



**THE UNIVERSITY OF NEW
MEXICO COLLEGE OF NURSING**

**MASTER OF SCIENCE IN NURSING
and Post Master's Certificate
STUDENT HANDBOOK
2015 – 2016**

Revised June 5, 2015



Let your career soar to new heights
at University of New Mexico
College of Nursing

<http://nursing.unm.edu/current-students/Student-Handbooks.html>

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INTRODUCTION

The Master of Science in Nursing (MSN) and Post Master's Certificate (PMC) Student Handbook has been developed to help students find the answers to common questions that arise as they progress through the master's program. Policies and procedures included in this document are subject to change and may be superseded by the policies of your concentration or changes in University or College of Nursing (CON) policies. When changes occur, updated information will be provided, and the handbook will be revised to reflect the changes for the following academic year. You will be notified via e-mail that the most current version is on the College of Nursing website.

Students in the nursing program are subject to the general policies, procedures, and specific regulations described in the appropriate sections of the *UNM 2015-2016 Catalog* and *The Pathfinder-UNM Student Handbook* that are/were in effect at the time of admission or readmission. *The Pathfinder* can be found at: <http://pathfinder.unm.edu/> and includes Campus Policies. All students are responsible for compliance with the rules and regulations set forth in that catalog and handbook. Sections that contain policies for MSN students can be found in the *University of New Mexico Catalog*, —The Graduate Program. In addition, important messages will be sent to you through your UNM email, i.e. yourid@salud.unm.edu.

This MSN/PMC handbook does not constitute a binding contract between the CON and the student, and does not supersede information and binding policies that are described in the *UNM 2015-2016 Catalog*. Students and faculty are encouraged to refer to the *UNM 2015-2016 Catalog* as their definitive source of information. Do not hesitate to contact the graduate advisor in CON Student Advisement, your concentration coordinator, or your faculty advisor with additional questions.

Graduate Student Orientation

It is expected that all new graduate students complete the mandatory Graduate Student Orientation. This can be accessed from the CON home page under the *Current Students, MSN Students* icon or go to <http://nursing.unm.edu/current-students/msn-students/index.html>. In addition, a campus-based orientation will be offered for graduate students who are admitted after December, 2015.

INSTITUTIONAL CONTEXT

The CON is part of the Health Sciences Center (HSC) at the University of New Mexico (UNM) in Albuquerque. The vision, mission, values, and goals of the HSC and CON are presented below.

Health Sciences Center: Vision, Mission, Values, and Goals

HSC Vision

The University of New Mexico Health Sciences Center will work with community partners to help New Mexico make more progress in health and health equity than any other state by 2020.

HSC Mission

Our mission is to provide an opportunity for all New Mexicans to obtain an excellent education in the health sciences. We will advance health sciences in the most important areas of human health with a focus on the priority health needs of our communities. As a majority-minority state, our mission will ensure that all populations in New Mexico have access to the highest quality health care.

In order to realize our Vision and Mission, we will achieve the following goals:

1. Improve health and health care to the populations we serve with community-wide solutions;
2. Build the workforce of New Mexico by providing a premier education and transformative experience that prepares students to excel in the workplace;
3. Foster innovation, discovery and creativity; and translate our research and discoveries into clinical or educational practice;
4. Provide the environment and resources to enable our people and programs to do their best;
5. Deliver a well-integrated academic health center that provides high quality of care and service while being accessible to all New Mexicans;
6. Nurture and embrace an environment of diversity, integrity and transparency.

HSC Values Statement

The CON supports the HSC Values Statement:

The UNM Health Sciences Center's most important value is a steadfast duty to improve the health of all New Mexicans. We will serve our patients and the public with **integrity** and **accountability**. We will strive as an institution and as individuals to recognize, cultivate and promote all forms of **diversity**; to fully understand the health needs of our communities; and to advance clinical, academic, and research **excellence**. We are committed to perform our duties with **compassion** and **respect** for our patients, learners, and colleagues; and always to conduct ourselves with the highest level of **professionalism**.

College of Nursing: Vision, Mission, Goals, and Strategic Plan

CON Vision Statement

The vision of the CON is to develop solutions for the most important nursing challenges pertaining to human health and health equity in our communities through education, scholarship, practice, and service.

CON Mission Statement

The mission of the CON is to provide exemplary and innovative education, research, practice, service, and leadership that improves state, national, and global health. The College's efforts focus on the scholarship of nursing education, research, practice, and policy to inform and lead in the delivery and analysis of nursing and health care.

CON Programmatic Goals

- Fully participate in UNM, HSC, and the UNM Health System governance and policy-making bodies to achieve our vision, mission, and strategic goals.
- Produce graduates with the nursing expertise to improve health and promote health equity of New Mexicans through leadership, research, policy, and the provision of exceptional healthcare.
- Provide outstanding educational programs to diverse student populations.
- Lead in state and national baccalaureate and graduate education in nursing.
- Expand and support a scholarship base consistent with being the flagship graduate nursing program in New Mexico and with the University of New Mexico's designation as a Research University with high research activity.
- Implement nursing and interprofessional faculty practice models that provide innovative, scholarly solutions to improve health.
- Provide statewide leadership and advocacy in nursing and health policy.
- Diversify the College of Nursing to increase representation to better reflect the communities we serve across the state of New Mexico.
- Develop entrepreneurial and innovative strategies to attract and efficiently manage CON resources (fiscal, physical, and human) in a changing economic environment.

CON Strategic Planning

The CON Strategic Plan provides the CON with direction to develop a curriculum that will deliver progressive educational programs to New Mexicans that are consistent with the needs of the discipline and the State of New Mexico. There is an annual CON strategic planning meeting attended by all CON faculty and staff. At this meeting, progress toward goals is measured, and new goals are set.

PROGRAMS OF STUDY OFFERED AT THE COLLEGE OF NURSING

Bachelor of Science in Nursing

There are two entry options for the Bachelor of Science in Nursing (BSN) program: the Basic Entry Option, and the RN-to-BSN Degree Completion Option. Both options are based on the same program content, although each has its own prerequisite criteria.

Master of Science in Nursing

Graduate programs offer baccalaureate RN students the opportunity to continue their education. The CON offers a graduate program in nursing, leading to the MSN. Advanced practice concentrations prepare graduates to assume roles in health care as an Adult-Gerontology Acute Care Nurse Practitioner, a Family Nurse Practitioner, a Pediatric Nurse Practitioner, or a Nurse Midwife. The CON also offers a concentration in nursing education; the nursing administration and community health concentrations are not accepting new students at this time.

Post Master's Certificate (PMC) in Nursing

A Post Master's Professional Certificate program is available to nurses holding an MSN who wish to complete additional graduate work in an area of nursing not included in their initial master's program. A minor in nursing is also available to nurses pursuing their degree in another field. Students in the PMC program are expected to meet the same outcome objectives as the graduates of the MSN program. (Please see the PMC section on page 32.)

Doctor of Philosophy in Nursing

The CON offers a Doctor of Philosophy (PhD) in nursing degree. It is designed to develop strong nursing leaders for New Mexico. The majority of the program is available online. Students are expected to spend 1 week at the Albuquerque campus each summer and attend the Western Institute of Nursing annual meeting each year.

Doctor of Nursing Practice

The Doctor of Nursing Practice (DNP) is a professional nursing clinical doctorate. The CON offers a Nurse Executive Organizational Leadership (NEOL) DNP. The NEOL-DNP is designed for licensed, registered nurses with a BSN and a master's degree in a related field (MBA, MPH, MHA) or an MSN in Nursing Administration. Like the PhD in nursing, this program is designed to prepare strong nurse executive leaders. The majority of the program is available online and students are expected to spend 1 week at the Albuquerque campus each summer. Please see the DNP handbook for further information.

THE MASTER OF SCIENCE IN NURSING CURRICULUM

Purpose of Graduate Education

Graduate education in nursing prepares the nurse to think systematically about the nature of nursing, the theoretical basis for nursing practice, and the position of the profession in society. Graduate education in nursing is an integral part of the graduate program of the University. The MSN and PMC programs prepare graduates to assume leadership in advanced clinical practice and administration, and lays the foundation for doctoral work in nursing by emphasizing the analysis and beginning testing of nursing knowledge and the translation of that knowledge into practice. Nursing theory and research in nursing and related fields are the foundations of nursing practice applicable to any setting, client group, or nursing role.

To prepare graduates to meet the nursing needs of New Mexico, graduate-level role-specific, evidence-based knowledge and skills are required. Master's-prepared and PMC nurses are expected to assume leadership positions in nursing and the health care delivery system, and to be able to articulate positions on issues that affect health care. This includes the understanding of social, political, and economic factors affecting health care delivery.

The characteristics of the geography and population in New Mexico make environmental and cultural factors impossible to ignore. Graduate-prepared nurses bring an awareness and understanding of these variables to whatever nursing role they assume upon graduation. They are also in a unique position to formulate research questions that may increase understanding of how these variables interact with health/illness beliefs and behavior that have implications for nursing.

The concentrations for study in the MSN or PMC programs include: Nurse Administration, Nurse Education, and Advanced Practice Nursing (Family Nurse Practitioner, Pediatric Nurse Practitioner, Nurse-Midwifery, and Adult-Gerontology Acute Care Nurse Practitioner.) The College of Nursing is not currently accepting applications to the Nursing Administration or Community Health concentrations.

Once admitted to a concentration, the student works with the faculty advisor and concentration coordinator to determine the sequence of courses to take. Students wishing to change to a different concentration must apply to the desired concentration through the online application process.

General Objectives for the MSN and PMC Programs

At the completion of the Master of Science and Post Master's Certificate programs in nursing, the graduate is prepared to:

1. Analyze theoretical formulations as a basis for nursing practice, education, and administration.
2. Apply and/or participate in research about the nature of health/illness and the practice of nursing.
3. Utilize advanced clinical knowledge and skill to promote, maintain, and/or restore optimum wellness to client systems.
4. Assume leadership roles in nursing practice, education, or administration.

5. Assume responsibility for developing health care policy relative to social, ethical, legal, economic, and political issues that affect nursing.
6. Organize and develop collaborative relationships for the improvement of health care on an agency, organization, or legislative level.
7. Synthesize knowledge from the biophysical, social, and nursing sciences that affects health/illness behavior or client systems as a basis for nursing practice, education, and administration.

General Requirements for the MSN Degree

1. Complete the course work requirements of a Plan I or II program within the identified deadline dates as described in the *UNM 2015-2016 Catalog* (when available.)
2. Fulfill any additional department or graduate unit requirements.
3. Maintain a cumulative grade point average (GPA) of 3.0 or higher.
4. Have the Program of Studies (POS) approved by the appropriate team Chair and the Dean of Graduate Studies
5. No more than 6 credit hours of course work with a grade of C (2.0), C+ (2.33), or CR (credit; grading option selected by student) earned may be credited toward a graduate degree. Courses offered only on a CR/NC (credit/no credit) basis and required by the graduate program are excluded from this limitation.
6. Pass the Master's Examination, either Plan I or Plan II or Thesis.
7. Meet the 7-year time limit for completion of degree requirements.

Individual concentrations may impose more rigorous academic standards for their clinical courses. See the *UNM 2015-2016 Catalog* and talk to your Concentration Coordinator for more specific information.

MSN Core Courses

All MSN students take the same Core Courses; these are generally taken before the specialty courses. The MSN Core Courses are:

- N501: Theoretical Foundations of Advanced Nursing
- N503: Research in Nursing
- N505: Health Care Policy, Systems & Financing for Advanced Practice

Concentration-Specific Courses

Each MSN concentration requires courses specific to that concentration. These specific requirements are outlined in the section that follows. Students complete fieldwork as a requirement for the program of study. Although all students complete fieldwork (N595 Advanced Nursing Fieldwork), specific requirements vary by concentration.

Master's Comprehensive Examination

At the completion of the program, all students complete the Master's Comprehensive Examination (Appendix A). There are two options: a 6-credit thesis (Plan I) or a 1-credit non-thesis (Plan II) option.

- Plan I involves conducting nursing research, writing a thesis involving the research, and an oral defense. This research is typically conducted over 2 to 3 terms.
- Plan II involves either writing a professional paper or taking a multiple-choice and short-answer examination. Plan II is typically completed in the final term of enrollment.

More information about the comprehensive examination can be found in Appendix A.

Transfer Credit

Students who have completed graduate-level course work at an accredited institution other than UNM, whether they had graduate or non-degree status, may request that up to 9 credit hours be used toward their degree program. Transfer credit must be approved by faculty. Such credits may be transferred into a degree program by listing them on the POS or the Application for Candidacy, within the limits described in the catalog sections on Master's, Master of Fine Arts, and Doctoral degrees.

The student must have earned a grade of B or better in the courses for which transfer credit is requested. Courses taken on a Pass/Fail basis and/or courses taken as extension credit at other universities will not be accepted for graduate credit, and UNM Graduate units may impose their own restrictions on the acceptance and use of transfer credit.

Note: Course work that has been counted toward a previous degree may not be counted again in the Program of Studies (POS) for a Master's degree.

Independent Study

CON students may take independent study hours with an instructor and carry a variable credit option of 1 to 3 credit hours. The student and instructor work together to formulate goals and objectives for the learning experience.

DESCRIPTIONS, TERMINAL PROGRAM OBJECTIVES, AND CURRICULUM PLANS FOR MSN CONCENTRATIONS

Nursing Administration

This is a Web-based, full-time concentration that is currently not accepting new applicants

The Nursing Administration Concentration enables in-depth exploration of the ideas, skills, and roles that foster and enhance the development of innovative nursing practice and qualities of leadership. The curriculum is designed to provide a program of study that meets professional goals while providing flexible planning options, including elective courses in non-nursing colleges, schools, and departments. The entire curriculum can be completed via Web-based classes on a part-time basis (up to 7 years), and fieldwork sites can be chosen to accommodate living and working demands. Graduates will be able to apply knowledge from the common competency domains of leadership, communication, and relationship building; knowledge of the health care environment; professionalism; quality and outcomes management; and business skills. All students will be required to take the core courses according to a specific schedule when admitted.

Community Health Nursing

*This is a Web-based, concentration that is **currently not accepting applications.***

The Community Health Concentration prepares students to critically evaluate and apply nursing theory, research, and public health sciences to issues of health disparities and evolving approaches to promoting and protecting the health of populations. Students learn assessment and program planning skills by working on contemporary problems within their home communities. This concentration prepares them for professional and leadership roles in a wide variety of community contexts.

Nursing Education

This is a Web-based, part-time concentration (full-time and part-time offered Spring 2016)

Beginning in 2014 nurse educator preparation according to the AACN (American Association of Colleges of Nursing) and CCNE (Commission on Collegiate Nursing Education-our accrediting agency) required graduate level content in the areas of health assessment, physiology/pathophysiology and pharmacology (3Ps) to strengthen their scientific background and in teaching as direct-care providers regarding content of health promotion, disease prevention or disease management. They also required graduate-level clinical practice content and experience in an identified clinical practice area as well as across the Master's Essential areas. This addition is based on a recommendation in the Carnegie Foundation report (2009), *Educating Nurses: A Call for Radical Transformation*.

The NLN (National League for Nursing) has identified core competencies for nurse educators and developed a certification exam for nurse educators to become recognized for excellence as Certified Nurse Educators (CNE). Qualifications for taking the exam are based on experience and completion of certain curricula. Based on the new AACN requirements along with the NLN competencies for

Nurse Educators and supporting NLN certification requirements, our revised curriculum reflects these competencies and current standards for nurse educators.

Program Description

The Master of Science in Nursing with a concentration in Nursing Education provides a primary focus on the pedagogies and core competencies of nurse educators in a variety of roles and settings. It is expected that the nurse will also apply advanced nursing knowledge and skills based on the AACN (American Association of Colleges of Nursing) master's essentials to an identified area of clinical practice. Graduates will be prepared to function as faculty in schools of nursing at associate and baccalaureate degree levels, meet requirements for the New Mexico State Board of Nursing for faculty, and be prepared to pursue certification as a Certified Nurse Educator (CNE). Graduates will also be prepared to function as nursing leaders in inter-professional education, staff education, as unit based educators, patient educators, school nurses and nurses in community agencies or clinics. The Program of Studies has been designed for the student to develop advanced knowledge in educational theories, teaching-learning strategies, assessment strategies, curriculum development and program evaluation as well as advanced knowledge and skills in an identified area of nursing practice. The courses are sequenced to build on each other and culminate in the synthesis of knowledge and application of skills in areas of clinical interest in education. Full time or part time studies are offered to complete 39 credit hours for the master's degree in nursing education.

Objectives

At the completion of the program, the graduate will be able to:

- Demonstrate effective leadership skills and decision-making in the educational environment.
- Demonstrate effective communication in intra-professional and inter-professional teamwork and collaboration
- Analyze and apply biophysical and psychosocial concepts of health and illness to educational environments and practice settings.
- Apply key concepts from advanced pharmacology, pathology and physical assessment to nurse educator roles and practice.
- Develop, analyze and evaluate nursing curricula, teaching strategies, assessment and evaluation methods, and program outcomes.
- Critically utilize research findings that have relevance for intervening with patients and families and that are the basis for education of nursing students.
- Integrate the use of information systems and communication technologies, resources and learning principles in the education of students, clients, and/or other health care team members
- Synthesize and apply the core competencies of the AACN (American College of Nursing) and the NLN (National League for Nursing) in different educator roles related to a variety of educational environments

MS in Nursing—Nursing Education Concentration

Nursing Education Curriculum – Part-Time Study (5-6 credits)

Spring Term (year 1)	Credits
Nurs 501: Theoretical Foundations of Advanced Nursing Practice	3
Nurs 503: Research in Nursing	3
Summer Term (year 1)	
Nurs 515: Nurse Educator Roles and Professional Issues	3
Nurs 526: Pathophysiology for Advanced Practice Nursing	3
Fall Term (year 1)	
Nurs 509: Teaching in Nursing	3
Nurs 523: Advanced Health Assessment for Nurse Educators	2
Spring Term (year 2)	
Nurs 511: Assessment and Evaluation of Learning in Nursing Education	2
Nurs 510: Curriculum Design and Program Evaluation	3
Summer Term (year 2)	Credits
Nurs 505: Health Care Policy, Systems and Financing for Advanced Practice Roles	3
Nurs 543: Pharmacological Principles of Clinical Therapeutics	3
Fall Term (year 2)	
Nurs 557: Biophysical and Psychosocial Concepts in Health and Illness	4
Nurs 595: Advanced Nursing Fieldwork	2
Spring Term (year 3)	
Nurs 592: Clinical Specialty Practice	2
Nurs 595: Advanced Nursing Fieldwork	2
Nurs 597: Applied Exam	1

Total Credits for Nursing Education Concentration **39**

All terms meet part-time status.

**Nursing Education Curriculum – Full Time Study
(offered Spring 2016)**

Spring Term (year 1)		Credits
Nurs 501: Theoretical Foundations of Advanced Nursing Practice		3
Nurs 503: Research in Nursing		3
Nurs 543: Pharmacological Principles of Clinical Therapeutics		3
Summer Term (year 1)		
Nurs 505: Health Care Policy, Systems and Financing for Advanced Practice		3
Nurs 515: Nurse Educator Roles and Professional Issues		3
Nurs 526: Pathophysiology for Advanced Practice Nursing		3
Fall Term (year 1)		Credits
Nurs 509: Teaching in Nursing		3
Nurs 557: Biophysical and Psychosocial Concepts in Health and Illness		4
Nurs 523: Advanced Health Assessment for Nurse Educators		2
Spring Term (year 2)		
Nurs 511: Assessment and Evaluation of Learning in Nursing Education		2
Nurs 510: Curriculum Design and Program Evaluation		3
Nurs 595: Advanced Nursing Fieldwork		2
Nurs 592: Clinical Specialty Practice		2
Summer Term (year 2)		
Nurs 595: Advanced Nursing Fieldwork		2
Nurs 597: Applied Exam		1
Total Credits for Nursing Education Concentration		39

Adult-Gerontology Acute Care Nurse Practitioner

This is a full-time program

The AG-ACNP is a registered nurse who has completed an accredited graduate-level educational program that prepares him/her as a nurse practitioner with supervised clinical practice to acquire advanced knowledge, skills, and abilities. The purpose of the AG-ACNP is to provide advanced nursing care to across the continuum of health care services to meet the specialized physiologic and psychological needs of adult/gerontology patients with acute, critical, and/or complex chronic health conditions.

The focus of the AG-ACNP is the provision of restorative, curative, rehabilitative, palliative, and/or supportive end-of-life care as determined by patient needs. Goals include patient stabilization for acute and life-threatening conditions, minimizing or preventing complications, attending to comorbidities, and promoting physical and psychologic well-being. Additional goals include the restoration of maximum health potential or providing for palliative, supportive, and end-of-life care, as well as an evaluation of risk factors in achieving these outcomes. The practice environment of the AG-ACNP includes any setting in which adult/gerontology patients experiencing acute, chronic, and/or complex chronic illnesses may be found.

Within the UNM College of Nursing structure, the AG-ACNP concentration is an intensive program in which the student is expected to complete the coursework and clinical experiences in six (6) terms. Financial aid is generally available. Applicants are encouraged to explore financial aid options and apply for financial assistance prior to admission to the program.

The student is eligible to take the Adult Gerontology Acute Care Nurse Practitioner certifying examination upon successful completion of the program.

AG-ACNP concentration academic and progression policies: Progression in the AG-ACNP concentration requires successful completion of all courses. Students are not allowed to graduate if they have more than 6 credit hours of C in any coursework (MSN core, clinical core, concentration specific clinical courses). Students receiving a grade of C in any 2 courses may not continue in a graduate program. A passing grade in a clinical course is defined as a minimum grade of B (83%). Students not achieving the minimum required grade will be counseled concerning options by the Concentration Coordinator. If the student's overall GPA is 3.0 or better, options may include repeating the course the next time it is offered (courses may only be repeated one time), withdrawing from the AG-ACNP program, or applying to another graduate concentration consistent with the student's goals. Students may not progress in other course work until the course has been repeated and successfully complete.

A **teaching-learning and performance contract** is required when student progress toward course and concentration objectives is unsatisfactory. The problem is stated related to course objectives, goals are set, strategies are developed, and behaviors and outcomes expected within a specified time frame are agreed to by student, preceptor, Faculty Liaison and lead course faculty. Recommended action in the event of failure to obtain goals is also documented as well as a time for re-evaluation set. Repeat course work must be completed within 1 year. Students must successfully complete both the didactic and the clinical components of all clinical courses. Students who are not meeting

expected clinical outcomes will not receive a course grade higher than a “C”, regardless of the grade achieved in the didactic portion of the course.

Objectives – These objectives are aligned with the current American Association of Colleges of Nursing (AACN) Essentials of Master’s Education in Nursing and the National Organization of Nurse Practitioner Faculties (NONPF) Competencies.

At the completion of the program, the graduate will be prepared to:

1. Provide full scope care utilizing both independent and collaborative approaches, to the adult/gerontology population including management of acute, critical, and/or complex chronic health problems, health promotion, disease prevention, and support for transitional and end of life needs.
 - Masters Essentials _VIII, IX
 - NONPF Competencies – Leadership, Practice Inquiry
2. Integrate ethical principles in decision-making and evaluation of care related to the adult/gerontology population with acute, critical, and/or complex chronic health problems.
 - Masters Essentials – II, VIII
 - NONPF Competencies – Policy, Ethics
3. Coordinate health care through interdisciplinary collaboration with members of the health care team.
 - Masters Essential –II, V, VII
 - NONPF Competency – Health Care Delivery
4. Empower and motivate the adult/gerontology population and families to be full participants in their own health care.
 - Masters Essential VI
 - NONPF Competencies – Technology and Information Literacy, Independent Practice
5. Advocate for systems and policies that reduce health disparities, facilitate access to care, and address cultural diversity and rural populations.
 - Masters Essentials – I, II, VI
 - NONPF Competencies – Quality, Policy, Health Delivery System, Independent Practice
6. Assume professional responsibility for maintaining and advancing clinical practice competencies.
 - Master Essential III
 - NONPF Competency - Leadership
7. Participate in quality assurance and evaluation of health care delivery.
 - Masters Essential – III
 - NONPF Competency – Quality, Practice Inquiry
8. Use and articulate evidence-based research as the basis for practice.
 - Masters Essential – I, IV
 - NONPF Competencies – Scientific, Practice Inquiry
9. Contribute to existing knowledge through participation in research
 - Masters Essential – IV
 - NONPF Competencies – Scientific, Practice Inquiry

Curriculum Plan for the AG-ACNP Concentration

Students are admitted in the Summer term. The ACNP curriculum includes courses in advanced health assessment, advanced pathophysiology, pharmacology, and advanced practice clinical courses in acute care nursing. At least 2 years of post-baccalaureate experience in acute care settings is recommended. A minimum of 500 hours of clinical practice will be required to prepare graduates to manage acute health problems for adult patients.

MS in Nursing—Adult-Gerontology Acute Care Nurse Practitioner Concentration

COURSE	CREDIT HOURS	DIDACTIC CREDITS	CLINICAL CREDITS	CLINICAL HOURS
Summer – Term I				
N501 Theoretical Foundations of Advanced Nursing Practice	3	3		
N503 Research in Nursing I	3	3		
N526 Pathophysiology for Advance Nursing Practice	3	3		
TOTAL	9			
Fall – Term II				
N540 Advanced Health Assessment & Diagnostic Reasoning	3	2	1 (Lab)	50
N543 Pharmacological Principles of Clinical Therapeutics	3			
N564 Health Promotion, Protection, and Disease Prevention for Acute, Critical, or Chronically Ill Adults	2			
N593 Topics	1			
TOTAL	9		1	50
Spring – Term III				
N505 Health Care Policy, Systems & Financing for Advanced Practice	3			
N560 Differential Diagnosis for Advanced Practice	3			
N572 Iatrogenesis in the Elderly	3	2	1	50
TOTAL	9			50
Summer – Term IV				
N561 Applications to Practice 1 – Introduction to the Acutely Ill	5	2	3	150
N566 Advanced Diagnostic & Therapeutic Skills	3	2	1 (Lab)	50

N571 Geriatric & End of Life Concepts for Advanced Practice Nursing	2	2		
TOTAL	10	6	4	200
Fall – Term V				
N562 Complex Patient Analyses & Treatment	3	3		
N563 Applications to Practice 2 – The High Acuity Patient	5		5	250
N593 Topics	2			
TOTAL	10			250
Spring – Term VI				
N596 Professional Paper or N597 Exam	1			
N595 Advanced Fieldwork	7		7	350
TOTAL	9			350

TOTAL CREDITS = 56

TOTAL CLINICAL HOURS = 800 (+100 Lab hours)

Family Nurse Practitioner

This is a full-time program

The focus of the Family Nurse Practitioner (FNP) Concentration is on primary care for persons of all ages, especially for rural and underserved populations. To meet this mission, many clinical experiences are in rural settings outside the Albuquerque metropolitan area and require students to travel. The FNP Concentration is offered as a full time, six-term program of study (POS); there is no part-time option. The FNP courses are offered sequentially and must be completed in the sequence outlined in the POS. Any deviation from the FNP POS must be approved in advance by the FNP Concentration Coordinator. Courses may be offered fully on-line, fully on-campus, or as a blend of on-line / on-campus content.

FNP concentration academic and progression policies: Progression in the FNP concentration requires successful completion of all courses. Students are not allowed to graduate if they have more than 6 credit hours of C in any coursework (MSN core, clinical core, concentration specific clinical courses). Students receiving a grade of C in any 2 courses may not continue in a graduate program. A passing grade in a clinical course is defined as a minimum grade of B (83%). Students not achieving the minimum required grade will be counseled concerning options by the FNP Concentration Coordinator. If the student's overall GPA is 3.0 or better, options may include repeating the course the next time it is offered (courses may only be repeated one time), withdrawing from the FNP program, or applying to another graduate concentration consistent with the student's goals. Students may not progress in other course work until the course has been repeated and successfully completed.

A **teaching-learning and performance contract** is required when student progress toward course and concentration objectives is unsatisfactory. The problem is stated related to course objectives, goals are set, strategies are developed, and behaviors and outcomes expected within a specified time frame are agreed to by student, preceptor, Faculty Liaison and lead course faculty. Recommended action in the event of failure to obtain goals is also documented as well as a time for re-evaluation set. Repeat course work must be completed within 1 year. Students must successfully complete both the didactic and the clinical components of all clinical courses. Students who are not meeting expected clinical outcomes will not receive a course grade higher than a "C", regardless of the grade achieved in the didactic portion of the course.

Graduates will be awarded the MSN degree: FNP concentration. Graduates are eligible to take a national FNP certification exam and, once certified, will be eligible for licensure as a Family Nurse Practitioner in New Mexico. Students are responsible for determining any additional requirements for certification and eligibility to practice in a particular state.

Objectives

At the completion of the program the graduate will be prepared to:

1. Provide full scope primary care, utilizing both independent and collaborative approaches, to individuals and families across the lifespan, including management of acute and chronic health problems, health promotion, disease prevention, and support for transitional and end of life needs.
 - Masters Essentials - VIII, IX
 - NONPF Competencies – Leadership, Practice Inquiry

2. Integrate ethical principles in decision-making and evaluation of care related to individuals, families, populations and systems of care.
 - Masters Essentials – II, VIII
 - NONPF Competencies – Policy, Ethics
3. Coordinate health care through interdisciplinary collaboration with members of the health care team.
 - Masters Essentials – II, V, VII
 - NONPF Competency – Health Care Delivery
4. Empower and motivate individuals and families to be full participants in their own health care.
 - Masters Essentials VI
 - NONPF Competency – Technology and Information Literacy, Independent Practice
5. Advocate for systems and policies that reduce health disparities, facilitate access to care, and address cultural diversity and rural populations.
 - Masters Essentials – I, II, VI
 - NONPF Competencies – Quality, Policy, Health Delivery System, Independent Practice
6. Assume professional responsibility for maintaining and advancing clinical practice competencies.
 - Masters Essentials III
 - NONPF Competency – Leadership
7. Participate in quality assurance and evaluation of health care delivery.
 - Masters Essentials – III
 - NONPF Competency – Quality, Practice Inquiry
8. Use and articulate evidence-based research as the basis for practice.
 - Masters Essentials – I, IV
 - NONPF Competency – Scientific, Practice Inquiry
9. Contribute to existing knowledge through participation in research.
 - Masters Essential – IV
 - NONPF Competencies – Scientific, Practice Inquiry

MS in Nursing—Family Nurse Practitioner Concentration

COURSE	CREDIT HOURS	DIDACTIC CREDITS	CLINICAL CREDITS	CLINICAL HOURS
SUMMER – TERM I				
N501 Theoretical Foundations of Advance Nursing Practice	3	3		
N503 Research in Nursing	3	3		
N526 Pathophysiology for Advanced Nursing Practice	3	3		
TOTAL	9	9		
FALL – TERM II				
N540 Advanced Health Assessment and Diagnostic Reasoning	3	2	1 (lab)	50 (lab)
N543 Pharmacological Principles of Clinical Therapeutics	3	3		
N535 Primary Care Concepts	3	3		
TOTAL	9	8	1	50 (lab)
SPRING – TERM III				
N505 Health Care Policy, Systems & Financing for Advanced Practice	3	3		
N535 Adult Health I	4	2	2	100
N541 Antepartum / Postpartum	1	1		
TOTAL	8	6	2	100
SUMMER – TERM IV				
N542 Primary Care Pediatrics 1	3	2	1	50
N536 Adult Health II	3	2	1	50
N534 Primary Care Geriatrics	2	1.5	0.5	25
TOTAL	8	5.5	2.5	125
FALL – TERM V				
N546 Primary Care Pediatrics II	4	2	2	100
N537 Adult Health III	4	1.5	2.5	125
N554 Evidence Based Practice for APRNs	1	1		
TOTAL	9	4.5	4.5	225
SPRING – TERM VI				
N594 Advanced Practice Seminar	1	1		
N596 / 597 Comprehensive Exam	1	1		
N595 Fieldwork	7		7	350
TOTAL	9	2	7	350

TOTAL CREDIT HOURS = 52

TOTAL CLINICAL HOURS = 800 + 50 lab

The didactic portion of classes in Terms 3 – 6 are held on consecutive days in 2 to 3 “blocks” during the term. Blocks vary in length from 1 – 3 weeks; attendance at all classes is mandatory. Clinical experiences are arranged in periods between didactic blocks. Some terms will include clinical placements which require travel to rural facilities throughout New Mexico and neighboring states. Students are responsible for all costs associated with out of town placements, including travel and lodging costs.

After taking the Comprehensive Examination early in Term Six, the term is almost exclusively clinical practicum with seminars arranged as needed. Students should plan on being in clinical 4-5 days per week during this term.

FNP graduates may opt for dual certification as a Nurse-Midwife by completing the Post Master’s Professional Certificate in Midwifery. These students are required to meet midwifery application requirements and complete the required midwifery courses. Students considering the dual concentration option should consult with the FNP and Nurse-Midwifery Concentration Coordinators by the end of Term Two for academic advisement.

Nurse-Midwifery
This is a full-time program

The Nurse-Midwifery Concentration focus is on primary midwifery care, especially for rural and underserved populations. To meet this mission, many clinical experiences are rural and outside the Albuquerque metropolitan area. Students must commit to clinical site placements outside the Albuquerque metro area for two-thirds of their clinical experiences. The Nurse-Midwifery Concentration is a sequential, six-term, graduate POS. It requires a full-time commitment because the concentration courses are offered sequentially and only once per year. Nurse- midwifery students should refer to their Nurse-Midwifery Education Concentration Handbook for concentration-specific information.

After successful completion of the American Midwifery Certification Board's certification exam, graduates are eligible for national nurse-midwifery certification and licensure in New Mexico and all other U.S. states. The program is accredited by the Accreditation Commission of the American College of Nurse Midwives* through January 2017.

Students must complete the courses in the sequence outlined in the curriculum plan. Students who seek admission with existing graduate degrees in Nursing will be able to pursue the nurse- midwifery curriculum as a Post Master's Professional Certificate student and must arrange an individualized POS with the Nurse-Midwifery Concentration Coordinator.

Midwifery concentration academic and progression policies: Progression in the Midwifery concentration requires successful completion of all courses. Students are not allowed to graduate if they have more than 6 credit hours of C in any coursework (MSN core, clinical core, concentration specific clinical courses). Students receiving a grade of C in any 2 courses may not continue in a graduate program. A passing grade in a clinical course is defined as a minimum grade of B (83%). Students not achieving the minimum required grade will be counseled concerning options by the Concentration Coordinator. If the student's overall GPA is 3.0 or better, options may include repeating the course the next time it is offered (courses may only be repeated one time), withdrawing from the Midwifery program, or applying to another graduate concentration consistent with the student's goals. Students may not progress in other course work until the course has been repeated and successfully complete.

A teaching-learning and performance contract is required when student progress toward course and concentration objectives is unsatisfactory. The problem is stated related to course objectives, goals are set, strategies are developed, and behaviors and outcomes expected within a specified time frame are agreed to by student, preceptor, Faculty Liaison and lead course faculty. Recommended action in the event of failure to obtain goals is also documented as well as a time for re-evaluation set. Repeat course work must be completed within 1 year. Students must successfully complete both the didactic and the clinical components of all clinical courses. Students who are not meeting expected clinical outcomes will not receive a course grade higher than a "C", regardless of the grade achieved in the didactic portion of the course. Nurse- midwifery students should refer to their Nurse-Midwifery Education Concentration Handbook for concentration-specific information regarding teaching-learning and performance contracts.

*8403 Colesville Road, Ste 1550, Silver Spring, MD, 20910. Phone (240) 485-1802 or www.acnm.org.

Objectives - These objectives are aligned with the current American Association of Colleges of Nursing (AACN) Essentials of Master's Education in Nursing.

At the completion of the program, the graduate will be prepared to:

1. Analyze theoretical and empirical knowledge from the sciences and humanities, and apply this knowledge to the care of women and their infants within a family and community context.
 - Essentials I, IV, VIII
2. Identify the influence of economic, social, and political trends on the effectiveness of health care delivery to women and infants.
 - Essentials II, V, VI
3. Provide safe and satisfying primary health care that supports individual rights and self-determination in a variety of settings, with emphasis on underserved and rural client populations. This includes clinical management of normal labor and delivery, care of the neonate, and well-woman care.
 - Essentials III, X
4. Apply skills in health assessment, teaching, and counseling, with emphasis on self-help, wellness, and the prevention of illness and disability.
 - Essential VIII
5. Communicate both verbally and in writing with various members of the health care delivery system, including keeping adequate documentation of nurse-midwifery care.
 - Essential V, IX
6. Develop accurate and reflective self-evaluation skills of knowledge base and clinical performance.
 - Essential VII
7. Demonstrate collaborative relationships with other health team members and with community groups for the planning, management, and provision of health care for women and their infants.
 - Essential II, V, X
8. Demonstrate the socialization and conceptual awareness of the role and responsibilities of the nurse-midwife.
 - Essential VI, IX
9. Demonstrate a commitment to personal and professional growth and the growth of the profession through participation in professional organizations, community, and scholarly activities, such as research, writing, and teaching.
 - Essential IV
10. Participate in quality assurance activities in the health care setting.
 - Essential III, VII
11. Exemplify the ethical and moral obligations of professional service while interacting with clients and society in general.
 - Essentials VI, IX

MS in Nursing—Nurse-Midwifery Concentration

COURSE	CREDIT HOURS	DIDACTIC CREDITS	CLINICAL HOURS
SUMMER – TERM I			
N501 Theoretical Foundations of Advance Nursing Practice	3	3	
N503 Research in Nursing I	3	3	
N526 Pathophysiology for Advanced Nursing Practice	3	3	
TOTAL	9	9	
FALL – TERM II			
N525 Primary Care	3	3	
N543 Pharmacological Principles of Clinical Therapeutics	3	3	
N540 Advanced Health Assessment and Diagnostic Reasoning	3	2	50 (50 hours lab)
TOTAL	9	8	50
SPRING – TERM III			
N505 Health Care Policy, Systems & Financing for Advanced Practice Roles	3	3	
N548 Women’s Health	4	2	100
N544 Antepartum/Postpartum	7	3	200 (16 hours lab)
TOTAL	14	8	300
SUMMER-TERM IV			
N550: Intrapartum	3	2	50 (50 hours lab)
N551: Newborn	1		
Elective	1	1	
TOTAL	5	3	50
FALL- TERM V			
N550: Intrapartum	6	1	250
N551: Newborn	2	1	50
N552: Evidenced-Based Care in Nurse-Midwifery	1	1	
TOTAL	9	3	300
SPRING – TERM VI			
N553: Nurse-Midwifery Professional Practice	1		
N595: Advanced Fieldwork in Nursing	7		350
N597:Professional Examination	1		
TOTAL	9		350

TOTAL CREDIT HOURS: 55

TOTAL CLINICAL HOURS: 1100

Since graduate education in nursing builds on the baccalaureate curriculum, nurse-midwifery students are expected to enter the program with prerequisite course work. Specific areas that will be built upon, but not repeated at the graduate level include: basic anatomy, physiology and pathophysiology; introductory pharmacology; basic growth and development; basic physical and psychosocial assessment; basic statistics; interviewing and development of therapeutic relationships; and community health nursing. Students who seek admission without some of these competencies must take personal responsibility for their acquisition. If this is necessary, the College of Nursing and the University of New Mexico have course work, clinical opportunities and faculty available to assist students in this process prior to entering the program. The curriculum consists of general core courses required for all graduate students and specialty courses as delineated.

Pediatric Nurse Practitioner

This is a full-time program

Pediatric Nurse Practitioners (PNP) provide primary care to infants, children, and adolescents. The focus of the PNP concentration at the UNM College of Nursing is on providing primary care for children, especially for underserved populations. Year-round full-time study begins in the Summer term and continues for six consecutive terms. The PNP concentration requires a full-time commitment because the specialty courses are offered sequentially and only once per year. Students must complete the courses in the sequence outlined in the curriculum plan. Any deviation from the PNP curriculum plan must have the approval of the PNP Concentration Coordinator. Students who seek admission with existing graduate degrees in Nursing (master's or doctorate) will be able to pursue the PNP curriculum as a Post Master's Professional Certificate student and must arrange an individualized POS with the PNP Concentration Coordinator.

PNP concentration academic and progression policies: Progression in the PNP concentration requires successful completion of all courses. Students are not allowed to graduate if they have more than 6 credit hours of C in any coursework (MSN core, clinical core, concentration specific clinical courses). Students receiving a grade of C in any 2 courses may not continue in a graduate program. A passing grade in a clinical course is defined as a minimum grade of B (83%). Students not achieving the minimum required grade will be counseled concerning options by the Concentration Coordinator. If the student's overall GPA is 3.0 or better, options may include repeating the course the next time it is offered (courses may only be repeated one time), withdrawing from the PNP program, or applying to another graduate concentration consistent with the student's goals. Students may not progress in other course work until the course has been repeated and successfully complete.

A **teaching-learning and performance contract** is required when student progress toward course and concentration objectives is unsatisfactory. The problem is stated related to course objectives, goals are set, strategies are developed, and behaviors and outcomes expected within a specified time frame are agreed to by student, preceptor, Faculty Liaison and lead course faculty. Recommended action in the event of failure to obtain goals is also documented as well as a time for re-evaluation set. Repeat course work must be completed within 1 year. Students must successfully complete both the didactic and the clinical components of all clinical courses. Students who are not meeting expected clinical outcomes will not receive a course grade higher than a "C", regardless of the grade achieved in the didactic portion of the course.

Graduates will be awarded the MSN degree: PNP concentration. Graduates are eligible to take a national PNP certification exam and, once certified, will be eligible for licensure as a Pediatric Nurse practitioner in New Mexico. Students are responsible for determining any additional requirements for certification and eligibility to practice in a particular state.

Objectives – These objectives are aligned with the current American Association of Colleges of Nursing (AACN) Essentials of Master's Education in Nursing and the National Organization of Nurse Faculties (NONPF) Competencies.

At the completion of the program the graduate will be prepared to:

Revised May 2015

1. Provide full scope primary care, utilizing both independent and collaborative approaches, to children and families including management of acute and chronic health problems, health promotion, disease prevention, and support for transitional and end of life needs.
 - Masters Essentials - VIII, IX
 - NONPF Competencies – Leadership, Practice Inquiry,
2. Integrate ethical principles in decision-making and evaluation of care related to children, families, populations and systems of care
 - Masters Essentials – II, VIII
 - NONPF Competencies –Policy, Ethics
3. Coordinate health care through interdisciplinary collaboration with members of the health care team.
 - Masters Essentials – II, V, VII
 - NONPF Competency – Health Care Delivery
4. Appropriately empower and motivate children and families to be full participants in their own health care.
 - Masters Essentials VI
 - NONPF Competency – Technology and Information Literacy, Independent Practice
5. Advocate for systems and policies that reduce health disparities, facilitate access to care, and address cultural diversity and rural populations.
 - Masters Essentials – I,II, VI
 - NONPF Competencies – Quality, Policy, Health Delivery System, Independent Practice
6. Assume professional responsibility for maintaining and advancing clinical practice competencies.
 - Masters Essentials III
 - NONPF Competency - Leadership
7. Participate in quality assurance and evaluation of health care delivery.
 - Masters Essentials – III
 - NONPF Competency – Quality, Practice Inquiry
8. Use and articulate evidence-based research as the basis for practice.
 - Masters Essentials – I, IV
 - NONPF Competency – Scientific, Practice Inquiry
9. Contribute to existing knowledge through participation in research.
 - Masters Essential –IV
 - NONPF Competencies – Scientific, Practice Inquiry

MS in Nursing—Pediatric Nurse Practitioner Concentration

COURSE	CREDIT HOURS	DIDACTIC CREDITS	CLINICAL CREDITS	CLINICAL HOURS
SUMMER - TERM I				
N501 Theoretical Foundations of Advance Nursing Practice	3	3		
N503 Research in Nursing	3	3		
N526 Pathophysiology for Advanced Nursing Practice	3	3		
TOTAL	9	9		
FALL – TERM II				
N531 Pediatric Health and Developmental Assessment	3	2	1 (lab)	50 (lab)
N543 Pharmacological Principles of Clinical Therapeutics	3	3		
N535 Primary Care Concepts	3	3		
TOTAL	9	8	1	50 (lab)
SPRING – TERM III				
N505 Health Care Policy, Systems & Financing for Advanced Practice	3	3		
N549 Adolescent Health	3	1.5	1.5	75
Elective (optional)				
TOTAL	6	6	2	75
SUMMER – TERM IV				
N542 Primary Care Pediatrics 1	4	2	2	100
Diagnostic Reasoning				
TOTAL	5			100
FALL – TERM V				
N546 Primary Care Pediatrics II	5	2	3	150
N547 Pediatric Chronic Illness	4	3	1	50
N554 Evidence Based Practice for APRNs	1	1		
TOTAL	10	6	4	200
SPRING – TERM VI				
N594 Advanced Practice Seminar	1	1		
N596 / 597 Comprehensive Exam	1	1		
N595 Fieldwork	7		7	350
TOTAL	9	2	7	350

TOTAL CREDIT HOURS = 48

TOTAL CLINICAL HOURS = 725 + 50 lab

The didactic portion of classes in Terms 3-6 are held on consecutive days in 2 to 3 “blocks” during the term. Blocks vary in length from 1 – 3 weeks; attendance at all classes is mandatory. Clinical

experiences are arranged in periods between didactic blocks. Some terms will include clinical placements which require travel to rural facilities throughout New Mexico and neighboring states. Students are responsible for all costs associated with out of town placements, including travel and lodging costs.

After taking the Comprehensive Examination early in Term Six, the term is almost exclusively clinical practicum with seminars arranged as needed. Students should plan on being in clinical 4-5 days per week during this term.

Post Master's Certificate (PMC) in Nursing

The PMC in nursing is also known as the Nursing Certificate Program (N.U.R.C.P). This mechanism offers MSN-prepared students an opportunity to specialize in an area of nursing not covered in their initial master's program.

Students enter Track A or Track B (see below) depending on their educational preparation. A minimum of 15 graduate credit hours is required. Course work must be completed within three years and a 3.0 (B) average is required. The program of studies is designated by the Concentration Coordinator or faculty in the specialty area, and follows the corresponding M.S.N. concentration program of studies. A gap analysis comparing previous work with the required courses in the MSN concentration is performed, and an individualized program of studies is developed taking into consideration previous coursework, the gap analysis, recent clinical experience, and the requirements of the selected concentration. Sequencing of courses is identical to that of the MSN Program of Studies for each concentration, and students must meet all concentration expected outcomes.

Admission requirements:

- Must meet UNM and College of Nursing general requirements.
- Must submit all documents requested by the CON for completion of a gap analysis.
- PMC students are expected to meet the same concentration specific objectives as the MSN students.

Track A

This track is for students who do not have an MSN as a nurse practitioner or nurse midwife, or for advanced practice clinicians who desire a Post Master's Certificate in a non-clinical specialty (e.g. Education).

Core courses may be waived based on a review of previous master's courses and a gap analysis with the required courses in the MSN concentration. Other than core courses, all clinical core and concentration specific courses, along with the full complement of clinical hours in that concentration, must be completed. Sequencing of courses is identical to that of the MSN Program of Studies for each concentration. All courses must be completed with a grade of B or better for progression in the post MSN certificate program.

Core courses required of all post MSN students in Track A

MSN Core Courses:	<p>N594 Advanced Practice Seminar (1cr)</p> <p align="center">Or</p> <p>N553 Nurse Midwifery Professional Practice (Nurse Midwifery only) (1cr)</p> <p>Plus</p> <p>Previous completion of course work equivalent to:</p> <p>N501 Theoretical Foundations of Advance Nursing Practice</p> <p>N503 Research in Nursing I</p> <p>N505 Health Care Policy, Systems, & Financing for Advanced Practice</p>
MSN-APRN Clinical Core Courses:	<p>N526 Pathophysiology (3 cr)</p> <p>N543 Pharmacological Principles of Clinical Therapeutics (3cr)</p> <p>N540 Advanced Health Assessment and Diagnostic Reasoning (3cr)</p> <p align="center">Or</p> <p>N539 Advanced Pediatric Health and Developmental Assessment (PNPs only) (3cr)</p>

Track B

This track is for students who already have an MSN in an advanced practice concentration, as either a nurse practitioner or a nurse midwife, and who wish to expand their practice by adding an additional population focus.

Most MSN Core courses are waived as long as equivalent work has been completed as part of the previous MSN degree. Either N594 or N553 is required as part of the post MSN certificate program. A comprehensive exam is not required. A gap analysis comparing previous work with the required courses in the MSN concentration is performed. An individualized program of studies is developed taking into consideration previous coursework, the gap analysis, recent clinical experience, and the requirements of the selected APRN concentration. At a minimum, post MSN certificate students must complete 15 hours of course work and demonstrate achievement of all concentration expected outcomes. All courses must be completed with a grade of B or better for progression in the post MSN certificate program. Sequencing of courses is identical to that of the MSN Program of Studies for each concentration. All required core and clinical courses must be completed before beginning N595 Fieldwork.

Program of Studies

Minimum requirements of all post MSN students in Track B

MSN Core Courses:	N594 Advanced Practice Seminar (1cr) Or N553 Nurse Midwifery Professional Practice (Nurse Midwifery only) (1cr) Plus Previous completion of course work equivalent to: N501 Theoretical Foundations of Advance Nursing Practice N503 Research in Nursing I N505 Health Care Policy, Systems, & Financing for Advanced Practice
MSN-APRN Clinical Core Courses:	Previous completion of course work equivalent to: N526 Pathophysiology (3 cr) N543 Pharmacological Principles of Clinical Therapeutics (3cr) N540 Advanced Health Assessment and Diagnostic Reasoning (3cr) Or N539 Advanced Pediatric Health and Developmental Assessment (PNPs only) (3cr) Students without recent (i.e. past 3-5 years) clinical experience may be required to complete the above courses

PMC academic and progression policies: Progression in the PMC program requires successful completion of all concentration specific courses. Students are not allowed to graduate if they have more than 6 credit hours of C in any coursework (MSN core, clinical core, concentration specific clinical courses). Students receiving a grade of C in any 2 courses may not continue in a graduate program. A passing grade in a clinical course is defined as a minimum grade of B (83%). Students not achieving the minimum required grade will be counseled concerning options by the appropriate Concentration Coordinator. If the student's overall GPA is 3.0 or better, options may include repeating the course the next time it is offered (courses may only be repeated one time), withdrawing from the PNP program, or applying to another graduate concentration consistent with the student's goals. Students may not progress in other course work until the course has been repeated and successfully complete.

A teaching-learning and performance contract is required when student progress toward course and concentration objectives is unsatisfactory. The problem is stated related to course objectives, goals are set, strategies are developed, and behaviors and outcomes expected within a specified time frame are agreed to by student, preceptor, Faculty Liaison and lead course faculty. Recommended action in the event of failure to obtain goals is also documented as well as a time for re-evaluation set. Repeat course work must be completed within 1 year. Students must successfully complete both the didactic and the clinical components of all clinical courses. Students who are not meeting expected clinical outcomes will not receive a course grade higher than a "C", regardless of the grade achieved in the didactic portion of the course.

Graduates will be awarded a PMC certificate indicating the specific concentration completed. Graduates are eligible to take a national certification exam for the PMC program completed and, once certified, will be eligible for licensure in that specialty in New Mexico. Students are responsible for determining any additional requirements for certification and eligibility to practice in a particular state.

ACADEMIC PROCEDURES AND POLICIES

Academic Advisement

Academic advisement is an important component to successful completion of program and degree requirements. Students are ultimately responsible for obtaining information needed from advisors. There are two formal levels of advisement: advisement from the CON Advisement Office and advisement from Faculty Advisors.

The CON Advisement Office provides (1) procedural information, (2) answers to general questions, and (3) referral to specific Concentration Coordinators, faculty members, and other offices as appropriate. Faculty advisors provide guidance in the selection of elective courses, Master's Examination committees, and other academic matters. Each MSN student has a Concentration Coordinator and is assigned a Faculty Advisor (in some cases, the Faculty Advisor is also the Concentration Coordinator).

Help beyond the level of an advisor's responsibility is available through: (1) the Student Health Center for physical and/or mental health matters; (2) the Accessibility Resource Center for students with documented disabilities; (3) specialists off campus, if unavailable on campus; and (4) the Office of Graduate Studies for university-wide regulations. In addition, important messages will be sent to you through your Microsoft Outlook email, i.e. yourid@salud.unm.edu.

Academic Calendar

The CON academic year is divided into three equal, 14-week terms, with a break between terms; it is important to note **that the CON calendar differs from the UNM main campus calendar**. The winter term runs from January to April; the summer term runs from May to August; the fall term runs from September to December. The CON term calendar may be accessed from the CON homepage under the *calendar* link or at <http://nursing.unm.edu/resources/calendar/index.html>.

Students with Disabilities

Accommodations for students with disabilities are made based on UNM guidelines and procedures. Students requesting accommodation must go through Accessibility Resource Center (277-3506). Documentation of the disability for the purpose of determining appropriate accommodations, including program modification, will be needed. The CON provides reasonable accommodations as directed by Accessibility Resource Center but is not required to make adaptations that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden on the CON. To matriculate or continue in the curriculum, the student must be able to perform all the essential functions either with or without accommodation. The Accessibility Resource Center website at <http://as2.unm.edu/> contains documents and links that directly relate to circumstances at UNM, and guides to services for qualified students with disabilities and valuable information for the UNM Campus Community.

Academic Status

Students who have been admitted to the MSN program are expected to make regular academic progress. Full-time study, nine hours per term, is required in the advanced practice concentrations. Students admitted to concentrations offering part-time study options are expected to enroll in a minimum of 3 credits per term. Failure to enroll for a course in three successive terms will result in disenrollment from the graduate program.

Students completing graduate-level course work (500 level or higher) or course work in a non-degree status may transfer some of these credits into a graduate degree program on a limited basis. Non-degree students generally may not enroll in MSN Core Courses.

Academic Standing and Grade Requirements

Academic probation and suspension are determined by the Office of Graduate Studies, subject to the University regulations set forth in the *UNM 2015-2016 Catalog*. Students must maintain a grade point average of at least 3.0 (B) at the CON to stay in good academic standing. No more than 6 credit hours of coursework below B minus can be credited toward the graduate degree.

Individual concentrations may impose more rigorous academic standards for their clinical courses. Graduate students who do not earn a passing grade or better (as defined by the concentration) in any graduate nursing course on a second attempt are not allowed to progress. Graduate nursing students receiving less than a passing grade in any two nursing courses are also not allowed to progress at the CON. Students must wait one year before reapplying to the CON.

Grading System

98-100	A+	93-97	A	90-92	A-
87-89	B+	83-86	B	80-82	B-
77-79	C+	73-76	C	<73	F

Grade Point Average

The Office of Graduate Studies checks the student's grade point average at the end of every term, for as long as the student is in graduate status. All students whose academic standing is deficient after receiving grades for 12 attempted credit hours or two terms, whichever comes first, are placed on probation or suspended (see *UNM 2015-2016 Catalog* section on Probation). The grade point average is calculated using all grades earned in graduate course work while a student is in graduate status. Grades earned at other institutions or in UNM non-degree status are not calculated in a graduate student's grade point average. UNM extension courses (those offered by the Extended University) taken prior to admission to a graduate program are not included in the graduate cumulative grade point average; however, the UNM graduate extension courses taken while a student is in graduate status are included.

Incomplete Grades

The grade of Incomplete (I) is given only when circumstances beyond the student's control prevent completion of the course work within the official dates of a term. Students are responsible for arranging the resolution of an incomplete grade with the instructor. They must complete the required work by the instructor determined deadline in order for the faculty to report the resolved grade to the Records Office. Incomplete grades must be resolved by not later than one year (12 months) from the published end date of the term in which the Incomplete was assigned. Students should not re-enroll or re-register for credit in a course for which an Incomplete has been received in order to resolve the Incomplete. An Incomplete may be resolved in a semester during which a student is not enrolled. Incomplete grades not resolved within the time frames stated in this policy will be converted automatically to "F" (failure), unless the student has completed a —Request for Extension of Incomplete (including all required signatures) and submitted the form to the Records Office prior to the published ending date of the term.

Change of Grade

The instructor of a course has the responsibility for any grade reported. Once a grade has been reported to the Office of Records and Registration, only the instructor who issued the original grade (instructor of record) may initiate a grade change. Any change in grade must be reported within 12 months after the original grade was issued.

Graduate Grade Replacement Policy

The Grade Replacement Policy for graduate students applies only to **required core courses**, which have a program established and published minimum grade as a graduation requirement that has not been met. **Only courses taken Summer 2007 forward are eligible for grade replacement.** This policy limits graduate students to a maximum of nine credit hours of replacement grades in the course of the student's graduate career and requires signature approval by the course instructor, the student's advisor, the unit chair and OGS. *(See complete policy in the UNM 2015-2016 Catalog.)*

Probation

Students who do not maintain good academic standing will be placed on academic probation. There are three types of probation.

Type 1 Probation: Grade Point Average

A student whose cumulative grade point average falls below 3.0 for grades earned in graduate-level courses, taken while in graduate status, will be placed on Type 1 academic probation. The student will be suspended from graduate status if the cumulative grade point average does not reach 3.0 after completion of 12 semester hours of graduate course work or four regular terms in probationary status, whichever comes first. Students on Type 1 probation are not eligible to hold assistantships, nor are they allowed to take Master's examinations or graduate.

Type 2 Probation: NC/F/WF/IF Grades

Students who earn any combination of two grades of NC, F, WF, and/or IF in graduate courses taken in graduate status, even if their cumulative grade point average remains above 3.0, are placed

on Type 2 academic probation. The student will be suspended from graduate status if a third NC, F, WF or IF grade is earned. Students on Type 2 probation are not eligible to hold assistantships, nor are they allowed to take Master's examinations or graduate. When students on Type 2 probation are ready to take final exams or defend in order to complete graduation requirements, they must petition the Dean of Graduate Studies to end their probationary status, so that they may complete their requirements and graduate.

Type 3 Probation: Incomplete Grades

A student whose cumulative grade point average drops below 3.0 due to the impact of incomplete grades in graduate-level courses taken in graduate status (see previous section on incomplete grades) will be placed on Type 3 academic probation. Type 3 probation ends as soon as the student completes all necessary work for the incomplete course(s) and is awarded a grade. However, if the student fails to complete the necessary work, or if the final grade is low enough, the student may become subject to Type 1 or Type 2 probation. Students may not take Master's examinations or graduate while on Type 3 probation. They may provisionally hold assistantships for one term.

Academic Suspension

Suspension by the Office of Graduate Studies

A student who is suspended from graduate status is removed from all student status at UNM. A student may not apply for readmission to graduate status for one year after being suspended. The student may apply for admission to non-degree or undergraduate status at any time after being suspended from graduate status, but no class taken during the year in which the student is suspended from graduate status can be counted toward requirements for a graduate degree.

Suspension by a Degree Program

If, in the opinion of the graduate unit, a student shows little promise of completing the degree program, the graduate unit will notify the student and the Dean of Graduate Studies in writing that the student is suspended from further work in that program. Suspended students are not eligible to apply for readmission to any other graduate degree program for a period of one year from the effective date of the suspension.

Readmission after Suspension

If, after a period of one year, a suspended student wishes to apply for readmission to a graduate unit, he/she must follow the readmission procedure delineated earlier in this handbook. If a graduate unit decides to readmit the student, it will specify the conditions required by the student to reestablish his/her good standing. The period of suspension will be included in the time limit to complete the degree.

Students who have been suspended or who withdrew from the University while in probationary status will be placed in probationary status when readmitted to the University. Students suspended for a low grade point average (Type 1 probation) will have 12 hours or four regular terms (whichever comes first) to establish a grade point average of at least 3.0. A student who fails to achieve the minimum grade point average within the allotted time will be permanently suspended from the graduate program. Students who have been suspended for earning three grades of NC and/or F and subsequently readmitted will be permanently suspended from their degree program if a fourth grade of NC and/or F in graduate-level course work is earned.

Academic Dishonesty

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

Grievance Procedure

The grievance policy and procedures are explained in the Pathfinder, the UNM Student Handbook: <http://pathfinder.unm.edu/>. The student grievance procedure, a part of The Pathfinder, is available at <http://pathfinder.unm.edu/campus-policies/student-grievance-procedure.html>.

Enrollment/Drop Policies

All MSN Core Courses are online courses, and only CON students admitted to a graduate concentration will be allowed to enroll. Priority will be given to students who are in lock-step full-time concentrations. This policy may only be waived for a student if a class is not full and if that student has been accepted to a graduate concentration that will not start immediately.

At the discretion of the faculty teaching the course, students who do not appear in class or log on to a Web course during the first week of the term or who have not made prior arrangements with the faculty course coordinator may be dropped. For Web-based classes, the first week of class is defined as Monday to Friday of the first week.

Exception Requests

Requests for exceptions to stated regulations for extraordinary circumstances must be submitted in writing to the Concentration Coordinator or Faculty Advisor. The request will be brought to the CON Graduate Committee for a decision when curricular issues or matters of policy are involved. If University policy is involved, the matter also goes to the CON Executive Associate Dean, the UNM Dean of Graduate Studies, and/or the Senate Graduate Committee.

Graduation Responsibilities of Students and Procedures

Students must notify their department of their intent to graduate the term before their intended date of graduation. This can be accomplished by filing a Program of Study (POS) form with the CON Student Advisement Office for forwarding to the Office of Graduate Studies (OGS) prior to the term they plan to graduate (see Appendix B for instructions on how to fill out the POS form). Look

for an email sent through the CON-MSN listserv for POS deadline dates and other important information.

In order to graduate, the following criteria must be met:

- Submission of the POS form (described above).
- Successful completion of all course requirements, including resolution of all incomplete grades.
- Successful completion of the MSN Comprehensive Examination.

Any change to a POS or to a Master's Examination Committee must be approved by the Faculty Advisor, and the change must be submitted through the CON Student Advisement Office for coordination with OGS. An extensive change requires a new POS. Students may not schedule their Master's Examination until their POS has been approved. The approval can be verified by checking with the CON Student Advisement Office.

Results of the Master's Examination Plan I or Plan II, or Thesis, must be in the CON Student Advisement Office by November 14, April 14, and July 14, respectively, for fall, spring, and summer graduations. This means that the examination must be turned in and evaluated by faculty prior to these dates. The student should refer to the *Student Timelines and Plan II Examination*, available in the Academic Advising Office. To ensure that deadlines are met, the student's Master's Examination Committee will determine all deadlines for completed examinations.

Convocation and Graduation Ceremonies

Watch for email announcements about convocation and graduation the term before your intended graduation. Important messages will be sent to you through your Microsoft Outlook email, i.e. yourid@salud.unm.edu. The CON convocation ceremony is conducted at the end of each term in May and December. This is a formal ceremony recognizing all graduates from the BSN, MSN, and doctoral programs. Participants are required to wear academic regalia.

The UNM graduation occurs twice a year – in May and December - and is the formal ceremony of the University community paying tribute to its graduates. Students from the CON march as a group behind a banner carrier representing the CON. You will receive a notification packet from the Office of the University Secretary (277-4664), with instructions to complete a Participation Form.

Students may purchase their academic regalia from the Medical/Legal Bookstore (505-277- 5827). This includes a cap, gown, tassel, and master's degree hood in the nursing colors.

Graduation announcements and other items may also be purchased at the bookstore. Questions regarding your diploma should be directed to Records and Registration at (505) 277-8900 and toll free at 1-800-CALL UNM, Monday–Friday between the hours of 8:00AM to 5:00PM (MST). The Records and Registration website address is <http://registrar.unm.edu/>.

STUDENT REQUIREMENTS & EXPECTATIONS

Clinical Experiences

Professional Documentation

All MSN students are responsible for providing and maintaining current professional documentation in order to participate in clinical or fieldwork experiences. Failure to maintain records may result in disenrollment. See Appendix C in the handbook for a detailed list of requirements. Questions about documentation can be directed to Janet Werner at werner@salud.unm.edu or (505) 272-4381.

Clinical Practice During Breaks Between College of Nursing Terms

Students are expected to complete their clinical rotations by the end of the term. Clinical rotations during the break between terms, including observational experiences, are not allowed. Any exception to this rule needs to be approved by the students' concentration coordinator.

Liability Insurance

The CON provides liability insurance for all CON students through New Mexico Risk Management Division only while they are engaged in student clinical experiences.

Needle-Stick Policy and Insurance

Any needle-stick or other exposure to blood and body fluids during clinical experiences must be reported immediately. The student then must report to the Student Health Center on main campus or an appropriate health care facility (if it occurs after hours, or for students outside the Albuquerque area). The Student Health web page provides access to additional information <http://shac.unm.edu/>. A needle-stick insurance policy is mandatory and will be billed to the student's account at a cost of \$30.00 per applicable term. See Appendix C for additional information.

Technology

A description of the technology requirements for all CON students is posted on the CON Web site. Additionally, the online Graduate Orientation (available at the CON Web site under *Current Students*) provides a presentation on informatics that reviews current information related to technology. Technical support is available to students by clicking on the *Technical Support* link on the CON Web page or submitting an IT Support Ticket to <http://nursing.unm.edu/resources/it/submit-support-ticket/index.html>. The CON building and the Domenici Center buildings are Wi-Fi accessible.

Microsoft Outlook Email

CON students are required to obtain a Microsoft Outlook email account. Students are expected to use Microsoft Outlook for all official CON correspondence. It is strongly suggested that students check their Outlook account a minimum of 2-3 times per week. Further information about Microsoft Outlook can be found online by clicking the *Graduate Orientation* link on the CON Web site.

College of Nursing Email Policy

There is an increasing need for fast and efficient communication with currently enrolled students in order to conduct official business at the College of Nursing. Official communication includes, but is not limited to, academic deadline notifications, billing statements, specific course information, and campus alerts. Email is one of the available mechanisms for formal communication by the College with students, and the College reserves the right to send official communications to students by email with the full expectation that students will receive and read these emails in a timely fashion.

UNM cannot verify the ownership of private emails such as Gmail, Yahoo, Hotmail etc. whereas University email accounts are issued only to enrolled students. The only sure way to avoid FERPA violations and guarantee that University emails are delivered to the intended party is through use of official University email addresses.

Each student has a UNM email account created for them for use throughout the time the student is registered for classes. The UNM email account shall be considered an appropriate delivery method for official communication with students by the College unless otherwise prohibited by law.

Students are responsible for:

- checking their email frequently (at a minimum of once per week or as indicated by an instructor) in order to stay current with College-related communications;
- ensuring there is sufficient space in their accounts for email to be delivered; and
- recognizing that certain communications may be time-imperative.
- Students will not be held responsible for a substantial interruption in their ability to access a message if system malfunctions or other system-related problems prevent timely delivery of, or access to, that message (e.g. power outages or email system viruses). Students should check their email frequently to prevent problems caused by a brief system failure.
 - Students are responsible for protecting PHI (Patient Health Information) by using HSC provided encryption.

Students who choose to have their email forwarded to a private (unofficial) email address outside the official University (@unm.edu) do so at their own risk. The University and the College are not responsible for any difficulties that may occur with privacy or security, in the proper or timely transmission, or in accessing email forwarded to any unofficial email address. Such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to students' official UNM email addresses. Failure to check email frequently or email returned to the College with "mailbox full" or "user unknown" are not considered acceptable excuses for failing to know about and comply with official email communication.

Students should report problems with University email or access to ITS at 505-272-8112 or nursing.unm.edu/IT.

Faculty & staff are responsible for communicating official College of Nursing business to students using the student's UNM email account.

- In cases where an external student (transfer, NMNEC, Nexus) does not have a UNM email account, the home school address should be used for all confidential or official business. Non-

educational email (for example: Gmail, Yahoo or Hotmail) should be used only for introductory purposes. The student should be notified that further contact requires an education account.

Online Courses

Online courses offered at the CON are delivered through course management software called *Blackboard Learn* (see Student Identification below). Because all MSN Core Classes and many specialty classes are only offered online, all CON graduate students must be proficient with *Blackboard Learn*. Students in these classes must log on within a week of the start of class or be dropped from the class.

Student Identification

ID Badges

All CON students must wear their UNM HSC ID badges when on campus or in clinical for safety, security, access to buildings, and identification in case of an emergency. For information about how to obtain an ID badge, call the UNM Hospital Badging Office at 272-1757. Failure to wear the badge may result in a student being escorted from campus or clinical or denied access to the campus during emergencies. Students must use their UNM HSC ID badges (if in person) and their names as they appear on UNM records on all correspondence or contacts with any College of Nursing Office such as the Dean's Office, and any main campus office, such as the OGS or the Registrar.

Banner ID

The Banner number is the student's personal identification number, which replaces the Social Security number. The Banner system contains all the personal and identifying information on each student, including grades. Students use LoboWeb (my.unm.edu/) to register for classes.

UNM Net ID and HSC Net ID

The UNM Net ID is the user name that is used to navigate MyUNM/LoboWEB and *Blackboard Learn*. Students set this up at the time they set up their accounts as per the *Graduate Student Orientation*. It may or may not be the same as their HSCLink user name.

The HSC Net ID, which is also your HSCLink user name, is created automatically for each CON student within two weeks of the start of the student's first term. It is also used to log on to CON Building computers.

Student Records

The CON policy related to content, confidentiality, and accessibility of student records conforms to UNM policy, which may be found in *The Pathfinder – UNM Student Handbook at* <http://pathfinder.unm.edu/>

Writing

Writing and critical thinking in support of advancing nursing knowledge and systems are important professional and leadership skills for nurses and are included throughout the baccalaureate and graduate programs. Nursing is an evidence-based profession, and learning experiences include the

reading, interpretation, and application of relevant professional literature. A large portion of the evaluation of course work in graduate school includes written term papers. While each course and instructor may have different content and format requirements for specialty area papers, certain standards and scholarly expectations exist. Students are expected to incorporate the basic skills into their writing:

1. Able to use correct grammar and spelling in writing assignments.
2. Able to write complete thoughts using appropriate sentence structure and form.
3. Able to clearly express thoughts and feelings in writing.
4. Able to write a paper using the elements of an introduction, body, and conclusion.
5. Able to identify and summarize key concepts or issues based on readings.
6. Able to understand the difference between paraphrasing, citing, and plagiarizing.
7. Able to apply library/internet skills to find and identify appropriate sources for nursing.

Students are expected to use the current edition of the *Publication Manual of the American Psychological Association* for reference citations and all outline and bibliographic format issues. This is a standard form for many publications, and the student should become well versed in its use. Exceptions are made when the student is writing for a publication that uses a different format.

Papers must be word processed and should be carefully edited and proofread prior to submission. Always keep a personal copy of submitted materials.

Any class work and papers written for one course are not acceptable for meeting the requirements of another course. Students who wish to study different perspectives of a single topic in different courses should first seek approval from the course instructors.

Issues of academic property and proper acknowledgement of the work of others are an underlying theme in written work. Students are expected to cite sources properly. Refer to <http://libguides.health.unm.edu/content.php?pid=191251> for resources on citing sources properly (click on the APA tab) and literature search skills (click on the Research Skills Tutorials tab).

Graduate Nursing Student Rights, Responsibilities, and Code of Conduct

All individuals who work and study at the CON are responsible to conduct themselves in a professional manner. It is expected that all individuals will be respectful of others to foster a positive academic environment. Good, kind and professional communication skills should be used with peers, staff, faculty and preceptors. The same level of professionalism is expected as would be found in a clinical setting with clients. The CON student rights and responsibilities are presented in Appendix E along with the Graduate UNM Code of Conduct.

Use of Cell Phones and Pagers During Classes

To decrease class or meeting disruption, graduate students should turn off all devices unless they are absolutely essential, and then the vibration mode should be used. Students who expect an emergency call should sit near the door and leave quietly to take the call. Texting during class is also strongly discouraged. Students are responsible for material covered while these devices are used.

Presence of Students' Children in CON Facilities and Classes

The CON encourages students to find appropriate child care whenever possible, but recognizes that in some circumstances, this is not possible or desirable. Healthy infants and children are welcome in the CON building with proper supervision by a responsible adult. Attendance by infants and children in classes is permitted at the discretion of the individual faculty member; students who would like to bring infants or children to class should request permission from the involved faculty in advance. Disruptive children should be removed from the classroom immediately to allow other students to have an uninterrupted learning experience. It is not appropriate to bring infants or children to clinical activities. Infants or children who are ill are not welcome in the CON at any time.

Social Media Use

The purpose of this policy is to ensure that students, faculty, staff, and other College of Nursing constituents use social media and other emerging social networking technologies in a professional and responsible manner. Information posted via social media is considered public information, and other employers, organizations, and individuals actively monitor and share information they find on social media. This information is NOT confidential. Electronic media can be a valuable tool for sharing experiences, but it is imperative that patients, fellow students, faculty, or staff are not identified by name, and that any information or details that could be used to identify them not be included, in order to protect their right of privacy. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

This policy applies to College of Nursing students, faculty, and staff. Lack of compliance with this policy may result in disciplinary action, up to and including dismissal. This policy is not intended for internet activities that do not associate or identify a student, faculty, or staff person with UNM, do not use UNM email addresses, do not discuss UNM or the College of Nursing, and are purely about personal matters.

Policy Statement

- 1) Students, faculty, and staff should conduct themselves in a professional, respectful, and civil manner when using social media of any kind.
- 2) Any situation involving named or pictured individuals acting in a UNM capacity on social media requires their express written permission.
- 3) If you identify yourself as a UNM faculty, student, or staff in any online forum and/or use a UNM email address, you must make it clear that you are not speaking for UNM. Any content posted to a website outside of UNM that has something to do with your UNM affiliation, or any other subjects associated with UNM, must be accompanied by a disclaimer such as, "The postings on this site are my own opinions and do not represent the views or opinions of UNM."
- 4) The use of any UNM Logo or protected images requires written permission.
- 5) The use of verbally abusive, disrespectful or aggressive language or content communicated via email or used when posting to public forums of any kind by faculty, staff, or students may result in disciplinary action, up to and/or including dismissal.

Please refer to the UNM Social Media Guidelines for additional information
<http://webmaster.unm.edu/web-advisory/files/social-media-guidelines-draft.pdf>

Revised May 2015

FERPA

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is the federal statute that governs student educational records. Everyone who works with student records should be familiar with the law's provisions governing students' rights to access their records, students' rights to amend their records, and students' rights to limit disclosure of personally identifiable information. The Office of the Registrar offers a workshop that covers these aspects of the federal law, as well as our responsibilities to protect the confidentiality of student education records. Questions regarding the application of the law in your particular area are encouraged (registrar.unm.edu/privacy-rights/ferpa.html).

FINANCIAL AID, SCHOLARSHIPS, AND LOANS

Financial Aid for Graduate Students

Free Application for Federal Student Aid (FAFSA)

(<http://www.fafsa.ed.gov/>)

The FAFSA application is used to apply for student loans and to be considered for potential federal scholarships or traineeships. It is very important to complete this as soon as possible. The priority deadline is March 1st of each year; however, applications are accepted throughout the year. Application may be made via the internet at <http://www.fafsa.ed.gov>. The application information is processed and results are sent to the Office of Student Financial Aid at UNM. The Financial Aid Officers for Nursing are Kelsey Higgins and Ana Vigil. They are also your point of contact for information on Tuition & Fee charges along with financial aid budget components.

Kelsey Higgins

higginsk@salud.unm.edu

Phone (505) 272-4994

Fax: (505) 272-3970

Ana Vigil

amvigil@salud.unm.edu

Phone: (505) 272-0854

Fax: (505) 272-3970

Mailing and Physical Address:

College of Nursing Student Services

MSC09 5350, Room 255

1 University of New Mexico

Albuquerque, NM 87131-0001

College of Nursing Stipends/Scholarships

The College of Nursing anticipates funds in the form of Advanced Nursing Traineeship (AENT) stipends for full-time graduate level Midwifery, FNP and PNP students and there is a possibility for other departmental scholarship funds for all students. The AENT stipend is not work related. The funds are awarded to students for being a full-time graduate level student. Funds are limited so the priority deadline for applications is June 30th for fall term and November 15th for Spring term. Students must be accepted into the College of Nursing Graduate Program. Applications are now available at the College of Nursing Financial Aid Office, Room 255. If you have any questions, please stop by the office, telephone (505) 272-4994, (505) 272-0854, or e-mail higginsk@salud.unm.edu or amvigil@salud.unm.edu.

Teaching Assistantships

The College hires Teaching Assistants prior to the beginning of the semester to assist faculty teaching large undergraduate courses or levels. The graduate student must be enrolled in at least 6 credit hours for the term. Presently the contract awards up to 6 credit hours of Resident tuition and fees and pays approximately \$840 a month. Student health insurance is also offered and paid through the contract. To apply complete the same application as for stipends/scholarships noted

above and attach a resume. Please note that if you have another source of funding for tuition and fees only, e.g. scholarship or federal funding source, the TA contract will not pay the 6 credits of tuition.

The UNM Office of Graduate Studies

UNM 3% Graduate Scholarship & Other Graduate Fellowships, Research, and Travel Grant Information (<http://ogs.unm.edu/funding/index.html>)

The Office of Graduate Studies awards funds in the form of 3% graduate scholarships for approximately five full-time nursing New Mexico Resident graduate students. Students must complete a FAFSA by March 1st to be considered. There are other forms of funding on the website which students may find helpful such as graduate fellowships and research and travel grants.

New Mexico Loan for Service Program & New Mexico Loan Repayment Program (<http://hed.state.nm.us/>)

The Loan for Service Program through the New Mexico Higher Education Department (HED) is restricted to students interested in working in an underserved area of the state upon degree completion. The students must be committed to this program; penalties exist for breaking the agreement. The award amount is \$12,000 per year (divided between fall/spring). Applicants must be NM Residents. The deadline to apply is July 1.

The Loan Repayment Program is a program that pays back all federal student loans for nursing students in the FNP, PNP and Midwifery concentrations after graduation for a service payback. The main difference from the Loan for Service Program is that the student is not obligated until after graduation. Thirty out of 33 counties are typically considered underserved. Applications are due in May. Applications are available through the New Mexico Higher Education Department. Their website address is <http://hed.state.nm.us/>.

Nurse Corps Loan Repayment Program Overview

[The Nurse Corp Loan Repayment Program](#) offers registered nurses substantial assistance to repay educational loans in exchange for service in eligible facilities located in areas experiencing a shortage of nurses. Authorized by Section 846 of the Public Health Service Act, as amended, the purpose of the NELRP is to assist in the recruitment and retention of professional nurses dedicated to provided health care to underserved populations. For further information, please review the website: <http://www.hrsa.gov/loanscholarships/repayment/nursing/>, or, call toll-free 1-877-221-9393,

National Health Service Corps (NHSC) Scholarship fund (1-800-221-9393) and the Indian Health Service. These organizations have a competitive application process and require an agreement to pay back in service, for time spent in your educational program. Placements can be anywhere in the United States and are not necessarily in the state of New Mexico. Please be sure that you completely understand your service obligations if you accept funding. For more information go to: <http://nhsc.hrsa.gov/scholarships/index.html> and <http://www.ihs.gov/scholarship/index.cfm>.

The New Mexico Health Service Corps will pay a taxable award up to \$15,000 for FNP and Certified Nurse Midwife to the student while in school and service payback would occur upon graduation in a designated underserved area of New Mexico. For more information, please contact the new program coordinator, Alexandria King, email: Alexandria.king@state.nm.us, Phone (505) 841-6454,

External websites:

www.nursingscholarship.us

<http://www.peointernational.org/peo-projects-and-philanthropies>

P.E.O. Philanthropic Educational Opportunity for Women

STUDENT RESOURCES

See The Pathfinder – UNM Student Handbook for many additional listings

Student Success Manager

Your graduate-student success manager, Joanne Bartram, offers workshops and individual coaching on a wide range of topics related to your academic success and well-being. You are warmly invited to contact her about effective study methods, managing anxiety, adjusting to graduate school and many other subjects: College of Nursing, Room 264E, 505-272-5038; jbartram@salud.unm.edu.

Agora Crisis Center (277-3013 or 1-866-HELP-1-NM or 1-800-SUICIDE or 1-800-273-TALK)

This program offers a free volunteer paraprofessional listening and referral service. The help-line is open 9:00 am to midnight, 365 days a year. The walk-in clinic is located at 1820 Sigma Chi Rd., Albuquerque, NM 87131, open M-F, 9:00 a.m. – 5:00 p.m.

Student Health & Counseling Center (SHAC) (277-3136)

Located on main campus north of Johnson Center and east of the Student Union Building, SHAC provides quality health and counseling services to all UNM students. Fees charged are lower than community rates. Funded in part by student activity fees, the center is open Monday - Friday, call for current hours of operation. <http://shac.unm.edu/>

Counseling and Therapy Services (CATS) (277-3126 or 277-4537)

Located in the Student Health & Counseling Center, CATS provides assessment, referral, crisis and emergency intervention, therapy, and medication services. Open Monday - Friday, 9:00 a.m. to 5:30 p.m. Additional information is available at <https://shac.unm.edu/counseling.html>

UNM Psychology Clinic (277-5164) 951-1617 emergency pager

Alcohol Specialty Clinic (277-5165)

These clinics offers a broad range of psychological services, including assessment, individual therapy, couples and family treatment for alcohol, relapse prevention, and referral sources.

Located on UNM's main campus at 1820 Sigma Chi Road NE, Albuquerque, NM.

Student Activities Office (277-4706) <http://www.unm.edu/~sac/>

This office oversees over 400 student organizations and many student events. Their services also include an off-campus housing service and an emergency messaging service for students.

Veterans Counselor and Advisor (277-3181)

This service helps student veterans and their families offering assistance with education benefits, administrative services and job advisement. Course work is reviewed for eligibility for payment. This office is located in the Student Union Building, Suite 2002. Office Hours are Monday- Friday, 9:00 a.m. to 4:00 p.m. (<http://vrc.unm.edu/>).

Women's Resource Center (277-3716) <http://women.unm.edu/> Mesa Vista Hall, Room 1160. The purpose of the center is to improve the status of women in the academic community by offering academic advising, workshops, and counseling. Hours are 8 am to 5 pm, Monday, Wednesday, Friday and Tuesday, Thursday 8 am to 6 pm.

GRADUATE STUDENT LIFE

Associations

Graduate and Professional Student Association

<http://www.unm.edu/~backgpsa/> The Graduate and Professional Student Association (GPSA) is the representative governing body for all graduate and professional students. GPSA represents the interests of graduate students through continuing contacts with the OGS, the University administration, Board of Regents, and the state legislature. GPSA also maintains an active network with other graduate student organizations nationally. The primary goal of the association is to enhance graduate educational opportunities for all students at the University (see *UNM 2015-2016 Catalog* when available).

GPSA maintains a Student Research Allocations Committee, which provides financial aid to graduate students completing research projects. Money is also available to students for attending academic conferences. Graduate departments that have student organizations chartered by the GPSA can apply for funding or workshops and other special events. For further information concerning these and other services contact the GPSA offices, Suite 1021 of the Union Building, 277-3803, or <http://gpsa.unm.edu/contact>.

Graduate Student Nurses' Association

Members of the Graduate Student Nurses' Association (GSNA) must be enrolled as graduate students at the UNM CON. This organization is a chartered member of the Graduate and Professional Student Association (GPSA). Officers of GSNA are voting members of the GPSA Council and represent graduate student nurses at the university level. The GSNA objectives are to: (1) represent, support and advocate for graduate nursing students; (2) provide supplemental scholarship and financial information and resources; and (3) promote the scholastic, professional, and social interests of the graduate student nurse while serving as a conduit for student-faculty communication.

Sigma Theta Tau International

Sigma Theta Tau International is the Honor Society of Nursing. Founded in 1922, there are now more than 600 chapters around the world. Gamma Sigma Chapter is the 88th Chapter, chartered in 1978 at the UNM CON. The chapter website is <http://gammastigma.nursingsociety.org>. The mission of the organization is to —support the learning, knowledge and professional development of nurses committed to making a difference in health worldwide. This is achieved through (1) recognition of superior achievement, (2) recognition of the development of leadership qualities, (3) fostering high professional standards, (4) encouraging creative work, and (5) strengthening commitment to the ideals and purposes of the profession. It offers professional nurse-clinicians and nurse-educators an opportunity to mix in a stimulating and professional atmosphere.

The vision of Sigma Theta Tau International is “to create a global community of nurses who lead in using knowledge, scholarship, service and learning to improve the health of the world’s people.”

Membership. Membership in Sigma Theta Tau International is an honor conferred on students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs. Graduates of baccalaureate programs who demonstrate excellence in leadership positions

in nursing are also eligible for membership consideration. Membership is available by invitation through active chapters and is awarded (conferred) during a public ceremony. Inductees' families and friends are invited to attend the ceremony. Membership assumes acceptance of the purposes of the society and responsibility to participate in achieving the goals consistent with the professional and scholastic character of Sigma Theta Tau International.

Selection for membership takes place in the early part of the Spring semester. Applications are sent to the Eligibility Committee of Sigma Theta Tau International Gamma Tau Chapter by interested candidates. Two letters of recommendation from faculty or professional nurses who know the candidate's work are required.

Research Grants. Applications for small, annual grants for thesis research work are made with the assistance of the student's thesis committee chair.

CON Committee Student Representation

Student representation shall consist of one graduate student on the Graduate Curriculum Committee.

Elections Process

The student representative to the Graduate Curriculum from the previous year shall initiate the election process, or representatives will be sought through the GSNA. Students must consent to serve before their names will be placed on the ballot. The ballot will list the candidates' concentration and why they would like to serve on the committee. A representative shall be elected by secret ballot and may be reelected for a second year. All graduate students can vote. The election will be by simple majority of the votes cast.

APPENDIX A THE MSN COMPREHENSIVE EXAMINATION

All MSN students are required to complete the MSN Comprehensive Examination as a final step in the program of studies. The comprehensive examination is offered as either Plan I (thesis) or Plan II (non-thesis) options.

The Examination Committee

The student completes the comprehensive examination under the direction of a committee. The committee is comprised of a Chair and at least two other members. There are specific guidelines regarding the composition of the committee. The chair and at least one other committee member must be a doctorally prepared CON faculty, one of whom must be either tenured or tenure track. The student works most closely with the Chair during the examination period. The CON Student Advisement Office has a list of current approved faculty and more specific information related to the composition of the Committee. The Committee Chair is usually in the student's concentration or has particular expertise in the student's specialty. Begin by contacting that faculty member and ask if he or she will be your Chair. The Chair often suggests other committee members according to student need. The student should personally contact the other potential Committee members who must agree to serve on the committee before submitting names to the CON Student Advisement Office. This process should be started early because many faculty members have multiple requests.

Plan I (Nursing Thesis)

The thesis provides an opportunity for a student to conduct research on a selected topic under the guidance of the faculty committee. To graduate under the Plan I Examination, a student must complete a minimum of 30 credits in nursing and related subjects, including 6 credits of N599: Nursing Thesis, and all concentration requirements must be met. Students complete a written thesis and an oral defense to meet the requirements of this option. Detailed thesis guidelines are available from the CON Student Advisement Office.

Plan II (Non-Thesis)

The Plan II Comprehensive Examination is designed to test the student's ability to integrate and apply knowledge from the core areas of nursing to a specialty area. It serves as a culminating activity that provides a student with the opportunity to synthesize knowledge and experience gained through the MSN program.

To graduate under the Plan II Examination, a student must complete a minimum of 32 credits in nursing or related subjects (including 1 credit of N596 or N597), and all concentration requirements must be met. Either N596 or N597 comprise this Master's Examination. Not all graduate concentrations offer both Plan II options. Students must consult the curriculum plan for the requirements of their specific concentration. The *Plan II Master's Examination Committee Form*, (available from the Student Advising Office), must be filled out prior to the term during which the student plans to take the Master's Examination. Dates for the submission of this form are September 1 (Fall graduation) January 30 (Spring graduation) and May 30 (Summer graduation).

As noted above, students have a choice of two options to meet the criteria for the Plan II Examination: N596: Professional Paper and N597: Applied Examination. It is important to note

that a student can only attempt the Plan II Comprehensive Examination in two terms (with multiple attempts or rewrites allowed within that term). If unsuccessful (for either N596 or N597) the student may repeat either one additional time in a subsequent term. Specific information for both of these options are on the pages that follow – including an Algorithm for N596 and N597.

N596: Professional Paper

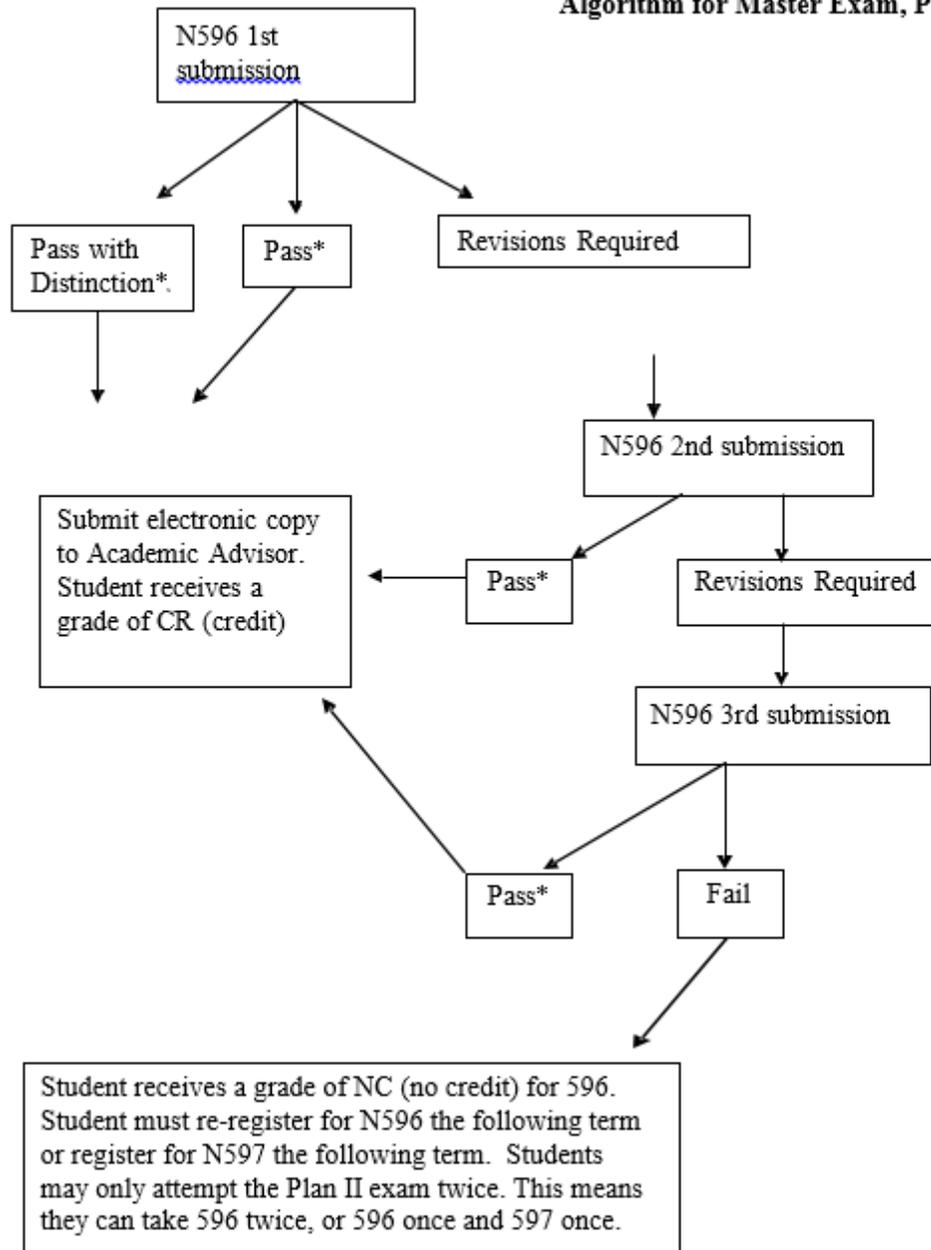
Students who elect the N596 will write a 15- to 30-page scholarly paper. Students may either focus their paper as a Problem Solving Paper (Option A) or a Significant Topic/Issue Paper (Option B). The paper topic and focus are determined by the student in consultation with the committee Chair and members. Consult with your faculty advisor or the Student Advisement Office for specific guidelines about the Professional Paper.

N597: Applied Examination

Students who elect to complete N597 take a two-part online examination. The first part of the examination (Part I) tests the student's ability to integrate and apply information from the MSN core courses (N501, 503, and 505) to a group of research articles using a multiple-choice and short answer examination format. Students obtain, read, and analyze the articles prior to taking the examination. The second part of this examination (Part II) is a concentration-specific examination that tests the student's ability to integrate and apply concentration-specific knowledge. Each concentration has a different examination and scoring standard. Consult with your Concentration Coordinator for more information. Talk with your faculty advisor or the Student Advisement Office for specific guidelines about the Applied Examination.

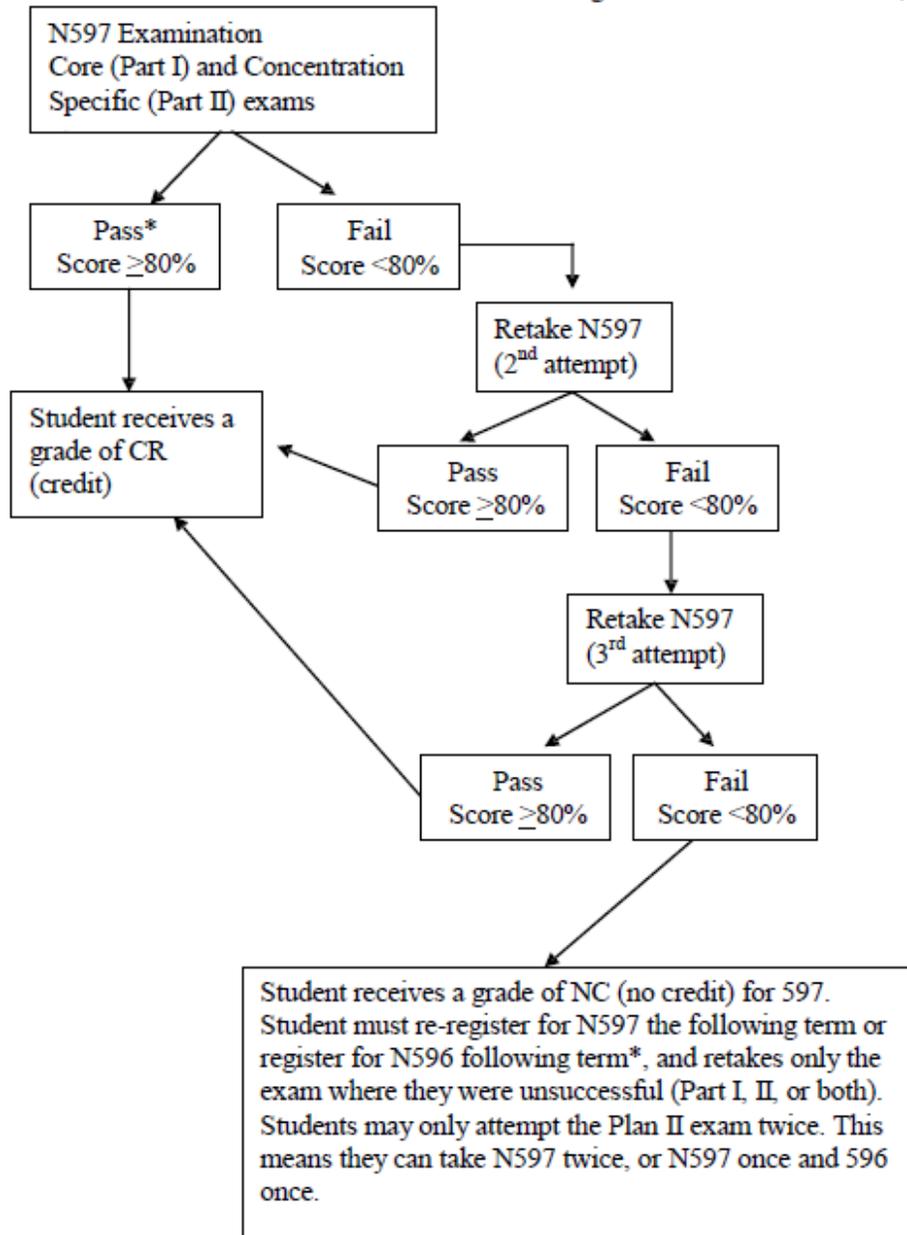
See Information pertinent to the MSN Comprehensive Examination on the college website <http://nursing.unm.edu/current-students/msn-students/comprehensive-examination.html>

College of Nursing

Algorithm for Master Exam, Plan II Nurs 596

Note: **Pass requires agreement from 2 of 3 committee members. **Pass with Distinction** is only an option with first submission and requires agreement from **all** committee members.*

College of Nursing
Algorithm for Master Exam, Plan II N597



** Note: Students taking N597 are not eligible for graduation with distinction. N596 is not an option for students in midwifery concentration.*

APPENDIX B PROGRAM OF STUDIES FORM

It is strongly recommended that students obtain a copy of their Advisement/Unofficial Transcript before filling out this form. Students can access an unofficial transcript themselves from the Office of the Registrar (<http://registrar.unm.edu>) or obtain a free unofficial transcript from the Records and Registration Office at One-Stop, Mesa Vista Hall North, 277-8900.

All spaces on the form must be filled in. Missing information will result in return of the form, which could delay graduation. Please print neatly.

- *Personal Information.*
- *Department or Graduate Unit.* Put *College of Nursing*. If you are a dual-degree student, list both departments.
- *List all degrees you currently hold or have completed.*
 - Indicate the UNM master's degree you are seeking. Use the first line if you are obtaining an MSN; fill this in as *MSN NURS*. The major code is 077.
 - Dual-degree graduates should list both. Public Administration is *MPA-PADM*, with the code 068; Public Health is *MPH-PH*, with the code 335.
 - Post Master's Professional Certificate graduates should use the third line and list *NURCP*, with the same 077 code.
- *Subdivision* (concentration, emphasis, etc.). If you are pursuing a concentration/emphasis within your major, list it here; for example, nurse-midwifery.
- *Minor.* Transcribed minors are only available from graduate programs that have approved minors on file at OGS. If you are declaring a transcribed minor, you must complete a *Transcribed Minor* form and have it approved by your major and minor departments and OGS. The transcribed minor form should accompany the POS for final approval by OGS.
- *Plan I (thesis) or Plan II (non-thesis).* Choose Plan I if you are writing a thesis, Plan II if you are taking exams or writing a professional paper.
- *Semester and year you expect to complete requirements.* Projected date of graduation. This can be changed without penalty. Further paperwork will be required at the time of graduation (see OGS Graduation Checklist).
- *Which publication are you using to meet degree requirements?* You may use any bulletin/catalog that has been in effect since you entered your current graduate program. If you have been readmitted to a program or have changed degree programs, you may only use catalogs in effect since your readmission/change of degree (see *General Academic Regulations* in the *UNM 2015-2016 Catalog* for further details). Although students may choose which degree requirements they wish to follow, all students must follow the *General Academic Regulations* in the current catalog.
- List all the classes you took in chronological order. Spell faculty names correctly.

This form must be signed by your Faculty Advisor, and the original with original signature must be submitted to the CON Student Advisement office. OGS will not accept a POS via fax.

Note: MSN students in the advanced practice concentrations who took NURS 501, NURS 503 and/or NURS 505 as an undergraduate may have the aforementioned courses excused from their

Program of Studies through a Memorandum of Understanding that has been reached between the Office of Graduate Studies and the College of Nursing. This request applies only to students who are in pursuit of the AG-ACNP, FNP, PNP or Nurse Midwifery concentrations. Contact the graduate academic advisor if you have further questions on this policy.

APPENDIX C PROFESSIONAL DOCUMENTATION FOR MSN STUDENTS

Advanced Practice Nursing Students

All MSN students are responsible for providing and maintaining current professional documentation. Failure to comply may result in disenrollment. Documentation for APN students will be managed electronically using the myRecordTracker system for a one-time setup fee of \$50.00. At any time during the program, students may be asked to furnish copies of documentation directly to a clinical or fieldwork site. In the event requirements change, students will be notified and are expected to respond accordingly.

The requirements listed below must be met upon enrollment. Detailed instructions are provided in myRecordTracker as well.

Immunizations: Evidence of required immunizations must be submitted to the UNM Student Health & Counseling (SHAC) Immunization Clinic in the form of a signed record from a healthcare provider. Immunization Requirements for UNM Students in Healthcare Programs can be found at <http://shac.unm.edu/medical-services/immunizations.html>. An RN will authorize the records and provide a signed Immunization Record form. This step must be repeated each time a screening or vaccination is updated. If necessary, SHAC can perform titers and immunizations. To schedule an appointment, call (505) 277-3136. For additional information, including hours and location, visit <http://shac.unm.edu>.

New Mexico RN License: Run a license search on the Board of Nursing website and print a copy of the current online license.

Health Insurance Portability and Accountability Act (HIPAA): This training is required annually for all HSC students. The following modules “HIPAA Security Training & HIPAA HITECH Training can be found online at UNM HSC Learning Central. After completing the modules, print a copy of both certificates of completion to submit.

Occupational Safety and Health Administration (OSHA) Training (also known as Bloodborne Pathogen Training): As with HIPAA, the module can be found at Learning Central.

Basic Life Support (BLS) Certification for Health Care Providers: This is required of all FNP, PNP, and CNM students. ACNP students initially can submit a BLS but must provide proof of Advanced Cardiac Life Support (ACLS) Certification prior to the start of their clinical rotations. Nurse-Midwifery students must have Neonatal Resuscitation Program (NRP) before beginning Intrapartum clinicals.

10-Panel Urine Screen: The lab at UNM Student Health can perform the screening. There is no need to schedule an appointment. Results will be available within two days. Alternatively, off-campus drug testing is permissible.

The screening must include: 1. Amphetamines 2. Cocaine Metabolites 3. Opiates 4. Phencyclidine (PCP) 5. Marijuana (THC) Metabolite 6. Barbiturates 7. Benzodiazepines 8.

Methadone 9. Methaqualone 10. Propoxyphene.

New Mexico Department of Health Caregiver Criminal History Screening Program (CCHSP):

On admission to the CON, all students must undergo fingerprinting and a Criminal History Screening whether or not they have been previously cleared by an employer or another academic program. Contact Diana Baca in Student Services at (505) 272-4223 or DLBaca@salud.unm.edu to obtain instructions and forms.

Additional Background Screenings: In addition to the CCHSP, students are required to provide results for the following background checks: Excluded Provider Database, Excluded Parties List, and NM Dept. of Public Safety Sex Offender Registry. Searches will be conducted using Application Station-Student Edition through Certiphi Screening, Inc. The current fee is \$10.30. To apply, go to www.applicationstation.com and use access code UNMMSN-CONADMIN. Allow three business days to obtain the results. Technical issues can be resolved by contacting Application Station Support at 888-291-1369.

Consent to Release Personally Identifiable Information Form: This form can be found in the Documents section of the student's myRecordTracker account page. It pertains to participation in clinical or practice experiences and is optional. Students who decline should notify the program administrator.

**The University of New Mexico
Blood & Body Fluid Exposure/Needle-Stick
2015-2016 Insurance Coverage**

Insurance coverage is mandatory for all UNM students who are at risk for body fluid and blood-borne pathogen exposure. Coverage is underwritten by National Union Fire Insurance Company of Pittsburgh, PA. Services are coordinated by AIG, Educational Markets

Benefits & Coverage:

- Coverage is for academic-related exposures only
- No referrals needed
- Covered in any geographic location in any medical facility
- No deductibles
- Maximum benefit payable: \$21,000 per exposure
- 100% reimbursement for:
 - Physician visits
 - Lab tests done on the student and the patient/donor involved in the exposure
 - Emergency room visits, if necessary
 - Medications necessary to treat exposure

Coordination of Benefits:

This provision allows the plan to coordinate payment of benefits with other medical policies under which the insured is covered so that the total benefits paid under all available policies will not exceed 100%. It is the intent that this plan be primary to any other medical insurance under which the insured is covered. The Non-Duplication of Benefits does not apply if you do not have any other medical insurance.

Cost for 2015-2016:

- \$30 per semester/per student

Information & Questions:

Inquiries about the plan and payment of claims:

Call **AIG, Educational Markets, at 1-888-622-6001.**

Office hours are Monday–Friday, 8:00 am–5:00 pm (Central Time).

Website: www.studentinsurance.com (check eligibility/claims status).

Enrollment / Effective Date Questions:

Call UNM Student Health & Counseling (SHAC) services, at (505) 277-3136, or go to their website, at <http://shac.unm.edu/>

Testing and Treatment:

For OHS or ER Consult, call (505) 272-2000; or the PALS line, 1-888-866-7257.

Filing Claims:

1. If the student is seen at Student Health & Counseling (SHAC), claims will be filed by SHAC.

2. The student is required to file all claims for services incurred outside SHAC. The student must submit a claim form (available at SHAC or from the address below) and a UNM Notice of Incident form (available in the student's dept. or at SHAC, or online at <http://policy.unm.edu/common/documents/6150-exhibit-d.pdf>). The student will fill in the necessary info, have the attending physician complete his/her portion of the forms, attach all medical & hospital bills, and mail to the address below:
Educational Markets Mail Center
P.O. Box 26050
Overland Park, KS 66225

Bills must be received within 90 days of service to be considered for payment.

Enrollment:

1. Each department will determine which students are at risk and submit a list of students requiring coverage to UNM Student Health & Counseling. This list will be forwarded to AIG, Educational 2. Markets, for coverage under this plan.
2. The student's UNM account will be charged the premium for this plan as a "needlestick fee."
3. The student will be given the plan coverage details and an exposure explanation (yellow) card. These will be sent to the student's department administrator for distribution.

APPENDIX D LIBRARY AND UNIVERSITY RESOURCES

University resources are listed in *The Pathfinder: UNM Student Handbook*.

Libraries

The General Library at UNM includes Zimmerman Library, the Center for Southwest Research and affiliated programs, Fine Arts & Design Library, Parish Memorial Library and the Centennial Science and Engineering Library.

On north campus, the Health Sciences Center and the Law Libraries. For General Library hours call: 277-9100.

Health Sciences Library and Information Center

Ingrid Hendrix is the librarian dedicated to the College of Nursing to help you with any questions you have about doing literature searches for papers, selecting the best database for your topic, finding full-text articles, and anything else related to finding information for papers or projects you are doing. The best way to reach her is either through e-mail at ihendrix@salud.unm.edu or AskIngrid@salud.unm.edu. You can set up an appointment or just ask your question via email. There is also a Nursing Resources Libguide which is an online tool containing databases and links to a variety of information relevant to nursing. Go to this link <http://libguides.health.unm.edu/> and click on Nursing on the left.

In addition to getting help from Ingrid, the Health Sciences Library and Informatics Center (HSLIC) offers a number of services. On the main floor of the library is a large public computing area where students can use all the Microsoft Office products and check their email. The third and fourth floor of the library provides quiet study space where the journals and books are shelved. There are numerous individual study carrels on both floors, including three new group study rooms - in addition to the existing 5 group study rooms. The group study rooms have electronic white boards and monitors to plug in laptops and work collaboratively. Study rooms must be reserved 24 hours in advance and there is a web based form for making reservations http://hsc.unm.edu/library/resources/i_need_to/studyroom.html or they can be made in person. HSLIC also has 6 iPads available for 4 hour checkout - 3 of these iPads are the new Second Generation iPads. Also available for check out are a video camera and tripod and three laptop computers. The library also has a collection of anatomical models that are available for checkout. For those with smartphones, HSLIC has a mobile site to access some library resources: <http://m.health.unm.edu/>. For a complete listing of resources available through the library check out this page: <http://hsc.unm.edu/library/resources/databases.html>.

To see what journals UNM subscribes to electronically, go to this site: <http://px7gv7gt2n.search.serialssolutions.com/>.

Don't forget – if you've got questions – Get answers – Ask Ingrid!

Health Sciences Center Library & Informatics Center: 272-2311, <http://hsc.unm.edu/library/>

- Health Sciences Archives, <http://hsc.unm.edu/library/resources/spc/index.html>
- Native American Health Database, <https://hscssl.unm.edu/nhd/>

- HSLIC Online catalog: <http://hestia.health.unm.edu/screens/mainmenu.html>
- Interlibrary Loan: <https://unmhslc.hosts.atlas-sys.com/illiad/HSLIC/logon.html>
- Reference and computer searches, 272-2311, reflib@salud.unm.edu
- Nursing Collection development, 272-0638, ihendrix@salud.unm.edu
- Nursing Resources: <http://libguides.health.unm.edu/content.php?pid=191251>

Zimmerman Library, 277-9100, <http://library.unm.edu/about/libraries/zim.php>

In addition to books and journals on humanities, social science and education, Zimmerman houses:

- Government Information <http://elibrary.unm.edu/govinfo/index.php>
- Reference Department <http://libguides.unm.edu/reftools> and <http://elibrary.unm.edu>
- Center for Academic Program Support (CAPS) <http://caps.unm.edu/>

Third floor, Zimmerman Library, 277-7205

Center for Southwest Research, <http://library.unm.edu/cswr/index.php>

Zimmerman Library, 1st Floor, West Wing, 277-6451

- Center for Regional Studies, 277-2857 <http://elibrary.unm.edu/cswr/>
- Chaco Archives, 346-2884
- Spanish Colonial Research Center, 346-2890

Herzstein Latin American Reading Room, Zimmerman Library, 2nd Floor, 277-9100

- Hard copy newspapers from Latin America & Iberia
- Core journals in Latin American/Iberian studies
- Internet access, conference room, exhibition gallery, affiliated programs

Parish Memorial Library, Adjacent to Graduate School of Management, **277-5912**

<http://library.unm.edu/about/libraries/pml.php>.

- Books, journals, etc. on business, economics, management
- U.S. and international corporate annual reports
- SEC10 K reports
- Copy machines, study rooms
- Reference services, computerized databases, CD-ROMs, Internet access

Fine Arts and Design Library, Fine Arts Center, 277-2357

<http://library.unm.edu/about/libraries/fadl.php>

- Books, journals, etc. for art, architecture, photography, music
- Recordings, music scores
- Listening/viewing facilities
- Exhibition catalogs

Centennial Science and Engineering Library, 277-4858

<http://library.unm.edu/about/libraries/csel.php>

- Books, journals for science and engineering
- Technical reports
- Maps & geographic resources
- Reference and database services

Law Library, Bratton Hall 277-6236

<http://lawlibrary.unm.edu/index.php>

- State and federal statutes and cases special sections for Native American law, New Mexico law, Free Legal Resources, Latin American law, land grant, water and international statues and treaties

APPENDIX E
GRADUATE NURSING STUDENT RIGHTS, RESPONSIBILITIES,
AND CODE OF CONDUCT

1. A nurse admitted for graduate education in the CON has the rights and responsibilities associated with professional nursing.
2. Students have the right to full information about all requirements and policies of the CON regarding graduate education. These policies must be in text/online and available to students upon admission. In turn, the student has the responsibility to read all UNM and CON requirements and procedures related to graduate study.
3. Students have the right to academic advisement early in their course of studies as well as access to ongoing advisement.
4. Students have the right to written information on course content, objectives, and evaluation procedures at the beginning of each course.
5. Students have the right to guidance concerning all aspects and procedures of the Master's Examination, Plan(s) I or II.
6. Students have the right to information regarding any sources of financial assistance that may be available to them, both from within and external to the CON.
7. Students have the right to grieve problems in the grading policies, clinical evaluations, student-instructor conflicts, and policies of the graduate department through a specified impartial procedure. Grievance may be raised by individuals or groups.
8. Students have the right to representation with full voting privileges on CON Committees.
9. Students have the right to channel their views into curricular affairs. Mechanism of committee participation and opportunities for hearing students' perspectives and evaluations should be provided by the program.

You have the RIGHT to . . .	You have the RESPONSIBILITY TO . . .
Be treated with respect and professionalism.	Interact with instructors, staff and peers, either in person, by phone or e-mail, in a respectful, professional, and constructive manner.
Clear communications from your instructors about course objectives, assignments, grading guidelines, and general policies regarding student work in the syllabus for each course.	<p>Read the syllabus, comply with its guidelines for your performance in the course, and ask questions if anything in the syllabus seems unclear or unreasonable.</p> <p>Keep up with other course-related communications, such as emails, in-class announcements, and Web postings to stay informed.</p> <ul style="list-style-type: none"> • Contact the Web resource assistants if unable to access the course syllabus during the FIRST week of a Web course. • If unable to access a Web course in the first week, contact the instructor by phone. • Obtain and maintain a UNM CIRT Net ID account.

You have the RIGHT to . . .	You have the RESPONSIBILITY TO . . .
Grading of your work that upholds the importance of excellence and is consistently applied to all students.	<ul style="list-style-type: none"> • Work diligently to fulfill assignment guidelines and grading criteria. • Complete course work as assigned and on time. • Use the available resources to improve the quality of your work as necessary. • Respond to the evaluation of your work in a civil manner, even if you do not agree.
A quality learning environment that is conducive to your learning, comfort, and safety.	<p>Contribute to a positive classroom learning environment by:</p> <ul style="list-style-type: none"> • Silencing cell phones and pagers during class meetings (if you must respond to a page or call, leave the room); • Holding personal conversations of any sort outside of the classroom or during breaks; • Arriving on time for class meetings. <p>Contribute to a positive Web-based learning environment by observing "netiquette" rules as posted in the courses.</p>
<i>During times of unforeseen personal emergency or crisis, which you have communicated responsibly to faculty, reasonable flexibility from instructors about attendance, deadlines, and other course policies.</i>	<ul style="list-style-type: none"> • Attend all classes and clinical activities. • Be aware of and behave in accordance with the instructor's guidelines in the syllabus for absences and other attendance requirements. • Contact the course instructor <i>in advance</i> if you are going to be absent or need special scheduling accommodations. • Keep instructors informed about such emergency circumstances as soon as you become aware that they will affect your course work. • Anticipate nonemergency personal circumstances and make your own plans to avoid allowing them to affect your schoolwork and class attendance. • Take the initiative in arranging to "make up" any missed class by making your own arrangements to acquire the materials, announcements, and lecture content that were covered.
Expect faculty to be available for appointments.	Keep scheduled appointments or cancel as soon as you know you cannot make it. Appointments must be cancelled in advance.

You have the RIGHT to . . .	You have the RESPONSIBILITY TO . . .
<p>Expect faculty to respond to email or phone messages within 2 working days unless students are otherwise notified about changes in faculty availability.</p> <p>For Web courses, faculty shall arrange for alternate coverage for absences greater than 2 working days, excluding University holidays.</p>	<p>Include clear contact information with your messages.</p>
<p>Appeal any decisions made by an instructor by following CON's established appeal process and chain of command.</p> <ul style="list-style-type: none"> • You have the right to speak with the instructor regarding specific course requirements, for clarification of course content, and to express grievances. • IN THE EVENT that discussion with the instructor does not result in resolution of the issue, you have the right to meet with the appropriate Concentration Coordinator. • IN THE EVENT that discussion with the Concentration Coordinator does not result in resolution of the issue, you have the right to meet with the appropriate Team Chair (Education or Practice). • IN THE EVENT that discussion with the Program Director does not result in resolution of the issue, you have the right to meet with the Executive Associate Dean. • IN THE EVENT that discussion with the Executive Associate Dean does not result in resolution of the issue, you have the right to file a formal grievance in accordance with CON policies (see Pathfinder for additional information). 	<p>Behave in a professional and constructive manner when informing instructors that you would like them to reconsider a decision they have made.</p>

Student Code of Conduct

Adopted by the UNM Regents 1992, Revision approved by the Regents 1995

It is important for all students to be aware of conduct that will lead to disciplinary action by the University. In order to clarify the types of conduct which shall be considered to affect adversely the University's educational function, to disrupt community living on campus, or to interfere with the rights of others to pursue their education, to conduct their University duties and responsibilities or to participate in University activities, the Board of Regents hereby adopts the following Code of Conduct for students:

1. Scope

The University may take disciplinary action for an offense against the Code of Conduct when the offense occurs on University premises or at University-sponsored events, or when an offense which occurs off campus is such that in the judgment of the Dean of Students, failure to take disciplinary action is likely to interfere with the educational process or the orderly operation of the University, or endanger the health, safety, or welfare of the University community. The term *student* includes both full-time and part-time students pursuing undergraduate, graduate or professional studies.

2. Matters Subject to Disciplinary Action

Appropriate disciplinary procedures and sanctions shall be applied to any student who commits, or attempts to commit, any of the following acts of misconduct

- 2.1. Actions which have great potential for physically harming the person or property of others, including that of the University, or which actually result in physical harm, or which cause reasonable apprehension of physical harm
- 2.2. Any type of sexual assault, including rape.
- 2.3 Making false representations to the University, including forgery and unauthorized alteration of documents; unauthorized use of any University document or instrument of identification.
- 2.4. Academic dishonesty, including, but not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.
- 2.5. Substantially interfering with the freedom of expression, movement or activity of others.
- 2.6. Initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency. Misusing or damaging fire safety equipment on University premises.
- 2.7. Theft of property or of services. Possession of property that is known to be stolen.
- 2.8. Failure to comply with the lawful directions of University officials, including campus police officers and other law enforcement officials, acting in performance of their duties.

- 2.9. Willfully refusing or failing to leave the property of or any building or other facility owned, operated, or controlled by the University when requested to do so by a lawful custodian of the building, facility, or property if the person is committing, threatens to commit, or incites others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures, or functions of the University.
- 2.10. Unauthorized presence in or use of University premises, facilities, or property, in violation of posted signs, when closed, or after normal operating hours.
- 2.11. Illegal use, possession, or distribution of any controlled substance, illegal drug, or alcohol.
- 2.12. Use or possession of fireworks on University premises or at University-sponsored events, unless expressly authorized in writing by the President.
- 2.13. Use, possession, or storage of any weapon on University premises or at University-sponsored activities, unless expressly authorized in writing by the President. Weapon includes, but is not limited to, firearms, ammunition, bombs, explosives, incendiary devices, or other dangerous weapons, substances, or materials.
- 2.14. Misusing University computing resources by intentionally making or receiving, accessing, altering, using, providing, or in any way tampering with files, disks, programs, passwords, or hardware belonging to other computer users without their permission.
- 2.15. Violation of published or posted University regulations or policies, including but not limited to regulations prohibiting discriminatory activity.
- 2.16. Aid to others in committing or inciting others to commit any act mentioned above.
- 2.17. Action(s) or conduct which hinders, obstructs, or otherwise interferes with the implementation or enforcement of the Code of Conduct, including failure to appear before any of the University's disciplinary authorities and to testify as a witness when reasonably notified to do so by an appropriate University officer.
- 2.18. Any other acts or omissions which affect adversely University functions or University-sponsored activities, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or otherwise affect adversely the processes of the University.
- 2.19. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

3. Rights of Students in Disciplinary Matters

Students' rights under the state and federal constitutions are specifically acknowledged and affirmed, including the rights of freedom of speech, freedom of association, freedom of religion, and due process. The provisions of this Code of Conduct shall be construed so as not to infringe upon these rights, as those rights are defined by law.

4. Sanctions

4.1. Any student who violates any of the rules set forth in Section 3 above, shall be subject to warning (verbal or written), disciplinary probation, suspension, expulsion, dismissal from University employment, or being barred from campus. Student sanctions imposed under this Code of Conduct shall be imposed pursuant to the Student Standards & Grievance Procedure, or its successor.

4.2. As used in this subsection:

4.2.1. "Verbal warning" means an oral reprimand.

4.2.2. "Written warning" means a written reprimand.

4.2.3. "Disciplinary probation" means the establishment of a time period during which further acts of misconduct may or will result in more severe disciplinary sanctions depending on the conditions of the probation. Conditions of probation can include community service, attendance at workshops and/or seminars including but not limited to alcohol, drug, or safety workshops and/or seminars, mandatory mental health evaluation and/or counseling, or other educational sanctions.

4.2.4. "Suspension" means losing student status for a period of time specified in the terms of the suspension. A suspension may commence immediately upon a finding of a violation or it may be deferred to a later time.

4.2.5. "Expulsion" means losing student status for an indefinite period of time. Readmission may not be sought before the expiration of 2 years from the date of expulsion, and it is not guaranteed even after that time.

4.2.6. "Dismissal" means termination of student employment, either for a stated time period or indefinitely.

4.2.7. "Barred from campus" means being barred from all or designated portions of the University property or activities.

4.3 The sanction imposed shall be set based upon numerous factors, including the severity of the offense, the amount of harm created, the student's record, and sanctions imposed in recent years for similar offenses. In considering the harm created, there shall be taken into account whether any harm or injury was targeted against a person or group because of that person or group's race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition.

5. Implementation

The President of the University may adopt such procedures, rules or regulations as deemed necessary to implement this Code of Conduct. All references to University officers, by title, in this Code shall also include the designee(s) of that officer