



BSN STUDENT NURSES HANDBOOK

2022-2023

"Nurse Leaders Begin Here"

Welcome from the Dean

Welcome to the School of Nursing at the University of Nevada, Las Vegas and congratulations on taking the next big step on your journey to becoming a nurse. The timing for your education couldn't be better. Our health care environment is rapidly evolving and in need of a workforce prepared to meet the demands. You are joining a rich tradition of excellence that produces outstanding nurse leaders and clinicians. Your journey through the undergraduate program contains many exciting opportunities to help you realize your personal goals. I invite you to explore what the School of Nursing has to offer. The faculty and staff are here to help you realize your full potential.



One of the first steps you can take toward success is familiarizing yourself with this student handbook. Inside you will find many of the policies and procedures that support your academic progress. It is helpful to review these resources at the start of the semester and throughout the year. As a new or returning student, it's natural to have a lot of questions. Each course, each semester, and each degree you pursue is different from the last. UNLV's faculty and staff are here to provide answers and offer support. I encourage you to seek their counsel early and often.

Finally, on behalf of the faculty and staff, I wish you much success and enjoyment, and I thank you for choosing UNLV to partner with on your journey.

Angela Amar, PhD, RN, ANEF, FAAN
Dean, School of Nursing

Welcome from the Associate Dean for Academic Affairs

We are happy that you are here! We are excited to partner with you to facilitate your educational journey. Our BSN program prepares you as a generalist registered nurse ready to serve the needs of the community. We have an excellent curriculum that enhances your leadership and practice and provides you with the knowledge and skills necessary to provide evidence-based care and leadership as a member of the healthcare team. The faculty is committed to a curriculum that is delivered through a lens of equity and justice and how you, the registered nurse, leads systemic change and provides exceptional care in organizations and communities. The BSN Handbook is your tool to guide you through the program. As the Associate Dean of Academic Affairs, I am here, along with your faculty, to facilitate a successful journey through our program. . At UNLV School of Nursing, we believe "Nurse Leaders Begin Here."

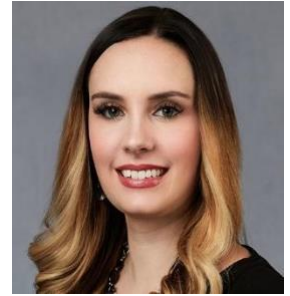


Best wishes for a successful and joyful experience,

Mary D. Bondmass, Ph.D., RN, CNE
Professor-in-Residence and Associate Dean for Academic Affairs.

Welcome from the BSN Program Director

Welcome, and congratulations on your decision to pursue your BSN with us at the UNLV SON! I know that I speak for myself and for the dedicated faculty and staff of the SON when I tell you how excited we are to have you as our student. While you are in this program, there will be excitement, challenges, emotions, and change. You've come here expecting to learn. You will be learning, but you will also grow. You will notice change intellectually, technically, emotionally, and spiritually. When you reflect on your experiences in this program, you will recognize the growth and change in yourself. As it is no easy task, at times this may seem challenging. We are here to guide you every step along the way. You will learn to relate to our mantra, "Nurse Leaders Begin Here." I am so excited to be a part of your journey, and hope that you have a wonderful experience with us as you transition into your role as a professional nurse. Your work and dedication are so important.



Angela Silvestri-Elmore, PhD, APRN, FNP-BC, CNE
Associate Professor & BSN Program Director

Welcome from the Accelerated Second-Degree BSN Track Program Lead

Welcome to the UNLV School of Nursing, and congratulations on your admission to the Accelerated Second-Degree BSN program! You have chosen to embark on a unique journey that will enable you to use your past experiences and knowledge to grow as both a clinician and a nurse leader. Your path through this program will be challenging and rewarding, but your enthusiasm, perseverance, and dedication will be necessary to reach your ultimate goal.



I have the privilege to navigate and support you on this extraordinary journey. I wish you the best for a successful experience!

Jennifer Pfannes, DNP, RN, CPN
Assistant Professor and Accelerated Second-Degree BSN Track Program Lead

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School of Nursing BSN Program Contact Information

School of Nursing
Bigelow Health Sciences Building (BHS)
4505 S. Maryland Parkway, Box 453018 Las Vegas, Nevada 89154-3018
Voice: (702) 895-3360
Fax: (702) 895-4807

Associate Dean for Academic Affairs- Dr. Mary Bondmass

Mary.Bondmass@unlv.edu

702-285-3460

BSN Program Director – Dr. Angela Silvestri-Elmore

Angela.Silvestri-Elmore@unlv.edu

702-895-1229

Accelerated Second-Degree BSN Track Program Lead – Dr. Jennifer Pfannes

Jennifer.Pfannes@unlv.edu

702-895-5970

Clinical Compliance & Placement Coordinator - Jill Racicot

Jill.Racicot@unlv.edu

702-895-5920

Student Success Facilitator – Elizabeth Gaccione

Elizabeth.Gaccione@unlv.edu

702-895-3023

SON Student Services Director - Elizabeth Gardner

Elizabeth.Gardner@unlv.edu

702-895-5923

Administrative Staff:

Mary Murray

Kathy Weyand

Jacob Kippen

UNLV.Nursing@unlv.edu

702-895-3360

CHAPTER I INFORMATION ABOUT THE UNIVERSITY OF NEVADA, LAS VEGAS

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

Over 28,000 students attend classes at University of Nevada, Las Vegas's (UNLV) 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 Commission on Colleges and Universities, and many academic programs have received further accreditation from independent national accrediting bodies. The School of Nursing (SON) is approved by the [Nevada State Board of Nursing](#) and accredited by the [Commission on Collegiate Nursing Education](#) (CCNE).

RESOURCES ON CAMPUS

Library: The Lied Library has 2,500 study spaces, more than half of them with full network connections; an Information Commons with microcomputer workstations; a Graduate Student Commons with study spaces and meeting facilities; and a media distribution system and retrieval system capable of storing 1.2 million volumes.

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

The Library offers access to information resources and databases available in electronic format. The UNLV Libraries' online catalog links to other libraries as well as to various electronic journal indices, selected full-text items and the World Wide Web. Services also include individualized research consultations and traditional reference and information assistance; individualized and classroom instructional sessions on subject-related resources and technologies; and interlibrary loan and document delivery.

Book Stores: The [University Bookstore](#) is conveniently located next to the Student Union. [Rebel Books](#) is located on Maryland Parkway across from the University. Both bookstores carry the required textbooks for nursing classes. All required and recommended textbooks for the courses are 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.

Canvas: Canvas is utilized for most courses for distribution of course syllabi, announcements, and may also be used for distribution of course materials, assignments, individual and group communications, group discussion, and other communication and educational activities. All students are expected to use Canvas and access it regularly. Students may also be responsible for accessing additional teleconferencing and communication platforms for synchronous course components.

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 a cafeteria and delicatessens, coffee bar, game rooms, a spacious ballroom, lounges, meeting and program areas. Student government offices, the Consolidated Students of the University of Nevada (CSUN), are located on the third floor (SU 316).

CSUN: All undergraduate students enrolled for seven credit hours or more are automatically members of the Consolidated Students of the University of Nevada, Las Vegas (CSUN). Part-time students are eligible to be members upon payment of CSUN fees. The self-governing body is structured to promote the needs and viewpoints of all students through a representative government. CSUN operates under the full recognition of viewpoints of all students through a representative government. CSUN operates under the full recognition of the faculty and the University of Nevada, Board of Regents. Copies of the CSUN Constitution are available to members of the student body. Offices are located in the Student Union.

The Registrar's Office: This office receives the application form for admission to the university. Transcripts from previous education are evaluated and a determination of acceptable credit is made. This office can also answer questions regarding residency requirements. The second function of Admissions and Records is serving as the custodian of student academic records. This office is responsible for the processes of registration, withdrawals, and graduation. The staff handles students' questions about their records and provides transcripts and enrollment certification documents. The Registrar's Office is located in the Student Services Complex (SSC-C) (702-985-3443).

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. Career Services is located in the Student Services Complex (SSC-A) on the 2nd floor (702-895-3495).

Academic Success Center: This Center assists students with understanding of course material in an effort to further retention and collegiate success. Assistance may be offered by peer to peer programs, by professionals, or by Academic Success Staff. The Academic Success Center Office is located in the Academic Success Center – Claude I Howard Building (ASC) directly across from the Student Services Complex (702-895-3177).

The Disability Resource Center: This center provides academic accommodations for students with documented disabilities. To establish services, students will need to provide to the Center appropriate documentation of their disability, from a recognized professional. The center is located in the Student Services Complex (SSC-A), Room 143 (702-895-0866).

The Writing Center: Undergraduate students may access this free service to assist in any part of any writing project. The center is staffed by the English Department and is located in the Central Desert Complex (CDC Building 3). Students must call (702) 895-3908 for an appointment.

Student 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 are provided to all currently enrolled students by clinical and counseling psychologists and are located on the first floor of the Student Recreation and Wellness Center (RWC) (702-895-3627).

Student Health Center: The Student Health Center (SHC) 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 call (702) 895-0630 or visit the SHC located in the Student Recreation and Wellness Center (SRWC).

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.

Student Health Insurance: Students are required to carry Health Insurance while in the Nursing Program. All Nursing students are automatically enrolled in the [university student health insurance](#) but can waive out of this coverage if they have existing insurance that meets all the requirements. Please visit the [Nevada Health Insurance Exchange](#) to review the various policies and decide what would work best for your situation.

Student Financial Services: Administers all financial aid on campus including loans, scholarships, and grants. More detailed information is provided in Chapter 5.

Student Recreation: The Student Recreation and Wellness Center (SRWC) offers programs and services that address every aspect of overall health and wellness. The SRWC houses some of the latest recreation and fitness equipment and facilities, as well as a full schedule of classes and programs. Classes and programs include indoor cycling, yoga, pilates, kickboxing, and more.

UNLV/CSUN Preschool: Preschool is available for children 6 weeks through 5 years of age. Information related to hours of operation and qualifications for enrollment are available by calling (702) 895-3779.

Veteran Services: The Veterans Administration recognizes 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 (SSC-A), Room 311 (702-895-2290).

Housing Services: Dormitories provide on-campus housing for enrolled single students, or those living away from spouse/or children. (See Catalog for Freshman On-Campus Housing Regulations). 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.

Food Services: 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.

Student Nurses' Association: All students enrolled in the nursing program are eligible for membership in the Student Nurses' Association. Through this organization, students have representatives on nursing faculty committees. The group plans social events for the students, participates in community activities and provides guidance to students. A message phone is available (702-895-1214).

Sigma Theta Tau: The ZETA KAPPA chapter of SIGMA THETA TAU, the International Honor Society of Nursing, was chartered at the University of Nevada in 1981. The purpose of Sigma Theta Tau is 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 an invitation to membership is extended to selected students (no more than thirty-five percent of the class) in the undergraduate program who demonstrate the qualities identified as hallmarks of Sigma Theta Tau members.

Phi Kappa Phi: The National Honor Society admits scholars from all academic disciplines. Chapter 100 on the UNLV campus was founded in 1967. Each year the Chapter invites as new members those juniors and seniors in the top five percent and ten percent respectively of their class to join the Society.

School of Nursing Alumni Association: This group formed in 1992 and is made up of graduates of the former associate degree program, the baccalaureate program and graduate programs. The group works for the betterment of the School and provides scholarships.

UNLV Rebel Nurse Mentoring Program: The UNLV Rebel Nurse Mentoring Program (RNMP) connects current nursing students with alumni by matching them with a professional in their area of interest who can offer advice and information about career options or other issues relevant to nursing. The program is open to all alumni and current Level 4 students of the School of Nursing, as well as UNLV Alumni working in nursing-related fields. The application period opens each semester with student/alumni matching taking place soon thereafter.

GENERAL REGULATIONS AND REQUIREMENTS OF THE UNIVERSITY

Students are responsible for knowing and observing the Rules and Disciplinary Procedures for Members of the University Community (NSHE Code, Chapter 6). This code outlines the responsibilities of students, as well as the rules, sanctions, and hearing procedures in effect on the

campus. Any conflict between this code and the SON Handbook shall be interpreted in favor of the code. Printed copies of the code are available in the Office of the Registrar.

Use of Automobiles: University parking and traffic regulations govern all vehicles operated on 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 obtain a parking permit during registration. Students should obtain a copy of the regulations booklet at that time. Stickers and information can be obtained from the University Parking Services Office at times other than the registration period as well.

Alcoholic Beverages: Neither the storage, possession nor use of alcoholic beverages is allowed on the university campus or other university property unless prior approval has been 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 in [MyUNLV](#) and to the SON. Any correspondence from the university mailed to the last address provided by the student to UNLV 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 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.

Fundraising: Any fundraising efforts by student organizations off campus must be cleared by the UNLV Dean of Student Services, the Dean of the SON, and the Associate Dean for Academic Affairs for the SON.

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

Civility: The UNLV SON defines civility by respecting others and honoring differences to provide a safe and supportive learning and work environment. Civility encompasses behaviors expected by the profession of nursing, which includes students, faculty, and staff members.

Cheating, Plagiarism and Academic Dishonesty: UNLV is dedicated to learning by all members of its community. In responding to this dedication, the university demands a high level of scholarly behavior and academic honesty on the part of students, faculty, staff and administrators. No form of academic dishonesty is acceptable. While maintenance of an atmosphere of academic integrity is the responsibility of all, the faculty is principally responsible for enforcement of these principles.

Academic dishonesty includes any act that violates the academic processes of the university. These acts include, but are not limited to, cheating on an examination, stealing examination questions, substituting one person for another at an examination, violating the procedures of a national or state examination, falsifying data, destroying or tampering with or stealing a computer program or file, and plagiarizing (using as one's own ideas or writings of another).

If an instructor suspects that a student has committed 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. Appeals go to the Dean of the college offering the course, the Faculty Senate Academic Standards Committee, and the provost. If any member of the university community is deemed guilty of academic dishonesty, any other member may bring action under the Rules of Disciplinary Procedures for Members of the University Community.

Student Records: The University of Nevada complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 concerning the privacy of educational records and rights of students to inspect and review those records.

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

CHAPTER II SCHOOL OF NURSING VISION, MISSION, & PHILOSOPHY

VISION & MISSION

Vision Statement:

The overarching goal of the SON is to help shape the future of nursing education, research, and practice. To that end, the faculty have adopted “*Nurse Leaders Begin Here*” as the school’s slogan.

Mission Statement:

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 SON promotes, improves, and sustains human health through evidence-based education and advances in research and practice.

BSN PHILOSOPHY & CORE CONCEPTS

BSN Philosophy:

We value the needs of learners, health care consumers, and stakeholders in the development and revision of programs and initiatives.

The program fosters interprofessional practice and professional development in response to the changing health care needs of the community.

The primary responsibility for acquiring nursing knowledge, skills, and attitudes belongs with the learner. The teacher acts as a facilitator and resource by creating, organizing and maintaining a supportive learning environment.

BSN Meta Concept – based on the AACN’s Essentials of Baccalaureate Education for Professional Nursing Practice (2008):

Generalist nursing practice: the baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of health care environments. In addition, the baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of health care resources inherent in caring for patients.

UNLV School of Nursing BSN Core Concepts and Program Outcomes – based on the AACN’s Essentials of Baccalaureate Education for Professional Nursing Practice (2008):

Information Management & Patient Care Technologies

Use emerging patient care technologies and information systems to support safe and effective nursing practice.

Basic Organizational & Systems Leadership

Integrate leadership concepts, skills, and decision making in the provision of high-quality nursing care delivery in a variety of settings.

Health Care Policy, Finance & Regulatory Environments

Apply knowledge of healthcare policy, finance and regulatory environments, including local, state, national and global healthcare trends in nursing practice.

Professionalism & Professional Values

Integrate professional values, attitudes, knowledge, and behaviors into nursing practice.

Evidence Based Practice

Demonstrate sound clinical judgment, based on the current paradigm of evidence-based practice, in the planning, provision, and evaluation of patient care at the individual, group, and community levels.

Communication

Demonstrate effective inter- and intra-professional communication and collaboration for improving patient outcomes.

Safety

Apply principles that enhance safety for patients and health care providers through both individual performance and system effectiveness.

Clinical Prevention & Population Health

Use clinical prevention strategies to promote health and prevent disease across the life span at the individual and population levels.

Quality and Safety Education in Nursing (QSEN) Competencies (2007):

Prepare future nurses with the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare system.

1. Patient-centered care
2. Teamwork and collaboration
3. Evidenced-based practice
4. Quality improvement
5. Informatics
6. Safety

BSN PROGRAM OUTCOMES WITH QSEN COMPETENCIES

PROGRAM OUTCOMES	QSEN Competencies
1. Use emerging patient care technologies and information systems to support safe and effective nursing practice.	Evidenced Based Practice Informatics Safety
2. Integrate leadership concepts, skills and decision making in the provision of high-quality nursing care delivery in a variety of settings.	Quality Improvement Safety Teamwork and Collaboration
3. Apply knowledge of healthcare policy, finance, and regulatory environments, including local, state, national and global healthcare trends in nursing practice.	Patient Centered Care Safety
4. Integrate professional values, attitudes, knowledge, and behaviors .	Patient Centered Care Teamwork and Collaboration
5. Demonstrate sound clinical judgment in the planning, provision, and evaluation of evidence-based nursing care at the individual, group, and community levels.	Evidenced-Based Practice Patient Centered Care
6. Demonstrate effective inter- and intra-professional communication and collaboration for improving patient outcomes.	Patient Centered Care Quality Improvement Safety
7. Apply principles that enhance safety for patients and health care providers through both individual performance and system effectiveness.	Patient Centered Care Quality Improvement Safety
8. Use clinical prevention strategies to promote health and prevent disease across the life span at the individual and population levels.	Evidenced-Based Practice Patient Centered Care

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.

American Nurses Association Standards of Nursing Practice:

1. The collection of data about the health status of the client/patient is systematic and continuous. These 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 diagnosis.
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.

American Nurses Association Code of Ethics:

The undergraduate program 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 promote health and 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 integrity of the profession, and integrate principles of social justice into nursing and health policy.

SEQUENCE FOR NURSING COURSES – TRADITIONAL BSN TRACK

First Semester:	Credits
NURS 305: Patient Centered Care: Basic Principles	6
NURS 306: Pathophysiology and Pharmacology for Nursing I	3
NURS 307: Health Assessment of Diverse Populations	3
NURS 329: Physical Assessment Skills	1
NURS 342: Fundamentals of Nursing Lab	1
	Total 14

Second Semester:	
NURS 313R: Nursing Care of Adult Medical-Surgical Patient	7
NURS 320: Pathophysiology and Pharmacology for Nursing II	3
NURS 325: Professional Communication in Diverse Health Care Settings	2
NURS 350: Population-Focused Nursing in the Community	4
	Total 16

Third Semester:	
NURS 401: Nursing Care of Older Adults	5
NURS 405: Nursing Care of Women and Childbearing Families	3
NURS 406: Nursing Care of Childrearing Families	4
NURS 420: Evidence-Based Practice and Research in Nursing	3
	Total 15

Fourth Semester:	
NURS 419: Care of Individuals and Their Family Experiencing Emotional Or Mental Health Disruptions	4
NURS 425: Managing Complex Nursing Care in Diverse Populations	7
NURS 427: Nursing Leadership & Transition into Practice	4
	Total 15

The total program is 122 credits. Of that total, 60 credits are in nursing and 62 credits are outside of the SON. Of the 60 credits in nursing, 20.5 are allotted to clinical practice. For each clinical practice credit, the student will be in the clinical area for a total of 45 hours per semester. Thus, for a 3-credit clinical experience, the student will devote 135 hours per semester. For a 4-credit clinical class, the student will devote 180 hours per semester.

**SEQUENCE FOR NURSING COURSES (MODULES) – ACCELERATED SECOND-DEGREE
BSN TRACK**

Course (Module):	Total Credits
NURS 325: Professional Communication in Diverse Health Care Settings	2
NURS 305: Patient Centered Care: Basic Principles	6
NURS 306: Pathophysiology and Pharmacology for Nursing I	3
NURS 307: Health Assessment of Diverse Populations	3
NURS 320: Pathophysiology and Pharmacology for Nursing II	3
NURS 420: Evidence-Based Practice and Research in Nursing	3
NURS 305L: Patient Centered Care: Basic Principles – Clinical Component	
NURS 342: Fundamentals of Nursing Lab	1
NURS 329: Physical Assessment Skills	1
NURS 313R: Nursing Care of Adult Medical-Surgical Patient	7
NURS 350: Population-Focused Nursing in the Community	4
NURS 406: Nursing Care of Childrearing Families	4
NURS 405: Nursing Care of Women and Childbearing Families	3
NURS 419: Care of Individuals and Their Family Experiencing Emotional Or Mental Health Disruptions	4
NURS 401: Nursing Care of Older Adults	5
NURS 427: Nursing Leadership & Transition into Practice	4
NURS 425: Managing Complex Nursing Care in Diverse Populations	7
NURS 425: Managing Complex Nursing Care in Diverse Populations – Clinical Component	
NURS 427: Nursing Leadership & Transition into Practice – Clinical Component	

The total program is 122 credits. Of that total, 60 credits are in nursing and 62 credits are outside of the SON. Of the 60 credits in nursing, 20.5 are allotted to clinical practice. For each clinical practice credit, the student will be in the clinical area for a total of 45 hours per semester. Thus, for a 3-credit clinical experience, the student will devote 135 hours per semester. For a 4-credit clinical class, the student will devote 180 hours per semester.

CATALOG DESCRIPTIONS FOR REQUIRED NURSING COURSES

NURS 305

Patient Centered Care: Basic Principles

Introduction to nursing practice emphasizing application of the nursing process, critical thinking, psychomotor skills, communication skills, and documentation. Provides content on selected common disorders. Explores historical and theoretical perspectives of nursing as a profession, with introduction of ethical-legal decision-making. Emphasizes need for evidence-based practice and use of informatics in nursing. Theory = 4 credits, clinical = 2 credits. **Corequisite: NURS 342 Prerequisites: NURS 299 and program contract. Accelerated Second-Degree BSN Track: Corequisite: NURS 342 Prerequisites: NURS 325.** 6 credits.

NURS 306

Pathophysiology and Pharmacology for Nursing I

Introduces the student to basic pharmacokinetics, pharmacodynamics, pharmacoeconomics, and the relationship between pathophysiology and pharmacologic management. Emphasis on introductory principles and nursing management of drug therapy. Examines pathologies and associated pharmacological approaches from selected body systems across the lifespan. Theory = 3 credits. **Prerequisites: NURS 299, Anatomy & Physiology, and program contract. Accelerated Second-Degree BSN Track: Prerequisites: NURS 325, 305.** 3 credits.

NURS 307

Health Assessment of Diverse Populations

Acquisition of skills to perform a holistic patient assessment - including sociocultural, spiritual, family, and complete physical assessment. Normal assessment findings emphasized; however, health risk factors and common abnormalities discussed. Theory = 3 credits. **Corequisite: NURS 329 Prerequisites: NURS 299 and program contract. Accelerated Second-Degree BSN Track: Prerequisites: NURS 325, 305, 306.** 3 credits.

NURS 313R

Nursing Care of the Adult Medical-Surgical Patient

Focus on development of professional, patient-centered care for acutely ill patients. Emphasis is placed on applying sound clinical judgment in the planning, provision, and evaluation of evidence-based nursing care. Clinical experience will occur in acute settings with acutely ill adults. Theory = 4 credits, clinical = 3 credits. **Prerequisites: NURS 305, 306, 307, 329, 342. Accelerated Second-Degree BSN Track: Prerequisites: NURS 325, 305, 306, 307, 320, 420, 342, 329.** 7 credits.

NURS 320

Pathophysiology and Pharmacology for Nursing II

Examines pathologies and associated pharmacological approaches from selected body systems across the lifespan. Pharmacology appropriate to the pathologies will be studied. Content will expand upon knowledge learned from NURS 306. Theory = 3 credits. **Prerequisites: NURS 305, 306, 307, 329, 342. Accelerated Second-Degree BSN Track: Prerequisites: NURS 325, 305, 306, 307, 320.** 3 credits.

NURS 325

Professional Communication in Diverse Health Care Settings

Explores issues related to professional communication within diverse health care settings. Considers innovative and evidence-based strategies that enhance communication and relationship building skills for nurses. Develops abilities to effectively communicate with patients and other health care professionals. Theory = 2 credits. **Prerequisites: NURS 305, 306, 307, 329, 342. Accelerated Second-Degree BSN Track: Prerequisites: NURS 299 and program contract. 2 credits.**

NURS 329

Physical Assessment Skills

Acquisition of skills (inspection, palpation, percussion, and auscultation) needed to perform a comprehensive physical assessment. Interviewing techniques and documentation skills will be developed. Normal assessment findings emphasized; however, health risk factors and common abnormalities discussed. **Corequisite: NURS 307. Accelerated Second-Degree BSN Track: Corequisite: NURS 307 Prerequisites: NURS 325, 305, 306, 320, 420. 1 credit.**

NURS 342

Fundamentals of Nursing Lab

Learner directed skills course where students come prepared to practice and perform designated nursing skills in a safe environment. Students apply collaboration, critical thinking, problem solving, peer and self-evaluation, and documentation as they practice the designated nursing skills.

Corequisite: NURS 305. Accelerated Second-Degree BSN Track: Corequisite: NURS 305 Prerequisites: NURS 325, 306, 307, 320, 420. 1 credit.

NURS 350

Population-Focused Nursing in the Community

Concepts of population-focused health care used to promote health across diverse groups of persons defined by socio-demographic and geographic boundaries. Content is focused on partnering with communities to assess health data within a community health model of care. Clinical experience occurs in laboratory and community settings with culturally diverse populations. Theory = 2 credits, clinical = 2 credits. **Prerequisites: NURS 305, 306, 307, 329, 342. Accelerated Second-Degree BSN Track: Prerequisites: NURS 325, 305, 306, 307, 320, 420, 342, 329, 313, or approval by BSN Director. 4 credits.**

NURS 401

Nursing Care of Older Adults

Apply theories, concepts, and evidence-based practices in care for older adults. Recognize personal and societal attitudes regarding aging and their impact on delivery and quality of health care and the impact of age-related changes and morbidity on illness, treatment, and rehabilitation. Clinical experiences in health care and community settings. Theory = 2 credits, clinical = 3 credits.

Prerequisites: NURS 313R, 320, 325, 350. Accelerated Second-Degree BSN Track: Prerequisites: NURS 325, 305, 306, 307, 320, 420, 342, 329, 313. 5 credits.

NURS 405

Nursing Care of Women & Childbearing Families

The examination and application of the theories of maternal-child centered nursing care from pregnancy to labor and delivery, postpartum and newborn nursery. Emphasis is on acute care and

health promotion in the maternal-child clinical setting. Clinical experience will be primarily in the acute care inpatient setting. Theory = 1.5 credits, clinical = 1.5 credits. **Prerequisites:** NURS 313R, 320, 325, 350. **Accelerated Second-Degree BSN Track: Prerequisites:** NURS 325, 305, 306, 307, 320, 420, 342, 329, 313, 350, 406. 3 credits.

NURS 406

Nursing Care of Childbearing Families

This course focuses on the examination and application of the theories of family centered nursing care from infancy through adolescence. Emphasis is on health promotion. Clinical experience will be primarily in the acute care inpatient setting and community. Theory = 2 credits, clinical = 2 credits.

Prerequisites: NURS 313R, 320, 325, 350. **Accelerated Second-Degree BSN Track: Prerequisites:** NURS 325, 305, 306, 307, 320, 420, 342, 329, 313, 350. 4 credits.

NURS 419

Care of Individuals and Their Family Experiencing Emotional or Mental Health Disruptions

Implement holistic, patient centered care based on an understanding of human growth and development, pathophysiology, behavioral health regimens, pharmacology, communication skills and nursing interventions with children, adolescents and adults experiencing major emotional or mental health disruptions. Theory = 2 credits, clinical = 2 credits. **Prerequisites:** NURS 401, 405, 406, 420.

Accelerated Second-Degree BSN Track: Prerequisites: NURS 325, 305, 306, 307, 320, 420, 342, 329, 313, 350, 406, 405. 4 credits.

NURS 420

Evidence-Based Practice and Research in Nursing

Evidence-based practice and research is the study of the foundations upon which scientific investigations of health are based. Emphasis is on evidence-based practice, including research methodologies, processes and critical appraisal of the health care literature. This course is online and/or a combination of online and traditional in-person classroom formats. Theory = 3 credits.

Prerequisites: Undergraduate statistics, NURS 313R, 320, 325, 350. **Accelerated Second-Degree BSN Track: Prerequisites:** Undergraduate statistics , NURS 325, 305, 306, 307, 320. 3 credits.

NURS 425

Managing Complex Nursing Care in Diverse Populations

This course focuses on the provision of professional nursing care to patients with complex health problems. Emphasis is placed on use of the nursing process with individuals and families in primary, secondary and/or tertiary settings. Theory = 3 credits, clinical = 4 credits. **Prerequisites:** NURS 401, 405, 406, 420. **Accelerated Second-Degree BSN Track: Prerequisites:** NURS 325, 305, 306, 307, 320, 420, 342, 329, 313, 350, 406, 405, 419, 401, 427. 7 credits.

NURS 427

Nursing Leadership and the Transition into Practice

Apply leadership concepts, skills, and decision making in implementing high quality nursing care, healthcare team coordination, and the oversight and accountability for care delivery in a variety of settings. Explore the pathway to licensure, job preparation and succeeding in practice settings. Theory = 3 credits, clinical = 1 credit. **Corequisite:** NURS 425 **Prerequisites:** NURS 401, 405, 406, 420.

Accelerated Second-Degree BSN Track: Prerequisites: NURS 325, 305, 306, 307, 320, 420, 342, 329, 313, 350, 406, 405, 419, 401. 4 credits.

CHAPTER III GETTING STARTED IN THE NURSING PROGRAM

Admission to the School of Nursing: Students are admitted to the Traditional BSN track and the Accelerated Second Degree BSN track 1-3 times per year. Students follow the admission process delineated in the UNLV Undergraduate Catalog. See the [UNLV Nursing website](#) for a complete description of the admission process and criteria for admission. Students applying to the Accelerated Second-Degree BSN track may contact the School of Nursing for more information on the admission criteria and the process for applying. After all [criteria](#) have been met, a student may formally apply for admission. Students may apply for and be accepted into the nursing program four times. Once a student has begun the nursing program, they may not reapply as a new student if they are unsuccessful in, or withdraw from, their nursing courses. An applicant who is a non-native English speaker must provide proof of English language proficiency. Admission will be considered only if the student scores a 100 or above on the TOEFL iBT (Internet) language proficiency exam, 68 on the Pearson Test of English (PTE Academic), or 120 on [Duolingo](#).

Other admission requirements:

1. Traditional BSN Track, you must complete your HESI Exam **before** you attend your BSN signing session.
2. Students can only apply to either track of the BSN program **four (4) times**. If you have applied to the BSN program prior to Fall 2016, you may still apply two more times. Application in Fall 2016 will count as your first attempt.
3. Students who score below **88 points** on the Admissions Calculation Worksheet will not be considered a viable candidate for the BSN Program. If you attend a BSN signing session and have below 88 on the calculation worksheet, this will count as an attempt against you.
4. Students who score below **42.3 points** on the Admissions Calculation Worksheet will not be considered a viable candidate for the Accelerated Second-Degree BSN track.

Transfer from UNLV Nursing Program: Students who transfer from UNLV to another nursing program are frequently asked by the institution to which they are transferring to supply a letter of good standing. The request to write this letter must be in writing and signed by the student and given to the BSN Program Director or BSN Track Lead. Students must meet admission requirements and have successfully completed all prerequisite nursing courses prior to the transfer semester. A review of the plan of study of the previous program will be completed to determine eligibility for transfer.

Contract Signing: New incoming students are required to attend a contract signing session.

BSN Student Orientation: New incoming students are required to attend BSN Student Orientation.

Registration Information: Registration for courses may be completed through [MyUNLV](#). However, the School of Nursing will enroll you into your courses each semester.

Students enrolling in classes which include clinical course work are assigned to clinical sections. Please check MyUNLV to determine which section of the classes you have been assigned. Clinical

assignments will be sent via email as soon as grades from the previous semester have been received from the Office of the Registrar. Important course and clinical information are also communicated through WebCampus on Canvas.

Unit of Credit: The unit of credit is the semester hour. A semester hour is defined as one fifty-minute lecture per week for 15 weeks. Three hours of laboratory/clinical work a week carries the same credit as one lecture hour.

Computer and Email Accounts:

I. Computer Accounts

- A. To use the College Lab computers, it will be necessary for students to set up a computer account. The account is free and may be obtained by contacting the lab monitor in any of the computer labs on campus for an account. To qualify for an account the student:
 - 1. must be currently enrolled at UNLV
 - 2. must have a picture ID present during account activation
 - 3. must have a full social security number, or 999 number for international students.
- B. The lab monitor will assign the student a username, which consists of the first four letters of your last name, followed by the last four numbers of your social security number. The username cannot be changed. The student creates a personal password the first time the student logs onto the network.

II. Rebelmail

- A. All UNLV students receive a Rebelmail account after they've been admitted to the University. The Rebelmail account is one of the primary ways students will receive official university communication. If students do not use this account, they miss out on important information about deadlines, major campus events, and announcements. The School of Nursing will use the students' Rebelmail accounts to email important information about the program. Faculty may need to contact students and will use this as a major means of communication. The student will be held accountable for information disseminated through Rebelmail.
- B. Students can have their Rebelmail forwarded to their "preferred" email account; that way, they stay in the UNLV campus-wide loop and don't have to check more than one account. Instructions are simple to have our Rebelmail forwarded to a preferred email address.

III. Email Addresses

- A. Students will be asked to provide Rebelmail addresses. The Rebelmail addresses will be utilized to advise students of policy changes, scholarship opportunities, announcement of School related events, etc. The student will be held accountable for information disseminated through Rebelmail.

Dropping Classes: Students may drop a course without a grade being recorded until the end of the drop period published in the schedule of classes or the date designated as the SON drop date. At the end of the drop period, the university does not allow additional drops even with instructor approval. A student who has officially dropped a class and who is no longer registered for credit or an audit is ineligible for further attendance in that class.

If the student is failing a Nursing class at the time of withdrawal, from a specific class or from all classes, the School of Nursing considers the class as A NON-SUCCESSFUL COMPLETION for progression in the program.

Total Withdrawal: Students wishing to withdraw from all their courses should make an appointment to meet with the BSN Program Director or BSN Track Lead, and/or the SON Student Services Director to discuss any issues leading to this decision prior to withdrawal.

University Probation: A student will be placed on university probation if the cumulative GPA falls below 2.00. Students cannot enroll in nursing classes while on university probation, however, they may take university courses. Probation will be lifted when the GPA balance reaches an acceptable level.

University Suspension: If the grade point balance of a student already warned by probation falls to -15 or below, the university will suspend the student for a minimum of one calendar year. A suspended student will not be allowed to take any UNLV credit courses. University suspension automatically suspends the student from the program and college in which he or she is enrolled. An email sent to the student's official UNLV (Rebel) email address will discharge all university responsibility for notification.

Academic Distinction: Undergraduate students are eligible for the Dean's Honor List if (1) at least 15 credits have been completed during the semester, (2) the semester grade point average is 3.50 or higher, and (3) at least 12 credits earned must have been graded on the A, B, C, D and F scale.

Grade point average (GPA) is obtained by dividing the total number of points earned by the total number of semester credit hours attempted, excluding non-credit courses and courses in which the marks of "S", "I", "X", and "AD" are recorded. (See University Grading Scale and Symbols).

Undergraduate Honors Distinction GPA information is determined by the Registrar's office and can be located at: <https://www.unlv.edu/registrar/graduation>

Incomplete Grade: The grade of I — incomplete — may be granted when a student has satisfactorily completed at least three-fourths of the semester but for reason(s) beyond the student's control cannot complete the last part of the semester. Students who are fulfilling an incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade. The student works closely with their instructor to establish a timeline to complete the work necessary for course completion. 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 incomplete work must be made up before the end of the following regular semester. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students cannot enroll in other nursing classes if they have an incomplete in a course which is designated as a prerequisite to that course.

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.

E*Value: All students will be assigned an E*Value account while in nursing school. E*Value is used by the SON as a means of communicating with students, including clinical mid-term and final evaluations, incident reports, student behavioral contracts, and logging of clinical hours.

STUDENTS' RIGHTS

Student Conduct Code, Section 2:

The University is an academic community in which all persons share responsibility for its quality and well-being. As members of the University community, students can reasonably expect all the guarantees and protections afforded students of public institutions, including:

- a. The right to fair and equitable process in all matters concerning the Code.
- b. The right to exercise their freedoms without fear of University interference.
- c. The right to be free from discrimination on the basis of race, ethnicity, gender, age, religion, creed, national origin, disability, or sexual orientation/identity.
- d. The right to engage in inquiry and discussion, to exchange thought and opinion, and to speak, write, and print freely on any subject in accordance with the guarantees of federal and state laws.
- e. The right to engage in peaceful and orderly speech, protest, demonstration, and picketing within the public forum to the extent such activities do not disrupt the academic and/or administrative functions of the University. The University reserves the right, in accordance with federal and state law, to approve the time, place and manner of such activities.
- f. The opportunity to participate in the formulation of policy directly affecting students through membership on appropriate committees as determined by the President of the University, the student government and other recognized groups within the University.
- g. The right to ready access to established University policies and procedures.
- h. The right to be free from unreasonable search and seizure.

Confidentiality:

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

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

CHAPTER IV

INFORMATION SPECIFIC TO THE SCHOOL OF NURSING

Students in the health professions are held to standards of conduct that may exceed those typically expected of university students. Adherence to the standards of acceptable conduct as outlined in the [American Nurses Association Code of Ethics](#) and the [Nurse Practice Act of Nevada \(NRS 632\)](#) is required.

ACADEMIC INTEGRITY AND HONESTY

Academic Integrity and Honesty:

The SON fully embraces the University policy of accepting no form of academic dishonesty. Any student found to have committed an act that violates our academic standards of performance may risk being assigned a grade of “F” for the course, or other sanctions deemed appropriate by the course faculty, in which the act was discovered. Withdrawing from the class subsequent to the violation will not remove the F from the student’s transcript. An individual with a second violation of our academic standards will not be allowed to major or minor in any degree program in the SON.

All faculty, staff, and students are required to identify any known acts of academic dishonesty to the course instructor, BSN Program Director or BSN Track Lead, or Associate Dean for Academic Affairs. The disciplinary system described does not distinguish based on the type of act nor the type of assignment in which such act occurred. Any act that violates our academic standards, no matter how large or small, will receive the above stated disciplinary action. For this reason, it is critical that every student have a clear understanding of what is considered academic misconduct. The following section provides a listing of examples of academic dishonesty. Although this list is not all-inclusive, it provides additional guidance to students and identifies several major categories of academic misconduct. This list is attached and should be reviewed by all students. Any student who is not clear as to any aspect of our academic standards is responsible for discussing this with his/her professor prior to the completion of any assignment or examination.

Academic Misconduct includes, but is not limited to, the following:

Academic Misconduct is any intentional or unintentional occurrence of the following:

- Using the words or ideas of another, from the Internet or any source, without proper citation of the source(s), commonly called plagiarism.
- Receiving unauthorized external assistance during an examination or any academic exercise for credit. This includes but is not limited to:
 - Providing or receiving aid in connection with any academic assignment
 - Use or possession of camera telephones, text messages, computer disks, audio recorders, calculators, solution materials, photocopies, materials from previous classes, commercial research services, notes, or other means to copy or photograph materials used or intended for academic evaluation for use during the academic evaluation or assignment
 - Communication in any manner with another student
 - Working with others on graded coursework, including in-class, on-line and take-home examinations
 - Possessing, reading, buying, selling, or using any materials intended for an academic evaluation or assignment in advance of its administration

- Viewing or appearing to view the answers of another student during an examination.
- Turning in the same work in more than one class (or when repeating a class) unless permission is received in advance from the instructor.
- Falsifying information for inclusion in an assigned paper, project, or exercise; including inventing or altering data from a laboratory or field project or creating fictional citations for a paper.
- Attempting to influence or change any academic evaluation, assignment, or academic records for reasons having no relevance to academic achievement. This includes, but is not limited to, bribery, threats, and making unauthorized changes to any academic record.
- Falsifying or misrepresenting attendance, hours, or activities in relationship to any class, internship, externship, field experience, clinical activity, or similar activity.
- Acting or attempting to act as a substitute for another or using or attempting to use a substitute in any academic evaluation or assignment.
- Facilitating, permitting, or tolerating any of the above-listed items.

Procedures for Handling Student Academic Misconduct

These procedures are designed to encourage a fair and appropriate response to allegations of student academic misconduct. They may be modified in individual cases, so long as the student agrees in writing to the proposed modifications, is provided an opportunity to respond to allegations of academic misconduct within a reasonable time after the allegations have been made, and the modifications do not violate fair process.

- Anyone with a good faith basis for believing a student has violated this policy may report the alleged violation to the responsible instructor, program director, track lead, appropriate associate dean, dean, or appropriate designee within the academic unit. The person who pursues the allegation may be the responsible instructor or a designee appointed by the supervisor of the academic unit in which the course is located.
 - A faculty member or primary course instructor who suspects that a student has committed an act of academic misconduct: shall notify the student of the nature of the allegation and offer the student an opportunity for an initial meeting to discuss the allegation and to present any relevant information
- Proceedings in case discussions are informal and non-adversarial. The responsible instructor/designee may make a verbal agreement on, or provide the student with, a written or electronic notice of, a scheduled meeting. The responsible instructor/designee may request a witness to be present for this meeting. In compelling circumstances, this initial meeting may also be referred to the appropriate Office of Student Conduct (OSC) officer or designee. This option shall occur only after consultation with OSC.
- The purpose of this initial meeting will be to review and discuss the issue before a decision is reached. The responsible instructor/designee may use documentary evidence, provided the student can respond to it at the meeting. At the sole discretion of the responsible instructor/designee, a student may bring relevant witnesses and/or an advisor. Neither the responsible instructor/designee nor the student may have legal counsel as their advisor at an initial meeting. The witness or advisor is not permitted to participate directly or speak for the student, but only may be present during initial meetings.
- At this initial meeting, the following results may occur:
 - The allegations are dismissed.
 - The student accepts responsibility for the violation and accepts the academic sanction(s). The matter is then turned over to the Office of Student Conduct (OSC)

- The responsible instructor/designee believes a violation occurred with the student not admitting responsibility and refers the matter to the Office of Student Conduct (OSC).
- The student accepts responsibility for the violation but does not accept the academic sanction(s) and the matter is referred to Office of Student Conduct (OSC).
- In any of the above circumstances, the “UNLV Alleged Academic Misconduct Report” form shall be completed with a signed copy being provided to the student. Authority and jurisdiction for actual determination of academic misconduct and appropriate academic sanctions are with the primary instructor of the class and/or assignment or the approved departmental process in accordance with the program director’s/ assistant dean’s/ dean’s approval. If the responsible instructor/designee facilitating the initial meeting is not the primary instructor, appropriate communication regarding such sanctions is necessary before signing the UNLV Alleged Academic Misconduct Report form.
- OSC will inform the student per notification procedures specified in the UNLV Student Conduct Code. The student will be informed of his or her applicable rights and the process(es) for accepting the academic and conduct sanctions and/or appealing the academic decision and sanctions.
- If the student does not attend the initial meeting, the instructor shall forward the charge to the Office of Student Conduct.

ADVISORS AND MENTORING

Student Advisement and Consultation: Students are each assigned a faculty advisor following the Orientation to the Nursing Program. The student retains the advisor for the duration of the nursing program. Students are encouraged to meet with their advisor regularly to discuss student progress. Faculty advisors will also contact their assigned students. Consultation concerning progression in course activities is completed with the instructor of each course. The advising list is emailed to the students at the start of the program.

Student responsibilities:

1. Respond promptly to advisor communications by e-mail, mail, or telephone.
2. Attend in-person meetings scheduled by advisor.

The SON Student Services Director is available to assist students with financial, registration, placement, and personal issues. The Nursing Student Success Facilitator is available to assist students with course comprehension issues as well as a resource for study skill habits and testing tips.

RESOURCES FOR SUPPORT

Campus Resource	Reasons for Referral	How to Connect
Student Services Director Elizabeth Gardner	<ul style="list-style-type: none"> • Financial aid • Scholarship opportunities • Student working • Financial hardship 	<ul style="list-style-type: none"> • nurs.studentaffairs@unlv.edu
Counseling and Psychological Services (CAPS)	<ul style="list-style-type: none"> • Academic and non-academic stressors • Counseling/psychological needs 	<ul style="list-style-type: none"> • Refer student to CAPS and provide them with CAPS contact information: 702-895-3627 • https://www.unlv.edu/caps <p style="text-align: center;">-----or for same day appointment needs-----</p> <ul style="list-style-type: none"> • Faculty can call CAPS at 702-895-3627 and state that they have a student who would benefit from a CAPS appointment today • Faculty Provide student’s NSHE ID (can look up in E*Value or ask student) • CAPS will provide you with the time a counselor will call the student and a website (unlv.medicatconnect.com) for the student to login, follow prompts and complete forms • I like to verify with CAPS that they have the correct contact information (phone number) for student • Faculty notify student of their appointment time and to expect a call from the counselor (it will be a blocked number) and pass along the web link to complete forms (CAPS requests that these forms be submitted prior to appointment time). <p><u>After Hours Care Information to Share with Students:</u></p> <p>Emergency: 9-1-1</p> <p>After-Hours Medical/Health Care: UNLV School of Medicine Family Medicine Center: 702-992-6888</p> <p>Mental Health Care: UNLV Counseling and Psychological Services: 702-895-3627</p> <p>After Hours Mental Health Care: Montevista Hospital, Crisis Intervention *24 Hrs* 702-364-1111</p>

Campus Resource	Reasons for Referral	How to Connect
		Spring Mountain Hospital *24 Hrs* 702-873-2400 Southern Nevada Adult Mental Health Crisis Unit 702-486-8020 *M-F 8-5 (If you have Medicaid or No Insurance) 24-Hour Hotlines Nevada Suicide Prevention Hotline 877-885-4673 National Suicide Prevention Lifeline 800-273-8255 UNLV CARE Line 702-895-0602 *(stalking, rape, relationship violence) Rape Crisis Center 702-385-2153 Domestic Violence Hotline/Shelter (Safe Nest) 702-646-4981
Disability Resource Center (Dina Leland-Health Sciences DRC rep)	<ul style="list-style-type: none"> ● Reported disabilities ● Consult requests 	<ul style="list-style-type: none"> ● dina.leland@unlv.edu
UNLV Support Team Referral (Formerly Student of Concern)	<ul style="list-style-type: none"> ● A reporting system to share information through appropriate university channels so students can receive or stay connected to the academic support and student wellness services they need 	<ul style="list-style-type: none"> ● https://www.unlv.edu/campuslife/supportteam ● Click on “UNLV Support Team Referral Form” ● Fill in applicable student/incident information ● Check the box that says “Email me a copy of this report” ● Submit report ● Forward report to applicable SoN faculty/staff ● Upload report in E*Value
Student Wellness Center/ Student Health Center	<ul style="list-style-type: none"> ● Injuries/Illness ● Immunizations ● Labs ● Pharmacy 	<ul style="list-style-type: none"> ● https://www.unlv.edu/studentwellness/health-center ● Telehealth Services: Services by phone are available Mon-Thur, 8 AM to 5 PM and Friday 9 AM to 5 PM. You can reach a member of the Student Health Center team by calling 702-895-3370

Campus Resource	Reasons for Referral	How to Connect
Jean Nidetch CARE Center (Campus Anti-violence Advocacy, Resources & Empowerment)	All students impacted by: <ul style="list-style-type: none"> ● Sexual assault ● Relationship abuse ● Family violence ● Stalking 	<ul style="list-style-type: none"> ● https://www.unlv.edu/carecenter <ul style="list-style-type: none"> ○ Care Advocate Appointment: https://docs.google.com/forms/d/e/1FAIpQLSff-5L35sZKSV_rKhbZllu3C1iuG_hGO_kdf7pFuu3mubWrQ/viewform ○ Care Line: Mon-Fri, 7AM-7PM/ 702-895-0602
UNLV Food Pantry	<ul style="list-style-type: none"> ● For UNLV students, faculty and staff who need additional food 	<ul style="list-style-type: none"> ● https://www.unlv.edu/integratedhealth/food-pantry ● Hours: <ul style="list-style-type: none"> ○ Mon-Wed: 1:30 PM – 4:30 PM ○ Thur: 9 - 11 AM, 2:30 PM – 4:30 PM ○ Fri: 10 AM - 1 PM ● Location: 4646 University Center Drive ● Additional community food resources: https://www.threesquare.org/help
UNLV Writing Center	<ul style="list-style-type: none"> ● Online writing lab ● Virtual consultations to help students develop their own strategies for making informed choices about writing 	<ul style="list-style-type: none"> ● https://writingcenter.unlv.edu/
UNLV Lied Library	<ul style="list-style-type: none"> ● Technology Lending ● Study Spaces ● Research, Borrow, Request ● Printing, Scanning, Copying 	<ul style="list-style-type: none"> ● https://www.library.unlv.edu/ ● Xan Goodman (Health Sciences Librarian) xan.goodman@unlv.edu

CLASS ATTENDANCE

Attendance in Classes and Clinical:

Please review your syllabi as individual instructors have the authority to set attendance requirements for class.

Cancellation of Class: The SON reserves the right to cancel any elective course in which the enrollment is insufficient to warrant offering the course.

Professional Behavior in Class and Clinical:

Students will display respect for peers and faculty in speech and action in all settings (including, but not limited to the classroom, clinical, and social media). Differences of opinion are presented in a

professional and appropriate manner. While critical thinking and a spirit of inquiry are strongly encouraged, expressions of anger and aggressiveness that infringe upon the rights of others will not be tolerated. Cell phones should be turned off or on silent mode during class and clinical. Students should not engage in personal conversations while faculty or peers are actively teaching or presenting. Students are expected to be on time for class and clinical.

If unprofessional behavior is observed, a contract from the School of Nursing will be completed in E*Value, and/or dismissal from the program may occur.

Social Media:

Please review the [UNLV Social Media Accounts Policy](#) as well as rules and guidelines around [HIPAA and Social Media](#).

CLINICAL REQUIREMENTS

Clinical Requirements and Dress Code:

Clinical experiences occur in many different clinical agencies. Student access to these clinical facilities is regulated by contracts between the University and the agency, covering requirements such as background checks, immunizations, drug testing, and health insurance. Students who do not meet an agency's 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.

Faculty and students within the School of Nursing must comply with the policies of the various clinical agencies where clinical practice is scheduled. Students should be aware that in addition to the clinical dress code addressed below, additional restrictions and infection control policies may be required in specific departments of the hospitals.

Uniform Guidelines for Clinical Settings:

- Uniforms and lab coats (lab coats are optional) must be ordered from the company designated by the School of Nursing. Each student will order the official red uniform (shirt and pants) and a white lab coat. Both the uniform and the lab coat require a patch with the UNLV insignia on the left sleeve. Clean, all **black**, nursing shoes are required. As specified in OSHA standards, shoes must have impermeable enclosed toes. Socks or pantyhose must be worn.
- When providing direct patient care in acute care settings, the official UNLV red uniform and SON name tag must be worn. The name tag should be in clear sight above the waist with the student's first name/last initial and picture clearly visible. For infection control purposes students are not allowed to wear sweaters or sweatshirts when providing care. During cold weather it is appropriate to wear long-sleeved white, red, grey, or black turtleneck or crew neck T-shirts without logos or advertisements under the red uniform top.
- When picking up a patient care assignment or retrieving patient data in the acute care setting, the red uniform and name tag are required. Unprofessional appearance or behavior will be reported to the clinical faculty member by agency staff.
- The official uniform should only be utilized for student experiences, including travel between one's place of residence, on-campus for nursing classes, and in the clinical area.

Students in Psychiatric/Mental Health Nursing and Community Nursing Clinical Courses:

- Each student will be given a black polo shirt from the School of Nursing before the first community clinical experience. The length of the shirts must allow the shirt to be tucked in. Each student will be responsible for purchasing their own pair of black slacks. These must be business professional black slacks. No denim, leggings, exercise/workout pants, sweatpants, or cargo pants should be worn. A maximum of two pockets in the front and two pockets in the back is allowed for the slacks. The clothing should be thick and loose enough that undergarment lines are not visible. Shoes should be closed-toed and should be appropriate to the attire. No heels are allowed. Black or neutral athletic shoes are appropriate. The SON name tag must be worn. The name tag should be in clear sight above the waist with the student's first name/last initial and picture clearly visible.

Name Tag and Insignia

- The SON 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 left sleeve of the uniform and optional lab coat.

General Grooming

- The use of perfumes and/or fragrances is not allowed in any setting in which a student is interacting with clients due to the possible patient/client sensitivity or allergy to these substances. Students should refrain from smoking while in uniform, as the smoke clings to clothes and is an irritant to patients.
- Long hair must be worn up or secured back from the face, back and shoulders so as not to obstruct visual acuity and/or affect client safety
- Due to the risk for spread of infection, students are not permitted to use artificial nails. Artificial nails include, but are not limited to wraps, acrylics, tips, tapes, nail piercings, and any appliqués other than those made of nail polish. Nails must be trimmed so they are no longer than 1/8 inch past the tip of the finger to prevent puncture of gloves and injuring patients or other care providers. Nail polish is not permitted in the clinical setting. Attention must be given to cleaning around the base of the nails and cuticles when washing hands.
- Jewelry and tattoos: In the clinical area, no jewelry is permitted except for a wedding band and one pair of small, pierced earrings without dangles in lobes only. Visible body jewelry must be removed in the clinical area (e.g. tongue, eyebrow, facial or other body piercing). Tattoos must follow facility policy. A waterproof wristwatch with a sweep hand or a digital second's display is required.

Patient 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. Client 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. Use of cameras, video phones, or any form of image recorder in the clinical area is strictly prohibited without specific arrangements and written permission from the school and clinical agency.

Clinical Skills Checklist:

- Each clinical course will have a complete skills list. Certain skills may be identified as "critical skills." Accomplishment of critical skills is essential to pass the course. At the end of each semester or clinical course, the skills completed by the student should be noted and signed off by the designated faculty member. These skills lists are often utilized for references for employment and may be referenced by preceptors during clinical rotations.

Clinical Evaluations:

- All students are offered the opportunity of a formal mid-term evaluation. Students must have a formal final evaluation in clinical, and at that time the students are to be told their final grade. The final evaluation must be completed in E*Value at the end of each semester.

Transportation to Clinical Sites:

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

Student Health, Background, and Safety:

Specific procedures are needed to:

1. Protect patients and other health care providers with whom students work.

2. Decrease health risks to students.
3. Comply with SON agency contracts, OSHA regulations, and Centers for Disease Control and Prevention Guidelines.
4. Provide a mechanism for student treatment if needed.

Immunizations

- Immunizations Required
 1. Measles (2 doses in a lifetime or titer showing immunity)
 2. Mumps (2 doses in a lifetime or titer showing immunity)
 3. Rubella (2 doses in a lifetime or titer showing immunity)
 4. Hepatitis B (2 or 3 doses in a lifetime or titer showing immunity)
 5. Varicella (2 doses in a lifetime or titer showing immunity)
 6. Tetanus, Diphtheria, and Pertussis (Tdap) (every 10 years)
 7. QuantiFERON-TB Gold in tube (QFT); **or** IGRA blood testing Evidence of chest x-ray and medical follow-up for those with past history of positive reactivity (annual)
 8. Flu shot (every year during flu season)
 9. COVID-19 (Number of doses depending on manufacturer recommendation)
- Certifications Required
 1. BCLS-healthcare provider card
 2. Health history and physical examination
 3. Evidence of a negative drug screen
 4. Background check through the approved provider
 5. Proof of Health Insurance each semester for the traditional BSN track and three times per year for the Accelerated Second-Degree BSN track.
 6. Vault training to include HIPAA, blood borne pathogens, and hazardous communication each semester for the traditional BSN track and three times per year for the Accelerated Second-Degree BSN track.

Exposure to Communicable Diseases and Bloodborne Pathogens

Exposures to Communicable Diseases

Students will report exposure to any communicable disease, which may be hazardous to patients or other health care providers, to their supervising clinical faculty.

- The supervising faculty member will report the incident to the BSN Program Director or BSN Track Lead as soon as possible on the day of the incident. A written report describing the exposure incident and subsequent actions taken should be placed in the student's file in e-value.
- The faculty member will report the incident to the infection control department and/or nursing administration of the involved clinical agency prior to leaving the clinical facility.

Exposure to Blood and Body Fluids

- If the student sustains an exposure to blood or body fluids, the student must immediately report, within 10 minutes, this exposure to the clinical instructor and the charge nurse on the unit. 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 incident will be reported to Centers for Disease Control and Prevention.

Injury/Illness in the Clinical Area

- Faculty member assesses the extent of the injury to determine if the student can remain in the clinical area.
- If the faculty member determines that the student should seek medical care, the student is referred to his/her private physician or emergency department if appropriate.
- Student and faculty member must complete an incident report in e-value and for the clinical agency, if required.
- Billing of charges will be to the student's insurance company; the clinical agency has no responsibility for treatment charges.

Negative Drug Screen

- Students who do not maintain continuous enrollment in a course with a clinical component must document a negative drug screen prior to beginning courses.
- When a student's behavior suggests impairment, the student will be sent home and a clinical contract will be submitted into E*Value. Depending on the situation, a meeting with the BSN Program Director and/or Associate Dean for Academic Affairs may also be required.

Removal of Student from Clinical Experience:

A student may be denied access to patients for: 1) a single clinical assignment period; 2) the remainder of any course; or 3) all current and remaining clinical courses. The procedure differs in each instance. Procedures for each type of denial of access to patients are given below.

Procedure for Removing a Student from the Clinical Setting or Denial of Access to the Clinical Setting for a **Single Assignment Period**.

When a faculty member determines that a student cannot proceed safely in the clinical setting during a *specific clinical assignment period*, the *faculty member* does the following:

- Informs the student of the unsafe or unprofessional behavior that is the reason the student must leave the clinical area, and (2) identifies for the student the conditions to be met for return to the clinical area. The following reasons are examples of, but are not limited to, behavioral expectations of student nurses and may serve as the rationale for dismissal from the clinical area:
 - inadequate preparation for safe patient care
 - failure to seek appropriate assistance with new or unfamiliar procedures
 - questionable decisions based on expected knowledge level, lack of insight and understanding of own behaviors and behaviors of others
 - a requirement for continuous detailed supervision or direction to provide safe patient care
 - dishonest or unprofessional interactions with patients, families, staff, faculty or peers
 - engaging in practice when not mentally or physically fit
 - placing or leaving a patient in a hazardous condition or circumstance.
- Ensures that the student immediately and safely leaves the clinical area.
- Document the behavior or incident using E*Value report and in student's E*Value biographical data page. Anecdotal notes by the faculty member or clinical agency personnel should be included in student's file if appropriate.

Procedure for Removing a Student from the Clinical Setting for the **Remainder of a Course**.

A student may be immediately removed from a course, and afforded a subsequent review conference, if the student's actions related to the course have caused life, health, or safety risks, or course or program disruption. When a *faculty member* determines, in consultation with the BSN Program Director, that a student needs to be removed from the clinical setting for the remainder of the course; the following procedure applies:

- The faculty member reviews recorded documentation of relevant incidents, and notes regarding conferences with the student.
- The faculty member discusses with the BSN Program Director the observed behaviors or learning problems identified, the teaching and remediation strategies employed, and the rationale for a recommendation to remove the student from the clinical setting.
- The BSN Program Director examines the situation.
 - The BSN Program Director may discuss with faculty members teaching concurrent or previous clinical courses, and review documentation from previous course work.
 - The BSN Program Director will meet with the student. The student shall have the opportunity to provide clarifying information or documents to support their case.
 - The BSN Program Director makes a determination of whether or not the faculty member's rationale for a recommendation to remove the student from the clinical setting is soundly based and documented.
- If the decision of the faculty member and the BSN Program Director is to remove the student, the BSN Program Director meets with the Associate Dean for Academic Affairs and provides a written decision with rationale, and with conditions that could allow for reinstatement in the clinical setting in subsequent semesters.

Procedure for Removing a Student **from All Clinical Settings** (Dismissal from the School of Nursing). When a faculty member in consultation with the BSN Program Director determines that a student may need to be removed from all clinical settings because of a pattern of unsafe or unethical conduct or because of a particularly serious incident of unethical or unsafe conduct in a clinical setting, the following procedures apply:

- The faculty member reviews the recorded documentation of the relevant incident(s), including any guidance or remediation that has been offered.
- The faculty member discusses with the BSN Program Director and the Associate Dean for Academic Affairs the observed behaviors, the problems identified, the guidance/teaching strategies employed, including remediation and outcome, and the rationale for a recommendation to remove the student from all clinical settings.
- The BSN Program Director and Associate Dean for Academic Affairs examines the situation.
 - There may need to be discussion with faculty members teaching concurrent clinical courses and the faculty who have previously taught the clinical courses in which the student was enrolled.
 - The BSN Program Director meets with the student to discuss the student's perceptions.
 - The BSN Program Director and Associate Dean for Academic Affairs decide whether or not the rationale for recommendation to remove the student from all clinical settings is soundly based and documented.

Demonstration of Clinical Skills for Students Returning to the Program, or Transfer Students:

Students who have not had continuous enrollment in UNLV's nursing program, or are transferring from another nursing program, will be asked to demonstrate level-appropriate proficiency in skills prior to readmission/admission to the program.

- Students who have not been enrolled in a nursing program for 1-2 semesters must demonstrate successful completion of the skills proficiency demonstrations which test behaviors up to the semester level in which the student seeks readmission and complete the math exam up to the semester level in which the student seeks readmission.
- Students who have not been enrolled in a nursing program for 3 semesters (equivalent of one academic year) must demonstrate cognitive proficiency on standardized examinations up to the requested reinstatement level. If the student does not pass the standardized examination after the first attempt, they must repeat the appropriate course. Additionally, the student will be required to have successful completion of the skills proficiency demonstrations, which test behaviors up to the semester level in which the student seeks readmission and complete the math exam up to the semester level in which the student seeks readmission.
- Students who have not been enrolled in a nursing program for 4 semesters will be required to retake and successfully complete all previous nursing coursework.

CONTRACTS

Contracts are used to document student actions or behavior that require change or remediation. Contracts serve to provide documentation of the action or behavior and to communicate the plan to be successful and avoid further disciplinary action. There are different contract types, including alleged academic misconduct, clinical probationary, unprofessional behavior, and probation across levels. There are also near miss and incident reports, which are not disciplinary in nature.

Alleged Academic Misconduct

Alleged Academic Misconduct contracts are initiated for concerns of intentional or unintentional academic misconduct. Academic misconduct can be defined as any of the following:

- Using the words or ideas of another
- Receiving unauthorized external assistance during an examination or any academic exercise for credit
- Turning in the same work in more than one class or when repeating a class unless permission is received in advance from the instructor
- Falsifying information for inclusion in an assigned paper, project or exercise
- Attempting to influence or change any academic evaluation, assignment, or academic records for reasons having no relevance to academic achievement
- Falsifying or misrepresenting attendance, hours, or activities in relationship to any class, internship, externship, field experience, clinical activity or similar activity
- Acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment
- Facilitating, permitting or tolerating any of the above-listed items

Alleged Academic Misconduct contracts are initiated by the course or clinical faculty. The course coordinator and BSN Program Director/Track Lead are notified of the contract. The student receiving the contract needs to be referred to the Office of Student Conduct and fulfill the requirements set by the course faculty, course coordinator, and Office of Student Conduct.

<https://www.unlv.edu/studentconduct/misconduct/policy>

Clinical Probationary

Clinical Probationary contracts are initiated for concerns of safety or preparedness to care for patients in the clinical or community setting. Concerning behaviors are described, and expected future behavior or a remediation plan are developed. Students are expected to adhere to the terms of the contract or to communicate in advance as much as possible when the terms of the contract cannot be upheld.

There is not a limit to the number of contracts that can be received; however, if expected performance improvement is not achieved, the student may fail the clinical portion of the course or a Probation Across Levels contract may be initiated. Clinical Probationary contracts are initiated by the clinical faculty. The course coordinator and BSN Program Director/Track Lead are notified of the contract. Clinical Probationary contracts should be completed within 24 hours of the incident to allow students ample time to meet the expectations described. There should be a separate contract for each occurrence. Students should review and indicate agreement or disagreement with the contract within 24 hours of notification.

Unprofessional Behavior

Unprofessional Behavior contracts are initiated for concerns of unprofessional behavior. Unprofessional conduct may include the following:

- Dishonest or unprofessional interactions with patients, families, staff, faculty or peers
- Repeated behaviors that interrupt or are not conducive to an effective and safe learning environment

There is not a limit to the number of contracts that can be received; however, if expected performance improvement is not achieved, the student may fail the clinical portion of the course or a Probation Across Levels contract may be initiated. Clinical Probationary contracts are initiated by the clinical faculty. The course coordinator and BSN Program Director/Track Lead are notified of the contract. Unprofessional Behavior contracts should be completed within 24 hours of the incident to allow students ample time to meet the expectations described. There should be a separate contract for each occurrence. Students should review and indicate agreement or disagreement with the contract within 24 hours of notification.

Probation Across Levels

Probation Across Levels can be initiated for repeated behaviors noted in the above contract types or for a behavior that is egregious or serious in nature. This contract serves to provide documentation to students of expected behavior moving forward and due to the serious nature, if the behavior described in the contract is repeated, the student may be dismissed from the nursing program.

Probation across levels can only be initiated by the BSN Program Director/Track Lead or the Associate Dean for Academic Affairs.

Near Miss

Near Miss reports are initiated for situations that were unplanned events or occurrences that had the potential to, but did not result in injury, illness or damage. It is an unintentional incident in which consequences were narrowly avoided.

Near Miss reports are initiated by the course or clinical instructor. The course coordinator and BSN Program Director/Track Lead are notified of the contract.

Incident Report

Incident reports are initiated for an unexpected occurrence in the classroom or clinical setting. This report serves as documentation of the occurrence and the actions taken to manage the occurrence. An incident report may be initiated for a student or patient fall, needle stick injury, or other unexpected occurrence in the clinical setting.

Incident reports are initiated by the course or clinical instructor. The course coordinator and BSN Program Director/Track Lead are notified of the contract.

EXAMINATIONS, EVALUATION, AND GRADING

UNLV SON Testing Process

Course examinations: Course examinations are used to evaluate learning. These examinations may be in a written format using the learning management system, or using another format such as clinical or skills performance evaluation.

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 "0" may be recorded. It is the instructor's responsibility to make known the tentative dates of examinations and method of final grade calculation at the beginning of the course.

Examination reviews and item analysis: Instructors will designate a process for examination reviews at the beginning of the course. Review sessions may be conducted individually or with groups, and will be held within 1-2 weeks of the examination. Specific details will be in the course syllabus.

For written examinations, the instructor will conduct an item analysis for all examinations to guide the review process and provide information needed for possible examination grade adjustments. Based on item analysis and the instructor's judgment, selected items will be reviewed during the review session with students. The primary purpose of reviewing selected items is to address knowledge gaps and facilitate learning. The instructor may also consider the student's perspective and thought process in answering selected items. Items to be discussed during the review session are at the instructor's discretion.

Examination grade adjustments: Instructors may make adjustments to examination grades based on item analysis. Instructors may also consider student feedback as part of the grade adjustment process, assessing for alignment with course materials and reference sources. Grade adjustment based on student feedback will require the student to present rationale/resource/evidence the instructor can use in consideration of grade adjustments.

Instructors must receive rationales with supporting references for consideration within 2 days of the examination review session. Late submissions will not be considered. Adjustments based on student feedback are at the discretion of the instructor, with consideration to the item analysis and expected performance in the course.

When providing feedback during a review session, students are expected to conduct themselves professionally and refrain from being argumentative. The expectation is to have scholarly discourse regarding the course content, and to improve the student's decision-making ability, judgment, and test-taking abilities.

Instructors will make course examination grade adjustments no later than 1 week from the date of the course examination. No further grade adjustments will be made after this time.

Final Examinations: Final examinations will be held at the end of the semester or course (module). The time will be scheduled by the faculty. The faculty must meet with their classes during final exam week at the scheduled time for the purpose of giving the final examination or evaluation of the course. If the course is a clinical course, the time may be used to do student clinical evaluations.

Review of Examinations: Students who wish to personally 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).

Grading Scale for the School of Nursing: The Grading Scale for SON Courses is as follows:
(Effective Fall, 2002)

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

No faculty member can grant extra credit to any student in any NURS course.

Posting of Grades: Faculty most frequently will post grades on Canvas. Final grades are made available to students by the University. Grades are not given out by telephone. If grades are posted for a group of students, only a blind code number may be used. The individual student must not be identified by name or student identification number when grades are posted.

Grade Calculation - No Rounding up of Final Grade: The numerical value for the final course grade in nursing courses will not be rounded up. The point value will not be increased to the next highest number for the final course grade. For example, 74.99 will not be rounded up to become 75.

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, a grade of “F” will be recorded for the course.

Average of 75% on Course Exams Required to Pass Nursing Courses:

A weighted average of at least 75% on course examinations and quizzes is required for the student to pass each nursing course. (The average is calculated after all exams and quizzes have been completed for the course; thus, it is the average of all examinations and quizzes for the course). Calculation of the 75% will be based on exam/quiz weights as described in each course syllabus. If an average grade below 75% is achieved on the examinations/quizzes, the score received will be the grade recorded for the course. For example, if the student earns an average of 69% on the examinations, the grade recorded will be D+. Students who achieve a score of 75% or above on the course examinations will receive a grade which reflects all the course assignments used to calculate the course grade as designated in the course syllabus.

Lateness of Assignments: Written work is expected to be turned in on the date indicated in the syllabus or course calendar. The determination of percentage points to be deducted per day will be made by the faculty responsible for teaching the course. It is the student’s responsibility to notify the faculty member if an emergency has occurred or if an extension is needed.

Math Computation Competency for Undergraduate Students: Students in the nursing program must demonstrate continuing and growing competency in medication calculation specific to various clinical areas.

- Competency of math calculation will be demonstrated in the theory courses that have a clinical component.
- In those courses, students must achieve 100% on a math exam **as a requirement for administering medications in the clinical area. The maximum number of attempts is three.** The student fails the clinical component of the course if the student does not achieve 100% after three attempts.
- The exam must be proctored. The testing may be done using the learning management system. The faculty member will identify the dates that the test will be available.
- If the student does not achieve 100% on the math exam, remediation must occur prior to retaking the examination. The faculty member may designate how remediation will occur (e.g., practice exams, other assignments). The student will be required to demonstrate to the faculty member that remediation has occurred.

Standardized Testing: Undergraduate students participate in a standardized testing program throughout the program. Selected standardized exams are required each semester and scores may be used as part of the final course grade. Selected tests are required each semester. Test reports indicate suggestions for remediation based on the student’s score.

The use of standardized testing can further assist students in assessment of their personal strengths and weaknesses throughout the nursing program and contribute to their preparation for the licensure examination. Computerized testing offers the opportunity for students to improve their test taking skills. Remediation activity as presented by the standardized testing program offers individualized assistance to strengthen knowledge in specific areas of nursing content. An improvement in licensure

pass rates is expected as an overall outcome. The testing program offers data valuable for faculty in curriculum evaluation and for accreditation purposes.

Procedure for HESI Tests:

Students take the exams at the designated point in the curriculum. Each test will be released for a specified time.

- For the HESI exams:
 - Students will first take a form of the test (unmonitored practice exam) that includes rationales for answers and gives suggested areas of remediation
 - After completing remediation, students may retake a similar exam (unmonitored practice) that does not have rationales
 - Students will then take a different version of the exam (proctored) that will count for a maximum of 25% of their course grade
 - For the RN Exit exam, the minimum **passing score is 850**. Students who fail to achieve this on the first try must undergo remediation. Time of completion of the HESI remediation must be coordinated between the student and the course instructor.
- Each student has access to individualized test reports at the completion of testing.

The course instructor will indicate on the course syllabus the percentage of the total grade allocated to the standardized test.

HESI Schedule:

Level I

Patient Centered Care: Basic Principles (N305)*

Level II

Pathophysiology and Pharmacology for Nursing II (N320)*
Nursing Care of Adult Medical-Surgical Patient (N313R)*

Level III

Nursing Care of Older Adults (N401)*
Nursing Care of Women and Childbearing Families (N405)*
Nursing Care of Childrearing Families (N406)*

Level IV

Care of Individuals and Their Family Experiencing Emotional Or Mental Health Disruptions (N419)*
Managing Complex Nursing Care in Diverse Populations (N425)*
Leadership and Transition into Practice (N427)

* Exam weighted between 10% and 25% of the overall course grade and is included with the **75% rule**. For the Accelerated Second-Degree BSN track, the stated HESI exams will be delivered as the final exam for the stated courses on the Program Timeline.

Program Progression, Withdrawal, Dismissal, And Reinstatement:

To progress in the baccalaureate degree program, students must maintain a semester grade point average of 2.50 each semester enrolled, have no negative grade points, and achieve a minimum of a C (2.00) in each of the required nursing courses.

- Definition of non-successful:
 - withdrawing from a class in which the student has an average below C at the date of withdrawal from the course
 - failing the clinical/lab component of a clinical course
 - completing the course with a grade average below C (2.00)
 - obtaining an F grade
 - having an average below C (2.00) at the time of complete withdrawal from UNLV
- Unsuccessful in one nursing course:
 - If a student receives less than a C (2.00) in a nursing class, and it is the first occurrence, the student will be allowed to repeat the nursing course.
 - The student must renegotiate the nursing program contract and will be placed in the needed course at the next opportunity that space is available for that course.
- Unsuccessful in two nursing courses:
 - If a student receives less than a C (2.00) in two nursing courses with the NURS prefix 300 and above (which may occur in the same semester or in different semesters), the student will be dismissed from the SON.

If progression is interrupted, the Program Director or Track Lead will conduct a gap analysis and develop a plan to establish safety in clinical prior to re-entry.

SON students wishing to file an appeal related to program progression should follow the process outlined below.

If the nature of the appeal is related to a grade, the student should first speak with the instructor. If that does not resolve the concern, the student can speak with the BSN Program Director. The student may also file an appeal with the Faculty Senate Academic Standards Committee. The student should contact the BSN Program Director or Student Services Director for guidance on this process. Information on the Faculty Senate Grade Appeal Process can be found here:

<https://www.unlv.edu/facultysenate/student-resources>

If the nature of the appeal is unrelated to a grade, the student needs to follow the chain of command. The student needs to first work to resolve the matter directly with the person involved. If they are unable to resolve the conflict, they should work with the BSN Program Director for guidance on the appropriate process to seek resolution of the matter. The BSN Program Director may confer with the Student Services Director, Associate Dean for Academic Affairs, and Dean of Nursing as appropriate. If the student is still unable to resolve the conflict, the student should contact the Associate Dean of Academic Affairs, and then the Dean of Nursing.

Withdrawal from Nursing Courses

- Withdrawal when successful and passing:
 - If a student has been successful in previous and currently enrolled courses with a Nursing prefix (NURS), the student may withdraw from the nursing course(s), provided that the student

has a 2.00 grade at the time of withdrawal. The student will repeat the nursing course(s) when available. The student is not considered unsuccessful for the withdrawn nursing course(s).

- Withdrawal when failing present course, but successful in other nursing courses:
 - If a student withdraws from a nursing course when the student's grade at that point in the course is less than 2.00 (C), the withdrawal will be considered an unsuccessful completion of the course. For both tracks, if the student has been successful in all other nursing courses, the withdrawal will be considered the student's first unsuccessful nursing course. The student will be allowed to repeat the nursing course when available. It is not necessary for the student to petition to retake the course.
- Withdrawal when passing present course & unsuccessful in other nursing course:
 - If a student has been unsuccessful in a previous nursing course and withdraws from a current nursing course with a passing grade (2.00) at the time of withdrawal, the withdrawal will not be considered an unsuccessful course outcome. The student will be allowed to repeat the course when available. It is not necessary for the student to petition to retake the nursing course. For the accelerated second-degree BSN track, the student will renegotiate their program contract with the BSN Program Director or BSN Track Lead.
- Withdrawal when failing present course & unsuccessful in other nursing course:
 - If a student has been unsuccessful in a previous nursing course, and withdraws from a current nursing course when failing (grade average less than 2.00), the withdrawal will count as the second unsuccessful course. The student will be dismissed from the program. The student will be allowed to continue taking any non-clinical nursing courses enrolled in for that semester, if applicable.
 - For the accelerated second-degree BSN track, if a student has been unsuccessful in a previous nursing course, and withdraws from a current nursing course when failing (grade average less than 2.00), the withdrawal will count as the second unsuccessful course. The student will be dismissed from the program.
- Withdrawal from two nursing courses when failing in the traditional BSN track:
 - If a student withdraws from two nursing courses when failing (whether in the same semester or two different semesters) the student will be dismissed from the program. Withdrawing when failing is considered unsuccessful, and two unsuccessful nursing courses are criteria for dismissal for the traditional BSN track.

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

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

Removal Based on Unsafe or Unprofessional Conduct in Classroom, Lab, or Clinical Setting

- In addition to observation of the University regulations on classroom conduct and the statement on Academic Dishonesty, students in the SON must act in a safe and professional manner. Unsafe or

unprofessional behavior in a clinical or classroom area may be grounds for immediate suspension from a nursing class, regardless of previous academic or clinical performance.

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

Dismissal from the SON

- Based on Academic Performance - Unsuccessful completion of two or more nursing classes in the traditional BSN track or the accelerated second-degree BSN track, will result in dismissal from the SON.
- Based on Unsafe or Unprofessional Conduct in Classroom, Lab, or Clinical Setting - Egregious or repetitive cases of unprofessional conduct or unsafe practice.

Reinstatement to the Nursing Program following dismissal:

Petitions for reinstatement may be made to the Academic Standards Committee. Petition forms are obtained from the Faculty Senate Office and must have the signature of the student's advisor and the SON's Dean, or designee. The student should contact the BSN Program Director and Student Services Director for guidance on this process.

The privilege of reinstatement if approved by the Academic Standards Committee is granted only once at the next opportunity that class space is available.

PETITION, GRIEVANCE AND APPEAL DIRECTIVES

School of Nursing Student Grievance Process:

In the event a student wishes to appeal a grade (theory or clinical), the student is advised to contact Faculty Senate. For matters of academic dishonesty or harassment, the student is advised to contact the Office of Student Conduct. A student who believes that he or she has been subjected to discrimination or sexual harassment, is advised to contact the Office of Compliance.

CHAPTER V UNDERGRADUATE FEES AND EXPENSES

Full and complete information on fees, refund policies, consequence of delinquent accounts and procedure for time payments is available in the university Undergraduate Catalog. Detailed current information regarding tuition and university fees can be found at the [Cashiering & Student Accounts](#) page. There is also a [Tuition Estimator](#) available. Nursing students need to utilize the 'Advanced Options' button to calculate the Differential Tuition into the Estimate. Further information specific to Nursing is available from the SON Student Services Director.

Financial Aid:

Financial aid specifically targeted to nursing students at UNLV is summarized below. Refer to the Undergraduate and Graduate Catalogs for more complete descriptions of financial aid programs and resources available to all students, including nursing students.

Applicants who wish to be considered for undergraduate scholarships, grants, fee waivers, federal loans, and the federal college work study program must complete a [FAFSA](#) (Free Application for Federal Student Aid). FAFSA applications are available each year beginning October 1. UNLV Financial Aid gives priority consideration to all those who have completed their FAFSA by November 1.

Financial Aid Specific to Undergraduate Nursing Majors: The following organizations or funds provide scholarships to students of nursing. Each has differing criteria. Most are based on scholarship, a few consider need. Most donors ask that the SON faculty select the students based on specific criteria. Some require applications be completed and the candidate for the award selected in collaboration with the donor. Additional information can be obtained from the SON Student Services Director. All students who have completed a FAFSA are automatically considered for all scholarships provided to and controlled by the SON. If there is an additional application or if the donor wishes to have information sent directly to them, students are advised of the opportunity via the listserv.

- Department of Nursing Alumni Association
- Devore Family Nursing Scholarship
- Edward and Shauna Smith Scholarship
- Harold L Boyer Nursing Scholarship
- Harry and Rebecca Lahr Foundation Scholarship
- Mary Lou Loveday
- Maria Tiberti Nursing Scholar

Marion Smith Health Profession Loan: Nursing students may borrow up to \$1,000 per Academic year (Fall, Spring, Summer). Applications and more information are available in the SON office in BHS 419 or call 702-895-3360.

CHAPTER VI GRADUATION

UNIVERSITY PROCEDURES

Catalog of Graduation: A student may elect to graduate under the degree requirements as stated in the catalog in (1) the year of official matriculation, or (2) the year of graduation, or (3) the year in which the latest change of major is made.

Resident Credit: Resident credit means any course which is satisfactorily completed at UNLV. Correspondence study, credit by special examination, or enrollment in another institution within the University of Nevada System does not constitute an interruption of resident credit.

A candidate for the bachelor's degree must complete the last 30 semester credits in uninterrupted resident credit in the college from which the degree is expected.

Degree Completion: All course requirements must be completed by the last day of final examinations of the candidate's final semester. All grades, including those for make-up of incomplete or completion of "X" grades, and all transcripts of work attempted at other institutions must be on file in the Registrar's Office by the date that the final semester grades are due, as specified in the class schedule.

No degree, diploma or certificate may be granted to a candidate unless all system, general core, college and department requirements have been fulfilled. If awarded in error or upon fraudulent claims which are discovered later, the degree, diploma or certificate is immediately revoked.

Application for Graduation: Each undergraduate student should file an application for graduation on the MyUNLV system the semester in which they plan to graduate. Deadlines are March 1, July 1, and October 1. The Health Sciences Advising Center will process all graduation applications and contact the student regarding any issues.

At commencement, each senior graduating from the SON is eligible for Academic Distinction Honors. The minimum UNLV GPA for recognition changes each year and is set by the Registrar (<https://www.unlv.edu/registrar/graduation>), but is similar to:

Summa Cum Laude	=	4.0
Magna Cum Laude	=	3.9
Cum Laude	=	3.8

Transcript of Credit: Official transcripts are copies of student academic records of all work attempted at UNLV and 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 of registration period officially ends.

HONORS AND AWARDS

An Honors Convocation is held annually in the spring to recognize outstanding students and award winners in all academic disciplines at UNLV.

SON Awards: Presented to three graduates from the baccalaureate program each semester. These awards are for Academic Excellence, Clinical Excellence, and Leadership Award.

Academic Distinction is defined as a student who *Demonstrates (1) a high GPA, and (2) Professional Behavior.*

Clinical Excellence is defined as a student who *Demonstrates innovation and creativity in patient care which results in positive patient outcomes.*

Leadership Award is defined as a student who *Demonstrates leadership among student peers and/or the community.*

Handbook Information

Last revised	Revised by	Changes summary
January, 2022	Elizabeth Gardner - SON Student Services Director	Review of ADA compliance and addressing more student centered procedures and progression
Presented 2/1/22	Angela Silvestri-Elmore – BSN Director	Adjusted 2 nd Bach acceptance, removal of ADA non compliant language, agreement with student-centered procedures and progression
Approved 2/7/22	UPC	Approved 2/7/2022
Approved 2/28/22	Faculty Org	Faculty Votes: Approve 14 / Reject 0 / Abstain 1