



MSN Graduate Student Handbook 2025-2026



**AMERICAN
UNIVERSITY^{OF}BEIRUT**

**RAFIC HARIRI SCHOOL
OF NURSING**

Table of Contents

Dean's Message	5
Officers, Faculty, and Staff	6
Preface	6
The American University of Beirut	7
General Information about the MSN Program	7
Mission Statement	8
Philosophy	8
Learning Outcomes	8
Admission to the MSN Program	8
Categories of Admission	9
Readiness for University Studies in English (RUSE)	9
Transfer of Credits	10
Graduate Council	10
Registration	10
Academic Year	10
Course Registration / Deferred / Late / Drop & Add	11
Fees and Expenses / Payment of Fees	11
Academic Rules and Regulations	12
- Categories of Students	
- Supervision	
- Attendance	
- Examinations and Quizzes	
- Computer Literacy	
- Responsible Conduct of Research (RCR)	

- Courses and Grades
- Grading System
- Incomplete Grades
- Probation and Dismissal
- Residence Requirements
- Leave of Absence
- Readmission

Master's Completion Program	16
Overview of the Curriculum	16
Curriculum – Master of Science in Nursing	16
Course Descriptions	19
Comprehensive Examination	24
Thesis / Project	25
General Guidelines for Thesis and Project Preparation	25
AUB Policy on Graduate Assistantships	28
Online Graduate Academic Diploma in Nursing Administration	28
Online Graduate Professional Diploma in Nursing Education	30
General Policies and Information	33
- Non-Discrimination Policy – Title IX	
- Academic and Professional Integrity	
- Definitions of Misconduct	
- Academic and Non-Academic Misconduct	
- Disciplinary Actions and Complaint Procedures	
- Other Policies	
Getting in Touch with the Right People at HSON	42
University Services	42
- Libraries	
- IT Services	
- Bookstore	
- Writing Center	
- Health Services	

- Extracurricular Activities
- Housing, Transportation, and Student Life

Appendices	48
A. Study Plans	
B. Comprehensive Exam	
C. Master’s Project Forms	
D. Online Petition Form	

Dean's message

Welcome to the Rafic Hariri School of Nursing (HSON). We are delighted that you have chosen to study nursing at AUB and look forward to meeting each one of you. This is an exciting time for nursing—both at AUB and throughout the world. In 2018, AUB granted HSON independent Faculty status and in that same year we launched the PhD program. We continue to be proud of these accomplishments and we look forward to working with you to celebrate these achievements.

In the field of nursing generally, nurses are taking on new and greater responsibilities. Although taking care of patients is still our primary responsibility, we are also playing a role in setting health care policy at the national, regional, and international levels and researching important health care issues.

HSON is 120 years old, and continues to develop and grow to keep up with developments in health care and the needs of Society. Our BSN and MSN programs, both chartered in the New York State Department of Education, received accreditation by the Commission on Collegiate Nursing Education in the USA for the third time in March 2022 for a period of 10 years. HSON is the first school outside the USA to get such an accreditation.

We have introduced new programs and are constantly updating and revising our curricula. In 2022-2023, the MSN in Nursing Administration and Management was converted into a blended format (partly onsite and partly online) and a new academic graduate online diploma in Nursing Administration and Management was launched, we continue with the 4 other MSN tracks in adult gerontology, psychiatric mental health, community and public health nursing, and launched the pediatrics track in 2024-2025. Our graduates are in great demand, and they are occupying academic, advanced practice and leadership positions in different countries in the world.

Our faculty continue their distinguished contributions in research, teaching and service, with a number having acquired awards in these areas and we are proud to have on board 2 previous presidents of the Order of Nurses in Lebanon and others serving on regional and international committees.

At the international level, The Chi Iota Honor Society Chapter, the first in the region, was formally chartered by Sigma Theta Tau International (STTI) in 2015. As a graduate student at AUB, the opportunities for you to develop academically and professionally are limitless and not restricted to your course work.

We hope this handbook will be a useful guide for you especially during the first couple of weeks when everything is so unfamiliar. If, however, you are lost or need help, please come and find us. We are eager to do whatever we can to make this a positive and rewarding experience for you. You will have an academic adviser assigned to you who will guide you in your academic journey.

We also welcome any comments or suggestions you may have on how we might improve on this handbook in order to make it more helpful for future HSON students. Good luck!

Samar Nouredine, PhD, RN, FAHA, FAAN

Dean and Professor,

Rafic Hariri School of Nursing

American University of Beirut

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Preface

This handbook has been prepared for MSN students to provide detailed information about the Master of Science in Nursing Program at the American University of Beirut (AUB). Guidelines and policies are described to assist in clarifying the process from entry to the program through graduation.

The Master of Science in Nursing (MSN) program at the Rafic Hariri School of Nursing (HSON) was launched in 2004. The curriculum—emphasizing advanced nursing practice—offers educational opportunities for nurses seeking further specialization. The faculty and administration of the Rafic Hariri School of Nursing (HSON) at AUB strive to make your educational journey both rewarding and challenging. We are committed to supporting each student in the pursuit of their professional and academic goals.

In addition to the HSON specific policies, students must access the AUB Graduate Catalogue at <https://www.aub.edu.lb/registrar/Pages/default.aspx> for policies and procedures that apply to all graduate programs in the University.

The American University of Beirut

The American University of Beirut (AUB) is a private, non-sectarian institution of higher learning, founded in 1866. It functions under a charter from the State of New York and is administered by a private, autonomous Board of Trustees.

The University has seven faculties: Arts and Sciences, Medicine, the Rafic Hariri School of Nursing, Maroun Semaan Faculty of Engineering and Architecture, the Faculty of Agriculture and Food Sciences, the Faculty of Health Sciences and the Olayan School of Business. At present, AUB offers programs leading to both bachelors and master's degrees, and a number of PhD programs. The language of instruction is English.

AUB is a teaching-centered research University, where excellence in teaching and research go hand-in-hand. Its mission is to enhance education, primarily the education of the peoples of the Middle East, to serve society through its educational functions, and to participate in the advancement of knowledge. AUB bases its educational perspective and methods, and its academic organization on the American model of higher education.

The University emphasizes scholarship that enables students to think for themselves, stresses academic excellence, and promotes high principles of character. It aims to produce men and women who are not only technically competent in their professional fields but also life-long learners who have breadth of vision, a sense of civic and moral responsibility, and devotion to the fundamental values of human life. The University believes in and encourages freedom of thought and expression. It expects, however, that this freedom will be enjoyed in a spirit of integrity and with full sense of responsibility.

General Information about the MSN Program

The Hariri School of Nursing at AUB offers the Degree of *Master of Science in Nursing* (MSN) with emphasis on Advanced Nursing Practice. Five tracks are available: Adult-Gerontology Clinical Nurse Specialist, Psychiatric Mental Health Clinical Nurse Specialist, Community and Public Health Nursing, Nursing Administration and Management, and Pediatric Clinical Nurse Specialist. The MSN program is designed to meet the health challenges of the 21st century in Lebanon and the region and prepares students for continued studies towards PhD degrees. The clinical tracks prepare graduates as clinical nurse specialists.

The Hariri School of Nursing faculty members are renowned for their research, clinical expertise, innovative teaching strategies, and contribution to professional practice at the national level.

Mission Statement

The mission of the Hariri School of Nursing is to promote and maintain the highest educational standards of excellence, integrity, and professionalism in nursing, following the American model of nursing education and practice. The master's program focuses on preparing nurses for advanced nursing practice roles. It is based on the use and generation of research-based knowledge to guide practice.

Philosophy

The Master of Science in Nursing Program is consistent with the philosophy of the American University of Beirut and the mission of the Hariri School of Nursing and builds upon the knowledge and competencies that characterize the undergraduate program. Graduate education denotes the critical appraisal of concepts and theories basic to the nursing discipline. The unifying focus in graduate education is specialized and research-directed nursing practice. Graduate education promotes the process of inquiry for the expansion and testing of knowledge; and fosters creativity, critical thinking, professional development, research, and leadership skills.

Learning Outcomes

The program provides students with a thorough understanding of the theoretical basis of practice and incorporates managerial, administrative, research and educational skills.

Specifically, the MSN program will prepare nurses who:

- Integrate theory and research in nursing and related disciplines as basis for advanced nursing practice and role development.
- Participate in conducting research within collaborative teams to improve care outcomes and support policy changes
- Deliver advanced practice nursing based on critical thinking, research evidence, and advanced knowledge and skills in specialized area of nursing.
- Demonstrate advanced clinical and data driven decision-making across health care settings.
- Analyze the impact of socio-cultural, economic, ethical, legal, and political issues on nursing practice, health promotion strategies and health care delivery.
- Assume leadership roles in education and management, utilizing inter-and intra-disciplinary approaches, and systems thinking.
- Analyze current and emerging technologies to optimize patient safety, cost-effective care, and quality and health outcomes.

Admission to the MSN Program

A student is eligible for consideration for admission to the MSN program if s/he fulfills AUB admission requirements for graduate studies. The criteria for admission to the MSN program are:

- Meeting all the University admission requirements to graduate studies.
- Having a BSN degree or its equivalent from an accredited/recognized institution.
- Having a cumulative undergraduate average of at least 75, with an undergraduate average of at least 80 in the major Nursing.
- Demonstrating evidence of knowledge and competence in physical assessment skills (for the clinical tracks).
- Attaining satisfactory scores on the English Entrance Exam or Test of English as a Foreign Language, as per AUB requirements for graduate studies.
- Holding a license to practice nursing from country of residence.
- Having at least one-year work experience in nursing.

➤ Categories of Admission

Applicants for graduate study may be considered for admission in one of the following categories:

Graduate Regular

A candidate qualifies for this category if s/he holds a bachelor's degree from AUB or an equivalent degree from another recognized institution with an undergraduate cumulative average of at least 75 and an average of at least 80 or its equivalent in nursing.

Graduate on probation

Candidates who fail to meet any of the HSON admission requirements but who, in the opinion of the faculty, demonstrate potential for graduate study, are admitted as 'graduates on probation.' Students with a cumulative undergraduate average of at least 75 but less than 80 in the major field (nursing) may be conditionally admitted as graduate student on probation. These students should score 80 or above in the first nine graduate credits to be transferred from special status to regular status.

➤ Readiness for University Studies in English (RUSE)

Upon admission to AUB and prior to registration, students must demonstrate a level of English proficiency consistent with the demands of a program carried out almost exclusively in the English language. This should be done as early as possible (in general, no later than 1 month prior to the start of the term) by submitting official test scores for (at least) one of the following tests listed in the below RUSE table for graduate admissions.

Please note that some applicants might be exempted from the RUSE requirements such as graduates of AUB and those students whose native language is English.

Graduate RUSE: Applicable to students joining AUB at the graduate level

Exam English Course Placement	NEW AUB EEE (After Jan 2017)	TOEFL (PBT)	TOEFL (IBT)	IELTS (Academic)	GRE (Verbal)	Duolingo English Test (DET)	GMAT (Verbal)
Exam Validity	1year	2years	2years	2years	5years	2 years	5years
No English courses	≥40	≥ 583	≥ 97	7.0	≥ 147	≥ 120	≥ 25
English 300	32-39	573- 582	88-96				
Intensive English 100A/100B	25-31	490- 570	57-87				
Summer Preparatory English Program (UPGR 001)							

➤ Transfer of Credits

Transfer of Credits into a Master's Degree Program

Graduate courses taken beyond the bachelor's degree requirements at AUB, or at other recognized institutions, are only transferable for credit toward master's degree requirements if the applicant attained a cumulative average of at least GPA: 3.3 in the undergraduate courses taken in the major or related field of study. Only graduate courses in which the applicant earned an equivalent grade of B+ or above can be transferred. For graduate programs of up to 33 credits, no more than 9 credits are transferable provided they were not credits earned by internship, thesis or practicum, and the student maintained the minimum residency requirements towards that degree. For master's degrees with more than 33 credits, the maximum number of transferable credits is up to 12. Approval by the faculty/school Graduate Studies Committee is required for all transfer credits.

Transfer of Credits from One Master's Degree to Another

Graduate courses taken at AUB (or at other recognized institutions), in which the applicant earned an equivalent grade of B+ or above may be transferred to another master's degree at AUB. No more than 9 credits are transferable provided they are not credits earned by an internship, thesis or practicum, and degree minimum residency requirements are maintained. For master's degrees with more than 33 credits, the maximum number of transferable credits can be up to 12 credits. Approval by the department or the academic unit concerned, and the faculty/school Graduate Studies Committee is required for all transfer credits. Normally, credits counted toward another graduate degree at AUB, or another institution cannot be transferred if they have already been used to satisfy requirements for another awarded graduate degree.

➤ Graduate Council

The Graduate Council (GC) reports to the Provost of the University and plays a vital role in implementing the rules and regulations governing graduate work uniformly across the University, in accordance with policies approved by the Board of Graduate Studies (BGS) and the Senate, and as recommended by the faculties and

schools. The Graduate Council facilitates and coordinates graduate education and follows up on the implementation of graduate policies and deadlines. The Graduate Council works closely with the BGS and Faculty Graduate Studies Committees to provide mechanisms for the quality control of all aspects of graduate education. In cooperation with faculty, students, and staff, the Graduate Council undertakes preparatory steps and coordinates graduate recruitment programs to ensure a selection process from a highly qualified pool of student applicants; provides information about admissions to all graduate programs; administers graduate standards of scholarship and policy; and encourages the development and success of students through workshops, training activities, counseling, and initiatives that promote timely degree completion. The Graduate Council also administers AUB policies concerning graduate assistantship appointments.

Registration

➤ Course Registration

New students register online via the Internet during August/September at a date indicated at the Office of the Registrar's website for the fall term of an academic year.

Check details of online registration under Course Registration for New Students and Consult the Registration Guide available on the Office of the Registrar's website.

Continuing students will register before the end of each term for the upcoming academic term. The registrar announces all registration dates.

➤ Deferred Registration

Graduate students who are admitted in the Fall term and who do not register may be eligible for admission to the following Fall term, pending availability of places. A petition should be submitted to the Office of Admissions.

➤ Late Registration

Students unable, for some unforeseen reason, to register at the scheduled time may attempt late registration up to five working days after the announced deadline. A late registration fee of 100 USD for students will be charged.

➤ Drop and Add

After the start of classes, at a date indicated in the Office of Registrar's website, students may make changes in their schedules through a process known as Drop and Add. After obtaining the approval of their advisers, students may make changes in their courses on the web according to a pre-announced schedule. They may need to settle their accounts at the Office of the Comptroller.

➤ Fees and Expenses

The American University of Beirut is a non-profit institution. The charge to students is kept at the minimum consistent with the provision of high-quality instruction and adequate resources. The University reserves the right to change any or all fees at any time without prior notice. Such changes will be applicable to students currently registered in the University as well as to new students.

Students will not be permitted to enter classes at the beginning of the term until their fees are paid or special arrangements have been made with the University comptroller. All fees are quoted in Lebanese pounds and US dollars.

➤ **Payment of Fees**

Each AUB student must pay all his/her tuition fees and other charges levied.

Students who demonstrate financial need may make formal application for deferred payment arrangements for tuition fees only to the Office of the Comptroller according to the academic calendar for the first and second terms. No applications for deferrals will be accepted thereafter. Deferred payments are not a right and will only be agreed to under specific and special circumstances. Students who arrange for deferred payments are still required to complete all registration formalities within the set deadlines. Deferred payment arrangements are not permitted for the summer session.

A graduate student who applies for deferred payment must pay at least 50% of the net amount of tuition due. All other charges must be paid in full without deferrals. A student must pay a deferred payment application fee of \$33, whether approved or not.

Should the student's application be approved, the student must pay the balance, plus a deferred application fee of \$33, together with the late payment fee, if applicable. All the above arrangements must be concluded by the announced deadlines.

Every student granted deferred payment must sign a statement indicating agreement that failure to complete payment by the set deadline will result in receiving no credit for the term in which the student has defaulted on payment.

Students are expected to meet all financial obligations by the appropriate due date. The University reserves the right to place a hold on the student's record, which will prevent registration for future terms and the release of transcripts and diplomas, as well as access to other University services. It is each student's responsibility to be informed of all registration and payment dates and deadlines.

Up-to-date schedules for registration and payment of fees may be obtained from the Office of the Registrar (ext: 2570 /2571), the website <https://www.aub.edu.lb/registrar/pages/default.aspx> or at the e-mail address: registrar@aub.edu.lb

Academic Rules and Regulations

➤ **Categories of Students**

To be considered a full-time student, a student must carry a minimum load of 9 credits per term. For summer full-time, the required load is 6 credits. Students can normally register for up to 12 credits per term and 6 credits during the summer session. The category of part-time students applies to those carrying less than 9 credits per regular term or less than 6 credits for the summer.

➤ **Supervision**

Each student has an academic adviser who must approve the student's schedule each term. The student's adviser is appointed by the graduate faculty of the school. These advisers will maintain their relationship with the students and help in planning the student's course of study until they graduate.

For students working towards a thesis, a thesis adviser is assigned who must be a full-time faculty member of the tenure track and will serve as chairperson of the thesis committee. The thesis adviser and the members of the thesis committee should be of professorial rank.

➤ **Attendance**

Students are expected to attend all classes, laboratories and any required activities. Absence of students, whether excused or not, from any class or laboratory session does not excuse them from their responsibility for the work done or for any announcements made during their absence.

Students who absent themselves during a term more than **one third** of the number of hours of any course lose all credit for the course.

Students may *not* be excused from laboratory and field requirements. All missed clinical and field requirements must be made up. In case of repeated absences from clinical courses, **over one third of the total hours**, the student may be asked to drop the course.

Students who fail to sit for scheduled examinations, or fail to fulfill course requirements, will be given the minimum grade for graduate courses, which is 55. Results of tutorial courses, clinical and administrative residencies, projects, or theses will be reported as pass (P) or fail (F).

➤ **Examinations and Quizzes**

Students may not absent themselves from announced final examinations and quizzes unless they present an excuse considered valid by the coordinator of the course. The course coordinator may then require the student to take a make-up examination.

➤ **Computer Literacy**

Master's students are expected to have a basic level of computer literacy. Ability to use Microsoft Word, Power Point and Microsoft Excel, are minimum requirements, since most courses require term papers and oral presentations. For students who are weak in this area, several workshops on the use of various computer programs are offered regularly by the Academic Computing Center, accessible through AUB website, or by calling 2260 or 3580. Students must also know how to do electronic literature searches using databases such as MEDLINE and CINAHL. The Saab Medical librarian offers regular sessions, or per request about searching the literature. Call Mrs. Salpy Naalnabadian at 5911 for further questions.

➤ **Responsible Conduct of Research (RCR) Requirement**

All newly admitted degree-seeking graduate students must complete the Responsible Conduct of Research (RCR) Requirement, both at the master's and PhD levels. The requirement includes prospective graduates and graduates admitted on probation.

The requirement is fulfilled by completing the Collaborative Institutions Training Initiatives (CITI) Responsible Conduct of Research course determined by the student's respective faculty and department/program. RCR courses "cover core norms, principles, regulations, and rules governing the practice of research." Topics include research misconduct, data management, authorship, peer review, mentoring, using animal subjects in research, conflicts of interest, collaborative research, and research involving human subjects. Additional topics may be included according to the discipline.

The requirement must be fulfilled within one month of being notified. Failure to fulfill the requirement in a timely manner result in a registration hold that is removed once the student has fulfilled the requirement.

➤ Courses and Grades

Courses taken as part of a student's graduate study program fall in one of two categories: graduate or prerequisite, with different grading systems.

Graduate Level Courses

Graduate level courses in Nursing are numbered 500 and above. The minimum passing grade for a graduate course is 70 (C⁺ or 2.3). However, students are required to maintain a cumulative average of at least 80 (3.2) in all courses taken for graduate credit. Projects, thesis and residency courses are graded as Pass/Fail.

Prerequisite Courses

These are usually undergraduate courses taken to make up for any deficiencies in the student's background. They do not carry graduate credit. The minimum passing grade for a prerequisite course is 70 (C⁺ or 2.3).

➤ Grading System

Evaluation of the student's achievement will include their work in theory, practice, as well as professional attitudes and behavior. AUB follows the grading system below.

Course Letter Grade	<i>Numeric equivalent</i>	Quality Points
A+	93-100	4.3
A	87-92	4.0
A–	83-86	3.7
B+	79-82	3.3
B	75-78	3.0
B–	72-74	2.7
C+	69-71	2.3
C	66-68	2.0
C–	63-65	1.7
D+	61-62	1.3
D	60	1.0
F	< 60	0.0

Note: The GPA at AUB is capped at 4.0

I	P	PR	W	NP
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Incomplete	Pass	In Progress	Withdraw	No Pass
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➤ **Incomplete Grades**

A student who has an incomplete on one course must complete the work required for the course within one month of the start of the next regular term. In exceptional circumstances, the graduate committee may decide to give the student additional time to complete the course.

Incomplete course work will be reported as “I” that is followed by a grade reflecting the evaluation of the student available at the end of the term. This evaluation is based on a grade of zero on all missed work. If the work is not completed within the period specified, the “I” is dropped and the grade becomes the final grade.

➤ **Probation and Dismissal**

A student working towards a master’s degree in nursing “MSN” may be placed on probation by the Hariri School of Nursing Graduate Studies Committee if he/she:

- Is admitted to graduate study on probation,
- Fails in any course taken for graduate credit, and
- Does not maintain the required cumulative average of 80.

The probation may be removed upon the recommendation of the Graduate Studies Committee of the School if the student has completed a minimum of 9 credits of graduate level courses within the two consecutive terms after being placed on probation, has passed all courses, and has obtained the cumulative average of at least 80. If the student fails to meet any of these conditions, s/he will be dropped from the program.

The Graduate Studies Committee may discontinue a master’s student from graduate study if:

- Probation status is not removed within a period of two terms in which the courses that are taken are for credit, or
- In the opinion of the department, and irrespective of the grades obtained, the work of the student is deemed unsatisfactory, or
- The student fails the comprehensive examination twice or fails the thesis defense twice.

➤ **Residence Requirements**

To meet the minimum residence requirements for the master’s degree, a student should register and be in residence as a graduate student for at least two terms that is either one term and two summer, or four summers.

➤ **Leave of Absence**

All graduate students are expected to make steady and satisfactory progress toward the completion of degrees. Students who are not enrolled for a period of more than one academic year (two consecutive regular terms and one summer) will be considered to have withdrawn from the program unless they apply for a leave of absence and secure approval of the department, School Graduate Studies Committee, and Graduate Council.

The leave of absence application can be up to one academic year at a time. The maximum period of approved leave of absence is for two academic years. An approved leave of absence does not count towards maximum

residency. Non-enrollment by the student for one term without securing leave of absence will count towards maximum residence.

Students who seek to return without having secured leave of absence approval after a non-enrolment period of 12 months must reapply and will be considered for readmission following regular AUB application/admission procedures. If re-admitted into the same graduate program, then their earlier status as graduate student will count towards maximum residence.

The LOA petition should normally be submitted to the respective department/faculty at least one month prior to the beginning of the term in which absence is planned.

➤ **Readmission**

The following factors govern students seeking readmission:

- Students in good standing who withdrew voluntarily shall be granted readmission to HSON if the period between the end of the term or session of withdrawal and the beginning of the term for which readmission is sought is not more than four regular terms. The readmission request must be submitted to the Office of the Registrar at least one month prior to the beginning of the term or the summer session to which readmission is sought.
- Students who have left the University for more than two years must submit the readmission request to the Office of the Registrar and must have the approval of the Admissions Committee of the Hariri School of Nursing.
- Students who have left HSON while on probation will remain on probation for one term and must clear the probation status at the end of a regular term, or else they will be dropped from HSON

Masters' Completion Program

➤ **Overview of the Curriculum**

The curriculum includes 37 to 40 credits (depending on the track of study) and may be completed in two years on a full-time basis. Part-time students must complete the program requirements within a maximum period of four years. Extension beyond the maximum allowed period of study requires the approval of the Graduate Studies Committee of the faculty and the Graduate Council.

The components of the master's program include: 1) core courses, 2) specialty courses, 3) elective courses, and 4) a project or thesis. The Hariri School of Nursing offers the MSN degree in the following five tracks:

- Adult-Gerontology Clinical Nurse Specialist (39 credits)
- Nursing Administration and Management (37 credits). This program is offered in a blended format, including both on site and online components.
- Psychiatric Mental Health Clinical Nurse Specialist (40 credits)
- Community and Public Health Nursing (39 credits)
- Pediatric Clinical Nurse Specialist (39 credits)

Both thesis and non-thesis options are available in all tracks. Below is a general description of the courses required for graduate education in nursing. Students may receive credit for graduate level courses only. Appendix A provides sample study plans for students in the various tracks for full time and part time study.

➤ **Curriculum Masters of Science in Nursing**

Core Courses		Lecture Hrs./Week	Clinical Hrs./Week	Credit Hrs.
NURS 500	Theories, Concepts and Ethical Frameworks for Advanced Nursing Practice (Blended course)	2	0	2
NURS 501	Advanced Nursing Practice: Scope and Roles (Blended course)	2	0	2
NURS 530	Statistical Reasoning and Application in Nursing Research (Blended course)	1	2	2
NURS 502	Advanced Nursing Research (Blended course)	3	0	3
NURS 527	Systems Approach to the Development and Evaluation of Health Care Services (Blended course)	3	0	3
NURS 610	Advanced Searching of the Scientific Literature	Five 2-hour sessions	0	zero
Concentration Courses		Lecture Hrs./Week	Clinical Hrs./Week	Credit Hrs.
Adult-Gerontology Track				
NURS 503	Advanced Health Assessment	2	3	3
NURS 504	Advanced Pathophysiology	3	0	3
NURS 505A	Advanced Practice in Adult-Gerontology I	2	8	4
NURS 505B	Advanced Practice in Adult-Gerontology II	2	8	4
NURS 506	Advanced Practice in Adult-Gerontology III (residency)	0	16	4
PHRM 314	Advanced Pharmacology and Therapeutics	3	0	3
Electives		3	0	3
Nursing Administration and Management Track (offered as a blended format)				
NURS 507	Essentials of Nursing Administration and Management	2	0	2
NURS 508	Advanced Practice in Nursing Administration (residency)	0	16	4
NURS 531	Practical Applications of Budgeting in Nursing	1	0	1
NURS 525	Leadership Theories and Applications for Nurse Managers	3	0	3
NURS 520	Managing Quality with Teams	3	0	3
NURS 533	Advanced Health and Nursing Informatics (Online Course)	3	0	3
NURS 540	Leadership and Change Behavior in Health Organizations	3	0	3

Electives		3	0	3
Psychiatric Mental Health Nursing Track				
NURS 503A	Advanced Health Assessment for Mental Health	1	0	1
NURS 504	Advanced Pathophysiology	3	0	3
NURS 512	Advanced Psychiatric - Mental Health Assessment	1	3	2
PHRM 314	Advanced Pharmacology and Therapeutics	3	0	3
NURS 516	Psychopathology and Human Behavior	3	0	3
NURS 517	Models of Treatment Psychotherapy	1	6	3
NURS 518	Group and Family Psychotherapy	1	6	3
NURS 519	Clinical Residency in Acute Psychiatric Care	0	16	4
Community and Public Health Nursing Track				
NURS 503	Advanced Health Assessment	2	3	3
NURS 504	Advanced Pathophysiology	3	0	3
PHRM 314	Advanced Pharmacology and Therapeutics	3	0	3
EPHD 300	Principles of Epidemiology	2	0	2
NURS 522	Principles and Practice of Community Health Nursing	2	3	3
NURS 523	Advanced Community Assessment	2	3	3
NURS 524	Clinical Residency in Community Health Care	0	16	4
Electives		3	0	3
Pediatric Clinical Nurse Specialist Track				
NURS 504	Advanced Pathophysiology	3	0	3
PHRM 314	Advanced Pharmacology and Therapeutics	3	0	3
NURS 532A	Nursing care of acute and chronic conditions in Pediatrics	2	0	2
NURS 532B	Pediatrics Practicum	0	8	2
NURS 534A	Updates and innovations in Neonatology and Pediatrics	2	0	2
NURS 535B	Pediatrics and Neonatology practicum	0	8	2
NURS 535	Residency in Pediatric Nursing	0	16	4
Electives		3	0	3
Thesis/Project				
NURS 599	Thesis	-	-	6
NURS 598	Project	-	-	3

Elective		-	-	3
Comprehensive course				
NURS 526	Comprehensive exam	-	-	0

Students may take elective coursework in any major that helps them with their studies.

➤ Course Description

NURS 500 Theories, Concepts and Ethical Frameworks for Advanced Nursing Practice 2.0; 2 cr.

This course introduces students at an advanced level to conceptual resources for advanced nursing practice. The course is organized around four themes: conceptions of science and nursing knowledge; antecedents and applications of theories relevant to nursing practice; healthcare ethics; and, nursing and politics. The course focuses on the application of conceptual models to current and future nursing practice.

NURS 501 Advanced Nursing Practice: Scope and Roles 2.0; 2 cr.

This course provides the student with knowledge related to the advanced practice roles and competencies. Students develop a vision and structure for Advanced Nursing Practice that includes the Consensus Model for Advanced Practice Registered Nurse, regulation, credentialing, and emerging professional issues. The course concentrates on the foundations and philosophy of care in different specialties and health care.

NURS 502 Advanced Nursing Research 3.0; 3 cr.

This course focuses on complex research designs, interpretation of research findings and development of research proposals. The interrelationship of theoretical frameworks, quantitative/qualitative design, sample selection, data collection instruments, and data analysis are analyzed in terms of clinical nursing research problems.

NURS 503 Advanced Health Assessment 2.3; 3 cr.

This course focuses on the advanced comprehensive assessment of individuals across the life span using a case-based approach. Students are provided with advanced knowledge and skills in age specific clinical interview, focused history taking, psychosocial and physical assessment, and diagnostic reasoning.

NURS 503A Advanced Health Assessment for Mental Health 1.0; 1 cr.

This theory course focuses on the comprehensive health assessment of clients using a biopsychosocial approach. Mental health students will build on their knowledge and skills in clinical interviewing, focused history taking, and critical analysis of client data to identify actual and potential health problems. The focus will be on the differential diagnosis of various case presentation with organic and psychological etiologies.

NURS 504 Advanced Pathophysiology 3.0; 3 cr.

This is a course in advanced pathophysiology related to acute and chronic illnesses experienced by adults and older adults, and by neonates and children. Emphasis is placed on pathophysiologic nursing phenomena experienced across diseases, their manifestations and assessment measures across the lifespan. Case studies are used to illustrate application to advanced nursing practice. Pediatric students will take with other tracks some of

the sessions, but they will have specific sessions addressing diseases and conditions unique to neonates and children. *This course is a prerequisite for the PHRM 314.*

NURS 505A Advanced Practice in Adult-Gerontology I 2.8; 4 cr.

This course builds on N504 & N503 and includes a theory and a clinical component. Emphasis is on further refinement and extension of pathophysiological concepts and assessment skills in the management of adult and older adult clients with chronic health problems. Health promotion and risk reduction strategies are also addressed. *Prerequisite: NURS 503.*

NURS 505B Advanced Practice in Adult-Gerontology II 2.8; 4 cr.

This course addresses advanced nursing practice in adult care and includes a theory and a clinical component. Emphasis is on further refinement and extension of pathophysiological concepts and assessment skills in the management of adults and older adults with acute and critical care conditions. *Prerequisites: NURS 503 and NURS 504.*

NURS 505C Advanced Practice in Chronic Illness 2.0; 2 cr.

This theory course is offered as elective for students in the community and public health track. The content addresses the evidence-based management of adults and older adults with chronic health problems covered in NURS 505A. The content builds on knowledge of pathophysiological concepts and assessment in clients with a spectrum of health problems. *Prerequisite: NURS 503. Corequisite: NURS 504.*

NURS 506 Advanced Practice in Adult-Gerontology III 0.16; 4 cr.

This is a practicum in which students apply content learned in NURS 503, 504, 505 and 515, and use concepts learned in NURS 501 and PHRM 314, in the advanced management of adult and older adult clients with various illnesses. Interdisciplinary collaboration, research utilization, educational activities and case management are emphasized in a specialty area of practice. *Prerequisites: Prerequisites: NURS 505A, NURS 505B and PHRM 314.*

NURS 507 Essentials of Nursing Administration and Management 2.0; 2 cr.

This course introduces management concepts and techniques. It focuses on three core topics: roles and responsibilities of managers; leading organizational effectiveness; and strategic planning. The focus is on using management models and concepts to work towards improved organizational effectiveness. Case studies of organizational problems provide the basis for group practical work.

NURS 508 Advanced Practice in Nursing Administration 0.16; 4 cr.

This practicum focuses on developing advanced management and administrative nursing skills in hospitals and primary health care settings. *Prerequisite: NURS 507.*

NURS 508D Nursing Administration Residency 1.0; 1 cr.

This residency course will give the student the chance to explore the nurse administrator's role in contemporary healthcare organizations. As a basis for developing a culture of excellence, quality, and safety, students will develop practical understanding of organizational structure, management functions, professional ethics, and policy within a specialty area related to the role of nurse administrator.

NURS 512 Advanced Psychiatric and Mental Health Assessment 1.3; 2 cr.

This course focuses on the advanced comprehensive mental health assessment of individuals using a case-based approach. Students are provided with advanced knowledge and skills in clinical interview, focused history taking, mental status examination and diagnostic reasoning. The student performs comprehensive assessment and D.S.M. IV diagnosis on adult populations.

NURS 516 Psychopathology and Human Behavior 3.0; 3 cr.

This theory course examines the effects and/or sequels of alterations in selected bio-behavioral processes in the adult human suffering from illnesses with critical onsets and long-term unstable conditions. It focuses on the study of the brain and behavior and the neurological, physiological and biochemical foundations of cognition, mood and affect. Students will be exposed to advanced assessment skills, selected theories and research to identify complex psychiatric disorders and interventions utilizing case studies.

NURS 517 Models of Treatment-Psychotherapy 1.6; 3 cr.

In this course, students learn the models of treatment of psychiatric and mental health disorders, and become trained on psychotherapeutic interventions in acute settings. Theories on individual psychotherapy, crisis intervention, group and family therapy are covered. This course has a clinical component where students do practicum in a psychiatric care department. In this course students learn the application of the acquired knowledge in the field of practice and start to practice their role.

NURS 518 Group and Family Psychotherapy 1.6; 3 cr.

This course is complementary to the “Models of Treatment” course, and it focuses on group and family psychotherapeutic interventions. Students synthesize knowledge of theories in the provision of care to groups and families with complex psychiatric problems. Family and group intervention strategies are discussed in a variety of settings. Students explore the practice of these interventions in psychiatric care departments.

NURS 519 Clinical Residency in Acute Psychiatric Care 0.16; 4 cr.

The purpose of this clinical practicum course is to provide opportunities for students to apply the content learned from courses. Students will use assessment skills, selected theories, and research to identify complex health problems and interventions for diverse populations. The focus is on advanced case management and practice of the role, which is further developed as the student integrates theory and practice skills in acute and chronic or community settings. Students will spend 224 hours of clinical hours under the supervision of a preceptor.

NURS 520 Managing Quality with Teams 3.0; 3 cr.

This course addresses theory and application of quality teams, their composition, purposes, function, and decision-making tools. Process improvement team and the use of mapping processes for process improvement are a main focus.

NURS 522 Principles and Practice of Community Health Nursing 2.3; 3 cr.

This course introduces concepts and issues relevant to the advanced practice of public and community health nursing. Areas of focus include health promotion, management of chronic disease and health education. The course will use case studies in class and field work in the community.

NURS 523 Advanced Community Assessment and Interventions 2.3; 3 cr.

This course focuses on the nursing assessment of the health of communities using a case-based approach. Students are provided with advanced knowledge and skills in population and individual needs assessment and community-based interventions. Clinical experience will be provided.

NURS 524 Clinical Residency in Public and Community Health Care 0.16; 4 cr.

The purpose of this clinical course is to provide students with opportunities to apply content learned in community courses, with a focus on advanced case management and health promotion. Assessment skills, theories and research will be utilized in identifying health problems and planning community interventions.
Prerequisites: NURS 522 and NURS 523.

NURS 525 Leadership Theories and Applications for Nurse Managers 3.0; 3 cr.

The aim of this course is to promote familiarity with, critical thinking about, and applications of evidence-based theories of leadership in nursing settings. The course encourages a reflective and analytical approach to cultivating effective personal leadership behaviors. The course introduces the full spectrum leadership model, examines its transformational leadership components in depth, and explores similarities and differences between transformational leadership and related leadership theories.

NURS 526 Comprehensive Exam 0 cr.

Comprehensive exam

NURS 527 Systems Approach to the Development and Evaluation of Health Care Services 3.0; 3 cr.

The purpose of this course is to introduce students to the development and implementation of health service programs/projects intended to improve health care, practice, and health system's outcomes. The course addresses assessment of contemporary issues affecting health such as those of the epidemiology of diseases, healthcare policies, socio-cultural, geo-political, and economic. It focuses on the theory and practice of planning from a system's perspective and introduces conceptual approaches and techniques of program evaluation. Students will prepare a project plan as part of the course.

NURS 530 Statistical Reasoning and Application in Nursing Research 1.2; 2 Cr.

This class introduces students to the basic concepts and applications of statistics for nursing research and how to carry these applications using SPSS. The primary objective of the course is to provide students with the skills necessary to understand basic statistical analyses and carry out those analyses using SPSS. Descriptive, bivariate and linear multiple regression are covered.

NURS 531 Practical Applications of Budgeting in Nursing 1.0; 1 cr.

This course focuses on practical applications of concepts in budgeting and basic financial management. Participants will learn to develop a budget and evaluate the financial status of a department or operating unit and determine what, if any, corrective actions need to be taken. The course presents various analytical methods in management decision making, including variance analysis, and break-even analysis.

NURS 532A Nursing care of acute and chronic conditions in Pediatrics 2.0; 2 Cr.

This course will integrate advanced concepts of growth and development, anticipatory guidance, therapeutic communication, cultural variations in family structure, and health promotion strategies in a practice setting.

NURS 532B Pediatrics Practicum 0.8; 2 Cr.

Under the guidance of an Advanced Practice Pediatric or Neonatal Nurse or a Physician, students will develop sophisticated clinical reasoning, advanced ethical practice, and integrate care within complex healthcare delivery systems that serve acutely ill children and their families.

NURS 533 Advanced Health and Nursing Informatics 3.0;3 Cr.

This course helps students acquire a foundational and practical understanding of the discipline of health informatics. It introduces health informatics concepts and competencies utilized in monitoring and evaluating nursing practice. The course examines the use of digital tools to foster engagement of patients, families and consumers in their health care. Emphasis is also placed on how Electronic and Personal Health Records can facilitate health information exchange.

NURS 534A Updates and innovations in Neonatology and Pediatrics 2.0; 2 Cr.

This seminar course will explore current and emerging issues in neonates. Emphasis will be placed on scholarly inquiry, use of sophisticated informatics, skills and discussion. Prerequisites: NURS 532A, NURS 532B.

NURS 534B Pediatrics & Neonatology Practicum 0.8; 2 Cr.

This is a continuation of the pediatrics practicum. Under the guidance of an Advanced Practice Pediatric or Neonatal Nurse or a Physician, students will develop sophisticated clinical reasoning, advanced ethical practice, and integrate care within complex healthcare delivery systems that serve acutely ill neonates, infants, children and their families. Prerequisite: NURS 532B.

NURS 535 Residency in Pediatric/Neonatal Nursing 0.16; 4 Cr.

Under the guidance of an Advanced Practice Pediatric or Neonatal Nurse specialist or a Physician, students will develop sophisticated clinical reasoning, advanced ethical practice, and integrate care within complex healthcare delivery systems that serve acutely ill neonates, children and their families. Students will also get experience in the various roles of the clinical nurse specialist (coaching and education, research, leadership and consultation).

NURS 540 Leadership and Change Behavior in Health Organizations 3 cr.

This course provides an analytical excursion into the behavioral aspects of the modern workplace, including processes such as leadership, communication, motivation, conflict resolution, and team building. Particular attention is accorded to leadership in healthcare organizations as a focal point of group processes and as a critical ingredient in successful organizational endeavors and transformations

NURS 598 Project 3 cr.

Special projects directed toward acquiring skills needed in the development of programs relevant to nursing care within the student's area of interest. Projects vary depending on the track of study.

NURS 599 Thesis 6 cr.

NURS 610 Advanced Searching of the Scientific Literature 0 Cr.

This course is offered in a workshop format to graduate students, residents and fellows in the health sciences/nursing. The course provides students with the knowledge and skills needed to efficiently and effectively search the scientific literature, and how to perform the search in a systematic manner in order to answer specific research questions. The course includes a didactic component and hands on sessions where

students are taught to conduct the following searches: literature and systematic reviews, evidence-based practice and to cite their references.

Below are courses in other faculties that students must take:

PHRM 314 Advanced Pharmacology and Therapeutics 3.0; 3 cr.

This course covers pharmacology and drug therapy related to advanced nursing practice. General principles of pharmacokinetics pharmacotherapeutics, pharmacogenetics and considerations for special populations are covered. Classes of drugs, their mechanism of action, drug selection, dosage, therapeutic and adverse effects, and patient monitoring are discussed using case studies of clinical conditions. *Students are required to have taken pharmacology at the undergraduate level before PHRM 314.*

EPHD 300 Principles of Epidemiology 2 cr.

A course in principles, concepts and applications of epidemiology in the public health field. The course consists of lectures, assigned readings and complementary practical sessions that provide students with basic epidemiological knowledge and tools relevant to public health practice. Students are given the opportunity to acquire an understanding of the vocabulary of epidemiology and methods of epidemiological research, investigation and control. Topics covered include rubrics of epidemiology, morbidity and mortality measures, sources of epidemiological data, outbreak investigation, epidemiological study designs, causal inference and causation in epidemiology. This course also covers an overview of the major biological agents associated with infectious and communicable diseases with a focus on disease ecology, etiology, transmission and contagion modes. **Required for the Community and Public Health Nursing Track students.**

➤ **Comprehensive Examination**

Students are required to sit for a written comprehensive examination according to AUB regulations. The purpose of this exam is to assess the students' overall synthesis of all the components of the Master's degree program, i.e. integrating theory, practice, and research. Students must register NURS 526 (zero credit course) the term during which they plan to take the comprehensive exam.

The student must pass the comprehensive examination after completion of most of the course requirements for the MSN degree. The student who does not pass the comprehensive examination may take it a second time after a period of at least three months.

Students must take the comprehensive exam before doing their residencies and projects/thesis, except full time students who may take it concurrent with their project or residency. The Graduate Studies Committee of the Hariri School of Nursing shall set the timing of the examination. See Appendix B. **The comprehensive examination is offered twice per year (November and April); dates are announced early during the academic year.**

➤ **Thesis/Project**

Two types of master's degree programs are available:

A master's program requiring a thesis based on independent research work. Students following this program are required to present a 6-credit thesis, in addition to completion of the courses required in the track of study.

A non-thesis master's program: The student following this program is required to do a 3-credit hour project that should be approved by the student's advising team and the Graduate Studies Committee, in addition to completion of the courses required in the track of study and 3 credits of electives.

➤ **General Guidelines for Thesis and Project Preparation**

All MSN students are required to develop a scholarly product that contributes to the generation or application of knowledge to enhance practice, education, theory or policy. The student should negotiate the scope and objectives of the product with the faculty advisement team. For a thesis, the advisement team would be the thesis committee. For a project, the team would include the student's adviser and a second reader. The composition of the project advisement team shall be approved by/communicated to the program coordinator. MSN students need to declare their choices of the thesis/project soon after enrollment, preferably making specific plans about the thesis/project by the time they have completed 12 credits so that this requirement can be completed in a timely manner.

For those students enrolled in the MSN with thesis option, the student must submit a thesis based on original, independent research. The thesis must be in English. An abstract not exceeding 350 words must be submitted with the thesis. Once approval for writing the thesis/project is granted, students must conform to the University Thesis Manual found in the library. Application of the thesis manual is mandatory, and those not conforming to its requirements will not be accepted. The student must submit electronic or hard copies of the thesis to the members of thesis committee, unbound but ready for binding, at least two weeks before the thesis defense. The thesis manual guidelines are available at <http://website.aub.edu.lb/ulibraries/Documents/ThesisManual/thesis-manual.pdf>

The AUB HSON utilizes the writing guidelines of the American Psychological Association (APA) 7th Edition in all written requirements such as term papers of courses. The link below provides adequate guidance for how to organize papers, cite references inside the text and display the reference list using the APA style:

<https://owl.english.purdue.edu/owl/resource/560/01/>

➤ **Project**

Project types assume comparable levels of student involvement, performance and scholarship. Projects must be over and above papers and projects completed for course requirements. Options for the project include:

- **Report of Research Findings:** students may use existing data under a faculty member's guidance to prepare a scholarly paper of publishable quality.
- **Research Experience:** Active participation in a faculty member's project with hands-on experience in phases of the project, like writing a proposal, design of the study, data collection, data analysis and reporting of results. The product of this experience would include a summary of the student's learning in the experience, a description of the student's contribution to the project, and a paper on a topic relevant to the project.
- **Innovations in Practice:** These may include:
- **Research Utilization:** Development of an action plan for research utilization in targeted areas. This includes development of the associated clinical protocols/clinical practice guidelines and plans for implementation and evaluation.
- **Small Needs Assessment Studies for Program Development.**
- **Educational Media:** Development of an instructional media project or web-based instruction and demonstration of the appropriateness of the product to a specific audience.

- **Policy Development or Analysis:** This may include:
- **Organizational/ Institutional Studies.**
- **Policy Initiatives:** Development of a position paper which is research- based, aimed at changing a specific policy or policies. This must be aimed at a group of policy makers to effectively promote change.
- **Other Options:** Any other project of interest to students that is related to significant clinical, theoretical, management or policy topics. All projects should demonstrate a research emphasis.
- **Important Notes:**

For those projects that do not include data collection/analysis, 'research' component would be the comprehensive literature review/synthesis/critique that will be conducted for the project.

- Any project/thesis that involves human subjects' research needs to be approved by the institutional review board (IRB) before data collection begins. See the IRB website for guidance on the process: www.aub.edu.lb/IRB.

➤ **Procedure for Project Completion**

First the project advisement team and an abstract outlining the project plan is approved by the Graduate Studies Committee at least 4 months before the project defense. The adviser is a faculty member at HSON who oversees the ongoing work of the project. The reader is not necessarily involved in continuous advisement but brings expertise. His/her role may vary in the amount of involvement.

The student meets regularly with the adviser during the project work. A final meeting is then scheduled with the advisement team to ensure successful completion of the project. Criteria for evaluation of projects in administration and adult care are attached in appendix B. Projects are graded as Pass/Fail. Grading criteria for projects are shown in Appendix C.

First registration (3 credit course) to be billed for 3 credits: NURS 598.

Second registration (zero credits) to be billed for 0 credits: NURS 598A.

Registrations beyond the second time should be the exception for projects and, thus, will require Faculty Graduate Committee approval and students will register for the project as NURS 598B, NURS 598C, etc... with zero credits, but her/she will be billed for 1 credit.

➤ **Thesis**

Thesis Proposal

The thesis committee and an abstract outlining the study plan must be approved by the Graduate Studies Committee at least 4 months prior to the thesis defense.

Then students prepare a proposal outlining the research plan. This proposal needs to be approved by the student's thesis chair and committee members before proceeding to the data collection stage.

Thesis Committee

The Master's thesis committee should be composed of at least three members approved by the chairperson of the program. The thesis topic and Committee membership must be approved at least 4 months prior to the thesis defense date. It is advisable that the thesis committee includes one member from outside the Hariri School of Nursing, who may be from an institution outside AUB. All committee members should hold professorial rank. The thesis committee chair needs to be from the tenure track. The thesis committee approves the thesis topic and research program and conducts the thesis defense.

Thesis Defense

The thesis defense is open to the public and must be carried out no later than the dates specified in the table below depending on the graduation term.

Target term of graduation	Spring 2024-25	Summer 2024-25	Fall 2025-26	Spring 2025-26
Approval of Thesis Topic and Committee	December 19, 2024	May 07, 2025	September 18, 2025	December 18, 2025
Thesis Defense	April 28, 2025	August 28, 2025	February 05, 2026	April 30, 2026
Completion of Thesis Submission Process to Library	May 06, 2025	September 11, 2025	February 12, 2026	May 07, 2026

***The thesis proposal should be approved by the faculty/school Graduate Committee at least four months before the thesis defense. The above thesis deadlines are generally set according to the stated formula; however, they are subject to change due to administrative constraints**

‘Pass’ or ‘fail’ is reported for the thesis and defense. In case of failure, the students may resubmit the thesis and defend it after a period of at least three months. Failure the second time leads to discontinuation from graduate work.

Students must be registered for the thesis or at least one course in the term or session during which they expect to graduate in order to present their defense.

Deposit of Thesis in the Library

Students need to consult with Jafet library regarding the format of the thesis before the thesis defense. After passing the thesis defense examination, the student is required to deposit the thesis at Jafet Memorial Library. A library receipt of these copies must be delivered to the Office of the Registrar before the student is awarded the degree. The student should sign a release form indicating whether or not the library is authorized to supply copies of the thesis to other libraries or to individuals. The non-authorization option is valid for a period of two years only, after which copies of the thesis will be supplied on request.

Research Ideas Based on Established Programs of Research

The faculty of the Hariri School of Nursing believes that research is a major component of the MSN program and is basic to the development of a scientific knowledge base for practice. Information on faculty research is available on the web and is updated on a regular basis with new faculty. Appendix D lists the graduate faculty research profiles.

The faculty of the Hariri School of Nursing at AUB believes that:

Nursing research contributes to the advancement of knowledge development in general and to the body of nursing knowledge in particular.

Nursing research is basic to effective nursing practice.

Programs of research generate more in-depth knowledge in a focused area of research.

A thesis could be generated from established programs of research. This improves the depth and quality of studies. It provides the student with unique opportunity of working with a circumscribed area of research under the mentorship of an expert faculty member.

Possibilities also are made available for students to generate their own thesis topics under the supervision of available expertise. This encourages originality and applicability of research. Students are encouraged to choose topics of interest in close consultation with their adviser.

Publication rights based on thesis/project work

Students publishing Thesis/Project work, which is within established programs of research at the Hariri School of Nursing should do that in close consultation with their mentors. Agreement on authorship needs to be established in advance.

It is customary that students writing articles based on original thesis work should be designated as first authors and faculty members mentoring their work as second and consecutive authors unless previously agreed otherwise.

AUB Policy on Graduate Assistantships

Assistantships covering tuition and partial living expenses are available for students at the graduate level in return for a specified number of hours of work per week (be 8 hours per week, maximum of 20hours per week) for the Hariri School of Nursing. Assistantships are awarded based on the academic record and departmental needs. Applications for new students are provided within the admissions application package. Refer to AUB's website <http://www.aub.edu.lb> . Continuing students may obtain applications from the Office of the Dean of the School. Applications should be submitted early in the term preceding the term for which one is applying. For more information about Graduate Assistantship, consult the Dean's Office and the Students Services Officer Ms. Nisrine Ghalayini, 5th floor, Hariri School of Nursing Building.

Online Graduate Academic Online Diploma in Nursing Administration

The online graduate diploma program is designed to enhance the administrative competence and skills of registered nurses. It prepares graduates to function as managers and assistant nursing directors in hospitals and community health care settings.

The program includes five theory courses and one residency course: 1) Essentials of Nursing Administration and Management; 2) Managing Quality with Teams; 3) Leadership Theories and Applications for Nurse Managers; 4) Practical Applications of Budgeting in Nursing; 5) Advanced Health and Nursing Informatics; and 6) Residency in Nursing Administration.

The courses cover essential management concepts and techniques as well as evidence-based theories of leadership in nursing. Students will learn to lead process improvement teams, develop a budget and apply financial concepts, and use digital tools to foster engagement of patients, families, and consumers in their health care.

This education opportunity will help you gain a "stand-alone" Graduate Diploma or can serve as a "step up" to a Master of Science in Nursing Administration at HSON.

This diploma is offered fully online, it will support the unique needs of working nurses, who wants to advance their career while continuing to work full time.

➤ Admission Requirements

- BSN degree or its equivalent from an accredited/recognized institution.
- GPA of at least 2.7, with an undergraduate GPA of at least 3.2 in nursing major courses.
- Satisfactory scores on the English Entrance Exam (EEE) or Test of English as a Foreign Language (TOEFL), as per AUB admission requirements for graduate studies.
- License to practice nursing from country of residence.
- One year of work experience in nursing

➤ Learning Outcomes

- Upon completion of the diploma, students will be able to:
- Assume leadership roles in education and management and utilize inter-and intra-disciplinary approaches and systems thinking.
- Analyze the impact of socio-cultural, economic, ethical, legal, and political issues on nursing practice, health promotion strategies, and health care delivery.
- Analyze current and emerging technologies to optimize patient safety, cost-effective care, and quality and health outcomes.
- The courses in the diploma are the same specialty courses of the blended MSN in Nursing Administration and Management, except that the residency course is 1 credit instead of 4.

➤ Curriculum and Academic Plan

Term	Course Number	Course Title	Lecture hrs./week	Clinical hrs./week	Credit hrs.
Fall	NURS 507	Essentials of Nursing Administration and Management	2	0	2
	NURS 531	Practical Applications of Budgeting in Nursing	1	0	1
	NURS 520	Managing Quality with Teams	3	0	3
Spring	NURS 525	Leadership Theories and Applications for Nurse Managers	3	0	3
	NURS 533	Advanced Health and Nursing Informatics	3	0	3
	NURS 508A	Residency in Nursing Administration	0	4	1
Total Credits					13

Online Graduate Professional Diploma in Nursing Education

The Online Professional Graduate Diploma in Nursing Education focuses on professional development of competent nurses to teach in various healthcare settings and nursing programs. It is a comprehensive and flexible educational program designed to equip experienced nurses with the necessary knowledge and skills to become effective nurse educators.

The program provides a 12-credit program that focuses on knowledge and skills required for the nurse educator role. The courses are:

- Introduction to Curriculum Design and Clinical Education in Nursing
- Innovative Teaching and Learning: Role of Mentors and Coaches
- Assessing and Evaluating Learning and Competence in Nursing
- Course/Project Design

The program will be offered online, so learners have the flexibility to complete the requirements of each course at their own convenience without disrupting their work and life commitments. The curriculum culminates in an intensive individualized workshop in which the learner collaborates with a senior educator from academia or service to implement the role.

➤ Admission Requirements

BSN degree or its equivalent from an accredited/recognized institution. Satisfactory scores on the English Entrance Exam (EEE) or Test of English as a Foreign Language (TOEFL), as per AUB admission requirements for graduate studies. License to practice nursing from country of residence. One year of work experience in nursing.

➤ Learning Outcomes

Upon completion of the diploma, students will be able to:

1. Develop nursing or health-related courses or continuing education offerings aligned with expectations of the role.
2. Incorporate diverse instructional approaches relevant to learners' needs and context of application.
3. Use various strategies in assessing and evaluating learning in the cognitive, psychomotor, and affective domains.
4. Evaluate the effectiveness of instructional and training strategies in achieving learning outcomes.

➤ Curriculum and Academic Plan

Term	Course Number	Course Title	Lecture Hrs./ Week	Clinical Hrs./ Week	Credit Hrs.
Fall	NURS 536	Introduction to Curriculum Design and Clinical Education in Nursing	6	0	3
	NURS 537	Innovative Teaching and Learning: Role of Mentors and Coaches	6	0	3

Spring	NURS 538	Assessing and Evaluating Learning and Competence in Nursing	6	0	3
	URS 539	Project/Internship: Course/Program Design	0	0	3
Total Credits					12

NURS 536 Introduction to Curriculum Design and Clinical Education in Nursing 3 cr.

This course strengthens learners' knowledge and skills in the field of nursing education. It introduces learners to core curriculum concepts and the various forces influencing nursing education. The role of the nurse educator in both classrooms and health care settings is discussed in depth. Clinical education as the means to prepare nurses for the complex professional roles is explored with emphasis on the educator's responsibility to plan and select authentic learning experiences with an interdisciplinary and interprofessional focus.

NURS 537 Innovative Teaching and Learning: Role of Mentors and Coaches 3 cr.

This course is designed to facilitate learners' understanding and implementation of innovative teaching strategies that promote learning in healthcare education. The course focuses on enhancing innovative ways of developing critical thinking and clinical reasoning in applying new knowledge and skills in professional practice. Learners will be introduced to mentoring and coaching that focus on experiential and student-centered learning, building capacity in others, and facilitating intentional and reflective practice. Further, the role and influence of reflection on one's teaching practice is explored.

NURS 538 Assessing and Evaluating Learning and Competence in Nursing 3 cr.

This course introduces the concept of assessment and evaluation of learning, its purposes and strategies for learners interested in developing skills in nursing education and continuing education. The course focuses on methods of assessing student/participant learning outcomes and evaluating educational/training offerings and programs at the pre-service and professional development levels. Included in the course are principles, purposes, and strategies of classroom assessment, clinical instruction, and clinical competence. The course addresses the role and influence of nurse educators in the application, interpretation, and communication of assessment findings. Background information about program evaluation and benefits are described, along with an explanation of processes of conducting various evaluation strategies.

NURS 539 Project: Course/Program Design 3 cr.

These 3 credits concluding course provides learners with opportunities to apply teaching and assessment theories in various settings, such as schools of nursing and nursing staff development/educational centers or institutions. The project solicits the four major components of the nurse educator role: course/curriculum design; classroom and clinical instruction; mentoring and coaching; and assessment and evaluation of learners' competence in nursing, and in course/program. Emerging from an educational needs assessment at the facility of interest, the learner will proceed with developing the project which can take the form of a continuing education course or a program. Integrated in the project will be the syllabus, the implementation process, and the various means of educational assessments and project evaluation.

General Policies and Information

➤ Non-Discrimination Policy – Title IX

AUB is committed to facilitating a campus free of all forms of discrimination including sex/gender-based harassment prohibited by Title IX. The University's non-discrimination policy applies to, and protects, all students, faculty, and staff. If you think you have experienced discrimination or harassment, including sexual misconduct, we encourage you to tell someone promptly. If you speak to a faculty or staff member about an issue such as harassment, sexual violence, or discrimination, the information will be kept as private as possible, however, faculty and designated staff are required to bring it to the attention of the University's Title IX Coordinator. Designated Faculty can refer you to fully confidential resources, and you can find information and contacts at www.aub.edu.lb/titleix. **To report an incident**, contact the University's Equity/Title IX Coordinator Mitra Tauk at 01-350000 ext. 2514, or titleix@aub.edu.lb. An anonymous report may be submitted online via EthicsPoint at www.aub.ethicspoint.com.

➤ Academic and Professional Integrity

Academic integrity and honesty are central components of student's education. Ethical conduct maintained in an academic context will be taken eventually into a student's professional career. Academic honesty is essential to a community of scholars searching for and learning to seek the truth.

Anything less than total commitment to honesty undermines the efforts of the entire academic community.

Both students and the faculty are responsible for ensuring the academic integrity of the University.

Academic dishonesty, including but not limited to cheating and plagiarism, is deplored and not to be tolerated.

Any act for cheating may be ground for probation, suspension and/or expulsion during the admission process and in academic works. Any act for plagiarism may be grounds for a failing grade on the paper and in the course. In addition, other sanctions may be imposed by the school for acts of academic dishonesty.

Students are expected to have high standards of integrity in both the clinical and academic settings. Integrity is a reflection of the respect that one holds for oneself and others. It is reflected by students' behavior in class and in the clinical practicum.

In the clinical settings, students are expected to protect patients' confidentiality, and to be honest in any documentation regarding the patient's condition and their own assessment and interventions. Students are expected to maintain high professional standards, including being physically, intellectually, emotionally and academically prepared when caring for patients.

Student Code of Conduct (<http://pnp.aub.edu.lb/general/conductcode/index.html>)

The purpose of this code is to provide students with a clear statement of the standards of behavior expected in an educational environment, so that they make responsible choices regarding their participation in the academic community and understand the consequences of their infringement of these standards. Violations may be of an academic or non-academic nature.

Jurisdiction of academic violations lies initially under the authority of the dean of the faculty or school to which the student belongs. Misconduct that is clearly non-academic falls under the jurisdiction of the dean of student affairs who will take the necessary action in consultation with the dean(s) of the faculty or school to which the student belongs.

The following are examples of actions deemed in violation of the Student Code of Conduct; they are not intended to define misconduct in exhaustive or exclusive terms. Any student who violates the principles

described in the preamble to this document shall be subject to disciplinary action in accordance with the Student Code of Conduct. The complete student code of document is found at <https://www.aub.edu.lb/SAO/Documents/student%20code%20of%20conduct.pdf#search=student%27s%20code%20of%20conduct>

➤ **Definitions of Misconduct**

1. Academic Misconduct

Offences involving academic misconduct include, but are not limited to, the following:

- **Cheating**¹

While taking a test or examination, students shall rely on their own mastery of the subject and not attempt to receive help in any way not explicitly approved by the instructor; for example, students shall not try to use notes, study aids, or another's work.

Such cheating includes trying to give or obtain information about a test, trying to take someone else's exam, or trying to have someone else take one's own exam.

Recommended range of actions: [3-5].

- **Plagiarism**²

Whenever students draw on another's work, they must specify what they borrowed, whether facts, opinions, or quotations, and where they borrowed it from. Using another person's documented ideas or expressions in one's writing without acknowledging the source constitutes plagiarism.

Recommended range of actions: [3-5].

- **In-Class Disruption**

Students in class are expected to behave appropriately, and shall not disrupt classes or exams by extraneous conversation and/or misbehaving.

Recommended range of actions: [1-3].

- **Dishonesty**³

Students are expected to be honest in all dealings with the University. Certain kinds of dishonesty, though often associated with academic work, are of a different category than cheating or plagiarism.

These kinds of dishonesty include (but are not limited to) the following:

Misrepresenting personal circumstances to an instructor (for example, in requesting a makeup exam or special due date for an assignment, or in explaining an absence). Recommended range of actions: [1-3].

¹ Adapted from the Villanova Academic Integrity Code.

² Adapted from the Modern Language Association Style Manual and Guide to Scholarly Publishing, as found on Duke University's web page.

³ Adapted from the Villanova University Academic Integrity Code.

Forging parts of, or signature on, official documents (including both, University documents and relevant outside documents, such as doctors' notes). Recommended range of actions: [3-5].

Taking credit for work in a team-project when little or no contribution to the work of the team has been made.

Recommended range of actions: [1-3]

Unlawfully copying computer software. Recommended range of actions: [2-4].

Engaging in bribery of any kind. Recommended range of actions: [3-5].

2. Non-Academic Misconduct

- **Disruption/Obstruction**

Students have the right to express their opinions on matters of concern to the University in an organized manner and in a public space, excluding residences on campus, but they must notify and consult with the dean of student affairs before doing so. The nature of the event and any publicity accompanying it must be reviewed by the dean to assure that neither Lebanese law, nor University policies and norms are being violated.

In cases where student-sponsored events, including protests, sit-ins, and demonstrations are, after such consultation, not approved by the dean of student affairs, or, if needed by the Board of Deans or the president, it may become necessary for the Dean of Student Affairs to undertake disciplinary measures and even to instruct campus protection to bring the public gathering to an end.

Disrupting or obstructing the normal educational process or any University function or activity by student demonstrations, sit-ins, or 'strikes' is strictly prohibited. This includes, but is not limited to: disrupting classes, library operations, seminars, exhibitions, meetings, ceremonial events, or examinations; impeding or preventing others from attending such events; falsely activating a disaster alarm; or making a threat.

Under no circumstances are any members of the University family to be intimidated or threatened in the execution of their normal duties and responsibilities. That means that students and faculty who wish to hold or attend classes or to go to their offices or places of study shall not be prevented from doing so; non-academic staff and administrators shall not be impeded from going to their places of work.

Distribution of Unauthorized Published Material

The public distribution and posting of published materials such as fliers, leaflets, posters, audiovisuals, etc., must be approved and stamped by the dean of student affairs. The campus protection office will remove from display any such unauthorized material.

- **Theft**

Stealing on campus or at a University-authorized event off campus, including unauthorized use of University equipment or services (e.g., telephones, photocopiers, or computer facilities), or possession of stolen property, is prohibited.

Destruction of Property/Endangering Public Safety

Students are expected to protect university property and to respect the safety of others. Acts contrary to these principles, which include, but are not restricted to the following are subject to disciplinary procedure:

Engaging in vandalism or other intentional damage (such as spray painting or graffiti) to property on campus or at university-authorized events off campus.

Littering, such as disposing of waste (empty bottles, cigarette butts, food containers, etc.) in other than designated places on campus.

Unjustified discharge, damaging, or tampering with any fire extinguisher, fire alarm, or other safety devices.

Taking, or attempting to take, action that damages or could damage private property, without the consent of the owner or person legally responsible.

Appropriating, or attempting to appropriate or possess, private property, without the consent of the owner or person legally responsible.

Unauthorized entry, unapproved duplication of keys or use of such, or unauthorized use of campus facilities.

- **Mental or Physical Harm**

Acts that inflict mental or physical harm are prohibited, including the following:

Engaging in physical aggression including, but not limited to, assault.

Engaging, or attempting to engage, in intimidation, coercion, extortion, blackmail, or bribery; bullying; threatening violence, injury, or harm to others on campus or at university-authorized events off campus; endangering or tending to endanger the safety, health, or life of any person.

Engaging in behavior that creates a substantial risk of, or results in, injury to others, such as committing arson or causing a riot.

Using force, inciting violence, inflicting or attempting to inflict injury to others on campus or at a university-authorized event off campus.

Engaging in any activity that endangers the health and safety of an individual or demeans an individual in conduct of an unbecoming or humiliating nature, or in any way that detracts from an individual's academic pursuits.

Many of these acts may be interpreted as harassment. Cases of discriminatory harassment are addressed through AUB's Procedures to Address Formal Allegations of Sexual and other Discriminatory Harassment. Cases of non-discriminatory harassment, which do not invoke one of the protected characteristics (race, color, religion, etc.) under the University's Non-Discrimination Policy, are addressed through the Grievance Policy and Procedures.

- **Possession of Dangerous Weapons or Materials**

Students must not distribute, possess, store, or use, on campus or at a University-authorized event off campus, any kind of weapon, device, explosive, dangerous chemicals, hazardous materials, or any other instrument designed to do bodily harm or to threaten bodily harm. Instruments used to simulate such weapons, which endanger or tend to endanger any person, shall be considered weapons.

Students are also prohibited from distributing, possessing, storing, transferring, selling, or attempting to sell, delivering, using or attempting to use, any illegal drugs, narcotic or hallucinogenic, on campus or at any university-authorized event off campus.

- **Discrimination and Harassment**

Students are not allowed to discriminate based on race, gender, age, religion, national origin, ethnic origin, marital status, mental or physical disability. Nor shall they harass, intimidate, insult, or threaten others whether verbally, in writing, or through electronic means.

Engaging in sexual harassment, e.g., requests for sexual favors, unwelcome sexual advances, unwelcome physical contact of a sexual nature, spoken comments or abuse (including email) of a sexual nature, and the public display of sexually suggestive objects or pictures is prohibited (refer to the University Policy Against Discrimination and Harassment).

- **Smoking and Alcohol**

The consumption of alcohol, on campus, by students is not permitted. Smoking is not permitted in university buildings other than private residences and those areas within the student dormitories, as may be designated from time to time by the dean of student affairs (refer to the University Policy on Smoking).

- **Inappropriate Sexual Behavior**

Publicly engaging in sexual behavior is prohibited as deemed by Lebanese law.

Use of Computers

Accessing protected computer accounts or other computer functions, knowingly transmitting computer viruses, and unethical use of AUB access is prohibited (refer to the University Policy on the Use of Computers).

Inappropriate conduct in AUB libraries

Any action that impedes the safe and effective use by all patrons of the AUB libraries for the purpose of study, research, reading, and other intellectual pursuits, is prohibited (refer to the University Policy on Appropriate Conduct in Libraries).

- **Disciplinary Actions**

Disciplinary action will be imposed according to the nature (academic or non-academic) and severity level of the violation.

- **Complaint Procedure**

Any person subject to, or who witnesses, a violation of the Student Code of Conduct should forward a written complaint to a faculty member, a chairperson, or any university official. Academic violations shall be forwarded to the dean of the faculty to which the student accused of the violation belongs. Non-academic violations shall be referred to the dean of student affairs. Violations that may require suspension or expulsion will be referred by the concerned dean to the University Disciplinary Committee.

Formal Hearing by the University Disciplinary Committee

The University Disciplinary Committee will deal with alleged violations in a manner that ensures that those charged with a violation understand the charge and the evidence against them and are afforded a reasonable right of rebuttal.

The University Disciplinary Committee shall inform the student of the charge in writing. Evidence shall be presented in the presence of the student who shall have a reasonable right of rebuttal including the right to cross-examine witnesses. In determining penalties, the committee may take into consideration the student's cumulative discipline record.

Appeal Procedure

Any student who is charged with a disciplinary offense has the right to a full and fair hearing for any disciplinary charges brought against him or her under university regulations.

If any of the following apply, a student may appeal to the dean of the faculty or school regarding faculty or departmental decisions, or to the University Disciplinary Committee against disciplinary action taken by the dean of student affairs or the dean of the faculty or school to which the student belongs:

1. Procedural error
2. New evidence
3. Unsupported conclusion
4. Disproportionate sanctions

The outcome of this appeal may result in higher, lower, identical, or no sanctions at all being imposed. The University Disciplinary Committee's decision shall be final.

Student Grievance Policy

Undergraduate or graduate students may consider informal or formal procedures to seek redress for what they believe to be unfair, improper, or discriminatory decisions, actions, or treatment contravening the established policies and procedures of the University. These grievance procedures neither supersede, nor take precedence over established university procedures or due process for any and all matters related to academic misconduct, disciplinary appeals, grade appeals, financial aid, or other well-defined areas of faculty or staff responsibility. Moreover, grievances should not be confused with petitions related to academic issues, including deviation from academic requirements or policies. For more information, please refer to Sections 1-3 and 6 of AUB's Grievance Policy and Procedures

<https://www.aub.edu.lb/SAO/Documents/Grievance%20Policy%20and%20Procedures.pdf#search=grievance%20policy>

- **Other Policies**

Student Representation on Faculty Committees

Student representation on the Hariri School of Nursing Committees is encouraged. MSN students are represented on the Graduate Studies Committee and the Nursing Student Society. Students can request that items be put on any Hariri School of Nursing Committee agenda regarding graduate students. At the discretion of the Graduate Program convener or the Dean of the Hariri School of Nursing, this request may be granted.

Facility and Supervision Guidelines for Graduate Student Practice

The faculty and students will discuss clinical or administrative placement and preceptors in preparation for the course where such training is expected. Any student may seek new learning experiences in facilities that are not currently used by the Hariri School of Nursing. In order to accomplish placement at a new clinical facility in a timely manner, the negotiations must begin early, (at least 8 weeks ahead of lead time is preferred). Student selection of clinical facilities and /or preceptors is under the supervision of the Graduate Faculty.

Students with Special Learning Needs

Students with disabilities applying to AUB are strongly encouraged to make their disability known to the Admission Office. This information will not affect the decision on admission; rather, it will give the University the opportunity to offer specific assistance and support through programs and services provided by different departments on campus. AUB strives to make learning experiences accessible for all. If you anticipate or experience academic barriers due to a disability (such as ADHD, learning difficulties, mental health conditions, chronic or temporary medical conditions), please do not hesitate to inform the Accessible Education Office. In order to ensure that you receive the support you need and to facilitate a smooth accommodations process, you must register with the Accessible Education Office (AEO) as soon as possible: accessibility@aub.edu.lb; +961-1-350000, x3246; West Hall, Room 314

As old buildings are renovated and new ones built, wheelchair access ramps are being constructed. Some parking lots have been assigned and dedicated for special persons and they are located on different AUB sites. These areas are labeled for “Special Permit” holders. A room for the Visually Impaired is located in the West Hall.

Students Rights and Responsibilities

Students are members of the academic community and are also citizens. Students enjoy the same freedom of speech, peaceful assembly, and right to petition. Students have the responsibility to know and obey the Lebanese Laws, as well as institutional regulations, policies and established guidelines as stated in this handbook. Students are accountable for their own behavior at all times.

Students have the right to freedom from discrimination based on race, color, religion, sex, and age. Students have the right to be informed, in writing, of the expected behaviors and standards by which they will be evaluated prior to participating in clinical classrooms activities. Students have the right to academic evaluations that are not prejudiced and based on stated course requirements. As constituents of the academic community, students are free, individually or collectively, to voice constructive criticism through identified channels on issues such as curriculum and matters of general interest to the student body without fear of reprisal.

While under the direct supervision of an instructor, students also have the right to adequate safety precautions provided by the Hariri School of Nursing. Students also have the right to negotiate participation in clinical situations which they feel are threatening to their personal health or life. Students, individually or collectively, have the right to expect, within a reasonable length of time, feedback concerning all student related issues presented to the faculty.

Freedom in Classroom

Students are responsible for learning the content of the courses in which they enroll, though they should be free to take reasoned exception to the data or views offered in any course of study, and reserve judgment about matters of opinion.

Students are responsible for complying with standards of academic performance required by each course in which they are enrolled as stipulated in the course syllabus. Such standards shall be communicated clearly on or before the first meeting of each course. Students should have protection against prejudiced, arbitrary, and capricious academic evaluation.

Knowledge of student’s views, beliefs and political associations acquired by the faculty members in the course of their work as instructors, advisers, and counselors are to be considered confidential.

Freedom of Inquiry and Expression

Students are free to examine and discuss questions and issues of interest to them, to express their opinions whether in public or in private. Such freedom does not, however, permit student groups to disrupt the orderly processes of the educational environment, nor does it permit the expression of ideas in ways which violate civil or criminal law, blatantly disregard the truth, threaten, demean, or libel others. In expressing their views, students should make clear that such views are not necessarily those of the University.

- **Getting in Touch with the Right People at the Rafic Hariri School of Nursing**

Students are encouraged to communicate any concerns they might have to the appropriate persons. They can refer to the Student Services Officer for the following issues:

Answering queries about the MSN program

Student orientation and advising

Follow up on graduate assistantships and scholarships available to nursing students

Problems in registration (opening capacity, removing restrictions, resolving time conflict problems, removing holds, selection of elective courses, drop and add courses)

Dealing with the administrative body (Registrar's office, Office of Financial Aid, Office of Student Affairs and specific committees at HSON)

Writing and submitting petition letters (underload/overload credits, late registration, medical reports, course withdrawal, reactivation, and readmission etc.)

Selection of specific academic forms for internal and external procedures

Program evaluation and satisfaction surveys

Career guidance and work opportunities

Student related activities such as student elections, NSS activities and graduation parties etc.

Requesting credentials after graduation.

The Student Services office seeks to assist and guide nursing students to develop their plan to academic success, by referring them to the appropriate resources and procedures, and ensuring that they are complying with AUB academic rules and regulations.

Issues related to a particular course are best discussed with the course coordinator. Problems with a student's academic progress should be followed up with the assigned academic adviser. Students may discuss issues related to a particular class with their advisers. If the student cannot resolve problems with the course coordinator or adviser, he/she should talk to the track coordinator, and then the MSN convener. If necessary, issues are referred to the Dean of the School.

University Services

➤ University Libraries

The AUB library system consists of two main libraries: the University Libraries and Saab Memorial Medical Library.

The University Libraries include the Jafet memorial Library as the Central Library, with two branch libraries: the Engineering and Architecture Library, and the Science and Agriculture Library with its annex AREC (Farm) Library. Refer to <http://www.aub.edu.lb/libraries/Pages/default.aspx> for information about the libraries

The Saab Memorial Medical Library (SML) is dedicated to the Memory of Dr. Nicholas Saab (AUB School of Medicine graduate 1959) through a generous gift from his parents.

SML collection consists of 1,200 printed periodical subscriptions, over 82,320 backfile periodical volumes, nearly 42,000 books, over 2,000 of which are of historical value such as (Avicenna's "Cannon of Medicine," 1593), which has been digitized and published on the Web under

<http://ddc.aub.edu.lb/projects/saab/avicenna/index.html>, and nearly 2,300 audio-visual items, including computer software. SML has a large number of the most important bibliographic medical and allied health data bases, and more than 2,500 e- journals. SML has been automated since 1990 and is accessible through the internet at <http://www.aub.edu.lb/libraries/medical>. In 1978, SML was designated by WHO as the National Focal Point of Lebanon. The Library has a special collection called the Lebanese Corner, <http://192.168.100.187/>, which includes publications about Lebanon or by Lebanese authors in the fields of medicine and other health related topics.

With its rich, up-to-date medical collection, SML aims to promote research in the medical and allied health fields. SML is open 80 hours a week. Databases are currently accessible via library or home search via AUBs' website.

➤ Office of Information Technology

The Office of Information Technology (OIT) manages AUB and AUB Medical Center's central information technology. The OIT manages the Student Information System (AUBsis) operated by the Registrar's; the Library Information System, Financial Information System; the Learning Management System (Moodle); and the integrated hospital information system operated by the hospital administration and departments. You can view the services provided by the IT organization by visiting: www.aub.edu.lb/it/.

Before using any of the services below, you must activate that specific computer accounts first.

- **AUBnet account:** The AUB net account provides e-mail, Intranet, and Internet access in addition to other services such as roaming storage space, network printing, and personal web site space. Students must activate their AUB net account first as it is required to activate other accounts.
- **AUB sis account:** The AUB sis account provides access to the AUB student Information System, a web-based application designed to provide the following on-line self-services to students and faculty over the Intranet and the Internet: On-line Registration, Drop and Add, Class Schedules, Grades, Student Transcripts, Address Information, and Billing Statements.

Student computer labs, located in Agriculture, Bliss, Business, Engineering (Wing B), Fisk, Physics, Van Dyck, Diana Tamari Sabbagh buildings, as well as all Libraries and dorms are used for instruction by the various departments and for personal use by the students. Many popular and PC software packages are available on the lab servers.

An Internet fee of 202\$ is charged every term and will automatically be added to the statement of fees. The quota of Internet data per month per student is 5GB. This is a combined quota of web and e-mail data. Through the AUB Net Resources web site you can find out your Internet data usage for the month.

No limit exists on the time spent browsing and sending information on the web. The limit is only on the volume of data that is sent/ received in the process.

➤ **Access to AUB Computing Facilities**

Access to computer hardware, software, Intranet, and the Internet services is provided to members of the University for the primary purpose of enhancing the academic experience. Access to the use of AUB computer facilities is through authorized computer accounts. To be granted the use of a computer account, users must agree to abide by the AUBnet Code of Conduct for Users of Computing System and Internet Services.

A computer account consists of a unique log-in ID and a password. You identify yourself to the computer system when you log in. Your log-in ID tells the computer who you are.

Like the PIN on your bank ATM card, your password is the key to your account. You must always keep your password secret.

To activate your AUB computing accounts go to <http://website.aub.edu.lb/it/Pages/index.aspx> then click on account creation and management and follow instructions.

Available facilities are shown below:

Intranet and Internet Services: IT provides a wired and wireless network infrastructure ensuring secure, reliable and widespread access for AUB users across the entire campus and hospital, including all dorms and faculty apartments. AUB students can connect to the AUB network from public computer labs or personal laptops and mobile devices via the campus-wide wireless network using any web browser. Students can access many web enhanced courses and online material that they are registered in. With an AUBnet account, all students, faculty and staff have full access to Internet, email, personal websites and other services such as network printers, intranet applications and the High-Performance Computing (HPC) system. AUB also offers the Eduroam service that allows students, faculty and staff to access the Internet from other universities around the globe, which are members of the Eduroam network, using their AUBnet account.

Computer Labs: There are several computer labs on campus, which provide access to the Internet and a variety of other resources (such as printers) and applications (such as SPSS). In addition, HSON has a computer lab on the mezzanine floor.

Students may also request access to servers hosting applications such as Microsoft Office, special software for statistics and graphics, and various programming languages.

Microsoft Office: All current students can download the Microsoft Office 365 suite of applications on up to 10 devices (5 laptops and 5 mobile devices) free of charge. For more details, visit www.aub.edu.lb/it/.

Mobile App: AUB offers a mobile app that allows students to check course holds, grades, schedule, deadlines, academic calendar as well as program offerings. The mobile application also facilitates search for library books and articles as well as access to e-learning (Moodle), Instructor Course Evaluation (ICE) and the latest issue of Main Gate.

IT Help Desk: Friendly and knowledgeable IT help desk specialists are always ready to support students, faculty and staff. For IT-related support, contact the IT help desk by email at it.helpdesk@aub.edu.lb, dial ext. 2260, or

visit one of the many IT support locations on campus in person anytime Monday-Friday 8:00am-5:00pm (7:30am-3:00pm during summer hours). For more information, visit our website: www.aub.edu.lb/it.

Graduate Student E-mail Address

The University makes extensive use of electronic mail for communication and to keep in touch with students. To ensure that students receive timely communication and important announcements, the student's current email address must always be on file in the Hariri School of Nursing. Every graduate student is provided with an AUB Computer Account, which includes e-mail. It is strongly recommended that all graduate students use their AUB e-mail address as their primary one for the duration of the time they are studying here. This will help to prevent students missing announcements or other important communication from faculty and staff.

➤ Bookstore

The University Bookstore is located under the AUB cafeteria to the left side of the Main Gate. It stocks most of the required textbooks for specific courses, dictionaries, and other reference works, and a limited number of general publications. Assorted AUB items and gifts such as clocks, mugs, diploma, and picture frames, T-shirts, and binders are also on sale.

➤ The Writing Center

For students who need assistance in writing papers or projects, the AUB writing center located in West Hall Room 307 provides assistance. Tutors from the Department of English are available Monday through Friday 9 am – 3 pm and consulting services are free. The extension to call for taking appointments is 3157.

➤ University Health Services

Medical Records

An entrance medical record form will be sent to all admitted students who have made the commitment to enroll at AUB. It is to be completed by the student's family physician and mailed as soon as possible and before the period of registration in a pre-addressed envelope AUB provides. Alternatively, the completed medical record form may be delivered by hand to the Office of Admissions.

All new students must have a tuberculin test at the time of the preliminary medical check, held during registration, and must report 48 hours later for the check on the test. Upon clearing the medical test, the student will be issued a clearance slip to proceed with registration. Students will not be registered unless they obtain this clearance slip. Students who report late for the medical check will be charged a late fee.

Medical checkups may be completed in advance of registration, provided that the student reports to the University Health Services on Campus and brings along a letter of acceptance and the entrance medical record. Returning students are not required to complete any medical forms. Important changes in the student's medical condition and/or updating immunizations should be reported to a University Physician by appointment at the Health Services Center early in the first term. Information will be kept confidential.

Health Insurance Plan (HIP)

The University Health Services (UHS) on campus provide medical care to members of the University community at large. Patients are seen Monday through Friday 8 am to noon and 1 to 4 pm in the Gulbenkian Infirmary located in the Sawwaf Building facing the Children Cancer Center in Lebanon. Appointments can be made at the reception desk in advance, either in person or by telephone between 8:30 and 4 pm. A physician is also available to receive patients on a walk-in basis. Such patients must have problems of an urgent nature; otherwise, they

will be given return appointments for a later time. In case of emergency, the patient should report directly to the Emergency Unit at the Medical Center or to the nearest Emergency service or Physician.

Students may elect to enroll in the University's Health Insurance Plan (HIP, provided they register for at least six credit hours. Auditors are not considered students. A graduate student registered for a thesis is eligible to continue the HIP coverage for two consecutive years only. Regular students enrolling for 12 months beginning with October registration, pay 376\$

For one term and summer session beginning with February registration, pay -282\$.

For one summer session, pay 188\$

A married student will have the option of including spouse and children at additional fees as outlined in the regulations for the Health Insurance Plan. A student may be exempt from enrolling in the HIP if he/she presents proof of coverage by another health insurance plan.

HIP covers expenses incurred at AUB Medical Center exclusively. Medical bills from other institutions are not covered. The NSSF fee per student per year is LBP 8,400,000.

National Social Security Fund (NSSF) Medical Branch

Membership in the NSSF is mandatory by Law for all Lebanese students excluding freshman and special students, and students who are older than 30 years. Non-Lebanese students may not join. To facilitate enrollment in the NSSF Medical Branch, students are required to bring the following items when registering: A social security application form filled correctly. Copies of this form will be available for distribution at the time of registration to students who have not completed it.

- A photocopy of their Lebanese Identity Card.
- Their NSSF number if already registered.
- The NSSF number of either parent if insured with the NSSF through father or mother.
- Family record is required of married students only.

➤ Extra-Curricular Services

Nursing Student Society

The Nursing Student Society (NSS) brings together nursing students from all levels to engage in various professional and social activities, under the guidance of an assigned faculty advisor and includes one graduate student representative. Objectives of the NSS are to:

- Serve as an organization through which matters related to the welfare of students and the school is transacted.
- Provide a channel for coordination of activities between the students and faculty members, and with other student organizations.
- Organize activities that promote a spirit of loyalty and fellowship among the student body.
- Provide means for active participation in activities that foster the personal, professional and civic development of students.

The NSS has three standing committees:

- The Educational Committee organizes educational programs of interest to the community.
- The Social Committee is responsible for social and recreational activities.
- The Publicity and Finance Committee is responsible for publicity and financial matters.

Clubs and Societies

Opportunities for students to participate in extra-curricular activities, generally organized under the auspices of student-governed societies or clubs are numerous. Membership is open to all registered students upon completion of an application and payment of a nominal fee. For further information or to obtain a list of active Clubs and Societies, go to the Department of Student Activities in the West Hall, extension 3182, or AUB Catalogue.

Athletics and Recreation

The University offers a wide range of sports, athletic and recreational programs through its Athletics Department. Facilities include AUB's Green Field, which hosts international, national, and varsity sports tournament. The Green Field includes the University's soccer field, light outdoor basketball courts, lighted outdoor volleyball courts and a lighted 450-meter track, in addition to the Charles W. Hostler center.

Student Housing

AUB is a residential University in the American liberal arts tradition. It was the first and still is one of the few residential universities in the Middle East offering a beautiful Campus where a rich extra-curricular and community life flourishes. Life in the AUB residence system offers a high degree of reliability. Dorm life in AUB establishes strong, supportive communities. For extra details, check AUB catalog.

Student Transportation

AUB allows limited automobile access to campus. Only students suffering from illness or disabilities may bring cars on campus. Authorization from Infirmary must be received before a permit can be issued, and then the student can contact Business Services at extension 3510 for a special permit.

Passports and Visas

Foreign students joining AUB must have passports valid for a period of not less than 13 months from the date of joining the University. They should also secure an entry visa to Lebanon from the nearest Lebanese Embassy or Consulate in their country. The Office of Students Affairs, in coordination with Personnel, the Office of Admissions, and the Office of Registrar, will help provide the necessary certificates for registered foreign students to acquire residence permits from the Lebanese authorities.

Mail Service

The University Post Office, located in the basement of Ada Dodge Hall, handles local campus mail and mail for the Lebanese postal services. To secure a campus mailbox a student must show a receipt of fee payment at the AUB Post Office.

Urgent mail may be sent by Aramex through the AUB Post Office. A special rate is offered to the AUB community.

Food Service

The University operates a modern, cafeteria-style food service on the Campus in Ada Dodge Hall. Students have the option of using these food service facilities or eating elsewhere. In addition to the main cafeteria the University also maintains the Mary Dodge Hall Cafeteria, the Engineering Cafeteria, and the Agriculture Kiosk. These facilities provide a variety of hot and cold refreshments for students and their guests. Vending machines are available in a number of University buildings and at the beach tunnel. You can also try the Coffee Shop on the first floor of AUBMC, the hospital cafeteria or Lavazza café on the hospital's second floor.

APPENDIX A: STUDY PLANS

Full Time and Part Time Study Plan by Track

Masters of Sciences in Nursing – Nursing Administration and Management Track

Full time study plan

	Fall term	Credits	Spring term	Credits	Summer	Credits
Year 1	NURS 500	2	NURS 502	3		
	NURS 501	2	NURS 520	3		
	NURS 530	2	NURS 525	<u>3</u>		
	NURS 507	2		9		
	NURS 531	1				
	NURS 610	<u>0</u>				
		9				
Year 2	NURS 527	3	NURS 508	4	Total	37
	NURS 533	3	NURS 599 (thesis)	6 or	credits	
	NURS 540/MNGT 306	3	or N598 and			
	NURS 526		elective	<u>3+3</u>		
	Comprehensive exam	<u>0</u>		10		
		9				

Full time study plan with ENGL 300

	Fall term	Credits	Spring term	Credits	Summer	Credits
Year 1	ENGL 300	3	NURS 502	3		
	NURS 501	2	NURS 520	3		
	NURS 530	2	NURS 525	<u>3</u>		
	NURS 507	2		9		
	NURS 531	1				
	NURS 610	<u>0</u>				
		10				
Year 2	NURS 500	2	NURS 508	4	Total	37 + 3
	NURS 527	3	NURS 599 (thesis)	6 or	credits	
	NURS 533	3	or N598 and			
	NURS 540/MNGT 306	3	elective	<u>3+3</u>		
	NURS 526	<u>0</u>		10		
	Comprehensive exam	11				

Part time study plan

	Fall term	Credits	Spring term	Credits	Summer	Credits
Year 1	NURS 500	2	NURS 502	3		12
	NURS 501	2	NURS 520	<u>3</u>		
	NURS 530	2		6		
	NURS 610	<u>0</u>				
		6				
Year 2	NURS 507	2	NURS 525	3		12
	NURS 527	3	Elective if project	<u>3</u>		
	NURS 531	<u>1</u>		6		
		6				
Year 3	NURS 533	3	NURS 508	4		13
	NURS 540/MNGT 306	3		<u>3 or 6</u>		

	NURS 526 Comprehensive exam	<u>0</u> 6	NURS 598 (project) or NURS 599 (thesis)	7		
Year 4	Project or thesis		Thesis		Total credits	37

Part time study plan with ENGL 300

	Fall term	Credits	Spring term	Credits	Summer	Credits
Year 1	ENGL 300 NURS 530 NURS 531 NURS 610	3 2 1 <u>0</u> 6	NURS 502 Elective [if project]	3 <u>3</u> 6		12/9
Year 2	NURS 500 NURS 501 NURS 507	2 2 <u>2</u> 6	NURS 520 NURS 525	3 3 <u>0</u> 6		12
Year 3	NURS 533 NURS 527 NURS 540/MNGT 306 NURS 526 Comprehensive exam	3 3 <u>3</u> 9	NURS 508	4 <u>3</u> 7		13
Year 4	NURS 599 (thesis) or N598 with elective	6 Or <u>3</u>	NURS 599 (thesis) or N598		Total credits	37 + 3

Part-time MSN ADMIN with DIPLOMA

Without remedial English

	Fall	Credits	Spring	Credits	Yearly Credits
Courses completed	NURS 507 NURS 531 NURS 533		NURS 520 NURS 525		12
Year 1	NURS 500 NURS 501 NURS 530 NURS 610	2 2 2 <u>0</u> 6	NURS 502 Elective for non-thesis	3 <u>3</u> 6	12
Year 2	NURS 527 NURS 540/MNGT 306 Comprehensive exam	3 <u>3</u> 6 0	NURS 508	<u>4</u> 4	10
Year 3	Thesis or Project	6 or 3			3
Total					37

Another plan without remedial English

	Fall	Credits	Spring	Credits	Yearly Credits
Courses completed	NURS 507 NURS 531 NURS 533		NURS 520 NURS 525		12
Year 1	NURS 501 NURS 530 NURS 500 NURS 610	2 2 2 <u>0</u> 6	NURS 502 Elective for non-thesis	3 <u>3</u> 6	12
Year 2	NURS 527 NURS 540/MNGT 306 Comprehensive exam	3 <u>3</u> 6	NURS 508	<u>4</u> 4	10
Year 3	Thesis or Project	6 or 3			3
Total					37

With remedial English

	Fall	Credits	Spring	Credits	Yearly Credits
Courses completed	NURS 507 NURS 531 NURS 533		NURS 520 NURS 525		12
Year 1	ENGL 300 NURS 501 NURS 530 NURS 610	3 2 2 <u>0</u> 4/7	NURS 502 Elective for non-thesis	3 <u>3</u> 6	10
Year 2	NURS 500 NURS 527 NURS 540/MNGT 306 Comprehensive exam	2 3 3 <u>0</u> 8	NURS 508	<u>4</u> 4	12
Year 3	Thesis or Project	6 or 3			3
Total					37

Elective options that are online:

- MNGT 350W Negotiation Skills Summer
- DCSN 300 Models for Decision Making Fall 2
- DCSN 310 Operations Management Spring 1

Adult-Gerontology Clinical Nurse Specialist Track

Full Time study plan

	Fall term	Credits	Spring Term	Credits	Summer	Credits
Year 1	NURS 500 NURS 501 NURS 530 NURS 504 NURS 610	2 2 2 3 0 9	NURS 502 NURS 503 PHRM 314	3 3 <u>3</u> 9		
Year 2	N505A N527	4 <u>3</u> 7	NURS 505B NURS 526 Comprehensive Exam Elective if planning for a project	4 0 <u>3</u> 7	NURS 506	4
Year 3	NURS 599 Thesis OR NURS 598 Project	6 or 3			Total credits	39

Sample Part time study schedule Plan

	Fall term	Credits	Spring Term	Credits	Summer	Credits
Year 1	NURS 500 NURS 501 NURS 530 NURS 610	2 2 2 0 6	NURS 502 NURS 503	3 <u>3</u> 6		
Year 2	NURS 504 NURS 505A	3 <u>4</u> 7	PHRM 314 NURS 505B NURS 526 Comprehensive exam	3 4 <u>0</u> 7		
Year 3	NURS 527 NURS 506	3 <u>4</u> 7	NURS 599 or NURS 598 + electives	6 or <u>3+3</u> 6	Total credits	39

Master of Science in Nursing – Psychiatric Mental Health Clinical Nurse Specialist Track

Full time study plan

	Fall Term	Credits	Spring Term	Credits	Summer	Credits
Year 1	NURS 500 NURS 501 NURS 530 NURS 610	2 2 2 0 <u>6</u>	NURS 502 NURS 512 NURS 503 A NURS 516 PHRM 314	3 2 1 3 <u>3</u> 12		
Year 2	NURS 504 NURS 527 NURS 517	3 3 <u>3</u> 9	NURS 518 NURS 526 Comprehensive Exam NURS 599 Thesis or NURS 598 Project + Elective	3 0 6 or <u>3+3</u> 9	NURS 519 Total Credits	<u>4</u> 4 40

Sample Part time study plan

	Fall term	Credits	Spring Term	Credits	Summer	Credits
Year 1	NURS 500 NURS 501 NURS 530 NURS 610	2 2 2 0 <u>6</u>	NURS 503A NURS 516 NURS 512	1 3 <u>2</u> 6		
Year 2	NURS 517 NURS 504	3 <u>3</u> 6	NURS 518 NURS 502 NURS 526 Comprehensive Exam	3 3 <u>0</u> 6		
Year 3	NURS 527 NURS 519	3 <u>4</u> 7	PHRM 314 NURS 599 Thesis or NURS 598 Project + Elective	3 6 or <u>3+3</u> 9	Total Credits	40

Master of Science in Nursing Program – Community and Public Health Nursing Track

Full time Study Plan

	Fall term	Credits	Spring Term	Credits	Summer	Credits
Year 1	NURS 500 NURS 501 NURS 504 NURS 530 EPHD 300 NURS 610	2 2 3 2 2 0 <u>11</u>	NURS 522 NURS 502 NURS 503 PHRM 314	3 3 3 <u>3</u> 12		
Year 2	NURS 527 NURS 523 NURS 526 Comprehensive Exam	3 3 <u>0</u> 6	NURS 524 NURS 599 OR NURS 598 + elective	4 6 or <u>3 + 3</u> 10	Total credits	39

Sample Part time study schedule

	Fall term	Credits	Spring Term	Credits	Summer	Credits
Year 1	NURS 500 NURS 501 NURS 530 NURS 610	2 2 2 0 <u>6</u>	NURS 503 NURS 502	3 <u>3</u> 6		
Year 2	EPHD 300 NURS 504	2 <u>3</u> 5	NURS 522 PHRM 314	3 <u>3</u> 6		
Year 3	NURS 523 NURS 527 NURS 526 comprehensive exam	3 3 <u>0</u> 6	NURS 524 NURS 599 OR NURS 598 + elective	4 6 or <u>3 + 3</u> 10	Total credits	39

Pediatrics Clinical Nurse Specialist

Full time Study Plan

	Fall semester	Credits	Spring Semester	Credits	Summer	Credits
Year 1	NURS 500 NURS 501 NURS 530 NURS 504 NURS 610	2 2 2 3 <u>0</u> 9	NURS 502 NURS 503 PHRM 314	3 3 3 9		
Year 2	NURS 532A NURS 532 B NURS 527	2 2 3 7	NURS 534A NURS 534B NURS 526 NURS 599 Thesis or N598 Project and elective	2 2 0 6 OR 3+3 10	NURS 535	4 4 Total credits: 39

Sample Part time study schedule

	Fall semester	Credits	Spring Semester	Credits	Summer	Credits
Year 1	NURS 500 NURS 501 NURS 530 NURS 504 NURS 610	2 2 2 3 <u>0</u> 9	NURS 503 NURS 502 PHRM 314	3 3 <u>3</u> 9		
Year 2	NURS 532A NURS 532B NURS 527	2 <u>2</u> 3 7	NURS 534A NURS 534B NURS 526 Comprehensive Exam	2 2 <u>0</u> 4		
Year 3	NURS 535	<u>4</u> 4	NURS 599 Thesis or NURS 598 Project + Elective	6 or <u>3+3</u> 6	Total Credits	39

APPENDIX B

COMPREHENSIVE EXAM

GUIDELINES FOR THE MSN COMPREHENSIVE EXAM

To complete requirements for the Master of Science in Nursing, students must pass a comprehensive examination. To be eligible to take the examination, the student should have:

Completed all core courses and most specialty courses.

Be in good graduate standing.

Met with his/her adviser to determine eligibility.

The comprehensive examination process:

The examination will be taken after most of the course work is finished. Students are advised to take the comprehensive examination as early as possible, before beginning their thesis or project.

There will be three examination questions which will be based on content from the MSN core courses (Foundations of Advanced Practice; Nursing Research); and the Area of Specialty.

Two faculty members will read and grade each question blindly.

A final grade of Pass is required to pass the exam. The grade of Pass will be given if the student passes all three questions.

Criteria for grading will be based on knowledge of content, as well as evidence of critical and analytical thinking. The desired learning outcome is the synthesis and application of knowledge of advanced nursing practice.

Students who receive PR (i.e., Unsatisfactory) on the examination may take it a second time after a period of at least three months.

APPENDIX C
MASTER'S PROJECT FORMS

AMERICAN UNIVERSITY OF BEIRUT

HARIRI SCHOOL OF NURSING

N.598 MASTERS PROJECT: Nursing administration and Management project

Guidelines for Course Grade Pass/Fail

Student name: _____ **Date:** _____

Paper:

1. Introduction to project development
 - a. Brief overview of the project area
 - b. Rationale for choosing the topic
 - c. Relevance to the area of specialty
2. Description of the project components
 - a. Clear review of literature (including leadership, theory, functional area of project, etc.....)
 - b. Comprehensive plan for the project
 - c. Organization of process implementation
 - d. Measurable outcomes for evaluation
3. Scholarly written communication of the project
 - a. Appropriate use of APA style
 - b. Adequate English and grammar
 - c. No evidence of plagiarism
4. Confidentiality/sensitive information (if applicable)

Oral presentation:

1. Clarity and organization of project
2. Appropriate use of audio-visual aids
3. Ability to answer questions effectively
4. Professional communication style
5. Professional demeanor

Pass/Fail

AMERICAN UNIVERSITY OF BEIRUT

HARIRI SCHOOL OF NURSING

N.598 MASTERS PROJECT: Clinical Project

Guidelines for Course Grade Pass/Fail

Student name: _____

Date: _____

Paper:

1. Introduction to project development
 - a. Brief overview of the project area
 - b. Rationale for choosing the topic
 - c. Relevance to the area of specialty
2. Description of the project components
 - a. Clear review of literature (including leadership, theory, functional area of project, etc.....)
 - b. Comprehensive plan for the project
 - c. Organization of process implementation
 - d. Measurable outcomes for evaluation
3. Scholarly written communication of the project
 - a. Appropriate use of APA style
 - b. Adequate English and grammar
 - c. No evidence of plagiarism
4. Confidentiality/sensitive information (if applicable)

Oral presentation:

1. Clarity and organization of project
2. Appropriate use of audio-visual aids
3. Ability to answer questions effectively
4. Professional communication style
5. Professional demeanor

Pass/Fail

NB: The adult-gerontology clinical project may be a research utilization project, such as creation and implementation of a protocol, or development and testing of an assessment tool, or a research experience or quality improvement project within an established academic or clinical setting, or a small research study.

APPENDIX D

ONLINE PETITION FORM Online Petition and Forms System: OPFS

Login Page: OPFS link: opfs.aub.edu.lb/petition/f?p=101

Types of Petitions you can submit online:

Leave of Absence
Residency Extension (Master's)
Master's Thesis/Project Topic/Committee
Residency Extension (PhD)
PhD Transfer of Credits
PhD Candidacy
PhD Thesis Topic/Committee
Graduate Reactivation (with Thesis)

Types of Petitions you can submit online:

Title	Workflow	Level
1 Correction of Record (Late Drop-Add)	Adviser-Instructor -Student Services Office-Chair of ACC	Undergraduate
2 General Petition	Adviser- Student Services Office-Chair of ACC or Dean of HSON	Undergraduate
3 Withdrawal From a Course	Adviser-Instructor-Chairperson of course - Student Services Office-Chair of ACC	Undergraduate
4 Overload/Underload	Adviser- Student Services Office-Chair of ACC	Undergraduate
5 GE called Exceptions related to GE requirements	Adviser- Student Services Office-Director of GE Board-Chair of ACC	GE
6 Course Equivalence	Adviser-Instructor-Chairperson of course - Student Services Office-Chair of ACC	Undergraduate
7 General petition that is routed to the graduate committee or dean of HSON.	Adviser- Student Services Office-Chair of GSC	Graduates
8 Residency Extension	Adviser- Student Services Office-Chair of GSC	Graduates