BSN Nursing Student Handbook

2026

Welcome to the UNLV School of Nursing

Welcome from the Dean

Welcome to the School of Nursing at the University of Nevada, Las Vegas and congratulations on taking the next big step on your journey to becoming a nurse! Did you know that nursing has been ranked as the #1 most honest and ethical profession for the last consecutive 22 years according to the Gallup Poll. I am thrilled to welcome you to join a most trusted and gratifying profession. The timing for your education couldn't be better. Our health care environment is rapidly evolving and in need of a workforce prepared to meet its complex demands. At UNLV SON, you are joining a rich tradition of excellence that produces outstanding nurse leaders and clinicians. Your journey through the prelicensure programs contains many exciting opportunities to help you realize your personal and professional goals. The SON faculty and staff are here to help you realize your full potential.

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

On behalf of the SON faculty and staff, I wish you much success, and I thank you for choosing UNLV to partner with on this exciting academic journey.

Sigrid L. Barrett, PhD, RN, PNP, CNE, FAAN
Dean and Professor, School of Nursing

Welcome from the Associate Dean for Entry & Pre-Licensure Education

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

Angela Silvestri-Elmore, PhD, APRN, FNP-BC, CNE
Associate Dean for Entry & Pre-Licensure Education

Welcome from the BSN Program Director

Welcome to the UNLV School of Nursing (SON)! Congratulations on your admission to the BSN program! You're about to embark on an incredible journey that will empower you to leverage your past experiences and knowledge as you grow into a skilled clinician and inspiring nurse leader. Get ready for a path that will be both challenging and immensely rewarding! With your enthusiasm, perseverance, and dedication, you are more than capable of achieving your dream of becoming a nurse. I'm thrilled to be on this extraordinary journey with you, and I wish you all the best for an amazing and successful experience ahead!

Jennifer Pfannes, DNP, RN, CPN
Associate Professor and BSN Program Director

Welcome from the Assistant BSN Program Director

Welcome to the UNLV School of Nursing and congratulations on the beginning of your nursing journey! You have chosen to enter a profession that is challenging and deeply rewarding. You are embarking on a path that will test your knowledge, skills, and compassion in ways you cannot imagine. I hope you will embrace this journey with an open mind and a thirst for knowledge. What you learn in this program will shape you into the compassionate and skilled nurse you will eventually become. I am so excited to be part of this journey with you! I wish you all the best as you navigate your way into the most noble profession of nursing.

Margaret Trnka, Ed.D., MSN, RN
Assistant Professor and Assistant BSN Program Director

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School of Nursing BSN Program Contact Information

Mailing Address and Phone Number

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4505 S. Maryland Parkway, Box 453018 Las Vegas, Nevada 89154-3018
Voice: (702) 895-3360
Fax: (702) 895-4807
Email: unlv.nursing@nevada.edu

BSN Program Administration and Staff Contact Information

Associate Dean of Entry and Pre-Licensure Education

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702-895-1229

BSN Program Director

Dr. Jennifer Pfannes
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Student Services Team

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CHAPTER I: General Information

University of Nevada, Las Vegas

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

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

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

Resources on Campus

Information on University resources can be found in the Academic Catalogs for both undergraduate and graduate programs.

University Policies

Students are responsible for knowing and observing the University Policies for all students. The updated policies can be found on the UNLV Policies website.

Change of Address

Any change of address should be reported immediately in MyUNLV and to the SON. Any correspondence from the university mailed to the last address provided by the student to UNLV will discharge all university responsibility for notification.

Fundraising

Any fundraising efforts by student organizations off campus must be cleared by the Associate Dean of Entry & Pre-Licensure Education and the Dean of the SON.

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

Civility

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

Nursing Associations and Programs

Dean's Scholar Program

The Dean's Scholar Program is an exclusive academic initiative designed to recognize and support high-achieving incoming freshman students who demonstrate exceptional intellectual promise, leadership, and a commitment to academic excellence. As a Dean's Scholar, the student will be granted direct entry into the BSN program once they have successfully completed all of the application requirements.

Student Nurses' Association

All students enrolled in the nursing program are eligible for membership in the [Student Nurses' Association](). Additionally, pre-nursing students may join as associate members. Through this organization, students can serve as representatives of their cohorts and hold officer positions through election. The group plans social events for the students, participates in community activities and provides guidance to students. The UNLV Student Nurses Association can be contacted via email at [unlvsna@gmail.com]().

Student Government

All students are eligible to run for student government and participate in elections. Officer representatives are elected for the duration of the program unless students vote to remove or change them. This group is charged with planning and implementing a social and service activity each semester for their respective cohort. They also participate in community activities although their focus is in their specific cohort. The Student Government group can be reached at [sonstudentgov@unlv.edu]()

Sigma Theta Tau

The ZETA KAPPA at Large chapter of [SIGMA THETA TAU]() International Honor Society of Nursing (Sigma), was chartered at the University of Nevada in 1981. The purpose of Sigma is to recognize the achievement of scholarship of superior quality, to recognize the development of leadership qualities, to foster high professional standards, to encourage creative work, and to strengthen commitment on the part of individuals to the ideals and purposes of the profession of nursing. Each year an invitation to membership is extended to students with a GPA in the top 35th percentile of their cohort in the undergraduate program who demonstrate the qualities identified as hallmarks of Sigma members.

School of Nursing Alumni Association

The [SON Alumni Association]() formed in 1992 and is made up of graduates of the former associate degree program, the baccalaureate program, and graduate programs. The group works for the betterment of the school and provides scholarships.

UNLV Rebel Nurse Mentoring Program

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

School of Nursing Mission, Vision and Justice, Equity, Diversity, and Inclusion Statements

Vision

Advancing nurse leaders to transform healthcare.

Mission

Our mission is to advance the science of health and healthcare by preparing nurse clinicians, educators, leaders, and researchers to optimize health equity and wellness of individuals, families, communities, and populations. The School of Nursing promotes, improves, and innovates nursing through interdisciplinary and transformational education, scholarship, practice, and community engagement.

UNLV SON Justice, Equity, Diversity, and Inclusion Statement

The University of Nevada, Las Vegas School of Nursing (SON) is committed to advancing justice, equity, diversity, and inclusion in the academic, clinical, and community settings. SON views diversity based on a broad range of individual, population, and social characteristics including but not limited to: age; sex; race; ethnicity; sexual orientation; gender identity; family structures; geographic locations; national origin; immigrant status; language; physical, functional, and learning abilities; religious beliefs; and socioeconomic status. We seek to create an equitable learning and working environment that is inclusive for all. We strive to exemplify supportive, respectful, and accepting behaviors with the goal of developing future nursing leaders best prepared to actively engage and serve all communities.

Slogan

Nurse Leaders Begin Here.

CHAPTER II: BSN Program

BSN Philosophy and Core Concepts

BSN Philosophy

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

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

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

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

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

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

Information Management & Patient Care Technologies
Use emerging patient care technologies and information systems to support safe and effective nursing practice.

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

Health Care Policy, Finance, & Regulatory Environments
Apply knowledge of healthcare policy, finance, and regulatory environments including local, state, national, and global healthcare trends in nursing practice.

Professionalism & Professional Values
Integrate professional values, attitudes, knowledge, and behaviors into nursing practice.

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

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

<u>Safety</u>
Apply principles that enhance safety for patients and health care providers through both individual performance and system effectiveness.

<u>Clinical Prevention & Population Health</u>
Use clinical prevention strategies to promote health and prevent disease across the life span at the individual and population levels.

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

The [Quality and Safety Education in Nursing (QSEN) Competencies (2007)](#) prepare future nurses with the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare system.

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

BSN Program Outcomes with QSEN Competencies

1. Use emerging patient care technologies and information systems to support safe and effective nursing practice. QSEN Competencies - Evidence-based Practice, Informatics, Safety

2. Integrate leadership concepts, skills, and decision making in the provision of high-quality nursing care delivery in a variety of settings. QSEN Competencies - Quality Improvement, Safety, Teamwork and Collaboration

3. Apply knowledge of healthcare policy, finance, and regulatory environments, including local, state, national and global healthcare trends in nursing practice. QSEN Competencies - Patient Centered Care, Safety

4. Integrate professional values, attitudes, knowledge, and behaviors. QSEN Competencies - Patient Centered Care, Teamwork and Collaboration

5. Demonstrate sound clinical judgment in the planning, provision, and evaluation of evidence-based nursing care at the individual, group, and community levels. QSEN Competencies - Evidence-based Practice, Patient Centered Care

6. Demonstrate effective inter- and intra-professional communication and collaboration for improving patient outcomes. QSEN Competencies - Patient Centered Care, Quality Improvement, Safety

7. Apply principles that enhance safety for patients and health care providers through both individual performance and system effectiveness. QSEN Competencies - Patient Centered Care, Quality Improvement, Safety

8. Use clinical prevention strategies to promote health and prevent disease across the life span at the individual and population levels. QSEN Competencies - Evidence-based Practice, Patient Centered Care

Nursing Standards

American Nurses Association

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. For more information, see [American Nurses Association Standards of Nursing Practice](#).

1. The collection of data about the health status of the client/patient is systematic and continuous. These data are accessible, communicated, and recorded.

2. Nursing diagnoses are derived from health status data.

3. The plan of nursing care includes goals derived from the nursing diagnoses.

4. The plan of nursing care includes priorities and the prescribed nursing approaches or measures to achieve the goals derived from the nursing diagnosis.

5. Nursing actions provide for client/patient participation in health promotion, maintenance, and restoration.

6. Nursing actions assist the client/patient to maximize their health capabilities.

7. The client's/patient's progress or lack of progress toward goal achievement is determined by the client/patient and the nurses.

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

American Nurses Association Code of Ethics

The undergraduate program adheres to the [Code of Ethics](#) for Nurses as published by the American Nurses Association (2015).

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain integrity of the profession, and integrate principles of social justice into nursing and health policy.

BSN Plan of Study

First Trimester - 14 Total Credits

1.	NURS 305	Patient Centered Care: Basic Principles	6 cr.
2.	NURS 306	Pathophysiology and Pharmacology for Nursing I	3 cr.
3.	NURS 307	Health Assessment of Diverse Populations	3 cr.
4.	NURS 329	Physical Assessment Skills	1 cr.
5.	NURS 342	Fundamentals of Nursing Lab	1 cr.

Second Trimester - 16 Total Credits

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

Third Trimester - 15 Total Credits

1.	NURS 401	Nursing Care of Older Adults	5 cr.
2.	NURS 405	Nursing Care of Women and Childbearing Families	3 cr.
3.	NURS 406	Nursing Care of Childrearing Families	4 cr.
4.	NURS 420	Evidence-Based Practice and Research in Nursing	3 cr.

Fourth Trimester - 15 Total Credits

1.	NURS 419	Care of Individuals and Their Family Experiencing Emotional Or Mental Health Disruptions	4 cr.
2.	NURS 425	Managing Complex Nursing Care in Diverse Populations	7 cr.
3.	NURS 427	Nursing Leadership & Transition into Practice	4 cr.

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

Catalog descriptions for required nursing courses can be found in the [UNLV Undergraduate Catalog](#).

Getting Started in the Nursing Program

Admission to the School of Nursing

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

Transfer from UNLV Nursing Program

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

BSN Student Orientation

Incoming students are required to attend BSN Student Orientation.

Registration Information

Registration for courses will be completed through [MyUNLV](#).

Students enrolling in classes which include clinical course work are assigned to clinical sections. Students should register according to the assigned section based on the clinical roster that is provided by the Clinical Operations team. Clinical assignments will be sent via email as soon as possible and finalized once grades are complete. Important course and clinical information are also communicated through WebCampus on Canvas.

Computer and Email Accounts

I. Computer Accounts
   A. To use computers in on-campus computer labs, you must have an active ACE account. If you have not yet activated your ACE account, you can do so at the [ACE Account Self Service Center](#) website.

II. For the latest information on costs to print documents in a computer lab, visit the [Computing Account](#) website.

III. Rebelmail
   A. All UNLV students receive a Rebelmail account after they've been admitted to the University. The Rebelmail account is one of the primary ways students will receive official university communication. If students do not use this account, they miss out on important information about deadlines, major campus events, and announcements.

The School of Nursing will use the students' Rebelmail accounts to email important information about the program. Faculty may need to contact students and will use this as a major means of communication. The student will be held accountable for information disseminated through Rebelmail.

    B. Students can have their Rebelmail forwarded to their "preferred" email account; that way, they stay in the UNLV campus-wide loop and don't have to check more than one account. Instructions to have your Rebelmail forwarded can be found via the Rebelmail [FAQ page](#).

  IV.   Email Addresses
    A. Students will be asked to provide Rebelmail addresses. The Rebelmail addresses will be utilized to advise students of policy changes, scholarship opportunities, announcement of School related events, and all school-related information.

  V.   Cybersecurity
    A. All UNLV community members must have their university technology accounts secured with [multifactor authentication](#). You will be expected to use an authentication method that is approved by UNLV IT, such as the Okta Verify mobile app.
    B. If students use a biometric authenticator or security key as an authentication method in the Okta Verify mobile app, they will need to set up an additional authentication method in the Okta Verify mobile app in order to use Respondus Lockdown Monitor.

Technology

You are required to have a laptop computer for online exams, assignments, and to access digital course material. This must be a PC or Mac laptop that has a working camera and microphone; if your laptop otherwise meets requirements, a webcam can be plugged in and used if required. This laptop must meet the specifications outlined in the [UNLV IT Technical Recommendations for Students](#) page.

Cellular Phone

You are required to have a cellular phone with active cellular service for the duration of the nursing program. This requirement is to maintain effective and timely communication with faculty, peers, clinical preceptors and to ensure safety of all students in the clinical setting.

Dropping Classes

Students may drop a course without a grade being recorded until the end of the drop period published in the schedule of classes or the date designated as the SON drop date. At the end of the drop period, the university does not allow additional drops even with instructor approval. A student who has officially dropped a class is ineligible for further attendance in that class.

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

Total Withdrawal

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

University Probation

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

University Suspension

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

Academic Distinction

Students who have met the following criteria are eligible for the dean's honors list each regular semester (fall and spring): 1) Completion of 12 credits and 2) Semester GPA of 3.5 or higher.

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

Undergraduate Honors Distinction GPA information is determined by the Registrar's office and can be located at: [Undergraduate Honors Distinction | Office of the Registrar | University of Nevada, Las Vegas (unlv.edu)](#)

Incomplete Grade

The grade of I — [incomplete](#) — may be granted when a student has satisfactorily completed at least three-fourths of the semester but for reason(s) beyond the student's control cannot complete the last part of the semester. Students who are fulfilling an incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade. The student works closely with their instructor to establish a timeline to complete the work necessary for course completion. The student and instructor must complete the form Contract for Completion of Incomplete and distribute a copy to the student, the instructor, and the student's file. The form specifies requirements to be completed and date of required completion. Once the specified requirements are completed, it is the instructor's responsibility to fill out the SON [Change of Grade Authorization](#) and file the form with the Office of the Registrar.

The incomplete work must be made up before the end of the following regular semester. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students cannot enroll in other nursing classes if they have an incomplete in a course which is designated as a prerequisite to that course.

University Grading Scale and Symbols

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

eValue

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

Students' Rights

Student Conduct Code

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

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

Please see the Student Conduct Code for more information.

Confidentiality

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

Permanent records are locked. Transcripts do not contain any information that is disciplinary or personal, only academic performance. Written knowledge of a 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 and a note will be made in the file indicating that the student has reviewed the record.

Students Admitted to the School of Nursing

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

Academic Integrity and Honesty

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

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

AI Technology

Please review your syllabi as individual instructors have the authority to set expectations regarding the use of AI in a specific course or clinical.

Advisors and Mentoring

Student Advisement and Consultation

A Student Success Facilitator (SSF) is assigned to students at the beginning of the nursing program. The student retains the same SSF for the duration of the nursing program. Students are encouraged to meet with their SSF regularly for academic and non-academic support. This includes assistance with test taking strategies, study skills, schedule building,time management, and referrals to campus resources. The student services team can also assist with questions related to campus services, such as registration and financial aid. Students may contact the SSF to self schedule an appointment or they may be referred by the course or clinical faculty.

Students will work with their course and clinical faculty for clarification of content and consultation concerning progression in their courses and clinicals.

Students are responsible for seeking out support when needed and promptly responding to communication from the school.

Sessions related to nursing career exploration will be offered to all students throughout the program. These sessions aim to provide students with valuable insights into different nursing specialties that are hosted by faculty and clinical experts who have excelled in their respective career fields.

Resources for Support

School of Nursing Student Services Team

Reasons for Referral
- Financial aid
- Scholarship opportunities
- Students who are working
- Financial hardship

How to Connect
- nurs.studentaffairs@unlv.edu

Counseling and Psychological Services (CAPS)

Reasons for Referral
- Academic and non-academic stressors
- Counseling and/or psychological needs

How to Connect
- Refer student to CAPS and provide them with CAPS contact information: 702-895-3627
- https://www.unlv.edu/caps

Same Day Appointment Needs
- Faculty & Staff can call CAPS at 702-895-3627 and state that they have a student who would benefit from a CAPS appointment today
- Faculty Provide student's NSHE ID (can look up in eValue or ask student)
- CAPS will provide you with the time a counselor will call the student and a website (unlv.medicatconnect.com) for the student to login, follow prompts, and complete forms
- Verify with CAPS that they have the correct contact information (phone number) for student
- Faculty &/or Staff will notify the student of their appointment time,when to expect a call from the counselor (it will be a blocked number), and pass along the web link to complete forms (CAPS requests that these forms be submitted prior to appointment time).

After Hours Care Information for Students

Emergency: 9-1-1

After-Hours Medical/Health Care
- UNLV School of Medicine Family Medicine Center: 702-992-6888

Mental Health Care
- UNLV Counseling and Psychological Services: 702-895-3627

After Hours Mental Health Care
- Spring Mountain Hospital: 702-873-2400. Open 24 hours a day.
- Southern Nevada Adult Mental Health Crisis Unit: 702-486-8020 . Open M - F 8am - 5 pm (If you have Medicaid or No Insurance)

24-Hour Hotlines
- Nevada Suicide Prevention Hotline: 877-885-4673
- National Suicide Prevention Lifeline: 800-273-8255; Call or text 988
- UNLV CARE Line: 702-895-0602 (stalking, rape, relationship violence)
- Rape Crisis Center: 702-385-2153
- Domestic Violence Hotline/Shelter (Safe Nest): 702-646-4981

Disability Resource Center

Reasons for Referral
- Reported disabilities
- Consult requests

How to Connect
- matthew.nishimoto@unlv.edu

UNLV Support Team (formerly Student of Concern)

Reasons for Referral
- A reporting system to share information through appropriate university channels so students can receive or stay connected to the academic support and student wellness services they need.

How to Connect
- https://www.unlv.edu/campuslife/supportteam

    1. Click on "UNLV Support Team Referral Form"
    2. Fill in applicable student/incident information
    3. Check the box that says, "Email me a copy of this report"
    4. Submit report
    5. Forward report to applicable SoN faculty/staff
    6. Upload report in eValue

Student Wellness Center/ Student Health Center

Reasons for Referral
- Injuries/Illness
- Immunizations
- Labs
- Pharmacy

How to Connect
- https://www.unlv.edu/studentwellness/health-center
- Telehealth Services by phone are available Mon-Thur, 8 AM to 5 PM and Friday 9 AM to 5 PM. You can reach a member of the Student Health Center team by calling 702-895-3370.

Jean Nidetch CARE Center (Campus Anti-violence Advocacy, Resources & Empowerment)

Reasons for Referral
- All students impacted by sexual assault, relationship abuse, family violence, stalking

How to Connect
- https://www.unlv.edu/carecenter
- Complete the Connect with the Care Center Form to setup an appointment.
- Care Line: Mon-Fri, 7AM-7PM 702-895-0602

UNLV Food Pantry

Reasons for Referral
- For UNLV students, faculty, and staff who need additional food

How to Connect
- https://www.unlv.edu/student-affairs/units/student-support-advocacy/food-pantry
- Hours (vary around holidays and during the summer, please check website for updates):
  - Mon-Thurs: 11:00 AM – 3:00 PM
  - Fri: 9:00 AM - 1 PM
- Location: 4646 University Center Drive
- Additional community food resources: https://www.threesquare.org/help

UNLV Writing Center

Reasons for Referral
- Online writing lab
- Virtual consultations to help students develop their own strategies for making informed choices about writing

How to Connect
- https://writingcenter.unlv.edu/

UNLV Lied Library

Reasons for Referral
- Technology lending
- Study spaces
- Research, borrow, request
- Printing, scanning, copying

How to Connect
- https://www.library.unlv.edu/
- Xan Goodman (Health Sciences Librarian): xan.goodman@unlv.edu

Class Attendance

Attendance in Classes and Clinical

Please review your syllabi as individual instructors have the authority to set attendance requirements for class. Attendance in clinical is mandatory.

Cancellation of Class

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

Professional Behavior in Class and Clinical

Students will display respect for peers and faculty in speech and action in all settings (including, but not limited to the classroom, clinical, and social media). Differences of opinion are presented in a professional and appropriate manner. While critical thinking and a spirit of inquiry are strongly encouraged, expressions of anger and aggressiveness that infringe upon the rights of others will not be tolerated. Cell phones should be turned off or on silent mode during class and clinical. Students should not engage in personal conversations while faculty or peers are actively teaching or presenting. Students are expected to be on time for class and clinical.

If unprofessional behavior is observed, a contract from the School of Nursing will be completed in eValue.

Social Media

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

Clinical Requirements

Clinical Requirements and Dress Code

Clinical experiences occur in many different clinical agencies. Student access to these clinical facilities is regulated by contracts between the University and the agency, covering requirements such as background checks, immunizations, drug testing, and health insurance. Students who do not meet an agency's requirements will be denied access to that facility. It should be noted that the student is not considered an employee of the agency where the clinical experience takes place and has no claim for employee benefits such as sick leave, social security, retirement benefits, worker's compensation, or unemployment benefits.

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

Uniform Guidelines for Clinical Settings

- Uniforms must be ordered from the company designated by the School of Nursing. Each student will order the official red uniform (shirt and pants). The uniform requires a patch with the UNLV insignia on the left sleeve. Clean, all black, nursing shoes are required. As specified in OSHA standards, shoes must have impermeable enclosed toes. Shoes must also follow the dress policy of the clinical facility. Socks or pantyhose must be worn.
- When providing direct patient care in acute care settings, the official UNLV red uniform and SON name tag must be worn. The name tag should be in clear sight above the waist with the student's first name/last initial and picture clearly visible. For infection control purposes students are not allowed to wear sweaters or sweatshirts when providing care. During cold weather it is appropriate to wear long-sleeved white, red, grey, or black turtleneck or crew neck T-shirts without logos or advertisements under the red uniform top.
- When picking up a patient care assignment or retrieving patient data in the acute care setting, the red uniform and name tag are required. Unprofessional appearance or behavior will be reported to the clinical faculty member by agency staff.
- The official uniform should only be utilized for student experiences, including travel between one's place of residence, on-campus for nursing classes, and in the clinical area.
- Jewelry and tattoos: Visible body jewelry and tattoos must follow facility policy. A waterproof wristwatch with a sweep hand or a digital second's display is required.
- Wearing jewelry (such as: long, dangling, hoops, or articles of value) during clinical activities is discouraged as it may impact student safety.

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

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

Name Tag and Insignia

The SON name tag and insignia are required in the clinical area. Student identification name tags must include the student's first name and last initial. Students are responsible for sewing the insignia on the left sleeve of the uniform and optional lab coat.

General Grooming

- The use of perfumes and/or fragrances is not allowed in any setting in which a student is interacting with clients due to the possible patient/client sensitivity or allergy to these substances. Students should refrain from smoking while in uniform, as the smoke clings to clothes and is an irritant to patients.
- Long hair must be worn up or secured back from the face, back, and shoulders so as not to obstruct visual acuity and/or affect client safety tips
- Due to the risk for spread of infection, students are not permitted to use artificial nails. Artificial nails include, but are not limited to wraps, acrylics, tips, tapes, nail piercings, and any appliqués other than those made of nail polish. Nails must be trimmed so they are no longer

than 1/8 inch past the tip of the finger to prevent puncture of gloves and injuring patients or other care providers. Nail polish is not permitted in the clinical setting. Attention must be given to cleaning around the base of the nails and cuticles when washing hands.

Patient Confidentiality

An important part of nursing ethics is maintaining the client's confidentiality. Therefore, written work submitted to the instructor must never contain the client's full name. Client problems must not be discussed with family or friends. If the SON ascertains that a client's confidentiality has been violated, the student violating the confidence will be subject to disciplinary action. Use of cameras, video phones, or any form of image recorder in the clinical area is strictly prohibited without specific arrangements and written permission from the school and clinical agency.

Clinical Skills Checklist

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

Clinical Evaluations

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

Transportation to Clinical Sites

Students must provide their own transportation to the various agencies for clinical experiences. Clinical facilities in Southern Nevada and surrounding areas may be assigned.

Student Health, Background, and Safety

Specific procedures are needed to:

1. Protect patients and other health care providers with whom students work.
2. Decrease health risks to students.
3. Comply with SON agency contracts, OSHA regulations, and Centers for Disease Control and Prevention Guidelines.
4. Provide a mechanism for student treatment if needed.

Immunizations required

1. Measles (2 doses in a lifetime or titer showing immunity)
2. Mumps (2 doses in a lifetime or titer showing immunity)
3. Rubella (2 doses in a lifetime or titer showing immunity)
4. Hepatitis B (2 or 3 doses in a lifetime or titer showing immunity)
5. Varicella (2 doses in a lifetime or titer showing immunity)
6. Tetanus, Diphtheria, and Pertussis (Tdap) (every 10 years)

7. QuantiFERON-TB Gold in tube (QFT)); or IGRA blood testing Evidence of chest x-ray and medical follow-up for those with past history of positive reactivity (Quantiferon is an annual requirement, Chest X-ray/Medical clearance is a biennial requirement)
8. Flu shot (every year during flu season)
9. COVID-19 (Number of doses depending on manufacturer recommendation)

<u>Certifications required</u>

1. BCLS-healthcare provider card (From American Heart Association)
2. Health history and physical examination
3. Evidence of a negative drug screen
4. Background check through the approved provider
5. Proof of Health Insurance each semester
6. [Online Safety Training](#) to include HIPAA, blood borne pathogens, and hazardous communication. Must be renewed annually.

*Students may be required to complete facility-specific compliance training and certifications per semester depending on their clinical placement.

Exposure to Communicable Diseases and Bloodborne Pathogens

<u>Exposures to communicable diseases</u>

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

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

<u>Exposure to blood and body fluids</u>

If the student sustains an exposure to blood or body fluids, the student must immediately report (within 10 minutes) this exposure to the clinical instructor and the charge nurse on the unit. If the student is unable to immediately contact the clinical instructor, the School of Nursing is to be contacted. The student will follow the policy of the clinical facility's infection control department.

<u>Injury/illness in the clinical area</u>

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

<u>Negative drug screen</u>

- Students who do not maintain continuous enrollment in a course with a clinical component must document a negative drug screen prior to beginning courses.
- When a student's behavior suggests impairment, the student will be removed from the clinical setting and a clinical contract will be submitted into eValue. Faculty are responsible for student safety and facilitating the student getting home safely. Faculty should work with program leadership for referrals and resources to ensure student well being. Depending on the situation, a drug-screening and a meeting with the BSN Program Director and/or Associate Dean for Entry & Pre-Licensure Education may also be required.

Removal of Student from Clinical Experience

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

<u>Procedure for removing a student from the clinical setting or denial of access to the clinical setting for a single assignment period</u>

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

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

Procedure for removing a student from the clinical setting for the remainder of a course.

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

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

Procedure for removing a student from all clinical settings (Dismissal from the School of Nursing).

When a faculty member, in consultation with the BSN Program Director, determines that a student may need to be removed from all clinical settings because of a pattern of unsafe or unethical conduct or because of a particularly serious incident of unethical or unsafe conduct in a clinical setting, the following procedures apply:

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

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

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

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

Contracts

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

Alleged Academic Misconduct

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

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

Alleged Academic Misconduct contracts are initiated by the course or clinical faculty. The course coordinator and BSN Program Director are notified of the contract. The student receiving the contract needs to be referred to the [Office of Student Rights & Responsibilities](#) and fulfill the requirements set by the course faculty, course coordinator, and Office of Student Rights & Responsibilities.

Clinical Probationary

Clinical Probationary contracts are initiated for concerns of safety or preparedness to care for patients in the clinical or community setting. Concerning behaviors are described, and expected future behavior or a remediation plan are developed. Students are expected to adhere to the corrective plan.

If expected performance improvement is not achieved, the student may fail the clinical portion of the course or a Probation Across Levels contract may be initiated. Clinical Probationary contracts are initiated by the clinical faculty. The course coordinator and BSN Program Director are notified of the contract. Clinical Probationary contracts should be completed within 24 hours of the incident to allow students ample time to meet the expectations described. Students should review and accept the terms of the contract within 24 hours of notification.

Unprofessional Behavior

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

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

If expected performance improvement is not achieved, the student may fail the clinical portion of the course or a Probation Across Levels contract may be initiated. Clinical Probationary contracts are initiated by the clinical faculty. The course coordinator and BSN Program Director are notified of the contract. Unprofessional Behavior contracts should be completed within 24 hours of the incident to allow students ample time to meet the expectations described. Students should review and accept the terms of the contract within 24 hours of notification.

Probation Across Levels

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

Probation across levels can only be initiated by the BSN Program Director or the Associate Dean of Entry & Pre-Licensure Education.

Near Miss

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

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

Incident Report

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

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

Clinical Absence Documentation

Since clinical attendance is mandatory, documentation will be completed to track all absences. Two or more absences, regardless of the reason, may result in failure of the course.

Examinations, Evaluation and Grading

UNLV SON Testing Process

Course examinations

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

It is expected that students take examinations on the date and at the time scheduled. It is the student's responsibility to notify the instructor prior to the exam time if they will not be able to take the exam as scheduled. Make-up exams will be at the discretion of the instructor. If a student misses an examination without prior approval by the instructor, a grade of "0" may be recorded. It is the instructor's responsibility to make known the tentative dates of examinations and method of final grade calculation at the beginning of the course.

Course Examination Technology

Course examinations may use tools to ensure exam integrity, such as [Respondus Lockdown Browser](#) or the HESI Secure Browser. Students are expected to have these programs installed and up-to-date as an expectation of taking a course examination that requires it.

Some courses may additionally require the use of Respondus Monitor for course examinations; while there is no cost to students to use Respondus Monitor, students will be required to have a webcam (internal or attached) and a Mac or PC computer to take these exams. When deemed necessary for exam integrity, Respondus Monitor may require students to perform an environment check in the program before beginning the course examination.

Respondus LockDown Browser is available in on-campus computer labs maintained by UNLV IT as well as most Lied Library computers.

Examination reviews and item analysis

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

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

Examination grade adjustments

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

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

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

Instructors will make course examination grade adjustments no later than 2 weeks from the date of the course examination. No further grade adjustments will be made after this time.

Final examinations

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

Review of examinations

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

Grades

Grading scale for the School of Nursing

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

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

Posting of grades

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

Grade calculation - no rounding up of final grade

The numerical value for the final course grade in nursing courses will not be rounded up. The point value will not be increased to the next highest number for the final course grade. For example, 74.99 will not be rounded up to become 75. No faculty member can grant extra credit to any student in any NURS course.

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

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

<u>Average of 75% on course exams required to pass nursing courses</u>

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

Lateness of Assignments

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

Math Computation Competency for Undergraduate Students

Students in the nursing program must demonstrate continuing and growing competency in medication calculation specific to various clinical areas.

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

Standardized Testing

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

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

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

Procedure for HESI Tests

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

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

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

HESI Schedule
Level I

- Patient Centered Care: Basic Principles (N305)*

Level II

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

Level III

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

Level IV

- Care of Individuals and Their Family Experiencing Emotional Or Mental Health Disruptions (N419)*
- Managing Complex Nursing Care in Diverse Populations (N425)
- RN Exit Exams (N427)

* Exam weighted between 10% and 25% of the overall quiz and exam grade and is included with the **75% rule**.

Program Progression, Withdrawal, Dismissal, And Reinstatement

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

Definition of non-successful

- withdrawing from a class in which the student has an average below "C" at the date of withdrawal from the course
- failing the clinical/lab component of a clinical course
- completing the course with a grade average below "C" (2.00)
- obtaining an "F" grade
- having an average below "C" (2.00) at the time of complete withdrawal from UNLV

Non-successful Progression of Nursing Courses

Unsuccessful in one nursing course

- If a student receives less than a "C" (2.00) in a nursing class and it is the first occurrence, the student will be allowed to repeat the nursing course
- The student must renegotiate the nursing program contract and will be placed in the needed course at the next opportunity that space is available for that course.

Unsuccessful in two nursing courses

- If a student receives less than a "C" (2.00) in two nursing courses with the NURS prefix and is a 300 and above course (which may occur in the same semester or in different semesters), the student will be dismissed from the SON.

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

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

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

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

Withdrawal from Nursing Courses

Withdrawal when successful and passing

If a student has been successful in previous and currently enrolled courses with a Nursing prefix (NURS), the student may withdraw from the nursing course(s), provided that the student has a 2.00 grade at the time of withdrawal. The student will repeat the nursing course(s) when available. The student is not considered unsuccessful for the withdrawn nursing course(s).

Withdrawal when failing present course, but successful in other nursing courses

If a student withdraws from a nursing course when the student's grade at that point in the course is less than 2.00, the withdrawal will be considered an unsuccessful completion of the course. For both tracks, if the student has been successful in all other nursing courses, the withdrawal will be considered the student's first unsuccessful nursing course. The student will be allowed to repeat the nursing course when available. It is not necessary for the student to petition to retake the course.

Withdrawal when passing present course & unsuccessful in other nursing course

If a student has been unsuccessful in a previous nursing course and withdraws from a current nursing course with a passing grade (2.00) at the time of withdrawal, the withdrawal will not be considered an unsuccessful course outcome. The student will be allowed to repeat the course when available. It is not necessary for the student to petition to retake the nursing course.

Withdrawal when failing present course & unsuccessful in other nursing course

If a student has been unsuccessful in a previous nursing course, and withdraws from a current nursing course when failing (grade average less than 2.00), the withdrawal will count as the second unsuccessful course. The student will be dismissed from the program. The student will be allowed to continue taking any non-clinical nursing courses enrolled in for that semester, if applicable.

Withdrawal from two nursing courses when failing in the traditional BSN track

If a student withdraws from two nursing courses when failing (whether in the same semester or two different semesters) the student will be dismissed from the program. Withdrawing when failing is considered unsuccessful, and two unsuccessful nursing courses are criteria for dismissal for the traditional BSN track.

Other withdrawal information

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

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

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

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

Dismissal from the SON

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

Reinstatement to the Nursing Program following dismissal

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

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

Petition, Grievance and Appeal Directives

School of Nursing Student Grievance Process

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

Undergraduate Fees and Expenses

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

Financial Aid

Financial aid specifically targeted to nursing students at UNLV is summarized below. Refer to the Undergraduate and Graduate Catalogs for more complete descriptions of financial aid programs and resources available to all students, including nursing students. The UNLV Financial Aid and Scholarship site can be found here.

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

Financial aid specific to undergraduate nursing majors

The following organizations or funds provide scholarships to students of nursing. Each has differing criteria. Most are based on scholarship, a few consider need. Most donors ask that the SON faculty select the students based on specific criteria. Some require applications be completed and the candidate for the award is chosen in collaboration with the donor. Additional information can be obtained from the SON Student Services Team. All students who have completed a FAFSA must also complete a School of Nursing Scholarship Application indicating their interest in any scholarships controlled by the SON. If there is an additional application or if the donor wishes to have information sent directly to them, students are advised of the opportunity via the listserv. Applications will be reviewed each semester.

- School of Nursing Emeritus Faculty Jumpstart
- Carol E Martin Nursing Scholarship
- Devore Family Nursing Scholarship
- Edward and Shauna Smith Scholarship
- Harold L Boyer Nursing Scholarship
- Harold L Boyer Jumpstart Scholarship
- Kowalski-Deaner Nursing Scholarship
- Mary Lou Loveday
- Maria Tiberti Nursing Scholar
- Wolzinger Family Foundation Nursing Scholarship
- Joyce P. Adams and Pasquale C. Mauro Nursing Scholarship
- Alise & Roxy Roxborough Scholarship
- Lisa Connolly Nurse Leader Scholarship
- Susie Bernhard Scholarship
- NAMSB Foundation - Stephanie Smith Nursing Scholarship

Edward & Shauna Smith Student Services Scholarship

Nursing students may receive up to $1,000 ONE TIME for emergent situations. Applications and more information are available by emailing the Student Services Team at nurs.studentaffairs@unlv.edu.

Marion Smith Health Profession Loan

Nursing students may borrow up to $1,000 per Academic year (Fall, Spring, Summer). Applications and more information are available by emailing the Student Services Team at nurs.studentaffairs@unlv.edu.

Graduation

University Procedures

See the UNLV Undergraduate Catalog for graduation requirements and procedures.

Honors and Awards

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

SON awards

Presented to graduates from the baccalaureate program each semester. These awards are for Academic Excellence, Clinical Excellence, Leadership Award, Spirit of Nursing, and the Rising Rebel Star.

- Academic Distinction is defined as a student who demonstrates (1) a high GPA, and (2) Professional Behavior.
- Clinical Excellence is defined as a student who demonstrates innovation and creativity in patient care which results in positive patient outcomes.
- Leadership Award is defined as a student who demonstrates leadership among student peers and/or the community.
- Spirit of Nursing Award is defined as a student who demonstrates dedication, initiative, enthusiasm, and vision for the art of Nursing.
- Rising Rebel Star Award is defined as a student who demonstrates how they made a difference in the community by volunteering or by creating a project that serves the needs of the community.
- Daisy Award honorees are recognized for showing compassionate care, kindness, and excellence in clinical practice.

Handbook Information

Last revised	Revised by	Changes summary
Spring 2025- October 2025	UPC committee, BSN Faculty; Program Director- Jennifer Pfannes; Director of Student Services- Elizabeth Gardner	Revision and update of content including clinical requirements and contracts; Removal of DEMSN program information
Approved 12/09/24	Faculty Org	Approved by Faculty Org
December, 2024	Ezra Needham - SON Educational Technology and Innovation Manager	Updated document for accessibility; updated table of contents. No content was changed.
December, 2024	Jennifer Pfannes, BSN Program Director	Revision and update of content
December,, 2024	Kayla Sullivan, DEMSN Program Director	Revision and update of content
February, 2024	UPC, Faculty	Full revision. Approved
December, 2023	Carlynda Pasquale, Director of Clinical Operations	Verbiage and changes to clinical requirements updated.
November, 2023	Kayla Sullivan, DEMSN Program Director	Revision and update of content
November, 2023	Jennifer Pfannes, BSN Program Director	Revision and update of content
October, 2023	Ezra Needham – SON Educational Technology and Innovation Manager	Updated document settings for headings and tables for accessibility Table of Contents was also made accessible and updated with correct page numbers. No content was changed – no review necessary
August, 2023	Elizabeth Gardner - SON Student Services Director	Updated names and titles of administration -No content adjustments – No Review necessary
Presented 2/1/22	Angela Silvestri-Elmore – BSN Director	Revision and update of content
Approved 2/7/22	UPC	Approved
Approved 2/28/22	Faculty Org	Faculty Votes: