

Policy Number: **G305**  
Approval Date: **10/2/12**  
Effective Date: **11/1/12**

**POLICY TITLE: MSN DEGREE PLAN**

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**Policy**

Students are required to complete all degree requirements for graduation listed in the catalog at the time of admission. Each graduate student will be assigned a staff advisor and an academic (faculty) advisor at the time of admission to the School of Nursing graduate program. The staff advisor will work with the student and the faculty advisor to complete a degree plan that will specify which courses are to be taken to complete the degree requirements. The student is required to review and sign the degree plan prior to enrollment in MSN courses. The MSN Coordinator, the Dean of the School of Nursing, and the Registrar will sign the approved degree plan and submit to the Office of Admissions and Records for validation. The student will receive a copy of the official document after completion of the process.

The original degree plan is kept on file electronically in the Office of Admissions and Records. Since the degree plan represents the student's commitment to complete the requirements for graduation and the university's commitment to hold the student accountable for meeting those requirements, it is a very important document that must be closely followed. The student may revise the degree plan only with the consent of the academic advisor. The academic advisor and Dean of the School of Nursing must approve the change(s) in writing, and any changes must be validated by the Office of Admissions and Records before it becomes official.

Please note that if there is an interruption in enrollment for more than one calendar year (9 consecutive months), a new degree plan must be approved by the MSN Coordinator prior to returning to UHV.

MSN POLICY

Approved by Faculty, 8/22/12  
Approved by Dean Kathryn Tart:



Date: October 2, 2012