



Doctor of Nursing Practice

BSN to DNP

or

MSN to DNP

ADVANCED PRACTICE - FNP TRACK

NURSE EXECUTIVE TRACK

STUDENT HANDBOOK

Fall 2019 – Summer 2020

"Nurse Leaders Begin Here"

Welcome from the Dean

On behalf of the faculty and staff, it is my pleasure to welcome you to the DNP program at the University of Nevada, Las Vegas (UNLV) School of Nursing. We are very happy that you have chosen UNLV to continue your nursing education. At the UNLV School of Nursing, we pride ourselves on creating a warm and dynamic student-centered environment. Our motto is Nurse Leaders Start Here. You will find many opportunities here for professional growth and opportunities.

This handbook provides information needed to facilitate your progression in your program of study. While the primary responsibility for your success lies with each of you, many individuals stand ready to assist you in your efforts. If you have additional questions, contact your advisor who will be happy to help. You've made the right choice by choosing the UNLV School of Nursing. We're here to help you advance your nursing career through discovery and scholarship. We really believe in you and are happy to be a part of your professional journey.

Best regards,
Angela Frederick Amar, PhD, RN, ANEF, FAAN
Dean and Professor



Welcome from the Associate Dean

Welcome to UNLV School of Nursing. Our programs offered in the School of Nursing are designed to develop and enhance the health care of Nevada and beyond. The faculty of the school and university strive to graduate students who are interested in what an education enables them to be and not just what it prepares them to do. As a team, we in the School of Nursing strive to prepare students with the knowledge and understanding to make the most of their opportunities for successful outcomes, both in their careers and their daily lives. Our curriculum applies theory to real-world problems so that students are prepared to achieve successful outcomes, whether they are entering a new career or advancing within their career. Many of the faculty bring relevant real-world experiences to the classroom. I encourage you to explore the various opportunities we have to offer and hope that you will find an educational and career path that makes a meaningful difference in your life.

Best wishes on your educational journey,

Tricia K. Gatlin, PhD, RN, CNE
Associate Dean for Undergraduate Affairs
Interim Associate Dean for Graduate Affairs



Welcome from the Doctoral Program Director

Welcome to the DNP program at the University of Nevada, Las Vegas School of Nursing. If I could be so bold to say: "You have made a wise and strategic choice" for this significant portion of your academic and professional nursing journey. During your studies, faculty will mentor and prepare you to excel in leadership roles that serve the health care needs for the residents of Nevada, the nation-at-large, as well as the interdisciplinary professional community. It is our intention to foster a climate of rigor and innovation, guided by an engaged faculty who represent a wide diversity of expertise. Additionally, we believe that the DNP program directly supports the foundational 2025 UNLV *Top Tier Initiative* of being "recognized as a top tier public university in research, education, and community impact."

Please refer to the student handbook frequently and repeatedly as it will provide the necessary information for successful navigation throughout the program. We are here to answer any questions and to provide support and guidance, and want to promote your successful completion of your degree. It is with much excitement, and a sense of a faculty and student "community," that I welcome you once again. Finally, I would share one of my very frequently used trademark statements of support and positivity: "Onward we go!"

With my best thoughts and encouragement,
Paul Thomas Clements, PhD, RN, DF-IAFN, CGS
Director – Doctor of Nursing Practice Degree Program



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 handbook is designed as a resource for information pertinent to the DNP in Nursing 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, practices, 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 current or at the official [UNLV website](#).

Additional publications students will need and find helpful are listed below:

- Graduate Catalog – Policies regarding admission, progress, and graduation (<http://catalog.unlv.edu/index.php>).
- UNLV Student Conduct Code – Policies regarding academic conduct at UNLV (https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf)
- Guide to Preparing and Submitting a Thesis or Dissertation – Resource for those completing a thesis or dissertation (<http://www.unlv.edu/graduatecollege/thesis>)

The purpose of this handbook is to provide program specific information that is not found in the UNLV Graduate Catalog. Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: valarie.burke@unlv.edu or emily.lin@unlv.edu.

IMPORTANT INFORMATION ABOUT E-MAIL

Please make sure you **activate your Rebelmail** account by going to: <http://rebelmail.unlv.edu/>. This email address is important for you to receive university-wide student announcements and also announcements from the SON Graduate Program.

The Graduate Program in the SON maintains a listserv that is available to doctoral students. We will add you to this listserve upon acceptance into the DNP program. Only official UNLV e-mail addresses (Rebelmail) will be used for communication per UNLV policy. Every student is given a Rebel e-mail address on official admission and enrollment at UNLV. **You may forward all your Rebelmail 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 Rebelmail daily. Additionally, e-mail is the main vehicle used by the SON to provide students with vital information about scholarships, announcements, class information, etc. Also, faculty and administrators frequently use e-mail to communicate with students on issues pertinent to an individual student and will always use the student's Rebelmail account.**

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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 30,000 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 Consortium of Colleges and Universities (NWCCU), 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.

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. An Information Commons with microcomputer workstations; a Collaborative Learning Center offering electronic instructional rooms; 24 hour study space; 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. Services also include traditional reference and information assistance: individualized and classroom instructional sessions on subject-related resources and technologies: 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 through the University Bookstore or by calling (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 is 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, registration problems, and provide the necessary forms graduate students need to submit as they progress through their degree programs.

Office of the Registrar: The Office of the Registrar 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. They are located in the Student Services Complex - Building C (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 - Building A, Room 201 (702) 895-3495.

Disability Resource Center: The 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. The center is located in the Student Services Complex - Building A, Room 143 (702) 895-0866.

Counseling: Student Counseling and Psychological Services (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, Room 1500 (702) 895-3627.

Student Health Center: The Student Health Center offers services to registered and enrolled UNLV students. 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) 895-0630. 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 Center at (702) 895-0630.

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

Student Health Insurance: Is available to students enrolled in at least five credits but students in 9 or more credits are automatically enrolled. If the student has insurance outside the university plan, the student may waive out of this coverage and fee. 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.

Veteran Services: The Veterans Administration recognizes the UNLV 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 Building 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 /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 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.

Professional Development Academy

The goal of the Professional Development Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media or look for regular updates on the website.

Academic Success Center

The goal of the Academic Success Center is to help students do well academically and complete they studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

[Alumni Association](#)

With an alumni base 120,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

[Commencement Office](#)

Located in the UNLV Office of the Registrar, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College.

[Office of Diversity Initiatives](#)

The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV's diversity mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. This Office also handles UNLV Title IX questions, inquiries, and reporting.

[Office of International Student and Scholars](#)

International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

[Jean Nidetch Women's Center](#)

The Jean Nidetch Women's Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

[The Intersection](#)

The Intersection is a one-stop resource for UNLV's highly diverse student body — a comprehensive multicultural center grounded in the academic life of our students. As an intersecting campus resource, the Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers. Here, all members of campus can discuss their differences, discover their similarities, and build a shared sense of belonging.

[Office of Student Conduct](#)

The Office of Student Conduct is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the *UNLV Student Code of Conduct* by:

- Promoting awareness of student rights and responsibilities;
- Establishing accountability for student choices;
- Creating opportunities for involvement in the process; and

- Striving to uphold the values and ethics that advance the common good.

[The Financial Aid & Scholarships Office](#)

The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

GENERAL REGULATIONS AND REQUIREMENTS OF THE UNIVERSITY

Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the following websites:

- Academic Integrity
- Activation for Military Service
- FERPA/Privacy Rights
- Health Insurance - Mandatory
- Jeanne Clery Campus Safety and Security Report
- Proof of Immunization
- Policies and Procedures on the Protection of Research Subjects
- Rebelmail Policy
- Student Conduct Code
- Student Computer Use Policy
- Title IX

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the Graduate Catalog:

- Academic Calendar
- Academic Policies
- Admission and Registration Information
- Degree Progression Policies & Procedures

In addition, the [Graduate College website](#) contains additional information regarding policies and procedures.

Annual Review Procedures

Each spring term, graduate students are required to complete the Graduate Student Annual Review survey. This survey will be sent by the Graduate College to the student's Rebelmail account. The review covers the prior calendar year and assesses student progress while setting goals for the year ahead.

Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.

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 [MyUNLV](#) and to the School of Nursing. Any correspondence from the university mailed to the last address provided by the student to MyUNLV 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.

The SON faculty reserves the right to have student papers analyzed by the internet service "[Turnitin](#)" for plagiarism. For more information about plagiarism please visit the Turnitin website. It is highly recommend that you take the short quiz after you view the short video.

If a student in a particular course is deemed by the instructor to be guilty of academic dishonesty, the student may be assigned a failing grade for the corresponding segment of the course. The instructor may also assign a failing grade for the entire course. In all cases, the instructor is responsible for recording the circumstances and for giving the student an opportunity to reply.

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 familiarize themselves with and to 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.

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 course adjustment after having received this “Academic Accommodation Plan.” If faculty members have any questions regarding the DRC, they should call a DRC counselor.

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 DRC is located in the Student Services Complex (SSC-A), Room 143, phone (702) 895- 0866, fax (702) 895-0651.

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.

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. Students may learn more about tutoring services by calling (702) 774-4623.

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.

Rebelmail: By policy, faculty and staff should email students’ Rebelmail accounts only. Rebelmail is UNLV’s official email 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’ email 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.

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.

Final Examinations: UNLV 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 [here](#));
- 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;
- 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.

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”. 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 UNLV is committed to and will provide quality 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. Further, the university seeks to promote campus diversity by enrolling and employing a larger number of minorities and women where these groups have historically been and continue to be under-represented within the university in relation to availability and may extend preference in initial employment to such individuals among substantially equally qualified candidates, as well as to veterans, Nevada residents, and current state employees seeking promotion. Inquiries concerning compliance with federal or state laws prohibiting such discrimination should be directed to the [Office of Diversity Initiatives](#), FDH 560 (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 a DNP 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 coworkers. 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.

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

CHAPTER II

SCHOOL OF NURSING MISSION, PURPOSE, AND PROGRAM OUTCOMES

SCHOOL OF NURSING MISSION and VISION STATEMENTS:

The SON is a partner in the Division of Health Sciences, which is comprised of the schools of Dental Medicine, Nursing, Public Health, and Allied Health. Guided by a mission that demands that UNLV serves its community, the Division is using research, education, training, and service to form unique public and private partnerships. These partnerships are helping provide quality health care to the underserved, educating future professionals, and exploring ways to improve the health and well-being of our citizens. Taken together, UNLV is helping build a foundation for a healthier and more vibrant Nevada.

The *Mission* of the SON 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." The mission is supported by the *SON Vision Statement* which is to "Shape the future of nursing education, research, and practice" and the *SON motto*, "Nurse leaders begin here", adopted in 2014.

PURPOSE:

The SON 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 Doctor of Nursing Practice (DNP) degree currently offers two educational tracks leading to attainment of the DNP degree, Advanced Practice - Family Nurse Practitioner and Nurse Executive.

DNP ESSENTIALS:

The DNP Program is designed to meet the American Association of Colleges of Nursing (AACN) "The Essentials of Doctoral Education for Advanced Nursing Practice (October, 2006)". These Essentials are:

- I. Scientific Underpinnings for Practice
- II. Organizational and Systems Leadership for Quality Improvement and Systems Thinking
- III. Clinical Scholarship and Analytical Methods for Evidence-Based Practice
- IV. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
- V. Health Care Policy for Advocacy in Health Care
- VI. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
- VII. Clinical Prevention and Population Health for Improving the Nation's Health
- VIII. Advanced Nursing Practice

DNP PROGRAM LEARNING OUTCOMES:

On completion of the DNP program, students will be able to:

1. Provide advanced nursing care to improve patient and population health care outcomes in various direct and indirect settings.
2. Take leadership roles in the analysis, delivery, and management of nursing care and health care systems.

3. Provide evidence-based practice through the application of analytical methods, information systems technology, and clinical research.
4. Collaborate with inter-professional teams to meet the healthcare needs of culturally and ethnically diverse individuals and populations.
5. Act as change agent, leader, and advocate in the design, implementation, and evaluation of health care policy as it affects populations and the nursing profession.

CURRICULUM COMPETENCIES AND GUIDELINES:

Appropriate competencies and guidelines support the curriculum for the two tracks in the DNP Program. The Advanced Practice-FNP curriculum (BSN to DNP entry option) includes didactic and clinical practicum courses to prepare the graduate for national certification by the American Association of Nurse Practitioners Certification Board (AANPCB) or the American Nurses Credentialing Center (ANCC). To achieve this goal and to prepare the student for the additional leadership coursework seen in the DNP curriculum, 2016 NTF Criteria for Evaluation of Nurse Practitioner Program, 5th edition served as a guide. The Nurse Executive track is responsive to guidelines found in the American Organization of Nurse Executive (AONE, 2015) Nurse Executive Competencies.

[AONE Nurse Executive Competencies \(2015\):](#)

1. Communication and Relationship Building
2. Knowledge of the Health Care Environment
3. Leadership
4. Professionalism
5. Business Skills

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).

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.

CHAPTER III

REGISTRATION REQUIREMENTS & ORIENTATION

NOTICE OF ACCEPTANCE:

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

Orientation:

Students are required to attend School of Nursing New Graduate Student Orientation prior to starting their program. Lack of attendance in orientation without prior notice can lead to loss of placement in fall enrollment and separation (dismissal) from the university.

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 or readily available to you for use in the DNP Program:

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 that is consistent and reliable.
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*). 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. More information [here](#).
7. File Compression software (e.g. WinZip-PC, ZipIt-Mac)

UNLV Accounts Students Need to Activate:

There are three 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: <https://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. 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.*)

CHAPTER IV

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 Financial Aid & Scholarships Office can provide the necessary forms to be submitted. This office is located in the Student Services Complex, Room 232 (702-895-3424). To facilitate application the student should complete the [Free Application for Federal Student Aid](#) (FAFSA)

Scholarships available to graduate students in all disciplines: 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. 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.

Nurse Faculty 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 full time employment teaching in a school of nursing or two part time positions in a school of nursing that equal full time employment. 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. A call for applications will be sent via the list serve when the School of Nursing is notified of award.

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 can be found [here](#)
- Information about becoming a GA for the School of Nursing can be found [here](#)
- Apply to be a Graduate Assistant through [Grad Rebel Gateway](#)

CHAPTER V

POLICIES

Advisement:

Students admitted to the School of Nursing will be assigned an advisor/chair upon admission. Failure to consult with the advisor/chair when requested may result in separation (dismissal) from the SON.

Please review SON policy S-5 at: <https://www.unlv.edu/nursing/student-resources/policies>

Progression:

To progress in the School of Nursing, 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 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 via the student’s plan of study 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 and allowed to continue in the program.
4. Complete a minimum of six degree program credits per calendar year (an average of three credits per semester; calendar year defined as fall and spring semesters).
5. 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.

Please review SON Policy S-12 at: <https://www.unlv.edu/nursing/student-resources/policies>

GRADUATION REQUIREMENTS:

Please see the Graduate Catalog (<https://catalog.unlv.edu/index.php?catoid=30>) for graduation requirements.

1. **Residency Credits:** Each track has a differing credit requirement, and the current catalog should be consulted. No more than three courses (maximum of seven internal or six external credits) may be transferred into the program. Transfer credit must be approved by the Program Director. Transfer students with seven 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 or Eight year Completion Rule:** All doctoral degree requirements must be completed within six (6) calendar years for post-master’s students or eight (8) calendar years for post-bachelor’s doctoral students 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.

Social Media Use:

Please see the SON policy S-19 at: <https://www.unlv.edu/nursing/student-resources/policies>

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 Graduate Affairs (SON).

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 a Certification Exam:

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

[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. 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

[ANCC](#) offers national certification exams in over 37 specialty and advanced practice areas each year. Students from the UNLV FNP program may take the national certification examination from this organization. The exam is administered on computer. To request a catalog and registration form send request to or visit the ANCC website:

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

The ANCC also offers certification as both a nurse executive and an advanced nurse executive:

- [Nurse Executive \(NE-BC\)](#)
- [Advanced Nurse Executive \(NEA-BC\)](#)

Other certification examinations are available and graduates may be eligible to sit for more than one examination.

There is an application fee for all certification examinations.

POLICIES SPECIFIC TO THE SCHOOL OF NURSING

Advisement/Consultation Concerning Course Activities:

Please review SON policy S-5 at: <https://www.unlv.edu/nursing/student-resources/policies>

Advisement related to program contracts, such as progression or revision due to personal situations is completed by the Doctoral Program Director. 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 Doctoral Program Director will serve as the student's advisor until such time as the student confirms a chairperson for the DNP Project examination (Advisory) committee.

Students must secure a chair prior to their first DNP Project course. Students will check in with their advisor or chair each semester. Failure to consult with the advisor or chair when requested may result in separation (dismissal) from the SON.

BSN TO DNP FAMILY NURSE PRACTITIONER STUDENT COURSE/CLINICAL POLICIES:

Family 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 BSN to DNP FNP program must complete 585 clinical hours according to the following:
 - a. 45 hours in skills lab and clinical practicum (NURS 701)
 - b. 24 hours in obstetric/gynecological care (NURS 740R/740R lab and NURS 750R/750R Lab)
 - c. 156 hours in pediatrics (NURS 750R/750R lab)
 - d. 360 hours in adults/geriatrics (NURS 740R/740R lab and NURS 760/760R lab)
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 Director 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 family 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 SON. Students may suggest possible sites for clinical placement, but the actual education affiliation agreement for the clinical experience must be initiated by the SON. The family 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 701 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 BSN to DNP family nurse practitioner student must complete a Clinical Preceptor Worksheet for **each** preceptor the student is 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:

Please review SON policy S-6 at: <https://www.unlv.edu/nursing/student-resources/policies>

Dress Code:

Please review SON policy S-7 at: <https://www.unlv.edu/nursing/student-resources/policies>

Bloodborne Pathogen Exposure:

Please review SON policy S-13 at: <https://www.unlv.edu/nursing/student-resources/policies>

Bloodborne Pathogen and HIPAA Training:

All BSN to DNP 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.

Please review SON policy S-13 at: <https://www.unlv.edu/nursing/student-resources/policies>

Basic Life Support Skills Validation:

Please review SON policy S-13 at: <https://www.unlv.edu/nursing/student-resources/policies>

Cancellation of a Class:

The SON 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:

Please review SON policy S-6 at: <https://www.unlv.edu/nursing/student-resources/policies>

Children in Class:

Please review SON policy S-6 at: <https://www.unlv.edu/nursing/student-resources/policies>

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 SON 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.

Drug Screening:

Please review SON policy S-13 at: <https://www.unlv.edu/nursing/student-resources/policies>

English Composition Skills:

Students should exhibit professional level composition skills. Faculty are 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 DNP program should utilize APA format. All students are encouraged to purchase an APA format textbook as a reference.

Essential Tasks:

The SON 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, particularly when enrolled in FNP clinical courses. 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:

Please review SON policy S-9 at: <https://www.unlv.edu/nursing/student-resources/policies>

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:

Particularly when enrolled in FNP clinical courses, 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

IMPORTANT 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 [Webcampus](#), students will have access to their grades in a confidential way. Grade reports are also distributed to the Associate Dean for Graduate Affairs in the SON and are available to advisors and counselors.

Health Insurance Validation:

It is a requirement of the SON 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 and time indicated in the syllabus or course schedule/calendar. Whether an assignment will be accepted late and the determination of percentage (%) points to be deducted per day will be made at the sole discretion of the instructor. It is the student's responsibility to notify the instructor that an emergency has occurred.

Two-Step Tuberculin Testing or QuantiFERON:

Please review SON policy S-13 at: <https://www.unlv.edu/nursing/student-resources/policies>

Transportation:

Please review SON policy S-7 at: <https://www.unlv.edu/nursing/student-resources/policies>

PROBATION and SEPARATION (DISMISSAL):

Please review SON policy S-12 at <https://www.unlv.edu/nursing/student-resources/policies>

WITHDRAWAL:

Please review SON policy S-12 at <https://www.unlv.edu/nursing/student-resources/policies>

SUSPENSION FROM THE SCHOOL OF NURSING:

Please review SON policy S-12 at <https://www.unlv.edu/nursing/student-resources/policies>

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 SON's Doctoral Program Director; the second level is the SON's Associate Dean for Graduate Affairs. If the outcome of the appeal is not to the student's satisfaction, the student may file an appeal with the [Graduate College](#).

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 up to one calendar year to complete all requirements and remove the "I" grade; **however**, the instructor, at his/her sole discretion, may require that the Incomplete be made up in less time. The SON 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 grade 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. The Graduate College guidelines and policy on the grade of "Incomplete" can be found [here](#).

BSN TO DNP NURSE EXECUTIVE STUDENT COURSE POLICIES:

The vast majority of policies identified under the heading "BSN TO DNP FAMILY NURSE PRACTITIONER STUDENT COURSE/CLINICAL POLICIES" also apply to students in the Nurse Executive track. Those policies related to student effort or student conduct in clinical courses do not apply to BSN to DNP students in the BSN to DNP Nurse Executive track unless the student is participating, in some capacity, in a clinical practicum course (i.e. NURS 754, 756, or 757). The remaining policies will not be repeated in the *Handbook* here; however, it is important to review and understand all other policies as they DO apply to the student in the BSN to DNP Nurse Executive track.

MSN TO DNP ADVANCED PRACTICE – FNP AND NURSE EXECUTIVE STUDENT COURSE POLICIES:

The vast majority of policies identified under the heading "BSN TO DNP FAMILY NURSE PRACTITIONER STUDENT COURSE/CLINICAL POLICIES" also apply to students in the MSN to DNP Advance Practice – FNP and Nurse Executive tracks. Those policies related to student effort or student conduct in clinical courses do not apply to MSN to DNP students unless the student is participating, in some capacity, in a clinical course. The remaining policies will not be repeated in the *Handbook* here; however, it is important to review and understand all other policies as they DO apply to the student in the MSN to DNP program tracks.

STUDENT RIGHTS:

Please review the entire Student Conduct Code at:

https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf

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 NSHE 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.

The Nevada System of Higher Education Policies and Procedures Guidelines Manual concerning "**Disclosure of Student Education Records and Directory Information**", Chapter 6, Section 14, pp. 23-24, Reviewed December 2016, is available [here](#)

UNLV Policies on FERPA, "Student Rights under FERPA", and "Directory and Non-Directory Information" policies are available [here](#)

GRIEVANCES:

Please see SON policy S-1 at: <https://www.unlv.edu/nursing/student-resources/policies>

CHAPTER VI

PROGRAM REQUIREMENTS & PROGRESSION

SAMPLE PLANS OF STUDY

SAMPLE DNP PROGRAM

Official Requirements are listed in the Graduate Catalog (<https://catalog.unlv.edu/index.php?catoid=30>).

ADVANCED PRACTICE – FAMILY NURSE PRACTITIONER TRACK

The Advanced Practice, Family Nurse Practitioner track begins with the preparation of the graduate to work as a family 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, and provide patient and family counseling and education regarding lifestyle behaviors. In more advanced courses, the graduate will gain the knowledge and skills to become a leader in healthcare systems, both public and private, and be prepared to provide leadership in the management of those systems. Graduates will integrate an understanding of healthcare systems, organizational management, and nursing leadership principles with concepts of translational scholarship in advanced practice roles.

Sample BSN to DNP Courses

		<u>Credits:</u>
1 st Semester (FALL)		
NURS 704	Advanced Pathophysiology and Genetics I	3
NURS 706	Nursing Theory and Research	3
NURS 708	Analysis and Economics of Healthcare Systems and Delivery	3
2 nd Semester (SPRING)		
NURS 711	Informatics and Quality Improvement	3
NURS 715	Business Management for Nurse Practitioners	2
NURS 730	Advanced Pharmacology and Genetics II	3
3 rd Semester (SUMMER)		
NURS 714	Family Theory and Health Promotion	2
NURS 719R	Health and Public Policy for Advanced Practice Nursing	3
NURS 767	Collaboration, Communication, and Negotiation for the Nurse Leader	2
4 th Semester (FALL)		
NURS 701	Diagnostic Reasoning and Clinical Decision Making for the FNP (45 clinical hours.)	2
NURS 703	Advanced Health Assessment	3
NURS 729R	Translational Evidence for Healthcare Systems	3
5 th Semester (SPRING)		
NURS 740R	FNP Adult and Women's Health (180 clinical hours)	6
NURS 788	DNP Project (120 clinical hours)	2
6 th Semester (SUMMER)		
NURS 712	Strategies for Management of Healthcare Systems and Performance Improvement	3
NURS 750R	FNP Children and OB (180 clinical hours)	6
7 th Semester (FALL)		
NURS 716	Population Health: Analysis and Evaluation	3
NURS 760R	FNP Geriatric and Chronic Illness (180 clinical hours)	6
NURS 788	DNP Project (120 clinical hours)	2
8 th Semester (SPRING)		
NURS 765	DNP Residency (180 clinical hours)	4
NURS 768	DNP Forum and Role Transformation	2
NURS 788	DNP Project (120 clinical hours)	2
Total Credits		68

Sample MSN to DNP Courses:**Credits:****Credits: 31**

1 st Semester (FALL)		
NURS 708	Analysis and Economics of Healthcare Systems and Delivery	3
NURS 729R	Translational Evidence for Healthcare Systems	3
2 nd Semester (SPRING)		
NURS 715	Business Management for Nurse Practitioners	2
NURS 765	DNP Residency (<i>180 clinical hours</i>)	4
NURS 788	DNP Project (<i>120 clinical hours</i>)	2
3 rd Semester (SUMMER)		
NURS 712	Strategies for Management of Healthcare Systems and Performance Improvement	3
NURS 719R	Health and Public Policy for Advanced Practice Nursing	3
NURS 767	Collaboration, Communication, and Negotiation for the Nurse Leader	2
4 th Semester (FALL)		
NURS 716	Population Health: Analysis and Evaluation	3
NURS 788	DNP Project (<i>120 clinical hours</i>)	2
5 th Semester (SPRING)		
NURS 768	DNP Forum and role Transformation	2
NURS 788	DNP Project (<i>120 clinical hours</i>)	2
Total Credits		31

DNP PROGRAM

Official Requirements are listed in the Graduate Catalog (<https://catalog.unlv.edu/index.php?catoid=30>).

Sample NURSE EXECUTIVE TRACK

The Nurse Executive track is designed to prepare the graduate with the knowledge and skills to excel in a leadership position in a healthcare organization or system, professional nursing organization at the regional, national, or international level, or in a similar leadership and change agent position. Students begin with coursework focused on the economics of healthcare systems, translational evidence in healthcare systems, financial and budget theory and application and health and public policy. More advanced coursework includes healthcare issues and the law, organizational management, systems leadership, and a three course sequence of clinical application with nurse executive practicums focusing on various aspects of executive function.

<u>Sample BSN to DNP Courses:</u>	<u>Credits:</u>
1st Semester (FALL)	
NURS 706 Nursing Theory & Research	3
NURS 736 Innovations in Communication – Scholarly Writing	1
NURS 738 Financial Theory & Budget Management in the Healthcare Setting	3
2nd Semester (SPRING)	
NURS 711 Informatics and Quality Improvement	3
NURS 718 Organizational Management for the Advanced Practice Nurse	3
NURS 726 Healthcare Issues and the Law	2
3rd Semester (SUMMER)	
NURS 712 Strategies for Management of Healthcare Systems & Performance Evaluation	3
NURS 719R Health and Public Policy for Advanced Practice Nursing	3
4th Semester (FALL)	
NURS 708 Analysis and Economics of Healthcare Systems and Delivery	3
NURS 716 Population Health: Analysis and Evaluation	3
NURS 729R Translational Evidence for Healthcare Systems	3
5th Semester (SPRING)	
NURS 772 The Nurse as Leader	3
NURS 788 DNP Project (<i>120 clinical hrs.</i>)	2
NURS 754 Nurse Executive Practicum I: Organizations as Complex Systems (<i>160 clinical hrs.</i>)	3
6th Semester (SUMMER)	
NURS 735 Healthcare Outcomes Management	2
NURS 767 Collaboration, Communication, and Negotiation for the Nurse Leader	2
NUR 756 Nurse Executive Practicum II: Transformational Leadership (<i>160 clinical hrs.</i>)	3
7th Semester (FALL)	
NURS 737 Leadership in Organizations and Systems	2
NURS 788 DNP Project (<i>120 clinical hrs.</i>)	2
NURS 757 Nurse Executive Practicum III: Executive Leadership (<i>160 clinical hrs.</i>)	3
8th Semester (SPRING)	
NURS 765 Residency (<i>180 clinical hours</i>)	4
NURS 768 DNP Forum and Role Transformation	2
NURS 788 DNP Project (<i>120 clinical hrs.</i>)	2
Total Credits	60

Sample MSN to DNP Courses:**Credits: 32****Credits**

1 st Semester (FALL)		
NURS 729R	Translational Evidence for Healthcare Systems	3
NURS 738	Financial Theory & Budget Management in the Healthcare Setting	3
2 nd Semester (SPRING)		
NURS 718	Organizational Management for the Advanced Practice Nurse	3
NURS 726	Healthcare Issues and the Law	2
NURS 788	DNP Project (<i>120 clinical hrs.</i>)	2
3 rd Semester (SUMMER)		
NURS 735	Healthcare Outcomes Management	2
NURS 767	Collaboration, Communication, and Negotiation for the Nurse Leader	2
4 th Semester (FALL)		
NURS 737	Leadership in Organizations and Systems	2
NURS 788	DNP Project (<i>120 clinical hrs.</i>)	2
Cognate Focus dependent on MSN coursework		3
5 th Semester (SPRING)		
NURS 765	Residency (<i>180 clinical hours</i>)	4
NURS 768	DNP Forum and Role Transformation	2
NURS 788	DNP Project (<i>120 clinical hrs.</i>)	2
Total Credits		32

Sample DEGREE REQUIREMENTS: Official Requirements are listed in the Graduate Catalog (<https://catalog.unlv.edu/index.php?catoid=30>).

BSN TO DNP

BSN TO DNP CORE COURSES	
706 – Nursing Theory and Research	3
708 – Analysis and Economics of Healthcare Systems and Delivery	3
711 – Informatics and Quality Improvement	3
719R – Health and Public Policy for Advanced Practice Nursing	3
729R – Translational Evidence for Healthcare Systems	3
765 – DNP Residency	4
767 – Collaboration, Communication, and Negotiation for the Nurse Leader	2
768 – DNP Forum and Role Transformation	2
788 – DNP Project (over at least 3 semesters)	6
Total DNP Core Credits	29

ADVANCED PRACTICE – FAMILY NURSE PRACTITIONER	
701 – Diagnostic Reasoning & Clinical Decision Making for the FNP	2
703 – Advanced Health Assessment	3
704 – Advanced Pathophysiology and Genetics I	3
730 – Advanced Pharmacology and Genetics II	3
712 – Strategies for Management of Healthcare Systems and Performance Improvement	3
714 – Family Theory and Health Promotion	2
715 – Business Management for Nurse Practitioners	2
716 – Population Health: Analysis and Evaluation	3
740R – FNP Adult and Women’s Health	6
750R – FNP Children and OB	6
760R – FNP Geriatric and Chronic Illness	6
Total Additional Advanced Practice - FNP Track Credits	39

NURSE EXECUTIVE	
712 – Strategies for Management of Healthcare Systems and Performance Improvement	3
716 – Population Health	3
718 – Organizational Management for the Advanced Practice Nurse	3
726 – Healthcare Issues and the Law	2
735 – Healthcare Outcomes Management	2
736 – Innovations in Communication – Scholarly Writing	1
737 – Leadership in Organizations and Systems	2
738 – Financial Theory & Budget Management in the Healthcare Setting	3
772 – The Nurse as Leader	3
754 – Clinical Practicum I – Organizations as Complex Systems	3
756 – Clinical Practicum II – Organizational Transformation	3
757 – Clinical Practicum III – Executive Leadership	3
TOTAL ADDITIONAL NURSE EXECUTIVE CREDITS	31

Sample DEGREE REQUIREMENTS: Official Requirements are listed in the Graduate Catalog (<https://catalog.unlv.edu/index.php?catoid=30>)

MSN TO DNP

MSN TO DNP CORE COURSES	
729R – Translational Evidence for Healthcare Systems	3
765 – DNP Residency	4
767 – Collaboration, Communication, and Negotiation for the Nurse Leader	2
768 – DNP Forum and Role Transformation	2
788 – DNP Project (over at least 3 semesters)	6
TOTAL DNP CORE CREDITS	17

ADVANCED PRACTICE – FNP	
708 – Analysis and Economics of Healthcare Systems and Delivery	3
712 – Strategies for Management of Healthcare Systems and Performance Improvement	
715 – Business Management for Nurse Practitioners	2
716 – Population Health: Analysis and Evaluation	3
719R – Health and Public Policy for Advanced Practice Nursing	3
TOTAL ADDITIONAL ADVANCED PRACTICE - FNP TRACK CREDITS	14

NURSE EXECUTIVE	
718 – Organizational Management for the Advanced Practice Nurse	3
726 – Healthcare Issues and the Law	2
735 – Healthcare Outcomes Management	2
737 – Leadership in Organizations and Systems	2
738 – Financial Theory & Budget Management in the Healthcare Setting	3
Cognate (Elective) in Leadership	3
TOTAL ADDITIONAL NURSE EXECUTIVE CREDITS	15

COURSE DESCRIPTIONS are listed on the Graduate Catalog (<https://catalog.unlv.edu/index.php?catoid=30>):

The DNP Scholarly Project:

The DNP Project is a scholarly project identified as a culminating experience through which the student is able to focus on a specific area of interest and apply principles of translational evidence to a practice scenario of interest. A separate “DNP Project Handbook” is available to students as they prepare for the first semester of registration in the NURS 788, DNP Project course.

FULL-TIME STUDY DEFINED

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 Rebel Gateway portal](#).

CHAPTER VII

PATHWAY TO COMPLETION

SAMPLE TIME LINE FROM ADMISSION TO GRADUATION

STEPS	WHO	DEADLINES
Advisor Assigned	School of Nursing	Upon admission to the Graduate College (Advisor is the Doctoral Program Director, until a DNP Examination [Advisory] Committee is formed.)
Select Advisory (DNP) Committee	DNP Student	Prior to starting DNP Project Proposal and first registration in NURS 788 and advancing to candidacy
Advance to Candidacy	DNP Student	Turned after the “Prospectus Approval”
Apply for Graduation	DNP Student	The exact deadline is announced each semester in the UNLV Schedule of Classes
DNP Defense	DNP Student	A minimum of 4 weeks prior to the last day of instruction of the term in which graduation is anticipated.
Submit final copies of DNP Project to the Graduate College	DNP Student	A minimum of 2 weeks before the end of instruction of the term in which graduation is anticipated. Information about submission will be provided.
Submit Final Exam or Oral Defense results to Graduate College	DNP Student	A minimum of 2 weeks before the end of instruction of the term in which graduation is anticipated.
Graduation	DNP Student	Granted after all requirements are fulfilled. Students may not participate in commencement until all degree requirements are fulfilled.

Note: All forms are completed in the Grad Rebel Gateway System.

CHAPTER VIII ORGANIZATIONS

Student Nurses' Association:

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

Membership On The DNP Program Faculty And Curriculum Committee And Departmental Standing Committees:

Graduate students may hold voting membership on all standing committees within the Graduate Nursing Program according to SON's 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 UNLVs 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.

Graduate And Professional Student Association (GPSA)

All registered graduate students of the University are members of the GPSA, Graduate & Professional Student Association of UNLV. 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 SON 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>.

Handbook Information

Last revised	Revised by	Changes summary
July, 2019	Elizabeth Gardner	Updated contact information and policies

Appendix A: School of Nursing Graduate Faculty Directory

School of Nursing Graduate Faculty Contact Information

Name	Office	Phone	Email
Dr. Alona Angosta	BHS 402	702-895-1218	Alona.Angosta@unlv.edu
Dr. Aaron Bellow	BHS 453	702-895-3175	Aaron.Bellow@unlv.edu
Dr. Rebecca Benfield	BHS 412	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. June Cho	BHS 452	702-895-5931	June.Cho@unlv.edu
Dr. Paul Clements	ONLINE		Paul.Clements@unlv.edu
Dr. Roseann Colosimo	BHS 460	702-895-1220	Roseann.Colosimo@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. Rachell Ekroos	BHS 454	702-895-3155	Rachell.Ekroos@unlv.edu
Dr. Du Feng	BHS 100	702-895-3414	Du.Feng@unlv.edu
Dr. Tricia Gatlin	BHS 416	702-895-5935	Tricia.Gatlin@unlv.edu
Dr. Karen Holt	ONLINE		Karen.Holt@unlv.edu
Dr. Jennifer Kawi	BHS 446	702-895-5930	Jennifer.Kawi@unlv.edu
Jinyoung Kim	BHS 436	702-895-3418	jinyoung.kim@unlv.edu
Dr. Hyunhwa (Henna) Lee	BHS 448	702-895-3492	Hyunhwa.Lee@unlv.edu
Dr. Nirmala Lekhak	BHS 355	702-895-5983	Nirmala.Lekhak@unlv.edu
Dr. NeCole Leland	BHS 432	702-895-4696	Necole.Leland@unlv.edu
Dr. Cheryl Maes	BHS 406	702-895-2947	Cheryl.Maes@unlv.edu
Dr. Andrew Reyes	BHS 450	702-895-5094	AndrewThomas.Reyes@unlv.edu
Dr. Carolyn Sabo	BHS 463	702-895-3342	Carolyn.Sabo@unlv.edu
Dr. Reimund Serafica	BHS 440	702-895-5746	Reimund.Serafica@unlv.edu
Dr. Angela Silvestri-Elmore	BHS 418	702-895-1229	Angela.Silvestri-Elmore@unlv.edu
Dr. Barbara St Pierre Schneider	BHS 447	702-895-1216	Barbara.StPierreSchneider@unlv.edu
Dr. Rhigel (Jay) Tan	BHS 426	702-895-3115	Rhigel.Tan@unlv.edu
Dr. Dieu-My Tran	BHS 442	702-895-3371	Dieu-My.Tran@unlv.edu
Dr. Jennifer Vanderlaan	BHS 438	702-895-3543	Jennifer.Vanderlaan@unlv.edu
Dr. Susan VanBeuge	BHS 404	702-895-3719	Susan.VanBeuge@unlv.edu

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

Appendix B: 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
Voice: 702-895-3360 / **Fax:** 702-895-4807

Associate Dean for Graduate Affairs

Dr. Tricia Gatlin, Tricia.Gatlin@unlv.edu
702-895-5935

Director, PhD Program

Dr. Catherine Dingley, Catherine.Dingley@unlv.edu
702-895-4062

Director, DNP Program

Paul Thomas Clements, PaulThomas.Clements@unlv.edu
828-654-0006

Director, MSN Program

Dr. Alona Angosta, Alona.Angosta@unlv.edu
702-895-1218

SON Student Services Director

Ms. Elizabeth Gardner, Elizabeth.Gardner@unlv.edu
702-895-5923

Clinical Placement & Compliance Coordinator

Ms. Jill Racicot, Jill.Racicot@unlv.edu
702-895-5920

NSHE Specialist I

Rosemary Willrich, unlv.nursing@unlv.edu
702-895-3360

Graduate Administrative Assistant

Ashley Martin, unlv.nursing@unlv.edu
702-895-3360

School of Nursing Office of Research and Scholarship (ORS)

Interim Associate Dean for Research

Dr. Du Feng, Du.Feng@unlv.edu
702-895-3414