



Master of Science in Nursing

FAMILY NURSE PRACTITIONER TRACK

PEDIATRIC NURSE PRACTITIONER TRACK

NURSE EDUCATOR TRACK

STUDENT HANDBOOK

Fall 2016 – Summer 2017

"Nurse Leaders Begin Here"



Welcome From the Dean

Welcome to the Master of Science in Nursing (MSN) Program at the UNLV School of Nursing (SON). We are proud to report that for the last 3 years, our program has been rated in the top 10% of online graduate nursing programs in the nation. Our motto is “Nurse Leaders Begin Here.” Accordingly, the SON strives to offer a graduate curriculum that reflects current and future trends of the role of the APRN and Nurse Educator. The MSN Program is designed to provide students the opportunity to acquire the knowledge, skills, and abilities requisite to the safe, effective, and efficient advanced practice of nursing. The MSN Program prepares students to become Nurse Practitioners or Nurse Educators. The graduate organizing framework is based on the American Association of Colleges of Nursing (AACN) Essentials and national curriculum guidelines for advanced graduate nursing education. New this year, we provide a seamless bridge through the MS to the DNP and encourage you to consider this option.

We are pleased you chose UNLV School of Nursing to pursue your advanced degree. Welcome! Please take time to read this MSN Student Handbook because it contains information that is critical to your success in our program.

Carolyn Yucha

Carolyn Yucha, PhD, RN, FAAN
Dean, School of Nursing



Welcome From the MSN Coordinator

Welcome to the UNLV School of Nursing MSN Program. Our program has been designed and developed to educate advanced practice nurses to improve the health and well-being of individuals and communities via the roles of nurse practitioner and nurse educator. As faculty, we guide you through coursework to gain the necessary knowledge and skills to perform the role of advanced practice nurse. This program provides an opportunity to grow as a professional, expand your horizons, and develop leadership skills for daily use. Please read and use this handbook containing program details, policies, and procedures. This guide is your navigational tool from the beginning to end of the program, so please take the time to read this thoroughly as well as keep an electronic copy for future reference.

I welcome you to the MSN program and look forward to working with each student as you progress through The UNLV School of Nursing.

Susan S. VanBeuge

Susan S. VanBeuge, DNP, APRN, FNP-BC, CNE, FAANP

INTRODUCTION

Welcome to the School of Nursing (SON) at the University of Nevada, Las Vegas (UNLV). We look forward to working with you to achieve your academic and professional goals. This student handbook is designed as a resource for information pertinent to the MSN program. The SON and/or the Graduate College may modify programs, policies, or procedures in the future. The UNLV SON reserves the right to change, without notice, any statement in this handbook, concerning but not limited to, curricula, course, faculty, tuition, fees, policies, and rules. If course or curriculum changes take place after you commence the program, we will make every effort to implement the changes in your best interest.

It is the responsibility of the individual student to familiarize him/herself with the School of Nursing policies and to act in accordance with them. This handbook is a supplement to the Graduate College Catalog. Students must abide by the policies outlined in the Graduate College Catalog and overall university policies, particularly the code of student conduct and use of social media. In order to become familiar with the Graduate College Catalog, in addition to other tools and timelines to enrich your UNLV experience, refer to the Graduate College resources for current students at:
<http://www.unlv.edu/graduatecollege/current>

INFORMATION ABOUT E-MAIL

The Graduate Program in the SON maintains a listserv that is available to master's students. We will add you to this listserve upon acceptance into one of the MSN tracks. Only official UNLV e-mail addresses (Rebel Mail) will be used for communication per UNLV policy. Every student is given a Rebel e-mail address upon official admission and enrollment at UNLV. You may forward all your Rebel Mail messages to your preferred e-mail address if you have another e-mail account. However, it has been noted in the past that not all messages forward so we strongly encourage you to check your Rebel Mail daily. Additionally, e-mail is the main vehicle used by the SON to provide students vital information about scholarships, announcements, class information, etc. Also, faculty and administrators frequently use e-mail to communicate with students.

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CHAPTER I
INFORMATION ABOUT THE UNIVERSITY OF NEVADA, LAS VEGAS

University of Nevada, Las Vegas
4505 Maryland Parkway
Box 453018
Las Vegas, Nevada 89154-3018
Main telephone number: (702) 895-3011
School of Nursing: (702) 895-3360

Over 28,000 students attend classes at UNLV's 335-acre campus. Most students are Nevada residents, however, a lively mixture of international and out-of-state students add to the cosmopolitan quality of the campus.

UNLV is fully accredited by the Northwest Association of Schools and Colleges, and many academic programs have received further accreditation from independent national accrediting bodies. The School of Nursing is approved by the Nevada State Board of Nursing (NSBN), and the Commission on Collegiate Nursing Education (CCNE).

ACADEMIC CALENDAR

There are three 15-week trimesters: fall (early September to mid-December), spring (early January to late April), and summer (mid-May to late August) for all SON programs. Please note that the School of Nursing operates on a different calendar from the rest of the university (<http://www.unlv.edu/nursing/student-resources/calendar>). See Appendix A for the fall academic calendar.

RESOURCES ON CAMPUS

Library: The Lied Library opened in summer 2000. It occupies 327,000 square feet in five stories. The library has 2,500 study spaces, more than half of them with full network connections. Laptops are available for in-library use and students may access the internet via wireless access. The library also offers an Information Commons with microcomputer workstations; a Collaborative Learning Center offering electronic instructional rooms; a 24 hour study space; and a media distribution system and retrieval system capable of storing 1.2 million volumes.

The Lied Library includes a Special Collections section that provides unique materials relating to Las Vegas and southern Nevada history. It also houses the Gaming Research Collection and the Nevada Women's Archives.

The Library offers access to information resources and databases available in electronic format. NEON Web (Nevada Educational Online Network) serves as the gateway to the library's online catalog and to catalogs in other libraries as well as over 15,000 electronic journal indices, more than 7,000 electronic books, selected full-text items and the World Wide Web. Services also include traditional reference and information assistance; individualized and classroom instructional sessions on subject-related resources and technologies; and interlibrary loan and document delivery.

Book Store: The University Bookstore is conveniently located behind the Student Union. Rebel Books is located on Maryland Parkway across from the University. Both bookstores have the required and recommended textbooks available for purchase. Other merchandise available includes supplies required for courses, reference materials, emblematic souvenirs, insignia clothing and a variety of sundry items. Both bookstores have extended hours of operation during the first week of the semester. You can order your textbooks online at: <http://unlv.bncollege.com>. The phone number for the University Bookstore is (702) 895-3290.

Alternate Method to Purchase Books: Many students may not have easy physical access to the UNLV Bookstore. You can choose to purchase your textbooks online either from the UNLV Bookstore or from an online textbook company such as Amazon.

Student Union: The Student Union's primary concern is to cooperate with university groups to promote and coordinate a full range of programs and events, which add to the color and life of the campus environment. It also provides the various services, conveniences and amenities the members of the university community need in their daily life on campus. Serving as the central gathering place for the entire university community, the Student Union houses cafeteria and delicatessens, coffee bar, game rooms, a spacious theater, lounges, and meeting and program rooms. Offices of the Consolidated Student Government (CSUN) are located on the first floor. The campus newspaper and radio station offices are also in the Student Union.

Graduate College Office: This office is located on the 3rd floor of the Flora Dungan Humanities Building (FDH). This office receives the application forms and transcripts for admission to the graduate college. The Graduate College is responsible for tracking the admission, progression, and graduation of students. They deal with enrollment and registration problems and receive necessary forms graduate students need to submit as they progress through their degree programs.

Student Enrollment and Financial Services: This office can answer questions regarding residency requirements and is responsible for the processes of registration, withdrawals and recording graduation. The staff handles students' questions about their records and provides transcripts and enrollment certification documents (702-895-3443).

Career Services: The Career Services Center is designed to educate and assist students in all majors with the career planning and job search process. Services include resume writing, self-assessment resources, and videotaping equipment. They are located in the Student Services Complex Bldg A, Room 201 (702-895-3495).

Disability Resource Center (DRC): Provides academic accommodations for students with documented disabilities that are otherwise qualified for university programs. To establish services, students need to provide to the Center appropriate documentation of their disability, from a recognized professional or fill out the online form to be evaluated. The center is located in the Reynolds Student Services Complex Bldg A, Room 143 (702-895-0866).

Counseling: Student Psychological Service Center (CAPS) offers free professional counseling in the areas of personal, social and emotional concerns. Couples counseling, career development drug and alcohol use assessment and group counseling are also offered. These services, provided by clinical and counseling psychologists, are available to all currently enrolled students. The center is located in the Student Recreation & Wellness Center, 3rd floor (702-895-3627).

Student Health Service: The Student Health Center offers services to registered and enrolled UNLV students. The center is located on campus, and is open every school day from 8:00 am to 6:00 pm Monday-Thursday and from 9:00 am to 5:00 pm on Friday. The Center staff includes nurse practitioners, physicians, registered nurses and support personnel to provide essential health services. Services offered include health information and advice, treatment for minor illness and first aid, early detection and referral of chronic illnesses, pregnancy testing and contraception, sexually transmitted disease screening and treatment, and evaluation of substance abuse. To obtain a full list of services, phone (702) 774-7119. A student health fee is charged to all students to defer some of the costs of services.

In accordance with state law, all admitted students must prove immunity to tetanus, diphtheria, measles, mumps, rubella and others that may be specified by the State Board of Health, prior to being permitted to register for classes. Meningitis vaccines are recommended. In addition, nursing students are required to demonstrate proof of Hepatitis B vaccinations, Varicella vaccination, and annual tuberculosis testing. All newly admitted students are required to complete the Admission Health Report Form prior to registration for classes. For further information contact the Student Health Service at (702) 774-7119.

All graduate nursing students are required to maintain and show proof of current health insurance, malpractice insurance, and current license as an RN.

Student Health Insurance: Is available to students enrolled in at least seven credits. This plan provides services beyond those available through the Student Health Center. Optional dependent insurance is also available. Claim form and brochures may be picked up in the Health Services Office or Cashier's Office prior to the beginning of each semester. For more information contact the Student Health Services at (702) 774-7119 or <http://www.unlv.edu/srwc/health-insurance>.

****Beginning Fall 2013, health insurance is mandatory for graduate students enrolled in 9 or more credits.**

Student Enrollment and Financial Services: This office can answer questions regarding residency requirements and is responsible for the processes of registration, withdrawals and recording graduation. The staff handles students' questions about their records and provides transcripts and enrollment certification documents (Phone: 702-895-3443).

Veteran Services: The Veterans Administration recognizes the University of Nevada, Las Vegas as a fully accredited institution of higher learning where qualified veterans, service persons, certain wives, widows and children may pursue their educational goals under the various chapters of the Veterans' regulations (G.I. Bill, etc.).

The Veteran Services office functions primarily for certification of enrollment status to the Veterans Administration. In addition, the office attempts to help veterans with questions about eligibility, specific problems and education benefits. The office is located in the Student Services Complex Bldg A, Room 311 (702-895-2290).

Housing and Food Service: Dormitories provide on-campus housing for enrolled single students, or those living away from spouse and/or children. The Office of Campus Housing is responsible for the development of a comprehensive housing and food service program. Applications for residency may be acquired by writing to Campus Housing, through the UNLV web site <http://unlv-housing.com/> or by calling 702-359-0300. Applications are processed as they are received.

The Hazel M. Wilson Dining Commons serves dormitory residents and other university students. Students living off campus may purchase a meal card or may pay in cash for each meal in the Dining Commons.

Housing when coming to UNLV:

For hotel accommodations for those who want to stay close to UNLV main campus, one of the closest hotels (about a 10 minute walk) is The Hyatt Place; 4520 Paradise Road; Las Vegas, NV 89169 (702) 369-3366.

GENERAL REGULATIONS AND REQUIREMENTS OF THE UNIVERSITY

Students are responsible for knowing and observing the Rules and Disciplinary Procedures for Members of the University Community (NSHE Code, Chapter 6). This code outlines the responsibilities of students, as well as the rules, sanctions and hearing procedures in effect on the campus. Any conflict between this code and the School of Nursing Handbook shall be interpreted in favor of the code. Printed copies of the code are available at the Division of Student Life.

Use of Automobiles: University parking and traffic regulations govern all vehicles operated on the campus, and violators are subject to a fine. The regulations are enforceable in the civil courts, as well as through the internal processes of the university. Each student must complete an automobile registration card and purchase a parking permit during registration. This permit will allow authorized users to park on campus in accordance with published parking regulations. Students should obtain a copy of the regulations booklet when applying for their permit. Stickers and information can be obtained from the University Police Office in the Claude Howard Public Safety Building at times other than the registration period as well. Students attending classes one-to-three times per semester can purchase day parking passes at the Claude Howard Public Safety Building.

Alcoholic Beverages: The storage, possession, and/or use of alcoholic beverages, is not allowed on the university campus or other university property unless prior approval is obtained in writing from the University President. The President will only grant this authorization upon being satisfied that proper supervision is provided in the dispensing of alcoholic beverages.

Change of Address: Any change of address should be reported immediately to the Registrar's Office and to the School of Nursing. Any correspondence from the university mailed to the last address provided by the student to the Registrar will discharge all university responsibility for notification.

Use of University Facilities: University facilities including campus grounds are provided primarily for the support of the regular educational functions of the university and the activities necessary for the support of these functions. The university's functions take precedence over any other activities in the use of university facilities. Freedom to speak and to hear will be maintained for students, faculty and staff, and university policies and procedures will be used to provide a full and frank exchange of ideas. An invitation to speak at the university does not imply that the university endorses the philosophy or ideas presented by the speaker.

Any fund raising efforts by student organizations off campus must be cleared by the Dean of Student Services.

University facilities may not be used for the purpose of raising monies to aid projects not related to some authorized activity of the university or of university groups, and no efforts at conversion and solicitation by uninvited non-campus groups or individuals will be permitted on campus.

Academic Misconduct: Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution.

An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the *Student Academic Misconduct Policy* located at: <http://www.unlv.edu/studentconduct/misconduct/policy>.

The School of Nursing faculty reserves the right to have student papers analyzed by the internet service "Turnitin" for plagiarism. For more information about plagiarism go to: http://turnitin.com/assets/en_us/media/plagiarism_report.php. I highly recommend that you take the short quiz after you view the short video.

If any member of the university community is deemed guilty of academic dishonesty, any other member may bring action under the Rules and Disciplinary Procedures for Members of the University Community. For further information contact the Office of Student Conduct at (702)895-2308.

Copyright: The University requires all members of the University Community to become familiarize with and follow copyright and fair use requirements. **You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws.** Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: <https://www.unlv.edu/provost/copyright>.

Disability Resource Center (DRC): UNLV complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Disability Resource Center (DRC) determines accommodations that are “reasonable” in promoting the equal access of a student reporting a disability to the general UNLV learning experience. In so doing, the DRC also balances instructor and departmental interests in maintaining curricular standards so as to best achieve a fair evaluation standard amongst students being assisted. In order for the DRC to be effective it must be considered in the dialog between the faculty and the student who is requesting accommodations. For this reason faculty should only provide students a course adjustment after having received this “Academic Accommodation Plan.” If faculty members have any questions regarding the DRC, they should call a DRC counselor. The DRC is located in the Student Services Complex (SSC-A), Room 143, phone (702) 895-0866, fax (702) 895-0651. For additional information, please visit: <http://www.unlv.edu/drc>

Religious Holidays Policy: Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor no later than the last day of late registration of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. This policy shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship on the instructor or the university which could have been avoided. For additional information, please visit: <http://catalog.unlv.edu/index.php>.

Tutoring: The Academic Success Center (ASC) provides tutoring and academic assistance for all UNLV students taking UNLV courses. Students are encouraged to stop by the ASC to learn more about subjects offered, tutoring times and other academic resources. The ASC is located across from the Student Services Complex, #33 on the current UNLV map. Students may learn more about tutoring services by calling (702) 774-4625, emailing tutoring@unlv.edu, or visiting the tutoring web site at: <http://www.unlv.edu/asc/tutoring>.

UNLV Writing Center: One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority. Appointments may be made in person or by calling 895-3908. The student’s Rebel ID Card, a copy of the assignment, and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: <http://writingcenter.unlv.edu/>

Rebelmail: By policy, faculty and staff should e-mail students’ Rebelmail accounts only. Rebelmail is UNLV’s Official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students’ e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu.

ADA Accommodations: For all faculty and staff (professional and classified) ADA accommodation determinations, please contact EEO/AA Compliance Office, located in Flora Dungan Humanities (FDH), Room 512, (702) 895-3656. See <https://www.unlv.edu/compliance> for additional information.

Classroom Policies/Rules: It is a faculty member's discretion and prerogative to determine what is and is not acceptable behavior in his or her classroom (e.g., late arrival, wearing hats). Also, classroom occupants are at the discretion of the instructor (per UNLV General Counsel). SON Policy S-6 prohibits bringing children to class, and it falls within the Student Conduct Code, Section Two, III. K. and L. relating to “disrupting” the classroom and/or university operations. See <https://www.unlv.edu/studentconduct>.

Consensual Relationships: UNLV prohibits romantic or sexual relationships between members of the university community when one of the individuals involved has direct professional influence or direct authority over the other, such as a preceptor in the MSN Program. For further information, see <http://www.unlv.edu/hr/policies/nepotism>

Final Examinations: The University requires that final exams given at the end of a course occur at the time and on the day specified in the class schedule.

General Classroom Procedures: Faculty members are expected to hold class meetings that are:

- Consistent with the course schedule. When faculty members must miss an occasional class (e.g., for professional meetings, due to sickness, or for the observance of a religious holiday), they are expected to reschedule that class meeting or to arrange for a replacement, or provide alternative instruction or assignments (see complete *Missed Classes* policy at: <http://www.unlv.edu/assets/provost/policies-forms/Missed-Classes-Teaching-Staff-3.2012.pdf>)

- Maintain a predictable number of office hours which shall be posted and the faculty shall be available to students, colleagues, and others;
- Evaluate academic performance fairly;
- Counsel students;
- Carry through with their workload commitment in accordance with UNLV, college/school, and department/unit bylaws. Faculty members should have prior approval from their supervisor before missing/rescheduling classes and/or missing other scheduled duties, with the exception of emergencies (complete *Missed Classes* policy at: <http://www.unlv.edu/assets/provost/policies-forms/Missed-Classes-Teaching-Staff-3.2012.pdf>)
- Continue their professional development; and
- Meet their obligations to the university community.

Missed Class(es)/Student: As a general rule, a student missing a class or laboratory assignment because of observance of a religious holiday shall have the opportunity to make up missed work. Students must notify the instructor of anticipated absences by the last day of late registration to be assured of this opportunity. Faculty may give students an additional week, but are encouraged to set a clear deadline.

NOTE: Students who represent UNLV at any official extracurricular activity shall also have the opportunity to make up assignments, but the student must provide official written notification to the instructor no less than one week prior to the missed class(es).

This policy shall not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the university that could reasonably have been avoided. There should be a good faith effort by both faculty and student to come to a reasonable resolution. When disagreements regarding this policy do arise, they can be appealed to the department chair/unit director, college/school dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to: band, drama, intercollegiate athletics, recruitment, and any other activity sanctioned by a college/school Dean, and/or the Executive Vice President and Provost.

Saturday Classes Holiday Schedule: In general, if a holiday falls on a Monday, then Saturday classes meet. If a holiday falls on a Friday, then Saturday classes do not meet. To review the Faculty Senate policy detailing when Saturday classes are considered holidays, please see “Saturday Classes Holiday Policy” in the alphabetical listing http://www.unlv.edu/assets/provost/policies-forms/FS-SAT_CLASS_HOLIDAY_POLICY_9-14-05.pdf

Teaching Evaluations: In order to evaluate the effectiveness of teaching at UNLV, course evaluations are required to be administered at the end of each course. Teaching evaluations are a very important piece of assessment data and it is important that the reliability, validity, and legitimacy of these instruments be maintained. The minimum standards for administering these evaluations (Anonymity, Objectivity and Post-Evaluation Procedures) are outlined in the document “Minimum Standards for Teaching Evaluation by Students” which can be found at <http://www.unlv.edu/assets/provost/policies-forms/Minimum-Standards-for-Teaching-Evals-8.17.2011-signed.pdf>. This document has been approved unanimously by the Academic Council of Deans and the Executive Vice President and Provost as reflecting the minimum standards that apply to all departments/schools/units when administering student evaluations of teaching.

Equal Opportunity: The University of Nevada, Las Vegas (UNLV) is committed to and will provide equality of educational and employment opportunity for all persons regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, marital status, pregnancy, veteran status, or political affiliation — except where sex, age, or ability represent bona fide educational or employment qualifications or where marital or veteran status are statutorily defined eligibility criteria for federal or state benefit programs. Inquiries concerning compliance with federal or state laws prohibiting such discrimination should be directed to the Office of Diversity Initiatives, FDH 560 phone (702)895-5580.

The University of Nevada, Las Vegas, is dedicated to the equality of educational opportunity, and the creation and maintenance of a campus environment free of barriers that discriminate against individuals with disabilities. Equality in access is achieved through reasonable classroom accommodations, and reasonable adaptation of examination and evaluation procedures. In the same vein, becoming an MSN student requires the completion of a professional education program that is both intellectually and physically challenging. The candidate should be able to perform in a reasonably independent manner. Reasonable accommodation does not mean that students with disabilities will be exempt from certain tasks.

The following are academic tasks that applicants are expected to meet in order to participate in the School of Nursing programs and professional practice.

1. **Observation**
The applicant must be able to observe demonstrations and experiments in basic and applied sciences, as well as in didactic courses in nursing theory and practice. The applicant must be able to accurately observe a patient for the purpose of assessment, intervention and evaluation. Observation requires the use of judgment as well as the functional use of the senses of vision, audition, olfaction and palpation.
2. **Communication**
An applicant must be able to read, write, speak and understand English at a level consistent with successful course completion. The applicant must be able to communicate effectively and sensitively with patients and all members of the health care team.
3. **Motor**
Applicants must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other evaluative procedures. An applicant must possess all skills necessary to carry out diagnostic or therapeutic procedures and be able to interpret appropriate examinations and procedures. Applicants should also be able to execute reasonable motor movements required to provide general or emergency treatment of patients.
4. **Conceptual-Integrative and Quantitative Abilities**
The applicant must be able to measure, calculate, reason, analyze, evaluate, and synthesize complex information. Problem solving is a critical skill demanded of nurses and requires all of the aforementioned intellectual abilities.
5. **Behavioral and Social Attributes**
Applicants must possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the assessment, intervention and evaluation of patients and the development of mature, sensitive and effective relationships with patients and co-workers. Applicants must be able to tolerate physically-taxing workloads and to function effectively under stress and adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical care of many patients. Compassion, integrity, concern for others, interpersonal skills such as interest and motivation are all qualities which each applicant should possess.

More detailed explanation of typical skills required to meet the essential behaviors are detailed later in this document.

UNIVERSITY GRADING SCALE AND SYMBOLS

Within the university system an instructor has the right to provide final grades utilizing either a 4-point scale (A through F) or a plus and minus system.

A Superior	F Failing	X Hold Grade
B Above Average	AD Audit	
C Average	I Incomplete	
D Below Average	S Satisfactory	

CHAPTER II REGISTRATION REQUIREMENTS

NOTICE OF ACCEPTANCE

Once students are notified by the Graduate College of their acceptance to the School of Nursing Master's degree program, the School of Nursing sends the new student important information regarding the online program. Students must do the following prior to the start of their first semester.

Computer Hardware/Software Needed by Each Student:

Since the majority of courses are taught online, you will need the following hardware/software for your home computer:

1. Computer/Laptop
2. CD/DVD player (internal or external)
3. Scanner (*scanner should be compatible with your operating system*)
4. High-speed Internet connectivity
5. The following required software can be downloaded online from UNLV's Student Computing Support Center: a) Microsoft IE (*browser*), b) RealPlayer (*plug-in for video/audio*), and c) Adobe Acrobat Reader (*web browser plugin which enables users to open .PDF files*). Go to URL: <https://oit.unlv.edu/software-and-computers/software> to download. For questions regarding downloading and for technical support, contact UNLV's Student Computing Support Center at 702-895-0777.
6. Microsoft Office can be purchased by UNLV students at a discounted rate. See URL: <https://oit.unlv.edu/software-and-computers/software>
7. File Compression software (e.g. WinZip-PC, ZipIt-Mac)

UNLV Accounts Students need to Activate:

There are **three (3)** UNLV accounts you will need to activate prior to orientation.

1. The first account is your **UNLV Rebelmail**. *IMPORTANT! Please use this account for all your UNLV correspondence.* If you do not activate this account, you will not get any UNLV-wide student announcements or be able to participate in the graduate listserv dialog. You can activate this account by going to: <http://rebelmail.unlv.edu> and following the online instructions.
2. The second account to activate is your **ACE account**. ACE accounts are created for students upon admission to UNLV. Students will receive an email to their personal email account with their ACE credentials and account setup instructions. The ACE account will grant access to various campus resources once a student has enrolled in a course.
3. The third account to activate is your UNLV **WebCampus** account that you can do by going to <https://webcampus.unlv.edu> For additional information, click on "First time logging in?" under students on the right panel. (*Note: Once you've completed the registration process, the course(s) you registered for will automatically be added to your WebCampus account the following night. You will not be able to log into WebCampus until 24 hours after registering and no earlier than the first week before classes.*)

TIME LINE FROM ADMISSION TO GRADUATION

STEPS	WHO	DEADLINES
Advisor Assigned	MSN Coordinator	Upon admission to Graduate College. (Selected by SON coordinator from graduate faculty)
Submit Degree Audit Companion Form provided by Admin Assistant	SON Admin Office will forward to the Master's student	Prior to end of 2 nd semester.
Apply for Graduation via MyUNLV	Master's Students	The exact deadline is announced each semester in the UNLV Schedule of Classes.
Graduation	Master's Students	Degree granted after all requirements are fulfilled. Students may not participate in commencement until all degree requirements are fulfilled.

Note: Bold text indicates specific Graduate College forms (titled in bold). School of Nursing staff will assist students with this process and ensure all correct forms are completed at the appropriate time.

CHAPTER III
SCHOOL OF NURSING PHILOSOPHY, PURPOSES AND PROGRAM OUTCOMES

MISSION STATEMENT

Our mission is to educate nurses at the undergraduate and graduate levels to meet health care needs in Nevada and beyond. The School of Nursing promotes, improves, and sustains human health through evidence-based education and advances in research and practice.

MSN Philosophy

The Master of Science in Nursing program has a twofold purpose: to build upon the baccalaureate foundation in the preparation of advanced clinicians and educators in nursing and to provide a foundation for doctoral study by promoting scholarly inquiry. These purposes are consistent with the mission and goals of the university and the School of Nursing.

Faculty believes that students at the graduate level bring a rich background of formal education, nursing practice and life experience to the master's program. These qualities are essential in cultivating a collegial environment in which mutual teaching and learning occurs between students and faculty. Students at the master's level are responsible for learning through active inquiry in the areas of theory, research and practice. Through critical self-reflection, students work to develop goals and objectives that will meet course outcomes and personal learning needs. Faculty serves as facilitators, coaches and mentors as students assume more independence in their learning.

The program endeavors to meet the needs of both nurses and the community. For nurses, the program provides the opportunity to pursue academic, advanced study in an area of personal interest. For the community, the program prepares advanced practice nurses who will serve the health needs of those in both urban and rural settings, and nurse educators who will educate future nursing care providers.

PURPOSE:

The School of Nursing Graduate Program is designed to provide students pursuing a career in nursing the opportunity to acquire the knowledge, skills and abilities requisite to the safe, effective and efficient advanced practice of nursing. The Master of Science in Nursing (MSN) currently offers the opportunity to become a family nurse practitioner (FNP), pediatric nurse practitioner (PNP), or a nurse educator (NE).

MSN PROGRAM OUTCOMES:

By the end of the MSN program, students will be able to:

1. Integrate scientific findings from health and educational fields to include but not limited to nursing, social sciences, and humanities.
2. Assimilate leadership at the organizational and systems level to advance safe high quality outcomes in clinical or educational settings.
3. Apply continuous quality improvement measures to achieve positive outcomes in clinical or educational settings.
4. Utilize a systematic, scholarly approach to translate, apply, and disseminate evidence based research in clinical or educational settings.
5. Incorporate health related technologies to deliver care, coordinate care, and analyze data to improve outcomes.
6. Practice advocacy to improve education, the health of the public, and the profession of nursing.
7. Employ culturally appropriate skills in communicating and collaborating with interdisciplinary teams to achieve positive outcomes in clinical or educational settings.
8. Synthesize social, cultural, financial, legal, ethical, and political influences to advance nursing practice, healthcare, and education.
9. Model the professional role of an advanced practice nurse or nurse educator in daily practice.

NURSING STANDARDS

The American Nurses Association has defined standards and codes by which all nurses practice. As a professional program it is expected that students will demonstrate behaviors that reflect the defined standards of nursing throughout their academic experience. Students in the specialty areas will also be guided by published standards appropriate to their specialty.

American Nurses Association Standards of Nursing Practice

1. The collection of data about the health status of the client/patient is systematic and continuous. The data are accessible, communicated, and recorded.
2. Nursing diagnoses are derived from health status data.
3. The plan of nursing care includes goals derived from the nursing diagnoses.
4. The plan of nursing care includes priorities and the prescribed nursing approaches or measures to achieve the goals derived from the nursing diagnoses.
5. Nursing actions provide for client/patient participation in health promotion, maintenance and restoration.
6. Nursing actions assist the client/patient to maximize his health capabilities.
7. The client's/patient's progress or lack of progress toward goal achievement is determined by the client/patient and the nurses.
8. The client's/patient's progress or lack of progress toward goal achievement directs reassessment, reordering of priorities, new goal setting and revision of the plan of nursing care.

CODE OF ETHICS

The graduate program also adheres to the Code of Ethics for Nurses as published by the American Nurses Association (2015). Interpretive statements related to the statements identified below may be found at <http://www.nursingworld.org/ethics>

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

DEGREE REQUIREMENTS



MSN Curriculum Framework

MSN Core Courses	
703 – Advanced Health Assessment	3
704 – Advanced Pathophysiology and Genetics I	3
730 – Advanced Pharmacology and Genetics II	3
706 – Nursing Theory and Research	3
711 – <i>Informatics and Quality Improvement</i>	3
713 – Health Policy & Population Health	3
Total MSN Core credits	18

Family Nurse Practitioner	
701 – Diagnostic Reasoning and Clinical Decision Making for the FNP	2
714 – Family Theory and Health Promotion*	2
740R – FNP Adult and Women’s Health	6
750R – FNP Children and OB	6
760R – FNP Geriatric & Chronic Illness	8
752 – Nurse Practitioner Business and Roles*	3
761– Clinical Synthesis*	1
Total FNP credits	28
Plus MSN Core credits	18
TOTAL MSN-FNP credits	46

**denotes NP core*

Pediatric Nurse Practitioner	
702 – Diagnostic Reasoning and Clinical Decision Making for the PNP	2
714 – Family Theory and Health Promotion*	2
734 – Primary Prevention in Pediatrics: Well Child and Adolescent	6
744 – Primary Prevention in Pediatrics: Common Problems	6
764 – Primary Prevention in Pediatrics: Chronic Illness	6
752 – Nurse Practitioner Business Roles*	3
761 – Clinical Synthesis*	3
Total PNP credits	28
Plus MSN Core credits	18
TOTAL MSN-PNP credits	46

**denotes NP core*

Program to end spring 2017

Nurse Educator	
709 – <i>Teaching and Learning in Nursing Education</i>	3
710 – <i>Course Level Evaluation Strategies for Nurse Educators</i>	3
724 – <i>Developing & Evaluating Curriculum in Nursing Education</i>	4
733 – <i>Nursing Education Practicum I</i>	2
743 – <i>Nursing Education Practicum II</i>	2
753 – <i>Nurse Educator Scholarship Project</i>	1
Total NE credits	15
Plus MSN Core credits	18
TOTAL MSN-NE credits	33

SAMPLE PLANS OF STUDY

University of Nevada, Las Vegas
School of Nursing
MSN Program
Nursing Education Track

Credits: 33

The Nursing Education Track prepares the graduate to accept a faculty position within a program of nursing or a nurse educator position in a clinical setting. The student will increase mastery related to teaching and learning and evaluation strategies, curriculum design, and the use of educational technologies. Via directed study and mentorship with experienced faculty, students will enhance clinical expertise in a selected specialty area. Graduate students will have the opportunity to supervise basic nursing students in clinical practice areas and/or work with nurse educators in clinical settings in the preparation, delivery and evaluation of educational programs for nurses.

Courses:

Credits:

1st Semester (FALL)

<i>NURS 703</i>	<i>Advanced Health Assessment</i>	3
<i>NURS 704</i>	<i>Advanced Pathophysiology and Genetics I</i>	3
<i>NURS 706</i>	<i>Nursing Theory and Research</i>	3
<i>NURS 709</i>	<i>Teaching & Learning in Nursing Education</i>	3

2nd Semester (SPRING)

<i>NURS 710</i>	<i>Course Level Evaluation Strategies for Nurse Educator</i>	3
<i>NURS 711</i>	<i>Informatics and Quality Improvement</i>	3
<i>NURS 730</i>	<i>Advanced Pharmacology and Genetics II</i>	3
<i>NURS 733</i>	<i>Nursing Education Practicum I</i>	2

3rd Semester (SUMMER)

<i>NURS 713</i>	<i>Health Policy and Population Health</i>	3
<i>NURS 724</i>	<i>Developing & Evaluating Curriculum for Nursing Education</i>	4
<i>NURS 743</i>	<i>Nursing Education Practicum I</i>	2
<i>NURS 753</i>	<i>Nurse Educator Scholarship Project</i>	1

33

Denotes MSN Core Course

University of Nevada, Las Vegas
 School of Nursing
 MSN Program
 Pediatric Nurse Practitioner (PNP) Track

**Program to end spring 2017

Credits: 46
Clinical Hours: 675

The Pediatric Nurse Practitioner Track prepares the graduate to work as a nurse practitioner in a variety of settings, perform health histories and physical examinations, order and interpret diagnostic tests, diagnose and manage acute and chronic diseases, prescribe medication and treatments, provide patient and family counseling and education regarding lifestyle behaviors.

Courses:	Credits:
1 st Semester (FALL)	
NURS 702 Diagnostic Reasoning and Clinical Decision Making for the PNP (*) (45 clinical hours)	2
NURS 703 <i>Advanced Health Assessment</i> (*)	3
NURS 704 <i>Advanced Pathophysiology and Genetics I</i>	3
2 nd Semester (SPRING)	
NURS 711 <i>Informatics and Quality Improvement</i>	3
NURS 730 <i>Advanced Pharmacology and Genetics II</i>	3
3 rd Semester (SUMMER)	
NURS 714 Family Theory and Health Promotion	2
NURS 734 Primary Prevention in Pediatrics: Well Child and Adolescent	2
NURS 734L Primary Prevention in Pediatrics: Well Child and Adolescent (*) (180 clinical hours)	4
4 th Semester (FALL)	
NURS 706 <i>Nursing Theory and Research</i>	3
NURS 744 Primary Prevention in Pediatrics: Common Problems	2
NURS 744L Primary Prevention in Pediatrics: Common Problems (*) (90 clinical hours)	2
5 th Semester (SPRING)	
NURS 764 Primary Prevention in Pediatrics: Chronic Illness	2
NURS 764L Primary Prevention in Pediatrics: Chronic Illness (*) (270 clinical hours)	6
6 th Semester (SUMMER)	
NURS 713 <i>Health Policy and Population Health</i>	3
NURS 744L Primary Prevention in Pediatrics: Common Problems (*) (90 clinical hours)	2
7 th Semester (FALL)	
NURS 752 Nurse Practitioner Business and Roles	3
NURS 761 Clinical Synthesis	1
	46

Denotes MSN Core Course

(*) Indicates course has lab/clinical component.

University of Nevada, Las Vegas
 School of Nursing Graduate Program
 Post-Master's Nursing Education Certificate

Credits: 21

Individuals who already hold a master's degree in nursing and meet the admission qualifications may take courses leading to the Nursing Education Post-Master's Certificate. Admitted students take the required courses and are awarded a certificate documenting the completion of the required course work. The Nursing Education Post-Master's Certificate program prepares individuals for teaching positions within a program of nursing or a nurse educator position in a clinical setting.

Courses:	Credits:
1st Semester (FALL)	
<i>NURS 703</i> <i>Advanced Health Assessment (*)</i>	3
<i>NURS 704</i> <i>Advanced Pathophysiology and Genetics I</i>	3
<i>NURS 709</i> <i>Teaching & Learning in Nursing Education</i>	3
2nd Semester (SPRING)	
<i>NURS 710</i> <i>Course Level Evaluation Strategies for Nurse Educator</i>	3
<i>NURS 730</i> <i>Advanced Pharmacology and Genetics II</i>	3
<i>NURS 733</i> <i>Nursing Education Practicum I</i>	2
3rd Semester (SUMMER)	
<i>NURS 724</i> <i>Developing & Evaluating Curriculum for Nursing Education</i>	4
	21

Denotes MSN Core Course

(*) Indicates course has lab/clinical component.

COURSE DESCRIPTIONS:

CORE COURSES FOR STUDENTS IN ALL TRACKS

NURS 703 – Advanced Health Assessment – 3 credits

This course will build upon health assessment skills developed in the nursing undergraduate program. Emphasis will include developing advanced techniques in history taking and physical examination to prepare students for roles having components of direct care practices.

NURS 704 – Advanced Pathophysiology and Genetics I – 3 credits

Emphasis on physiologic mechanisms and pathophysiology of disease from a cellular perspective to include growth and development through the life span. Focus on genomics in basic and molecular concepts in biology, human diversity and variation, genetic disorders, influences on chromosome, gene action and inheritance modes.

NURS 706 – Nursing Theory and Research – 3 credits

This course is designed to explore historical, philosophical, and bio-psychosocial foundations of advanced nursing practice. Nursing philosophy, theory, research, and practice will be analyzed. Evidence Based Practice will be explored; concept analysis, qualitative and quantitative research, and application of evidence based practice in theoretical and clinical application.

NURS 711 – Informatics and Quality and Improvement – 3 credits

Introduces informatics theory and application of quality and safety practices focusing on the impact of informatics on nursing education, healthcare, improving outcomes, and providing cost-effective health care. Students will demonstrate evidence of mastery with a written quality improvement project utilizing principles and concepts learned.

NURS 719 – Health & Public Policy for Advanced Practice of Nursing – 3 credits

Prepares nursing leaders to analyze and influence health policy. Defines problems, critiques potential solutions, assesses political influences, designs interventions for policy-making, and evaluates outcomes.

NURS 730 – Advanced Pharmacology and Genetics II – 3 credits

Focuses on the clinical application of pharmacologic and pharmacy kinetics principles in the management of selected health problems of adults and children. Focus on drugs commonly used for adults and children in primary care settings. Focus on application of pharmacogenomics and pharmacogenetics to pharmacology.

NURSE PRACTITIONER CORE COURSES

NURS 714 – Family Theory and Health Promotion – 2 credits

Focus on family systems, theories in the context of society and culture. Emphasis on family as a client in holistic assessment and health promotion across the lifespan.

NURS 752 – Nurse Practitioner Business and Roles – 3 credits

Explores transitioning into role of nurse practitioner as individual and part of interprofessional care team. Focuses on ethical decision making, legal issues, various practice plans, billing, credentialing, and legal certification requirements for practice.

NURS 761 – Clinical Synthesis – 1 credit

This clinical course serves as a culminating experience. Students will work with their clinical preceptor(s) to integrate and apply previously acquired knowledge and skills and will demonstrate achievement of expected program outcomes.

FAMILY NURSE PRACTITIONER CLINICAL COURSES

NURS 701 – Diagnostic Reasoning and Clinical Decision Making for the FNP – 2 credits

Student applies principles learned in advanced health assessment by reinforcing diagnostic reasoning skills needed to assess and manage acute and chronically ill patients across the lifespan. Theory will include evaluation of case studies to develop differential diagnoses. 45 hours of clinical practice in simulation lab for practical application (45 clinical hours).

NURS 740R – FNP Adult and Women’s Health – 6 credits

This course provides the FNP student with the knowledge and skills necessary to manage patients in the primary care setting. Specific content relates to primary care needs of adults, including adolescent through older adults, in screening for, preventing, and/or managing common acute and chronic conditions (180 clinical hours).

NURS 750R – FNP Children and OB – 6 credits

Theoretical and clinical concepts of primary and secondary prevention for children and pregnant women. Focus is on health maintenance, teaching, screening, and clinical management of common acute health problems. Emphasis is on wellness management differential diagnoses, and pharmacologic/non-pharmacologic treatment options (180 clinical hours).

NURS 760R – FNP Geriatric & Chronic Illness – 8 credits

Culminating course focusing on clinical experiences to develop skill and knowledge in providing care to families in primary care settings. Students practice with increasing independence under the supervision of preceptors and clinical instructors. Students will study complex, multiple co-morbidities in all levels of primary, secondary, and tertiary care (270 clinical hours).

PEDIATRIC NURSE PRACTITIONER CLINICAL COURSES ** Program to close spring 2017**NURS 702 – Diagnostic Reasoning and Clinical Decision Making for the PNP – 2 credits**

This course will apply the principles learned in advance health assessment by reinforcing diagnostic reasoning skills needed to assess and manage acute and chronically ill children and adolescents. Theoretical components will include evaluation of case studies to develop differential diagnosis. 45 clinical hours will be incorporated for hands on clinical practice to ensure safe patient care. (45 clinical hours).

NURS 734 – Primary Prevention in Pediatrics: Well Child and Adolescent – 6 credits

Primary care of children and adolescents, specifically, advanced nursing assessment and interventions designed to promote the wellness of children, birth through adolescent, are emphasized. Includes screening anticipatory guidance and health promotion strategies (180 clinical hours).

NURS 744 – Primary Prevention in Pediatrics: Common Problems – 6 credits

Research-based assessment, diagnosis, management and evaluation of common acute health problems affecting children from infancy through adolescence (180 clinical hours).

NURS 764 – Primary Prevention in Pediatrics: Chronic Illness – 8 credits

Research-based assessment, diagnosis, management and evaluation of common developmental and behavioral problems affecting children and families (270 clinical hours).

NURSING EDUCATION COURSES**NURS 709 – Teaching and Learning in Nursing Education – 3 credits**

Analyzes traditional and alternative teaching and learning concepts in the context of the role of nurse educator. Development of a personal philosophy of education and how it connects to teaching/learning expectations. Focus on development of self within the role of nurse educator.

NURS 710 – Course Level Evaluation Strategies for Nurse Educator – 3 credits

Develops formative/process and summative/outcome evaluations for learning within classroom, clinical, and laboratory settings for use with students, patients or clinical staff. Attention to legal/ethical issues related to evaluation, including cultural bias and accommodation for students with disabilities.

NURS 724 – Developing & Evaluating Curriculum for Nursing Education – 4 credits

Develop curriculum for educational programs within the context of academic or clinical settings. Design curriculum level evaluation of the program that is developed. Focus on connection to larger unit mission, program and level outcomes, use of evaluative theories to guide process and inclusion of stakeholders throughout.

NURS 733 – Nursing Practicum I – 2 credits

Applies strategies and concepts of the nurse educator role in clinical or classroom setting in area of clinical specialty.

NURS 743 – Nursing Practicum II – 2 credits

Second practicum to apply strategies and concepts of the nurse educator role in clinical or classroom setting in area of practice specialty.

NURS 753 – Nurse Educator Scholarship Project – 1 credit

Examines literature and best practices to identify a gap in the nursing education.

WHAT CONSTITUTES FULL-TIME?

Graduate students registered for 9 credits a semester are considered attending as a full-time student. Students taking less than 9 credits are considered a part-time student. If students decide to register for more than 12 credits per semester they must complete the authorization for overload form, which can be accessed from the Graduate College webpage (https://www.unlv.edu/sites/default/files/page_files/945/GradCollege-OverloadAuthorizationForm.pdf).

Out of state students may be eligible for reduced out of state tuition. Please contact the Office of Online Education if you are interested. A frequent question asked by students is “how many hours per week can I anticipate spending on course work?” The standard measure used by the School of Nursing is three hours of homework/study time per course credit. For example, students can expect to study a minimum of 9 hours per week for a three-credit course.

CHAPTER IV POLICIES

ADVISEMENT

An advisor will be assigned to each student upon matriculation into the program. Failure to consult with the advisor when requested may result in separation (dismissal) from the School of Nursing.

Degree Audit Forms: Students must submit the **Degree Audit Report and Degree Audit Companion Form** prior to completing 50% of their program credits. The SON Administrative Assistant for the Graduate Programs will prepare these documents for students and submit them after students sign them.

SCHOLARLY PROJECT OPTIONS FOR MSN STUDENTS

Scholarly projects are determined by the track the student is enrolled in:

- The Family Nurse Practitioner and Pediatric Nurse Practitioner students(**program closing spring 2017) will complete Clinical Synthesis (NURS 761)
- The Nurse Educator student will complete Nurse Educator Scholarship Project (NURS 753)

Guidelines for Completing Clinical Synthesis (NURS 761):

Students will work with their clinical preceptor(s) to integrate and apply previously acquired knowledge and skills and will demonstrate achievement of expected program outcomes.

Students will work independently with their preceptors in the clinical setting to complete the culminating experience. The culminating experience will demonstrate mastery and integration of the (1) program outcomes and (2) graduate core nursing competencies.

Course Objectives:

- Synthesize competencies that demonstrate integration of program outcomes.
- Synthesize competencies of evidence-based practice, cultural appropriate patient-centered care, disease prevention and health promotion, social equity and health disparities, role of the advanced practice nurse.

Guidelines for Completing Nurse Educator Scholarship Project (NURS 753)

Examines literature and best practices to identify a gap in the nursing education setting, provides a plan to address the gap based on change theory, recommends implementation strategies, and creates an evaluation plan.

Three modules designed to guide the student through the project.

- Module 1: *Approaching The Scholarship Project* which will include overview of scholarship project requirements; how to determine a scholarship focus; strategies for communication and collaboration to determine project focus.
- Module 2: *Design Of The Project* which will focus on exploring data bases for background information, rationales, and methods used in advancing nursing education initiatives; developing objectives and outcomes for a project; using creativity and innovation to design projects; and the use of timelines in working through projects.
- Module 3: *Evaluation And Dissemination of the Project* progresses the student thru review of evaluation methods used to determine if project would meet expected goals; review of analysis procedures to be used if project were implemented; review of technologies for developing online presentation.

Course Objectives:

- Assess the current practicum setting (classroom or clinical) for possible projects to improve or further develop the classroom or clinical setting.
- Communicate with practicum instructor, practicum preceptor and peers for potential scholarship project areas to consider.
- Research literature and evidence-based strategies to develop scholarship project focus.
- Design a scholarship project for the practicum setting that includes both a plan for evaluation and a plan for sustainability of the project.
- Disseminate final scholarship project plan in written and oral formats.

PROGRESSION

To progress in the MSN program, the student must:

1. Maintain a cumulative grade point average of 3.00 (B) or above each semester enrolled.
2. Receive a grade of “B” or above in all required cognate and nursing courses. If less than a “B” occurs, for example a “B-” is earned, the student must repeat the course. The student may repeat a course only one time.
3. Register for any course offered through the MSN program only two times. A student who has registered for the same course twice and has withdrawn or received a grade of less than a “B” is ineligible for readmission unless approved via appeal by the Graduate College to continue.
4. Complete a minimum of six degree program credits per calendar year (3 credits per semester; calendar year defined as fall and spring semesters).
5. Continuously register for three semester hours of credit each semester while working on a culminating project (FNP), or scholarship project (NE). An FNP/PNP student who finishes clinical courses prior to completion of the culminating project must maintain clinical competency by continuously registering for at least three credits of NURS 773 (Clinical Practicum) each semester while working on their thesis or capstone.
6. Maintain the standards of academic and professional integrity expected in a particular discipline or program.

Note: If a student has not progressed as contracted, for example is not successful in a course, and a curricular change occurs in the interim, the student will be required to take the new course(s) if the other course(s) have been deleted from the curriculum.

GRADUATION REQUIREMENTS

1. **Residency Credits:** Each track has a differing credit requirement, and the current catalog should be consulted. No more than 3 courses (maximum 7 internal or 6 external credits) may be transferred into the program. Transfer credit must be approved by the MSN Coordinator. Transfer students with 7 or more credits will be unable to attend UNLV as a "graduate special" and prior to admission must be admitted into one of the program tracks.
2. **Credit by Challenge Examination:** Graduate courses (with a 600 or 700 number or above) may not be challenged for credit.
3. **Six year Completion Rule:** All degree requirements must be completed within six (6) calendar years from the date of matriculation. No credit may be used in an advanced degree program for course work completed more than six (6) calendar years immediately preceding the term in which all degree requirements are completed.
4. **Graduation Requirements:** Students have a choice of the catalog under which they wish to graduate. They may choose between: 1) the year of official matriculation, or 2) the year of graduation. Students are encouraged to meet the requirements of the current catalog.

PROCESS TO APPLY FOR GRADUATION

1. An application for graduation is obtained from MyUNLV on the “Student Center” page. The form must be submitted via MyUNLV during the first week of the semester in which the student plans to graduate (check the class schedule for exact date).
2. After the application form is completed, the student must pay a graduation fee online.
3. Degrees are awarded in May, August, and December. Commencement is held in May and December. All students are encouraged to participate in the commencement exercises. The School of Nursing’s Recognition Ceremony is held in May, August, and December.

SOCIAL MEDIA USE:

As nursing students, you will be expected to represent the University and the School in a fair, accurate and legal manner while protecting the brand and reputation of the institution. When publishing information on social media sites, remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two way communication with your audience, you have less control about how materials you post will be used by others. As one person remarked, “If you wouldn’t put it on a flier, carve it into cement in the quad, or want it published on the front of the Wall Street Journal, don’t broadcast it via social media channels.”

BENEFITS OF SOCIAL MEDIA:

Social media allows student nurses to interact with colleagues when separated by geography or other factors. Student nurses can build on relationships and develop a professional presence online. Social media can benefit students in the academic setting in a variety of ways, including fostering professional connections, promoting timely communication between peers, and educating and informing students of upcoming events and deadlines.

EXAMPLES OF BENEFITING FROM SOCIAL MEDIA USE:

1. Social media provides an outlet for professional networking, building new relationships, and fostering existing relationships.
2. Social media can be an excellent tool for exchanging knowledge among peers and classmates.
3. New dialogues and the sharing of nursing or healthcare information, including research and best practices, can be more fluid through social media platforms.
4. Social media use is an efficient way to bring nursing and healthcare issues to individuals who are not familiar with current nursing and healthcare trends.
5. Social media presents an opportunity to fine tune one's online professional presence, while contributing to a continued positive image of the nursing profession.

EXPECTATIONS:

1. Protect confidential, sensitive, and proprietary information. Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a UNLV School of Nursing student.
2. HIPAA guidelines must be followed at all times. Do not share, post, or otherwise disseminate any information that can identify a patient, or in any way violate a patient's rights or privacy. Limiting access through privacy setting is not sufficient to ensure privacy of patients.
3. Never refer to anyone in a disparaging manner (including, but not limited to UNLV School of Nursing students, faculty members, staff, and hospital facilities and staff), even if the person cannot be identified with the information stated.
4. Do not refer to patients, staff members, faculty members, or other students in a derogatory, threatening or harassing manner regarding any person's race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices via social media, even if the individual cannot be identified. Harassment includes, but is not limited to, verbal harassment, sexual harassment, hate speech, cyber-bullying, and written or verbal threats. This includes conduct that is disorderly, obscene, lewd, indecent, or a breach of peace. Non-adherence to these guidelines will result in charges under the Code of Conduct as noted in the University student handbook.
5. Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of the university.
6. Do not use UNLV or School of Nursing marks, such as logos and graphics, on personal social media sites. Do not use UNLV's name to promote a product, cause, or political party or candidate. Do not post content or otherwise speak on behalf of UNLV or UNLV School of Nursing unless authorized to do so.
7. Use of the School of Nursing marks (logos and graphics) for school sanctioned events must be approved (posters, fliers, postings) by administration. It is expected that during clinical, use of PDAs and other devices employed for social media will be used only as authorized by faculty. If a PDA is combined with a cell phone, it is expected that the cell phone aspect of the device is silenced.
8. No personal phone conversations, texting, or social media are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class or clinical, the student is asked to leave the classroom or patient/client care area and respond as deemed necessary. If using your cell phone to communicate with your clinical instructor, please avoid patient/client care areas. Absolutely no use of your phone should occur in the patient/client's room.
9. Use of computers (PDAs, Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Other uses distracting for the student involved in the activity and those in the student's immediate area/vicinity.
10. No student shall video record or photograph professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped or photographed without written permission of the patient/client and of the facility. Even with permission, videos or photographs of patients/clients shall never be posted on social media sites.
11. Audio recording of lectures is at the discretion of the instructor, with prior permission, and should only be used for educational purposes. Recordings should not be tampered with or manipulated in any way. Recordings cannot be uploaded online in any form.
12. Be aware of your association with UNLV in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on UNLV's behalf, unless you are authorized to do so in writing. HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
13. Ultimately, you have sole responsibility for what you post. No post should ever be considered "private" on the internet. Be smart about protecting yourself, your and others' privacy, and confidential information.

14. Do not “tag” or use a “hashtag” that contains the clinical facility, its employees or UNLV School of Nursing, its students and employees.
15. Student nurses, faculty, and staff have a responsibility to promptly report an identified breach of confidentiality or privacy to a school authority—including, but not limited to, an instructor, staff person, or dean.

CONSIDERATIONS:

1. There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it’s wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
2. If students decide to have a group page, but have it set to private/closed group, keep in mind it isn’t private and still follow the other guidelines outlined in this policy.
3. Never post or share information about tests or test questions in any venue.
4. Future employers hold you to a high standard of behavior. By identifying yourself as a UNLV student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
5. Nursing students are preparing for a profession that provides services to a public that also expects high standards of behavior.
6. Respect your audience.
7. Adhere to all applicable university privacy and confidentiality policies.
8. You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).
9. Employers are increasingly conducting Web searches on job candidates before extending offers.
10. Be sure that what you post today will not come back to haunt you.
11. Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
12. Don’t use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
13. You are responsible for regularly reviewing the terms of this policy.

FREQUENTLY ASKED QUESTIONS ON SOCIAL MEDIA POLICY

1. What do we mean by “social media?”

Social networking and social media sites are online, public communication sites for users to interact, engage, and share interests and activities. Commonly used social networking sites include Facebook, Instagram, Snapchat, Flickr, Myspace, wikis, Twitter, LinkedIn, personal blogs and YouTube. However, the world of social media is changing rapidly. This policy covers all social networking and is not limited to sites in existence today.

2. What do you mean by not sharing confidential or proprietary information?

You shouldn’t discuss or share any information that is confidential. In addition to protected health information (PHI), this may include information about contracts, financial or clinical data, regulatory issues, HR issues, yourself, or research. We also have a responsibility to respect and protect the privacy of our co-workers and students. You shouldn’t discuss any private information about your co-workers or students.

3. May we post pictures of patients on our personal social media page if the patient or the patient’s family agrees?

No. You should not post any pictures of patients even if the patient or the patient’s family agrees.

4. May we take a patient’s picture and send it to them if they ask us to do so?

No. You should not take a patient’s picture and send it to them even if the patient or patient’s family makes the request.

5. May we post a picture of a patient’s body part or an image when the patient cannot be identified on our personal social media page?

No. You should not post any pictures of patients, patient’s body parts, patient images, etc., even if they are de-identified. This includes cell phone pictures of wounds or body parts as well as images such as X-rays, CT scans, etc.

- 6. May we post photos of research, e.g., human subjects, research laboratories or research animals?**
No. You should not post pictures or any information about UNLV Research activities or subjects.
- 7. May we discuss patients on our personal social media pages if we don't identify the patient and don't use the patient's name?**
No. You should not discuss patients on your personal social media pages even if the patients are not identified.
- 8. Can we say on our personal social media page that we had a tough day at work?**
Yes, but you should not go into any details. You should talk about your personal reasons for your tough day and not discuss any clinical activities at the clinical facility or UNLV School of Nursing. You should think about how you may be representing yourself as a UNLV SON student with your postings.
- 9. Can I blog about my job as a student and what is going on in the unit if I de-identify all patients?**
You should not share PHI and details about your clinical day.
- 10. What if a patient takes a picture of me in the unit, posts it on her site, and tags me so it shows up on my social media page?**
You should remove the picture so it no longer shows up on your site. Patients are permitted to take pictures and post to their site as they are not covered entities under the HIPAA Privacy Rule and are not held to the same privacy standards as we are. However, the picture should not show up on your site.
- 11. I am concerned about patients taking so many pictures of our staff and other patients on our unit. Can we ask patients to stop taking and posting pictures?**
Yes. You can talk to patients about taking pictures, but they are not covered entities under the HIPAA Privacy Rule and are not legally held to the same privacy standards as we are. However, you can have these conversations with patients and talk to your instructor about the hospital department's policy regarding pictures and cameras.
- 12. Can I post a picture of a patient after the patient has left my unit and is no longer a patient?**
No. Once the patient is a patient, he or she is always a patient even when no longer on your unit.

Official Transcripts: Official transcripts of recorded work (credits) completed at UNLV bear the seal of the University and the signature of the Registrar. Upon written request from eligible students, the Office of the Registrar will issue official UNLV transcripts. Transcripts of work from other institutions will not be issued. Transcripts are not issued for any student having a delinquent indebtedness to the university.

Work in progress does not appear on the transcript and is not entered until the semester or registration period officially ends. Transcripts are not prepared during the periods of official examinations, grade recording, and registration.

Certificate of Program Completion: To apply for certification with the Nevada State Board of Nursing, an Affidavit of Graduation must be submitted to the Board by the Associate Dean for Academic Affairs (School of Nursing).

Program Exit Survey: Following completion of all course requirements the student will be asked to complete an exit survey related to curricular outcomes such as: critical thinking, communication, nursing therapeutics, and program satisfaction. The survey provides feedback to the program faculty and is utilized in curricular revision. The results of the survey are summarized for various accreditation bodies. Graduates are encouraged to provide correct addresses so that they can participate in alumni surveys.

Applying for the Certification Exam:

Two organizations currently offer national certification exams annually to family nurse practitioner students graduating from an accredited master's program. The organizations are: (1) The American Academy of Nurse Practitioners (AANP) and (2) The American Nurses Credentialing Center (ANCC).

The **American Association of Nurse Practitioners (AANP)** offers national certifications in the area of family nurse practitioner, adult nurse practitioner, and adult-gerontology primary care nurse practitioner. This is a competency based computer test offered year round via computer. Potential candidates may obtain information about the exam via the internet at <http://www.aanpcert.org/ptistore/control/certs/index>. An application needs to be completed and mailed to:

The American Association of Nurse Practitioners
Certification Program
Capitol Station, P.O. Box 12926
Austin, TX 78711-2926

All questions may be directed to (512) 637-0500, toll free (855)822-6727, Fax (512) 637-0540 or by writing to the above address, or by email to: certification@aanpcert.org

The **American Nurses Credentialing Center (ANCC)** offers national certification exams in over 37 specialty and advanced practice areas each year. Students from the UNLV FNP and PNP programs may take national certification examinations in their specialty area from this organization. The exam is administered on computer. To request a catalog and registration form send request to:

American Nurse Credentialing Center
8515 Georgia Avenue, Suite 400
Silver Spring, MD 20910-3492

Request for applications can also be made by internet which is posted in PDF format. The website address is:
<http://www.nursecredentialing.org/>.

The **National Association of Pediatric Nurse Practitioners** is a national organization supporting pediatric nurse practitioners. They offer continuing education. The website address is: <https://www.napnap.org/>

The **National League for Nursing (NLN)** offers national certification exams annually to nurses interested in receiving certification in nursing education. Those interested in sitting for the certification exam must meet either of the qualifying criteria: (1) hold a master's degree in nursing education from an accredited school of nursing and have two years of teaching experience or (2) hold a master's degree in nursing from an accredited school of nursing and have four years of teaching experience. This is a competency based computer test offered four times a year throughout the United States. Qualified candidates may obtain information about the exam via the internet at <http://www.nln.org/professional-development-programs/Certification-for-Nurse-Educators>.

All four organizations require an application fee to sit for the exam.

CHAPTER V
POLICIES SPECIFIC TO THE SCHOOL OF NURSING

Advisement/Consultation Concerning Course Activities:

Advisement related to program contracts, such as progression or revision due to personal situations is completed by the MSN Program Coordinator. Consultation concerning progression in course activities is completed with the instructor of the course. At the time the student is admitted to the program, the MSN Coordinator will assign the student an advisor. Students will check with their advisor each semester. The advisor will also review the student portfolio each semester. Failure to consult with the advisor when requested may result in separation (dismissal) from the School of Nursing.

Nurse Practitioner Student Clinical Policy:

Nurse Practitioner students must maintain satisfactory performance in their designated clinical course to ensure progression through all clinical rotations. Students are expected to perform more independently as they progress through their clinical courses such that by the final clinical course the student is functioning with minimal supervision.

1. Students in the FNP program must complete 675 clinical hours according to the following:
 - a. 40 hours in obstetric/gynecological care (NURS 740R/740R lab)
 - b. 180 hours in pediatrics (NURS 750R/750R lab)
 - c. 495 hours in adults/geriatrics (NURS 740R/740R lab and NURS 760/760R lab)
 - a. NURS 760/760R lab may complete one (1) day/week of specialty clinic rotations or up to 90 clinical hours, in addition to a minimum of 8 hours/week in a Family/Internal Medicine Primary Care setting.
 - b. 45 hours in skills lab and clinical practicum (NURS 701)
2. Students will be evaluated twice during each clinical course (at mid-term and final of the semester). At least one of these clinical evaluations will be conducted at the student's clinical site (at mid-term). The final clinical evaluation will be completed on-campus at the Clinical Simulation Center of Las Vegas (CSCLV) utilizing the objective structured clinical examination (OSCE). If additional site visits are required, this will be determined by the instructor of record.
3. Students are expected to always conduct themselves in a professional manner.
4. Students are responsible to identify and select clinical sites. In situations where the student has a preceptor she/he would like to work with, the student can provide the Project Coordinator with the preceptor's name and contact information. If the student does not have a preceptor identified, the Project Coordinator will work with the student to find an appropriate preceptor. It should be noted there is limited, if any, assistance available for locating preceptors outside of Las Vegas city limits; those graduate students living outside of the metropolitan Las Vegas area will be highly encouraged to identify their own preceptors. Sites must be approved by the MSN Coordinator and clinical contracts will be secured prior to any clinical experiences. Students are directed to forward clinical preceptor information to the Project Coordinator by specified dates for each clinical semester. Failure to complete the required paperwork may result in no clinical placement and inability to progress in the nurse practitioner program. If the student does not follow this policy and there is no preceptor assigned by two (2) weeks prior to the assigned clinical rotation, the student will not be able to progress into the assigned clinical course.
5. **Education Affiliation Agreement Requirements:** Clinical experiences occur in many different clinical agencies. Student access to these clinical facilities is regulated by an education affiliation agreement between the University and the agency. The agreement covers policies such as immunizations, drug testing, malpractice, and health insurance requirements. Students who do not meet agency requirements will be denied access to that facility. It should be noted that the student is not considered an employee of the agency where the clinical experience takes place, and has no claim for employee benefits such as sick leave, social security, retirement benefits, worker's compensation or unemployment benefits. A student who begins clinical rotations without an education affiliation agreement in place is considered unprofessional and unsafe; this in turn could result in separation (dismissal) from the School of Nursing. Students may suggest possible sites for clinical placement, but the actual education affiliation agreement for the clinical experience must be initiated by the School of Nursing. The nurse practitioner student who has identified a clinical preceptor must complete the Clinical Preceptor Worksheet (see Appendix G) in preparation for the upcoming semester by mid-term of the current semester. For example, a family nurse practitioner student enrolled in NURS 740R/740L should have an identified clinical preceptor for NURS 740R/740L and complete the Clinical Preceptor Worksheet by mid-term of the semester enrolled in NURS 701. The student should forward the completed Clinical Preceptor Worksheet to the Project Coordinator and clinical faculty for their current course.

Note: Due by mid-term, the nurse practitioner student must complete a Clinical Preceptor Worksheet for **each** preceptor planning to rotate with.

Also required from **each** preceptor is a copy of the following documents:

1. Medical license to practice as an MD, DO, or APRN (NP). A PA may not be utilized per state law.
2. Updated resume or curriculum vita
3. Insurance certificate (liability)

The student will provide to their preceptor a copy of the following documents:

1. Copy of RN license
2. Copy of malpractice insurance
3. Updated resume or curriculum vita
4. Copy of health insurance
5. Copy of CPR card

Attendance:

Individual instructors have the authority to set attendance requirements for classes. Requirements will be published in the course syllabus. It is the student's responsibility to notify the instructor of absences in accordance with the stated policy.

Dress Code:

Any style white lab coat is appropriate. The lab coat should be utilized for student experiences only. Clothing should be professional. No jeans or shorts. Students should look professional when in the agency in a professional student role. Unprofessional attire will be reported to the clinical faculty member by agency staff or preceptor. SHOES: closed toe shoes are acceptable (NO CLOTH OR DECORATED TENNIS SHOES). NAME TAGS: A picture identification noting the student is a 'UNLV Nurse Practitioner Student' must be worn during each scheduled clinical rotation. In the clinical area no jewelry is permitted except for a wedding band and small pierced earrings without dangles. Long hair should be worn up or back from the face. Beginning fall 2002, due to infection control standards with the clinical agencies, students are not allowed to have any type of artificial nails (acrylics, silks, gels). Long nails are not permitted.

Bloodborne Pathogen Exposure:

The following protocol outlines a regimen for providing safe and appropriate care to students who have sustained a bloodborne exposure through a contaminated needle stick and/or body fluid exposure during a clinical experience.

1. If the student sustains an exposure to blood and/or body fluids he/she must immediately report, within 10 minutes, this exposure to the clinical instructor and the preceptor. If the student is unable to immediately contact the instructor, contact the School of Nursing office (702-895-3360).
2. The student should then go to the nearest Emergency Department or laboratory service and ask for baseline lab testing for HIV and a Hepatitis B titer. It should be noted that the institution or agency where the student sustained the exposure has no responsibility to provide any testing or treatment related to the exposure. The person to whom the student has been exposed (the source patient) should be tested for Hepatitis B surface antigen, Hepatitis B core and surface antibodies, Hepatitis C antibody and HIV antibody. The agency with which the student is working (as a student) may or may not pay for the cost of the lab draw on the source patient.
3. When indicated, the Centers for Disease Control and Prevention (CDC) recommends initiating post-exposure prophylaxis against HIV as close to the time of exposure as possible, ideally within one hour and continuing for 4 weeks.

Bloodborne Pathogen and HIPAA Training:

All MSN students are required to complete training prior to matriculation into the program and yearly thereafter. This requirement is necessary to document proof of understanding of these regulations as preceptors may require this prior to beginning clinical rotations.

Basic Life Support Skills Validation:

Students are required to maintain currency of Basic Life Support Skills. Testing is done every two years. The student's card must have been renewed within the last two calendar years and must not expire before the semester ends. If a clinical agency requests validation of BLS, students are required to comply with proof by providing a photocopy or scanned copy.

Cancellation of a Class:

The School of Nursing reserves the right to cancel any elective course in which the enrollment is insufficient to warrant offering the course. In case of cancellation the student should drop the course electronically; a refund will be processed after the drop is filed.

Change in Class Schedule:

The School of Nursing reserves the right to amend the information published in the Class Schedule. Changes which may occur are day, time, clinical instructor or clinical agency.

Children in Class:

Neither students nor faculty shall bring babies or small children into the classroom or clinical practice area. Babies and children in the classroom are disruptive, even when the visitors are quiet. Faculty may be placed in a position in which they must deny individual students the opportunity to attend class if they bring babies or children. Students should plan for childcare when on campus classes are scheduled.

Confidentiality:

An important part of nursing ethics is maintaining the client's confidentiality. Therefore, written work submitted to the instructor must never contain the client's full name. Clients' problems must not be discussed with family or friends. If the School of Nursing ascertains that a client's confidentiality has been violated, the student violating the confidence will be subject to disciplinary action. HIPAA regulations require each student to sign a Student Confidentiality Statement prior to attending a clinical rotation in a clinical facility. The signed form is then given to the faculty member for placement in the student's file.

Computer Accounts:

The [UNLV computer labs](#) are provided to support the academic computer needs of all currently enrolled UNLV students. Use of the labs for other purposes, commercial or otherwise, is prohibited. The rules below are intended to maintain an environment in the labs where all students can work effectively. Rules regarding lab use can be found at: <https://oit.unlv.edu/labs-classrooms/lab-rules>

Drug Screening:

Certain clinical facilities require that students prior to a clinical experience demonstrate they are drug free by a drug screen. The screen is only required prior to enrollment in the program, if the student maintains continuous enrollment and behaviors do not suggest the use of drugs. If the student leaves the program and subsequently returns or his/her behaviors suggest that drug usage may be occurring, repeat testing will be required indicating negative results for the student to continue in the nursing program or the clinical facility.

If there is probable cause, the student must submit to an immediate drug screen at the nearest contracted laboratory. If the results of the test are positive, the cost of the screen will be the responsibility of the student. If the screen is negative, the cost for this screening will be borne by the clinical agency or the University. Any follow up care is the financial responsibility of the student.

English Composition Skills:

Students should exhibit professional level composition skills. Faculty is expected to award or delete points on papers (essays, examinations, term papers, summaries on the client assessment forms, etc.) for usage of proper grammar and consistency and conciseness of thought. All formal papers written by graduate students in the master's program should utilize APA format. All students are encouraged to purchase an APA format textbook as a reference.

Essential Tasks:

The School of Nursing has formulated a list of essential tasks related to observation; communication; motor abilities; conceptual-integrative and quantitative abilities; and behavioral and social attributes in which applicants and students within the nursing program should be able to engage in a reasonably independent manner, with or without reasonable accommodations. Students should review the demands of the program as a means to compare their own capabilities against the identified demands.

- Students must be able to read, write, speak and understand English at a level consistent with successful course completion and development of positive patient-nurse relationships. Students must complete readings, assignments and other activities outside of class hours. Students must gather decision-making pieces of information during patient assessment of research activities in class or in the clinical setting without the use of an intermediary such as a classmate or other nurses.
- Students may perform assessment activities in class or in the clinical setting by direct performance or by instruction and supervision of intermediaries.
- Students must apply critical thinking processes to their work in the course and the clinical setting, must exercise sound judgment in the course and in the clinical setting, and must follow safety procedures established for each course and clinical site.
- Students must have interpersonal skills as needed for productive course discussion, respectful interaction with classmates and faculty, and development of appropriate nurse-patient relationships.
- Students must maintain personal appearance and hygiene conducive to classroom and clinical settings.
- Students must pass a cardiopulmonary resuscitation course at the health professional level (BLS) every two years.
- Students must demonstrate appropriate health status prior to enrollment with annual updates on some items: no active tuberculosis as indicated in a QuantiFERON or two-step skin test; mumps, rubella (German measles) and rubeola (measles) immunity, varicella (chickenpox) immunity, tetanus-diphtheria booster within 10 years of anticipated admission, and completion of the hepatitis B vaccine series or titer or written declination.
- Students must follow standards and policies specified in the Student Handbook, the Letter of Understanding (contract between university and clinical sites), and the Clinical Preceptor Handbook.
- Students must present evidence of a negative drug screen at the time of admission to clinical course work. The drug screen will be requested again if the student withdraws and is then readmitted to the program or if behaviors of the student suggest probable cause for follow-up. If probable cause exists, a student will be asked to complete another drug test immediately, which must provide negative results to remain in the clinical experience.

Typical Skills Used to Complete Essential Tasks

- Students typically attend classes at least once and up to three times per semester during each academic semester. Classes consist of a combination of lecture, discussion, laboratory, and clinical activities.
- In the practice setting students typically sit from one to two hours daily, stand from two to four hours daily, and walk two to four hours daily.
- Students frequently lift less than 10 pounds and occasionally lift weights between 10 and 100 pounds.
- Students occasionally carry up to 25 pounds while walking up to 50 feet.
- Students frequently exert 75 pounds of push/pull forces to objects up to 50 feet and occasionally exert 150 pounds of push/pull forces for this distance.
- Students frequently twist, bend, and stoop.
- Students occasionally squat, crawl, climb stools, reach above shoulder level, and kneel.
- Students frequently move from place to place and position to position and must do so at a speed that permits safe handling of patients.
- Students frequently stand and walk while providing support to an infirmed patient. Students occasionally climb stairs or negotiate uneven terrain.
- Students continuously use their hands repetitively with a simple grasp and frequently use a firm grasp and manual dexterity skills.
- Students frequently coordinate verbal and manual activities with gross motor activities. Students use auditory, tactile, and visual senses to receive instruction and to assess, intervene, and evaluate patients.

Employment:

The nursing program permits students to be enrolled full-time or part-time. Full-time students are encouraged not to engage in full-time employment while enrolled in the program. A student's combined employment and semester-hour load should not exceed 40 hours per week.

Students should be aware that the School of Nursing assumes no responsibility for their activities as an employee of an agency. The student is personally and professionally responsible and liable for any activity he/she participates in while employed.

Students may not wear the UNLV student nametag at their place of employment. Additionally, students cannot use their place of employment to fulfill their clinical practicum.

Students may not work a night shift the evening prior to clinical rotations or have transitioned from their employment directly to the clinical rotation. They must have an 8-hour break or rest period between employment and their clinical preceptor experience.

Examinations during the Semester:

It is expected that students take examinations on the date and at the time scheduled. It is the student's responsibility to notify the instructor prior to the exam time if she/he will not be able to take the exam as scheduled. Make-up exams will be at the discretion of the instructor. If a student misses an examination without prior approval by the instructor, a grade of "F" will be recorded for the examination.

It is the instructor's responsibility to make known the tentative dates of examinations, the weighing of examinations, and method of final grade calculation at the beginning of the semester.

Final Examination:

Final examinations will be held at the end of the semester at the time specified in the class schedule. The faculty must follow the class schedule during final exam week for the purpose of giving the final examination. Faculty should remind students to complete the course evaluation which is sent via the student's rebel mail address. Some faculty may choose to give the final exam on campus.

Examinations Review:

Students who wish to review examinations should make appointments with the instructor to do so within two weeks of the examination date. After that period of time, the instructor will not make adjustments in the exam grade due to miscalculations (consult individual class outlines for specific information).

Evaluations:

All students are offered the opportunity of a formal mid-term evaluation. Students must have a formal final evaluation in clinical, and at that time the students are to be told their final grade. The faculty is responsible for filing the student's final grade via the Web Grade Book prior to leaving campus for the semester.

Grading Policies:

Grading Scale of the School of Nursing

A	93-100	B-	80-82	D+	68-69
A-	90-92	C+	78-79	D	63-67
B+	88-89	C	75-77	D-	60-62
B	83-87	C-	70-74	F	Below 59

NOTE: A passing grade for students taking graduate degree courses (600 or 700 level) is 83% (B) or above.

Grade Recorded when a student does not pass the clinical portion of the course:

The clinical portion of the course is graded on a pass/fail basis. Because the clinical portion of the course is an integral portion of the course, if the student does not successfully complete the clinical portion of the course, a grade of "F" will be recorded for the course.

Grades (posting):

When posting grades via the Web Grade Book, students will have access to their grades in a confidential way. Grade reports are also distributed to the Associate Dean for Academic Affairs in the School of Nursing and are available to advisors and counselors.

Health Conditions of a Continuing Nature:

In the event of pregnancy, students may continue clinical in accordance with agency policy. Student problems of a continuing nature may be referred to Standards and Scholarship Committee for recommendations.

Health Insurance Validation:

It is a requirement of the School and a requirement within contracts with clinical agencies that students who practice in those facilities have health insurance. Thus students are required to maintain current health insurance coverage. The student must present verification of health insurance to the Graduate Studies Administrative Assistant prior to registering for their first graduate courses. If students do not have proof of health insurance they will not be allowed to be in clinical rotations. The student is responsible to determine that their health insurance coverage includes provisions for emergency room visits in the event of a needle stick or other high-risk exposure in the clinical setting, as well as the costs of anti-HIV drugs if the physician determines the medications are warranted.

Injury in Clinical Area:

1. Clinical Instructor assesses the extent of the injury to determine if the student can remain in the clinical area.
2. If the clinical instructor determines that the student should seek medical care, the student is referred to his/her private physician.
3. Student and clinical instructor must complete an incident report if required by the clinical agency and a copy is filed in the student's file.
4. Billing of charges will be to the student's insurance company; the clinical agency has no responsibility for treatment charges, this is the reason the student carries medical insurance.

Lateness of Assignment:

Written work is expected on the date indicated in the syllabus. The determination of % points to be deducted per day will be made by the instructor. It is the student's responsibility to notify the instructor that an emergency has occurred.

Letters of Reference:

Students requesting letters of reference/recommendation must make the request in writing or have signed the release of information form of the agency requesting the information.

Professional Liability Insurance:

Professional Liability Insurance: Students are required to carry their own professional liability insurance. There are several insurance agencies that offer malpractice insurance. These are *examples* of malpractice carriers. Please note the University of Nevada, Las Vegas does not endorse any of these organizations but feel this is a good representation of the types of professional insurance available. These include: (1) Nurses Service Organization (NSO). <http://www.nso.com/> (2) Healthcare Providers Service Organization. <http://www.hpso.com/mail/hpso-liability-insurance.jsp?refID=WW2GWi&gclid=CNihmtvz4MYCFRRIfgodjC0CzA/>. (3) ProLiability http://www.proliability.com/?&utm_source=google&utm_medium=cpc&utm_campaign=TP_B_PROLIABILITY_Only_E&utm_term=proliability_90664832-VQ6-77606199766-VQ16-c&gclid=CJmMkfxz4MYCFQtqfGodFD0GUQ Here is another website which discusses nurse practitioner practice and legal guide: <http://npcentral.net/aspen/buppert.shtml>. There are other organizations and what

are presented here are just examples. The School of Nursing does not endorse any malpractice insurance agency and encourages the student to shop around and visit the 'frequently asked questions' on product websites.

Two-Step Tuberculin Testing or QuantiFERON:

Students must show proof of current two-step tuberculin testing results or QuantiFERON draw results to the Graduate Studies Administrative Assistant prior to registering for their first graduate courses. Testing must be within one year to be current.

Transportation:

Students must provide their own transportation to the various agencies for clinical experience.

PROBATION and SEPARATION (DISMISSAL):

If the MSN Coordinator determines that a student is not making satisfactory progress toward the degree, he/she may request the Graduate College Dean place the student on probation or separate the student from the Graduate College. The MSN, Coordinator will provide the student with the specific requirements, including deadlines, which must be completed to be removed from probation. If the Graduate College Dean approves the request, the student will be placed on probation. Failure to meet the conditions of the probation will result in separation (dismissal) from the Graduate College.

1. Definition of Unsuccessful: Unsuccessful is defined as: (a) Dropping a class in which the student has an average less than a "B" at the date of withdrawal from the course. (b) Failing the clinical component of a clinical course. (c) Completing the course with a grade below a "B." (d) Obtaining an "F" grade resulting from failure to withdraw from the class. (e) Having an average below a "B" at the time of complete withdrawal from UNLV.
2. Failure to make satisfactory progress may include, but is not limited to, the following. Failure to maintain these standards may result in termination of the student's progression in the graduate program. For violation of items *a* through *f* below, the student will be placed on probation for one calendar year from the time that the documented probation status starts. For violation of item *g*, students will remain on academic probation until completion of the program of study. (a) Failure to complete six credits per calendar year toward the degree program. (b) Failure to consult with the advisor when requested. (c) Failure to establish a "culminating experience" committee. (d) Failure to develop an official, approved degree program. (e) Failure to establish the groundwork for an acceptable dissertation, DNP project, capstone, or other culminating experience. (f) Failure to maintain the standards of academic and professional integrity expected in a particular discipline or program (e.g. HIPAA violations, falsification of medical records, falsification of clinical logs, etc.). (g) Unsatisfactory grades (including Incompletes, grades below a "B," or Withdrawals).
3. Unsuccessful in One Nursing Course: (a) If a student receives less than a "B" in one nursing course, and it is the first occurrence, the student will be allowed to repeat the nursing course but will be placed on academic probation. Students will remain on academic probation until completion of the program of study.
4. Unsuccessful in Two Nursing Courses: (a) If a student receives less than a "B" in two nursing courses with the NURS prefix (which may occur in the same semester or in different semesters), the student will be separated from the SON.

After review of the submitted request, the Graduate Dean can recommend that the student be placed on probation. The School of Nursing will provide the student with specific requirements, including deadlines, which must be completed, to be removed from probation. Failure to meet the conditions of the probation will result in separation from the Graduate College.

A graduate student who has been dismissed for academic reasons is not eligible for admission or re-entry. The student must petition the Graduate College for academic reinstatement.

WITHDRAWAL:

Withdrawal from Nursing Courses in the Graduate Program:

1. Withdrawal when Successful and Passing: (a)
 - a. If a student has been successful in previous and currently enrolled courses with a Nursing prefix, the student may withdraw from the nursing course(s), provided that the student has a "B" grade at the time of withdrawal. The nursing course(s) are repeated when available. The student is not considered unsuccessful for the withdrawn nursing course(s).
2. Withdrawal when Failing Present Course but Successful in Other Nursing Courses:
 - a. If a student withdraws from a nursing course when the student's grade at that point in the course is less than "B," the withdrawal will be considered an unsuccessful completion of the course. If the student has been successful in all other nursing courses, the withdrawal will be considered the student's first unsuccessful nursing course. The student will be allowed to repeat the nursing course when available. It is not necessary for the student to petition to retake the course.
3. Withdrawal when Passing Present Course & Unsuccessful in Other Nursing Courses:
 - a. If a student has been unsuccessful in a previous nursing course, and withdraws from a different nursing course with a passing grade of "B" at the time of withdrawal, the withdrawal will not be considered an unsuccessful

- course outcome. The student will be allowed to repeat the course when it is available. It is not necessary for the student to petition to retake the nursing course.
4. **Withdrawal when Failing Present Course & Unsuccessful in Other Nursing Courses:**
 - a. If a student has been unsuccessful in a previous nursing course and withdraws from a different nursing course with a grade less than “B,” the withdrawal will count as the second unsuccessful course. The student will be separated from the SON.
 - b. **Withdrawal from Two Nursing Courses when Failing:**
 - i. If a student withdraws from two nursing courses with a grade less than a “B” (whether in the same semester or two different semesters) the student will be separated from the SON. Withdrawing when failing is considered unsuccessful, and two unsuccessful nursing courses are criteria for separation.
 5. Decisions related to grading will be determined by the faculty member according to the work the student has made available to the faculty member at the time of withdrawal. It is the student's responsibility to obtain written documentation from the course instructor to verify the passing/failing status at the time of withdrawal.
 6. If a course in which the student was unsuccessful is a prerequisite or co-requisite (requiring concurrent enrollment) to other nursing courses as identified in the current graduate catalog, the student will not be allowed to progress. All prerequisite or co-requisites nursing courses must be successfully completed prior to progression to any nursing course scheduled in subsequent semesters.

Decisions related to grading will be determined by the faculty member according to the work the student has made available to the faculty member at the time of withdrawal. It is the student’s responsibility to obtain written documentation from the course instructor to verify the passing/failing status at the time of withdrawal.

If a course in which the student was unsuccessful is a prerequisite or co-requisite (requiring concurrent enrollment) to other nursing courses as identified in the current graduate college catalog, the student will not be allowed to progress. All prerequisite or co-requisites course must be successfully completed prior to progression to any course scheduled in subsequent semesters.

SUSPENSION FROM THE SCHOOL OF NURSING:

Based on Unsafe or Unprofessional Conduct

In addition to observation of the University regulations on classroom conduct and the statement on Academic Dishonesty, students in the School of Nursing must act in a safe and professional manner. Unsafe or unprofessional behavior in a clinical or classroom area may be grounds for immediate suspension from a nursing class, regardless of previous academic or clinical performance. If a student receives two suspension notices (either in the same semester or in different semesters) the student will be separated (dismissed) from the School of Nursing.

In accordance with (1) the School of Nursing’s purposes and (2) classroom/clinical objectives, examples of unsafe or unprofessional behavior include, but are not limited to: inadequate preparation for safe patient care; failure to seek appropriate assistance with new or unfamiliar procedures; questionable decisions based on expected knowledge level, lack of insight and understanding of own behaviors and behaviors of others; a requirement for continuous detailed supervision or direction to provide safe patient care; dishonest or unprofessional interactions with patients, families, staff, faculty or peers; engaging in practice when not mentally or physically fit; placing or leaving a patient in a hazardous condition or circumstance; and working the night shift or the previous eight hours prior to a scheduled clinical experience. These examples are in harmony with behavioral expectations of graduate nurses regulated by NRS Chapter 632.

Steps in Suspension Procedure:

1. The preceptor and clinical instructor of record will make the initial judgment as to a student's unsafe or unprofessional behavior. After conferring with the student concerning the behavior or incident, the clinical instructor of record has the right to immediately dismiss the student from the instructional area until further judgments regarding progression in the class can be made.
2. The behavior or incident will be documented in way of anecdotal notes by the clinical instructor of record (and/or preceptor/clinical agency personnel if appropriate).
3. The clinical instructor of record in consultation with the MSN Program Coordinator and Associate Dean of Academic Affairs will determine if the student may continue in the class or is to be administratively dropped from the class. The Associate Dean for Academic Affairs will consult with the student and other parties as appropriate.
4. The student will be notified in writing within five (5) working days of suspension from the course or steps necessary to continue in the course, if continuation is determined to be applicable.
5. Serious cases of misconduct, as defined by the Rules and Disciplinary Procedures for Members of the University Committee, will be referred to the administrative officer of this committee for appropriate action. From that referral point, the policies and procedures detailed in Chapter 6 of the UCCSN Code will be followed.

Removal of Suspension:

1. The student must present evidence in a written statement to their clinical instructor of record, the course coordinator, and the MSN Program Coordinator those deficiencies have been corrected.
2. The clinical instructor of record, the course coordinator, and the MSN Program Coordinator must all agree the suspension can be removed.

INCOMPLETE:

An incomplete grade can be granted in content/lecture type courses, designed to be completed within one semester, and where the student has failed to complete all of the requirements. The instructor is responsible for determining if the reason for non-completion is satisfactory. An "I" grade is given only when a minor part of the course work remains incomplete and the major portion has been completed at a level which is clearly passing. Graduate students receiving an "I" grade in 600 or 700 level courses have one calendar year to complete all requirements and remove the "I" grade; however, the instructor may require that the Incomplete be made up in less time. The School of Nursing students must complete the requirements prior to enrollment in any classes in which the incomplete course is a prerequisite course. If course requirements are not completed within the time frame indicated by the instructor or within one year, a grade of "F" will be recorded and the Grade Point Average will be re-computed accordingly. Students who are making up an incomplete do not re-register for the course, but make individual arrangements with the instructor who assigned the "I."

The student and instructor must complete the form "Contract for Completion of Incomplete" and distribute a copy to the student, the instructor and the student's file. The form specifies requirements to be completed and date of required completion. Once the specified requirements are completed, it is the instructor's responsibility to fill out the Incomplete Removal Form and file the form with the Office of the Registrar.

APPEAL:

A student who is denied the privilege of readmission to a course has the right to appeal. The appeal process will follow the outline specified in the UNLV grievance procedure. The first level of appeal will be the School of Nursing MSN Program Coordinator; the second level is the School of Nursing's Associate Dean for Academic Affairs. If the outcome of the appeal is not to the student's satisfaction, the student may file an appeal with the Graduate College.

STUDENT RIGHTS:

Faculty members have identified the following rights that all students have within the University and School of Nursing by virtue of their citizenship in a democratic society:

- a. To learn without discrimination.
- b. To exercise the liberty to discuss, inquire, and express opinions.
- c. To be evaluated fairly.
- d. To confidentiality.
- e. To civility.
- f. To have access to channels for grievance or clarification.

Right to Learn:

Admission is open to all students who are qualified, according to admission standards, without regard to any variable that might indicate differences from the majority of students. All facilities and services utilized to enhance student learning are open to all students.

To Exercise Liberty to Discuss, Inquire and Express Opinions:

The faculty encourages free discussion, inquiry and expression in the class and/or clinical areas. Discussion should occur in an atmosphere of civility and collegiality. The student's nursing performance must be evaluated on an academic basis and not on personal opinions or conduct unrelated to nursing.

Student membership is actively promoted with voting rights equal to faculty members on all standing faculty committees except when personnel matters are discussed. Students are expected to be active members of the committee and provide faculty with their individual opinions and those of the student body.

The exclusion of students on the Faculty Affairs Council is by intent, but this council uses student input visa vie student evaluations of faculty, which occurs at the end of each semester. In addition, students who have specific concerns about an instructor should discuss these perceptions with the program coordinator or Associate Dean for Academic Affairs after discussion with the faculty member.

To be Evaluated Fairly:

Criteria for evaluation, in the form of course objectives, in the class and clinical areas are provided to each student in writing at the beginning of each course.

Student-teacher discussion based on written objectives of the course should occur several times during the semester. Constructive criticism should be provided early enough so that students have the opportunity to improve their performance prior to final grades. Students are expected and encouraged to identify behavior that supports their self-evaluation.

Formal evaluation of progress in a clinical course is available at midterm. If students desire feedback an appointment should be made with the instructor prior to the eighth week. Faculty may schedule a discussion at any time. Final clinical performance evaluations must be completed, in written form, shared with the student and filed in the student's records. Final evaluation clinical conferences should occur during finals week.

Grades may only be changed by the instructor of the course and once submitted to the Registrar's Office may not be changed unless due to clerical error.

Students who perceive that an academic grievance has occurred; the correct route of appeal is identified in the table below. The appeal process must be completed in 6 months.

Confidentiality:

Knowledge of the many facets of a student's experience, i.e. social, political, values, etc., gained through frequent interactions, is considered confidential. References are written and records are available for employers or other interested persons only if written permission is provided by the student.

Permanent records are locked. Transcripts do not contain any information that is disciplinary or personal--only academic performance. Written knowledge of student's political or social beliefs are not included in any student records. Students may examine the contents of their records by making an appointment to do so. A member of the staff will remain with the individual while the records are reviewed, a note will be made in the file indicating that the student has reviewed the record.

The Right to Civility:

The University of Nevada, Las Vegas School of Nursing defines civility by respecting others and honoring differences to provide a safe and supportive learning and work environment. Civility encompasses behaviors expected by the profession of nursing, which includes students, faculty, and staff members. The UNLV School of Nursing expects students to demonstrate civil behavior at all times.

MSN Student Guide to Appeals & Issues

Appeal or Issue	Referral Site
<i>Denial of Admission (graduate)</i>	Graduate College Office (702-895-3320) Program Coordinator School Dean Graduate Council (702-895-3320) Graduate College Dean (702-895-3320)
<i>Readmission after separation (graduate)</i>	Graduate College Office (702-895-3320) Associate Dean for Academic Affairs School Dean Graduate Council (702-895-3320) Graduate College Dean (702-895-3320)
<i>Removal for failing grades (graduate)</i>	Graduate College Office (702-895-3320) Associate Dean for Academic Affairs School Dean Graduate Council (702-895-3320) Graduate College Dean (702-895-3320)
<i>Registrar-adds, drops, and changes</i>	Registrar's Office (895-3371) Faculty Senate Academic Standards Committee (702-895-3689)
<i>Administrative drop for classroom conduct</i>	Instructor Associate Dean for Academic Affairs School Dean Faculty Senate Academic Standards Committee (702-895-3689) Associate Provost for Academic Affairs (702-895-1267) Student Disciplinary Officer (702-895-3656)
<i>Denial of transfer credit (graduate)</i>	Graduate College Office (702-895-3320) Program Coordinator School Dean Graduate College Dean (702-895-3320)
<i>Grade appeal (graduate)</i>	Graduate College Office (702-895-3320) Instructor Program Coordinator Associate Dean for Academic Affairs / School Dean Graduate Council (702-895-3320) Graduate College Dean (702-895-3320)
<i>Graduate student issues</i>	Graduate College Office (702-895-3320) Coordinator Associate Dean for Academic Affairs School Dean Graduate Council (702-895-3320) Graduate College Dean (702-895-3320)
<i>Residency appeal (graduate)</i>	Graduate College Office (702-895-3320) Residency Appeals Board (702-895-3443)
<i>Purged from classes for non-payment before academic drop date</i>	SON Student Services Director Registrar's Office (702-895-3371) Bursar's Office (702-895-3577) Fee Appeal Committee (702-895-3371)

MSN Student Guide to Appeals & Issues

Appeal or Issue	Referral Site
<i>Purged from classes for non-payment after academic drop date</i>	Registrar's Office (702-895-3371) Faculty Senate Academic Standards Committee (702-895-3689)
<i>Refunds</i>	Registrar's Office (702-895-3371) Faculty Senate Academic Standards Committee (702-895-3689) Bursar's Office (702-895-3577) Fee Appeal Committee (702-895-3577)
<i>Appeal for late fees, reinstatement fees & fees due to UNLV</i>	Bursar's Office (702-895-3577) Fee Appeal Committee (702-895-3577)
<i>Financial aid processing scholarships, grants, loans & employment</i>	SON Student Services Director Student Financial Services Office (702-895-3424) Student Financial Services Director (702-895-3697)
<i>Appeal of financial aid suspension & denial</i>	SON Student Services Director Student Financial Service Office (702-895-3424) Financial Aid Appeals Committee Student Financial Services Director (702-895-3697)
<i>Registration/payments related to financial aid</i>	SON Student Services Director Student Financial Services Office (702-895-3424) Student Financial Services Director (702-895-3697)
<i>Parking tickets</i>	Parking Services (702-895-1300) Parking and Traffic Committee (702-895-1300)
<i>ADA classroom accommodation</i>	Disability Resource Center (702-895-0866)

DISCLOSURE OF STUDENT EDUCATION RECORDS AND DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records of both current and former students. Each UCCSN institution is required to comply fully with the law. The Act makes a distinction between a student's education record and information classified as directory information. FERPA gives parents certain rights with respect to their children's education records. These rights transfer solely to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are defined as eligible students in the Act.

1. **Education Records.** Institutions must have written permission from the parent or eligible student in order to release any personally identifiable information from the student's education record. However, under certain conditions FERPA allows institutions to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies on behalf of the institution
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena, provided that the institution makes a reasonable attempt to notify the student in advance of compliance
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities, within a juvenile justice system, pursuant to specific state laws.

2. **Directory Information.** Under the provisions of FERPA, institutions may disclose, without consent, directory information to individuals upon request. Each UCCSN institution must set a definition for its directory information, which may be more restrictive than provided by FERPA. Directory information is defined in the Act as information contained in an educational record of a current or former student which would not generally be considered harmful or an invasion of privacy if disclosed. The Act defines such information as included, but not limited to:
 - Name
 - Address
 - Telephone number
 - Date and place of birth
 - Major field of study
 - Participation in officially recognized activities and sports
 - Weight and height of members of athletic teams
 - Dates of attendance
 - Degrees and awards received
 - Most recent previous educational agency or institution attended

3. **Notification Requirements.** Each UCCSN institution shall annually disclose its definition of directory information in writing and provide a form on which students may elect to be removed from the directory listing. The annual notification and form must be published within the first 5 pages of the institutional catalog and each class schedule. A common statement about the uses of directory information shall be provided on the form:
 - a. **Privacy Statement.** The following statement must appear in boldface type in a box on the form used by students for requesting non-disclosure of directory information. Additional clarifying language may be added to this statement by the institution.

Directory information about current and former students may be provided to individuals or mailing services outside the institution for a variety of purposes. When requested, this information is provided solely at the discretion of the institution. For example, directory information could be used by the institution to mail notices to all students about changes in policies, fees, or services. Directory information may also be provided for commercial solicitation, honorary societies, or other purposes at the discretion of the institution.

At [name of institution], directory information is defined as [_____]. If you do not wish the institution to release this information about you, please complete this form and return it to the Office of [_____] by the deadline stated in the academic calendar. This request will apply permanently to your record until or unless you choose to reverse it.

- b. Deadline. Students shall be permitted until the end of the first 6 weeks of the fall or spring semester to submit a written request for non-disclosure of directory information. The deadline shall be published in the academic calendar of each institution.
 - c. Applicability. The request for non-disclosure shall apply permanently to the student's record until or unless the student or former student requests in writing to reverse the non-disclosure request.
4. **Sale of Directory Information**. Student directory information for current and former students cannot be sold or rented for a fee by a UCCSN institution.

Policy established by Board of Regents, March 2002, (UCCSN CODE, Title 4, Chapter 1, Section 23).

CHAPTER VI
FEES, EXPENSES, AND FINANCIAL ASSISTANCE

Tuition and Fees

Detailed information concerning tuition and fees is found on the Graduate College web site at: <http://www.unlv.edu/graduatecollege>

Financial Assistance

Students should check with the Financial Aid & Scholarships Office for specific scholarships/loans available. The Office of Student Financial Services can provide the necessary forms to be submitted. This office is located in the Student Services Complex – Building A, Room 232 (702-895-3424). To facilitate application the student should complete the Free Application for Federal Student Aid (FAFSA) on the Web (<https://fafsa.ed.gov/>).

Scholarships and Traineeships

Scholarships for which all graduate students on campus may apply are identified in the Graduate Catalog. Students should check with the Graduate College web page for the latest information on Graduate Scholarships and Fellowships.

Scholarships available to Students enrolled in the Graduate Program in Nursing: A number of scholarship and fellowship opportunities are available through the SON. Please review the School website for up-to-date information on these opportunities (<http://unlv.edu/nursing>). Below is a description of some of these opportunities.

Zeta Kappa Chapter at UNLV of Sigma Theta Tau International Research Scholarships: Competitive awards provided to members of the honor society for completion of research projects or as awards for winning the research poster competition. Information may be obtained from the Zeta Kappa Chapter of Sigma Theta Tau International website: <http://zetakappa.nursingsociety.org/Home>

Faculty Nurse Loan Program: This is a federal forgiveness loan program for individuals pursuing an advanced degree in nursing education. Tuition, fees, and books are covered by this loan. A student may obtain this loan for up to 5 years as long as the student is enrolled. Within 12 months of graduation the student must find employment teaching in a school of nursing. At the end of each of the first three years 20% of the loan is forgiven and at the end of the 4th year of employment teaching in a school of nursing another 25% of the loan is forgiven. Please check with the SON Student Services Director to determine if these funds are available as they are awarded to the SON year by year from the federal government.

GRADUATE ASSISTANTSHIPS

Graduate assistantships are available in the SON. A graduate assistant (GA) may be employed to teach or assist faculty involved in research and other scholarly activities. A limited number of graduate assistantships are available. For more information about Graduate Assistantships, visit the following websites:

- Information from the Graduate College about becoming a GA (<https://www.unlv.edu/graduatecollege/ga>)
- Information about becoming a GA for the School of Nursing (<https://www.unlv.edu/nursing/student-resources/ga>)
- Apply to be a Graduate Assistant (https://unlv-gradcollege.force.com/Portal_Login)

CHAPTER VII ORGANIZATIONS

Student Nurses Organization

All students enrolled in the nursing program are eligible for membership in the Student Nurses Organization.

MEMBERSHIP ON THE MASTER'S PROGRAM FACULTY AND CURRICULUM COMMITTEE DEPARTMENTAL STANDING COMMITTEES AND PROGRAM COMMITTEE.

Graduate students may hold voting membership on all standing committees within the Graduate Nursing Program according to School of Nursing Bylaws. Student representatives are selected by the graduate nursing student body.

SIGMA THETA TAU INTERNATIONAL

The Zeta Kappa Chapter of Sigma Theta Tau International was chartered at the University of Nevada, Las Vegas in 1981. The purposes of Sigma Theta Tau are to recognize the achievement of scholarship of superior quality, to recognize the development of leadership qualities, to foster high professional standards, to encourage creative work and to strengthen commitment on the part of individuals to the ideals and purposes of the profession of nursing. Each year invitation to membership is extended to selected students in the undergraduate and graduate programs who demonstrate the qualities identified by the purposes of Sigma Theta Tau. Faculty members and community nursing leaders who possess the minimum of a Baccalaureate in Nursing are also invited to membership. Meetings of educational nature are planned four times per year. Learn more about the Zeta Kappa chapter by visiting: <http://zetakappa.nursingsociety.org/Home>

GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION (GPSA)

All registered graduate students of the University are members of the GPSA, Graduate & Professional Student Association of the University of Nevada, Las Vegas. The purpose of this organization, established in 1980, is to promote academic and social interests of graduate students. The governing body of GPSA, the Executive Committee, is comprised of elected officers and representatives selected by the graduate students in each department. A graduate student in the School of Nursing will be selected to represent the program on the Executive Committee. A GPSA representative holds voting membership on the Graduate Council and on each standing committee of the Graduate College. Learn more by visiting: <http://www.unlv.edu/gpsa>.

Appendix A: School of Nursing Academic Calendar Fall 2016

<i>Fall 2016 Academic Dates</i> <i>Tuesday, September 6 – Friday, December 16</i>		
School of Nursing	Description	Contact Office
9/2/2016	Last day to pay tuition and fees without a \$25.00 per day late payment fee. <u>Failure to pay in full prior to the start of instruction may constitute withdrawal from all classes.</u>	Cashiers Office
9/6/2016	Instruction and late registration begin. Late fee of \$25.00 per day begins.	Cashiers Office
9/9/2016	Last day to late register, add courses, change courses, change from audit to credit, or pay fees by 5:00 p.m.	Registrar Cashiers
9/9/2016	Final day to drop or withdraw and receive a 100% refund. No refunds after this day except for total withdrawal from all classes.	Registrar Cashiers
9/9/2016	Final day to pay fees with \$250.00 late penalty. Failure to pay may constitute withdrawal from all classes.	Cashiers
10/14/2016	Final day to <u>completely withdraw</u> from all classes and receive a 50% refund.	Registrar Cashiers
11/4/2016	Final day to drop or withdraw from classes or change from credit to audit except for short courses. Drops and withdrawals will not be allowed after this date even with instructor approval. Drops should be processed by 5:00 p.m.	Registrar
12/9/2016	Instruction Ends	Registrar
12/12/2016	Final Examination begins	Registrar
12/16/2016	Final Exam ends	Registrar
12/16/2016	Fall semester ends	Registrar
12/20/2016	Final grades due in MyUNLV system by 4:00 p.m.	Registrar
<u>Holidays</u>		
<i>Labor Day – Monday, 9/5/2016 Nevada Day – Friday, 10/28/2016</i>	<i>Veteran’s Day – Friday, 11/11/2016</i>	<i>Thanksgiving Day – Thursday, 11/24/2016 Family Day – Friday, 11/25/2016</i>

School of Nursing Academic Calendar Spring 2017

Spring 2017 Academic Dates *Monday, January 9 – Friday, April 28*

*School of Nursing	Description	Contact Office
1/6/2017	Last day to pay tuition and fees without a \$25.00 per day late payment fee. <u>Failure to pay in full prior to the start of instruction may constitute withdrawal from all classes.</u>	Cashiers Office
1/9/2017	Instruction and late registration begin. Late fee of 25.00 per day begins.	Cashiers Office
1/13/2017	Last day to late register, add courses, change courses, change from audit to credit, or pay fees by 5:00 p.m.	Registrar Cashiers
1/13/2017	Final day to drop or withdraw and receive a 100% refund. No refunds after this day except for total withdrawal from all classes.	Registrar Cashiers
1/13/2017	Final day to pay fees with \$250.00 late penalty. Failure to pay may constitute withdrawal from all classes.	Cashiers
2/17/2017	Final day to <u>completely withdraw</u> from all classes and receive a 50% refund.	Registrar Cashiers
3/9/2017	Final day to drop or withdraw from classes or change from credit to audit except for short courses. Drops and withdrawals will not be allowed after this date even with instructor approval. Drops should be processed by 5:00 p.m.	Registrar
4/10-14/17	Spring Break	
4/21/2017	Instruction Ends	Registrar
4/24/2017	Final Examination begins	Registrar
4/28/2017	Final Exam ends	Registrar
4/28/2017	Spring semester ends	Registrar
5/2/2017	Final grades due in MyUNLV system by 4:00 p.m.	Registrar
<u>Holidays</u>		
<i>Martin Luther King, Jr. Day – Monday, January 16, 2017</i> <i>President's Day – Monday, February 20, 2017</i>		

School of Nursing Academic Calendar Summer 2017

Summer 2017 Academic Dates *Monday, May 15 – Friday, August 25*

*School of Nursing	Description	Contact Office
5/12/17	Last day to pay tuition and fees without a \$25.00 per day late payment fee. <u>Failure to pay in full prior to the start of instruction may constitute withdrawal from all classes.</u>	Cashiers Office
5/15/17	Instruction and late registration begin. Late fee of 25.00 per day begins.	Cashiers Office
5/19/17	Last day to late register, add courses, change courses, change from audit to credit, or pay fees by 5:00 p.m.	Registrar Cashiers
5/19/17	Final day to drop or withdraw and receive a 100% refund. No refunds after this day except for total withdrawal from all classes.	Registrar Cashiers
5/19/17	Final day to pay fees with \$250.00 late penalty. Failure to pay may constitute withdrawal from all classes.	Cashiers
6/23/17	Final day to completely withdraw from all classes and receive a 50% refund.	Registrar Cashiers
7/14/17	Final day to drop or withdraw from classes or change from credit to audit except for short courses. Drops and withdrawals will not be allowed after this date even with instructor approval. Drops should be processed by 5:00 p.m.	Registrar
8/18/17	Instruction Ends	Registrar
8/21/17	Final Examination begins	Registrar
8/25/17	Final Exam ends	Registrar
8/25/17	Summer semester ends	Registrar
8/29/17	Final grades due in MyUNLV by 4:00 p.m.	Registrar
<p><u>Holidays</u></p> <p><i>Memorial Day – Monday, May 29, 2017</i></p> <p><i>Independence Day – Tuesday, July 4, 2017</i></p>		

Appendix B: School of Nursing Graduate Faculty Directory

School of Nursing Graduate Faculty Contact Information

Name	Office	Phone	Email
Dr. Alona Angosta	BHS 434	702-895-1218	Alona.Angosta@unlv.edu
Dr. Rebecca Benfield	BHS 416	702-895-5045	Rebecca.Benfield@unlv.edu
Dr. Mary Bondmass	BHS 414	702-895-3987	Mary.Bondmass@unlv.edu
Dr. Lori Candela	BHS 462	702-895-2443	Lori.Candela@unlv.edu
Dr. Roseann Colosimo	BHS 460	702-895-1220	Roseann.Colosimo@unlv.edu
Ms. Dianne Cyrkiel	BHS 408	702-895-3792	Dianne.Cyrkiel@unlv.edu
Dr. Catherine Dingley	BHS 430	702-895-4062	Catherine.Dingley@unlv.edu
Dr. Jessica Doolen	BHS 359	702-895-4719	Jessica.Doolen@unlv.edu
Dr. Du Feng	BHS 446	702-895-3414	Du.Feng@unlv.edu
Dr. Tricia Gatlin	BHS 456	702-895-5935	Tricia.Gatlin@unlv.edu
Dr. Jillian Inouye	BHS 428	702-895-3155	Jillian.Inouye@unlv.edu
Dr. Michael Johnson	BHS 453	702-895-5934	Michael.Johnson@unlv.edu
Dr. Jennifer Kawi	BHS 100	702-895-5930	Jennifer.Kawi@unlv.edu
Dr. Hyunhwa (Henna) Lee	BHS 448	702-895-3492	Hyunhwa.Lee@unlv.edu
Dr. Nada Lukkahatai	BHS 442	702-895-3527	Nada.Lukkahatai@unlv.edu
Ms. Cheryl Maes	BHS 406	702-895-2947	Cheryl.Maes@unlv.edu
Dr. Nancy Menzel	BHS 402	702-895-5970	Nancy.Menzel@unlv.edu
Dr. Samantha Peckham	BHS 333	702-895-1229	Samantha.Peckham@unlv.edu
Dr. Andrew Reyes	BHS 450	702-895-5094	AndrewThomas.Reyes@unlv.edu
Dr. Carolyn Sabo	BHS 412	702-895-3342	Carolyn.Sabo@unlv.edu
Dr. Reimund Serafica	BHS 440	702-895-5746	Reimund.Serafica@unlv.edu
Dr. Barbara St Pierre Schneider	BHS 355	702-895-1216	Barbara.StPierreSchneider@unlv.edu
Dr. Rhigel (Jay) Tan	BHS 426	702-895-3115	Rhigel.Tan@unlv.edu
Dr. Diane Thomason	BHS 454	702-895-3175	Diane.Thomason@unlv.edu
Dr. Susan VanBeuge	BHS 404	702-895-3719	Susan.VanBeuge@unlv.edu
Dr. Valerie Yu	BHS 452	702-895-3418	Valerie.Yu@unlv.edu

Note: For information of faculty research interest areas go to: <http://www.unlv.edu/nursing/about-research>

Appendix C: School of Nursing Academic Affairs Office and Contact Information

School of Nursing

Bigelow Health Sciences Building (BHS), Room 419
4505 Maryland Parkway, Box 453018
Las Vegas, Nevada 89154-3018
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Appendix D: School of Nursing Research Office

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Appendix E: Nurse Practitioner Track Clinical Preceptor Worksheet

UNIVERSITY OF NEVADA, LAS VEGAS
SCHOOL OF NURSING

NURSE PRACTITIONER TRACKS
CLINICAL PRECEPTOR WORKSHEET

For
N701 N740R N750R N760R N773

Name of theory instructor (course coordinator):

Name of instructor assigned to clinical course: _____

Student name: _____

Student email: _____

Student home phone w/area code: _____

Student cell phone w/area code: _____

Best time to call: _____

Nursing Course Number: _____ Semester: _____ Year: _____

Name of Preceptor (w/ credentials): _____

Name of Preceptor's practice: _____

Preceptor Address (complete): _____

Preceptor/Practice main phone number w/area code: _____

Preceptor/Manager/Practice email: _____

Name of Office/Business Manager: _____

Days of week for clinical rotations: _____

Hours for clinical rotations: _____

Best time to call preceptor AND best phone number to reach preceptor:
