nursing as listed on the [Office of State Authorizations](#) website.

### **FNP Post-Master's Certificate Portion:**

No. The FNP Post-Master's Certificate portion of the program is only available to Indiana residents who hold an active Indiana nursing license. All clinicals must be completed in the state of Indiana. Moving outside of Indiana will result in your not being able to complete the FNP Post-Master's Certificate.

## Is the +FNP Option eligible for federal aid?

Yes and No. Please see below for additional information about each portion for the +FNP option.

### **Nurse Educator or Nurse Administrator Master's Degree Portion:**

While in the Master's Degree portion (Nurse Educator or Nurse Administrator) of the +FNP Option students who qualify are eligible for federal aid.

### **FNP Post-Master's Certificate Portion:**

No. The FNP Post-Master's Certificate portion of the +FNP option **is not eligible** for federal aid.

## Admission Policy for the +FNP Certificate Option & How to Apply

Students who apply and are accepted into one of the +FNP Certificate options are guaranteed admission to the FNP Post Master's Certificate (PMC) program if they meet the following:

1. Follow their plan of study and complete master's program requirements for either the Nurse Educator or Nurse Administrator concentrations.
2. Maintain a 3.3 average in course work and pass all courses with a C or higher.
3. Apply to the Graduate School for the post-master's certificate the when directed by your plan of study.
4. Start the FNP clinical courses within two semesters after completion of master's program. \*

*\*students who do not start the PMC program within two semesters of completing their master's degree will have their admission to the PMC program rescinded and will need to reapply to the PMC program and will be considered with the applicant pool, admission is not guaranteed*

### **Students wanting to apply for the +FNP option will need to:**

- Apply to the Graduate School for either the Nurse Educator or Nurse Administrator concentration. There is not a separate option to select for the +FNP option on the Graduate School application.
- Apply to the School of Nursing, however on the SON application you will need to select the Nurse Educator + FNP Certificate or Nurse Administrator + FNP Certificate option from the drop down menu.

## How long do I have to complete the + FNP Certificate Option?

Per the Graduate School students have six (6) years to complete their Master's Degree from the time they take their first class for the program and five (5) years to complete a Certificate from the time they are formally admitted into the Post-Master's Certificate program.

# Clinical Hour Requirements

Each area in the master's program has clinical requirements. In this section you will find the required clinical courses for each area and clinical hours for each course.

- RN-MS Option
- Nurse Educator
- Nurse Administrator
- Family Nurse Practitioner
- Nurse Educator + FNP Certificate
- Nurse Administrator + FNP Certificate



## Clinical Hour Requirements

### **RN-MS Option** *(plus required clinicals for specific concentration (Nurse Educator, Nurse Administrator, or Family Nurse Practitioner))*

Course	Hours
NUR 303 - Health Assessment <i>(only required for those in FNP concentration)</i>	45 hours
NUR 404 - Community Health	45 hours
NUR 405 - Management and Leadership	45 hours
<b>Total Clinical Hours</b>	<b>90-135</b>

### **Nurse Educator**

Course	Hours
NUR 609 - Assessment Clinical Practice	45 hours
NUR 610 - Concepts 1	45 hours
NUR 672 - Practicum	180 hours
<b>Total Clinical Hours</b>	<b>270</b>

### **Nurse Administrator**

Course	Hours
NUR 610 - Concepts 1	45 hours
NUR 672 - Practicum	180 hours
<b>Total Clinical Hours</b>	<b>225</b>

### **Family Nurse Practitioner**

Course	Hours	Average days per week in clinicals
NUR 634 - Advanced Health Assessment	60 hours	1 day per week average
NUR 681 - Primary Care of Adult 1	120 hours	1 day per week average
NUR 682 - Primary Care of Children	120 hours	1 day per week average
NUR 683 - Primary Care of Adult 2	120 hours	1 day per week average
NUR 684 - Primary Care of Women	90 hours	
NUR 673 - Practicum	180 hours	1.5 - 2 day per week average
<b>Total Clinical Hours</b>	<b>690</b>	

In addition to the 690 FNP clinical hours listed above, FNP students will also take NUR 610 (Concepts 1) which has 45 clinical hours and is a policy population focus course. The 45 clinical hours associated with NUR 610 do not count into the total FNP clinical hours.

## Clinical Hour Requirements

### Nurse Educator + FNP Certificate

Course	Hours	Average days per week in clinicals
NUR 610 - Concepts 1	45 hours	
NUR 634 - Advanced Health Assessment	60 hours	1 day per week average
NUR 672 - Nurse Educator Practicum	180 hours	
<b>Nurse Educator Clinical Hours</b>	<b>285</b>	
NUR 681 - Primary Care of Adult 1	120 hours	1 day per week average
NUR 682 - Primary Care of Children	120 hours	1 day per week average
NUR 683 - Primary Care of Adult 2	120 hours	1 day per week average
NUR 684 - Primary Care of Women	90 hours	
NUR 673 - FNP Practicum	180 hours	1.5 - 2 day per week average
<b>FNP Certificate Clinical Hours</b>	<b>630</b>	
<b>Total FNP Clinical Hours</b>	<b>690*</b>	

*\*The total FNP clinical hours is 690. The additional clinical hours associated with NUR 610 and NUR 672 do not count into the total FNP clinical hours.*

### Nurse Administrator + FNP Certificate

Course	Hours	Average days per week in clinicals
NUR 610 - Concepts 1	45 hours	
NUR 634 - Advanced Health Assessment	60 hours	1 day per week average
NUR 672 - Nurse Administrator Practicum	180 hours	
<b>Nurse Administrator Clinical Hours</b>	<b>285</b>	
NUR 681 - Primary Care of Adult 1	120 hours	1 day per week average
NUR 682 - Primary Care of Children	120 hours	1 day per week average
NUR 683 - Primary Care of Adult 2	120 hours	1 day per week average
NUR 684 - Primary Care of Women	90 hours	
NUR 673 - FNP Practicum	180 hours	1.5 - 2 day per week average
<b>FNP Certificate Clinical Hours</b>	<b>630</b>	
<b>Total FNP Clinical Hours</b>	<b>690*</b>	

*\*The total FNP clinical hours is 690. The additional clinical hours associated with NUR 610 and NUR 672 do not count into the total FNP clinical hours.*

# Sample Plans of Study

In this section you will find sample plans of study to help you visualize how various concentrations in the are program are structured. Plans of study for admitted students may vary from what is listed.

**Estimated completion time for all concentrations is based upon the student following their initial plan of study.** Any changes made to the plan may lengthen the time required to complete the program. Changes made to a plan of study will be based on the availability of open seats in the courses and therefore, should change be needed, courses may not be immediately available the following semester.

Also, if a course has clinical hours associated with it the number of clinical hours is noted in **red** behind the course.

- Nurse Educator
- Nurse Administrator
- Nurse Educator + FNP Post-Master's Certificate
- Nurse Administrator + FNP Post-Master's Certificate
- Family Nurse Practitioner

## Tentative Plans of Study (Nurse Administrator & Nurse Educator)

Below are sample plans of study to help you visualize how the program is structured. Plans of study for admitted students may vary from what is listed below. Because of the additional credit hour requirements students in the RN-MS option can expect it will take two to three additional semesters to complete their program.

Tentative Nurse Educator Plan of Study		
Fall	Spring	Summer
<b>NUR 605</b> - Technology <b>NUR 607</b> - Statistics	<b>NUR 603</b> - Theory <b>NUR 604</b> - Research  <i>(begin working to secure clinical placement for NUR 609)</i>	<b>NUR 610</b> - Concepts 1 <i>(45 hrs)</i> <b>NUR 611</b> - Concepts 2 <i>(Summer)</i>
Fall	Spring	Summer
<b>NUR 609</b> - Assessment <i>(Fall)</i> <i>(45 hrs)</i> <b>NUR 620</b> - Curriculum <i>(Fall)</i>  <i>(begin working to secure clinical placement for NUR 672)</i>	<b>NUR 608</b> - Pathophysiology <i>(Spring)</i> <b>NUR 622</b> - Teaching <i>(Spring)</i>	<b>NUR 626</b> - Program Eval. <i>(Summer)</i>
Fall		
<b>NUR 672</b> - Practicum <i>(Fall/Spring)</i> <i>(180 hrs)</i>		

Tentative Nurse Administrator Plan of Study		
Fall	Spring	Summer
<b>NUR 605</b> - Technology <b>NUR 607</b> - Statistics	<b>NUR 603</b> - Theory <b>NUR 604</b> - Research	<b>NUR 610</b> - Concepts 1 <i>(45 hrs)</i> <b>NUR 611</b> - Concepts 2 <i>(Summer)</i>
Fall	Spring	Summer
<b>NUR 640</b> - Admin. Theories <i>(Fall)</i> <b>MGT 500</b> - Management Org. Behavior <i>(Fall)</i>  <i>(begin working to secure clinical placement for NUR 672)</i>	<b>NUR 642</b> - Admin. Mngt <i>(Spring)</i> <b>MKG 505</b> - Marketing <i>(Spring)</i>	<b>NUR 643</b> - Financial Mngt <i>(Summer)</i>
Fall		
<b>NUR 672</b> - Practicum <i>(Fall/Spring)</i> <i>(180 hrs)</i>		

## Tentative Plans of Study (+FNP Certificate Option)

Below are sample plans of study to help you visualize how the program is structured. Plans of study for admitted students may vary from what is listed below. Because of the additional credit hour requirements students in the RN-MS option can expect it will take two to three additional semesters to complete their program.

Tentative Nurse Educator + FNP Certificate Plan of Study		
Fall	Spring	Summer
NUR 605 - Technology NUR 607 - Statistics	NUR 603 - Theory NUR 604 - Research  (begin working to secure clinical placement for NUR 634)	NUR 610 - Concepts 1 (45 hrs) NUR 630 - Role
Fall	Spring	Summer
NUR 620 - Curriculum (Fall) NUR 632 - Pathophysiology (Fall/Spring)  (begin working to secure clinical placement for NUR 672)	NUR 622 - Teaching (Spring) NUR 634 - Assessment (60 hrs)  (begin working to secure clinical placement for FNP-PMC clinicals)	NUR 626 - Program Eval. (Summer) NUR 638 - Pharmacology
Fall	Spring	Summer
NUR 672 - Educator Practicum (Fall/Spring) (180 hrs) *  Graduate with your Master's Degree	NUR 681 - Primary Care of Adult 1 (120 hrs) NUR 682 - Children (120 hrs)	NUR 683 - Primary Care of Adult 2 (120 hrs) NUR 684 - Women (90 hrs)
Fall		
NUR 673 - FNP Practicum (180 hrs)		

Tentative Nurse Administrator + FNP Certificate Plan of Study		
Fall	Spring	Summer
NUR 605 - Technology NUR 607 - Statistics	NUR 603 - Theory NUR 604 - Research  (begin working to secure clinical placement for NUR 634)	NUR 610 - Concepts 1 (45 hrs) NUR 630 - Role
Fall	Spring	Summer
NUR 640 - Admin. Theories (Fall) NUR 632 - Pathophysiology (Fall/Spring)  (begin working to secure clinical placement for NUR 672)	NUR 642 - Admin. Mngt (Spring) NUR 634 - Assessment (60 hrs)  (begin working to secure clinical placement for FNP-PMC clinicals)	NUR 643 - Financial Mngt (Summer) NUR 638 - Pharmacology
Fall	Spring	Summer
NUR 672 - Administrator Practicum (Fall/Spring) (180 hrs)  Graduate with your Master's Degree	NUR 681 - Primary Care of Adult 1 (120 hrs) NUR 682 - Children (120 hrs)	NUR 683 - Primary Care of Adult 2 (120 hrs) NUR 684 - Women (90 hrs)
Fall		
NUR 673 - FNP Practicum (180 hrs)		

## Tentative Plans of Study (FNP)

Below are sample plans of study to help you visualize how the program is structured. Plans of study for admitted students may vary from what is listed below. Because of the additional credit hour requirements students in the RN-MS option can expect it will take two to three additional semesters to complete their program.

### 6 semester plan

*This plan is intense and is designed for students working part-time or less, who want to graduate in two years.\**

Fall	Spring	Summer
<b>NUR 605</b> Informatics (2 cr.) <b>NUR 607</b> Stats (3 cr.) <b>NUR 632</b> Adv. Pathophysiology (Fall/Spring) (3 cr.) <i>(begin working in Summer to secure clinical placement for NP clinical courses)</i>	<b>NUR 604</b> Research (3 cr.) <b>NUR 630</b> Role (3 cr.) <b>NUR 638</b> Adv. Pharmacology (3 cr.)	<b>NUR 610</b> Concepts 1 (3 cr.) <i>(45 hrs)</i> <b>NUR 634</b> Adv. Health Assessment (3 cr.) <i>(60 hrs)</i>
Fall	Spring	Summer
<b>NUR 603</b> Theory (3 cr.) <b>NUR 681</b> Adult 1 (4 cr.) <i>(120 hrs)</i> <b>NUR 682</b> Children (4 cr.) <i>(120 hrs)</i>	<b>NUR 683</b> Adult 2 (4 cr.) <i>(120 hrs)</i> <b>NUR 684</b> Women (4 cr.) <i>(90 hrs)</i>	<b>NUR 673</b> FNP Practicum (5 cr.) <i>(180 hrs)</i>

### 8 semester plan

*This is the plan a majority of students follow as it allows them to graduate in less than three years.\**

Fall	Spring	Summer
<b>NUR 603</b> Theory (3 cr.) <b>NUR 605</b> Informatics (2 cr.) <i>(begin working to secure clinical placement for NP clinical courses)</i>	<b>NUR 607</b> Stats (3 cr.) <b>NUR 632</b> Adv. Pathophysiology (Fall/Spring) (3 cr.)	<b>NUR 630</b> Role (3 cr.) <b>NUR 638</b> Adv. Pharmacology (3 cr.)
Fall	Spring	Summer
<b>NUR 604</b> Research (3 cr.) <b>NUR 634</b> Adv. Health Assessment (3 cr.) <i>(60 hrs)</i>	<b>NUR 681</b> Adult 1 (4 cr.) <i>(120 hrs)</i> <b>NUR 682</b> Children (4 cr.) <i>(120 hrs)</i>	<b>NUR 610</b> Concepts 1 (3 cr.) <i>(45 hrs)</i>
Fall	Spring	
<b>NUR 683</b> Adult 2 (4 cr.) <i>(120 hrs)</i> <b>NUR 684</b> Women (4 cr.) <i>(90 hrs)</i>	<b>NUR 673</b> FNP Practicum (5 cr.) <i>(180 hours)</i>	

### 9 semester plan

*This plan is designed for students who want to take the program at a slower pace and graduate in three years\**

Fall	Spring	Summer
<b>NUR 605</b> Informatics (2 cr.) <b>NUR 607</b> Stats (3 cr.) <i>(begin working to secure clinical placement for NP clinical courses)</i>	<b>NUR 604</b> Research (3 cr.) <b>NUR 632</b> Adv. Pathophysiology (Fall/Spring) (3 cr.)	<b>NUR 630</b> Role (3 cr.) <b>NUR 638</b> Adv. Pharmacology (3 cr.)
Fall	Spring	Summer
<b>NUR 610</b> Concepts 1 (3 cr.) <i>(45 hrs)</i> <b>NUR 634</b> Adv. Health Assessment (3 cr.) <i>(60 hrs)</i>	<b>NUR 603</b> Theory (3 cr.) <b>NUR 682</b> Children (4 cr.) <i>(120 hrs)</i>	<b>NUR 681</b> Adult 1 (4 cr.) <i>(120 hrs)</i>
Fall	Spring	Summer
<b>NUR 683</b> Adult 2 (4 cr.) <i>(120 hrs)</i>	<b>NUR 684</b> Women (4 cr.) <i>(90 hrs)</i>	<b>NUR 673</b> FNP Practicum (5 cr.) <i>(180 hours)</i>

\* **Completion time is based upon the student following their initial plan of study.** Any changes made to the plan may lengthen the time required to complete the program. Changes made to a plan of study will be based on the availability of open seats in the courses and therefore, should change be needed, courses may not be immediately available the following semester.

# FAQ

In this section you will find questions frequently asked of the Graduate Advisor by prospective students. After reviewing this packet if you have additional questions please feel free to contact the Graduate Advisor, Shantelle Estes, directly at [smestes@bsu.edu](mailto:smestes@bsu.edu) or by phone at 765-285-9130.

## Frequently Asked Questions About the Master's Nursing Program

QUESTION	ANSWER
<b>If I have applied to the School of Nursing previously but was not selected, do I need to reapply if I want to be considered again?</b>	Yes, applications to both the Graduate School and the School of Nursing are only good for one semester. You will need to submit a new School of Nursing application and new supplemental materials. You will also need to submit a new Graduate School application and pay a new application fee. Please check with the Graduate School to see if they require any additional documentation from you, such as transcripts.
<b>Is the GRE required?</b>	No
<b>Are there required trips to campus?</b>	Yes, for the mandatory orientation. Outside of the orientation all of your coursework will be done online and your clinicals will be done in your geographic area.
<b>If I already hold a Master's Degree in Nursing am I eligible to apply for a second Master's Degree in Nursing?</b>	No, however you may be eligible to apply to a Post-Master's Certificate (PMC) program.
<b>If my GPA is below the required 3.0 undergraduate GPA can I be admitted on a probationary basis?</b>	No, the School of Nursing does not admit students on a probationary status. Applicants with an undergraduate GPA below the minimum 3.0 will not be considered in the admission process.
<b>Can I apply if I have not yet graduated with my nursing degree?</b>	Please refer to the "Applicants Finishing Bachelors or Associates Degree" section in this packet.
<b>Do I need to have a certain number of years experience as a registered nurse in order to apply?</b>	No. Recent nursing graduates and students in the process of completing their bachelors degree in nursing are eligible to apply. (See "Applicants Finishing Bachelors or Associates Degree" section for additional information)
<b>Does the School of Nursing place me in my clinical rotations?</b>	Please refer to the "Clinical Information" section in this packet.
<b>Once I finish one class can I start on the next class immediately?</b>	No, courses are taught on a semester basis and follow a curriculum sequence.
<b>Do I work at my own pace in the program?</b>	The program is structured on a semester basis with assignments due at certain times. You may work at your own pace during the assignment period, usually every week.
<b>Do you offer a full-time plan of study?</b>	No, our program is designed to be completed on a part-time basis. Students should expect to take two classes each semester unless directed otherwise by their plan of study.
<b>What is the cost of the program?</b>	Information about Graduate tuition and fees, financial aid, payment options, etc. can be found on the <a href="#">Online and Distance Education</a> website.



## Frequently Asked Questions Continued

QUESTION	ANSWER						
Can I transfer in Masters level courses I have already completed?	Students are able to transfer in up to 9 credit hours for all concentrations in the program with approval from the Program Director. All credits (including transfer credits) cannot be older than six years at the time of graduation. Evaluation of transcripts for possible transfer credit is done by the School of Nursing, at the student’s request, once they have been admitted into the program. In order for a course to be considered for transfer credit it would need to be a graduate level course that was completed with the grade of a B or higher; grades of B- or below are ineligible for transfer consideration. Please note that the Research and Practicum courses must be taken at Ball State University and cannot be transferred in. Courses used to earn a previous Master’s degree are not eligible for transfer consideration.						
How many credit hours are required for each area?	Nurse Educator is 36 credit hours Nurse Educator (RN-MS) is 52 credit hours  Nurse Administrator is 36 credit hours Nurse Administrator (RN-MS) is 52 credit hours  Family Nurse Practitioner is 47 credit hours Family Nurse Practitioner (RN-MS) is 63 credit hours  Nurse Educator + FNP Certificate Option is 60 credit hours Nurse Educator + FNP Certificate Option (RN-MS) is 76 credit hours  Nurse Administrator + FNP Certificate Option is 60 credit hours Nurse Administrator + FNP Certificate Option (RN-MS) is 76 credit hours						
What is the program’s pass rate for the FNP certification?	There are two national certification exams a student can take once they graduate. (The American Academy of Nurse Practitioner (AANP) & the American Nurse Credentialing Center (ANCC)). The pass rates for the 2015 graduates who took the exams are listed below. <table><tr><td></td><td>AANP</td><td>ANCC</td></tr><tr><td>2016</td><td>91%</td><td>100%</td></tr></table>		AANP	ANCC	2016	91%	100%
	AANP	ANCC					
2016	91%	100%					
When will I receive my Ball State username and password?	Shortly after applying to the Graduate School you will receive a couple of emails from the Graduate School and the HelpDesk@bsu.edu which will contain information about your username and password. These emails will be sent to the email address you provided on your Graduate School application. <b>It is important you set up your username and password within 30 days of receiving the Help Desk email. You will need to retain your username and password for future use as it is needed for those admitted into the School of Nursing.</b>						