



**ADVANCED GRADUATE CERTIFICATE  
(POST-MASTER'S)**

Psychiatric Mental Health Nurse Practitioner  
Nurse Educator

STUDENT HANDBOOK

Fall 2024 – Summer 2025

*"Nurse Leaders Begin Here"*

## Welcome from the Dean

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

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

Best regards,

Angela Frederick Amar, PhD, RN, ANEF, FAAN

Dean and Professor



## Welcome from the Associate Dean for Academic Affairs

Welcome to UNLV and the School of Nursing. We are happy that you are here! We are excited to partner with you to facilitate your educational journey. Our MSN program prepares you as an advanced practice nurse ready to serve the needs of the community as a nurse practitioner or nurse educator. 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 an advanced 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 MSN Handbook is your tool to guide you through the program. As the Associate Dean of Academic Affairs, and the interim Director of the MSN Program, 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/Acting MSN Director

## **INTRODUCTION**

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

It is the responsibility of the individual student to familiarize themselves with the SON and to act in accordance with them. This handbook is a supplement to the Graduate College Catalog. Students must abide by the policies outlined in the Graduate College Catalog and overall university policies, particularly the code of student conduct and use of social media. In order to become familiar with the Graduate College Catalog, in addition to other tools and timelines to enrich your UNLV experience, refer to the Graduate College resources for current students at [Graduate College](#)

## **INFORMATION ABOUT E-MAIL**

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

## **FACULTY INFORMATION**

For information of faculty research interest areas go to: [School of Nursing Research](#).

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# CHAPTER I

## INFORMATION ABOUT THE UNIVERSITY OF NEVADA, LAS VEGAS

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

Over 30,000 students attend classes at UNLV's 335-acre campus. Most students are Nevada residents; however, a lively mixture of international and out-of-state students add to the cosmopolitan quality of the campus.

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

### [Academic Calendar:](#)

There are three 15-week trimesters - fall (early September to mid-December), spring (early January to late April), and summer (mid-May to late August) for all SON programs. Please note that the School of Nursing operates on a different calendar from the rest of the university.

### **RESOURCES ON CAMPUS:**

#### [Library:](#)

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

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

The Library offers access to information resources and databases available in electronic format. Services also include traditional reference and information assistance: individualized and classroom instructional sessions on subject-related resources and technologies: interlibrary loan and document delivery.

#### [Book Store:](#)

The University Bookstore is conveniently located behind the Student Union. Rebel Books is located on Maryland Parkway across from the University. Both bookstores have the required and recommended textbooks available for purchase. Other merchandise available includes supplies required for courses, reference materials, emblematic souvenirs, insignia clothing, and a variety of sundry items. Both bookstores have extended hours of operation during the first week of the semester. You can order your textbooks online through the University Bookstore or by calling (702) 895-3290.

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

#### [Student Union:](#)

The Student Union's primary concern is to cooperate with university groups to promote and coordinate a full range of programs and events, which add to the color and life of the campus environment. It also provides the various services, conveniences and amenities the members of the university community need in their daily life on campus. Serving as the central gathering place for the entire university community, the Student Union houses cafeteria and delicatessens, coffee

bar, game rooms, a spacious theater, lounges, and meeting and program rooms. Offices of the Consolidated Student Government (CSUN) are located on the first floor. The campus newspaper is also in the Student Union.

#### [Graduate College Office:](#)

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

#### [Office of the Registrar:](#)

The Office of the Registrar can answer questions regarding residency requirements and is responsible for the processes of registration, withdrawals and recording graduation. The staff handles students' questions about their records and provides transcripts and enrollment certification documents. They are located in the Student Services Complex - Building C (702) 895-3443.

#### [Career Services:](#)

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

#### [Disability Resource Center:](#)

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

#### [Counseling:](#)

Student Counseling and Psychological Services (CAPS) offers free professional counseling in the areas of personal, social, and emotional concerns. Couples counseling, career development, drug and alcohol use assessment, and group counseling are also offered. These services, provided by clinical and counseling psychologists, are available to all currently enrolled students. The center is located in the Student Recreation & Wellness Center, Room 1500 (702) 895-3627.

#### [Student Health Center:](#)

The Student Health Center offers services to registered and enrolled UNLV students. The Center staff includes nurse practitioners, physicians, registered nurses, and support personnel to provide essential health services. Services offered include health information and advice, treatment for minor illness and first aid, early detection and referral of chronic illnesses, pregnancy testing and contraception, sexually transmitted disease screening and treatment, and evaluation of substance abuse. To obtain a full list of services, phone (702) 895-0630. A student health fee is charged to all students to defer some of the costs of services.

In accordance with state law, all admitted students must prove immunity to tetanus, diphtheria, measles, mumps, rubella, and others that may be specified by the State Board of Health, prior to being permitted to register for classes. Meningitis vaccines are recommended. In addition, nursing students are required to demonstrate proof of Hepatitis B vaccinations, Varicella vaccination, and annual tuberculosis testing. All newly admitted students are required to complete the Admission Health Report Form prior to registration for classes. For further information contact the Student Health Center at (702) 895-0630.

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

#### [Student Health Insurance:](#)

Is available to students enrolled in at least five credits but students in 9 or more credits are automatically enrolled. If the

student has insurance outside the university plan, the student may waive out of this coverage and fee. This plan provides services beyond those available through the Student Health Center. Optional dependent insurance is also available. Claim form and brochures may be picked up in the Health Services Office or Cashier's Office prior to the beginning of each semester. For more information contact the Student Health Services at (702) 774-7119.

#### [Veteran Services:](#)

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

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

#### [Housing and Food Service:](#)

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

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

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

#### [The Graduate Academy: Innovative Leadership, Professional, and Career Development](#)

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

#### [Academic Success Center](#)

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

#### [Alumni Association:](#)

With an alumni base 130,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

#### [School of Nursing Alumni](#)

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

#### [Commencement Office](#)

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

#### [Office of Diversity Initiatives](#)



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

#### [Office of International Student and Scholars](#)

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

#### [Jean Nidetch Women's Center](#)

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

#### [The Intersection](#)

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

#### [Office of Student Conduct](#)

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

- Promoting awareness of student rights and responsibilities;
- Establishing accountability for student choices;
- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

#### [The Financial Aid & Scholarships Office](#)

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

### **GENERAL REGULATIONS AND REQUIREMENTS OF THE UNIVERSITY**

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

- [Academic Integrity](#)
- [Activation for Military Service](#)
- [Change of Address](#)
- [FERPA/Privacy Rights](#)
- [Health Insurance - Mandatory](#)
- [Jean Clery Campus Safety and Security Report](#)
- [Proof of Immunization](#)
- [Policies and Procedures on the Protection of Research Subjects](#)
- [Rebelmail Policy](#)
- [Student Conduct Code](#)
- [Student Computer Use Policy](#)

- [Title IX](#)

### [Title IX](#)

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito.

The Title IX Coordinator can be reached through the [online reporting form](#) or by email at [titleixcoordinator@unlv.edu](mailto:titleixcoordinator@unlv.edu), by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the [Graduate Catalog](#):

- [Academic Calendar](#)
- [Academic Policies](#)
- [Admission and Registration Information](#)
- [Degree Progression Policies & Procedures](#)

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

### [Equal Opportunity:](#)

The UNLV is committed to and will provide quality equality of educational and employment opportunity for all persons regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, marital status, pregnancy, veteran status, or political affiliation – except where sex, age, or ability represent bona fide educational or employment qualifications or where marital or veteran status are statutorily defined eligibility criteria for federal or state benefit programs. Further, the university seeks to promote campus diversity by enrolling and employing a larger number of minorities and women where these groups have historically been and continue to be under-represented within the university in relation to availability and may extend preference in initial employment to such individuals among substantially equally qualified candidates, as well as to veterans, Nevada residents, and current state employees seeking promotion. Inquiries concerning compliance with federal or state laws prohibiting such discrimination should be directed to the [Office of Diversity Initiatives](#), FDH 560 (702) 895-5580.

The University of Nevada, Las Vegas, is dedicated to the equality of educational opportunity, and the creation and maintenance of a campus environment free of barriers that discriminate against individuals with disabilities. Equality in access is achieved through reasonable classroom accommodations, and reasonable adaptation of examination and evaluation procedures.

Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: [valarie.burke@unlv.edu](mailto:valarie.burke@unlv.edu) or [gradassociatedean@unlv.edu](mailto:gradassociatedean@unlv.edu).

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

### [Use of Automobiles:](#)

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

### [SON Transportation Requirement:](#)

Students are required to provide their own transportation to clinical sites.

### Alcoholic Beverages:

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

### Change of Address:

Any change of address should be reported immediately to [MyUNLV](#) and to the School of Nursing. Any correspondence from the university mailed to the last address provided by the student to MyUNLV will discharge all university responsibility for notification.

### Use of University Facilities:

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

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

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

### Academic Misconduct:

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

An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources.

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

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

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

### Copyright:

The University requires all members of the University Community to familiarize themselves with and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies.

### Disability Resource Center:

DRC determines accommodations that are "reasonable" in promoting the equal access of a student reporting a disability to the general UNLV learning experience. In so doing, the DRC also balances instructor and departmental interests in maintaining curricular standards so as to best achieve a fair evaluation standard amongst students being assisted. In order for the DRC to be effective it must be considered in the dialog between the faculty and the student who is requesting

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

UNLV complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The DRC is located in the Student Services Complex (SSC-A), Room 143, phone (702) 895-0866, fax (702) 895-0651.

#### Religious Holidays Policy:

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

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

#### English Composition Skills:

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

#### Rebelmail:

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

#### ADA Accommodations:

For all faculty and staff (professional and classified) ADA accommodation determinations, please contact EEO/AA Compliance Office, located in Flora Dungan Humanities (FDH), Room 512, (702) 895-3656.

#### Consensual Relationships:

UNLV prohibits romantic or sexual relationships between members of the university community when one of the individuals involved has direct professional influence or direct authority over the other.

#### Final Examinations:

UNLV requires that final exams given at the end of a course occur at the time and on the day specified in the class schedule.

#### General Classroom Procedures:

Faculty members are expected to hold class meetings that are:

- Consistent with the course schedule. When faculty members must miss an occasional class (e.g., for professional meetings, due to sickness, or for the observance of a religious holiday), they are expected to reschedule that class meeting or to arrange for a replacement, or provide alternative instruction or assignments (see complete Missed Classes policy [here](#));
- Maintain a predictable number of office hours which shall be posted and the faculty shall be available to students, colleagues, and others;
- Evaluate academic performance fairly;

- Counsel students;
- Carry through with their workload commitment in accordance with UNLV, college/school, and department/unit bylaws. Faculty members should have prior approval from their supervisor before missing/rescheduling classes and/or missing other scheduled duties, with the exception of emergencies;
- Continue their professional development; and
- Meet their obligations to the university community.

Missed Class(es)/Student:

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

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

This shall not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the university that could reasonably have been avoided.

There should be a good faith effort by both faculty and student to come to a reasonable resolution. When disagreements regarding this policy do arise, they can be appealed to the department chair/unit director, college/school dean, and/or the Graduate Appeals and Legal Issues Committee.

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

Saturday Classes Holiday Schedule:

In general, if a holiday falls on a Monday, then Saturday classes meet. If a holiday falls on a Friday, then Saturday classes do not meet. To review the Faculty Senate policy detailing when Saturday classes are considered holidays, please see “Saturday Classes Holiday Policy” in the alphabetical listing.

Teaching Evaluations:

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

Faculty Information

All Nursing Faculty are listed at [Nursing Faculty](#).

**UNIVERSITY GRADING SCALE AND SYMBOLS**

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

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

**Grading Scale of UNLV**

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

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

Grades and Rounding: Evidence of satisfactory progress includes maintenance of a minimum 3.0 cumulative grade point average each term. The progress of each student is reviewed each term. Failure to maintain the minimum 3.0 cumulative GPA will result in placement on academic probation. A student must achieve a grade of B (83) or higher in all NURS courses (excluding electives) in the program. A student who receives a grade below (B) in any NURS course (excluding electives) must repeat the course and achieve a (B) or higher.

Final grades will not be rounded. Therefore, an 83.00 is the minimum grade needed to pass graduate course. Exam and quiz scores will not be rounded.

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

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

Grades (posting):

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

INCOMPLETE:

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

The student and instructor must complete the form "Contract for Completion of Incomplete" and distribute a copy to the student, the instructor and the student's file. The form specifies requirements to be completed and date of required completion. Once the specified requirements are completed, it is the instructor's responsibility to fill out the Incomplete Removal Form and file the form with the Office of the Registrar. The Graduate College guidelines and policy on the grade of "Incomplete" can be [found here](#)



## CHAPTER II

### REGISTRATION REQUIREMENTS

#### NOTICE OF ACCEPTANCE

Once students are notified by the Graduate College of their acceptance to the SON's Advanced Graduate Certificate (Post-Master's) program, the SON sends the new student important information regarding the online program.

Students must do the following prior to the start of their first semester:

#### Computer Hardware/Software Needed by Each Student:

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

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

#### UNLV Accounts Students need to Activate:

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

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

#### **On-Campus Intensives**

Students are required to attend three on-campus intensives throughout the program. These mandatory intensives consist of two-to-three days' hands-on activities, interprofessional education, simulation, and face-to-face interactions with faculty and experts. Note that the School of Nursing New Graduate Student Orientation will be included in the first on-campus intensive.

## **CHAPTER III**

### **SON PHILOSOPHY, PURPOSES AND PROGRAM OUTCOMES**

#### **MISSION STATEMENT**

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

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

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

#### **PURPOSE:**

The Advanced Graduate Certificate Program offers the opportunity for students who already have a master's degree in nursing to become a Psychiatric Mental Health Nurse Practitioner (PMHNP), or a Nurse Educator (NE). Additionally, if the student already has a Nurse Practitioner degree in another discipline we offer a certificate for a Psychiatric Mental Health Nurse Practitioner (PMHNPC). This program is designed to provide students the opportunity to acquire further knowledge, skills and abilities requisite to the safe, effective and efficient advanced practice of nursing.

#### **PMHNP PROGRAM OUTCOMES**

1. Competently assess, diagnose, prescribe, evaluate and create a holistic plan of mental health treatment.
2. Articulate the professional role, which includes the ethical code of conduct and scope of advanced practice of the psychiatric mental health nurse practitioner.
3. Develop and monitor comprehensive, holistic plans of care that address the health promotion and disease prevention needs of diverse psychiatric mental health client populations.
4. Assess and monitor teaching/learning needs in a diverse psychiatric mental health client population.
5. Practice ethically in the conduct of research, management, and clinical professional practice.

#### **NE PROGRAM OUTCOMES:**

By the end of the NE post-master's program, students will be able to:

1. Use education research to continually improve teaching strategies and skills.
2. Develop a teaching-learning style that meets the educational outcomes of students.
3. Assess and evaluate at the course and program level.
4. Function as a leader and change agent in nursing education settings.
5. Participate in scholarship to further knowledge and abilities in nursing education.

#### **NURSING STANDARDS**

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

#### **American Nurses Association Standards of Nursing Practice**

1. The collection of data about the health status of the client/patient is systematic and continuous. The data are accessible, communicated, and recorded.
2. Nursing diagnoses are derived from health status data.
3. The plan of nursing care includes goals derived from the nursing diagnoses.
4. The plan of nursing care includes priorities and the prescribed nursing approaches or measures to achieve the goals derived from the nursing diagnoses.
5. Nursing actions provide for client/patient participation in health promotion, maintenance and restoration.
6. Nursing actions assist the client/patient to maximize his/her health capabilities.



7. The client's/patient's progress or lack of progress toward goal achievement is determined by the client/patient and the nurses.
8. The client's/patient's progress or lack of progress toward goal achievement directs reassessment, reordering of priorities, new goal setting and revision of the plan of nursing care.

#### CODE OF ETHICS

The graduate program also adheres to the [Code of Ethics for Nurses](#) as published by the American Nurses Association (2015). Interpretive statements related to the statements identified below may be found at [ANA Ethics](#)

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

SAMPLE PLANS OF STUDY (Please see the Graduate Catalog for official program requirements)

University of Nevada, Las Vegas  
School of Nursing

Sample Advanced Graduate Certificate in Psychiatric Mental Health Nurse Practitioner for the FNP  
[Please see the Graduate Catalog for official program requirements](#)

Credits: 20

**Clinical Hours: 540**

Individuals who already hold a master's degree in nursing and meet the admission qualifications may take courses leading to an Advanced Graduate Certificate in Psychiatric Mental Health Nurse Practitioner for the FNP (Post- Master's). Admitted students take courses as listed below and are awarded a certificate documenting completion of the required course work. This program prepares the graduate to work as a Psychiatric Mental Health Nurse Practitioner in a variety of mental health and behavioral health settings, perform health histories and mental/physical examinations, order and interpret diagnostic tests, diagnose and manage acute and chronic psychiatric diseases, prescribe medication and treatments, and provide patient and family psychotherapy, counseling and education.

Courses / Credits:

1<sup>st</sup> Semester (SPRING)

NURS 794 Psychiatric Mental Health Nurse Practitioner I 135 clinical hours	6
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2<sup>nd</sup> Semester (SUMMER)

NURS 796 Psychiatric Mental Health Nurse Practitioner II 225 clinical hours	8
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3<sup>rd</sup> Semester (FALL)

NURS 799 Psychiatric Mental Health Nurse Practitioner III 180 clinical hours	6
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University of Nevada, Las Vegas  
 School of Nursing  
**Sample Advanced Graduate Certificate in Psychiatric Mental Health Nurse Practitioner**  
[Please see the Graduate Catalog for official program requirements](#)

Credits: 28

Clinical Hours: 540

Individuals who already hold a master's degree in nursing and meet the admission qualifications may take courses leading to an Advanced Graduate Certificate in Psychiatric Mental Health Nurse Practitioner (Post-Master's).

Admitted students take courses as listed below and are awarded a certificate documenting completion of the required course work. This program prepares the graduate to work as a Psychiatric Mental Health Nurse Practitioner in a variety of mental health and behavioral health settings, perform health histories and mental/physical examinations, order and interpret diagnostic tests, diagnose and manage acute and chronic psychiatric diseases, prescribe medication and treatments, and provide patient and family psychotherapy, counseling and education.

Courses:	Credits:
<b>1st Semester (FALL)</b>	
NURS 701 Diagnostic Reasoning and Clinical Decision Making for the APRN	2
NURS 752 Business and Roles	3
<b>2nd Semester (SPRING)</b>	
NURS 714 Family Theory and Health Promotion	2
NURS 794 Psychiatric Mental Health Nurse Practitioner I <i>135 clinical hours</i>	6
<b>3rd Semester (SUMMER)</b>	
NURS 796 Psychiatric Mental Health Nurse Practitioner II <i>225 clinical hours</i>	8
<b>4th Semester (FALL)</b>	
NURS 799 Psychiatric Mental Health Nurse Practitioner III <i>180 clinical hours</i>	6
NURS 761 Clinical Synthesis	1
	28

University of Nevada, Las Vegas  
School of Nursing  
Sample Advanced Graduate Certificate in Emergency Nurse Practitioner  
[Please see the Graduate Catalog for official program requirements](#)

Credits: 15

Clinical Hours: 405

Individuals who already hold a master's degree in nursing as a Family Nurse Practitioner and meet the admission qualifications may take courses leading to an Advanced Graduate Certificate in Emergency Nurse Practitioner (Post-Master's). Admitted students take courses as listed below and are awarded a certificate documenting completion of the required course work. This program prepares the graduate to work as an Emergency Nurse Practitioner who can perform medical screenings, make diagnoses, develop, implement, and evaluate patient management plans in addition to other skills required in hospital emergency rooms.

Courses:	Credits:
1st Semester (SPRING)	
NURS 790E      Emergency Nurse Practitioner I: Management of Acute Exacerbation of Chronic Illnesses <i>135 clinical hours</i>	5
2nd Semester (SUMMER)	
NURS 791E      Emergency Nurse Practitioner II: Management of Acute Illnesses and Injuries <i>135 clinical hours</i>	5
3rd Semester (FALL)	
NURS 792E      Emergency Nurse Practitioner III: Management of Critical Illnesses and Injuries <i>135 clinical hours</i>	5
	15

University of Nevada, Las Vegas School of Nursing  
**Sample Advanced Graduate Certificate in Nursing Education (NE)**  
[Please see the Graduate Catalog for official program requirements](#)

Credits: 21

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

Course	Course Name	Credits
1 <sup>st</sup> Semester (FALL) NURS 709	Teaching & Learning in Nursing Education	3
2 <sup>nd</sup> Semester (SPRING) NURS 710	Course Level Evaluation Strategies for Nurse Educator	3
NURS 733	Nursing Education Practicum I	2
3 <sup>rd</sup> Semester (SUMMER) NURS 724	Developing & Evaluating Curriculum for Nursing Education	4

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**Sample Advanced Graduate Certificate in Nursing Education (NE)**  
**\*\*for those who do not have the three Ps\*\***

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

*Denotes MSN Core Course*

(\*) Indicates course has lab/clinical component.

COURSE DESCRIPTIONS:

**Please see the Graduate Catalog for official course descriptions.**

**WHAT CONSTITUTES FULL-TIME?**

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

## **CHAPTER IV**

### **INFORMATION SPECIFIC TO THE SCHOOL OF NURSING**

#### **ADVISEMENT**

Advisement related to program contracts, such as progression or revision due to personal situations is completed by the program director. Consultation concerning progression in course activities is completed with the instructor of the course. At the time the student is admitted to the program, the program director will assign the student an advisor. Students will check with their advisor each semester. Failure to consult with the advisor when requested may result in separation (dismissal) from the School of Nursing. For any course or clinical related issues/concerns, contact the instructor of record first. If issues/concerns are not resolved or for program related concerns, contact the MSN Director.

#### **APPEAL:**

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

#### **PROGRESSION**

To progress in the MSN program, the student must:

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

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

#### **PROBATION and SEPARATION (DISMISSAL):**

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

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

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

#### **WITHDRAWAL**

1. Withdrawal when Successful and Passing:
  - If a student has been successful in previous and currently enrolled courses with a Nursing prefix, the student may withdraw from the nursing course(s), provided that the student has a "B" grade at the time of withdrawal. The nursing course(s) are repeated when available. The student is not considered unsuccessful for the withdrawn nursing course(s).
2. Withdrawal when Failing Present Course but Successful in Other Nursing Courses:

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

#### **LEAVE OF ABSENCE**

Leaves of absence will be granted in accordance with the UNLV Graduate School policy. The SON grants students up to one year leave of absence after the application for absence has been filed and approved. It is the student's responsibility to follow-up and ascertain that approval has been granted. If a student requests more than a one year's leave of absence, the program director will review and may approve the request on a case by case basis.

#### **SUSPENSION**

Suspension is based on Unsafe or Unprofessional Conduct in Classroom, Lab, or Clinical Setting

#### **GRADUATION REQUIREMENTS: Please see the [Graduate Catalog](#) for graduation requirements.**

1. **Residency Credits:** Each track has a differing credit requirement, and the current catalog should be consulted. No more than 3 courses (maximum 9 internal or 6 external credits) may be transferred into the program. Transfer credit must be approved by the MSN Program Director.
2. **Credit by Challenge Examination:** Graduate courses (with a 600 or 700+ number or above) may not be challenged for credit.
3. **Six year Completion Rule:** All degree requirements must be completed within six (6) calendar years from the date of matriculation. No credit may be used in an advanced degree program for course work completed more than six (6) calendar years immediately preceding the term in which all degree requirements are completed.
4. **Graduation Requirements:** Students have a choice of the catalog under which they wish to graduate. They may choose between: 1) the year of official matriculation, or 2) the year of graduation. Students are encouraged to meet the requirements of the current catalog.

#### **PROCESS TO APPLY FOR GRADUATION**

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

Official Transcripts: Official transcripts of recorded work (credits) completed at UNLV bear the seal of the University



and the signature of the Registrar. Upon written request from eligible students, the Office of the Registrar will issue official UNLV transcripts. Transcripts of work from other institutions will not be issued. Transcripts are not issued for any student having a delinquent indebtedness to the university.

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

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

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

**Applying for the Certification Exam:**

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

The **American Association of Nurse Practitioners (AANP)** offers national certifications in the area of family nurse practitioner, adult nurse practitioner, and adult-gerontology primary care nurse practitioner. This is a competency based computer test offered year round via computer. Potential candidates may obtain information about the exam via the internet at [AANPCB CERTIFICATION](#). An application needs to be completed and mailed to:

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

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

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

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

Request for applications can also be made by internet which is posted in PDF format. The website is: [Nurse Credentialing](#).

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

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

## CHAPTER V

### STANDARDS AND PROCEDURES SPECIFIC TO THE SCHOOL OF NURSING

#### **Nurse Practitioner Student Clinical Information:**

UNLV School of Nursing guarantees clinical placements in Nevada in the greater Las Vegas Metro area to students who hold a valid Nevada RN license. Out-of-state students located in approved states (states in which the School of Nursing can offer various programs/tracks) must hold a valid RN license in the state and jurisdiction in which they intend to complete their program. A list of approved states is available on the Road to Rebel Nursing Webpage. Students are encouraged to partner with the School of Nursing in identifying potential preceptors and clinical practice experiences in their local community in one of those approved states. The UNLV School of Nursing must review and approve all out-of-state and out of the Las Vegas metro area preceptors and clinical sites. UNLV ensures adequate physical resources and clinical sites are available in Nevada to achieve the program's mission, goals, and expected outcomes for all admitted students. UNLV strives to approve student recommended out-of-state/out of the Las Vegas Metro area quality clinical practice experiences and preceptors; however, UNLV offers no guarantees for out-of-state/out of the Las Vegas metro area clinical placements and preceptors and/or assistance in finding out-of- state/out of the Las Vegas metro area placement sites and preceptors. If out-of-state/out of the Las Vegas metro area students are unable to secure a UNLV approved preceptor and/or site in their home communities then students are expected to acquire a Nevada RN license, relocate to the greater Las Vegas metro area, and the UNLV School of Nursing will assign them a preceptor and clinical site in the Las Vegas area (up to 75-miles from UNLV within NV state lines).

#### **PMHNP and Student Clinical:**

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

1. Students in the post-master's PMHNP program must complete 540 clinical hours according to the following:
  - a. 135 hours in NURS 794
  - b. 225 hours in NURS 796
  - c. 180 hours in NURS 799
  - Students will be evaluated twice during each clinical course (at mid-term and final of the semester). The mid-term evaluation will be conducted online using the virtual clinical evaluation (VCE) approach. The final clinical evaluation will be an objective structured clinical examination (OSCE).
2. Students are expected to always conduct themselves in a professional manner.
3. Students are responsible to identify and select clinical sites. In situations where the student has a preceptor she/he would like to work with, the student can provide the Clinical Placement Coordinator with the preceptor's name and contact information. If the student does not have a preceptor identified, the Clinical Placement Coordinator will work with the student to find an appropriate preceptor. It should be noted there is limited, if any, assistance available for locating preceptors outside of Las Vegas city limits; those graduate students living outside of the metropolitan Las Vegas area will be highly encouraged to identify their own preceptors. Sites must be approved by the MSN Coordinator and clinical contracts will be secured prior to any clinical experiences. Students are directed to forward clinical preceptor information to the Clinical Placement C by specified dates for each clinical semester. Failure to complete the required paperwork may result in no clinical placement and inability to progress in the nurse practitioner program. If the student does not follow this policy and there is no preceptor assigned by two (2) weeks prior to the assigned clinical rotation, the student will not be able to progress into the assigned clinical course.

**Education Affiliation Agreement Requirements:** Clinical experiences occur in many different clinical agencies. Student access to these clinical facilities is regulated by an education affiliation agreement between the University and the agency. The agreement covers immunizations, drug testing, malpractice, and health insurance requirements. Students who do not meet agency requirements will be denied access to that facility. It should be noted that the student is not considered an employee of the agency where the clinical experience takes place, and has no claim for employee benefits such as sick leave, social security, retirement benefits, worker's compensation or unemployment benefits. A student who begins clinical rotations without an education affiliation agreement in place is considered unprofessional and unsafe; this in turn could result in separation (dismissal) from the UNLVSON. Students may suggest possible sites for clinical placement as indicated above, but the actual education affiliation agreement for the clinical experience must be initiated by the UNLVSON.

#### **Clinical Simulation Center of Las Vegas (CSCLV)**

The University of Nevada, Las Vegas, School of Nursing faculty offer simulation experiences for students within the CSCLV and other learning labs. Simulation experiences include task trainers, standardized patient, high fidelity simulators (computerized manikins), as well as hybrid experiences (a blending of two or more simulation experiences). Many of these experiences are recorded (video & audio) and assist the student(s) & faculty with mentorship and debriefing.

Confidentiality is essential to the learning process with simulation. Students are asked not to discuss events of simulation(s) or

debriefing(s) with other students. As a leader in simulation education, the CSCLV participate with members of outside institutions in educating healthcare professionals, academics, & 3<sup>rd</sup> party vendors about the process of utilization of simulation in student learning as well as administrative and technical aspects. Students are not identified nor are individual performance shared with any outside professional.

**Attendance:**

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

**Dress Code:**

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

**Bloodborne Pathogen Exposure:**

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

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

**Bloodborne Pathogen and HIPAA Training:**

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

**Basic Life Support Skills Validation:**

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

**Cancellation of a Class:**

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

**Change in Class Schedule:**

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

**Children in Class:**

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

**Confidentiality:**

An important part of nursing ethics is maintaining the client's confidentiality. Therefore, written work submitted to the instructor must never contain the client's full name. Clients' problems must not be discussed with family or friends. If the SON ascertains that a client's confidentiality has been violated, the student violating the confidence will be subject to disciplinary action. HIPAA

regulations require each student to sign a Student Confidentiality Statement prior to attending a clinical rotation in a clinical facility. The signed form is then given to the faculty member for placement in the student's file.

#### Computer Accounts:

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

#### Drug Screening:

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

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

#### English Composition Skills:

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

#### Essential Tasks:

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

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

#### Typical Skills Used to Complete Essential Tasks

- Students typically attend classes at least once and up to three times per semester during each academic semester. Classes consist of a combination of lecture, discussion, laboratory, and clinical activities.
- In the practice setting students typically sit from one to two hours daily, stand from two to four hours daily, and walk two to four hours daily.
- Students frequently lift less than 10 pounds and occasionally lift weights between 10 and 100 pounds.
- Students occasionally carry up to 25 pounds while walking up to 50 feet.
- Students frequently exert 75 pounds of push/pull forces to objects up to 50 feet and occasionally exert 150 pounds of

- push/pull forces for this distance.
- Students frequently twist, bend, and stoop.
- Students occasionally squat, crawl, climb stools, reach above shoulder level, and kneel.
- Students frequently move from place to place and position to position and must do so at a speed that permits safe handling of patients.
- Students frequently stand and walk while providing support to an infirmed patient. Students occasionally climb stairs or negotiate uneven terrain.
- Students continuously use their hands repetitively with a simple grasp and frequently use a firm grasp and manual dexterity skills.
- Students frequently coordinate verbal and manual activities with gross motor activities. Students use auditory, tactile, and visual senses to receive instruction and to assess, intervene, and evaluate patients.

**Employment:**

The nursing program permits students to be enrolled full-time or part-time. Full-time students are encouraged not to engage in full-time employment while enrolled in the program.

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

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

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

**Examinations during the Semester:**

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

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

**Final Examination:**

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

**Examinations Review:**

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

**Evaluations:**

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

**Health Conditions of a Continuing Nature:**

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

**Health Insurance Validation:**

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

warranted.

**Injury in Clinical Area:**

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

**Lateness of Assignment:**

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

**Two-Step Tuberculin Testing or QuantiFERON:**

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

**STUDENT RIGHTS:**

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

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

**Right to Learn:**

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

**To Exercise Liberty to Discuss, Inquire and Express Opinions:**

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

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

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

**To be Evaluated Fairly:**

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

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

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

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

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

**Confidentiality:**

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

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

**The Right to Civility:**

The 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. The UNLV SON expects students to demonstrate civil behavior at all times.

**DISCLOSURE OF STUDENT EDUCATION RECORDS AND DIRECTORY INFORMATION**

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

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

Policies on FERPA, —Student Rights under FERPA, and —Directory and Non-Directory Informationl policies are available. [FERPA](#)

## CHAPTER VI

### FEES, EXPENSES, AND FINANCIAL ASSISTANCE

#### Tuition and Fees

Detailed information concerning tuition and fees is found on the [Graduate College web site](#).

#### Financial Assistance

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

#### Scholarships and Traineeships

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

**Scholarships available to Students enrolled in the Graduate Program in Nursing:** A number of scholarship and fellowship opportunities are available through the UNLV SON. Please review the School website for up-to-date information on these opportunities UNLV Nursing Below is a description of some of these opportunities.

**Zeta Kappa Chapter at UNLV of Sigma Theta Tau International Research Scholarships:** Competitive awards provided to members of the honor society for completion of research projects or as awards for winning the research poster competition. Information may be obtained from the Zeta Kappa Chapter of Sigma Theta Tau International website: [Zeta Kappa](#)



## CHAPTER VII ORGANIZATIONS

### **Membership on the Master’s Program Faculty and Curriculum Committee Departmental Standing Committees and Program Committee.**

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

### **Sigma Theta Tau International**

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

### **Graduate and Professional Student Association (GPSA)**

All registered students in the graduate program of the University are members of the Graduate & Professional Student Association (GPSA). The mission of this organization, established in 1980, is to promote and represent the interests of graduate and professional students. The governing body of GPSA, the Executive Committee, is comprised of elected officers and representatives selected by the graduate students in each department. A graduate student in the School of Nursing will be selected to represent the program on the Executive Committee. A GPSA representative holds voting membership on the Graduate Council and on each standing committee of the Graduate College. Learn more by visiting: [GPSA](#)

## **Handbook Information**

Last revised	Revised by	Changes summary
February, 2022	SON Student Services Director	Increasing student centered language and removal of verbiage contrary to ADA. Removal of FNP Certificate Information & ENP Certificate Information
February 2022	MSN Director	Approval of proposed changes & welcome updates
March 7, 2022	GPC	All members in agreement
March 21, 2022	Faculty Org	Consent Agenda Approval

**Appendix A: School of Nursing Academic Affairs Office and Contact Information:  
School of Nursing**

Bigelow Health Sciences Building (BHS), Room 419  
4505 Maryland Parkway, Box 453018  
Las Vegas, Nevada 89154-3018  
**Voice:** 702-895-3360 / **Fax:** 702-895-4807

**Associate Dean for Academic Affairs**

Dr. Mary Bondmass, [Mary.Bondmass@unlv.edu](mailto:Mary.Bondmass@unlv.edu)  
702-895-3360

**Director, PhD Program**

Dr. Rebecca Benfield, [Rebecca.Benfield@unlv.edu](mailto:Rebecca.Benfield@unlv.edu)  
702-895-4062

**Director, DNP Program**

Dr. Kathleen Thimsen, [Kathleen.Thimsen@unlv.edu](mailto:Kathleen.Thimsen@unlv.edu)  
702-895-3114

**Director, MSN Program**

Dr. Mary Bondmass, [Mary.Bondmass@unlv.edu](mailto:Mary.Bondmass@unlv.edu)  
702-895-3360

**Psychiatric Mental Health Coordinator**

Rhone.D'Errico, [Rhone.D'Errico@unlv.edu](mailto:Rhone.D'Errico@unlv.edu)  
702-895-3255

**Director, Clinical Simulation Center of Las Vegas**

Dr. Leland Rockstraw, [Leland.Rockstraw@unlv.edu](mailto:Leland.Rockstraw@unlv.edu)  
702-774-2151

**SON Student Services Director**

Ms. Elizabeth Gardner, [Elizabeth.Gardner@unlv.edu](mailto:Elizabeth.Gardner@unlv.edu)  
702-895-5923

**Engagement & Retention Coordinator**

Yaa Obeng, [Yaa.Obeng@unlv.edu](mailto:Yaa.Obeng@unlv.edu)  
702-895-3812

**Clinical Placement & Compliance Coordinator**

Ms. Jill Racicot,  
[Jill.Racicot@unlv.edu](mailto:Jill.Racicot@unlv.edu) 702-895-5920

**Graduate Administrative Assistant**

[unlv.nursing@unlv.edu](mailto:unlv.nursing@unlv.edu)  
702-895-3360

**School of Nursing Office of Research and Scholarship (ORS)**

**Associate Dean for Research**

[SON\\_ORIS@unlv.edu](mailto:SON_ORIS@unlv.edu)  
702-895-3105

**Appendix B: Family Nurse Practitioner Track Clinical Preceptor Worksheet**



**NURSE PRACTITIONER TRACKS CLINICAL PRECEPTOR WORKSHEET**

Course:

N701      N794      N796      N799      N773

Name of theory instructor (course coordinator):

Name of instructor assigned to clinical course: \_\_\_\_\_

Student name: \_\_\_\_\_

Student email: \_\_\_\_\_

Student home phone w/area code: \_\_\_\_\_

Student cell phone w/area code:  
\_\_\_\_\_

Best time to call:  
\_\_\_\_\_

Nursing Course Number: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Name of Preceptor (w/ credentials): \_\_\_\_\_

Name of Preceptor's practice: \_\_\_\_\_

Preceptor Address (complete): \_\_\_\_\_

Preceptor/Practice main phone number w/area code: \_\_\_\_\_

Preceptor/Manager/Practice email: \_\_\_\_\_

Name of Office/Business Manager: \_\_\_\_\_

Days of week for clinical rotations: \_\_\_\_\_

Hours for clinical rotations: \_\_\_\_\_

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