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Master of Science in Nursing
Student Handbook
California State University, San Bernardino
Department of Nursing

*This handbook is a supplement to the current CSUSB Graduate Student Handbook and the Graduate Thesis and Project Handbook. For Questions about the MSN Program, Please Contact:

Dr. Mary Molle: MSN Coordinator, at mmolle@csusb.edu.

Departmental Mission: To provide exemplary nursing education responsive to the health needs of diverse populations.

Departmental Vision: To be a center of collaboration & innovation in nursing scholarship, education, practice, and service.

Values:

Caring
Excellence
Integrity
Knowledge

Respect

Departmental Philosophy: The Department of Nursing is a department within California State University San Bernardino College of Natural Sciences. The Department of Nursing derives its philosophy and purposes from the mission, vision, and core values of the department. The mission and vision speak to collaboration, innovation, and excellence. The core values are caring, excellence, integrity, knowledge, and respect. The mission, vision, and core values are holistic and express faculty beliefs about the relationship of person, health, environment, and nursing. The faculty has the responsibility for three major functions required by the university, that is, teaching, scholarship, and service. The departmental mission, vision, and core values guide faculty in their practice in each of these.

The nursing faculty believes nursing is a practice discipline based on caring, that is both an art and science, in which theories and knowledge from nursing and other disciplines are used to assist clients toward maximum health and wellness. Caring theory is used as the organizing framework for the construction and implementation of the nursing curricula. The four core values anchor how caring is demonstrated in the context of teaching and learning: Respect for diversity, integrity in all actions, caring attitudes towards learners, faculty, and clients, and excellence in teaching.

The nursing faculty believes that teaching and learning is a dynamic process in which students demonstrate personal and professional accountability by taking an active role in their learning experience. Respect for diversity, caring, and excellence in teaching are demonstrated through instructional delivery that is flexible in order to meet the needs of a diverse group of learners, while at the same time adhering to educational and professional nursing standards.

The four core values of the department provide a solid foundation in order to support a conceptual framework based on caring. Through this framework, faculty express their commitment to teach students theory and evidence based nursing practice that supports caring in every aspect of client interaction. This is accomplished while taking into account differing perspectives and values of the client being served.
# Table of Contents

1. Purpose of MSN Program .................................................. 3
2. Departmental Compliance Requirements .......................... 3
3. Core Courses Required in All Programs ......................... 4
4. Courses Required for Population Based 45 Unit Option ... 4
5. Courses Required for Academic Education Option ........... 4
6. Courses Required for School Nurse Option .................... 4
7. Courses Required for Clinical Nurse Specialist Option ....... 5
8. Steps Required for Completion of the MSN Degree .......... 5
9. Program planning .......................................................... 8
10. Transfer of Credit .......................................................... 8
11. Competency Documentation .......................................... 8
12. Upper Division Writing Requirement for Admission ....... 8
13. Honor Society Membership Eligibility ......................... 8
14. Guidelines for Portfolio Development ............................ 10
15. Clinical Expectations ..................................................... 13
16. Financial Information ..................................................... 14
17. Application for Nursing Department Scholarship Funds ... 15
18. Attendance Policy ......................................................... 16
19. Withdrawal From A Class .............................................. 16
20. Leave of Absence ......................................................... 16
21. Academic Dishonesty ...................................................... 16
22. Process for Completion of Thesis (699) or Project (697) ... 17
Purpose of the Program:

The Department of Nursing offers a graduate program leading to a Master of Science in Nursing with a clinical focus in population based (advanced public/community health) nursing. Students select a population of focus and are prepared to assume leadership roles in culturally diverse, pluralistic communities, and to create health care programs, which will provide equality of access, high standards of care and caring, and the cost-effective use of resources.

The concentration in Academic Education prepares Nursing Faculty to teach in Nursing Programs at both community college and four-year universities. This program is also appropriate for advanced practice nurses interested in population health education and health education programming.

The concentration in School Nursing augments the California State requirements for the School Nurse Credential. The graduate will concurrently complete requirements for the Master of Science in Nursing and the California School Nurse Credential.

Graduates who complete the Advanced Practice requirements are prepared to take the examination for National Board Certification (American Nurses Credentialing Center (ANCC) in Advanced Public Health Nursing.

Upon completion of the MSN degree the graduate will be able to:

1) Apply the Five Characteristics Essential to Advanced Public Health Nursing
   a) Population-level health care
   b) Ecological view of health
   c) Assume responsibility for health outcomes for populations
   d) Partnership/Collaboration using an Interdisciplinary approach
   e) Leadership in Practice

2) Practice advanced nursing with clinical expertise in culturally diverse communities;

3) Be prepared for advanced certification in public/community health nursing;

4) Be qualified to function in various roles depending on their course of study. Including options for the specialist roles of educator, researcher, advanced provider of patient care, consultant and leader; nursing educator; and/or school nurse.

5) Be prepared for a nursing leadership role in emerging health care systems;

6) Work with diverse clients and educate others to promote diversity within the nursing profession;

7) Impact the quality, availability, and accessibility of nursing services, particularly in underserved areas of the Inland Empire region of Southern California.

Departmental Compliance Requirements

All new and returning MSN students must meet departmental compliance requirements prior to attending classes or clinical. A list of current compliance requirements is available in the departmental office.

Please note that compliance requirements are subject to change.
**Curriculum Requirements**

**Core Courses - all programs** (39 Units)
1. NURS 600 Population Health Assessment (6)
2. NURS 610 Program Planning & Evaluation (6)
3. NURS 620 Health Policy Leadership (6)
4. HSCI 617 Epidemiology (4)
5. NURS 635 Biostatistics (4)
6. NURS 645 Advanced Nursing Research (4)
7. NURS 655 Advanced Nursing Theory (4)
8. NURS 630 Advanced Nursing Roles (3)
9. NURS 688 Advanced Role Practicum (2)

**PROGRAM OPTIONS**

**Population-Based Nursing (45 units)**

330 clinical hours

The following culminating sequence:
10. NURS 690 Preparation for Comprehensive Examination (2) and NURS 999 Comprehensive Examination (0)
11. A 500- or 600-level Nursing elective chosen in consultation with the graduate advisor and approved by the MSN program coordinator (4)

**Academic Nursing Education Concentration (53-57 Units)**

330 clinical hours

10. NURS 658 Nursing Education: Curriculum & Instruction (4)
11. NURS 659 Assessment and Evaluation in Nursing Education (4)
12. NURS 660 Instructional Technology in Nursing Education (4)
13. One of the following culminating sequences (2-6 units):
   A. Clinical Project: NURS 697 Clinical Project in Nursing (6)
   C. Comprehensive Examination: NURS 690 Preparation for Comprehensive Examination (2) AND NURS 999 Comprehensive Examination (0)

**School Nursing Concentration (57-61 units)**

390 clinical hours

10. NURS 502 Advanced Physical/Health Assessment: Child, Adolescent. (4)
11. NURS 503 Principles of School Nursing Practice (4)
12. NURS 658 Nursing Education: Curriculum and Instruction (4)
13. ESPE 530 Psychology and Education of Exceptional Individuals (4)
14. One of the following culminating sequences:
   a. Clinical Project
      NURS 697 Clinical Project in Nursing (6)
   b. Thesis Research
      NURS 699 Thesis Research in Nursing (6)
   c. Comprehensive Examination
      1. NURS 690 Preparation for Comprehensive Examination (2)
      2. NURS 999 Comprehensive Examination (0)
      Includes 51 units of the School Nurse Credential.

**Special Teaching Authorization in Health (STAH): (14 units)**

1. NURS 659 Assessment and Evaluation (4)
2. NURS 660 Nursing Education: Technology in Nursing Education (4)
3. NURS 681 Advanced Public/Community Health Internship I (3)
4. NURS 682 Advanced Public/Community Health Internship II (3)* (*also meets CNS below)

Advanced Public Health Nursing (59-67 units)
510 Clinical Hours

10. Choose from the following:
   a. One of the above concentration sequences
   b. Twelve units of electives.

11. NURS 681& 682 Advanced Public/Community Health Internship I & II (3+3)

12. One of the following culminating sequences (2-6 units):
   A. Clinical Project
      NURS 697 Clinical Project in Nursing (6)
   B. Thesis Research
      NURS 699 Thesis Research in Nursing (6)
   C. Comprehensive Examination
      NURS 690 Preparation for Comprehensive Examination (2) AND NURS 999 Comprehensive Examination (0)

Steps in Pursuit of MSN Degree:

1. To be admitted to the program, you must first apply to California State University, San Bernardino as a graduate student. CSUSB is on a quarter system and accepts new admissions for the Fall, Winter and Spring terms up to one year before the term begins. (It is always best to apply early.) You must apply and be admitted to CSUSB graduate school and the MSN program in the Department of Nursing before you can register for classes. You will need to send transcripts to: Admissions Office, CSUSB, 5500 University Parkway, San Bernardino, CA 92407 before your application will be reviewed for admittance. There is a $55 application fee or you can complete a fee waiver form. Additional documents are to be submitted to the DEPARTMENT – see #2.

2. For admission to the MSN program, the Department of Nursing requires that you have a baccalaureate degree in nursing from an accredited program, OR a baccalaureate degree in a discipline related to nursing. Applicants with non-nursing baccalaureate degrees must meet competencies in research, leadership, and community health. Competency may be verified through coursework, testing or certification; A grade point average of 3.0 (“B”) in the last 60 semester (90 quarter) units attempted; (see p. 8 of the Handbook). Current licensure to practice nursing in California (RN). Professional and/or academic competency in nursing attested through three personal recommendations. Successful completion of an upper division undergraduate statistics course; Completion of NURS 601 Preparation for MSN Learning with Technology (1). Completion of the graduate entrance writing requirement. (Please see program brochure for further information on admission requirements.) Most courses will include on-line components.

3. You can register for classes on line via MyCoyote. Instructions are found in the Class Schedule each quarter. You can also access your grades and financial aid information via MyCoyote.

4. You should contact the Department of Nursing for advising before registering for classes each term.

5. Student consults an assigned faculty advisor to complete a preliminary plan of study. The elective requirements may be revised, if students career goals are indefinite, during the program with the advisor’s approval. Students should not make changes to their program of study without approval from an advisor and submitting a change in the program plan.
6. After completion of 30 quarter units at CSUSB, the student may be advanced to candidacy by filing a final program plan with your advisor and the graduate office.

7. The student makes the decision to complete a thesis, project or comprehensive exam option. ***Students selecting the 45 unit population based MSN are only eligible for the comprehensive exam option. It is important to note that comprehensive exams are not necessarily the easier alternative.

8. The candidate decides upon the thesis, project, or comprehensive exam option. For the thesis or project option, the candidate selects a doctorally prepared CSUSB Department of Nursing faculty member as Chairperson of their committee and together with the Chairperson selects two other members of the thesis/project committee, who must be California State University Nursing faculty. The second member must be prepared at the doctoral level and the third member must at a minimum be prepared at the master’s degree level. A fourth non-faculty committee member may be chosen if desired.

***Additional Steps Thesis/Project Option

9. The candidate prepares a thesis/project proposal, which must be approved by the Thesis/Project Committee in a formal oral proposal presentation. 2 copies of the written proposal and all necessary forms must be filed with the MSN coordinator at least 2 weeks prior to the date of the scheduled preliminary oral proposal.

10. Once the thesis/project oral proposal is approved, the candidate makes revisions to the written proposal as recommended by the committee, and obtains any necessary Institutional Review Board approvals for the thesis/project prior to proceeding with the actual thesis/project. ***Note this must all be completed by October 15th if the student intends to graduate in June. April 1st for December graduation, and June 1st for a March completion. There are no summer completions in the MSN program. If the student does not intend to graduate the following June, proposals may be submitted at a later date.

11. The candidate and the chair of the project/thesis committee must complete the mandatory Online Human Subjects Protection training prior to proceeding with the thesis/project. This online training is available at http://irb.csusb.edu.

10. The graduate files a Graduation Check at the Office of Records, Registration and Evaluations two quarters prior to anticipated graduation. (ie: Fall for Spring graduation)

11. The candidate completes the thesis or project, and with committee approval schedules the final oral defense. 2 copies of the completed thesis/project as well as a brief curriculum vitae, and list of courses and faculty must be submitted to the MSN coordinator at least 2 weeks prior to the scheduled date of the final defense.

12. The candidate prepares for the final oral defense of the Thesis/Project. Candidates may invite guests and members of the university community to attend.

13. Following successful completion of the final oral presentation, the candidate completes revisions of the thesis/project and has it approved by the committee and the Chairperson.

14. The student works with the Office of Graduate Studies to complete the necessary requirements for final approval of the document format. It is strongly recommended that students purchase the manual provided at the Graduate Studies Office and attend the Thesis/Project Formatting seminar hosted by Graduate Studies.

**Additional Steps for the Comprehensive Examination Option
1. Students completing the comprehensive exam option must enroll in NURS 690 Preparation for Comprehensive Examination and 999 Comprehensive Examination.

2. Students with less than a 3.0 cumulative GPA in their coursework are not eligible to take the comprehensive examination. These students must consult with their advisor to determine appropriate coursework for remediation in order to meet this requirement.

3. Students may enroll to take the examination no earlier than the last quarter in which they are taking coursework and must have advanced to candidacy at least one quarter prior to taking the examination.

4. The student must have the results from having filed a Graduation check with the Office of Records, Registration, and Evaluation indicating eligibility for graduation prior to being allowed to take the examination.

5. The comprehensive examination will be read by a minimum of 2 faculty members who will not be aware of the identify of the candidate. If the faculty members do not agree on a pass/fail result, the examination will be read by a 3rd faculty member to make a final determination. The composition of the comprehensive exam readers will be determined by the graduate coordinator or his/her designee prior to students sitting for the exam. Note: depending on the number of students sitting for an exam, there may be more than the minimum of 2 readers. In any case of disagreement of pass/fail, the exam will be read by an additional reader. Under certain circumstances the graduate coordinator may select qualified readers outside of the department of nursing or from other Campuses in the CSU system.

6. If the student fails the comprehensive examination, he/she may not retake the examination in the same term, and must wait to retake the examination during the next term that comprehensive examinations are offered. Comprehensive examinations will not be offered in the summer. No exceptions will be made to this requirement. Students will be expected to complete a remediation plan of study developed by the graduate coordinator in consultation with faculty and the department chair. This plan may include mandatory course repeats, completing reading assignments, literature reviews, papers, and assignments.

7. Students failing the comprehensive exam must retake and pass the examination within one year of the date the initial examination was taken. Per university policy, 2 attempts to pass the comprehensive examination are permitted. It is an exception to allow a third attempt, and requires the student to petition the office of graduate studies. These will only be considered for serious and compelling reasons, such as: accident or illness (physical or mental), serious personal or family problems, or military transfer. Documentation is required.

9/09 Revised by M. Molle, PhD.
Program Planning:

The student and advisor prepare a program plan, which is entered into the student's file. Changes should be approved by the student's advisor. As the student registers for courses they are recorded on the Academic Record. It is the responsibility of the student, with the help of an advisor, to plan for and complete all University pre-requisite requirements, Program requirements including core course requirements, electives, and the thesis/project requirements.

Transfer of Credit:

In some specific cases, graduate courses taken at other universities may be credited for similar courses in the MSN Program. Transfers of credit or waivers will be considered individually with each student along with the major advisor and the Graduate Program Committee. ***A maximum of 12 quarter units (9 semester units) may be considered for credit.

Competency Documentation

**Competency Documentation for MSN Students Admitted with a B.A./B.S. In a Related Field Other Than Nursing**

1. Applicants to the MSN program with a non-nursing baccalaureate degree must write a 3-5 page competency statement related to verification of a knowledge and experience base related to nursing research, leadership, and community/public health.

2. Specific theoretical knowledge related to conducting nursing research, specific leadership management roles/styles, and the provision of public health nursing care should be identified. Documentation should be provided in terms of courses taken, continuing education completed, research conducted, grants written, leadership roles and activities in the work arena, specific certifications received, and nursing care experiences specifically provided to clients in community. Appropriate documents certifying the competencies should be attached to the paper.

3. The graduate faculty will review the competency statement for acceptance or conditional remediation. Recommendations for remediation may consist of testing, course work, independent study etc., and will be assigned at the discretion of the graduate faculty.

Upper Division Writing Requirements

All CSUSB MSN students will be required to pass the upper division writing requirement prior to being fully classified in the program. This can be accomplished by successfully passing Natural Science 306 or the Writing Exemption Examination. For a list of additional course options to satisfy this requirement, please refer to the CSUSB catalogue.

The Honor Society of Nursing (Sigma Theta Tau International)—Membership Eligibility

CSUSB is pleased to have a chapter of the Honor Society of Nursing, Sigma Theta Tau International and would welcome the application of master's students enrolled at Cal State to membership in the society.

Nursing students are invited to membership to the honor society in accordance with the International Bylaws. The purpose of membership is to recognize the achievement of academic scholarship of a superior quality. Because achievement of superior scholarship demonstrates leadership, creativity and overall ability in nursing, membership at this level is based upon the student’s grade point average in nursing and commitment to nursing.

Students in master’s programs are required to achieve a 3.5 GPA on a 4.0 scale or its equivalent. The GPA is computed on existing grades rather than anticipated grades and according to policies of the
university using credits obtained from the university in which the student is enrolled and transfer credits. Students in a master’s program are required to have completed one-fourth of the program of study to be considered for membership. For example, the CNS program at CSUSB requires a total of 59-67 quarter hours; therefore students would be eligible to be considered for membership at the completion of a minimum of 15 hours. This program completion criterion refers to total number of quarter hours and is not limited to nursing courses only.
CSUSB Department of Nursing
Guidelines for Portfolio Development
MSN Program in Nursing

1. Description:  The portfolio is a personal collection of documents designed to assist you in your professional development and to demonstrate your progress and achievements while in the MSN program. The portfolio is documented evidence of learning, which includes self reflection, self-evaluation, peer and professor input of student development. Portfolio development will begin as you enter the MSN program and will continue through completion of the program.

2. Contents:
The portfolio is a method of evaluating personal professional growth. Building of the portfolio begins during the first academic year and continues throughout the program. The portfolio is evaluated by the graduate faculty after the completion of the first year of coursework and at the end of the program.

I. Traditional Documents
   a. Resume or curriculum vitae
   b. Letters of recommendation
   c. License & certifications
      Specialty practice certification
      Basic cardiac life support
      Public health nursing certificate
   d. Personal Self-Assessment (Values Clarification, Personal History)
   e. Professional Career Goals
   f. Personal Philosophy of Nursing Statement
      (Beliefs & values related to nature or man, nursing and advanced practice)
   g. Position Announcement (Advertisement/Letter of Application)
   h. Peer/supervisor evaluations

II. Individual Documents
   i. Education
      Diplomas
      Transcripts
      Test Results (GRE, Miller’s etc)
      Copies of 4 major MSN course papers, including literature review (N645) and program plan (N610) and two others.
      (including teacher evaluation form)
      Clinical Journal from Nurs 600, 610, 620, 681, 682, 688
      Examples of work from “Functional Role Courses”
      Academic Nursing education—curriculum, programs, content outlines developed
      School Nursing
   j. Professional Experience
      Committee work (Policy & Procedure)
      Quality improvement report
      Projects—documentation flow sheet
   k. Honors and Awards
      Program from Dean’s List Convocation
      Letters regarding awards or special scholarships
      Photocopy or picture of a plaque
      Picture or news clipping of awards ceremony
   l. Publications
      Journal article
      Article for newsletter at work, professional association, or school
      Picture of poster session
m. Presentations
   Outline
   Brochure
   Teaching plan
   Picture of poster session

n. Community Activities
   Programs developed or supervised
   Community collaboration or consultation activities
   Health Fair
   Health education seminars
   Pictures or fliers of events
   Professional associations
   Committee work

o. Research
   Research abstract
   Research proposal

p. Continuing Education
   CEU certificates
   Letters of attendance
   Copies of Conference Proceedings/Brochures

q. Thank You Letters
   Clients/Families
   Community Stakeholders
   Agencies – participating, funding or collaborating.
   Administrators

III. Evaluation of Portfolio

r. Personal Evaluation of Professional Portfolio
   What were your feelings as you developed your professional portfolio?
   What aspect of the process went well or was most meaningful?
   What aspect of the process did not proceed well or was least meaningful?
   What did you learn from the experience?
   How can you use what you have learned in your professional nursing practice?
   What do you need to do next in light of this experience?

s. Criteria for Faculty Evaluation of Portfolio
   Portfolio contains all traditional documents
   Portfolio arranged in orderly and easy-to-read format
   Portfolio presented in a neat and professional manner
   There is access to all artifacts for observation
   Portfolio provides tangible evidence of competence
   Portfolio appears to be selective of best accomplishments
   Portfolio demonstrates individuality and creativity
   Curriculum vitae/resume is typed in appropriate format
   Comments

Portfolios will be kept in the student’s academic file located in the nursing department for the duration of the student’s program, and will be reviewed by the graduate nursing committee prior to graduation. The completed portfolio will be returned to the student at the completion of the MSN program.

3. Specific timing of entries into the portfolio will be discussed more specifically by the graduate coordinator
CSUSB Department of Nursing  
MSN Program  
Clinical Expectations

Clinical Criteria

1. Departmental Compliance Requirements—All MSN students must meet departmental compliance requirements prior to attending clinical activities and classes. A list of current compliance requirements is available in the departmental office. Compliance requirements are subject to change.

2. Each student must discuss and finalize plans with the course instructor for appropriate clinical placement related to advanced practice in the community. This clinical placement must be a new and separate learning experience outside of the employment role. Appropriate activities depend on concentration and MSN option selected.

3. Each student must possess an active unencumbered California RN license and current malpractice insurance before any clinical hours are completed.** This can be purchased by paying the 20 dollar fee when billed by the university. A copy of the student's RN license and malpractice insurance must be submitted to the course instructor at the beginning of the course.

4. The number of clinical hours required weekly is an average of 9 hours or 90 hours per quarter.

5. Each student must have an advanced practice clinical preceptor. The clinical preceptor must be prepared at the graduate level, and preferably hold a Master's degree in nursing (MSN or MN). On occasion a clinical preceptor may be permitted to hold a graduate degree in an area other than nursing if the Graduate faculty feels the clinical preceptor has adequate experience and knowledge in the clinical area. Permission for working with a clinical preceptor needs to be obtained from the course instructor. The student must meet and/or communicate with the clinical preceptor on a weekly basis.

6. Students are expected to write personal learning goals and objectives relevant and specific to their clinical placement and the clinical objectives for the quarter. These individual goals and objectives will be part of the clinical journal and may be discussed during seminar meetings, and/or individually with the course instructor.

7. Students are expected to keep a clinical journal. The journal should include:
   a. Documentation of clinical hours and clinical activities for the week.
   b. Documentation of which of the five advanced nursing roles (educator, consultant, research, advanced clinical practice, leadership)
   c. Documentation of course or specialty competencies and objectives met.
   d. Other Comments on clinical experiences.

8. Students are expected to incorporate theoretical concepts from class into clinical learning experiences. It is important to share these concepts both in the clinical journal and during the course.

9. Students are expected to demonstrate professional behaviors and appropriate skills in initiating and completing all clinical competencies.

**The clinical work of this course is assigned a pass/fail grade by the course. A clinical grade of pass is required to complete the course with a passing grade. A written clinical evaluation summary will be completed by the instructor and the clinical preceptor, discussed with the student, and placed in the student's professional portfolio.
CSUSB Department of Nursing
Financial Information
MSN Program in Nursing

GRADUATE, RESIDENT STUDENT FEES*

*As fees are subject to change, please see the “Fees” page in the current Schedule of Classes for official fee information.

California State University, San Bernardino’s Financial Aid Office assists students with applying for grants and educational loans. To begin the process, students must first apply for financial aid by completing the on-line FAFSA (Federal Student Financial Assistance Application). The web site for FAFSA is: http://www.fafsa.ed.gov. The school code for CSUSB is 001142. Students can contact the Financial Aid Office at (909) 880-7800 (or go to UH-150) to determine the status of their financial aid application.

Scholarships are also available to CSUSB students. Contact the Financial Aid Office for further information and applications.

The University is approved for educational benefits by the Veteran’s Administration. To claim V.A. benefits, go to UH-170 to speak with Melissa McQuead.

The Department of Nursing has limited scholarship funds for Nursing Majors. Contact the Department Office (HP-215) for an application form (example on next page).
California State University, San Bernardino
Department of Nursing

APPLICATION FOR NURSING DEPARTMENT SCHOLARSHIP FUNDS

Name_________________________________________ SSN________________________

Last    First    MI

Street Address_____________________________________________________________

City, State, Zip___________________________________________________________

Home Phone___________________________ Work Phone________________________

Degree Program____________________________________________________________

Please write a brief statement of why you have chosen the Master of Science with a Major in Nursing___________________________

__________________________________________________________________________

__________________________________________________________________________

What is your clinical interest?_______________________________________________

$ Amount Needed___________________________________________________________

Reason for Financial Need___________________________________________________

__________________________________________________________________________

__________________________________________________________________________

NOTE:
It is highly recommended that you apply to the federal financial aid (FAFSA) program; this program can provide both grants and loans. You should apply as soon as possible as the process can be rather lengthy. You should apply on-line at http://finaid.csusb.edu. The school code for California State University, San Bernardino is 001142. If you have questions about the application process you can call the Financial Aid Office at (909) 537-5227-7800 or go to University Hall, Room 150.

MSN/Fin Aid App/9/10/07 Revised by M. Hand, EdD