

Master of Science in Nursing (MSN) Program Handbook

Welcome to the UNLV School of Nursing!

Welcome from the Dean



Welcome to UNLV and the School of Nursing! We are thrilled that you chose our top-notch programs to further your education and career. We have dedicated, diverse, and talented faculty and staff to ensure that your experience at the School is positive and worthwhile. Taking this next step in your educational journey opens up a world of possibilities, and we are here to support you and cheer you on as you achieve your goals. Our graduate curricula are rigorous yet flexible to allow working professionals to complete their degrees without compromising other responsibilities. This handbook provides you a roadmap for success. On behalf of the brilliant people who make up the UNLV School of Nursing, I would like to thank you for partnering with us as future nurse leaders who will transform health care and make impactful contributions to your communities, and when you graduate, we encourage you to stay engaged with us as alumni and come back to earn that next degree! Go Rebels!

Sigrid Barrett, PhD, RN, PNP, CNE, FAAN
Dean and Professor

Welcome from the Associate Dean of Advanced Education



Congratulations on joining the UNLV School of Nursing! You are beginning an exciting journey as part of a vibrant community of scholars, educators, and leaders within our nursing profession. Throughout this program, you will have opportunities to grow academically and professionally, benefit from mentorship, and engage in collegial and supportive networks with faculty and fellow students. I encourage you to take full advantage of the many events and opportunities available to connect, collaborate, and build meaningful professional relationships. This handbook is designed to guide you as you get started and to serve as a valuable reference throughout your academic journey. We are delighted to have you as part of our UNLV School of Nursing community.

Reimund Serafica, PhD, MSN, APRN, PMHNP-BC, CNE, FTNSS, FAAN
Associate Professor and Associate Dean for Advanced Education

Mission Statement

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.

Purpose

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

Department Graduate Faculty

A current listing of the graduate faculty can be found in the [UNLV Graduate Catalog](#). Faculty must hold graduate faculty status to be involved in graduate education at UNLV. For up to date information regarding graduate faculty status in your department, visit the **Graduate Faculty status web page**.

Program Information

Master of Science in Nursing

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Graduate Enrollment Coordinator

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MSN Sub-plans:

Family Nurse Practitioner (FNP)

Psych-Mental Health Nurse Practitioner (PMHNP)

Certified Nurse Midwife (CNM)

Nurse Educator (NE)

Direct Entry Master of Science in Nursing (DEMSN)

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Program Requirements

Program requirements regarding **admission, coursework, and culminating experience** are found in the **graduate catalog**.

Degree Program Benchmarks. Official degree requirements are found in the **Graduate Catalog**.

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. Earn a grade of “B” or above in all required cognate and nursing courses. If a grade lower than a “B” is earned, such as a “B-,” the student must repeat the course. Any graduate nursing course (NURS or NUR prefix) may be repeated only once.
3. Two instances of unsuccessful grades, either in different courses or in the same course twice, will result in dismissal. If a student withdraws or receives a grade lower than a “B” after registering for the same course twice, they are ineligible for readmission unless an appeal is approved by the Graduate College
4. Complete a minimum of six degree-program credits per calendar year (Calendar year defined as fall and spring semesters).
5. Several courses require in-person attendance including but not limited to IPE (Interprofessional Education) and Clinical Synthesis presentations.
6. If clinical coursework is completed before course work is completed, students may be required to enroll in additional appropriate coursework to maintain clinical competency and meet program requirements until all degree requirements are satisfied.
7. Maintain the standards of academic and professional integrity expected in a particular discipline or program.

If students do not maintain any of the degree benchmarks, they may be placed in academic probation via the Graduate College process.

Sample Program Timeline

Official program requirements are found in the **Catalog**.

Master of Science in Nursing Core Required and Shared Courses

The MSN has a required core set of courses as outlined below:

Course	Credits
NURS 703 Advanced Health Assessment	3
NURS 704 Advanced Pathophysiology and Genetics I	3
NURS 730 Advanced Pharmacology and Genetics II	3
Total	9

The MSN has a set of core shared courses as outlined below:

Course	Credits
NUR 640 Evidence Based Practice for the APRN *Not included in NE or DEMSN	3
NUR 651 Informatics and Population Health *Not included in DEMSN	

Family Nurse Practitioner Courses

FNP courses include a total of 41 credits and 780 clinical hours, which can be completed in 4 semesters of full-time study or 7 semesters of part-time study:

Course	Credits
NURS 701 Diagnostic Reasoning and Clinical Decision Making for the APRN	2 (60 clinical)
NUR 720 Family Nurse Practitioner I (FNP I)	6 (240 clinical)
NUR 721 Family Nurse Practitioner II (FNP II)	7 (240 clinical)
NUR 722 Family Nurse Practitioner III (FNP III)	6 (240 clinical)
NUR 706 Roles, Leadership and Policy for the APRN	3
NUR 723 Family Nurse Practitioner Clinical Synthesis	2
Total	26

Psychiatric Mental Health Nurse Practitioner Courses

PMHNP courses include a total of 42 credits and -780 clinical hours, which can be completed in 4 semesters of full-time study or 7 semesters of part-time study:

Course	Credits
NURS 701 Diagnostic Reasoning and Clinical Decision Making for the APRN	2 (60 clinical)
NUR 730 Psychiatric Mental Health Nurse Practitioner I (PMHNP I)	6 (240 clinical)
NUR 731 Psychiatric Mental Health Nurse Practitioner II (PMHNP II)	7 (240 clinical)
NUR 732 Psychiatric Mental Health Nurse Practitioner III (PMHNP III)	7 (240 clinical)
NUR 706 Roles, Leadership and Policy for the APRN	3
NUR 733 Psychiatric Mental Health Nurse Practitioner Clinical Synthesis	2
Total	27

Nurse Educator Courses

Nurse Educator courses include a total of 37 credits which can be completed in 4 semesters of full-time study or 7 semesters of part-time study:

Course	Credits
NUR 680 Teaching and Learning in Nursing Education	3
NURS 740 Course Level Evaluation Strategies for Nurse Educators	3
NURS 681 Developing and Evaluating Curriculum in Nursing Education	3
NUR 742 Nursing Education Practicum I	3
NUR 743 Nursing Education Practicum II	3
NUR 744 Nursing Education Practicum III	3
NUR Leadership Development for Nurse Educators	2
NUR Instructional Design and Online Teaching in Nursing Education	3
Nurse Educator Synthesis	2
Total	25

Nurse-Midwifery Courses

Nurse-Midwifery courses include a total of 53 competency-based credits, which can be completed in 5 semesters of full-time study or 8 semesters of part-time study, see CNM section for breakdown:

Course	Credits
NURS 701 Diagnostic Reasoning and Clinical Decision Making for the APRN	2
NUR 760 Midwifery I	4
NUR 761 Midwifery II	4
NUR 762 Midwifery III	4
NUR 763 Midwifery IV	3
NUR 764 Midwifery V	2
NUR 766 Midwifery Practicum I	3
NUR 767 Midwifery Practicum II	3
NUR 768 Midwifery Practicum III	6
NUR 707 Professional Issues in Midwifery	2
NUR 706 Roles, Leadership and Policy for the APRN	3
NURS 652 Newborn Care and Nutrition	2
Total	38

Direct Entry MSN Courses

Direct Entry MSN (DEMSN) courses include a total of 48 credits and 585 clinical hours which can be completed in 3 semesters of full-time study:

Course	Credits
NURS 505 Foundations of Patient-Centered Care	7
NURS 721 Evidence-Based Practice for the Registered Nurse	3
NURS 728 Foundations of Health Policy and Informatics	3
NURS 520 Pathophysiology and Pharmacology for Nursing	3
NURS 513 Medical-Surgical Nursing	7
NURS 519 Mental Health Nursing	3
NURS 502 Nursing Care of Specialty Populations Across the Lifespan	6
NURS 731 Complex Nursing Care of Diverse Populations	2
NURS 732 DEMSN Clinical Synthesis	1
NURS 727 Nursing Leadership and Practice Readiness	2
Total	37

Professional Code of Ethics/Discipline Guidelines

UNLV Graduate College policy regarding academic integrity can be found in the [graduate catalog](#).

ACCREDITATION

The baccalaureate degree in Nursing (BSN) program, master's degree in Nursing (MSN) program, Doctor of Nursing Practice (DNP) program, and post-graduate APRN certificate program at the University of Nevada, Las Vegas (UNLV)—School of Nursing (SON) are accredited by the [Commission on Collegiate Nursing Education](#), 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. The BSN and MSN programs were originally accredited on October 13, 2008 and underwent a site visit for continued accreditation in Fall 2023. The post-graduate APRN certificate and the DNP programs had their initial accreditation visit on October 2, 2017, with current accreditation through June 30, 2033.

The UNLV SON's Nurse-Midwifery Program had a preaccreditation visit by the Accreditation Commission for Midwifery Education (ACME) on March 3, 2023 and is preaccredited through February 28, 2028.

All eligible programs at the University of Nevada, Las Vegas (Baccalaureate degree in Nursing {BSN}; Master's degree in Nursing {MSN}; Doctor of Nursing Practice {DNP}; and post-graduate APRN certificate program) are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791 The Nurse-Midwifery Program {CNM} is preaccredited by the Accreditation Commission for Midwifery Education, 8403 Colesville Road, Suite 1550, Silver Spring, MD 20910.

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 include:

- The collection of data about the health status of the client/patient is systematic and continuous. The data are accessible, communicated, and recorded.
- Nursing diagnoses are derived from health status data.
- The plan of nursing care includes goals derived from the nursing diagnoses.
- The plan of nursing care includes priorities and the prescribed nursing approaches or measures to achieve the goals derived from the nursing diagnoses.
- Nursing actions provide for client/patient participation in health promotion, maintenance, and restoration.
- Nursing actions assist the client/patient to maximize his health capabilities.
- The client's/patient's progress or lack of progress toward goal achievement is determined by the client/patient and the nurses.
- 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 (2025). 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. A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
3. The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
4. Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
5. The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
6. Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
7. Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
8. Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines and the public to achieve greater ends.

9. Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
10. Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

Annual Mandatory Individual Development Plan (IDP)

Each winter break and early spring term, graduate students are **required** to complete the Graduate Student Individual Development Plan (IDP) form. The IDP assesses student progress during the prior calendar year and establishes reasonable goals for the year ahead.

Faculty Advisors/Graduate Coordinators have the option to provide feedback to each student's submitted IDP and provide acknowledgement that they have reviewed the IDP.

Reported student data is shared with students' graduate coordinators and advisors to foster opportunities for discussion about students' strengths and weaknesses, accomplishments and next requirements, and mentoring plans so that students know what they need to do in order to progress successfully through their programs in a timely manner.

Students who are graduating are also required to complete the form in order to record their achievements since the data is also used to track UNLV metrics related to the annual productivity of all students.

On-Campus Intensives

Students are required to attend on-campus New Graduate Student Orientation and several in-person intensives, which vary by program and semester. These mandatory intensives typically consist of two-to-three days hands-on activities, interprofessional education, simulation, student presentations, and face-to-face interactions with faculty and experts.

Advanced Practice Registered Nurse (APRN) 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).

APRN 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. Students must also follow the requirements, procedures, and responsibilities to be successful in the program.

- 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) conducted on-campus at CSCLV.
- Students will notify the Director of Clinical Operations for clinical placement before the beginning of each semester. If the student has a preceptor they would like to work with, the student should contact the Director of Clinical Operations and provide the preceptor's name and contact information by specified dates for each clinical semester.

Clinical Learning

Clinical learning involves practicing new skills and integrating knowledge from the classroom. Students should plan time before clinical experiences to review relevant coursework, and they should expect to be “quizzed” and challenged by preceptors. Although students should maintain a reference system to help support their on-site clinical learning, students should commit to memory both emergency and routine (frequent) procedures, including medications and dosages. Often, skill practice will be learned through a “see one, do one” approach, but since some opportunities to practice skills are rare, students should be prepared to practice new skills—in a manner that does not raise the patient's level of concern—after a brief on-site (i.e., outside the patient's space) review but without first observing their preceptor perform the skill. Thus, it is imperative to review videos, textbooks, and course materials prior to clinicals, including for skills practiced in the lab. Students may provide assessments, labor support, and patient education without the presence of preceptors if the preceptor allows this based on prior observation of student performance; most/all other activities should be in the presence of a preceptor.

Students are guests at their clinical sites and are a direct reflection of the University of Nevada, Las Vegas School of Nursing and the nursing profession as a whole. Therefore, they are expected to demonstrate professionalism, competence, integrity, accountability, and safety in clinical settings, including all interpersonal interactions, teamwork, communication, and practice. As guests at their clinical sites, students are there primarily to learn and must refrain from engaging in institutional politics. They are also expected to communicate and interact professionally with clients, families, facility staff, peers, and the public. This includes addressing others respectfully, respecting differing opinions, and fostering a positive climate.

MSN-Nurse Educator (NE) Student Practicum Information

UNLV School of Nursing will arrange all clinical practicum placements for the required hours. Clinical practicum hours will be scheduled based on securing the appropriate clinical/classroom teaching experiences. Students will need to be available to fully participate in all required practicum hours in person. MSN-NE students must maintain satisfactory performance in their designated

practicum courses and meet the required practicum hours to ensure progression through all practicum rotations. Students are expected to perform more independently with support of the assigned preceptor as they progress through their practicum courses ensuring application of knowledge. Students must also follow the requirements, procedures, and responsibilities to be successful in the program.

- Students will be evaluated a minimum of twice during each practicum course (at mid-term and final of the semester) by the course faculty. Feedback will also be provided weekly by the assigned preceptor.
- Students cannot use work or other work experiences to substitute for practicum hours.

Clinical Hours, Experiences, and Web-based Evaluation and Tracking System

Students will use this system to maintain up to date records throughout the program. The student should enter clinical experiences immediately following clinicals/practicum, **but no later than 72 hours after the clinical experience**. Failure to stay up to date with data entry may result in experiences not being counted. eValue data is used for accreditation to track students' number and type of patient encounters with diagnoses and procedures and allows faculty to track the clinical experiences of the student. The student's assigned faculty of record will review the entered data.

If clinical hours are not done in any week of the semester, students must notify their clinical instructor prior and then submit a note in the clinical log assignment indicating that hours were not completed that week. Each clinical log is pass/fail. If a student has a prearranged absence for one week (e.g., week 1 or week 15), the student is still required to submit in the clinical log assignment noting that he/she did not do clinical hours for reasons noted (e.g., week 1 – have not started clinical rotations yet; week 15 – not doing hours this week since done with required clinical hours).

Clinical hours are based on direct patient care of real people. Thus, telehealth hours count as clinical time, and simulation hours do not. Travel to and from the clinical site as well as lunch/breaks cannot be counted in the total for each clinical rotation. These guidelines follow the National Task Force guidelines on quality NP Education for a definition of direct patient care. Course hours requirements must be satisfied each term, but additional hours may be needed to achieve competence.

Practicum hours for the MSN-NE program are based on direct patient care in the clinical area, didactic teaching, teaching in the clinical or community environment, simulation, and preparation for these activities. Course hours requirements must be satisfied each term, but additional practicum hours may be needed to achieve competence and meet course objectives.

Clinical Simulation Center of Las Vegas (CSCLV)

The School of Nursing faculty may offer simulation experiences for students within the CSCLV and other learning labs. Simulation experiences include task trainers, standardized patient, human patient simulators (computerized mannequins), 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 School of Nursing participates with members of outside institutions in educating healthcare

professionals, academics, & 3rd 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.

DEMSN Program

DEMSN Program Outcomes of the MSN Degree

Upon completion of the program, the graduate will complete the following core outcomes:

1. Integrate scientific findings from health and educational fields to include but not limited to nursing, social sciences, and humanities.
2. Assimilate leadership at the organizational and systems level to advance safe high quality outcomes in clinical or educational settings.
3. Apply continuous quality improvement measures to achieve positive outcomes in clinical or educational settings
4. Utilize a systematic, scholarly approach to translate, apply, and disseminate evidence based research in clinical or educational settings.
5. Incorporate health related technologies to deliver, coordinate care, and analyze data to improve outcomes.
6. Practice advocacy to improve education, the health of the public, and the profession of nursing.
7. Employ culturally appropriate skills in communicating and collaborating with interdisciplinary teams to achieve positive outcomes in clinical or educational settings.
8. Synthesize social, cultural, financial, legal, ethical, and political influences to advance nursing practice, healthcare, and education.
9. Model the professional role of an advanced practice nurse or nurse educator in daily practice.
10. Apply principles that enhance safety for patients and health care providers through individual performance and system effectiveness.
11. Demonstrate sound clinical judgment in the planning, provision, and evaluation of evidence-based nursing care at the individual, group, and community levels.
12. Use clinical prevention strategies to promote health and prevent disease across the lifespan at individual and population levels.
13. Integrate professional values, attitudes, knowledge, and behaviors.

Program Requirements

Program requirements regarding admission, coursework and culminating experience are found in the [graduate catalog](#).

Degree Program Benchmarks. Official degree requirements are found in the [Graduate Catalog](#). 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).

Failure to meet the aforementioned benchmarks will result in the student begin placed on academic probation via the Graduate College process. Failure to meet the conditions of the probation may result in the student begin separated from the program.

Sample Direct Entry MSN (DEMSN) Courses for a total of 48 credits, 585 clinical hours that can be completed in 3 semesters of full-time study: (Official requirements are found in the [Graduate Catalog](#))

Registration Information

Registration for courses will be completed through MyUNLV.

Students enrolling in classes which include clinical course work are assigned to clinical sections within the WebCampus portion of the course. 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.
- B. For the latest information on costs to print documents in a computer lab, visit the Computing Account website

II. Rebelmail

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

III. Email Addresses

- A. Students will be asked to provide Rebelmail addresses. The Rebelmail addresses will be utilized to advise students of policy changes, scholarship opportunities, announcement of School related events, etc.

- B. The student will be held accountable for information disseminated through Rebelmail.

IV. 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.

Advisors and Mentoring

Student Advisement and Consultation

A Student Success Facilitator (SSF) is assigned to students at the beginning of the nursing program. Students are each assigned a faculty advisor following the Orientation to the Nursing Program. The student retains the same SSF advisor for the duration of the nursing program. Students are encouraged to meet with their SSF advisor regularly for academic and non-academic support. This includes assistance with test taking strategies, study skills, assistance with schedule building and 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. to discuss student progress. Faculty advisors will also contact their assigned students. 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.

Clinical Requirements

Clinical Requirements and Dress Code

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

student is not considered an employee of the agency where the clinical experience takes place and has no claim for employee benefits such as sick leave, social security, retirement benefits, worker's compensation, or unemployment benefits.

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

Uniform Guidelines for Clinical Settings

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

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

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

Embroidery

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.

General Grooming

- The use of perfumes and/or fragrances is not allowed in any setting in which a student is interacting with clients due to the possible patient/client sensitivity or allergy to these

substances. Students should refrain from smoking while in uniform, as the smoke clings to clothes and is an irritant to patients.

- Long hair must be worn up or secured back from the face, back and shoulders so as not to obstruct visual acuity and/or affect client safety
- Due to the risk of 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 appliques other than those made of nail polish. Nails must be trimmed so they are no longer than 1/8 inch past the tip of the finger to prevent puncture of gloves and injuring patients or other care providers. Nail polish is not permitted in the clinical setting. Attention must be given to cleaning around the base of the nails and cuticles when washing hands.
- Jewelry and tattoos: In the clinical area, no jewelry is permitted except for a wedding band and one pair of small, pierced earrings without dangles in lobes only. Visible body jewelry must be removed in the clinical area (e.g. tongue, eyebrow, facial or other body piercing). Tattoos must follow facility policy. A waterproof wristwatch with a sweep hand or a digital seconds display is required.

Patient Confidentiality

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

Student Health, Background, and Safety Specific procedures are needed to:

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

Immunizations

Immunizations required

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

7. QuantiFERON-TB Gold in tube (QFT)); or IGRA blood testing Evidence of chest x-ray and medical follow-up for those with past history of positive reactivity (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)

Certifications required

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. Vault training to include HIPAA, blood borne pathogens, and hazardous communication (annual requirement)

Exposure to Communicable Diseases and Bloodborne Pathogens

Exposures to communicable diseases

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

- The supervising faculty member will report the incident to the DEMSN program 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.

Exposure to blood and body fluids

- If the student sustains an exposure to blood or body fluids, the student must immediately report, within 10 minutes, this exposure to the clinical instructor and the charge nurse on the unit. If the student is unable to immediately contact the clinical instructor, the School of Nursing is to be contacted.
- The student should then go to the nearest Emergency Department or laboratory service and ask for baseline lab testing for HIV and Hepatitis B titer. It should be noted that the institution or agency where exposure has occurred has no responsibility to provide any testing or treatment related to the exposure. The person to whom the student has been exposed (the source patient) should be tested for Hepatitis and HIV antibodies. The agency in which the exposure occurred, may or may not, pay the cost of the lab draw on the source patient. When indicated, the incident will be reported to The Centers for Disease Control and Prevention.

Injury/Illness in the clinical area

- Faculty member assesses the extent of the injury to determine if the student can remain in the clinical area.
- If the faculty member determines that the student should seek medical care, the student is referred to his/her private physician or emergency department if appropriate.
- Student and faculty members 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.

Negative drug screen

- Students who do not maintain continuous enrollment in a course with a clinical component must document a negative drug screen prior to beginning courses.
- When a student's behavior suggests impairment, the student will be sent home and a clinical contract will be submitted into eValue. Depending on the situation, a meeting with the DEMSN Program Director and/or Associate Dean of Entry & Pre-Licensure Education may also be required.

Examinations, Evaluations, and Grading

UNLV SON Testing Process

In-person testing

This program is delivered primarily through web-based instruction; however, students are required to participate in designated in-person components essential to meeting course and program outcomes. These required activities may include on-campus testing, clinical experiences, simulation and skills laboratories, practicums, orientations, or other academic support sessions. Students are expected to attend all scheduled in-person requirements as communicated in course syllabi and program announcements.

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. However, in any course adjustments cases, the instructor must be able to provide the rationale/justification/evidence for any changes made demonstrating that there was equitable and consistent treatment of all students.

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

Instructors will make course examination grade adjustments no later than 1 week from the date of the course examination. No further grade adjustments will be made after this time. Students may have the opportunity to appeal any grades via the Graduate College appeal process.

Final examinations

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

Review of examinations

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

If students are unable to resolve course/exam issues at the unit level, they may submit an appeal to Graduate College. Appeal forms may be accessed via the Grad Rebel Gateway.

Technology

Students 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 the student's 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.

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

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

Posting of grades

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

Grade calculation - no rounding up of final grade

The numerical value for the final course grade in nursing courses will not be rounded up. The point value will not be increased to the next highest number for the final course grade. For example, 82.99 will not be rounded up to become 83.

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. It will be required to obtain a minimum of 83% to achieve a “pass” in the clinical portion based on clinical attendance, assignments, and other clinical activities. Because the clinical portion of the course is an integral portion of the course, if the student does not successfully complete the clinical portion, a grade of “F” will be recorded for the course.

Average of 75% on course exams required to pass nursing courses

A weighted average of at least 75% on course examinations and quizzes is required for the student to pass each nursing course. (The average is calculated after all exams and quizzes have been completed for the course; thus, it is the average of all examinations and quizzes for the course).

Calculation of the 75% will be based on exam/quiz weights as described in each course syllabus. If an average grade below 75% is achieved on the examinations/quizzes, the score received will be the grade recorded for the course. For example, if the student earns an average of 69% on the examinations, the grade recorded will be D+. Students who achieve a score of 75% or above on the course examinations will receive a grade which reflects all the course assignments used to calculate the course grade as designated in the course syllabus.

Lateness of Assignments

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

Math Computation Competency for Prelicensure Nursing 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. Additionally, the student will be placed on probation via the Grad College process. The faculty member may designate how remediation will occur (e.g., practice exams, other assignments). The student will be required to demonstrate to the faculty member that remediation has occurred.

Standardized Testing

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

The use of standardized testing can further assist students in assessment of their personal strengths and weaknesses throughout the nursing program and contribute to their preparation for the licensure examination. Computerized testing offers the opportunity for students to improve their test taking skills. Remediation activity as presented by the standardized testing program offers individualized assistance to strengthen knowledge in specific areas of nursing content. An improvement in licensure pass rates is expected as an overall outcome. The testing program offers data valuable for faculty in curriculum evaluation and for accreditation purposes.

Procedure for HESI Tests

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

For the HESI exams:

- Students will first take a form of the test (unmonitored practice exam) that includes rationales for answers and gives suggested areas of remediation
- After completing remediation, students may retake a similar exam (unmonitored practice) that does not have rationales
- Students will then take a different version of the exam (proctored) that will count for a maximum of 25% of their course grade
- For the RN Exit exam, the minimum passing score is 850. Students who fail to achieve this on the first try must undergo remediation and placed on probation via the Grad College process. 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

Semester I

1. Foundations of Patient-Centered Care (NURS 505)
2. Pathophysiology and Pharmacology of Nursing (NURS 520)

Semester II

1. Medical-Surgical Nursing (NURS 513)
2. Mental Health Nursing (NURS 519)

Semester III

1. Nursing Care of Specialty Populations Across the Lifespan (NURS 502)
2. Complex Nursing Care of Diverse Populations (NURS 731)
3. Nursing Leadership and Practice Readiness (NURS 727)

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

Program Progression, Withdrawal, Dismissal, And Reinstatement

To progress in the DEMSN degree program, students must maintain a semester grade point average of 3.0 each semester enrolled, have no negative grade points, and achieve a minimum of a B (3.00) in each of the required nursing courses.

Definition of Non-successful

- withdrawing from a class in which the student has an average below B 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 B (3.00)
- obtaining an F grade
- having an average below B (3.00) at the time of complete withdrawal from UNLV

Non-successful Progression in Nursing Courses

Unsuccessful in one nursing course

If a student receives less than a B (3.00) 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.

If students meet any of the stipulations above, the student will be recommended to the Graduate College to be placed on academic probation.

Unsuccessful in two nursing courses

If a student receives less than a B (3.00) in two nursing courses with the NURS prefix 300 and above (which may occur in the same semester or in different semesters), the student will be dismissed from the SON only after the student has been placed on probation via the Graduate College process

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 in the Graduate College Handbook.

Double Failure & Program Separation

Please note that students in the MSN Directory Entry-Generalist subplan must adhere to the following policies.

Because this subplan includes prelicensure nursing training, students who earn two failing grades in required courses within the same semester will result in separation from the program (via Graduate College procedures). This is in alignment with widely accepted academic standards in prelicensure nursing education in the US, as well as regulatory bodies such as the Commission on Collegiate Nursing Education (CCNE). Students who are dismissed from the program may appeal the decision. Students who fail one course within any given semester will be placed on probation via the Graduate College process. Failure to meet the conditions of the probation will automatically result in the separation of the student from the program via the Graduate College.

All other admitted students not in the MSN Direct Entry-Generalist Subplan must be placed on probation prior to separation using the Graduate College process.

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 or NUR), the student may withdraw from the nursing course(s), provided that the student has a 3.00 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 3.00 (B), 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 (3.00) 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 3.00), the withdrawal will count as the second unsuccessful course. The student will be dismissed from the program after being placed on academic probation via the Graduate College process. 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 DEMSN 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 after being placed on academic probation via the Graduate College process. Withdrawing when failing is considered unsuccessful, and two unsuccessful nursing courses are criteria for dismissal for the traditional DEMSN 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.

Drop

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

Audit

Students cannot choose to audit a NURS or NUR course that has a clinical component.

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 and placed on academic probation via the Graduate College process 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 DEMSN Program, will result in academic probation via the Graduate College process prior to 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. Students may be dismissed from the SON after being placed on academic probation via the Graduate College process.

Removal of Student from Clinical Experience

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

Procedure for removing a student from the clinical setting or denial of access to the clinical setting for a single assignment period:

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

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 student is placed on academic probation via the Grad College process which will outline the conditions to be met. The following reasons are examples of, but are not limited to, behavioral expectations of student nurses and may serve as the rationale for dismissal from the clinical area:

- inadequate preparation for safe patient care
- failure to seek appropriate assistance with new or unfamiliar procedures
- questionable decisions based on expected knowledge level, lack of insight and understanding of own behaviors and behaviors of others
- a requirement for continuous detailed supervision or direction to provide safe patient care
- dishonest or unprofessional interactions with patients, families, staff, faculty or peers
- engaging in practice when not mentally or physically fit
- placing or leaving a patient in a hazardous condition or circumstance.
- Ensures that the student immediately and safely leaves the clinical area.
- Document the behavior or incident using 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, or course or program disruption. If the student is removed from a course, the student must be placed on academic probation via the Graduate College process. When a faculty member determines, in consultation with the DEMSN Program Director, that a student needs to be removed from the clinical setting for the remainder of the course; the following procedure applies:

- The faculty member reviews recorded documentation of relevant incidents, and notes regarding conferences with the student.
- The faculty member discusses with the DEMSN Program Director the observed behaviors or learning problems identified, the teaching and remediation strategies employed, and the rationale for a recommendation to remove the student from the clinical setting.
- The DEMSN Program Director examines the situation.
- The DEMSN Program Director may discuss with faculty members teaching concurrent or previous clinical courses, and review documentation from previous course work.
- The DEMSN Program Director will meet with the student. The student shall have the opportunity to provide clarifying information or documents to support their case.

- The DEMSN Program Director makes a determination of whether or not the faculty member's rationale for a recommendation to remove the student from the clinical setting is soundly based and documented.

If the decision of the faculty member and the DEMSN Program Director is to remove the student, the DEMSN 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 DEMSN Program Director determines that a student may need to be removed from all clinical settings because of a pattern of unsafe or unethical conduct or because of a particularly serious incident of unethical or unsafe conduct in a clinical setting, the following procedures apply:

- The faculty member reviews the recorded documentation of the relevant incident(s), including any guidance or remediation that has been offered. This includes placing the student on academic probation via the Graduate College process prior to separation from the program.
- The faculty member discusses with the DEMSN 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 outcome, and the rationale for a recommendation to remove the student from all clinical settings.
- The DEMSN Program Director and Associate Dean of Entry & Pre-Licensure Education examines the situation.
- There may need to be discussion with faculty members teaching concurrent clinical courses and the faculty who have previously taught the clinical courses in which the student was enrolled.
- The DEMSN Program Director meets with the student to discuss the student's perceptions.
- The DEMSN 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. These conditions are outlined in the academic probation placed on the student via the Graduate College process.

- Students who have not been enrolled in a nursing program for 1-2 semesters must demonstrate successful completion of the skills proficiency demonstrations which test behaviors up to the semester level in which the student seeks readmission and complete the math exam up to the semester level in which the student seeks readmission.
- Students who have not been enrolled in a nursing program for 3 semesters (equivalent of one academic year) must demonstrate cognitive proficiency on standardized examinations up

to the requested reinstatement level. If the student does not pass the standardized examination after the first attempt, they must repeat the appropriate course. Additionally, the student will be required to have successful completion of the skills proficiency demonstrations, which test behaviors up to the semester level in which the student seeks readmission and complete the math exam up to the semester level in which the student seeks readmission.

- Students who have not been enrolled in a nursing program for 4 semesters will be required to retake and successfully complete all previous nursing coursework. Please note that students who do not meet the continuously enrollment policy may be separated from the program.

Petition, Appeal, and Grievance 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 Graduate College. Graduate academic appeals are used to request reconsideration or a remedy from an alleged unfair or inappropriate academic practice, or relief or waiver from an UNLV and/or Graduate College policy or requirement. Appeals must be filed via the Grad Rebel Gateway. 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.

Nursing Discipline Resources

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 an 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-At- Large Chapter](#).

University Resources

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

The goal of the Graduate 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.

Alumni Engagement

With an alumni base 150,000+ strong, the UNLV Alumni Engagement offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

Commencement Office

Located in the UNLV Office of the Registrar, the **commencement office** is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College. It is the students' responsibility to ensure they apply for **graduation on time** and submit all required forms to the Graduate College. Questions regarding thesis/dissertation should be directed to the Graduate College **Student Services Team** and questions regarding required forms should be directed to the Graduate College **RPC Team**.

Institutional Engagement and Experience

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

Disability Resource Center (DRC)

The **DRC** is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC in order to receive appropriate accommodations.

Graduate Appeals and Issue Resolution

The Office of Graduate Student Services at the Graduate College assists graduate and professional students with addressing concerns and overcoming personal, academic, or financial challenges that might hinder their ability to be successful in their program. The office also provides information and student-centered issue-resolution services and offers guidance, information, and assistance when regular channels have failed to provide graduate students with the information they need to solve problems. Please see website for more information: <https://www.unlv.edu/graduatecollege/appeals-issue-resolution>

UNLV Global and the Office of International Student and Scholar Compliance

International Student and Scholar (ISSC) 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.

The Care Center

The **Care 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.

UNLV Libraries

UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

Graduate & Professional Student Association (GPSA)

The **Graduate & Professional Student Association** serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141 and Gateway Building PDAC Room. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

Office of Student Rights and Responsibilities

The **Office of Student Rights & Responsibilities** is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Rights & Responsibilities 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.

Military and Veteran Services Center

The **Military and Veteran Service Center** is staffed with veterans and veteran education benefits-experienced staff to assist more than 1,800 veterans, dependents, active duty service members,

National Guard members, and reservists attending UNLV. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

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.

Writing Center

This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the **Online Writing Lab (OWL)** page.

University Policies and Procedures

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](#)

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](#), by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

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

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

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

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

Handbook Information

Please include the faculty vote of approval in the table below.

Last revised	Revised by	Department Vote Tally: Yes/No/Abs. (date of vote)	Changes summary
3/26/24	Candace Burton		Updated to New Template
4/10/24	Candace Burton	15/0/3 (4/9/24)	Updated to New Template; names and titles updated
2/1/2025	Student Affairs / GPC/Fac Org	30/0/3 (2/24/2025)	Updates to titles, names, curriculum updates
3/25/2025	GPC	Unanimous (3/25/2025)	Addition of DEMSN specific information
3/31/2025	Fac Org	28/1/1 (3/31/2025)	Addition of DEMSN specific information
2/17/26	GPC	Unanimous	Updates to titles, names, curriculum updates
2/23/26	Fac Org	19/1/0 2/23/26	Updates to titles, names, template, curriculum updates