



BSN STUDENT NURSES HANDBOOK

2017-2018

"Nurse Leaders Begin Here"

Revised 8/2017



Welcome from the Dean

I wish to welcome you to the Bachelor of Science in Nursing Program at the UNLV School of Nursing. Our slogan is “Nurse Leaders Begin Here.” The School of Nursing strives to offer a curriculum that reflects current and future trends in the profession of nursing while preparing students to take the national board examination (NCLEX) for registered nurse licensure (RN). This program prepares you for future leadership positions through preparation grounded in a liberal education and strong clinical nursing practice.

We are pleased that you have chosen UNLV School of Nursing to pursue your nursing education. Welcome! Please take time to read this *BSN in Nursing Student Handbook*.

Carolyn Yucha

Carolyn Yucha, PhD, RN, FAAN, CNE
Dean, School of Nursing



Welcome from the BSN Coordinator

Welcome to the BSN program at UNLV School of Nursing. The School of Nursing’s mission is to educate and develop nursing leaders who will collaborate with patients, families, communities, and health professionals to advance the health and welfare of the public. Our faculty members are committed to assist students in becoming competent and caring professionals and healthcare leaders.

We have an exciting undergraduate nursing program that has patient-centered care at the core of our curriculum. Our program is accredited by the Commission on Collegiate Nursing Education and it meets the highest nursing education standards. Our program is designed to prepare you for evidence-based nursing practice.

Tricia Gatlin, PhD, RN, CNE
BSN Coordinator, School of Nursing

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CHAPTER I

INFORMATION ABOUT THE UNIVERSITY OF NEVADA, LAS VEGAS

University of Nevada, Las Vegas
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Las Vegas, Nevada 89154-3018
Main telephone number: (702) 895-3011
School of Nursing: (702) 895-3360

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

UNLV is fully accredited by the Northwest Commission on Colleges and Universities, and many academic programs have received further accreditation from independent national accrediting bodies. The School of Nursing is approved by the Nevada State Board of Nursing (702-486-5800 or 775-688-2620) and the Commission on Collegiate Nursing Education (202-887-6791).

RESOURCES ON CAMPUS

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

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

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

Book Stores: The University Bookstore is conveniently located next to the Student Union. Rebel Books is located on Maryland Parkway across from the University. Both bookstores carry the required textbooks for nursing classes. All required and recommended textbooks for the courses are available for purchase. Other merchandise available includes supplies required for courses, reference materials, emblematic souvenirs, insignia clothing, and a variety of sundry items. Both bookstores have extended hours of operation during the first week of the semester.

WebCampus: WebCampus is utilized for most courses for distribution of course syllabi, announcements, and may also be used for distribution of course materials, assignments,

individual and group communications, group discussion, and other communication and educational activities. All students are expected to use WebCampus and access it regularly. https://webcampus.unlv.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_81_1

Student Union: The Student Union's primary concern is to cooperate with university groups to promote and coordinate a full range of programs and events which add to the color and life of the campus environment. It also provides the various services, conveniences, and amenities the members of the university community need in their daily life on campus.

Serving as the central gathering place for the entire university community, the Student Union houses a cafeteria and delicatessens, coffee bar, game rooms, a spacious ballroom, lounges, meeting and program areas. Student government offices, the Consolidated Students of the University of Nevada (CSUN), are located on the third floor (SU 316).

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

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

Career Services: The Career Services Center is designed to educate and assist students in all majors with the career planning and job search process. Services include resume writing, self-assessment resources, and videotaping equipment. Career Services is located in the Student Services Complex (SSC-A) on the 2nd floor (702-895-3495).

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

The Disability Resource Center: Provides academic accommodations for students with documented disabilities who are otherwise qualified for university programs. To establish services, students will need to provide to the Center appropriate documentation of their

disability, from a recognized professional. The center is located in the Student Services Complex (SSC-A), Room 143 (702-895-0866). <http://www.unlv.edu/drc>

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

Student Counseling: Student Counseling and Psychological Services (CAPS) offers free professional counseling in the areas of personal, social and emotional concerns. Couples counseling, career development, drug and alcohol use assessment and group counseling are also offered. These services are provided to all currently enrolled students by clinical and counseling psychologists and are located on the first floor of the Student Recreation and Wellness Center (RWC) (702-895-3627). <https://www.unlv.edu/srwc/caps>

Student Health Service: The Student Recreation and Wellness Center (RWC) offers services to registered and enrolled UNLV students. The Center staff includes nurse practitioners, physicians, registered nurses and support personnel to provide essential health services. Services offered include health information and advice, treatment for minor illness and first aid, early detection and referral of chronic illnesses, pregnancy testing and contraception, sexually transmitted disease screening and treatment, and evaluation of substance abuse. To obtain a full list of services call (702) 774-7100 or visit the Student Recreation and Wellness Center. <https://www.unlv.edu/srwc/health-center>

Student Health Insurance: Students are required to carry Health Insurance while in the Nursing Program. Please visit the Nevada Health Insurance Exchange to review the various policies and decide what would work best for your situation. (<https://www.nevadahealthlink.com/sshix/>)

Student Financial Services: More detailed information is provided in Chapter 5.

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

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

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

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

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

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

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

Sigma Theta Tau: The ZETA KAPPA chapter of SIGMA THETA TAU, the International Honor Society of Nursing, was chartered at the University of Nevada in 1981. The purpose of Sigma Theta Tau is to recognize the achievement of scholarship of superior quality, to recognize the development of leadership qualities, to foster high professional standards, to encourage creative work and to strengthen commitment on the part of individuals to the ideals and purposes of the profession of nursing. Each year an invitation to membership is extended to selected students (no more than thirty-five percent of the class) in the undergraduate program who demonstrate the qualities identified as hallmarks of Sigma Theta Tau members.

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

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

GENERAL REGULATIONS AND REQUIREMENTS OF THE UNIVERSITY

Students are responsible for knowing and observing the Rules and Disciplinary Procedures for Members of the University Community (NSHE Code, Chapter 6). This code outlines the responsibilities of students, as well as the rules, sanctions and hearing procedures in effect on the campus. Any conflict between this code and the School of Nursing Handbook shall be interpreted in favor of the code. Printed copies of the code are available in the Office of the Registrar.

Use of Automobiles: University parking and traffic regulations govern all vehicles operated on campus, and violators are subject to a fine. The regulations are enforceable in the civil courts, as well as through the internal processes of the university. Each student must complete an automobile registration card and obtain a parking permit during registration. Students should obtain a copy of the regulations booklet at that time. Stickers and information can be obtained from the University Parking Services Office at times other than the registration period as well.

Alcoholic Beverages: Neither the storage, possession nor use of alcoholic beverages is allowed on the university campus or other university property unless prior approval has been obtained in writing from the University President. The President will only grant this authorization upon being satisfied that proper supervision is provided in the dispensing of alcoholic beverages.

Change of Address: Any change of address should be reported immediately to the Registrar's Office and to the School of Nursing. Any correspondence from the university mailed to the last address provided by the student to the Registrar will discharge all university responsibility for notification.

Use of University Facilities: University facilities including campus grounds are provided primarily for the support of the regular educational functions of the university and the activities necessary for the support of these functions. The university's functions take precedence over any other activities in the use of university facilities.

Freedom to speak and to hear will be maintained for students, faculty and staff, and university policies procedures will be used to provide a full and frank exchange of ideas.

An invitation to speak at the university does not imply that the university endorses the philosophy or ideas presented by the speaker.

Fund Raising: Any fundraising efforts by student organizations off campus must be cleared by the UNLV Dean of Student Services. Associate Dean for Academic Affairs and the Dean of the School of Nursing.

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 University of Nevada, Las Vegas School of Nursing defines civility by respecting others and honoring differences to provide a safe and supportive learning and work environment. Civility encompasses behaviors expected by the profession of nursing, which includes students, faculty, and staff members.

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

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

If an instructor suspects that a student has committed academic dishonesty, the student shall be assigned a failing grade for the corresponding segment of the course. The instructor may also assign a failing grade for the entire course. In all cases, the instructor is responsible for recording the circumstances and for giving the student an opportunity to reply. Appeals go to the Dean of the college offering the course, the Faculty Senate Academic Standards Committee, and the provost. If any member of the university community is deemed guilty of academic dishonesty, any other member may bring action under the Rules of Disciplinary Procedures for Members of the University Community. (<https://www.unlv.edu/studentconduct/misconduct/policy>)

Student Records: The University of Nevada complies with the Family Educational Rights and Privacy Act of 1974 concerning the privacy of educational records and rights of students to inspect and review those records. More detailed information is under the section of the handbook discussing student's rights.

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

The University of Nevada, Las Vegas is dedicated to the equality of educational opportunity and the creation and maintenance of a campus environment free of barriers that discriminate against individuals with disabilities. Equality in access is achieved through reasonable classroom accommodations and reasonable adaptation of examination and evaluation procedures. In the same vein, becoming a nurse requires the completion of a professional education program that is both intellectually and physically challenging. The candidate should be able to perform in a reasonably independent manner. Reasonable accommodation does not mean that students with disabilities will be exempt from certain tasks.

CHAPTER II

SCHOOL OF NURSING VISION, MISSION, & PHILOSOPHY

VISION & MISSION

Vision Statement: Nurse Leaders Begin Here

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

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

BSN PHILOSOPHY & CORE CONCEPTS

BSN Philosophy:

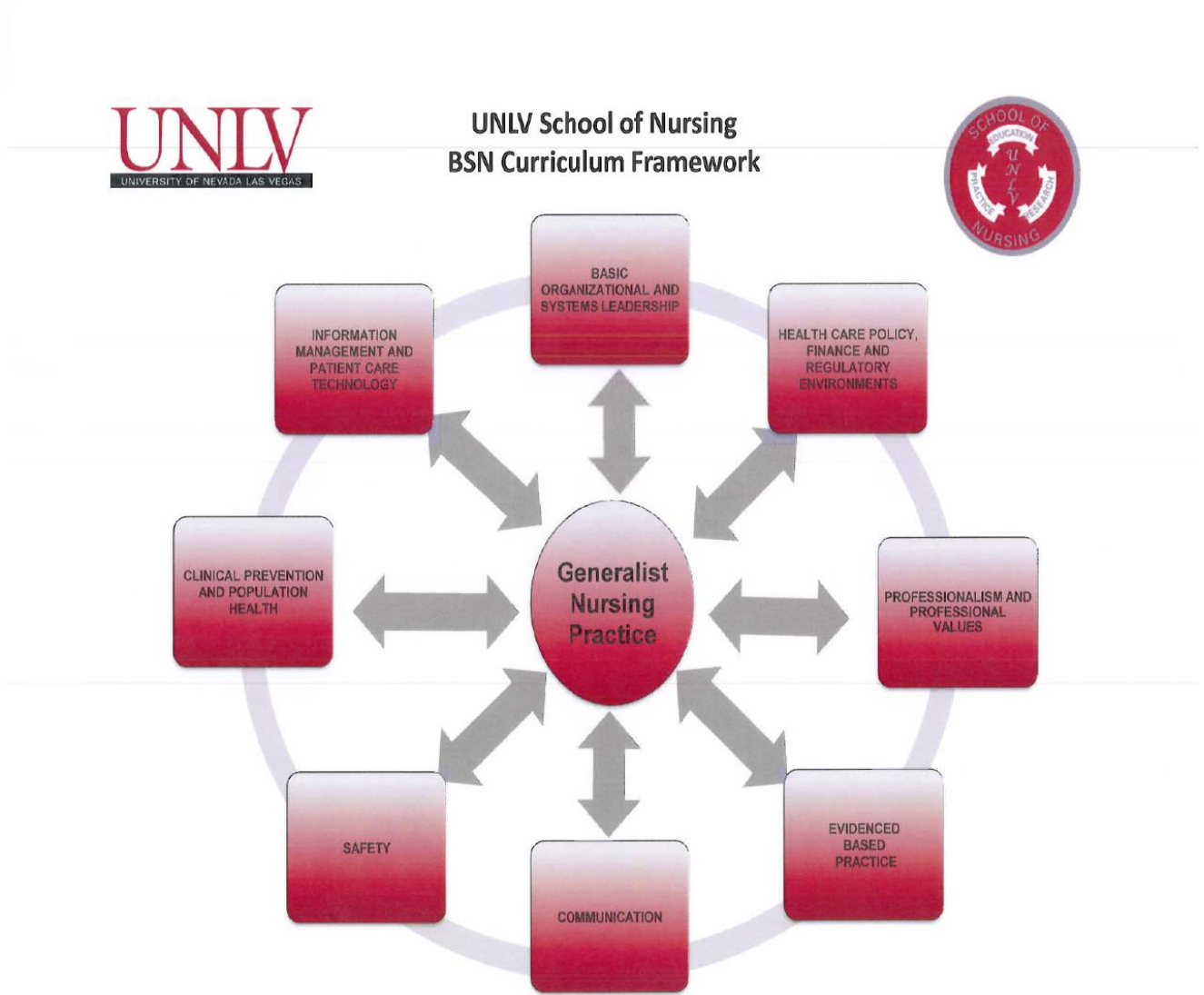
We value the needs of learners, health care consumers, and stakeholders in the development and revision of programs and initiatives.

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

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

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

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



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

Information Management & Patient Care Technologies

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

Basic Organizational & Systems Leadership

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

Health Care Policy, Finance & Regulatory Environments

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

Professionalism & Professional Values

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

Evidence Based Practice

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

Communication

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

Safety

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

Clinical Prevention & Population Health

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

Revised by Academic Affairs Council: 1-10-2010

Approved Faculty Organization: 1-25-2010

Quality and Safety Education in Nursing (QSEN) Competencies:

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

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

BSN PROGRAM OUTCOMES WITH QSEN COMPETENCIES

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

NURSING STANDARDS

The American Nurses Association has defined standards and codes by which all nurses practice. As a professional program it is expected that students will demonstrate behaviors that reflect the defined standards of nursing throughout their academic experience.

American Nurses Association Standards of Nursing Practice:

1. The collection of data about the health status of the client/patient is systematic and continuous. These data are accessible, communicated, and recorded.
2. Nursing diagnoses are derived from health status data.
3. The plan of nursing care includes goals derived from the nursing diagnoses.
4. The plan of nursing care includes priorities and the prescribed nursing approaches or measures to achieve the goals derived from the nursing diagnosis.
5. Nursing actions provide for client/patient participation in health promotion, maintenance and restoration.
6. Nursing actions assist the client/patient to maximize his health capabilities.
7. The client's/patient's progress or lack of progress toward goal achievement is determined by the client/patient and the nurses.
8. The client's/patient's progress or lack of progress toward goal achievement directs reassessment, reordering of priorities, new goal setting and revision of the plan of nursing care.

Standards of Practice

The Standards of Practice describe a competent level of nursing care as demonstrated by the critical thinking model known as the nursing process. The nursing process includes the components of assessment, diagnosis, outcomes identification, planning, implementation, and evaluation. Accordingly, the nursing process encompasses significant actions taken by registered nurses and forms the foundation of the nurse's decision-making.

Standard 1. Assessment

The registered nurse collects comprehensive data pertinent to the healthcare consumer's health and/or the situation.

Standard 2. Diagnosis

The registered nurse analyzes the assessment data to determine the diagnoses or the issues.

Standard 3. Outcomes Identification

The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.

Standard 4. Planning

The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.

Standard 5. Implementation

The registered nurse implements the identified plan.

Standard 5A. Coordination of Care

The registered nurse coordinates care delivery.

Standard 5B. Health Teaching and Health Promotion

The registered nurse employs strategies to promote health and a safe environment.

Standard 5C. Consultation

The graduate-level prepared specialty nurse or advanced practice registered nurse provides consultation to influence the identified plan, enhance the abilities of others, and effect change.

Standard 5D. Prescriptive Authority and Treatment

The advanced practice registered nurse uses prescriptive authority, procedures, referrals, treatments, and therapies in accordance with state and federal laws and regulations.

Standard 6. Evaluation

The registered nurse evaluates progress toward attainment of outcomes.

American Nurses Association Code of Ethics:

The baccalaureate program subscribes to the tenets identified in The Code for Nurses published by the American Nurses Association as revised in 2015.

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

SEQUENCE FOR NURSING COURSES

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

Second Semester:	
NURS 313R: Nursing Care of Adult Medical-Surgical Patient	7
NURS 320: Pharmacology and Pathophysiology Across the Lifespan	2
NURS 325: Professional Communication in Diverse Health Care Settings	2
NURS 350: Population-Focused Nursing in the Community	4
	Total 15

Third Semester:	
NURS 401: Nursing Care of Older Adults	6
NURS 405: Nursing Care of Women and Childbearing Families	3
NURS 406: Nursing Care of Childrearing Families	4
NURS 420: Evidence-Based Practice and Research in Nursing	3
	Total 16

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

The total program is 122 credits. Of that total, 60 credits are in nursing and 62 credits are outside of the School of Nursing. 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 3 credit clinical experience, the student will devote 135 hours per semester. For a 4 credit clinical class, the student will devote 180 hours per semester.

CATALOG DESCRIPTIONS FOR REQUIRED NURSING COURSES

NURS 305

Patient Centered Care: Basic Principles

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

NURS 306

Foundations in Pharmacology

Introduces the student to basic pharmacokinetics, pharmacodynamics, pharmacoeconomics, and the relationship between pathophysiology and pharmacologic management. Emphasis on introductory principles and nursing management of drug therapy related to NURS 305.

Theory = 3 credits. **Prerequisites: NURS 299 and program contract.** 3 credits.

NURS 307

Health Assessment of Diverse Populations

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

NURS 313R

Nursing Care of the Adult Medical-Surgical Patient

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

NURS 320

Pharmacology and Pathophysiology Across the Lifespan

Examines the pathologies from selected body systems across the lifespan. Pharmacology appropriate to the pathologies will be studied. Content will expand upon knowledge learned from NURS 306. Theory = 2 credits. **Prerequisites: NURS 305, 306, 307, 329, 342.** 2 credits.

NURS 325

Professional Communication in Diverse Health Care Settings

Explores issues related to professional communication within diverse health care settings. Considers innovative and evidence-based strategies that enhance communication and relationship building skills for nurses. Develops abilities to effectively communicate with patients and other health care professionals.

Theory = 2 credits. **Prerequisites: NURS 305, 306, 307, 329, 342.** 2 credits.

NURS 329

Physical Assessment Skills

Acquisition of skills (inspection, palpation, percussion, and auscultation) needed to perform a comprehensive physical assessment. Interviewing techniques and documentation skills will be developed. Normal assessment findings emphasized; however, health risk factors and common abnormalities discussed. **Corequisite:** NURS 307. 1 credit.

NURS 342

Fundamentals of Nursing Lab

Learner directed skills course where students come prepared to practice and perform designated nursing skills in a safe environment. Students apply collaboration, critical thinking, problem solving, peer and self-evaluation, and documentation as they practice the designated nursing skills. **Corequisite:** NURS 305. 1 credit.

NURS 350

Population-Focused Nursing in the Community

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

NURS 401

Nursing Care of Older Adults

Apply theories, concepts, and evidence-based practices in care for older adults. Recognize personal and societal attitudes regarding aging and their impact on delivery and quality of health care and the impact of age-related changes and morbidity on illness, treatment, and rehabilitation. Clinical experiences in health care and community settings. Theory = 3 credits, clinical = 3 credits. **Prerequisites:** NURS 313R, 320, 325, 350. 6 credits.

NURS 405

Nursing Care of Women & Childbearing Families

The examination and application of the theories of maternal-child centered nursing care from pregnancy to labor and delivery, postpartum and newborn nursery. Emphasis is on acute care and health promotion in the maternal-child clinical setting. Clinical experience will be primarily in the acute care inpatient setting. Theory = 1.5 credits, clinical = 1.5 credits. **Prerequisites:** NURS 313R, 320, 325, 350. 3 credits.

NURS 406

Nursing Care Childbearing Families

This course focuses on the examination and application of the theories of family centered nursing care from infancy through adolescence. Emphasis is on health promotion. Clinical experience will be primarily in the acute care inpatient setting and community. Theory = 2 credits, clinical = 2 credits. **Prerequisites:** NURS 313R, 320, 325, 350. 4 credits.

NURS 419

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

Implement holistic, patient centered care based on an understanding of human growth and development, pathophysiology, behavioral health regimens, pharmacology, communication skills and nursing interventions with children, adolescents and adults experiencing major emotional or mental health disruptions. Theory = 2 credits, clinical = 2 credits. **Prerequisites:** NURS 401, 405, 406, 420. 4 credits.

NURS 420

Evidence-Based Practice and Research in Nursing

Evidence-based Practice and Research is the study of the foundations upon which scientific investigations of health are based. Emphasis is on evidence-based practice, including research methodologies, processes and critical appraisal of the health care literature. This course is online and/or a combination of online and traditional in-person classroom formats. Theory = 3 credits. **Prerequisites:** Undergraduate statistics, NURS 313R, 320, 325, 350. 3 credits.

NURS 425

Managing Complex Nursing Care in Diverse Populations

This course focuses on the provision of professional nursing care to patients with complex health problems. Emphasis is placed on use of the nursing process with individuals and families in primary, secondary and/or tertiary settings. Theory = 3 credits, clinical = 4 credits. **Prerequisites:** NURS 401, 405, 406, 420. 7 credits.

NURS 427

Nursing Leadership and the Transition into Practice

Apply leadership concepts, skills, and decision making in implementing high quality nursing care, healthcare team coordination, and the oversight and accountability for care delivery in a variety of settings. Explore the pathway to licensure, job preparation and succeeding in practice settings. Theory = 3 credits, clinical = 1 credit. **Corequisite:** NURS 425 **Prerequisites:** NURS 401, 405, 406, 420. 4 credits.

CHAPTER III

GETTING STARTED IN THE NURSING PROGRAM

Admission to School of Nursing: Students are admitted into the nursing program three times a year. Students follow the admission process as delineated in the UNLV Undergraduate Catalog. See the UNLV Nursing website for a complete description of the admission process and criteria for admission (<https://www.unlv.edu/nursing/admissions/undergraduate>). After all criteria have been met, the student formally applies for admission. Students may apply for and be accepted into the nursing program only twice. Once students have 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 or 68 on the Pearson Test of English (PTE Academic).

Other admission requirements:

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

Transfer into Nursing Program: Students who have completed nursing course work at another 4 year institution and are requesting admission into the UNLV program will be asked to send a request form for a letter of good standing to the Chair/Dean of the program from which they are transferring. In addition to the university requirements for 30 residency credits, the School of Nursing requires that transfer students complete at least one nursing clinical experience and six hours of nursing content within the 30 residency hours. Specific courses will be determined on an individual basis when the program contract is negotiated.

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 Associate Dean for Academic Affairs a minimum of two weeks before the letter is needed.

Contract Signing: After acceptance into the School of Nursing, students are required to attend a contract signing and information session. Students are informed of the following student data required to begin the Nursing Program at SON.

1. Physical examination
2. Immunizations and tests
3. Health insurance
4. CPR certification
5. Background check
6. Drug screening
7. School uniforms
8. Textbooks/Technology requirements

Incoming Student Orientation: Incoming students are required to attend a student orientation for new nursing students. At the orientation session, information concerning the program will be provided and student data collected. Before this orientation, students will have already submitted photocopies (front and back) of the American Heart Association Health Care Provider card (signed and within two years), proof of physical exam and health insurance (which covers accidental exposure to body fluids), tuberculosis testing (within one year), documentation of HBV vaccination series (minimum of first shot in series prior to orientation), documentation of tetanus, diphtheria (within past 10 years), varicella, measles, mumps & rubella immunizations (initial vaccination or booster within past 10 years) and provide data indicating a negative drug screen. Validation of having a background check completed is also required.

Registration Information: Registration for courses may be completed through the WEB via MyUNLV. Information for using the MyUNLV system is emailed to the student upon acceptance to UNLV. All course information in MyUNLV is the most up to date available.

Students enrolling in classes which include clinical course work are assigned to clinical sections. Please check the School of Nursing Bulletin Boards to determine which section of the classes you have been assigned. Clinical assignments will be posted as soon as grades from the previous semester have been received from the Office of the Registrar.

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

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

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

Total Withdrawal: Students wishing to withdraw from all their courses should make an appointment to meet with the BSN Coordinator and/or the School of Nursing Student Services Director to discuss any issues leading to this decision prior to withdrawal.

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

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

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

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

Incomplete Grade: An incomplete grade can be granted when a student has satisfactorily completed at least three-fourths of the semester but for reason(s) beyond the student's control, and acceptable to the instructor, cannot complete the last part of the course; and the instructor believes that the student can finish the course without repeating it. A student who receives an "I" is responsible for making up whatever work was lacking at the end of the semester. Students cannot enroll in other nursing classes if they have an incomplete in a course which is designated as a prerequisite to that course. If course requirements are not completed within the time indicated, a grade of "F" will be recorded and the Grade Point Average will be re-computed accordingly. Students who are making up an incomplete do not re-register for the course, but make individual arrangements with the instructor who assigned the "I".

The student and instructor must complete the form "Contract for Completion of Incomplete" and distribute a copy to the student, the instructor, and the student's file. The form specifies requirements to be completed and date of required completion.

Once the specified requirements are completed, it is the instructor's responsibility to fill out the Incomplete Removal Form and file the form with the Office of the Registrar.

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

E*Value: All students will be assigned an E*Value account while in nursing school. E*Value (www.e-value.net) is used by the School of Nursing as a means of communicating with students, including clinical mid-term and final evaluations, incident reports, and student behavioral contracts.

CHAPTER IV
POLICIES SPECIFIC TO THE SCHOOL OF NURSING
STUDENTS' RIGHTS

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

1. To learn without discrimination
2. To exercise the liberty to discuss, inquire, and express opinions
3. To be evaluated fairly
4. To confidentiality
5. To have access to channels for grievance or clarification

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

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

Student membership is actively promoted and students shall have a voice with no voting rights. Students are expected to be active members of the Student Affairs and Academic Affairs Councils and provide faculty with their individual opinions and those of the student body.

Students who have specific concerns about an instructor should discuss these perceptions with the BSN Coordinator or Associate Dean for Academic Affairs, after discussion with the faculty member.

Right to be Evaluated Fairly: Criteria for evaluation, in the form of course objectives, in the classroom and clinical areas are provided to each student in writing at the beginning of each course.

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

Formal evaluation of progress in a clinical course is completed at midterm and again at the end of the semester. If students disagree with their midterm evaluation, feedback appointments should be made with the instructor prior to the eighth week; faculty may schedule a discussion at any time. All clinical performance evaluations must be completed in the E*Value system, which

are shared with the student along with the ability to disagree with the evaluation and to comment regarding disagreement. Final evaluation clinical conferences should occur during finals week.

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

Students who perceive that an academic grievance has occurred may file an appeal as specified in the Student Grievance Policy. The appeal process must be completed in 6 months.

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

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

Disclosure of Student Education Records and Directory Information: The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records of both current and former students (<https://www.unlv.edu/registrar/ferpa>). Each Nevada System of Higher Education (NSHE) institution is required to comply fully with the law. The Act makes a distinction between a student's education record and information classified as directory information. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer solely to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are defined as "eligible students" in the Act.

1. Education Records: Institutions must have written permission from the parent or eligible student in order to release any personally identifiable information from the student's education record. However, under certain conditions FERPA allows institutions to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies on behalf of the institution
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena, provided that the institution makes a reasonable attempt to notify the student in advance of compliance

- Appropriate officials in cases of health and safety emergencies
 - State and local authorities, within a juvenile justice system, pursuant to specific state laws
2. Directory Information: Under the provisions of FERPA, institutions may disclose, without consent, directory information to individuals upon request. Each NSHE institution must set a definition for its directory information, which may be more restrictive than that provided by FERPA. Directory information is defined in the Act as information contained in an educational record of a current or former student which would not generally be considered harmful or an invasion of privacy if disclosed. The Act defines such information as included, but not limited to:
- Name
 - Address
 - Telephone number
 - Date and place of birth
 - Major field of study
 - Participation in officially recognized activities and sports
 - Weight and height of members of athletic teams
 - Dates of attendance
 - Degrees and awards received
 - Most recent previous educational agency or institution attended
3. Notification Requirements: Each NSHE (Nevada System of Higher Education) institution shall annually disclose its definition of directory information in writing and provide a form on which students may elect to be removed from the directory listing. The annual notification and form must be published within the first 5 pages of the institutional catalog and each class schedule. A common statement about the uses of directory information shall be provided on the form.
- a. Privacy Statement: The following statement must appear in boldface type on the form used by students for requesting non-disclosure of directory information. Additional clarifying language may be added to this statement by the institution.

Directory information about current and former students may be provided to individuals or mailing services outside the institution for a variety of purposes. When requested, this information is provided solely at the discretion of the institution. For example, directory information could be used by the institution to mail notices to all students about changes in policies, fees, or services.

Directory information may also be provided for commercial solicitation, honorary societies, or other purposes at the discretion of the institution.

At (name of institution), directory information is defined as (_____). If you do not wish the institution to release this information about you, please complete this form, and return it to the Office of (_____) by the deadline stated in the academic

calendar. This request will apply permanently to your record until or unless you choose to reverse it.

- b. **Deadline:** Students shall be permitted until the end of the first 6 weeks of the fall or spring semester to submit a written request for non-disclosure of directory information. The deadline shall be published in the academic calendar of each institution.
 - c. **Applicability:** The request for non-disclosure shall apply permanently to the student's record until or unless the student or former student requests in writing to reverse the non-disclosure order.
4. **Sale of Directory Information:** Student directory information for current and former students cannot be sold or rented for a fee by a UCCSN institution. Policy established by Board of Regents, March 2002, (NSHE CODE, Title 4, Chapter 1, Section 23).

ABILITIES AND TASKS REQUIRED FOR NURSING PROGRAM

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

Becoming a nurse requires the completion of a professional education program that is both intellectually and physical challenging. A student interested in enrolling in the nursing program should be able to fully perform the essential functions in each of the following five categories: observation, communication, motor, intellectual, behavioral and social.

1. **Observation:** The applicant must be able to observe demonstrations of physical and psychosocial nursing interventions, and must be able to accurately observe a patient for the purpose of assessment, intervention, and evaluation. Observation, assessment, and evaluation requires the use of judgment as well as the functional use of the senses of vision and hearing, as well as other sensory modalities such as smell and touch.
2. **Communication:** An applicant must be able to effectively and efficiently speak, understand, and write the English language at a level consistent with successful course completion. The applicant must be able to communicate effectively and sensitively with patients and members of the health care team. Communication skills are used to gather assessment data, patient teaching, and provision of emotional support for patients and their families.
3. **Motor:** Applicants must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic/evaluative procedures. Applicants should be able to execute reasonable motor movements required to provide general or emergency treatment of patients. Such actions require

moderate motor strength, coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

4. **Intellectual:** The applicant must be able to measure, calculate, reason, analyze and evaluate, synthesize and apply complex information. Students must be fully alert and attentive at all times in the clinical setting.
5. **Behavioral/Social:** Applicants must possess the emotional health required for full use of intellectual abilities, the exercise of good judgment, prompt completion of all responsibilities attendant to the assessment, intervention and evaluation of patients, and the development of mature, sensitive, and effective relationships with patients and co-workers. Applicants must be able to tolerate physically-taxing workloads and to function effectively under stressful conditions, and adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical care of many patients. Compassion, integrity concern for other, interpersonal skills interest, and motivation are all qualities which applicant should possess.

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.

English Composition Skills: Students should exhibit professional level composition skills. Faculty are expected to award or delete points on papers (essays, examinations, term papers, summaries on the client assessment forms, etc.) for usage of proper grammar and consistency and conciseness of thought. Students experiencing difficulty with English composition skills are encouraged to seek the assistance of the Writing Center for their papers.

Computer Skills: Students are expected to have basic computer skills when entering the nursing program. Students use WebCampus throughout their nursing courses. Students must be able to complete activities such as: e-mailing, posting on a discussion board, and using the Internet. Formal papers are typed using APA format.

Computer and Email Accounts: Students are expected to have basic computer skills when entering the nursing program and to use Rebelmail accounts for electronic communication with the University and the School.

I. Computer Accounts

- A. To use the College Lab Computers it will be necessary for students to set up a computer account. The account is free and may be obtained by contacting the lab monitor in any of the computer labs on campus for an account. To qualify for an account the student:
 1. must be currently enrolled at UNLV
 2. must have a picture ID present during account activation

3. must have a full social security number, or 999 number for international students.
- B. The lab monitor will assign the student a username, which consists of the first four letters of your last name, followed by the last four numbers of your social security number. The username cannot be changed. The student creates a personal password the first time the student logs onto the network.

II. Rebelmail

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

III. Email Addresses

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

ACADEMIC INTEGRITY AND HONESTY

Academic Integrity and Honesty: The School of Nursing fully embraces the University policy of accepting no form of academic dishonesty. In accordance with this, the School has adopted a "zero tolerance policy" for any acts of cheating, plagiarism, or other forms of academic dishonesty/misconduct. Under this policy any student found to have committed an act that violates our academic standards of performance will automatically be given a grade of "F" for the course 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 School of Nursing.

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

who is not clear as to any aspect of our academic standards is responsible for discussing this with his/her professor prior to the completion of any assignment or examination.

Students are asked to read, sign, and date a copy of the Academic Honesty and Integrity Policy to ensure that they understand this policy. The student may be asked to sign during the Nursing Program Orientation or in individual classes per request of the instructor. Release of grades, materials, or exam may be withheld until a signed copy of the policy is received and available for filing in the student's permanent records.

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

I. Academic Misconduct Violations – Definitions

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

- A. Using the words or ideas of another, from the Internet or any source, without proper citation of the source(s), commonly called plagiarism.
- B. Receiving unauthorized external assistance during an examination or any academic exercise for credit. This includes but is not limited to:
 1. Providing or receiving aid in connection with any academic assignment;
 2. Use or possession of camera telephones, text messages, computer disks, audio recorders, calculators, solution materials, photocopies, materials from previous classes, commercial research services, notes, or other means to copy or photograph materials used or intended for academic evaluation for use during the academic evaluation or assignment;
 3. Communication in any manner with another student;
 4. Working with others on graded coursework, including in-class, on-line and take-home examinations;
 5. Possessing, reading, buying, selling, or using any materials intended for an academic evaluation or assignment in advance of its administration; or
 6. Viewing or appearing to view the answers of another student during an examination.
- C. Turning in the same work in more than one class (or when repeating a class), unless permission is received in advance from the instructor.
- D. Falsifying information for inclusion in an assigned paper, project, or exercise; including inventing or altering data from a laboratory or field project or creating fictional citations for a paper.
- E. Attempting to influence or change any academic evaluation, assignment, or academic records for reasons having no relevance to academic achievement. This includes, but is not limited to, bribery, threats, and making unauthorized changes to any academic record.
- F. Falsifying or misrepresenting attendance, hours, or activities in relationship to any class, internship, externship, field experience, clinical activity, or similar activity.
- G. Acting or attempting to act as a substitute for another or using or attempting to use a substitute in any academic evaluation or assignment.
- H. Facilitating, permitting, or tolerating any of the above-listed items.

II. Procedures for Handling Student Academic Misconduct

These procedures are designed to encourage a fair and appropriate response to allegations of

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

- A. Anyone with a good faith basis for believing a student has violated this policy may report the alleged violation to the responsible instructor, chair/director, dean, or appropriate designee within the academic unit. The person who pursues the allegation may be the responsible instructor or a designee appointed by the supervisor of the academic unit in which the course is located. It is expected that appropriate review and consultation with a supervisor or chair or dean is a part of this process.
- B. A faculty member or primary course instructor who suspects that a student has committed an act of academic misconduct:
 - 1. Shall notify the student of the nature of the allegation and offer the student an opportunity for an initial meeting to discuss the allegation and to present any relevant information. When possible, this initial meeting shall occur within five (5) School of Nursing working days of discovery of the alleged violation.
 - or
 - 2. Shall notify the student of the nature of the allegation and schedule an initial meeting with the student within five (5) School of Nursing working days of discovery of the alleged violation. The message shall contain the following: “This message concerns the (paper, report, assignment, etc.) that you submitted in partial fulfillment of the course requirement in your (course number and section) class on (date). My initial examination of that (paper, report, assignment) reveals that you may have violated the UNLV Student Academic Misconduct Policy. I request that you meet with me on (date of initial meeting) at (time) in (location).” (parenthetical material deleted)
- C. Proceedings in case discussions are informal and non-adversarial. The responsible instructor/designee may make a verbal agreement on, or provide the student with a written or electronic notice of, a scheduled meeting. The responsible instructor/designee may request a witness to be present for this meeting. In compelling circumstances, this initial meeting may also be referred to the appropriate Office of Student Conduct (OSC) officer or designee. This option shall occur only after consultation with OSC.
- D. The purpose of this initial meeting will be to review and discuss the charges before a decision is reached. The responsible instructor/designee may use documentary evidence, provided the student is allowed to respond to it at the meeting. At the sole discretion of the responsible instructor/designee, a student may bring relevant witnesses and/or an advisor. Neither the responsible instructor/designee nor the student may have legal counsel as their advisor at an initial meeting. The witness or advisor is not permitted to participate directly or speak for the student, but only may be present during initial meetings or any subsequent university hearings.

- E. At this initial meeting, the following results may occur:
1. The allegations are dismissed.
 2. The student accepts responsibility for the violation and accepts the academic sanction(s).
 3. The responsible instructor/designee believes a violation occurred with the student not admitting responsibility and requesting a hearing.
 4. The student accepts responsibility for the violation but does not accept the academic sanction(s) and requests a hearing.
- F. In any of the above circumstances, the “UNLV Alleged Academic Misconduct Report” form shall be completed with a signed copy being provided to the student. Authority and jurisdiction for actual determination of academic misconduct and appropriate academic sanctions are with the primary instructor of the class and/or assignment or the approved departmental process in accordance with the academic unit chair’s/director’s/supervisor’s/ dean’s approval. If the responsible instructor/designee facilitating the initial meeting is not the primary instructor, appropriate communication regarding such sanctions is necessary before signing the UNLV Alleged Academic Misconduct Report form.
- G. Upon completion of this initial meeting/approved departmental process, if the responsible instructor/designee believes academic misconduct has occurred at any level, he or she shall notify the Office of Student Conduct (OSC) for resolution of a UNLV Student Conduct Code violation. Notification to OSC shall include a copy of the signed UNLV Alleged Academic Misconduct Report form and copies of any relevant documentation used in determining the violation. The responsible instructor/designee shall forward the Alleged Academic Misconduct Report and copies of relevant documentation within ten (10) School of Nursing working days of discovery and/or the initial meeting with the student.
- H. OSC will inform the student per notification procedures specified in the UNLV Student Conduct Code. The student will be informed of his or her applicable rights and the process(es) for accepting the academic and conduct sanctions and/or appealing the academic decision and sanctions.
- I. If the student does not attend the initial meeting, the instructor shall forward the charge to the Office of Student Conduct.

Letters of Reference: Students requesting letters of reference/recommendation must make the request in writing or have signed the release of information form of the agency requesting the information.

ADVISORS AND MENTORING

Student Advisement and Consultation: All advising during the Pre-Nursing Major is rendered by the Pre-Nursing Advisors. After acceptance into the Nursing Program, advisement related to program contracts, such as progression or revision due to personal situations, is completed with the BSN Coordinator. Students are each assigned a faculty advisor following the Orientation to the Nursing Program. The student retains the Faculty Advisor for the duration of the nursing program. Students are encouraged to meet with their advisor at least once a semester to discuss student progress. Faculty Advisors may also contact their assigned students at least once per semester. Consultation concerning progression in course activities is completed with the instructor of each course. The advising list is emailed to students and is located on the bulletin board outside the School of Nursing main offices on the 4th floor in BHS.

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

ATTENDANCE AND CLASS POLICIES

Attendance in Classes and Clinical:

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

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

b. Children in Class: Neither students, nor faculty, shall bring babies or small children into the classroom or clinical practice area. Having babies and children in the classroom is disruptive, even when the visitors are quiet. Faculty do not wish to be placed in a position in which they must deny individual students the opportunity to attend class if they bring babies or children. Thus, students should make prior arrangements for appropriate child care.

B. Clinical Attendance Policy: Attendance is mandatory in all courses with a clinical component. Missed clinical days will be made up at the discretion of the instructor dependent on faculty availability, site availability, and/or appropriateness of situation for student to attend.

- a. **Tardiness:** arriving any time beyond the expected designated clinical start time.
 - i. First occurrence of tardiness will result in a clinical contract.
 - 1. Student will not be automatically sent home, unless appropriate (i.e. student not prepared for clinical, not dressed in appropriate attire, not physically or mentally able to provide patient care).

- ii. Second occurrence of tardiness in the same clinical will result in failure of that clinical.
- b. **No Call/No Show:** no notification to the clinical instructor of tardiness or absence for the assigned clinical shift. The student must call by two (2) hours after the start of the clinical day or it will count as a no call/no show; otherwise it is a tardy/unprepared.
 - i. One (1) No Call/No Show will result in a clinical contract across all levels.
 - 1. A meeting is required with BSN Coordinator, clinical faculty, and course coordinator (if applicable).
 - 2. A second no call/no show (in the program) may result in a clinical failure.
 - ii. Under extenuating circumstances (such as a major traumatic injury), the BSN Coordinator in consultation with the Associate Dean for Academic Affairs can waive this policy.
- c. **Absence:** any missed clinical day.
 - Two (2) missed clinical days will result in a failure of the clinical 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 during class and clinical. Students should not engage in personal conversations while faculty or peers are actively teaching or presenting. Students are expected to be on time for class and clinical. If unprofessional behavior is observed, a contract from the School of Nursing will be completed in E*Value, and/or dismissal from the program may occur.

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

Employment During the Nursing Program: Full-time students are encouraged not to engage in full-time employment while enrolled in the nursing program. A student's combined employment and semester-hour load should not exceed 40 hours per week. Students should be aware that the School of Nursing assumes no responsibility for their activities as an employee of an agency. The student is personally and professionally responsible and liable for any activity he/she participates in while employed. Students may not wear the UNLV insignia patch or UNLV student name tag at their place of employment. Students may not be absent from assigned clinical or class due to employment.

Social Media: The School of Nursing supports the use of social media to reach audiences important to the University such as students, prospective students, faculty, and staff. The University presence or participation on social media sites is guided by university policy.

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social

media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content.

Social media platforms may include (but are not limited to) the following:

- Blogging – Blogger, LiveJournal, Xanga
- Microblogging – Dailybooth, Foursquare, Google Buzz, Posterous, Tumblr, Twitter, Instagram, Snapchat
- Podcasting – Blubrry
- Social networking – Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut
- Social news sharing – Digg, Reddit
- Social bookmarking/social tagging – Delicious, Diigo, Google Reader, StumbleUpon
- Video hosting – Vimeo, YouTube

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain as follows: the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and university reputations.

PROCEDURE:

- I. Violations of patient/client privacy will be subject to HIPAA procedures/guidelines and consequences.
- II. Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- III. Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.). Students in violation will be subject to UNLV's Student Conduct Code regulations.

UNLV School of Nursing Social Media Policy is adapted with permission from:

- Social Media Policy, Student Handbook of Purdue University School of Nursing
- National Student Nurses' Association, Inc: Recommendations For: Social Media Usage and Maintaining Privacy, Confidentiality and Professionalism

CLINICAL POLICIES

Agency Contract Requirement: 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 policies such as background checks, immunizations, drug testing, malpractice and health insurance requirements. 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. Students may suggest possible sites for clinical placement, but the actual contracting for the clinical experience must be initiated by a nursing faculty member.

Attire in Clinical Area: 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.

Clinical Dress Code:

I. Clinical Dress Code:

A. Uniforms and Shoes

1. 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 (top and trousers) and a white lab coat. Both the uniform and the lab coat require a patch with the UNLV insignia on the left sleeve. Clean **white** leather shoes are required. As specified in OSHA standards, shoes must have impermeable enclosed toes. Socks or pantyhose must be worn.
2. When providing direct patient care in acute care settings, the official UNLV red uniform and School approved 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.
3. 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.
4. 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.

B. Name Tag and Insignia

1. The UNLV student name tag and insignia are required in the clinical area. Student identification name tags must include the student's first name and

last initial. Students are responsible for **sewing** the insignia on the left sleeve of the uniform and optional lab coat.

C. General Grooming

1. Students are expected to be free of body odor. This includes use of deodorant, daily showering/bathing, and oral care. The use of perfumes and/or fragrances is not allowed in the acute care setting 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. Makeup should be subdued.

D. Hair

1. Hair should be clean and neatly groomed. 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. Hair should be in natural colors. Male students are to be clean shaven or have a neatly trimmed beard.

E. Fingernails

1. 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.

F. Jewelry

1. In the clinical area, and in SON uniform, 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, or other body piercing). All visible tattoos must be covered. A waterproof wristwatch with a sweep hand or a digital seconds display is required.

G. Students in Psychiatric/Mental Health Nursing and Community Health Nursing Practicum courses

1. Each student must obtain a black polo shirt from the School of Nursing preceding the first community clinical experience. The length of the shirts must allow the shirt to be tucked in. The midriff and/or cleavage must not show, including when the student extends arms fully up or when the student bends over. Each student will be responsible for purchasing their own pair of black slacks. These must be business professional black slacks. No denim, no leggings, no exercise/workout pants, no sweatpants, and no cargo pants. 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 colored athletic shoes are appropriate. The school approved 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.

II. Patient Confidentiality

- A. 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 School 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.

III. Clinical Skills Checklist

- A. 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 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 in the Nurse Apprentice Program, or similar work positions.

IV. Clinical Evaluations

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

V. Transportation to Clinical Sites

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

Student Health, Background, and Safety Policies: All School of Nursing students must comply with communicable requirements and verify a health history and physical prior to beginning initial nursing course and as required by the School of Nursing and the clinical agencies in which they are placed. The student is responsible for providing the School of Nursing with records of:

1. Common communicable disease immunization or immunity (flu, MMR, Tdap, Varicella)
2. Hepatitis B immunization
3. Annual screening for tuberculosis or x-ray follow-up
4. Health history and physical
5. Basic Life Support Skills Validation (required every 2 years)
6. Documentation of current health insurance
7. Negative drug screen prior to initial enrollment in the nursing classes
8. Background check

I. Immunizations

A. Immunity/Screening Criteria

1. In order to be in compliance with the mandatory immunization requirements, students will meet the following criteria:
 - a. Measles

- i. Born before 1957 (probably infected naturally); **or**,
 - ii. Laboratory confirmation of disease **or**,
 - iii. Laboratory evidence of measles immunity; **or**,
 - iv. Adequate immunization with two doses of live measles after the first birthday, and no less than one month apart.
 - b. Mumps
 - i. Born before 1957 (probably infected naturally); **or**,
 - ii. Laboratory confirmation of disease ; **or**,
 - iii. Laboratory evidence of mumps immunity; **or**,
 - iv. Adequate immunization with 2 doses of live mumps vaccine on and/or after first birthday.
 - c. Rubella
 - i. Born before 1957 (probably infected naturally); **or**,
 - ii. Laboratory evidence of immunity; **or**,
 - iii. Immunization with 2 doses of live virus on and/or after first birthday.
 - d. Tetanus, Diphtheria, and Pertussis (Tdap)
 - i. Record of booster within the last 10 years
 - ii. If the student is pregnant, Tdap should be given during each pregnancy
 - e. Hepatitis B
 - i. Completed vaccine series (initial, one month, six months); **or**,
 - ii. Evidence of Hepatitis B vaccination series in process, with completion of series by the start of the second semester of study in the School of Nursing; **or**,
 - iii. Laboratory evidence of Hepatitis B immunity within preceding 12 months.
 - f. Tuberculosis
 - i. IGRA blood testing (QuantiFERON-TB Gold in tube (QFT)); **or**
 - ii. Evidence of chest x-ray and medical follow-up for those with past history of positive reactivity.
 - g. Varicella
 - i. Completed vaccinations; **or**,
 - ii. Laboratory evidence of immunity.
 - h. Flu shot (BSN only)
 - i. Record of flu shot each fall
- B. Documentation of Immunizations or Immunity
 - 1. Nevada Administrative Code (NAC) Chapter 441 A.755 requires that all students, regardless of age, must provide documentation of having received the Tetanus Diphtheria (Td) immunization within the last 10 years or exemption. In addition, students born in or after 1957 must provide proof of immunity for the following: two doses of Measles, Mumps, & Rubella (MMR). This information is provided to Student Enrollment Services prior to admission to the university.

2. When admitted to the School of Nursing and prior to attendance of the first nursing classes, students will need to provide evidence of: 1) required immunizations, 2) documentation related to the BCLS-Health Provider Card, 3) Health History and Physical Examination (Attachment #1), and 4) evidence of a negative drug screen. Documentation must be submitted to the appropriate program administrative assistant (AA) by the date designated in contract signing.
3. Current students and their immunization status will be maintained by the appropriate program AA, and will be available for faculty access as needed through E*Value.
4. Students who are enrolled in the nursing program who do not submit all required forms to the appropriate program AA by the date designated may be removed from courses and potentially the nursing program.
5. If the student has been in the program for a length of time that the TB/QuantiFERON Gold, Tdap, and BCLS data must be updated, the updating must occur prior to the beginning of the semester with documentation submitted to the appropriate program AA. If the returning student is non-compliant, the student will not be allowed to enroll in any course.

II. Exposure to Communicable and Bloodborne Pathogens

A. Exposures to Communicable Diseases

1. Students will report exposure to any communicable disease, which may be hazardous to patients or other health care providers, to their supervising clinical faculty.
 - a. The supervising faculty member will report the incident to the Program Coordinator as soon as possible on the day of the incident. If the Program Coordinator is not available, the faculty member must report to Associate Dean for Academic Affairs or Dean. A written report describing the exposure incident and subsequent actions taken should be placed in the student's file and copied to the Program Coordinator and Associate Dean for Academic Affairs.
 - b. The faculty member will report the incident to the infection control department and/or nursing administration of an involved clinical agency prior to leaving the clinical facility.

B. Exposure to Blood and Body Fluids

1. If the student sustains an exposure to blood and/or body fluids, the student must immediately report, within 10 minutes, this exposure to the clinical instructor and the charge nurse on the unit. If the student is unable to immediately contact the clinical instructor, the School of Nursing is to be contacted.
 - a. The student should then go to the nearest Emergency Department or Laboratory Service and ask for baseline lab testing for HIV and Hepatitis B titer. It should be noted that the institution or agency where exposure has occurred has no responsibility to provide any testing or treatment related to the exposure. The person to whom

the student has been exposed (the source patient) should be tested for Hepatitis and HIV antibodies. The agency in which the exposure occurred, may or may not, pay the cost of the lab draw on the source patient. When indicated, the Centers for Disease Control (CDC) recommends initiating post-exposure prophylaxis against HIV as close to the time of exposure as possible, ideally within one hour and continuing for 4 weeks.

- b. The faculty member will report the incident to the Program Coordinator and provide a written report describing the exposure incident, including degree of risk considering client status and type of exposure and subsequent actions taken. The faculty member will report the incident to the infection control department and/or nursing administration of an involved clinical agency prior to leaving the clinical facility. The Infection Control department may be a resource in determining the degree of risk in the exposure.
- c. The incident report will be filed in E*Value and notification made to the appropriate program coordinator as well as the Associate Dean for Academic Affairs.

III. Health and Safety

A. Health History and Physical

1. Prior to admission to a nursing program, students must submit documentation of a current (within previous 6 months) health history and physical examination (Attachment #1).
2. Students are also expected to meet any additional requirements for health history and physical examination as determined by their health care provider or required by the clinical agencies in which they are placed.
3. The Health History and Physical documentation will be maintained by the appropriate AA, and will be available for faculty access as needed through E*Value.
4. Students who are enrolled in the nursing program who do not submit all required forms to the appropriate AA by the date designated may be removed from courses and potentially the nursing program.

B. Basic Life Support Validation

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

C. Health Insurance Validation

1. Students are required to maintain currency of health insurance. The student is responsible to determine that their health insurance coverage includes provisions for emergency room visits in the event of a needle stick or other high risk exposure in the clinical setting, as well as the costs of anti-HIV drugs if the physician determines the medications are warranted.
2. Each semester the BSN AA maintains copies of health insurance verification cards for all students and enters copies into E*Value.

D. Injury/Illness in the Clinical Area

1. Faculty member assesses the extent of the injury to determine if the student can remain in the clinical area.
2. If the faculty member determines that the student should seek medical care, the student is referred to his/her private physician.
3. Student and faculty member must complete an incident report if required by the clinical agency.
4. Billing of charges will be to the student's insurance company, the clinical agency has no responsibility for treatment charges.
5. In the event of pregnancy, students may continue in the clinical experience accordance with the direction of their personal physician.
6. Students with health conditions which interfere with their ability to perform essential tasks as described in this document (Attachment #2) will be referred to the Program Coordinator for recommendations.

E. Negative Drug Screen

1. Prior to enrollment in the initial semester of the nursing program, students must participate in a drug screen.
2. The following procedure is to be followed:
 - a. The student receives instructions and pays for the drug screen at www.precheck.com by clicking the Student button and following the instructions.
 - b. If the results are negative, no additional actions are required. If the results are positive, the appropriate Coordinator notifies the student that he or she will not be admitted to the program.
 - c. Students who do not maintain continuous enrollment in a course with a clinical component must document a negative drug screen prior to beginning courses.
 - d. When a student's behavior suggests impairment,
 - i. The student will need to notify a friend or family member to drive him or her to the nearest contracted laboratory for testing.
 - ii. The student must arrive at the laboratory within two hours from pick up. If arrival to the laboratory is after this time, the student may be dismissed from the program.
 - iii. The student will be directly supervised until picked up.
 - iv. If the student is not picked up, then the plan for testing is at the discretion of the clinical instructor in consultation with

the program coordinator and/or Associate Dean for Academic Affairs.

- v. If the student refuses testing, the student will be immediately dismissed from the program.
 - e. Faculty instructor will then utilize the policy related to Removal from Clinical Experience.
 - f. If drug screen produces positive results, the policy related to Removal from Clinical Experience will be followed, including and up to dismissal from the program.
- F. Clear Background Check
- 1. Prior to enrollment in the initial semester of the nursing program and every two years from the initial check, students must complete a background screening through PreCheck, Inc.
 - 2. Payment to PreCheck, Inc. for the background check is a student responsibility.
 - 3. Students will log on to www.precheck.com, click the Student button, and follow the instructions.
 - a. The hospital will review the PreCheck report and decide whether the student is cleared to be in clinical at its site. The hospital will notify the UNLV School of Nursing (UNLV SON) if there is a problem.

I. **Removal of Student from Clinical Experience:** (Policy S-4) Procedure for Removing a Student from the Clinical Setting or Denial of Access to the Clinical Setting for a **Single Assignment Period.**

- A. 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 or peers;
 - f. engaging in practice when not mentally or physically fit; or

- 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. Documents behavior or incident using E*Value “On-the-Fly” report and in student’s E*Value biographical data page. Anecdotal notes by the faculty member or clinical agency personnel should be included in student’s file if appropriate. If E*Value is not operating or unavailable, *Removal from Clinical Experience* form (Attachment #1) can be used as back-up until E*Value is operating or available.
4. Provides follow-up guidance in writing to the student by printing the E*Value form, which outlines the observed behavior and requirements for return to the clinical area and patient care. Student signs this form prior to returning to the clinical area.
5. Informs the program coordinator and course coordinator (if applicable) on the day of the decision. If *Removal from Clinical Experience* form (Attachment #1) was used, a copy must be provided to the program coordinator within three (3) School of Nursing (SON) business days.
6. Copies the signed, printed E*Value copy or, if necessary, Attachment #1, places it in the student’s file, and sends a copy to the Associate Dean for Academic Affairs and appropriate program coordinator.

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

A. A student may be immediately removed from a course, and afforded a subsequent review conference, if the student’s actions related to the course have caused life, health, or safety risks, or course or program disruption. When a *faculty member* determines, in consultation with the program coordinator, 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 program coordinator 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 program coordinator examines the situation.
 - a. The program coordinator may discuss with faculty members teaching concurrent or previous clinical courses, and review documentation from previous course work.
 - b. The program coordinator will meet with the student. The student shall have the opportunity to provide clarifying information or documents to support their case.
 - c. The program coordinator 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 program coordinator is to remove the student, the program coordinator meets with the Associate Dean for Academic Affairs and provides a written decision with rationale, and with conditions that could allow for reinstatement in the clinical setting in subsequent semesters.
5. The Associate Dean for Academic Affairs, program coordinator, and faculty member meet with the student within five (5) SON business days to discuss the decision, the rationale and conditions for reinstatement and have the student sign the printed E*Value “On-the-Fly” report form or the *Removal from Clinical Experience* form (Attachment #1) (if E*Value is not operating or unavailable).
6. The faculty member copies the signed, printed E*Value copy or, if necessary, Attachment #1 and places in the student file and sends a copy sent to the Associate Dean for Academic Affairs and appropriate coordinator.
7. The student has the right to challenge this academic determination under the academic grievance procedures found in *Student Grievance Policy and Procedure*. Student Grievance Policy.
8. Because the theory and clinical portion of the course are combined and the student must pass both to receive a passing grade in the class, the student will not be allowed to participate in the theory portion of the class until reinstatement occurs.

III. **Removal from All Clinical Settings (Suspension from the School of Nursing):**

Procedure for Removing a Student **from All Clinical Settings** (Dismissal from the School of Nursing).

- A. When a faculty member in consultation with the program coordinator 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 program coordinator and the Associate Dean for Academic Affairs the observed behaviors, the problems identified, the guidance/teaching strategies employed, including remediation and outcome, and the rationale for a recommendation to remove the student from all clinical settings.
 3. The program coordinator and Associate Dean for Academic Affairs examine 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 Associate Dean for Academic Affairs meets with the student to discuss the student's perceptions.
 - c. The program coordinator and Associate Dean for Academic Affairs make a determination of whether or not the rationale for recommendation to remove the student from all clinical settings is soundly based and documented.
4. The Associate Dean for Academic Affairs provides a written decision within five (5) SON business days with rationale and suggestions for assisting the student in E*Value. The Associate Dean for Academic Affairs meets with the student and informs him/her of the decision, rationale and suggestions for assistance. The student receives a copy of the printed E*Value "On-the-Fly" report from and the Removal from All Clinical Experiences form (See Attachment #2) and is requested to sign both.
5. The Associate Dean for Academic Affairs informs the student in writing of the consequences of dismissal from the School of Nursing.
6. The student may complete remaining non-clinical coursework in the semester of removal if she/he desires and if documented behaviors have no potential risk to classmates and/or faculty.
7. The student has the right to challenge this academic determination under the academic grievance procedures identified in the Student Grievance Policy and Procedure.
8. Serious cases of misconduct, as defined by the *Rules and Disciplinary Procedures for Members* of the University Committee, will be referred to the Administrative Officer for appropriate actions.

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.

1. 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. Complete the math exam up to the semester level in which the student seeks readmission.
2. Students who have not been enrolled in a nursing program for 3 semesters 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. Successful completion of the skills proficiency demonstrations, which test behaviors up to the semester level in which the student seeks readmission. Complete the math exam up to the semester level in which the student seeks readmission.
3. 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.

Health Conditions of a Continuing Nature and Clinical: In the event of pregnancy, students may continue clinical in accordance with agency policy. Student health problems of a continuing nature may be referred to the Student Affairs Council for recommendations.

Transportation to Clinical Sites: Students must provide their own transportation to the various agencies for clinical experience.

EXAMINATIONS, EVALUATION, AND GRADING POLICY

Examinations During the Semester: It is expected that students take examinations on the date and at the time scheduled. It is the student's responsibility to notify the instructor **prior** to the exam time if she/he will not be able to take the exam as scheduled. Make-up exams will be at the discretion of the instructor. If a student misses an examination without prior approval by the instructor, a grade of "F" will be recorded for the examination. It is the instructor's responsibility to make known the tentative dates of examinations and method of final grade calculation at the beginning of the semester.

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

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

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

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

No faculty member is allowed to grant extra credit to any student in any NURS course, except for NURS 299.

Posting of Grades: Faculty most frequently will post grades on WebCampus. 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 carried out to two decimal places. The point value will not be increased to the next highest number for the final course grade. For example, 74.99 will not be rounded up to become 75.

Grade Recorded when a student does not pass the clinical portion of the course: The clinical portion of the course is graded on a pass/fail basis. Because the clinical portion of the course is an integral portion of the course, if the student does not successfully complete the clinical portion of the course, 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 exams 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 on the exams will be the grade recorded for the class. For example, if the student earns an average of 69% on the exams, the grade recorded will be D+. Students who achieve a score of 75% or above on the course exams will receive a grade which reflects all of the course evaluation data utilized 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. 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.

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

Procedure for Math Competency Exams:

1. Competency of math calculation will be demonstrated in the BSN Coordinator-designated theory courses that have a clinical component.
2. In those courses, **one exam must be designated as the math exam upon which the student must demonstrate achieving 100% prior to the end of the semester. The maximum number of attempts is three.**
3. The exam must be proctored. The testing may be done using the learning management platform if proctored. The faculty member will identify the dates that the test will be available. The test date will be placed on the master calendar of the Level.
4. If the student does not achieve 100% on the designated math exam, remediation must occur prior to retaking the examination. The faculty member may designate how remediation will occur (e.g., practice exams, drill and practice on the computer). The student will be required to demonstrate to the faculty member that remediation has occurred (e.g., copies of practice exams, print-out of drill and practice data, etc.).
5. The math score on which the student achieves the 100% may or may not be used in the computation of the final grade.
6. The student cannot progress to the following semester until the student achieves 100% on the designated outcome test.

Standardized Testing: Undergraduate students participate in a standardized testing program throughout their curriculum. Selected standardized exams are required each semester and scores may be used as part of the final course grade.

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 NCLEX-RN. Numerous computerized tests prepared by non-faculty offer opportunities for students to further increase their test taking skills. An improvement in NCLEX-RN 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:

1. The faculty agrees upon which HESI exams, and at what point in the curriculum, the exams will be given. This schedule is distributed to the levels and revised as necessary.
2. Students take the HESI exams at the designated point in the curriculum. HESI exams will be given on campus in computer labs or the classroom.

HESI Schedule:

Level I

Patient Centered Care: Basic Principles

Level II

Nursing Care of the Adult Medical-Surgical Patient

Foundations in Pharmacology and Pathophysiology Across the Lifespan

Level III

Nursing Care of the Childrearing

Nursing Care of Woman and Childbearing Families

Nursing Care of Older Adults

Level IV

Care of Individuals Experiencing Emotional or Mental Health Disruptions

Nursing Leadership and Transition into Practice

RN Exit

PROGRAM PROGRESSION, WITHDRAWAL, DISMISSAL, AND REINSTATEMENT

Program Completion: From the time of the student's enrollment in the first nursing class, the program must be completed in three calendar years. If completion is not achieved within this time period, the student will have to petition the Student Affairs Council for an extension, and the student may be asked to repeat courses taken prior to the three year time limit.

I. Progression:

- A. 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. **Student Must Achieve a C (2.0) in all Nursing Courses to be Considered Successful**
1. Definition of non-successful:
 - a. dropping a class in which the student has an average below C at the date of withdrawal from the course
 - b. failing the clinical/lab component of a clinical/lab course
 - c. completing the course with a grade average below C (2.00)
 - d. obtaining an F grade resulting from failure to withdraw from the class
 - e. having an average below C (2.00) at the time of complete withdrawal from UNLV.
 2. Unsuccessful in one nursing course:
 - a. 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
 3. Unsuccessful in two nursing courses:
 - a. If a student receives less than a C (2.00) in two nursing courses with the NURS prefix 300 and above (which may occur in the same semester or in different semesters), the student will be dismissed from the School of Nursing (SON).

II. Withdrawal from Nursing Courses

- A. Withdrawal when Successful and Passing:
1. 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 2.0 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).
- B. Withdrawal when Failing Present Course, but Successful in Other Nursing Courses:

1. If a student withdraws from a nursing course when the student's grade at that point in the course is less than 2.0 (C), the withdrawal will be considered an unsuccessful completion of the course. If the student has been successful in all other nursing courses, the withdrawal will be considered the student's first unsuccessful nursing course. The student will be allowed to repeat the nursing course when available. It is not necessary for the student to petition to retake the course.
- C. Withdrawal when Passing Present Course & Unsuccessful in Other Nursing Course:
1. If a student has been unsuccessful in a previous nursing course, and withdraws from a current nursing course with a passing grade (2.0) at the time of withdrawal, the withdrawal will not be considered a 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.
- D. Withdrawal when Failing Present Course & Unsuccessful in Other Nursing Course:
1. If a student has been unsuccessful in a previous nursing course, and withdraws from a current nursing course when failing (grade average less than 2.0), the withdrawal will count as the second unsuccessful course. The student will be dismissed from the program of nursing. The student will be allowed to continue taking any non-clinical nursing courses enrolled in for that semester.
- E. Withdrawal from Two Nursing Courses when Failing:
1. If a student withdraws from two nursing courses when failing (whether in the same semester or two different semesters) the student is dismissed from the nursing program. Withdrawing when failing is considered unsuccessful, and two unsuccessful nursing courses are criteria for dismissal.
- F. Decisions related to grading will be determined by the faculty member according to the work the student has made available to the faculty member at the time of withdrawal. It is the student's responsibility to obtain written documentation from the course instructor to verify the passing/failing status at the time of withdrawal.
- G. 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. This policy would affect students as illustrated in the following example: NURS 350 identifies the following courses as prerequisites:(NURS 305, 306, 307, 329, & 342– including any corresponding clinical/lab components of same; if the student had not completed all of those courses with a satisfactory grade, the student could not enroll in NURS 350.

III. Temporary or Long-Term Suspension from a Course(s) or the SON

- A. A temporary suspension lasts five (5) SON business days or fewer. A long-term suspension is a suspension lasting greater than five (5) days.
- B. Based on Unsafe or Unprofessional Conduct in Classroom, Lab, or Clinical Setting
 - 1. 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.
 - 2. 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.
- C. Steps in Suspension Procedure
 - 1. The instructor will make the initial judgment as to a student's unsafe or unprofessional behavior. After conferring with the student concerning the behavior or incident, the faculty member has the right to immediately dismiss the student from the instructional area until further judgments regarding progression in the course can be made. The individual instructor must notify the course coordinator (if applicable), as well as the BSN Coordinator, the day of the decision and document the incident in E*Value within three (3) SON business days. (See *Removal from Clinical Experience* in the Student Policies Section for clinical removal).
 - 2. For serious cases of misconduct, the individual instructor or the course coordinator (if applicable) will contact the BSN Coordinator and Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will contact the Office of Student Conduct to determine its level of involvement.
- D. Removal of Suspension
 - 1. Temporary Suspension:
 - a. Student must review and sign the E*Value contract before returning to course.
 - b. Student must successfully fulfill the expectations stated in contract to pass the course.

2. Long-term Suspension:
 - a. Students must present evidence in a written statement and/or contract to the Associate Dean for Academic Affairs and/or the Office of Misconduct that deficiencies have been corrected.
 - b. The clinical instructor, the course instructor, and the BSN Coordinator must all agree that the suspension can be removed.

IV. Dismissal from the SON

- A. Based on Academic Performance
 1. Unsuccessful completion of two or more nursing classes will result in immediate dismissal from the SON.
 2. Associate Dean for Academic Affairs notifies the student in writing of dismissal from program.
- B. Based on Unsafe or Unprofessional Conduct in Classroom, Lab, or Clinical Setting
 1. Egregious or repetitive cases of unprofessional conduct or unsafe practice.
 2. Procedures are outlined in S:4 Removal from Clinical Experiences policy
- C. Reinstatement to the Undergraduate Program following dismissal:
 1. Re-admission requires a petition for readmission and subsequent approval by the SON's Student Affairs Council. If the Student Affairs Council recommends re-admission, the recommendation may include stipulations. Readmission is not automatic and is dependent upon the student's total record of performance. The privilege of reinstatement is granted only once at the next opportunity that class space is available. Student Affairs Council will notify student in writing whether petition is denied or granted.
 2. After dismissal, a student must petition for readmission.
 3. Students must be prepared to present evidence in a written statement that deficiencies have been corrected.
 4. Placement of students readmitted to a program in nursing shall be determined by the Student Affairs Council and are based on availability of space.
- D. Petitions for any other issues may be made to the University 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.

PETITION, GRIEVANCE AND APPEAL DIRECTIVES

School of Nursing Student Grievance Policy: In the event a student of the SON believes he or she has been discriminated against on the basis of sex, race, religion, age, handicap, or national origin, the student is advised to contact the University Office of Diversity Initiatives. Further procedures will be initiated through the University Affirmative Action Office.

Any situation in which a student alleges that a SON administrative or academic policy is faulty or its application has resulted in unfair treatment is considered grievable. The burden of proof to establish a case for a hearing rests with the student. All forms for the grievance process are obtained from the Student Affairs Council. The student first follows the Informal Grievance Procedure. The student's Faculty Advisor, or alternate, may be used for consultation by the student, faculty, or administrator during any phase of the Informal Process. If the grievance is not resolved through the informal procedure, a formal grievance may be filed.

Informal Grievance Procedure:

Informal procedure: The informal procedure will be instituted within a reasonable time but no later than the midterm of the semester following the event, and the student will use the Grievance Resolution Form I to document all events. The Faculty Advisor may be consulted by the student, faculty member(s), or administrator(s) during any phase of the informal process. The student must consult the student's Faculty Advisor no later than Step 2 for grievances involving an administrator(s) or Step 3 for grievances involving a faculty member(s).

1. If the complaint involves a faculty member(s):
 - a. (Step 1) The student will try to arrive at an acceptable resolution of the grievance with the faculty member(s) in question.
 - b. (Step 2) If no acceptable resolution is reached in Step 1, the student will meet with both the faculty member(s) and the course coordinator.
 - c. (Step 3) If no acceptable resolution is reached in Step 2, the student, in consultation with the student's Faculty Advisor, will meet with the faculty member(s) and the appropriate Program Coordinator.
 - d. (Step 4) If no acceptable resolution is reached in Step 3, the student may institute a formal grievance in consultation with the student's Faculty Advisor.
2. If the complaint involves an administrator(s):
 - a. (Step 1) The student will try to arrive at an acceptable resolution of the grievance with the faculty administrator(s) in question.
 - b. (Step 2) If no acceptable resolution is reached in Step 1, the student's Faculty Advisor will meet with the administrator(s) and the Chair of the Student Affairs Council.
 - c. (Step 3) If no acceptable resolution is reached in Step 2, the student and Faculty Advisor will meet with two non-officer members of the SON Faculty, the Chair of the Student Affairs Council, and the involved Administrator.

- d. (Step 4) If no acceptable resolution is reached in Step 3, the student may institute a formal grievance in consultation with the Faculty Advisor.
3. If the complaint involves a policy(ies): (Grievance petitions sent directly to the Student Affairs Council (SAC) include pre-nursing and dual failures)
 - a. (Step 1) The student files the petition.
 - b. (Step 2) The petition is sent to the SAC chair.
 - c. (Step 3) The SAC chair determines the time sensitivity of the petition.
 - d. (Step 4) If time sensitive, materials shall be sent out to the council members immediately for review.
 - (a) Council members are to reply only to the Chair within 72 hours with their decision.
 - (b) If council members have a conflict with the individual student (i.e. prior faculty or current faculty), then they are excused from the council. A non-involved faculty member will be asked to vote on the petition.
 - (c) After the decision is made, the SAC chair writes the petitioner with the final decision.
 - e. (Step 5) If not time sensitive, then petitions will be discussed at the monthly SAC meeting.
 - (a) Members make final decision regarding the petition.
 - (b) The SAC chair provides written notification of the decision.

Formal Grievance Procedure:

Formal procedure

1. (Step 1) Upon receiving the Grievance Resolution Form I, the Associate Dean for Academic Affairs of the SON shall determine whether the grievance is of a nature as to warrant a hearing. The Associate Dean for Academic Affairs of the SON will initiate use of Grievance Resolution Form II (Formal Procedure).
2. (Step 2) If it is determined that a hearing shall be held, the Associate Dean for Academic Affairs of the SON will notify the Chair of the Student Affairs Council who will notify the student, hereafter known as the complainant, and faculty member(s) or administrator(s) now referred to as respondent(s).
3. (Step 3) The Grievance Committee will meet within five (5) days of notification and decide on a meeting time and place for the hearing, and set up time lines for submission of further documentation and supporting evidence including witness lists by both the complainant and respondent(s).
4. (Step 4) The hearing will be held during a school day in the SON and will be scheduled within ten (10) days of notification of parties in Step 2.
5. (Step 5) The Secretary of the Grievance Committee will notify all parties of the hearing; when and where it will be held; deadline for submission of supporting documents and evidence including names of witnesses; a list of the

- Grievance Committee members; and when the complainant, respondent(s), and Grievance Committee members may obtain copies of all materials.
6. (Step 6) The complainant and the respondent(s) must submit to the Secretary of the Grievance Committee all documents and supporting evidence, name of advisor, and names of witnesses five (5) school days prior to the hearing.
 7. (Step 7) The Secretary of the Grievance Committee will have available all materials three (3) school days prior to the hearing. All parties are responsible for obtaining all materials from the Secretary of the Grievance Committee or her designate.

Grievance Committee: The Grievance Committee is a subcommittee of the Student Affairs Council (SAC). One student representative will represent each of the levels 2-4, and there is one graduate student.

Hearing Process: The procedure for the hearing process can be obtained from the Chair of the Student Affairs Council. A written report at the conclusion of the hearing is sent to both parties, and the Dean of the SON within two school days. Either party may appeal the decision of the Grievance Committee to the Dean of the SON, or the person acting in that position. An appeal may be initiated by filing a written notice of appeal with the Dean of the SON. The appeal should include a memorandum stating the grounds for the appeal(s), and should be submitted no later than seven school days after the date of the written findings and decision(s) of the Grievance Committee is received.

Failure to Appear: Failure of the complainant to appear at the hearing implies that the grievance is withdrawn and the hearing will be dismissed. Failure of the Respondent(s) to appear implies that he/she does not wish to speak and the hearing will continue in his/her absence.

Record of the Hearing: A record of the vote and one copy of all material, including the Grievance Resolution Forms I and II, will be sealed and kept in the office of the Dean of the SON for at least five years.

CHAPTER V

UNDERGRADUATE FEES AND EXPENSES

Full and complete information on fees, refund policies, consequence of delinquent accounts and procedure for time payments is available in the university Undergraduate Catalog. Further information per semester is available from the School of Nursing Student Services Director.

FINANCIAL AID

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

Applicants who wish to be considered for undergraduate scholarships, grants, fee waivers, federal loans, and the federal college work study program must complete a FAFSA (Free Application for Federal Student Aid) by going to <https://fafsa.ed.gov/> and submitting their information. FAFSA applications are available each year beginning January 1. UNLV Financial Aid does give priority consideration to all those who have completed their FAFSA by February 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 School of Nursing faculty select the students based on specific criteria. Some require applications be completed and the candidate for the award selected in collaboration with the donor. Additional information can be obtained from the School of Nursing Student Services Director. All students who have completed a FAFSA are automatically considered for all scholarships provided to and controlled by the School of Nursing. 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.

- Clark County Medical Society
- Department of Nursing Alumni Association
- Devore Family Nursing Scholarship
- Edward and Shauna Smith Scholarship
- Elizabeth Wilhelm Memorial Scholarship
- Harold L Boyer Nursing Scholarship
- Harry and Rebecca Lahr Foundation Scholarship
- Mary Lou Loveday
- Maria Tiberti Nursing Scholar
- Rappaport Foundation Scholarship

Marion Smith Health Profession Loan: Nursing students may borrow up to \$1,000 per Academic year (Fall, Spring, Summer). Interest rate will be 3%. Interest and loan repayment begin one year after graduation. Applications are available in the School of Nursing office in BHS 419 or call 702-895-3360.

CHAPTER VI

GRADUATION

UNIVERSITY PROCEDURES

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

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

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

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

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

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

At commencement, each senior graduating from the School of Nursing is eligible for graduation Honors. The minimum UNLV GPA for recognition changes each year, but is similar to:

Summa Cum Laude	=	4.0
Magna Cum Laude	=	3.8557
Cum Laude	=	3.6662

Transcript of Credit: Official transcripts are copies of student academic records of all work attempted at UNLV and bear the seal of the university and the signature of the Registrar. Upon written request from eligible students, the Office of the Registrar will issue official UNLV transcripts. Transcripts of work from other institutions will not be issued. Transcripts are not issued for any student having a delinquent indebtedness to the university.

Work in progress does not appear on the transcript and is not entered until the semester of registration period officially ends.

HONORS AND AWARDS

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

1. School of Nursing Alumni Association Award: Presented to two graduates from the baccalaureate program each semester. These awards are: Academic Excellence and Clinical Excellence.
2. Dean of Nursing School Awards: The Dean of the School of Nursing presents 2 awards at the Recognition Ceremony held before graduation. These awards are: The Spirit of Nursing and the Leadership Award.