MASTER OF SCIENCE IN NURSING
and Post Master’s Certificate

Student Handbook
2017-2018
(Updated September 2017)
# TABLE OF CONTENTS

Message from the Dean, College of Nursing

Message from the MSN Program Director

About UNM

## Chapter 1 UNM and CON General Information

- Introduction: Purpose of the Handbook
- Mission, Vision, and Goals of CON and HSC
- College of Nursing Diversity Statement
- Programs offered by the College of Nursing
- Costs for Nursing Programs
- Financial Assistance, Scholarships and Loans
- Student Resources on Main Campus
- University Resources - (Libraries, Parking)
- Graduate Student Life
- CON Committee Student Representation
- Student with Disabilities
- Academic Disputes
- FERPA
- HIPAA
- Pathfinder
- UNM Catalog
- OEO/Division for Equity and Inclusion

## Chapter 2 MSN Program General Information

- Graduate Student Orientation
- Communication within CON for MSN Programs
- Flow Chart for Formal Resolution of Dispute for MSN Student
- Academic Advisement
- Academic Calendar for MSN Programs
- CON Librarian
- Blackboard Learn & Online Learning
- Technology requirements & expectations

## Chapter 3 MSN Curriculum General Information

- Purpose of Graduate Education
- General Objectives for the MSN Program
- General Requirements for the MSN Degree
- MSN Core Courses
- Concentration-Specific Courses
- Master's Comprehensive Examination
- Policy for Transfer Credit
- Independent Study

## Chapter 4 MSN Concentration Descriptions, Objectives and Curriculum Plans

- Nursing Administration Concentration
- Community Health Nursing
- Nursing Education Concentration

### Advanced Practice Concentrations

- Adult-Gerontology Acute Care Nurse Practitioner (Full-time program)
- Family Nurse Practitioner (Full-time Program)
- Dual Certification
- Nurse-Midwifery (Full-time program)
Message from the Dean  
College of Nursing

It is my distinct pleasure to welcome you to the University of New Mexico College of Nursing. You are joining the ranks of an impressive list of nurses that include our faculty, past and present, our esteemed alumni and many other friends and colleagues that have helped educate future nurses, nurse practitioners, educators, leaders and scholars. The College has continued its tradition in being on the forefront of nursing in New Mexico and the nation throughout our 60 year history.

We have nationally ranked nursing programs, and the faculty's achievements include nationally funded projects, state-funded contracts, and organizational leadership in Sigma Theta Tau International, the Western Institute of Nursing, and many other significant organizations. The faculty are excellent methodologists, content experts, and mentors, and you can find their publications in many nursing and interdisciplinary journals.

The College historically has focused its research and service projects on promoting health and preventing disease, while helping patients and families manage illnesses. Much of our work has been community based, centered on improving health outcomes for vulnerable populations and reducing health disparities. The College also leads in health policy research, analysis, and advocacy to create interdisciplinary solutions to urgent health care and health policy problems. We are also innovating the educational opportunities throughout the state through our work with the New Mexico Nursing Education Consortium and our Veterans Administration Nursing Academic Partnership designation.

Our students and growing alumni represent a rich ethnic and cultural diversity and a wealth of personal and professional experience. UNM continues to be one of the leading Hispanic-Serving Institutions in the country. Students have the opportunity to participate in many interdisciplinary activities at UNM and in the Robert Wood Johnson Foundation Center for Health Policy. The courses in Health Policy provide the opportunity to learn from a wide network of scholars in health policy and to increase the influence of nurses in establishing policy and decreasing disparities.

I am pleased to greet you on behalf of the faculty, staff, and students. Please take full advantage of the intra- and interdisciplinary opportunities at the University. I know your educational endeavor will be a truly rewarding one. I wish you a professionally growth-producing and personally satisfying journey!

Carolyn Montoya, PhD, CPNP, FAANP, FAAN
Interim Dean and Associate Professor
Message from the MSN Program Director

Welcome to the MSN and Post Masters Certificate Programs of the University of New Mexico (UNM) College of Nursing (CON). On behalf of the faculty, I want to extend a warm welcome to you and share our excitement about working with you as you pursue your MSN Degree. The CON recognizes a state and national need to prepare nursing faculty and advanced practice nurses for New Mexico.

You have made a very important decision to continue your academic preparation. The MSN in Nursing Education will prepare you to teach in both traditional and concept based curricula. As an advanced practice nurse, you will have an important role in shaping the future of health care in a complex healthcare environment, educational, private, or community setting.

This Handbook will be an important source of information for you as you pursue your studies. Please become familiar with it and use it to help you answer questions that arise regarding your program.

Kristen Ostrem-Niemcewicz, DNP, FNP-BC, CNM, MSN
MSN Program Director
Assistant Professor
College of Nursing
Kostrem@salud.unm.edu
About UNM

The University of New Mexico
- Founded in 1889, the University of New Mexico is the state’s largest university, serving more than 27,060 students per year.
- UNM is the state’s third largest employer, with more than 22,000 employees.
- UNM has NM’s only schools of law, medicine, pharmacy, and architecture.
- UNM operates NM’s only academic health center, the Health Sciences Center.
- UNM’s Pueblo Revival architecture is unique in the nation.
- UNM is a city within a city, with performance venues, athletic facilities, museums, galleries, stores, and eateries, as well as police, safety, and utility departments.
- Branch campuses are located in Valencia County, Gallup, Los Alamos, and Taos.
- UNM awarded 5,529 degrees and certificates in 2015-2016.
- UNM's Albuquerque Campus offers more than 238 active degree and certificate programs. There are 200 baccalaureate, 75 masters, and 40 doctoral degree programs.
- UNM is home of the New Mexico Lobos.

UNM Awards and Honors
- The only Carnegie Very High Research (VHR) University in New Mexico—this designation recognizes an exceptional level of funded research and an array of programs.
- Minority-Serving Institution—UNM is one of only two Carnegie VHR Hispanic-Serving Institutions in the country.
- National Cancer Institute—designated cancer research and treatment center, 2005.
- U.S. News and World Report ranked UNM’s nursing/midwifery program seventh, rural medicine program second, and family medicine program third in its America’s Best Graduate Schools, 2017.
- Hispanic Outlook in Higher Education ranks UNM among the top 100 for recruiting, retaining, educating, and graduating Hispanics.

The Health Sciences Center
- UNM’s Health Sciences Center unites academic and clinical components of the University, including: School of Medicine, College of Nursing, College of Pharmacy, UNM Cancer Research and Treatment Center, and UNM Hospitals and Family Clinics.
- Only Level-I Trauma Center in the state.
- Five teaching hospitals.
  - 422 Medical students
  - 527 Nursing students
  - 339 Pharmacy students
  - 463 Students in other health care fields (e.g., OT, PT, Dental Hygiene, etc.)
- Provides $180 million in uncompensated indigent care to New Mexicans.
- Receives approximately $147 million in contracts and grants.

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CHAPTER 1: UNM AND CON GENERAL INFORMATION

Introduction: Purpose of the Handbook

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. 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 Catalog that are/were in effect at the time of admission or readmission. 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.

Students in the nursing program are subject to the general policies, procedures, and specific regulations described in the appropriate sections of the UNM 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 though your UNM-HSC email, i.e. yourid@salud.unm.edu. Do not hesitate to contact the graduate advisor in CON Student Advisement, your concentration coordinator, or your faculty advisor with additional questions.

COLLEGE OF NURSING MISSION, VISION AND STRATEGIC GOALS

Mission Statement
The mission of the CON is to provide exemplary and innovative education, research, practice, service, and leadership that improve 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.

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.

Diversity Statement
The faculty and staff of the University of New Mexico College of Nursing strive for students to experience an inclusive educational environment. Openness and respect for the diverse backgrounds and communities from which we each come enhance insight and learning. Therefore, we ask students to participate in conversations that raise the awareness of and respect for different ways of being and thinking. We invite you to please speak with the course instructor or another faculty member if you experience discomfort with comments made in the classroom, online learning environment, or other educational setting. Practicing these values enables us as a community of learners to be respectful of everyone.

Strategic Goals (http://nursing.unm.edu/about/strategic-planning/index.html)
1. Prepare successful nursing professionals
2. Create a community within The University of New Mexico College of Nursing that is diverse, inclusive, and supportive.
3. Develop and sustain collaborative partnerships.
HEALTH SCIENCES CENTER MISSION, VISION AND CORE VALUES

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. More information about the HSC can be found at http://hsc.unm.edu/

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

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

Core Values
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

PROGRAMS 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: Pre-licensure Option, and the RN-to-BSN Degree Completion Option. These 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 Master of Science in Nursing (MSN). Advanced practice concentrations prepare graduates to assume roles in health care as an adult-gerontology acute care nurse practitioner (AGACNP), a family nurse practitioner (FNP), a pediatric nurse practitioner (PNP), psychiatric mental health nurse practitioner (PMHNP), or a nurse-midwife (NM). The CON also offers a concentration in nursing education. The nursing administration concentration is not accepting new students at this time and the community health concentration is currently in moratorium and not accepting new students. The CON offers post-masters certificates in the MSN programs.
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. The graduate program is accredited by the Commission on Collegiate Nursing Education.

**Doctor of Philosophy in Nursing**
The CON offers a Doctor of Philosophy (PhD) in nursing degree. The program prepares nurses to become researchers and scholars in academia, health policy, and healthcare settings. The PhD Program provides students the opportunity to explore the healthcare needs of underserved and vulnerable populations (especially women, youth, and families) through substantive area and elective coursework. Students may select a focus area for their dissertation within the College priorities of rural health, disease prevention, and health promotion, or an area based on student’s nursing background, interests, and goals. PhD students may pursue an individualized plan of study or concentration in Health Policy (if accepted to the concentration). The majority of the program is available online. Students are expected to spend one week in Albuquerque each summer for Residency Week and attend the Western Institute of Nursing annual meeting each year.

**Doctor of Nursing Practice**
The CON Doctor of Nursing Practice (DNP) is a professional nursing clinical doctorate. This program provides a curriculum that leads to a DNP for students who enter the program as master’s-prepared advanced practice registered nurses or nurse administrators/executives. The DNP, an alternative to the traditional research-focused PhD in nursing, has an emphasis on practice and is considered the terminal degree for advanced nursing practice. The majority of the program is online, offering synchronous Web conferencing where students interact with faculty and their research colleagues. Students are expected to spend one week in Albuquerque each summer each year they are in school.

### COSTS, FINANCIAL AID, SCHOLARSHIPS, AND LOANS

**Costs**
Tuition and Fees for nursing students are higher than the standard UNM Tuition and Fees. Information about the cost of both Resident and Non-Resident Tuition and Fees can be found on the CON website on the Prospective or Current Student Tab [http://nursing.unm.edu/current-students/tuition-and-financial-aid/index.html](http://nursing.unm.edu/current-students/tuition-and-financial-aid/index.html). If you have any questions, please contact the CON’s Financial Aid Officers, Ana Vigil, at amvigil@salud.unm.edu or 505-272-0854 or Kelsey Higgins at higginsk@salud.unm.edu or 505-272-4994.

### FINANCIAL AID FOR GRADUATE STUDENTS

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](http://www.fafsa.ed.gov). The application information is processed and results are sent to the Office of Student Financial Aid at UNM.

The College of Nursing’s point of contact for information on Tuition & Fee charges along with financial aid budget components are:
- Kelsey Higgins, Financial Aid Officer higginsk@salud.unm.edu (505) 272-4994 and
- Ana Vigil, Financial Aid Officer amvigil@salud.unm.edu (505) 272-0854

Mailing address: UNM College of Nursing, MSC09 5350, 1 University of New Mexico, Albuquerque, NM 87131-0001.
Offices are located:
Lower level of the Health Sciences Plaza just southeast of the Domenici Education Building
HSC Student Service Office, Rm. 130A

OFFICE HOURS:
Monday Walk-In Hours: 8:30 am – 11:00 am and 1:30 pm – 4pm
Friday Walk-In Hours: 8:30 am – 11:00 am and 1:30 pm – 4pm
Tuesday and Thursday – In person or telephone Appointments via on-line scheduling
http://nursing.unm.edu/conss.html or call one of the above numbers.

Teaching Assistantships
Teaching Assistants are hired prior to the beginning of the term/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. Non-Resident
  students gain an additional benefit of being charged Resident Tuition rates for the term.
- Presently the contract awards up to 6 credit hours of Resident tuition and fees
- Monthly pay is approximately $840 for 10 hours of work per week through the term/semester.
- Student health insurance is also offered and paid through the contract.
- To apply complete the TA/RA application and attach a resume. The application is available by
  email or telephone request to Ana Vigil or Kelsey Higgins.
- Please note that if student has 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.
- Application deadlines: March 30th for summer term; June 30th for fall term; November 15th for
  spring term. Applications may be emailed or FAXed to Ana Vigil amvigil@salud.unm.edu or
  Kelsey Higgins, higginsk@salud.unm.edu, FAX (505) 272-3970.

The UNM Office of Graduate Studies
http://www.unm.edu/~grad/funding/funding.html

UNM New Mexico Scholars Award, Graduate Fellowships, Research and Travel Grant Information
The Office of Graduate Studies awards funds in the form of scholarships for full-time New Mexico
Resident graduate students. Any information regarding funds for students is typically emailed to
graduate students throughout the year. For more information on graduate fellowships, research and
travel grants, please visit the Office of Graduate Studies website listed above.

The State of New Mexico http://hed.state.nm.us/
Serving as a Nurse in an Underserviced Area/Agency is Payback for these loan programs:

- The Nurse Educator Loan for Service Program is specific to nursing students who are also
  working as nurse educators regardless of concentration – funding provided while in the
  program
- The Nursing Loan for Service Program is specific to primary care students – funding provided
  while student is in the program. Deadline typically July 1.
- The Loan Repayment Program is specific to primary care students – funding is provided after
  graduation. The deadline is typically in May.

For more information, please visit the New Mexico Higher Education Department website at http://
hed.state.nm.us and click on Financial Aid Tab at the top of the screen and search for loan for service
programs. Application deadlines and details can be found on the website.
U.S. Department of Health and Human Services
http://www.hrsa.gov/loanscholarships/repayment/nursing

U.S. Department of Health and Human Services Nursing Education Loan Repayments Program, Nurse Corps, 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 NELRP is to assist in the recruitment and retention of professional nurses dedicated to providing health care to underserved populations. For help please refer to website listed above, GetHelp@hrsa.gov or call 1-800-221-9393.

Specific to Primary Care Students

- **National Health Service Corps (NHSC) Scholarship Fund and the Indian Public Health Services** [http://nhsc.hrsa.gov/](http://nhsc.hrsa.gov/)
  These organizations have a competitive application process and require an agreement to pay back in service for time spent in your education programs. These placements can be anywhere in the US and are not necessarily limited to New Mexico. Please be sure you completely understand your service obligations if you accept funding.

- **Specific to Primary Care Students (FNP, Midwifery, PNP) - The New Mexico Health Service Corps** This program will pay a taxable stipend to the student while in school whereas service payback would occur upon graduation in a designated underserved area of New Mexico. The New Mexico State Department of Health administers these funds. For more information, please contact the program coordinator, Alexandria King, email: Alexandria.king@state.nm.us, Phone (505) 841-6454.

External websites
www.nursingscholarship.us
P.E.O. Philanthropic Educational Opportunity for Women

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**STUDENT RESOURCES ON MAIN CAMPUS**

*See Appendix D for list and review the UNM Pathfinder for additional listings*

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**UNIVERSITY RESOURCES**

**Libraries**
The General Library at UNM includes Zimmerman Library, the Center for Southwest Research and affiliated programs, Fine Arts Library, Parish Memorial Library, and the Centennial Science and Engineering Library. On north campus there are the Health Sciences Center and the Law Libraries. For UNM Health Sciences Center Library hours call: 505-277-2311.

**Health Sciences Center Library & Informatics Center (HSCLIC)**
505-272-2311, [http://hsc.unm.edu/library/](http://hsc.unm.edu/library/)
Nursing Services Librarian – Ingrid Hendrix, 505-272-0638, lhendrix@salud.unm.edu
- Health Sciences archives, 505-272-0656
- Native American Health Database, [https://hscssl.unm.edu/nbd/](https://hscssl.unm.edu/nbd/)
  Native and Distance Services Librarian, (505) 272-0664, pbradley@salud.unm.edu
- Reference and computer searches, 272-2311, reflib@salud.unm.edu
• Nursing Collection Development, 272-0638, lhendrix@salud.unm.edu
(Other UNM libraries contact information Appendix E)

Parking
Day Permits for North Campus use may be purchased at the Health Science Library and Informatics Center. Contact the Information Desk.

GRADUATE STUDENT LIFE

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 2016-2017 Catalog when available).

The 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://gammasigma.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 worldwidel. 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 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.

STUDENTS WITH DISABILITIES

Reasonable accommodations are made to all qualified students, employees or prospective employees, unless such accommodations fundamentally alter a program or service or place an undue hardship on the operation of the University. Qualified employees or program users with disabilities should contact the Office of Equal Opportunity (OEO). Qualified students with disabilities should contact the Accessibility Resource Center. The University of New Mexico is committed to the recognition and the proactive pursuit of compliance with the Americans with Disabilities Act (ADA), section 504 of the Rehabilitation Act of 1973, as well as the ADAAA amended in 2008.

The Accessibility Resource Center provides a full range of academic accommodation services. A student seeking academic accommodations must provide documentation of their disability and meet with a staff member to determine reasonable accommodations. University policy regarding academic adjustments is found in University Business Policies and Procedures 2310. Adaptive Equipment and Software is maintained by Accessibility Services for student use within the department, classroom, or computer labs as needed.
ACADEMIC DISPUTES

Students have the right to due process in academic matters. Procedures have been established to address complaints, disputes, or grievances of an academic nature initiated by a student enrolled in a graduate degree program at The University of New Mexico. These procedures are followed for a variety of issues related to the academic process, including progression or alleged improper or unreasonable treatment.

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.

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. For more information go to: https://registrar.unm.edu/privacy-rights/ferpa.html

HIPAA

Health Insurance Portability and Accountability Act

The federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") protects the privacy and confidentiality of an individual's health information. Known as “protected health information” or “PHI”, the health information generally cannot be used or disclosed unless the individual who is the subject of the PHI has given prior written authorization or permission.

Each student is responsible for knowledge of and compliance with HIPAA privacy policies. Students cannot remove PHI from any clinical site and are responsible for the protection of a patient’s private health information.

UNM HSC compliance website: http://hsc.unm.edu/admin/compliance/HIPAA.html

OTHER RESOURCES

Pathfinder: UNM Student Handbook  http://pathfinder.unm.edu/
UNM Catalog: http://catalog.unm.edu/catalogs/2016-2017/
Office of Equal Opportunity: http://eoe.unm.edu or 277-5251

UNM policy 2720: Equal Opportunity, Non-Discrimination, and Affirmative Action, prohibits religious discrimination and requires reasonable accommodation of employees and students sincerely held religious beliefs, observances, and practices when requested, unless accommodation would impose an undue hardship on business operations. Religious Holidays and Observances calendar is updated on the Division for Equity and Inclusion’s website: http://diverse.unm.edu/
CHAPTER 2: MSN PROGRAM GENERAL INFORMATION

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 to Orientation or follow the link 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.

COMMUNICATION WITHIN THE COLLEGE OF NURSING

Throughout your MSN Program of Studies (POS), you will find faculty and staff who are ready to facilitate your progress.

Education Concentration & Team faculty and staff:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Koronkiewicz, MSN, RN</td>
<td>Ms. Jessica Gutierrez</td>
</tr>
<tr>
<td>Education Team Interim Chair</td>
<td>Program Coordinator <a href="mailto:JeGutierrez@salud.unm.edu">JeGutierrez@salud.unm.edu</a></td>
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<td><a href="mailto:skoronkiewicz@salud.unm.edu">skoronkiewicz@salud.unm.edu</a></td>
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<tr>
<td>Karen Brown, PhD, RN</td>
<td>Nicholas White</td>
</tr>
<tr>
<td>Education Concentration Coordinator</td>
<td>Program Clinical Coordinator</td>
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<tr>
<td><a href="mailto:KaBrown@salud.unm.edu">KaBrown@salud.unm.edu</a></td>
<td><a href="mailto:whiten@salud.unm.edu">whiten@salud.unm.edu</a></td>
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<td></td>
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</tr>
<tr>
<td>Karen Brown, PhD, RN</td>
<td>Ms. Jeri Belsher, BS</td>
</tr>
<tr>
<td>Education Concentration Coordinator</td>
<td>Graduate Student Advisor</td>
</tr>
<tr>
<td><a href="mailto:KaBrown@salud.unm.edu">KaBrown@salud.unm.edu</a></td>
<td><a href="mailto:jbelsher@salud.unm.edu">jbelsher@salud.unm.edu</a></td>
</tr>
<tr>
<td>Advanced Practice Concentrations &amp; Team faculty and staff:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.J. Woods, PhD, MBA, RN, NEA-BC</td>
<td>Ms. Jackie Sandoval</td>
</tr>
<tr>
<td>Interim Practice Team Chair</td>
<td>Program Coordinator <a href="mailto:Jackiesandoval@salud.unm.edu">Jackiesandoval@salud.unm.edu</a></td>
</tr>
<tr>
<td><a href="mailto:pjwoods@salud.unm.edu">pjwoods@salud.unm.edu</a></td>
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<tr>
<td>Christine Cogil, DNP, MSN, FNP-C</td>
<td>Ms. Jeri Belsher, BS</td>
</tr>
<tr>
<td>FNP Concentration Coordinator</td>
<td>Graduate Student Advisor</td>
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<tr>
<td><a href="mailto:CCogil@salud.unm.edu">CCogil@salud.unm.edu</a></td>
<td><a href="mailto:jbelsher@salud.unm.edu">jbelsher@salud.unm.edu</a></td>
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<tr>
<td>Tamara Hall, MSN, CPNP</td>
<td>Ms. Robyn Mintz, BA</td>
</tr>
<tr>
<td>PNP Concentration Coordinator</td>
<td>Clinical Placement &amp; Compliance Team</td>
</tr>
<tr>
<td><a href="mailto:TamaraHall@salud.unm.edu">TamaraHall@salud.unm.edu</a></td>
<td>Sr. Program Planning Manager</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:rmintz@salud.unm.edu">rmintz@salud.unm.edu</a></td>
</tr>
<tr>
<td>Kristen Ostrem, DNP, FNP-BC, CNM, MSN</td>
<td>Ms. Roxanne Roessner, BA</td>
</tr>
<tr>
<td>MSN Program Director</td>
<td>Clinical Placement &amp; Compliance Team</td>
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<tr>
<td>Nurse-Midwifery Concentration Coordinator</td>
<td>Program Manager</td>
</tr>
<tr>
<td><a href="mailto:kostrem@salud.unm.edu">kostrem@salud.unm.edu</a></td>
<td><a href="mailto:rroesnne@salud.unm.edu">rroesnne@salud.unm.edu</a></td>
</tr>
</tbody>
</table>
Sharon Schaaf, DNP, AG-ACNP, FNP, RN
Adult Gero-Acute Care Concentration Coordinator
sschaaf@salud.unm.edu

Ms. Anastasia Andersen, MA, MFA
Clinical Placement & Compliance Team Program Coordinator
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Gloria Dixon, DNP, PMHNP
Psychiatric Mental Health Concentration Coordinator
gdixon@salud.unm.edu

NOTE:
For course-related issues or questions, be sure to contact the course instructor first. If you have course or program questions or concerns that cannot be resolved at the level of the advisor or course instructor follow the informal process outlined in the Flow chart in Figure 1 below.

The formal process for resolution of issues not otherwise resolved is described in the UNM Pathfinder under Campus Policies: Student Grievance Procedure.
Figure 1: Flow Chart for Informal Resolution of Academic Disputes in the Nursing MSN Program

1. **Issue Related to a Course**
   - Contact Course Instructor
   - If resolved - No Further Action
   - If not resolved

2. **Contact MSN Concentration Coordinator**
   - If resolved - No Further Action
   - If not resolved

3. **Contact MSN Program Director**
   - If resolved - No Further Action
   - If not resolved

4. **Contact Chair of the CON Practice Team**
   - If resolved - No Further Action
   - If not resolved

5. **Contact the College of Nursing Associate Dean of Academic Affairs**
   - If resolved - No Further Action
   - If not resolved

6. **Initiate Formal Graduate Student Academic Grievance Procedures as Appropriate.**
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 (CON Room 255) provides procedural information, answers to general questions, and 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 UNM HSC email, i.e. yourid@salud.unm.edu.

UNM CON ACADEMIC CALENDAR

Starting January 2017 the College of Nursing begins a three term schedule as follows:

- A 15 week Spring Term includes a 2 day spring break. (Start date consistent with UNM Main Campus Calendar)
- A 12 week Summer Term
- A 15 week Fall Term includes a 2 day fall break. (End date consistent with UNM Main Campus Calendar)

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.

HEALTH SCIENCES LIBRARY AND INFORMATICS CENTER (HSLIC)

Ingrid Hendrix is the librarian dedicated to the College of Nursing to assist with questions about literature searches for papers, finding full-text articles, and anything else related to finding information for papers or projects. There is a nursing research guide that pulls together a wide variety of resources in one place. Check it out at: http://libguides.health.unm.edu/content.php?pid=191251 or click on Subject Guides on the library's homepage and then click on Nursing from the listing on the left of the screen. The best way to reach her is either through ihendrix@salud.unm.edu or AskIngrid@salud.unm.edu to set up an appointment or ask a question via email.
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://hslic.unm.edu/resources/find_resources/index.html. To see what journals UNM subscribes to electronically, go to this site: http://px7gv7gt2n.search.serialssolutions.com/ or click on eJournals on the library's homepage.

ONLINE COURSES: BLACKBOARD LEARN

Online courses offered at the CON are delivered through course management software called Blackboard Learn (see Student Identification in Chapter 6). 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.

Online learning requires that the student be motivated and self-directed to participate in the classes each week. A significant factor in the quality of the learning experience is the level of student engagement. It is important to keep up with class schedules, anticipate deadlines, and be prepared in the event of technical problems. Multiple resources are available in your Web courses to assist you with online learning and the course management system, Blackboard Learn. Faculty are available to you via e-mail and telephone. Please be sure to contact them with questions. Contact information for the faculty is available on course syllabi.

TECHNOLOGY

A description of the technology requirements for all CON students is posted on the CON Website. Additionally, the online Graduate Orientation (available at the CON Website 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.
CHAPTER 3: MSN CURRICULUM GENERAL INFORMATION

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, Adult-Gerontology Acute Care Nurse Practitioner, and Psychiatric Mental Health Nurse Practitioner. The College of Nursing is not currently accepting applications to the Nursing Administration and the Community Health concentration is currently in moratorium and not accepting new students.

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 Catalog.

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 2016-2017 Catalog and talk to your Concentration Coordinator for more specific information.

**MSN CORE COURSES**

All MSN students take the same Core 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. **Note:** Not all concentrations offer both options for Plan II. More information about the comprehensive examination can be found in Appendix A.

- 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 (N596) or taking a applied examination (597). Plan II is typically completed in the final term of enrollment.
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. Courses taken within 5 years of application are considered. Transfer credit must be approved by faulty. Such credits may be transferred into a degree program by listing them on the POS, 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.
CHAPTER 4: MSN CONCENTRATION OBJECTIVES AND CURRICULUM PLANS

NURSING ADMINISTRATION

This is a Web-based, part-time program 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 concentration is currently in moratorium and not accepting new students.

NURSING EDUCATION

This is a Web-based, part-time program. (the full-time program is not accepting students at this time)

Since 2014 the American Association of Colleges of Nursing (AACN) and Commission on Collegiate Nursing Education (CCNE) now requires nurse educator preparation to include graduate level content in the areas of health assessment, physiology/pathophysiology and pharmacology (the 3Ps) to strengthen nurse educators scientific background and teaching of direct-care providers content for health promotion, disease prevention, or disease management. Also required are graduate-level clinical practice content and experience in an identified clinical practice area. These additions are based on a recommendation brought forward in the Carnegie Foundation report (2009), Educating Nurses: A Call for Radical Transformation. As well the curriculum is guided by the AACN Master’s Essential.

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. 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

### Nursing Education Curriculum – Part-Time Program of Study (POS) (5-6 credits/term)

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<thead>
<tr>
<th>Spring Term (year 1)</th>
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<tbody>
<tr>
<td>Nurs 501: Theoretical Foundations of Advanced Nursing Practice</td>
<td>3</td>
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<tr>
<td>Nurs 503: Research in Nursing</td>
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<tr>
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<tr>
<td>Nurs 515: Nurse Educator Roles and Professional Issues</td>
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</tr>
<tr>
<td>Nurs 526: Pathophysiology for Advanced Practice Nursing</td>
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<td>Nurs 509: Teaching in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>Nurs 523: Advanced Health Assessment for Nurse Educators</td>
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<tr>
<td>Spring Term (year 2)</td>
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<tr>
<td>Nurs 511: Assessment and Evaluation of Learning in Nursing Education</td>
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<td>Nurs 510: Curriculum Design and Program Evaluation</td>
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### Summer Term (year 2)

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<tr>
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<tr>
<td>Nurs 543</td>
<td>Pharmacological Principles of Clinical Therapeutics</td>
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<td>Nurs 595</td>
<td>Advanced Nursing Fieldwork</td>
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<td>Nurs 597</td>
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**Total Credits for Nursing Education Concentration-39**

All terms meet part-time status.

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**Nursing Education Curriculum** – The Full Time Program of Study is not taking students at this time.

### Spring Term (year 1)

<table>
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<tr>
<td>Nurs 597</td>
<td>Applied Exam</td>
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</tr>
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**Total Credits for Nursing Education Concentration-39**
ADVANCED PRACTICE CONCENTRATIONS

Since graduate education in nursing builds on the baccalaureate curriculum, advanced practice nursing 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.

**Adult-Gerontology Acute Care Nurse Practitioner**

*This is a full-time program*

The AG-ACNP is an Advanced Practice Registered Nurse (APRN) 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. This education and training qualifies him/her to independently: 1) perform comprehensive health assessments, 2) order and interpret the full spectrum of diagnostic tests and procedures, 3) use a differential diagnosis to reach a medical diagnosis, and 4) order, provide, and evaluate outcomes of interventions.

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. Although many AG-ACNPs practice in acute care and hospital-based settings, including subacute care, emergency care, and intensive care settings, the continuum of acute care services span the geographic settings of home, ambulatory care, urgent care, rehabilitative care, and palliative care. The practice environment extends into the mobile environment and virtual locations, such as tele-intensive care units (tele-ICUs) and areas using telemedicine.

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.

**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)

10. Disseminate evidence to the adult/gerontology population and professionals throughout multiple modalities.(Masters Essential-IV, VII, IX; NONPF- Leadership; AACN II, III, IV; AACCN 2, 10)

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 3 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.

**Adult-Gerontology Acute Care Nurse Practitioner Program of Studies (POS)**

<table>
<thead>
<tr>
<th>Summer – Term I</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE</td>
</tr>
<tr>
<td>N501 Theoretical Foundations of Advanced Nursing Practice</td>
</tr>
<tr>
<td>N503 Research in Nursing I</td>
</tr>
<tr>
<td>N526 Pathophysiology for Advance Nursing Practice</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
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</table>
### Fall – Term II

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT HOURS</th>
<th>DIDACTIC CREDITS</th>
<th>CLINICAL CREDITS</th>
<th>Lab/Sim HOURS</th>
<th>CLINICAL HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>N540 Advanced Health Assessment &amp; Diagnostic Reasoning</td>
<td>3</td>
<td>2</td>
<td>1 (Lab)</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>N543 Pharmacological Principles of Clinical Therapeutics</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N564 Health Promotion, Protection, and Disease Prevention for Acute, Critical, or Chronically Ill Adults</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>9</strong></td>
<td><strong>1</strong></td>
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### Spring – Term III

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<thead>
<tr>
<th>COURSE</th>
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<th>DIDACTIC CREDITS</th>
<th>CLINICAL CREDITS</th>
<th>Lab/Sim HOURS</th>
<th>CLINICAL HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>N505 Health Care Policy, Systems &amp; Financing for Advanced Practice</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>N555 Management of the Acutely Ill AG Patient</td>
<td>4</td>
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<td>0.5 (Lab)</td>
<td>25</td>
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<tr>
<td>N566 Advanced Diagnostic &amp; Therapeutic Skills</td>
<td>3</td>
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<td>1</td>
<td>50</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>6</strong></td>
<td><strong>4</strong></td>
<td><strong>25</strong></td>
<td><strong>150</strong></td>
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### Summer – Term IV

<table>
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<tr>
<th>COURSE</th>
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<th>DIDACTIC CREDITS</th>
<th>CLINICAL CREDITS</th>
<th>Lab/Sim HOURS</th>
<th>CLINICAL HOURS</th>
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<tbody>
<tr>
<td>N561 AG-ACNP Practicum 1</td>
<td>3</td>
<td></td>
<td>3</td>
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<td>N562 Management of the Complex/Chronically Ill AG Patient</td>
<td>4</td>
<td>3.5</td>
<td>0.5 (Lab)</td>
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<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>7</strong></td>
<td><strong>6</strong></td>
<td><strong>4</strong></td>
<td><strong>25</strong></td>
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### Fall – Term V

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT HOURS</th>
<th>DIDACTIC CREDITS</th>
<th>CLINICAL CREDITS</th>
<th>Lab/Sim HOURS</th>
<th>CLINICAL HOURS</th>
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</thead>
<tbody>
<tr>
<td>N565 Management of the Critically Ill AG Patient</td>
<td>4</td>
<td>3.5</td>
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<tr>
<td>N563 AG-ACNP Practicum 2</td>
<td>5</td>
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<td>5</td>
<td></td>
<td>250</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td></td>
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<td><strong>25</strong></td>
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### Spring – Term VI

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT HOURS</th>
<th>DIDACTIC CREDITS</th>
<th>CLINICAL CREDITS</th>
<th>Lab/Sim HOURS</th>
<th>CLINICAL HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>N594 Advanced Practice Seminar</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N596 Professional Paper or N597 Exam</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N595 Advanced Fieldwork</td>
<td>6</td>
<td>6 (1 Lab/5 Clinical)</td>
<td>50</td>
<td><strong>250</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>8</strong></td>
<td></td>
<td><strong>50</strong></td>
<td><strong>250</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits = 52**

**Total Clinical Hours = 700 (+175 Lab/Sim hours)**

*Academic and Progression Policies for Advanced Practice Concentrations see Chapter 5, page 38.*
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 beyond one hour driving outside the Albuquerque metropolitan area and require students to travel. The FNP Concentration is offered as a full-time, six (6) term program of study (POS). The FNP courses are offered sequentially and must be completed in the sequence outlined in the Program of Studies (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.

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 – 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 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)
## Family Nurse Practitioner Concentration POS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Credit Hours</th>
<th>Didactic credits</th>
<th>Clinical Credits</th>
<th>Clinical Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUMMER - TERM I</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N501 Theoretical Foundations of Advance Nursing Practice</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N503 Research in Nursing</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N526 Pathophysiology for Advanced Nursing Practice</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>9</strong></td>
<td><strong>9</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FALL – TERM II</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N540 Advanced Health Assessment and Diagnostic Reasoning</td>
<td>3</td>
<td>2</td>
<td>1 (lab)</td>
<td>50 (lab)</td>
</tr>
<tr>
<td>N543 Pharmacological Principles of Clinical Therapeutics</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N525 Primary Care Concepts</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>9</strong></td>
<td><strong>8</strong></td>
<td><strong>1</strong></td>
<td><strong>50 (lab)</strong></td>
</tr>
<tr>
<td><strong>SPRING – TERM III</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N505 Health Care Policy, Systems &amp; Financing for Advanced Practice</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N535 Primary Care of Adults I</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>100</td>
</tr>
<tr>
<td>N541 Antepartum/Postpartum</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>8</strong></td>
<td><strong>6</strong></td>
<td><strong>2</strong></td>
<td><strong>100</strong></td>
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<tr>
<td><strong>SUMMER – TERM IV</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N542 Primary Care Pediatrics I</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>50</td>
</tr>
<tr>
<td>N536 Primary Care of Adults II</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>50</td>
</tr>
<tr>
<td>N534 Primary Care Geriatrics</td>
<td>2</td>
<td>1.5</td>
<td>0.5</td>
<td>25</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>8</strong></td>
<td><strong>5.5</strong></td>
<td><strong>2.5</strong></td>
<td><strong>125</strong></td>
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<td><strong>FALL – TERM V</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N546 Primary Care Pediatrics II</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>100</td>
</tr>
<tr>
<td>N537 Primary Care of Adults III</td>
<td>4</td>
<td>1.5</td>
<td>2.5</td>
<td>125</td>
</tr>
<tr>
<td>N554 Evidence Based Practice for APRNs</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>9</strong></td>
<td><strong>4.5</strong></td>
<td><strong>4.5</strong></td>
<td><strong>225</strong></td>
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<td><strong>SPRING – TERM VI</strong></td>
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<tr>
<td>N594 Advanced Practice Seminar</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N596 / 597 Comprehensive Exam</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N595 Fieldwork</td>
<td>7</td>
<td>7</td>
<td></td>
<td>350</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>9</strong></td>
<td><strong>2</strong></td>
<td><strong>7</strong></td>
<td><strong>350</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS = 52**  **TOTAL CLINICAL HOURS = 800 + 50 lab**

The didactic portion of classes in Terms 3 through 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 MSN 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.

*Academic and Progression Policies for Advanced Practice Concentrations see Chapter 5, page 38.*

**Dual Certification**

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.

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**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 Program of Studies (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 Concentration Manual 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*/ Accreditation Commission for Midwifery Education.

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

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.

**Objectives** - These objectives are aligned with the current American Association of Colleges of Nursing (AACN) Essentials of Master’s Education in Nursing and the American College of Nurse-Midwives Core Competencies (ACNM).
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. *(MSN 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. *(MSN 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. *(MSN 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. *(MSN 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. *(MSN Essentials V, IX)*

6. Develop accurate and reflective self-evaluation skills of knowledge base and clinical performance. *(MSN 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. *(MSN Essentials II, V, X)*

8. Demonstrate the socialization and conceptual awareness of the role and responsibilities of the nurse-midwife. *(MSN Essentials 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. *(MSN Essential IV)*

10. Participate in quality assurance activities in the health care setting. *(MSN Essentials III, VII)*

11. Exemplify the ethical and moral obligations of professional service while interacting with clients and society in general. *(MSN Essentials VI, IX)*

### Nurse-Midwifery Concentration Program of Studies (POS)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Credit Hours</th>
<th>Didactic Credits</th>
<th>Clinical Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER – TERM I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N501 Theoretical Foundations of Advance Nursing Practice</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>N503 Research in Nursing I</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>N526 Pathophysiology for Advanced Nursing Practice</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>9</strong></td>
<td><strong>9</strong></td>
<td></td>
</tr>
<tr>
<td>FALL – TERM II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N525 Primary Care</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>N543 Pharmacological Principles of Clinical Therapeutics</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>N540 Advanced Health Assessment and Diagnostic Reasoning</td>
<td>3</td>
<td>2</td>
<td>50 (50 hours lab)</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>8</strong></td>
<td><strong>50</strong></td>
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<tr>
<td>Course Description</td>
<td>Spring Term III</td>
<td>Summer Term IV</td>
<td>Fall Term V</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
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<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td>N505: Health Care Policy, Systems &amp; Financing for</td>
<td>3</td>
<td>50 (50 hours</td>
<td>9</td>
</tr>
<tr>
<td>Advanced Practice Roles</td>
<td></td>
<td>lab)</td>
<td></td>
</tr>
<tr>
<td>N548: Women’s Health</td>
<td>4</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>N544: Antepartum/Postpartum</td>
<td>7</td>
<td></td>
<td>1</td>
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<tr>
<td>TOTAL</td>
<td>14</td>
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</table>

**TOTAL CREDIT HOURS: 55**  **TOTAL CLINICAL HOURS: 1050**

*Academic and Progression Policies for Advanced Practice Concentrations see Chapter 5, page 38.*

**Nurse-midwifery students should refer to their Nurse-Midwifery Concentration Manual for concentration-specific information regarding teaching-learning and performance contracts.

**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.

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:**
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*)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Credit Hours</th>
<th>Didactic credits</th>
<th>Clinical Credits</th>
<th>Clinical Hours</th>
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<tbody>
<tr>
<td><strong>SUMMER - TERM I</strong></td>
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<td>N501 Theoretical Foundations of Advance Nursing Practice</td>
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<td>N503 Research in Nursing</td>
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<td>N543 Pharmacological Principles of Clinical Therapeutics</td>
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<td>N525 Primary Care Concepts</td>
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<td><strong>SPRING – TERM III</strong></td>
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<tr>
<td>N505 Health Care Policy, Systems &amp; Financing for Advanced Practice</td>
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<td><strong>FALL – TERM V</strong></td>
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<td>2</td>
<td>3</td>
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<tr>
<td>N547 Pediatric Chronic Illness</td>
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<td>1</td>
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<td>N554 Evidence Based Practice for APRNs</td>
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<td><strong>SPRING – TERM VI</strong></td>
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<td>N594 Advanced Practice Seminar</td>
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<td>N596 / 597 Comprehensive Exam</td>
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<td>N595 Fieldwork</td>
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<td>TOTAL</td>
<td>9</td>
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**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.

*Academic and Progression Policies for Advanced Practice Concentrations see Chapter 5, Page 38*

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.
NOTE: This program is currently only offered as a Post Master’s Certificate

The Psychiatric Mental Health Nurse Practitioner (PMHNP) Post Master’s Certificate (PMC) program offers licensed Nurse Practitioners and Nurse-Midwives the opportunity to integrate holistic psychiatric care to diverse populations into their practice. This program is designed to enhance APRN-scope of practice to include psychiatric care to individuals and families across the life-span. The PMHNP PMC program provides clinical experiences in both rural and metropolitan areas of New Mexico with a focus on rural and underserved populations behavioral health needs.

The PMHNP PMC program provides web-based didactic courses in collaboration with the University of Colorado, Denver; however, students will receive their degree from the University of New Mexico. UNM College of Nursing Faculty will arrange and provide clinical oversight for students. Students are expected to complete a portion of their clinical hours within a rural setting. Students need to be aware they are responsible for the travel expenses associated with all site placements. For students living in rural areas, efforts are made to accommodate a portion of their clinical rotations in that area depending on preceptor availability.

Following successful completion of this program, students are eligible to take the American Nurses Credentialing Center (ANCC) Exam to obtain the national Psychiatric Mental Health Nurse Practitioner certification and subsequent licensure in New Mexico and other U.S. States.

Post Master’s graduate education in nursing builds on the MSN curriculum. Students are expected to enter the program with prerequisite core MSN courses and advanced practice clinical competence. Note: Students without recent (i.e. past 3-5 years) clinical experience may be required to complete MSN and/or APRN Core courses. Students who have not taken Pathophysiology or Pharmacology within the last five years will be required to repeat these courses.

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

1. Provide full scope psychiatric and behavioral health care, utilizing both independent and collaborative approaches, to individuals and families across the lifespan, including management of acute and chronic mental health problems, health promotion, and disease prevention.
2. Integrate ethical principles in decision-making and evaluation of psychiatric care related to individuals, families, populations and systems of care.
3. Use and articulate evidence-based research as the basis for practice.
4. Participate in quality assurance and evaluation of mental health care delivery.
5. Empower and motivate individuals and families to be full participants in their own psychiatric and behavioral health care.
6. Assume professional responsibility for maintaining and advancing clinical practice competencies.
7. Advocate for systems and policies that reduce mental health disparities, facilitate access to behavioral health care, and address cultural diversity and rural populations.
8. Identify evidence-based psychopharmacological and non-pharmacological interventions in the management of complex acute and chronic psychiatric disorders in diverse groups of adults and across the life-span.
9. Evaluate complex acute and chronic mental health advanced practice nursing care using selected outcome measures.
10. Describe the complexity of legal and ethical decision-making with adults who have acute and chronic mental health issues in the primary, secondary, and tertiary care settings.
### Post MSN Certificate: Psychiatric & Mental Health Nurse Practitioner Spring 2017 Admissions

#### SEMESTER I Spring (2017)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT HOURS</th>
<th>DIDACTIC CREDITS</th>
<th>CLINICAL CREDITS</th>
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Total: 3 3

#### SEMESTER II Summer (2017)

<table>
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<th>COURSE</th>
<th>CREDIT HOURS</th>
<th>DIDACTIC CREDITS</th>
<th>CLINICAL CREDITS</th>
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<tr>
<td>N 584</td>
<td>3</td>
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Total: 3 3

#### SEMESTER III Fall (2017)

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<th>DIDACTIC CREDITS</th>
<th>CLINICAL CREDITS</th>
<th>CLINICAL HOURS</th>
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<td>N 584</td>
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Total: 3 3

#### SEMESTER IV Spring (2018)

<table>
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<th>DIDACTIC CREDITS</th>
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#### SEMESTER V Summer (2018)

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<th>DIDACTIC CREDITS</th>
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Total: 10 3 350

TOTAL CREDIT HOURS = 28
TOTAL CLINICAL HOURS = 650

### Post MSN Certificate: Psychiatric & Mental Health Nurse Practitioner POS (Fall 2017 Admissions)

#### FALL - SEMESTER I

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Credit Hours</th>
<th>Didactic credits</th>
<th>Clinical Credits</th>
<th>Clinical Hours</th>
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<tbody>
<tr>
<td>N 584</td>
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TOTAL 3 3

#### SPRING – SEMESTER II
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>N583</td>
<td>Psychotherapy, behavior change, and health promotion / disease prevention across the lifespan</td>
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<tr>
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**SUMMER – SEMESTER III**

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<th>Course Title</th>
<th>Credits</th>
<th>Total</th>
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<tbody>
<tr>
<td>N588</td>
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<td><strong>3</strong></td>
<td><strong>150</strong></td>
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**FALL - SEMESTER IV**

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>N585</td>
<td>Advanced assessment, neurobiology, &amp; psychopharmacology of psychiatric disorders across the lifespan</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>N588</td>
<td>Advanced Practicum I*</td>
<td>3</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>6</strong></td>
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**SPRING– SEMESTER V**

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Total</th>
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<tr>
<td>N586</td>
<td>Diagnosis &amp; Management of adults for PMHNP</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>N589</td>
<td>Advanced Practicum II</td>
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<td>150</td>
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**SUMMER – SEMESTER VI**

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>N587</td>
<td>Diagnosis &amp; management of children &amp; older adults for PMHNP</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>N595</td>
<td>Fieldwork (Advanced Practicum III)</td>
<td>4</td>
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<td><strong>Total</strong></td>
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<td><strong>7</strong></td>
<td><strong>200</strong></td>
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</table>

**TOTAL CREDIT HOURS = 28**

**TOTAL CLINICAL HOURS = 650**

*N588 Advanced Practicum I can be repeated one time.

(Students with previous course/competency-based clinical hours in psychiatric mental health evaluation and management during their initial MSN program may have clinical hours reduced in N595 as per faculty discretion.)

**POST MASTER’S CERTIFICATE (PMC) IN NURSING**

This mechanism offers students who hold a master's degree in nursing an opportunity to specialize in an area of nursing not covered in their initial master's program. Graduates of the Post Master’s Certificate Program are eligible to become certified in one of the following specialties:

- Adult Gerontology Acute Care Nurse Practitioner
- Family Nurse Practitioner
- Nurse Midwifery
- Pediatric Nurse Practitioner
- Psychiatric Mental Health Nurse Practitioner
- Nursing Education

For program objectives please see individual MSN specialty.

The program of studies consists of specialty courses in the chosen area (at least 15 graduate credit hours) to be designated by the Specialty Coordinator, with approval from the Associate Dean for Academic Affairs.
Course work must be completed within three years, and a 3.0 (B) average is required. Any of the concentration majors offered by the College are available as post-master's concentrations, subject to admission criteria and screening for limited enrollment areas.

Students enter Track A or Track B (see below) depending on their educational preparation.

**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 the non-clinical specialty Nursing 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.

**Program of Studies**

**Core courses required of all post MSN students in Track A**

<table>
<thead>
<tr>
<th>MSN Core Courses</th>
<th>Previous completion of course work equivalent to:</th>
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<tbody>
<tr>
<td></td>
<td>• N501 Theoretical Foundations of Advance Nursing Practice</td>
</tr>
<tr>
<td></td>
<td>• N503 Research in Nursing I</td>
</tr>
<tr>
<td></td>
<td>• N505 Health Care Policy, Systems, &amp; Financing for Advanced Practice Roles</td>
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</table>

<table>
<thead>
<tr>
<th>MSN-APRN Core Courses</th>
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<tbody>
<tr>
<td></td>
<td>• N526 Pathophysiology (3 cr)</td>
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<tr>
<td></td>
<td>• N543 Pharmacological Principles of Clinical Therapeutics (3cr)</td>
</tr>
<tr>
<td></td>
<td>• N540 Advanced Health Assessment and diagnostic Reasoning (3cr)</td>
</tr>
<tr>
<td></td>
<td>Or</td>
</tr>
<tr>
<td></td>
<td>• N539 Advanced Pediatric Health and Developmental Assessment (PNPs only) (3cr)</td>
</tr>
<tr>
<td></td>
<td>Or</td>
</tr>
<tr>
<td></td>
<td>• N594 Advanced Practice Seminar (1cr)</td>
</tr>
<tr>
<td></td>
<td>• N553 Nurse Midwifery Professional Practice (Nurse Midwifery only) (1cr)</td>
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<table>
<thead>
<tr>
<th>MSN-Nursing Education Core Courses</th>
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<tr>
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<tr>
<td></td>
<td>• N543 Pharmacological Principles of Clinical Therapeutics (3cr)</td>
</tr>
<tr>
<td></td>
<td>• N523 Advanced Health Assessment for Nurse Educators (2cr)*</td>
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</table>

*Note: Students who have completed N540 Health Assessment may be exempt from taking N523

**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

<table>
<thead>
<tr>
<th>MSN Core Courses</th>
<th>Previous completion of course work equivalent to:</th>
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<tbody>
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<td></td>
<td>• N501 Theoretical Foundations of Advance Nursing Practice</td>
</tr>
<tr>
<td></td>
<td>• N503 Research in Nursing I</td>
</tr>
<tr>
<td></td>
<td>• N505 Health Care Policy, Systems, &amp; Financing for Advanced Practice</td>
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<table>
<thead>
<tr>
<th>MSN-APRN Core Courses</th>
<th>Previous completion of course work equivalent to:</th>
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<tbody>
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<tr>
<td></td>
<td>• N543 Pharmacological Principles of Clinical Therapeutics (3cr)</td>
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<td></td>
<td>• N540 Advanced Health Assessment and Diagnostic Reasoning (3cr)</td>
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<td><strong>Or</strong></td>
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<tr>
<td></td>
<td>• N539 Advanced Pediatric Health and Developmental Assessment (PNPs only) (3cr)</td>
</tr>
<tr>
<td></td>
<td><strong>Or</strong></td>
</tr>
<tr>
<td></td>
<td>• N594 Advanced Practice Seminar (1cr)</td>
</tr>
<tr>
<td></td>
<td>• N553 Nurse-Midwifery Professional Practice (Nurse-Midwifery only) (1cr)</td>
</tr>
</tbody>
</table>

**NOTE:** Students without recent (i.e. past 3-5 years) clinical experience may be required to complete the above 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.
CHAPTER 5: ACADEMIC PROCEDURES, POLICIES, AND PROGRESSION

ACADEMIC STATUS

Students who have been admitted to the MSN program are expected to make regular academic progress. Full-time study, credit hours per term dependent upon concentration, 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.

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 2016-2017 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

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<th>Grade</th>
<th>Range</th>
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<td>87-89</td>
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<td>B-</td>
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<td>77-79</td>
<td>C+</td>
<td>73-76</td>
<td>C</td>
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</table>

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 2016-2017 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 2016-2017 Catalog.)

PROGRESSION POLICIES FOR ADVANCED PRACTICE CONCENTRATIONS

The following are progression policies for AG-ACNP, FNP, Nurse-Midwifery, PNP, and MSN-Education Concentrations and Post Masters Certificate Concentrations:

- Progression in the all 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 program of study, 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/site visitor, 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.

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 I 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.

**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.

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 Associate Dean for Academic Affairs, the UNM Dean of Graduate Studies, and/or the Senate Graduate Committee.

**STUDENT GRADUATION RESPONSIBILITIES 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 for fall graduation
- April 14 for spring graduation
- July 14 for summer graduation

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 UNM-HSC email, i.e. yourid@salud.unm.edu.

- The CON Convocation ceremony is conducted at the end of each term in May and August.
- This is a formal ceremony recognizing all graduates from the BSN, MSN, and doctoral programs.
- Participants are required to wear academic regalia.
- 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.

The UNM graduation occurs twice a year – in May and August - 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.

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/](http://registrar.unm.edu/).
CHAPTER 6: 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 Roxanne Roessner at roessne@salud.unm.edu or HSC-CON-Placements@salud.unm.edu. Students will receive an email approximately one month before their 1st term starts with instructions on how to access the system.

***NOTE: Consequences for out of date professional documentation
Students will be notified by the Concentration Coordinator/Program Director that they will not be allowed in ANY clinical site (regardless if the clinical rotation does not involve seeing patients) if they are delinquent with their professional documentation. Students are at risk for disenrollment from all CON courses at one time if their professional documentation was not complete before registrar's census date early in each term.

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 website provides access to additional information. 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. Information for reporting process is located on the UNM Student Health and Counseling (SHAC) web site: https://shac.unm.edu/medical-services/blood-body-fluid-exposure.html

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.
UNM HEALTH SCIENCE CENTER EMAIL POLICY

College of Nursing (CON) students have an HSC email account (@salud.unm.edu) automatically provisioned for them upon enrolling in any HSC course of study. Students are required to use their HSC email for all official HSC correspondence. It is strongly suggested that students check their HSC email account a minimum of 2-3 times per week.

NOTE: Upon graduation, your HSC email address will be deactivated within 24 to 48 hours.

Prior to graduation, please take steps to transition your communications to another email address. It is a HIPAA violation to forward email messages from your HSC email account to any other email account. Please provide the College of Nursing’s Student Services Office with the change in email address for future correspondence. Thank you.

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/the designee(s) of that officer.

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.

**SOCIAL MEDIA USAGE**

The College of Nursing Social Media Policy, policy number 5.1.8, applies to students, faculty, and staff and is intended to ensure that social media and social networking technologies are used in a professional and responsible manner. This policy, along with other important College of Nursing policies, is located on the College’s website: [http://nursing.unm.edu/about/policies/](http://nursing.unm.edu/about/policies/).

**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 or HSC 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://social.unm.edu/guidelines/](http://social.unm.edu/guidelines/)

**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 wish 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 considered appropriate to bring infants or children to clinical activities. Infants or children who are ill are not welcome in the CON at any time.

**WRITING STANDARDS**

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.

Other Requirements:
- 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 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).

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**POLICY ON ACADEMIC DISHONESTY**

Adopted by the President, June 15, 1992

*UNM Policy* [https://policy.unm.edu/regents-policies/section-4/4-8.html](https://policy.unm.edu/regents-policies/section-4/4-8.html)

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.
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 F.

STUDENT CODE OF CONDUCT

Adopted by the UNM Regents April 14, 1992 Revision approved by the Regents May 12, 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:

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 semester “student” includes both full-time and part-time students pursuing undergraduate, graduate or professional studies.

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 and 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.
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.
- Complete either N596: Professional Paper or N597: Applied Examination which
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](http://nursing.unm.edu/current-students/msn-students/comprehensive-examination.html)
College of Nursing Algorithm for Master Exam, Plan II Nurs 596

N596 1st submission

- Pass with Distinction*
- Pass*
- Revisions Required

Submit electronic copy to Academic Advisor. Student receives a grade of CR (credit)

N596 2nd submission

- Pass*
- Revisions Required

N596 3rd submission

- Pass*
- Fail

Student receives a grade of NC (no credit) for 596. Student must re-register for N596 the following term or register for N597 the following term. Students may only attempt the Plan II exam twice. This means they can take 596 twice, or 596 once and 597 once.

*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: Applied Examination

N597 Concentration Specific (Part II)

Pass*
Score $\geq 80\%$

Fail
Score $<80\%$

Retake N597
(2\textsuperscript{nd} attempt)

Student receives a grade of CR (credit)

Student receives a grade of NC (no credit) for 597. Student must re-register for N597 the following term or register for N596 following term*, and retakes only the exam where they were unsuccessful (Part I, II, or both). This means they can take N597 twice, or N597 once and 596 once.

- 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

Instructions

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 2016-2017 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 CHECKLIST
Advanced Practice Nursing and Doctor of Nursing Practice Students

Student Responsibilities:

1. The UNM Health Sciences Center as well as the College of Nursing’s (CON) accrediting agencies and clinical/practice partners require students to fulfill the professional documentation requirements on the documentation checklist below.

2. All College of Nursing professional documentation requirements are due by the stated deadline and must be current and up to date at all times while you are a student in the program. Non-compliance may result in the interruption of clinicals, withholding of grades, or disenrollment from the program.

3. Students may be asked to furnish copies of records directly to a clinical or practice site.

4. In the event any requirements change, students will be notified and expected to respond accordingly.

Instructions:

1. Students will manage their professional documentation electronically using the MyRecordTracker® system for a one-time fee of $50.00. Students will receive an email approximately one month before their 1st term starts with instructions on how to access the system.

2. **MSN - Deadline to upload professional documentation:** June 22, 2018
   **DNP - Deadline to upload professional documentation:** July 6, 2018
   **PMHNP- PMC – Deadlines to upload professional documentation:**
   - *(Students starting Spring 2018):* February 16, 2018
   - *(Students starting Fall 2018):* September 21, 2018

3. **Important Guidelines:**
   a) The Student User Guide in MyRecordTracker® provides step-by-step instructions for navigating the system.
   b) Profiles must include university email addresses rather than personal ones. In the event a personal address is used to set up the account, it must be changed by the submission deadline.
   c) MyRecordTracker® provides scanning services if needed. Refer to page 9 of the User Guide for instructions. Allow at least 72 hours for a record to be uploaded.
   d) System generated email notifications will be sent to the student notifying them of requirements that will be expiring.

4. Please direct questions to HSC-CON-Placements@salud.unm.edu
Documentation Checklist:

Below is a listing of the professional documentation required to fulfill the student's requirements. Detailed instructions for each requirement can be found in the myRecordTracker® system.

The first seven items listed below must be dated within the calendar year that you are beginning your program.

All of the professional documentation, except for the seasonal influenza vaccination, must be uploaded into your myRecordTracker® prior to the deadline listed in item #2 above.

☐ New Mexico Department of Health (NMDOH) Caregiver Criminal History Screening Clearance Letter

☐ CON Admission Screening Clearance Form

☐ Signed and Stamped UNM Student Health and Counseling (SHAC) Immunization Record Form

☐ 10-Panel Urine Drug Screen Results

☐ UNM HIPAA Training Certificate(s)

☐ Bloodborne Pathogens Training Certificate

☐ Consent to Release Personal Information Form

☐ Basic Life Support and/or Concentration-Specific Life Support Certifications

☐ Current Nursing License

☐ Influenza Vaccination (seasonal)
APPENDIX D

STUDENT RESOURCES ON MAIN CAMPUS

See the UNM Pathfinder for additional listings

Agora Crisis Center (505-277-3013 or 1-800-HELP-1-NM)
This program offers a free volunteer paraprofessional listening and referral service. Open 9:00 a.m. to midnight, 7 days a week, depending on volunteer availability. Call or walk in. Located at 1820 Sigma Chi Rd NE, connected to the Psychology Clinic.

Counseling and Therapy Services (CATS; 505-277-4537)
Located in the Student Health Center, CATS provides assessment, referral, crisis and emergency interventions, therapy, and medication services. Open Monday through Friday, 8:00 a.m. to 5:00 p.m., and Tuesdays, 9:00 a.m. to 5:00 p.m. Fees, hours, access, and services are available on the website: shac.unm.edu/.

Department of Psychology Clinic (505-277-5164)
Located on campus at 1820 Sigma Chi NE, this clinic offers a broad range of psychological services, including therapy for the adult individual, family, child, couples, and psychological testing (by appointment only; sliding scale; waiting list).

Student Activities Center (505-277-4706)
This office oversees more than 300 student organizations and many student events. Services also include an off-campus housing service and an emergency messaging service for students. Website: sac.unm.edu/_ContactUs.html.

Student Health and Counseling (505-277-3136)
Located on main campus, this center provides comprehensive primary medical care and counseling services. It is available to all UNM students. The copayment is $15.00 for a student taking 6 or more credits or $30.00 for a student taking fewer than 6 credits. SHAC is open for advance and same-day medical appointments, Monday through Friday, 9:00 a.m. to 5:30 p.m. (the last appointment of the day is at 5:30 p.m.). Website: shac.unm.edu/.

Veterans Counselor and Advisor (505-277-3184 or 505-277-3181)
This service helps veterans and children of veterans become certified to receive their VA education benefits. Coursework is reviewed for eligibility for payment. This office is located in the Student Union Building (SUB), Suite 2002. Website: vrc.unm.edu/.

Women’s Resource Center (505-277-3716)
Located at 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. Open 8:00 a.m. to 5:00 p.m., Monday through Friday. For additional information refer to their website at women.unm.edu/.
APPENDIX E

Health Sciences Center Library & Informatics Center
505-272-2311, http://hsc.unm.edu/library/
Nursing Services Librarian – Ingrid Hendrix, 505-272-0638, lhendrix@salud.unm.edu
- Health Sciences archives, 505-272-0656
- Native American Health Database, https://hscssl.unm.edu/ndl/
  Native and Distance Services Librarian, (505) 272-0664, pbradley@salud.unm.edu
- Reference and computer searches, 272-2311, reflib@salud.unm.edu
- Nursing Collection Development, 272-0638, lhendrix@salud.unm.edu

Zimmerman Library
505-277-9100, http://library.unm.edu/about/libraries/zim.php
In addition to books and journals on humanities, social science, and education, Zimmerman houses:
  - Interlibrary Loan Office http://illiad.unm.edu/illiad/logon.html
  - Reference Tools http://libguides.unm.edu/reftools

Center for Academic Program Support (CAPS) Third floor, 505-277-7205, http://caps.unm.edu/

Center for Southwest Research and Special Collections 505-277-9100, http://elibrary.unm.edu/cswr/

Herzstein Latin American Reading Room
- Hard copy newspapers from Latin America and Iberia
- Core journals in Latin American/Iberian studies
- Internet access, conference room, exhibition gallery

Affiliated Programs West Wing, Zimmerman Library
- Center for Regional Studies, 505–2857
- Chaco Museum Archives, 505-346-2884
- Spanish Colonial Research Center, 505-346-2890

Parish Memorial Library
Adjacent to Graduate School of Management, 505-277-5912,
http://elibrary.unm.edu/about/libraries/pml.php
Books, journals, etc., on business, economics, management; U.S. and international corporate annual reports; SEC10-K reports; Reference services, computerized databases, CD-ROM drives, Internet access

Fine Arts & Design Library
Fine Arts Center, 505-277-2357, 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 & Engineering Library 505-277-4858,
http://library.unm.edu/about/libraries/csel.php
Books, journals for science and engineering; Technical reports, patents; Maps & geographic resources; Reference and database services

Law Library Bratton Hall, 505-277-6236, http://lawlibrary.unm.edu/
State and federal statutes and cases special sections for Native American law, Latin American law, land, water, and international statues and treaties

Loborespect Advocacy Center: http://loborespect.unm.edu
APPENDIX F
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.

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<th>You have the RIGHT to . . .</th>
<th>You have the RESPONSIBILITY TO . . .</th>
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<tr>
<td>Be treated with respect and professionalism.</td>
<td>Interact with instructors, staff and peers, either in person, by phone or e-mail, in a respectful, professional, and constructive manner.</td>
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<tr>
<td>Clear communications from your instructors about course objectives, assignments, grading guidelines, and general policies regarding student work in the syllabus for each course.</td>
<td>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.</td>
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<td>Keep up with other course-related communications, such as emails, in-class announcements, and Web postings to stay informed.</td>
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- 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. |
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| Grading of your work that upholds the importance of excellence and is consistently applied to all students. | • 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. | Contribute to a positive classroom learning environment by:  
• 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.  
Contribute to a positive Web-based learning environment by observing "netiquette" rules as posted in the courses. |
| 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. | • 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 in advance 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. |
<p>| 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. |</p>
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<tr>
<td>Expect faculty to respond to email or phone messages within 2 working days unless students are otherwise notified about changes in faculty availability.</td>
<td>Include clear contact information with your messages.</td>
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<td>For Web courses, faculty shall arrange for alternate coverage for absences greater than 2 working days, excluding University holidays.</td>
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<td>Appeal any decisions made by an instructor by following CON's established appeal process and chain of command.</td>
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<td>• You have the right to speak with the instructor regarding specific course requirements, for clarification of course content, and to express grievances.</td>
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<td>• 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.</td>
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<tr>
<td>• 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).</td>
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<td>• 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.</td>
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<td>• 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).</td>
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<td>Behave in a professional and constructive manner when informing instructors that you would like them to reconsider a decision they have made.</td>
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