UNLV | School *of* NURSING

Doctor of Nursing Practice

ADVANCED PRACTICE - FNP TRACK

NURSE EXECUTIVE TRACK

STUDENT HANDBOOK

Summer 2021- Spring 2022

"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 for Academic Affairs

Welcome to UNLV and the School of Nursing. We are happy that you are here! We are excited to partner with you to facilitate your educational journey. Our online DNP program serves your need for flexibility. We have an excellent curriculum that enhances your leadership and practice and provides you with the knowledge and skills necessary to translate evidence into practice. The faculty is committed to a curriculum that is delivered through a lens of equity and justice and how you, the health care practitioner, leads systemic change in organizations and communities. The DNP Handbook is your tool to guide you through the program. As the Associate Dean or Academic Affairs, I am here to serve you, the student. At UNLVC School of Nursing we believe *"Nurse Leaders Begin Here"* – More appropriately for those with your experience, *"Nurse Leaders Flourish Here."*

Happy wishes for a successful and joyful experience.

Steven J. Palazzo, PhD, MN, RN, CNE
Associate Dean for Academic Affairs and Associate Professor

Welcome from the Doctoral Program Director

A warm welcome to the Doctor of Nursing Practice (DNP) program at the University of Nevada, Las Vegas School of Nursing. Your participation in our program will advance the field of nursing and become part of the fabric of nursing's evolution and growth as the leading, and most respected profession.

During your course of study in the DNP program you will have the opportunity to work with our highly, qualified faculty in the School of Nursing as well as those in the Graduate College of UNLV. It is our intention to provide you with a high level of engagement, professional development, subject matter expert input as you advance your professional standing to be considered an expert in leadership in healthcare, systems thinking, and innovative processes focused on change theory and translational science.

As a DNP student, you will be focused on designing, developing, and implementing a clinical practice change project. This is the hallmark and capstone of the DNP program. You will work in collaboration with a specific site in carrying out your DNP project to fulfill the clinical requirement and to institute a change-based intervention to improve healthcare delivery.

The DNP program is positioned to be a contributor to the School of Nursing's work and support of the University of Nevada Las Vegas's 2025 Top Tier Initiative of being "recognized as a top tier public university in research, education and community impact." As such, you will have opportunities to work at a local, regional, national, or global level to disseminate your DNP project.

Please refer to the student handbook to acquaint yourself with the process, important program information and for frequently needed information. The handbook is intended to be a guide for you throughout your program of study. The faculty and I are here to support your learning journey and are always available to you.

I am excited to have you join us at UNLV SON and am always here to support your learning.

You have chosen to continue your professional growth with us, my hope is that together we can change the world!

Carpe Diem!

Warm personal regards,
Kathleen Thimsen DNP, RN, WOCN/CETN, FNS-BC, DF-AFN
Director- Doctor of Nursing Practice 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 themselves 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.
- 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 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 listserv 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.**

TABLE OF CONTENTS

Chapter I
INFORMATION ABOUT THE UNIVERSITY OF NEVADA, LAS VEGAS

Chapter II
SCHOOL OF NURSING MISSION, PURPOSE, AND PROGRAM LEARNING OUTCOMES

Chapter III
REGISTRATION REQUIREMENTS

Chapter IV
FEES, EXPENSES, AND FINANCIAL ASSISTANCE

Chapter V
PROGRAM INFORMATION

Chapter VI
PROGRAM PROGRESSION/PLANS OF STUDY

Chapter VII
PATHWAY TO COMPLETEION

Chapter VIII
ORGANIZATIONS

APPENDICES

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 2nd floor of the Gateway Building (GTW). This office receives the electronic application forms and transcripts for admission to the graduate college via the Graduate Rebel Gateway portal. The Graduate College tracks the admission, progression, and graduation of students. They help support enrollment and registration issues and accepts the necessary forms graduate students need to submit as they progress through their degree programs. Please visit the website for information that support all graduate students: https://www.unlv.edu/graduatecollege

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.

The Graduate Academy: Innovative Leadership, Professional, and Career Development

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.

School of Nursing Alumni
As a graduate of the UNLV School of Nursing, you are out greatest asset and your continued engagement with the school is vital to our continued success. We encourage you to stay connected with fellow nursing alumni, current and former nursing faculty and current students.

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
- Change of Address
- FERPA/Privacy Rights
- Health Insurance - Mandatory
- Jean 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

Title IX

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of

discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito.

The Title IX Coordinator can be reached through the online reporting form at https://cm.maxient.com/reportingform.php?UnivofNevadaLasVegas&layout_id=18, by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

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.

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.

Annual Mandatory Individual Development Plan and Procedures

Annual Mandatory Individual Development Plan: Each winter break and early spring term, graduate students are **required** to complete the Graduate Student Individual Development Plan (IDP) form [Formerly known as the Student Annual Review]. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead. Faculty Advisors/Graduate Coordinators have the option to provide feedback to each students' submitted IDP and provide acknowledgement that they have reviewed the IDP. Reported student data is shared with students' graduate coordinators and advisors to foster opportunities for discussion about students' strengths and weaknesses, accomplishments and next requirements, and mentoring plans so that students know what they need to do in order to progress successfully through their programs in a timely manner. Students who are graduating are also required to complete the form in order to

record their achievements since the data is also used to track UNLV metrics related to the annual productivity of all students.

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 gradassociatedean@unlv.edu.

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

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.

SON Transportation Requirement:
Students are required to provide their own transportation to clinical sites.

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 recommended 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.

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.

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.

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 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.

Faculty Information
All Nursing Faculty are listed at https://www.unlv.edu/nursing/directory/faculty.

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

Grading Scale of UNLV

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 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/Mentors and counselors.

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.

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CHAPTER II

SCHOOL OF NURSING MISSION, PURPOSE, AND PROGRAM OUTCOMES

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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)

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

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.

Yaffa Dahan Nursing Education Fund:
Yaffa Dahan was born on December 29, 1954 in Morocco and was raised in a small town in Israel. After marrying David Dahan in Israel at age 20, Yaffa moved to Las Vegas to start a family and a new life. Dedicated to education, Yaffa was ambitious in pursuing educational opportunities and a career in nursing. Her educational journeys lead her to earn an MBA in Business Management and a PhD in Administrative Healthcare. She became a registered nurse, which she practiced for more than 28 years. She was a member of the Honors Society in Nursing at UNLV and was honored as an outstanding alumna. She was a wonderful, dedicated spirit who touched all those who crossed her path. In honor of her memory, the Yaffa Dahan Nursing Education Fund was established in 2007 at UNLV to assist outstanding doctoral nursing students in their dissertation or project research.

Award Criteria:
- Must be enrolled in UNLV SON DNP program and be in good standing
- Must have a DNP proposal approved by an advisory committee
- If applicable, must have received approval or notice of exemption from the university's Institutional Review Board for the Protection of Human Subjects at the time the award is made

Requirements:
- Application form (See Appendix B - Contact Office of Research and Scholarship for budget assistance.)
- Project Abstract (approximately 400 words) addressing the following sections
  - Purpose
  - Background, Rationale, and Significance
  - Methods (includes Data Analysis
  - Implications for nursing education, science, or practice

- Letter of support from the Project Mentor

All materials should be addressed to the DNP Project Award Committee and forwarded to SON Research office at: SON_ORS@unlv.edu

DNP Student Project Award:

The purpose of the DNP Student Project Award is to support the DNP project of a student enrolled in our DNP program. If funding is available, the award amount may be up to $2,000 per award The School of Nursing (SON) wishes to support successful completion of DNP projects of DNP students in the SON.

Award Criteria
- Must be enrolled in UNLV SON DNP program and be in good standing
- Must have a DNP proposal approved by an advisory committee
- If applicable, must have received approval or notice of exemption from the university's Institutional Review Board for the Protection of Human Subjects at the time the award is made

Application Process
- Those meeting the above criteria may apply for this award. The application includes:
- Application form (See Appendix B - Contact Office of Research and Scholarship for budget assistance.)
- Dissertation or capstone project abstract (400 words maximum) addressing the following sections:
    - Purpose
    - Background, Rationale, and Significance
    - Methods (includes Data Analysis) or Procedure/Process
    - Implications for nursing education, science, or practice
- Letter of support from the student's DNP Mentor

All materials should be addressed to the DNP Project Award Committee and forwarded to SON Research office at: SON_ORS@unlv.edu

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.

CHAPTER V

Program Information

Terms
Please note that the following terms used in this handbook are synonymous with those used in the Catalog:

Faculty Mentor/Mentors refers to the Chair of the Graduate Advisory Committee as described in the Catalog.
DNP Project Team refers to the Graduate Advisory Committee as described in the Catalog.

Advisement:
Students admitted to the School of Nursing will be assigned an advisor/Faculty Mentor upon admission who serves until the student confirms a Faculty Mentor for the DNP Project examination (Advisory) team. Students must secure a Faculty Mentor prior to their first DNP Project course. Students will check in with their advisor or Mentor each semester.

Dress Code:
The UNLV student name tag and insignia are required in the clinical area. Student identification name tags must include the student's first name and last initial. Students are responsible for sewing the insignia on the lab coat.

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.

Graduate students must provide proof of Bloodborne Pathogens and HIPAA Trainings (available on UNLV's Risk Management website) prior to enrollment in the initial semester of the nursing program and each year while in the program

Basic Life Support Skills Validation:
1. Students are required to maintain currency of Health Care Provider Skills (American Heart Association).
2. At the time of admission to the first nursing class and every two years after that date, the student must provide validation that the Health Care Provider Skills are up to date. The card must not expire prior to the end of the semester.
3. The BCLS card will be maintained by the appropriate AA and will be available for faculty access as needed through E*Value.
4. Students who are enrolled in the nursing program who do not submit all required forms to the appropriate AA by the date designated may be removed from courses and potentially the nursing program.

Drug Screening:
1. Prior to enrollment in the initial semester of the nursing program, students must participate in a drug screen.
2. The following procedure is to be followed:
    a. The student receives instructions and pays for the drug screen at www.precheck.com by clicking the Student button and following the instructions.
    b. If the results are negative, no additional actions are required. If the results are positive, the student will be notified that he or she will not be admitted to the program by the following (as applicable): the appropriate Program Director, ADAA.
    c. Students who do not maintain continuous enrollment in a course with a clinical component must document a negative drug screen prior to beginning courses.
    d. When a student's behavior suggests impairment,
        i. The student will need to notify a friend or family member to drive them home.
        ii. The student will be directly supervised until picked up.
    e. Student will be placed on clinical probation and any further issues may result in dismissal.

Immunizations
I. Immunizations
    A. Immunity/Screening Criteria

1. In order to be in compliance with the mandatory immunization requirements, students will meet the following criteria:
    a. Measles
        i. Born before 1957 (probably infected naturally); **or**,
        ii. Laboratory confirmation of disease **or**,
        iii. Laboratory evidence of measles immunity; **or**,
        iv. Adequate immunization with two doses of live measles after the first birthday, and no less than one month apart.
    b. Mumps
        i. Born before 1957 (probably infected naturally); **or**,
        ii. Laboratory confirmation of disease ; **or**, Laboratory evidence of mumps immunity; **or**,
        iii. Adequate immunization with 2 doses of live mumps vaccine on and/or after first birthday.
    c. Rubella
        i. Born before 1957 (probably infected naturally); **or,**
        ii. Laboratory evidence of immunity; **or**,
        iii. Immunization with 2 doses of live virus on and/or after first birthday.
    d. Tetanus, Diphtheria, and Pertussis (Tdap)
        i. Record of booster within the last 10 years
        ii. If the student is pregnant, Tdap should be given during each pregnancy
    e. Hepatitis B
        i. Completed vaccine series (initial, one month, six months); **or**,
        ii. Evidence of Hepatitis B vaccination series in process, with completion of series by the start of the second semester of study in the School of Nursing; **or**,
        iii. Laboratory evidence of Hepatitis B immunity within preceding 12 months.
    f. Tuberculosis
        i. IGRA blood testing (QuantiFERON-TB Gold in tube (QFT)); **or**
        ii. Evidence of chest x-ray and medical follow-up for those with past history of positive reactivity.
    g. Varicella
        i. Completed vaccinations; **or**,
        ii. Laboratory evidence of immunity.
B. Documentation of Immunizations or Immunity
    1. Nevada Administrative Code (NAC) Chapter 441 A.755 requires that all students, regardless of age, must provide documentation of having received the Tetanus Diphtheria (Td) immunization within the last 10 years or exemption. In addition, students born in or after 1957 must provide proof of immunity for the following: two doses of Measles, Mumps, & Rubella (MMR). This information is provided to Student Enrollment Services prior to admission to the university.
    2. When admitted to the School of Nursing and prior to attendance of the first nursing classes, students will need to provide evidence of: 1) required immunizations, 2) documentation related to the BCLS-Health Provider Card, 3) Health History and Physical Examination (Attachment #1), and 4) evidence of a negative drug screen. Documentation must be submitted to the SON Office Staff by the date designated in contract signing.
    3. Current students and their immunization status will be maintained by the SON Office Staff, and will be available for faculty access as needed through E*Value.
    4. Students who are enrolled in the nursing program who do not submit all required forms to the SON Office Staff by the date designated may be removed from courses and potentially the nursing program.
    5. If the student has been in the program for a length of time that the TB/QuantiFERON Gold, Tdap, and BCLS data must be updated, the updating must occur prior to the beginning of the semester with documentation submitted to the SON Office Staff. If the returning student is non-compliant, the student will not be allowed to enroll in any course.

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 School of Nursing main office 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.

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

Change in Class Schedule: The School of Nursing reserves the right to amend the information published in the Class Schedule. Changes that may occur are day, time, instructor, or clinical agency. The student will be notified through MyUNLV or Canvasprior to the commencement of classes.

Program Hours
Clinical hours must be accrued during your course of study in the DNP program. The required number of hours to be attained in the DNP is a minimum of 500 clinical hours. The clinical hours are aligned with specific courses in the DNP program, NURS 788 courses (course is taken in succession over three terms) and in NURS 729r.

All hours accrued must be entered by the student into the clinical hour documentation and tracking application, e*Value

Hours are approved and reviewed by the DNP student's faculty mentor and the DNP program director.

BSN to DNP Clinical Hours for FNP Courses
Clinical Attendance Policy: Attendance is mandatory in all courses with a clinical component. Missed clinical days will be made up at the discretion of the instructor dependent on faculty availability, site availability, and/or appropriateness of situation for student to attend.
    a.   Tardiness: arriving any time beyond the expected designated clinical start time.
        a.   First occurrence of tardiness will result in a clinical contract.
        b.   Student will not be automatically sent home, unless appropriate (i.e. student not prepared for clinical, not dressed in appropriate attire, not physically or mentally able to provide patient care).
        c.   Second occurrence of tardiness in the same clinical will result in failure of that clinical.
    b.   No Call/No Show: no notification to the clinical instructor of tardiness or absence for the assigned clinical shift. The student must call by two (2) hours after the start of the clinical day or it will count as a no call/no show; otherwise it is a tardy/unprepared.
        a.   One (1) No Call/No Show will result in a clinical contract across all levels.
        b.   A meeting is required with the following (as applicable): clinical faculty, course coordinator, appropriate Program Director, and appropriate Associate Dean (Undergraduate/Graduate Affairs)
        c.   A second no call/no show (in the program) may result in a clinical failure.
        d.   Under extenuating circumstances (such as a major traumatic injury), this policy can be waived by the following (as applicable): appropriate Program Director in consultation with the appropriate Associate Dean (Undergraduate/Graduate Affairs).
    c.   Absence: any missed clinical day.

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 they 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.

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.

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.

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 Canvas prior to leaving campus for the semester.

BSN TO DNP FAMILY NURSE PRACTITIONER STUDENT COURSE/CLINICAL INFORMATION
UNLV School of Nursing guarantees clinical placements in Nevada in the greater Las Vegas metro area to students who hold a valid Nevada RN license. Out-of-state students must hold a valid RN license in the state and jurisdiction in which they intend to complete their program. Students are strongly encouraged to play an active role in identifying potential preceptors and clinical practice experiences in their local community in one of those states. The UNLV School of Nursing must review and approve all out-of-state and out of the Las Vegas metro area preceptors and clinical sites. UNLV ensures adequate physical resources and clinical sites are available to achieve the program's mission, goals, and expected outcomes for all admitted students; those resources are in Nevada. UNLV strives to approve student recommended out-of-state/out of the Las Vegas Metro area quality clinical practice experiences and preceptors; however, UNLV offers no guarantees for out-of-state/out of the Las Vegas metro area clinical placements & preceptors and/or assistance in finding out-of-state/out of the Las Vegas metro area placement sites & preceptors. If an out-of-state/out of the Las Vegas metro area student is unable to secure a UNLV approved preceptor and/or site in his/her home community, the student is expected to acquire a Nevada RN license, relocate to the greater Las Vegas metro area, and the UNLV School of Nursing will assign them a preceptor and clinical site in the Las Vegas area (up to 75-miles from UNLV within NV state lines).

BSN to DNP - 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. In situations where the student has a preceptor they 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 BSN to DNP - family nurse practitioner program. If the student does not follow this procedure 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. Students may not begin clinical rotations without an education affiliation agreement in place. This is considered unprofessional and unsafe and may 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

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.

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 their 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.

Bloodborne Pathogen Exposure:

If the student sustains an exposure to blood and/or body fluids, the student must immediately report, within 10 minutes, this exposure to the clinical instructor and the site coordinator/manager. If the student is unable to immediately contact the clinical instructor, the School of Nursing is to be contacted.

The student should then go to the nearest Emergency Department or Laboratory Service and ask for baseline lab testing for HIV and Hepatitis B titer. It should be noted that the institution or agency where exposure has occurred has no responsibility to provide any testing or treatment related to the exposure. The person to whom the student has been exposed (the source patient) should be tested for Hepatitis and HIV antibodies. The agency in which the exposure occurred, may or may not, pay the cost of the lab draw on the source patient. When indicated, the Centers for Disease Control (CDC) recommends initiating post-exposure prophylaxis against HIV as close to the time of exposure as possible, ideally within one hour and continuing for 4 weeks.

1. The student and/or clinical preceptor will report the incident to the appropriate Program Director and provide a written report describing the exposure incident, including degree of risk considering client status and type of exposure and subsequent actions taken. The clinical preceptor will report the incident to the infection control department and/or nursing administration of an involved clinical agency prior to leaving the clinical facility. The Infection Control department may be a resource in determining the degree of risk in the exposure.
2. The incident report will be filed in E*Value and notification made to the appropriate Program Director and the ADAA.

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.

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 Academic Affairs. The final review level of appeal is the Graduate College Dean. If the outcome of the appeal is not to the student's satisfaction, the student may file an appeal with the Graduate College.

Student Rights:
Please review the entire Student Conduct Code at: https://www.unlv.edu/studentconduct

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

Please review SON section of UNLV Catalog

GRADUATION REQUIREMENTS:
Please see the Graduate Catalog 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.

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:

<div align="center">

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

</div>

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.

CHAPTER VI

PROGRAM REQUIREMENTS & PROGRESSION

SAMPLE PLANS OF STUDY

SAMPLE DNP PROGRAM
Official Requirements are listed in the Graduate Catalog.
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   **Credits:**

1st 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

2nd 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

3rd 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

4th 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

5th Semester (SPRING)

NURS 740R	FNP Adult and Women's Health (*180 clinical hours*)	6
NURS 788	DNP Project (*120 clinical hours*)	2

6th Semester (SUMMER)

NURS 712	Strategies for Management of Healthcare Systems and Performance Improvement	3
NURS 750R	FNP Children and OB (*180 clinical hours*)	6

7th 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

8th 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

1st Semester (FALL)

NURS 708	Analysis and Economics of Healthcare Systems and Delivery	3
NURS 729R	Translational Evidence for Healthcare Systems	3

2nd Semester (SPRING)

NURS 715	Business Management for Nurse Practitioners	2
NURS 765	DNP Residency (*180 clinical hours*)	4
NURS 788	DNP Project (*120 clinical hours*)	2

3rd 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

4th Semester (FALL)

NURS 716	Population Health: Analysis and Evaluation	3
NURS 788	DNP Project (*120 clinical hours*)	2

5th Semester (SPRING)

NURS 768	DNP Forum and role Transformation	2
NURS 788	DNP Project (*120 clinical hours*)	2

Total Credits   **31**

DNP PROGRAM
Official Requirements are listed in the Graduate Catalog .
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.

Sample BSN to DNP Courses / Credits:

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 *(120 clinical hrs.)*	2
NURS 754	Nurse Executive Practicum I: Organizations as Complex Systems *(160 clinical hrs.)*	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 *(160 clinical hrs.)*	3

7th Semester (FALL)
NURS 737	Leadership in Organizations and Systems	2
NURS 788	DNP Project *(120 clinical hrs.)*	2
NURS 757	Nurse Executive Practicum III: Executive Leadership *(160 clinical hrs.)*	3

8th Semester (SPRING)
NURS 765	Residency *(180 clinical hours)*	4
NURS 768	DNP Forum and Role Transformation	2
NURS 788	DNP Project *(120 clinical hrs.)*	2

Total Credits   60

<u>Sample MSN to DNP Courses</u> / Credits
Credits: 32

1st Semester (FALL)

NURS 729R	Translational Evidence for Healthcare Systems	3
NURS 738	Financial Theory & Budget Management in the Healthcare Setting	3

2nd Semester (SPRING)

NURS 718	Organizational Management for the Advanced Practice Nurse	3
NURS 726	Healthcare Issues and the Law	2
NURS 788	DNP Project *(120 clinical hrs.)*	3

3rd Semester (SUMMER)

NURS 735	Healthcare Outcomes Management	2
NURS 767	Collaboration, Communication, and Negotiation for the Nurse Leader	2
NURS 798	Independent Study (IRB and STATS)	3

4th Semester (FALL)

NURS 737	Leadership in Organizations and Systems	2
NURS 788	DNP Project *(120 clinical hrs.)*	3
Cognate Focus dependent on MSN coursework		3

5th Semester (SPRING)

NURS 768	DNP Forum and Role Transformation	2
NURS 788	DNP Project *(120 clinical hrs.)*	3

Total Credits   34

Sample DEGREE REQUIREMENTS: Official Requirements are listed in the Graduate Catalog.

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	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)	9
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

MSN TO DNP

MSN TO DNP CORE COURSES

729R – Translational Evidence for Healthcare Systems	**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)	9
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	3
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 in the Graduate Catalog.

The DNP Scholarly Project:
The DNP Project is a scholarly project identified as a culminating experience through which the student can 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
Faculty Mentor Assigned	School of Nursing	Upon admission to the Graduate College (Faculty Mentor is selected to guide the student until a DNP Project Team is formed, which may include the advisor as the Faculty Mentor.)
Select DNP Project Team	DNP Student	Prior to starting DNP Project Proposal and first registration in NURS 788 and advancing to candidacy
Plan of Study	DNP Student	Halfway through program. Submitted via Grad Rebel Gateway
DNP Project Proposal Defense	DNP Student	Project Proposal is developed in NURS 788 (1st enrollment) with production of a paper and an oral defense. Student will partner with Faculty Mentor to develop and submit an IRB approval request. Once achieved, the student proceeds to begin project implementation and Data collection.
Advance to Candidacy	DNP Student	Submitted via Grad Rebel Gateway at the beginning of final semester.
Apply for Graduation	DNP Student	Applications Deadlines for: Fall – October 1 Spring – March 1 Summer – June 1
DNP Defense	DNP Student	NURS 788 (3rd enrollment) culminates the program with the defense of the DNP project with deliverables of an oral defense and a final paper. 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 Culminating Experience form to Graduate College	DNP Student	A minimum of 2 weeks before the end of instruction of the term in which graduation is anticipated.
Graduation	Graduate College	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.

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
April, 2020	Elizabeth Gardner	Updated contact information and policies
November 2020	Elizabeth Gardner	Updated procedure information and contacts
May 2021	SAC/DNP Director	Updated information and project hours Faculty Vote: 8Y-1N-0Ab, Spring 2021

Appendix A: 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 Academic Affairs
Dr. Steven Palazzo, Steven.Palazzo@unlv.edu
702-895-4832

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

Director, DNP Program
Dr. Kathleen Thimsen, Kathleen.Thimsen@unlv.edu
702-895-3114

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

SON Main Office
Mary Murray, AA IV
Rachel Soriano, AA III
Kathy Weyand, AA III
Yaa Obeng, AA III
UNLV.Nursing@unlv.edu
702-895-3360

School of Nursing Office of Research and Scholarship (ORS)
Interim Associate Dean for Research
Dr. Kathryn Laughon Kathryn.Laughon@unlv.edu

Research Project Manager
Michele Padilla Michele.Padilla@unlv.edu
702-895-3420

Main Nursing Office of Research Support
Lisa Escher, AA IV SON_ORS@unlv.edu
702-895-3105

Appendix B: DNP PROJECT AWARD

UNLV | School *of* NURSING

APPLICATION FORM

☐ DNP Student Project Award   ☐ Yaffa Dahan Nursing Education Award

Name _____   Date _____

Anticipated Date of Graduation _____

Project Title _____

_____

Proposed Budget

Item State quantity and cost/unit.	Rationale	Total Cost
Total		

Total Budget _____ Total Amount Requested _____

Other Funding Sources

Source	Amount

DNP Student Signature _____

Advisory Committee Chair _____ _____
Name

Signature