Undergraduate Nursing Program
Pre-Licensure &
RN to BSN Options

Student Handbook

2017-2018

(Updated August 2017)
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The College of Nursing baccalaureate program has the full approval of the New Mexico Board of Nursing. The baccalaureate and master’s program at the College of Nursing, University of New Mexico is fully accredited by the Commission on Collegiate Nursing Education (CCNE) through December 31, 2022.
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 Chair of the Education Team

Welcome to the Baccalaureate Nursing program! Whether you are a pre-licensure student just entering nursing school or are already an RN returning for our RN-BSN program, I know that you will have an amazing journey at the College of Nursing. Our faculty, academic success program, and our supportive staff are committed to your success and excellence in nursing. Our pre-licensure program uses a cutting edge concept-based curriculum and our RN-BSN program uniquely builds on the knowledge and skills that students have acquired. Our goal for you is a remarkable career as a BSN prepared nurse! Relish every moment of this experience and take good care of yourselves in the process. Much success to all of you! We are here for you!

Susan Koronkiewicz, MSN, RN
Education Team Interim Chair
(505) 272-2407
skoronkiewicz@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.
- 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 5,564 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. (Averages 900,000 patient visits/yr. the HSC provided 19,500 jobs in 2015)
  - 422 Medical students
  - 527 Undergraduate and Graduate 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 funding
Chapter 1: UNM AND CON GENERAL INFORMATION

Introduction: Purpose of the Handbook
The Bachelor of Science (BSN) Programs Student Handbook has been developed to help students find the answers to common questions that arise as they progress through the undergraduate program. This handbook does not constitute a binding contract between the College of Nursing and the student, and does not supersede information and binding policies that are described in the UNM Catalog and The Pathfinder-UNM Student Handbook that are 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 program 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 [http://pathfinder.unm.edu/] that are/were in effect at the time of admission or readmission.

All students are responsible for compliance with the rules and regulations set forth in that catalog and handbook. 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 student advisors in CON Student Advisement Office 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](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.

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**HEALTH SCIENCES CENTER VISION, MISSION, AND CORE VALUES**

**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.

**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/](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.

**Values Statement**
The UNM Health Sciences Center’s most important value is a steadfast duty to improve the health of all New Mexicans. We will serve our patients and the public with integrity and accountability. We will strive as an institution and as individuals to recognize, cultivate and promote all forms of diversity; to fully understand the health needs of our communities, and to advance clinical, academic, and research

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**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 (AG-ACNP), a family nurse practitioner (FNP), a pediatric nurse practitioner (PNP), 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. Core courses for the Nurse Executive Organizational Leadership (NEOL) concentration and the Clinical Concentration are online also offering synchronous Web conferencing for students to interact with faculty and their research colleagues. Students are required to spend one week on campus in Albuquerque the first week of Summer semester 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 http://nursing.unm.edu/. If you have any questions, please contact the CON’s Financial Aid Officer, contact information below.
Undergraduate Level Financial Aid Resources

There are several financial assistance programs for qualified students attending the University of New Mexico. The UNM Student Financial Aid Office is responsible for assisting students with finding financial resources through federal, state, and institutional funding programs to help pay towards the student’s Cost of Attendance (COA). Scholarships, loans, grants and student work-study are awarded through this office. After your application information is processed, results are sent to the UNM Financial Aid Office. The Financial Aid Officers for Nursing Students are: Ana Vigil amvigil@salud.unm.edu 505-272-0854  
Kelsey Higgins higginsk@salud.unm.edu 505-272-4994

Their offices are located in HSC Student Service Office, Rm. 130A, lower level of the Health Sciences Plaza just southeast of the Domenici Education Building

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

Mailing Address:
College of Nursing Student Services
MSC09 5350, 1 University of New Mexico, Albuquerque, NM 87131-0001
Fax: (505) 272-3970

Where to apply for Undergraduate Level Financial Aid Resources

UNM Financial Aid
For more information about UNM Financial Aid, visit (http://www.unm.edu/~finaid/). The Free Application for Federal Student Aid (FAFSA) is available online at www.fafsa.ed.gov. The priority deadline is March 1st for the following academic year. Application can be made after the priority deadline, but early application is recommended. This application is used to apply for federal student loans, grants, and work- study. It is important to understand that financial aid awards based on need take into account all sources of aid a student receives from the university. A COA budget is developed for each individual based on all income sources and financial obligations. The Student Financial Aid Office then determines the unmet financial need. Thus, a student can receive financial aid only up to the COA, however, if a student does not qualify for need based financial aid there is always no-need based loans that may be considered.

Departmental Scholarships
The College of Nursing (CON) Scholarship Application is now available online at the time of the College of Nursing Admissions Application process or e-mail Ana Vigil at amvigil@salud.unm.edu or Kelsey Higgins at higginsk@salud.unm.edu to request an application. Return the completed application form by the stated deadline. It is essential that CON scholarship applicants fill out application forms both through the Student Financial Aid Office and the College of Nursing if they wish to be considered for a nursing scholarship.
The CON has a variety of departmental scholarships which are awarded throughout the academic year. Students must be accepted into the CON and need only complete one scholarship application. Priority deadlines are June 30th for the Fall term, and November 15th for the Spring term. Please note that one application is good for the entire program; students do not have to reapply each term.

Nursing scholarships awarded by the CON do not need to be repaid. These are gifts from donors who wish to make an impact on the health care of New Mexicans by helping potential nurses complete their education. Many students apply for them. Both financial need and academic performance are considered for the majority of the scholarship awards. Please contact Ana Vigil (amvigil@salud.unm.edu) or Kelsey Higgins (higginsK@salud.unm.edu) if you have any questions.

**The State of New Mexico New Mexico Loan-for-Service Program** ([http://hed.state.nm.us/](http://hed.state.nm.us/)) The Loan-for-Service Program through the New Mexico Department of Higher Education (HED) is restricted to students committed to working in an underserved area of the state upon degree completion. The loan funding is to assist students while enrolled in the nursing program. The student must be committed to this program; penalties exist for breaking the agreement. The deadline for this program is July 1st of each year.

**Nurse Corps Loan Repayment Program Overview** ([http://www.hrsa.gov/loanscholarships/repayment/nursing/](http://www.hrsa.gov/loanscholarships/repayment/nursing/)) The Nurse Corp Loan Repayment Program offers registered nurses substantial assistance to repay educational loans in exchange for service in eligible facilities located in areas experiencing a shortage of nurses. Authorized by Section 846 of the Public Health Service Act, as amended, the purpose of the program is to assist in the recruitment and retention of professional nurses dedicated to providing health care to underserved populations. For further information, please review the Web site: [http://www.hrsa.gov/loanscholarships/repayment/nursing](http://www.hrsa.gov/loanscholarships/repayment/nursing), or call toll-free (800) 221-9393 8 am – 8 pm ET, weekdays (except Federal holidays), e-mail ask@hrsa.gov.

**Other Scholarships:** CampusRN [www.campusrn.com](http://www.campusrn.com)
- **Hospital Jobs:** Search Thousands of Entry Level Jobs, Externships, & Scholarship Opportunities on CampusRN.
- **Nursing Scholarships:** CampusRN has $15,000 in Scholarships Available to Nursing & Allied Health Students.

**New Mexico Center for Nursing Excellence (NMCNE)**
NMCNE [http://www.nmnnursingexcellence.org/](http://www.nmnnursingexcellence.org/) has financial resource information available to students and a link to various nursing scholarships [http://www.nursingscholarship.us/](http://www.nursingscholarship.us/). The NMCNE does offer students the opportunity apply for their own Nightingale Scholarship annually with information/application available on their website.

**P.E.O.** [http://www.peointernational.org](http://www.peointernational.org) P.E.O. is an organization that assists women working towards college degrees with grants and loans.
Military Scholarships
Air Force Reserve Officer Training Corps (AFROTC) United States Army
ROTC Program
Naval ROTC Program
U.S. Army – Bruce Schaumburck, Education Services Specialist

For other information, go to the College of Nursing Web site at: http://nursing.unm.edu/current-students/tuition-and-financial-aid/undergraduate-resources.html

STUDENT RESOURCES ON MAIN CAMPUS

Center for Academic Program Support (CAPS) (277-7205)
Located in various locations around main campus as well as online. Offers tutorial assistance to students on a wide variety of subjects. Any UNM student may attend study skills workshops. Services are free of charge. Website: http://caps.unm.edu/

Women's Resource Center (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. Website: http://women.unm.edu/

Student Health and Counseling (SHAC) (277-3136)
Located on main campus. This center provides comprehensive primary medical care. It is available to all UNM students. Open Monday through Friday. Information on hours, fees and services is available on the website: http://shac.unm.edu/faq.htm

Counseling Services (277-4537)
Located in the west wing of SHAC. Counseling Services provides assessment, referral, crisis and emergency interventions, therapy, and medication services. Open Monday through Friday. Information on hours, fees and services is available on the website: http://shac.unm.edu/counseling/index.html

Department of Psychology Clinic (277-5164)
Located at 1820 Sigma Chi Road 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.

Agora Crisis Center (277-3013 or 866-435-7166)
This program offers free volunteer paraprofessional listening and referral service. Services include phone and computer chat. Website: http://www.unm.edu/~agora/

Veterans Resource Center (277-3181)
This center offers many services to veterans including help with certification to receive their VA education benefits. Located in the SUB Suite 2002. Website: http://vrc.unm.edu/
Student Activities Center (277-4706)
This office oversees over 300 student organizations and many student events. Their services also include an off-campus housing service and student government. Website: http://sac.unm.edu/

See UNM Pathfinder for many additional listings: http://pathfinder.unm.edu/

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. For Main Campus UNM libraries contact information see Appendix F. On north campus there are the Health Sciences Center and the Law Libraries. 505-277-2311 http://hsc.unm.edu/library/

Health Sciences Center Library & Informatics Center (HSCLIC)
Health Sciences Center Library & Informatics Center (HSCLIC)
505-272-2311, http://hsc.unm.edu/library/
- Health Sciences archives, 505-272-0656
- Nursing Services Librarian – Ingrid Hendrix, 505-272-0638, lhendrix@salud.unm.edu
- Native American Health Database, https://hscssl.unm.edu/nhd/
  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
- Health Sciences Archives, 505-272-0656

The Health Sciences Library and Informatics Center (HSLIC) offers a number of services.
- On the main floor of the library is a large public computing area where students can use all the Microsoft Office products and check their email.
- The third and fourth floor of the library provide quiet study space where the journals and books are shelved.
- There are walking treadmills on the 3rd floor so you can exercise and study at the same time.
- The third floor also has a relaxation area with comfortable computer chairs.
- There are numerous individual study carrels on both floors and 8 group study rooms. The group study rooms have electronic white boards and monitors to plug in laptops and work collaboratively. Study rooms must be reserved 24 hours in advance and there is an online form for making reservations http://hslic.unm.edu/resources/i_need_to/studyroom.html or they can be made in person.
- HSLIC has three laptop computers for checkout.
- The library also has a collection of anatomical models that are available for checkout.
- There is also 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
Many of the HSLIC resources are available on your smart phone. For instructions, see this page: http://hslic.unm.edu/education/helpsheets/index.html. For a complete listing of resources available through the library go to: http://libguides.health.unm.edu/az.php. For journals UNM subscribes to electronically, go to this site: https://hslic-unm.on.worldcat.org/atoztitles/search#journal or click on eJournals on the library's homepage.

Also on HSC campus, a 24 hour student lounge is located in the Domenici Auditorium Building on the East end and available to students with a valid HSC badge.

Parking

Parking and Transportation Services (PATS) makes every effort to offer the most convenient parking available by dividing parking by groups of students based on their academic program. Permits may be purchased online from your “My Parking Portal” website or in the PATS office.

If you already hold a permit you may contact Parking and Transportation Services to transfer to a closer lot, such as M, G or Q lots. If you are new to UNM, you may purchase a parking pass from PATS. Their website is http://pats.unm.edu/permits/students/index.cfm. The website also has bus and biking information. A parking map is found on the PATS website. While not marked on this map, the College of Nursing is just north of the University of New Mexico Hospital.

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

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://gammasinga.nursingsociety.org.

The mission of the organization is to—support the learning, knowledge and professional development of nurses committed to making a difference in health worldwide. This is achieved through:

1. Recognition of superior achievement,
2. Recognition of the development of leadership qualities,
3. Fostering high professional standards,
4. Encouraging creative work, and
5. Strengthening commitment to the ideals and purposes of the profession. It offers professional nurse-clinicians and nurse-educators an opportunity to mix in a stimulating and professional atmosphere.

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

PRESENCE OF STUDENTS’ CHILDREN IN CON FACILITIES AND CLASSES

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

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/
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: UNDERGRADUATE PROGRAM GENERAL INFORMATION

Communication within the College of Nursing for Undergraduate Programs

Throughout your undergraduate program of studies, you will find faculty and staff who are ready to facilitate your progress.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Koronkiewicz, MSN, RN Education Team Interim Chair <a href="mailto:skoronkiewicz@salud.unm.edu">skoronkiewicz@salud.unm.edu</a></td>
<td>Jessica Gutierrez Program Coordinator <a href="mailto:Jequitierrez@salud.unm.edu">Jequitierrez@salud.unm.edu</a></td>
</tr>
<tr>
<td>Susan Koronkiewicz, MSN, RN Pre-licensure Program Director <a href="mailto:skoronkiewicz@salud.unm.edu">skoronkiewicz@salud.unm.edu</a></td>
<td>Nicholas White Program Clinical Coordinator <a href="mailto:whiten@salud.unm.edu">whiten@salud.unm.edu</a></td>
</tr>
<tr>
<td>Jacqueline Wuellner, MPH, MSN, RN RN to BSN Program Director <a href="mailto:JWuellner@salud.unm.edu">JWuellner@salud.unm.edu</a></td>
<td>Jeri Belsher <a href="mailto:JBelsher@salud.unm.edu">JBelsher@salud.unm.edu</a></td>
</tr>
<tr>
<td>Shandra Burton, MSN, RN Student Success Coordinator Room 237; 505-272-6061 <a href="mailto:ShBurton@salud.unm.edu">ShBurton@salud.unm.edu</a></td>
<td>Nissane Capps <a href="mailto:ncapps@salud.unm.edu">ncapps@salud.unm.edu</a> Miguel Peña <a href="mailto:Mpena64@salud.unm.edu">Mpena64@salud.unm.edu</a> Sara Pichette <a href="mailto:SPichette@salud.unm.edu">SPichette@salud.unm.edu</a></td>
</tr>
</tbody>
</table>

Student Academic Success Coordinator

A Student Academic Success Coordinator is a faculty member available to students who may need assistance either to connect them to the appropriate service or department or to collaborate with faculty and student development personnel to identify strategies to assist students. You are warmly invited to contact them about using effective study methods, managing anxiety, adjusting to nursing school in general, and many other subjects, according to your situation and interest. Contact your program director for the names of these specialists.

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 Undergraduate Program

Issue Related to a Course
- Contact Course Instructor
  - If resolved: No Further Action
  - If not resolved:
- Contact the Level Coordinator
  - If resolved: No Further Action
  - If not resolved:
- Contact Pre-Licensure or BSN Program Director
  - If resolved: No Further Action
  - If not resolved:
- Contact Chair of the CON Education Team
  - If resolved: No Further Action
  - If not resolved:
- Contact the College of Nursing Associate Dean of Academic Affairs
  - If resolved: No Further Action
  - If not resolved:

Non-Course Related Academic Issue
- Contact Student Services
  - If resolved: No Further Action
  - If not resolved:

Initiate Formal Student Academic Grievance Procedures as Appropriate.
**Academic Advisement**

The Student Services Office is located on the 2nd floor of the CON, Room 255. For an appointment:

- go to [http://nursing.unm.edu/](http://nursing.unm.edu/) on the right side of the page
- click the tab “Advisement and Student Services Appointments” and
- follow the instructions.

Walk-in hours:
- Monday morning 8:00-11:00 and
- Friday 8:30-11:00 and 1:00 – 4:00.

Services offered by the Student Services Office include:

- Assist all baccalaureate students to plan their progression in the curriculum at UNM.
- Supply registration information, as well as assist in schedule preparation.
- Monitor academic status of students to determine whether curriculum requirements are being met according to academic regulations and maintain all CON student records.
- Advise students referred by faculty for various academic or related personal problems, with referrals made as necessary to support systems within UNM and the CON.
- Assist students in preparing exception requests when they wish to ask for a waiver of CON academic regulations.
- Offer information regarding graduation requirements.

**UNM COLLEGE OF NURSING ACADEMIC CALENDAR**

**It is important to note that the CON course calendars differ from the UNM main campus calendar. The Pre-licensure and RN to BSN programs have different course calendars also. The calendars are available on the CON website [http://nursing.unm.edu/](http://nursing.unm.edu/). Check with your program advisor or faculty for correct timeframes for course delivery.**

**IMPORTANT DATES AND DEADLINES**

**University Commencement Ceremony**
Commencement occurs twice a year – in May and December. This is the formal campus-wide ceremony of the University community paying tribute to its graduates. Students from the CON march as a group behind a banner carrier representing the College. Students receive a graduation invitation in the mail from the Office of the University Secretary, 277-4664, with instructions to complete a ceremony participation and diploma sign-up form online at [http://graduation.unm.edu/](http://graduation.unm.edu/).

Caps and gowns are available at the Medical/Legal Bookstore, 277-5828. Questions regarding your diploma should be directed to Records and Registration at 277-2916 or by email to unmreg@unm.edu.

**CON Convocation**
The CON convocation ceremony is conducted two times a year in May and August. This
formal convocation in academic regalia recognizes the graduates from the CON, Bachelor, Master, and Doctoral nursing degrees are granted. For information on current convocation events visit http://nursing.unm.edu/current-students/index.html

Essential Qualifications

The CON has adopted criteria for student behavior, the “Essential Qualifications for Undergraduate Progression & Graduation.” These criteria set forth minimal expectations for behavior and practice capabilities for students in all of our baccalaureate programs. To assure the public and potential employers regarding what they may expect from our graduates, we expect students to meet these Essential Qualifications.

During the program, faculty who perceive your behaviors to either significantly exceed these expectations or to fail to meet the minimal standards, will document their observations as they relate to the Essential Qualifications. The goal is to use observations to assist you in modifying your learning goals. They will also be used to help determine eligibility for graduation awards.

Students who grossly violate these minimal standards and who are not able to correct their performance with assistance from faculty may be prevented from progression in the program in accordance with established due processes within the College. See Appendix E for further information.

Technology Requirements

There are technology requirements for students at UNM CON. Pre-licensure students are required to have a computer they can bring to class for learning activities and testing. Please see the UNM CON website for a description of these requirements (Current Students→BSN Students→Student Orientation→UNM BSN).

Online & Web Enhanced Courses: Blackboard Learn

Online and Web Enhanced courses offered at the CON are delivered through course management software called Blackboard Learn or UNM Learn. All CON students must be proficient with Blackboard Learn. For Web enhanced courses Students are granted access to Blackboard Learn courses on the first day the course is schedule to begin.

Online Courses

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 the Web courses to assist with online learning and the course management system, Blackboard Learn. Faculty are available via e-mail and telephone. Please be sure to contact them with questions. Contact information for the faculty is available on course syllabi.
Identification

Proper display of the UNM HSC identification badge as prescribed in the HSC Policy, “HSC Identification Badges,” is required. The wearing of an HSC Identification Badge is mandatory at all times when a student is on the UNM HSC campus or in a clinical experience. See Appendix C for Dress Code.

College of Nursing Librarian

Nursing Services Librarian – Ingrid Hendrix, 505-272-0638, ihendrix@salud.unm.edu

Ingrid Hendrix is the librarian dedicated to the College of Nursing to help with questions about doing literature searches for papers, finding full-text articles, and anything else related to finding information for papers or projects nursing students are doing. She is available to work one on one to navigate through the array of resources available to students. The best way to reach her is either through ihendrix@salud.unm.edu or AskIngrid@salud.unm.edu. You can set up an appointment or just ask your question via email. Got questions? Get answers - Ask Ingrid!
CHAPTER 3: PRE-LICENSURE OPTION

The UNM College of Nursing is a member of the New Mexico Nursing Education Consortium (NMNEC). NMNEC is a team of education programs, organizations and individuals with a deep commitment to excellence in nursing that results in high quality healthcare for all New Mexicans.

CURRICULUM

NMNEC Curriculum

Made up of educators across the state, the consortium is connected by a common nursing curriculum which allows students to receive quality education and bachelor’s degrees in their home community. The UNM CON adopted the NMNEC curriculum in 2014.

UNM/NMNEC Graduate Learning Outcomes

The graduates of the Baccalaureate in Nursing program will:

1. Engage in professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities.
2. Integrate principles of quality improvement and safety into nursing practice within healthcare organizations and systems.
3. Deliver nursing care that is evidence-based.
4. Demonstrate leadership behaviors through the application of policies that apply to healthcare delivery.
5. Engage in effective inter-professional collaboration in the delivery of healthcare for quality patient outcomes.
6. Utilize technologies for the management of information and in the delivery of patient care.

PROGRAM OF STUDY

The NMNEC/UNMCON Pre-Licensure option is an accelerated, full time program of study completed in 20 consecutive months. The program of study is divided into five levels. Each level builds on the previous level.

The total credits required for the NMNEC/UNMCON Pre-Licensure option is a minimum of 128 credits. To achieve a BSN degree from UNM, 30 credit hours must be completed at UNM. Reference Appendix A for Program of Study.

The information age, technological advances, an aging populace, and the growing inability to meet the health needs of our society dictate the need for change in health sciences education. The NMNEC/UNMCON curriculum represents a paradigm shift in nursing education. In the process of development, the faculty sought input and direction from national health reports, professional nursing organizations, and faculty from throughout the state. The following highlights the intention of the curriculum:

- A shift from a specialty or medical-based curriculum to a concept-based approach
Incidence and prevalence used to make exemplar decisions

- Flexibility in clinical options based on geographical, clinical, and faculty availability, student’s interests and needs
- Clinical experiences independent from didactic courses
- Simulation experiences to provide a safe learning environment and to assure competency in high risk, low volume, and/or high impact scenarios.

Clinical experience progresses from fundamentals through health promotion, chronic, acute, complex and integrative care. Clinical rotations are based in the community and in-patient settings, as well as simulation and public health experiences. Clients are individuals across the lifespan, families and communities.

FEATURES OF THE UNDERGRADUATE CURRICULUM

Concept-Based Curriculum

Concepts provide the foundation and structure the undergraduate curriculum. Three general groups of concepts have been developed:

Patient Attribute concepts,
Professional Nursing concepts and
the Health and Illness concepts.

All concepts are throughout the curriculum; the context of application however, may vary.

Below is a list of the concepts developed and approved by NMNEC.
The following tables outline which level and course the concept with their exemplars and populations are placed.

<table>
<thead>
<tr>
<th>NMNEC Curriculum Map</th>
<th>Course</th>
<th>Course Description</th>
<th>Concepts</th>
<th>Exemplars</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Principles of Nursing Practice</td>
<td>This course introduces the nursing student to the application of concepts through clinical skills in seminar, laboratory, and/or clinical settings. Principles of communication, assessments, safety, and interventions, including accurate calculation, measurement, and administration of medications will be included.</td>
<td>Communication</td>
<td>Therapeutic communication</td>
<td>Across the lifespan</td>
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<td>SBAR</td>
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<td>Documentation</td>
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<td>Lateral Violence</td>
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<td>Conflict resolution</td>
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<td>Application of concepts</td>
<td>Skills</td>
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<tr>
<td>Level 1</td>
<td>Evidence-based Practice</td>
<td>The focus of this course is the principles of evidence-based nursing practice. It includes the identification of clinical practice problems, the evaluation of available evidence, and the integration of evidence with clinical expertise and patient preferences in application to practice.</td>
<td>Technology and Informatics</td>
<td>Library Searches</td>
<td>Across the lifespan</td>
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<td>Consumer Health Informatics</td>
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<td>Pulse Oximetry</td>
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<td>Evidence</td>
<td>Qualitative Research</td>
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<td>Quantitative Research</td>
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<td>Practice Guidelines</td>
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<td>Expert Opinion (Healthy People 2020)</td>
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<td>Legal and ethical issues</td>
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<td>Application of research to patient care</td>
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<tr>
<td>Level 1</td>
<td>Introduction to Nursing Concepts</td>
<td>This course introduces the nursing student to the concepts of nursing practice and conceptual learning.</td>
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<td></td>
<td>Professional Identity</td>
<td>Team Based Learning</td>
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<td>Nursing Process</td>
<td>Life Span</td>
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<td></td>
<td>Caring</td>
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<td></td>
<td>Clinical judgment/reasoning</td>
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<td>Nursing history</td>
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<td>Safety</td>
<td>QSEN</td>
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<td></td>
<td>QSEN</td>
<td>National Patient Safety Goals</td>
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<td></td>
<td>Health Care Law</td>
<td>HIPAA</td>
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<td>的安全法</td>
<td>Nurse Practice Act</td>
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<tr>
<td>Level 2</td>
<td>Assessment and Health Promotion</td>
<td>This course introduces the nursing student to the assessment of and the health promotion for the health care participant as an individual, a family, or a community. This course uses seminar, laboratory and/or clinical settings.</td>
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<tr>
<td></td>
<td>Health Promotion</td>
<td>Peds: Immunizations, Obesity</td>
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<tr>
<td></td>
<td>Adults: Exercise education</td>
<td>Adults: Hypertension, BMI, Cancer screening,</td>
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<td>Peds: Chronic disease management</td>
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<td>Adults: Medication Adherence, Smoking Cessation</td>
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<tr>
<td></td>
<td>Patient Education</td>
<td>Health literacy</td>
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<td>Teaching/ learning principles</td>
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<td></td>
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<td>Motivation and readiness to change</td>
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<tr>
<td>Level 2</td>
<td>Health and Illness Concepts I</td>
<td>This course will focus on health and illness concepts across the lifespan. Concepts covered are related to homeostasis/regulation, sexuality/reproductive,</td>
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<td></td>
<td>Fluid and Electrolyte Balance</td>
<td>Renal Failure, acute &amp; chronic DRG 28, HCUP 38</td>
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<td>Fluid volume deficit</td>
<td>Adult</td>
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<td></td>
<td>Thermoregulation</td>
<td>Peds</td>
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<td></td>
<td>Hypothermia, exposure</td>
<td>Life Span</td>
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</tbody>
</table>
protection/movement, and emotional processes.

<table>
<thead>
<tr>
<th>nutrition</th>
<th>Hyperthermia, environmental vs. disease process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutrition</td>
<td>Obesity</td>
</tr>
<tr>
<td></td>
<td>Malnutrition</td>
</tr>
<tr>
<td>Elimination</td>
<td>Bladder incontinence/retention</td>
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<tr>
<td></td>
<td>Bowel incontinence and constipation</td>
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<tr>
<td>Reproduction</td>
<td>Family Planning/Contraception</td>
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<tr>
<td></td>
<td>Preconception &amp; Antepartum Health Promotion</td>
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<td></td>
<td>Intrapartum &amp; Birth Overview</td>
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<tr>
<td></td>
<td>Postpartum Health Promotion</td>
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<td></td>
<td>Newborn Nutrition and Health Promotion</td>
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<tr>
<td>Sexuality</td>
<td>Sexual Health</td>
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<td>STIs</td>
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<td>Immunity</td>
<td>SLE</td>
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<td></td>
<td>HIV</td>
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<tr>
<td>Sensory/Perception</td>
<td>Nursing Care of People with Hearing loss</td>
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<td></td>
<td>Nursing care of people with impaired vision</td>
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<tr>
<td>Stress and Coping</td>
<td>Effective coping</td>
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<td></td>
<td>Maladaptive coping strategies</td>
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<td></td>
<td>PTSD</td>
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<tr>
<td>Anxiety</td>
<td>Anxiety continuum, including panic</td>
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</tbody>
</table>

Peds and Adult
Elders
Life Span
Child bearing family
Life Span
Adult
Elders
Peds and Adult
Veterans
Life Span
<table>
<thead>
<tr>
<th>Health Care Participant</th>
<th>Individual</th>
<th>Patient Centered Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family</td>
<td>Family Assessment</td>
<td>Family Centered Care</td>
</tr>
<tr>
<td>Community</td>
<td>Population health</td>
<td>Disaster preparedness</td>
</tr>
<tr>
<td></td>
<td>Vulnerable populations</td>
<td>Environmental health assessment</td>
</tr>
<tr>
<td>Development</td>
<td>Developmental assessment--e.g. Denver</td>
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<tr>
<td></td>
<td>Developmental implications of patient education</td>
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<tr>
<td></td>
<td>Nursing implications of individual developmental stages</td>
<td></td>
</tr>
<tr>
<td>Functional Ability</td>
<td>Functional assessment of elders and children</td>
<td></td>
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<tr>
<td>Culture</td>
<td>Cultural competence</td>
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<tr>
<td></td>
<td>Cultural self-awareness</td>
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<td></td>
<td>NM cultures, especially Anglo, Hispanic, Native American, (Military Culture)</td>
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<tr>
<td>Spirituality</td>
<td>Spiritual beliefs and relationship to health and illness</td>
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<tr>
<td></td>
<td>Spiritual needs assessment</td>
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<tr>
<td>Health Care Disparities</td>
<td>Social determinants of health</td>
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<tr>
<td></td>
<td>NM health disparities</td>
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<td>US and global health disparities</td>
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<td></td>
<td>Health disparities in local community</td>
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<td></td>
<td>Social justice/health care equity</td>
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</tbody>
</table>

This course introduces the nursing student to the attributes of the health care participant as an individual, a family, or a community.

General: Across the lifespan
<table>
<thead>
<tr>
<th>Level</th>
<th>Course</th>
<th>Description</th>
<th>Topics</th>
<th>Across the lifespan</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Nursing Pharmacology</td>
<td>This course introduces the nursing student to pharmacologic nursing practice from a conceptual approach.</td>
<td>Apply to classes of medications: Classification, Pharmacokinetics, Pharmacodynamics, Adverse effects, Safety, Developmental concerns, Legal and Ethical issues, Genetics &amp; meds, Nursing Process</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Professional Nursing Concepts I</td>
<td>This course covers foundational concepts for professional development, including selected professional attributes and care competencies.</td>
<td>Ethics, ANA Code of Ethics, Leadership, Delegation, Change Management, Team Building, Negotiation, Collaboration, Nurse-Patient: Discharge Planning, Nurse-Nurse: Implementing a plan to improve statistics on patient falls, Nurse-Interprofessional: Care conference, Nurse-Interorganizational: Working on the state nurse practice act to ensure nurses have the authority to practices at their level of training, Advocacy, Informed Consent, Patient Bill of Rights, Chain of Command</td>
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This course will cover health and illness concepts across the lifespan with the focus on chronic conditions. Concepts covered are related to oxygenation and hemostasis, homeostasis and regulation, protection and movement, and cognition and behavior processes.

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<th>Level</th>
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<td>Respiratory acidosis</td>
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<th>Intraocular Regulation</th>
<th>CVA</th>
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<td>Traumatic Brain Injury</td>
<td>Across the lifespan</td>
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<td>Seizures</td>
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<td>Clotting</td>
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<td>RSV</td>
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<td>Perfusion</td>
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<td>Violence behaviors/ child &amp; elder abuse</td>
<td>Peds/Elders</td>
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<td>Health Care Delivery system</td>
<td>Use local agency organizations</td>
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<td>Private vs Public vs Specialized mission (i.e. VA, IHS)</td>
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<td>Health Care Economics</td>
<td>Financing access: PPACA, Medicare, Medicaid, Private &amp; public insurance</td>
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<td>Pay for performance</td>
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<td>Cost of patient care episode - different financing, facility</td>
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<td>Health Policy</td>
<td>Agencies that set policy: CDC, NIH, IOM, OSHA, CMS, WHO, RWJF</td>
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<td>Policies: HP 2020, Future of Nursing, State regulations for the immunization of children in public schools</td>
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**Concept Synthesis**

This course will focus on the synthesis of curricular concepts in the care of complex patients

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<thead>
<tr>
<th>Application of all curricular concepts</th>
<th>1. Shock</th>
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<td>2. Multisystem problems</td>
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<td>3. Sepsis</td>
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<td>4. Burns</td>
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<td>5. Respiratory failure</td>
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<td>6. Liver Disease</td>
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<td>7. In-depth family/community problems</td>
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<td>8. Problems across healthcare settings</td>
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Electives

As part of the program of study, students complete 6 credits of upper division electives. These electives can be taken from the CON or from other departments. A number of electives may be offered for the pre-licensure option at the CON and are offered on a rotating basis. Check the current UNM schedule for availability for these electives.

Honors Program

The CON offers a Departmental Honors Program to students with a UNM cumulative grade point average (GPA) of 3.5 and 60 UNM hours. Graduation with departmental honors is not automatic or based solely on GPA but requires 6 credits of Honors Courses. The 6 credit hours may be used as upper-division electives. Students may enter the Honors Program in the Level 2 term if eligible. Please refer to the UNM Catalog for a complete description of the Departmental Honors Program or contact the Student Advisement Office for more information.

Independent Study

The CON offers an option for independent study.

- Independent study courses have variable 1 to 3 credit hours;
- The course numbers are 297, 397, and 497.

The student who enrolls in an independent study course will collaborate with the instructor to identify learning experiences that will meet the learning objectives the student formulates. These learning objectives should specifically relate to one problem or a specific amount of knowledge to be gained.

The student must then specify ways to achieve these objectives, showing that the amount of work justifies the number of credits for which they are registered. The University policy is that one didactic credit = 16 hours’ work per semester plus additional study time. One clinical credit = 32 hours’ work per semester plus additional study time.

All independent study planning must be done jointly with the instructor. The course number that is chosen must be based on the level of content and depth to be achieved. In view of this, collaboration with faculty needs to begin before enrollment.

- Students usually need faculty help with writing objectives and focusing on a problem to study.
- The objectives need to be distinguishable and different from required course objectives. This may be achieved through increased depth or breadth, or different content.
- In addition, student and instructor must identify the means by which attainment of objectives will be determined (i.e., paper, project, etc.).
- The instructor and student should meet during the first week of the semester and a minimum of three times during the semester.
The Clinical Experience

The clinical experience provides the student with the opportunity to apply the knowledge and skills acquired in nursing courses.

- Clinical experiences are provided in a variety of settings including laboratories, hospitals, schools, clinics, community agencies, and clients’ homes.
- Clinical experiences may occur during day, evening, or night shifts and any day of the week, including weekends.
- Clinical experiences expose the student to a wealth of learning opportunities. For this reason, consistent attendance in each clinical course is essential.

The information that follows is of extreme importance related to clinical course work.

Professional Documentation for Clinical Students

All students in the pre-licensure BSN option and the RN to BSN option enrolled in courses are responsible for providing and maintaining current professional documentation.

- Current records are required to attend clinical.
- Failure to maintain records may result in disenrollment.
- You may lose your slot to someone else if your immunizations and Professional Documentation is incomplete.

You are responsible to keep these updated by the first day of a clinical or fieldwork course to prevent non-progression.

See Appendix D for a complete list of requirements concerning immunizations and certifications.

Needle-Stick Policy and Insurance

Any needle-stick or other exposure to blood and body fluids during clinical must be reported immediately to the clinical instructor. The student then must report to the Student Health Center on main campus. A needle-stick insurance policy is mandatory and will be billed to the student’s account at a cost of $30.00 per 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

Liability Insurance

The CON provides liability insurance for all students admitted and enrolled in the College.
**Illness**

The clinical instructor must be immediately notified of any illness, change in health status, pregnancy, or other condition that may affect your health or direct patient care during a clinical rotation.

**Signature when Charting**

All pre-licensure students will follow their signature with SN UNM when signing charting as part of all coursework.

**STUDENT PROGRESSION**

**Definition of Terms**

- **Progressing:** Full-time students who are successfully completing core and clinical courses as planned in the program of study.
- **Part-Time Progressing:** Students who are enrolled in a segment of a term on a part-time basis and who are successfully completing courses as planned in a program of study.
- **Failing:** Students who have failed a core or clinical course and need to repeat this course prior to progressing to the next term on a space available basis.
- **Non-Current:** Students who have stopped attending UNM for one or more regular terms.
- **Leave-of-Absence:** Students who have informed the CON advisement office that they will not be taking any courses the current semester. Students are allowed to be in this status for two terms. If students do not register for the third semester, they will be dropped from the program and must reapply on return. See withdrawal policy. Reentry will be on a space available basis.
- **Non-Progressing:** Students who are not enrolled in nursing courses, nursing prerequisites, or electives.

**Student Evaluation and Progression**

1. The UNM College of Nursing requires that students earn a course grade of \( \geq 77\% \) to pass all courses.

2. In courses with a clinical/lab component, a student must pass the clinical/lab component as reflected in the clinical/lab rubric (P/F) in order to pass the course. The student must have a minimum of ‘satisfactory’ in all course objectives/competencies in order to pass the course. A clinical failure will be recorded as an ‘F’ as the final course grade and the student has failed the course regardless of whether the overall course grade earned was \( \geq 77\% \).
3. Safe administration of medications is required in all clinical courses. Inability to administer medications for any reason, including failure of the dosage calculation exams is grounds for failure of the clinical course. A dosage calculation exam is given every term. Students must pass the calculation exam with a score of at least 90% to demonstrate competency before administering medications. Students may retake the exam once and must achieve a score of 90% in order to successfully meet the course requirements. Students requiring a second exam may not administer medications in any clinical setting or experience until they achieve 90% or > on the second exam. **Failure to achieve a score of 90% in the second exam will result in immediate failure of the course.** If the student was required to retake the exam in order to achieve 90%, the score of the first exam will be used to calculate the overall course grade.

4. Standardized exams and educational resources are used in the nursing program to help assess student academic progress, facilitate remediation, prepare for professional licensure, and predict NCLEX-RN® exam success. Standardized specialty exams are administered in each level in assigned courses and contribute to the course grade. A student who fails to achieve an identified benchmark score must complete required remediation and show evidence of completion.

5. Completion of a live NCLEX Review Course (i.e. Kaplan, ATI) as scheduled and hosted by the UNM CON, or an approved equivalent product hosted by a NMNEC partnering school is **required of all Level 5 students.** Students will be required to pay approximately one-half of the discounted cost of the course (announced at beginning of term), while the CON covers the remaining cost. **Students are required to attend/complete all sessions and activities of this course as a requirement for graduation.**

6. In Level 5 (NURS 454 Concept Synthesis) students are required to take a standardized NCLEX-RN readiness (exit) exam (i.e. the HESI Exit Exam; ATI RN Comprehensive Predictor). This exam will be weighted as 20% of the overall course grade. The specific testing product and benchmark score will be announced prior to the first exam date. Completion of a practice exam and other assigned preparation is required prior to taking the readiness (exit) exam (evidence of preparation will be required to be submitted by an assigned due date). Students who meet the benchmark score on the first attempt, will earn a grade of 100% for that component of the course grade. Students who do not achieve the designated benchmark score on the first attempt may take a second version of the exam and will be required to complete a second practice exam and other assigned remediation (and submit evidence of completion of remediation) prior to retaking the readiness (exit) exam. If a student achieves the benchmark score on the second exam, the earned grade component will be the percentage conversion score on the **second** attempt. If a student scores less than the benchmark score on the first exam and does not take the second exam (without prior approval from the course coordinator and student success coordinator), the exam grade in the course will be zero and the student will fail to meet the requirements of NURS 454 and the requirements to graduate from the Program.
7. Any student not achieving the designated benchmark score on either the first or second readiness (exit) exam will not meet the requirements of the NURS 454 Concept Synthesis course and the requirements to graduate. A student will be eligible to receive a grade of Incomplete in NURS 454 Concept Synthesis if they meet all other course requirements including:

a. achievement an overall course grade of \( \geq 77\% \), excluding the exit readiness exam,

b. full completion of the required live NCLEX Review Course (as detailed in the NURS454 course syllabus), as scheduled by UNM CON (or an equivalent course approved in advance by the UNM CON Undergraduate Program Director).

**Failure to complete the live NCLEX Review Course in its entirety will result in an Incomplete grade being changed to a course Failure.**

8. A student who qualifies for a grade of Incomplete in NURS 454, as described above, may retake the readiness (exit) exam after completing a remediation plan designed in collaboration with the Student Success Coach and Coordinator, and approved by the Undergraduate Program Director. The student may retake the readiness (exit) exam after remediation is completed, no sooner than 3 weeks from the date of the second exam. A student who is not successful on the third testing attempt will be required to complete a content review-based remediation course developed by the CON Student Success Program. Successful completion of this course is required before a fourth readiness (exit) exam can be attempted. Students may also opt to complete this course prior to taking the third exam attempt. A second customized version of this course must be completed in the event of a fourth unsuccessful attempt to achieve the benchmark score on the readiness (exit) exam. All remediation course and readiness (exit) exam retake expenses are the responsibility of the student. All retake exams will be scheduled by the CON on specified date/times based on availability of testing space, IT support personnel, and approved proctors. The CON will provide available date/time selections to students prior to scheduling.

9. When a student with a grade of Incomplete in NURS 454 achieves the benchmark score on the readiness (exit) exam, the assigned score for that exam will be 76% for the NURS 454 course grade component. Any student who is unsuccessful in achieving the benchmark score on the readiness (exit) exam after five (5) attempts, or within twelve (12) months of the assignment of the Incomplete grade, will fail NURS 454. If this is the student’s first failure in the Program, they may petition to repeat the course as set forth in the Undergraduate Nursing Student Handbook.

10. Unsafe, aberrant, or impaired behavior in the didactic, lab, or clinical setting is grounds for removal from the setting and for potential immediate failure.

11. After a course failure, the student must submit a petition letter to the Undergraduate Committee requesting to repeat the course. This Committee considers the petition and then decides on a progression plan (which does not guarantee placement in clinical even if the petition is approved).
ACADEMIC POLICIES AND REGULATIONS

The general academic regulations of the University as well as the specific regulations of the CON are found in the UNM catalog. This catalog can be located online at http://catalog.unm.edu/catalogs/. Students are responsible for knowing and meeting these regulations.

Pre-Registration
Students are required to pre-register by the end of the term for all nursing classes they intend to take the next term. This is necessary because of multiple nursing programs sharing limited space in clinical facilities. Clinical agencies must be notified early as to the number of students that will be on each unit. Any student who has not pre-registered by the end of the prior term is not guaranteed a clinical space. This means the student may be unable to enroll in the course.

Undergraduate Grade Requirements
The passing grade for all NMNEC nursing courses is "C" or 77%. Students who do not earn a grade of "C" (77%) or better in any NMNEC Nursing course within the nursing program or who withdraw from a course are not allowed to progress. Prior to repeating a nursing course the student's record is reviewed by the academic advisor and the student must submit a petition letter to the Undergraduate committee requesting to repeat the course. This Committee considers the petition and then decides on a progression plan. Students who do not earn a grade of "C" (77%) or better in any Nursing course within the NMNEC nursing program on the second attempt or who withdraw from any two NMNEC nursing courses are disenrolled from the College of Nursing. They may reapply after 2 years.

Policy for Enrollment in the CON Clinical Courses
Priority for clinical courses is always given to “progressing students.” Enrollment in the CON clinical courses is limited due to limited clinical space. Students who enroll in clinical courses are ranked by the following:
1. A progressing UNM CON student.
2. A UNM CON student who dropped a course while they were passing or skipped a term for reasons beyond their control.
3. A UNM student who took a term off voluntarily without a failure.
4. A UNM student who has failed or dropped a required course.
5. Progressing student from a partnership NMNEC school.
6. Progressing student from a non-partnership NMNEC school.
7. A NMNEC student who took a term off voluntarily without a failure.
8. A NMNEC student who has failed or dropped a required course while failing that course.

Drop Policy for Capped Enrollment Courses
At the discretion of the faculty teaching the course, students who do not appear in class and who have not made prior arrangements with faculty during the first week of the semester may
be dropped to allow students from the waiting to list to enroll as soon as possible. The first week of class is defined as Monday to Friday of the first week for Web-based classes.

**Program Withdraw/Readmission Procedure**

CON students who withdraw from the University in good academic standing may reapply for admission to the College. *A returning student cannot be assured of an immediate placement in the upper-division nursing curriculum* because of constraints in the clinical courses.

- The student must notify the CON *in writing* of his or her intent to return, and this letter must be received by March 15 for return in Summer and Fall terms and by November 1 for the Spring term.
- Because a returning student is subject to the rules and regulations of the Catalog in effect at the time of readmission, the student's academic record will be reevaluated prior to readmission.
- Any student considering this option should stay in contact with the Student Advisement Office.
- Students who have been dis-enrolled from the CON for academic failure have an opportunity to re-apply to the CON after 2 years.

**Course Withdrawal**

Deadlines for course withdrawals are established by the UNM Registrar’s Office. Withdraw dates vary by type of course (full-term or part-term courses). For specific dates, see the UNM academic calendar or the CON calendar link on the CON home page.

Students who withdraw from any Nursing course within the NMNEC/UNMCON nursing program are not allowed to progress before passing that course. Prior to repeating a nursing course the student's record is reviewed by the academic advisor; progress will be monitored by the advisor. *Students who withdraw from any two NMNEC nursing courses are dis-enrolled from the College of Nursing.*

All students receiving a grade of less than a "C" or withdraws in any two required nursing courses and are not allowed to continue in the College of Nursing are entitled to file an exception to the policy. However, students will not be allowed to enroll in any Nursing classes until the exception process is final.

Students who have failed a course may only re-enroll in the course AFTER the failing grade is officially recorded on the student's record. This process may NOT be started prior to the posting of the grade. Likewise, students who have received an Incomplete in a course or withdraws may only re-enroll in the course AFTER the Incomplete or Withdraw grade is officially recorded on the student's record. This process may NOT be started prior to the posting of the grade.
**Attendance and Absence Policy**

The CON, in compliance with the academic regulations of UNM, follows the attendance and absence policies as described in the UNM Catalog.

**Clinical/Lab attendance is mandatory.** If an emergency prevents you from attending, contact your clinical instructor prior to the lab or clinical experience. The first no-show, no-notification or unexcused absence may be grounds for failure and a remarkable observation will be placed in the student’s file. Any subsequent no-show, no-notification or unexcused absence is grounds for immediate failure. Clinical make-up for unavoidable absences, as determined by the course coordinator will be assigned. Missing scheduled times compromises your ability to demonstrate attainment of the clinical objectives required to pass the course.

**Caregiver Criminal History Screening Program Policy**

All students admitted to the CON will be required on admission to submit to a criminal felony screening at their own expense at a facility identified by the CON. Clearance by the New Mexico Department of Health to work with patients with whom our students may come in contact will be required before a student can be considered in good standing for clinical activities. The CON, in cooperation with the New Mexico Department of Health, retains discretionary authority as to any action that may be taken in response to the criminal screenings.
CHAPTER 4: RN TO BSN COMPLETION OPTION

RN to BSN Graduate Learning Outcomes

The graduates of the Baccalaureate in Nursing (BSN) program will:
1. Engage in professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities.
2. Integrate principals of quality improvement and safety into nursing practice within health care organizations and systems.
3. Deliver nursing care that is evidence based.
4. Demonstrate leadership behaviors through the application of policies that apply to health care delivery.
5. Engage in effective inter-professional collaboration in the delivery of health care for quality patient outcomes.
6. Utilize technologies for the management of information and in the delivery of patient care.

RN to BSN Degree Completion Option

This option is available to nurses with a valid RN license and a previous Associate Degree in Nursing or hospital diploma degree.

- Students must meet the UNM Core Curriculum requirements to graduate.
- The RN to BSN Option is an online program with the exception of the final synthesis course. This course has an applied practice component generally performed in the student’s workplace. This is an administrative activity, not clinical care.
- The total program of study is a minimum of 128 credits.
- Courses may be taken on a full time or part time basis.
- For more programs offered at the CON see Chapter 1- CON Programs of Study.

FEATURES OF THE RN to BSN CURRICULUM

The completion track is 24 hours in nine upper division courses.

- Courses are offered during the first and second 7-weeks of each 14-week term. This allows students to progress through the curriculum in four terms when focusing on three credit hours at a time, three credits per 7 weeks.
- Terms run fall, spring and summer.
- Prior college course work can be transferred where appropriate.
- In addition, students may choose to challenge elective hours, if fitting to their unique academic circumstance, by taking the NLN Nursing Acceleration Challenge II (ACE II) exam.
- This exam offers the opportunity to earn up to 34 hours of upper division college credit.
- Please see the Program of Study in Appendix A.
Electives
As part of the program of study, students complete 6 credits of upper division electives. Electives can be taken from the CON or from other departments. Check the current UNM schedule for availability for these electives.

GENERAL STUDENT REQUIREMENTS

Technology Requirements
As the RN to BSN Option is online, students should have a reliable laptop or desktop computer with a web browser that is compatible. The connection will be best with a stable, high speed Internet connection such as cable or DSL. While smartphones and tablets can be used for access to UNM Learn, it is highly recommend that those are not the only or primary devices used for work in UNM Learn.

Students should familiarize themselves with resources available to support online learning: 
http://nursing.unm.edu/resources/it/Blackboard/index.htm 
http://tinyurl.com/opmgs65

Online Courses: Blackboard Learn

Online courses offered at the CON are delivered through course management software called Blackboard Learn. Because Core Classes and many specialty classes are only offered online, all CON RN to BSN students must be proficient with Blackboard Learn. Students in these classes must log on within the first five days of the start of class or be dropped from the class.

Online Courses
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. Good time management is essential to student success. 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.

THE FIELDWORK EXPERIENCE

The final Nursing class, NURS 410 Foundation of Leading Change and Advancing Health, requires 64 hours of applied administrative practice. This course focuses on the synthesis of knowledge and skills learned throughout the program, and their application to practice, to ensure attainment of the Essentials of Baccalaureate Education for Professional Nursing Practice. It is a combination of activities generally conducted in your place of employment, and then applied to on-line work, involving the development of a quality improvement project design proposal.
Professional Documentation for RN to BSN Students

All RN to BSN students are responsible for completion, and yearly maintenance, of UNM HIPAA training and additional on-line training as may be required.

Needle-Stick Policy and Insurance

This section applies to students in clinical rotations: Any needle-stick or other exposure to blood and body fluids during clinical experiences must be reported immediately to the clinical instructor. 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 UNM Student Health website provides access to additional information http://shac.unm.edu/medical-services/blood-body-fluid-exposure.html.

Liability Insurance

The CON provides liability insurance for all students admitted and enrolled in the College.

Illness

It is the student’s responsibility to notify the instructor of any illness, change in health status, or other condition that may affect the student’s ability to complete a course.

STUDENT PROGRESSION

Definition of Terms

- **Full-time Progressing**: Students who are successfully completing courses as planned in the program of study and taking 12 or more credit hours per term.

- **Part-Time Progressing**: Students who are enrolled on a part-time basis and who are successfully completing six credits per term.

- **Leave-of-Absence**: Students who have informed the CON advisement office that they will not be taking any courses the current semester.
  - Students are allowed to be in this status for two terms.
  - If students do not register for the third term, they will be dropped from the program. See Course Withdrawal below.
  - Students must reapply to UNM and to the CON if they wish to return.
  - Accepted returning students may be held to policy and program requirements in place at the time of reentry.

- **Non-Progressing**: Students who are not enrolled in nursing courses, nursing prerequisites, or electives for three consecutive terms.
Student Evaluation and Progression

- Nursing 301 Professional Communication and Nursing 302 Advancement of Professional Nursing are the prerequisites to all other upper-division nursing courses.
- Students may not progress if these courses are not successfully completed.
- A grade of C (77%) or better is needed in all courses for progression.
- See Undergraduate Grade Requirements below.

ACADEMIC POLICIES AND REGULATIONS

The general academic regulations of the University, as well as the specific regulations of the CON are found in the UNM Catalog. The Catalog is located online at http://catalog.unm.edu/catalogs/. Students are responsible for knowing and meeting these regulations.

Registration

Students should follow the registration windows found at http://registrar.unm.edu/ and the specific registration appointment date for individual students is found in LoboWeb.
- Enrollment is limited and priority is given to progressing students.
- Once registered, students may process schedule changes during appropriate periods through the add/drop procedures.
- Deadlines for processing drops, adds, withdrawals and grade options vary according to the length of the course.
- See Course Withdrawal below.

Undergraduate Grade Requirements

The passing grade in all Nursing courses is “C” or 77%.
- Students who do not earn a passing grade in a required upper division nursing course must repeat the course.
- Students who do not earn a passing grade in a total of 6 credits of division nursing classes or do not earn a passing grade on the second attempt of a previously failed course are dis-enrolled from the CON.
- Dis-enrolled students may reapply to the CON after 2 years. Seek advisement with the CON Student Advisement Office RN to BSN student advisor.
- All students earning a grade of less than “C” in any two required nursing courses are entitled to file an exception to the policy. However, students will not be allowed to enroll in any nursing classes until the exception process is final. Seek advisement in CON Student Advisement office.

Drop Policy for Failure to Log-in

At the discretion of the faculty teaching the course, students who have not made prior arrangements and do not log into Blackboard by the end of the first week of the term may be dropped. The first week of class is defined as the first five (5) days of the course for RN to BSN web-based classes.
Program Withdraw/Readmission Procedure

CON students who do not have active registration for three terms must reapply for re-admission to the college.

- Because a returning student is subject to the rules and regulations of the Catalog in effect at the time of readmission, the student’s academic record will be reevaluated prior to readmission.
- Any student considering this option should stay in contact with the Student Services Office.
- Students who have been dis-enrolled from the CON for academic failure have an opportunity to reapply to the CON after two years.

Course Withdrawal

Students are responsible for completing all courses in which they are enrolled. Changes in enrollment, drops or withdrawals must be officially processed. A student who does not follow proper withdrawal procedures may be given a failing grade and is responsible for tuition charges associated with the course.

Deadlines for course withdrawals are established by the UNM Registrar’s Office and may be found at [http://registrar.unm.edu/](http://registrar.unm.edu/). Withdraw dates vary by type of course (full-term, first-half, second-half, for example). Students should familiarize themselves with drop deadlines.

Generally, students have a brief window when they may drop the course on LoboWeb with no grade and a full refund. The next drop window allows students to drop on LoboWeb with a grade of “W” and no refund. After that deadline, course drops are only processed with approval of the Dean and required the Enrollment Authorization- Drop with Dean’s Permission form, found at [http://registrar.unm.edu/](http://registrar.unm.edu/).

The Dean will only grant approval to withdraw from a nursing course with written support of the course instructor. If the Dean grants approval, a grade of “W” is issued and there is no refund. If the course instructor does not support the drop of the course the student must remain in the course and a letter grade will be issued.

Any student considering dropping should first consult with the instructor. If an Enrollment Authorization- Drop with Dean’s Permission form is to be processed it should go to the academic advisor, who will work with the instructor, the Dean, and the Registrar to drop the course.

Any student who does not have active enrollment for three terms is dis-enrolled from the University and the College of Nursing. A student wishing to return to the RN to BSN Option must reapply to UNM and the CON and may be held to any new policies and requirements in place at readmission.
Grade Replacement

UNM policy allows students to repeat a course for a higher grade and have the lower grade removed from the grade point average, although it remains on the transcripts. Please see the Catalog for details. This process must be initiated by the student and is done at http://registrar.unm.edu/.

Attendance and Absence Policy

The CON, in compliance with the academic regulations of UNM, follows the attendance and absence policies as described in the UNM Catalog.

Caregiver Criminal History Screening Program Policy

All students admitted to the CON will be required to submit to a criminal felony screening at their own expense at a facility identified by the CON to participate in fieldwork hours required for NURS 410. A Criminal Background Check may be required through the agency chosen for fieldwork hours in whichever state the fieldwork is completed.
CHAPTER 5: STUDENT REQUIREMENTS & EXPECTATIONS

Clinical Expectation:
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 program faculty.

Technology

A description of the technology requirements for all CON students is posted on the CON Web site. Additionally, the online Undergraduate 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.

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/](http://pathfinder.unm.edu/)

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### Use of Cell Phones and Pagers during Classes

To decrease class or meeting disruption, 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.

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### 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 disclamer 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/

**Policy on Academic Dishonesty**

Regents' Policy Manual - Section 4.8: Academic Dishonesty
Adopted by the President, June 15, 1992, Amended: 06-12-2012

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.

**Writing**

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

A large portion of the evaluation of course work in graduate school includes written term
papers. While each course and instructor may have different content and format
requirements for specialty area papers, certain standards and scholarly expectations exist.

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

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

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

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

### CON 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 B.

### 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.
## CURRICULUM WORKSHEET – BSN REQUIREMENTS – BASIC ENTRY OPTION

### FRESHMAN YEAR (32 Credit Hours)

<table>
<thead>
<tr>
<th>Prerequisite Semester 1</th>
<th>Grade</th>
<th>Credits</th>
<th>Prerequisite Semester 2</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 110 Accelerated Composition (Eng 101)</td>
<td></td>
<td></td>
<td>English 120 Composition III (Eng 102)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology 123/124L Biology for Health Sciences CNM= Biol 1410 and Biol 1492</td>
<td></td>
<td></td>
<td>Chemistry 111 Elements of Gen Chemistry/Lab CNM= Chem 1410/1492</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities (Core Area 5)</td>
<td></td>
<td></td>
<td>Statistics 145 Intro to Probability and Stats CNM = Math 1330</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology 105 CNM=Psy 1105</td>
<td></td>
<td></td>
<td>Nutrition 244 Human Nutrition CNM = Nutr 2110</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math 101, 102 &amp; 103 (as needed for Stat 145 and Chem prerequisite) CNM = Math 1310</td>
<td></td>
<td></td>
<td>Nursing 224 Growth &amp; Development CNM = Psy 2220</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>16</strong></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>16</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SOPHOMORE YEAR (32 Credit Hours)

<table>
<thead>
<tr>
<th>Prerequisite Semester 3</th>
<th>Grade</th>
<th>Credits</th>
<th>NURSING LEVEL 1</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 239L Health Sciences</td>
<td></td>
<td></td>
<td>Nursing 240 Pathophysiology II CNM= Biol 2711</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microbiology/Lab CNM = Biol 2110 and Biol 2192</td>
<td></td>
<td></td>
<td>Biology 238 Anatomy and Physiology II (Lab recommended, not required) CNM = Biol 2310</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing 239 Pathophysiology 1 (Override required to take at UNM) CNM = Biol 2710</td>
<td></td>
<td></td>
<td>Nursing 201 Introduction to Nursing Concepts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social/Behavioral Sciences (Core Area 4)</td>
<td></td>
<td></td>
<td>Nursing 332 Evidence-Based Practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>16</strong></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>16</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prerequisite coursework may vary depending on test scores and course placements. Please see your academic advisor.

**Minimum requirements to be considered for admissions to the College of Nursing:**

- **Meet minimum requirements to be accepted to UNM.**
- **Achieve at least a 2.75 grade point average in all courses in prerequisites semesters 1-2.**
- **Successful completion of prerequisite semester 3 by the beginning of Nursing Level 1.**
- **Pass each section (reading comprehension, vocabulary & general knowledge, grammar, basic math skills, biology, and chemistry) of the HESI A2 exam with 75% or higher.**
- **Apply by February 15 deadline for Fall term or September 15 deadline for the Spring term.**

New Mexico Residents will be given preference.
### CURRICULUM WORKSHEET – BSN REQUIREMENTS – BASIC ENTRY OPTION

#### JUNIOR YEAR (32 Credit Hours)

<table>
<thead>
<tr>
<th>NURSING LEVEL 2</th>
<th>Grade</th>
<th>Credits</th>
<th>NURSING LEVEL 3</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 238 Nursing Pharmacology</td>
<td></td>
<td>3</td>
<td>Upper Division Elective or Nursing 498* Nursing Honors (If applicable)</td>
<td></td>
<td>3/2</td>
</tr>
<tr>
<td>Nursing 351 Health and Illness Concepts 1</td>
<td></td>
<td>3</td>
<td>Nursing 322L Care of Patients with Chronic Conditions</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Nursing 303 Health Care Participant</td>
<td></td>
<td>3</td>
<td>Nursing 352 Health &amp; Illness Concepts II</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Nursing 321L Assessment and Health Promotion</td>
<td></td>
<td>4</td>
<td>Nursing 390 Professional Nursing Concepts I</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Nursing 498* Nursing Honors (If requirements for Honors are met)</td>
<td>1</td>
<td></td>
<td>Fine Arts (Core Area 7)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Humanities (Core Area 5)</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>16/17</strong></td>
<td><strong>15/16</strong></td>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>15/16</strong></td>
</tr>
</tbody>
</table>

#### SENIOR YEAR (32 Credit Hours)

<table>
<thead>
<tr>
<th>NURSING LEVEL 4</th>
<th>Grade</th>
<th>Credits</th>
<th>NURSING LEVEL 5</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 401L Clinical Intensive I w/ Seminar</td>
<td>4</td>
<td></td>
<td>Nursing 403L Clinical Intensive III w/ Seminar</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Nursing 402L Clinical Intensive II w/ Seminar</td>
<td>4</td>
<td></td>
<td>Nursing 419L Capstone Practicum</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Nursing 453 Health &amp; Illness Concepts III</td>
<td>4</td>
<td></td>
<td>Nursing 454L Concept Synthesis</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Communication and Journalism 130 (Core Area 1)</td>
<td>3</td>
<td></td>
<td>Nursing 491 Professional Nursing Concepts II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><em><em>Nursing 499</em> Nursing Honors (If applicable)</em>*</td>
<td>1</td>
<td></td>
<td>Upper Division Elective or Nursing 499* Nursing Honors (If applicable)</td>
<td>3/2</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>15/16</strong></td>
<td><strong>16/17</strong></td>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>16/17</strong></td>
</tr>
</tbody>
</table>

The grade of C or better is required in all courses.

* Eligibility requirements for Departmental Honors (NURS 498 and 499) are as follows: 1) a University of New Mexico grade point average of at least a 3.50 prior to enrollment in NURS 498; 2) 6 hours in honor study (NURS 498 and NURS 499- Levels 2, 3, 4 and 5); 3) at least 60 hours earned at the University; and 4) application for honors with approval of the faculty.
### RN to BSN COMPLETION OPTION

**Name:** ____________________________________________      **ID#**_____________________________________

#### CORE CURRICULUM 31 Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing &amp; Speaking</td>
<td>6 Hrs</td>
</tr>
<tr>
<td>ENGL 101*, 112, 113, or 110</td>
<td></td>
</tr>
<tr>
<td>Additional Course</td>
<td></td>
</tr>
<tr>
<td>Physical &amp; Natural Sciences</td>
<td>7 Hrs</td>
</tr>
</tbody>
</table>

#### REQUIRED COURSES 12 Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 102*/120 (Prerequisite to all Nursing 300+ courses)</td>
<td>3 Hrs</td>
</tr>
<tr>
<td>Nursing 239 Pathophysiology I</td>
<td>3 Hrs</td>
</tr>
<tr>
<td>Nursing 240 Pathophysiology II</td>
<td>3 Hrs</td>
</tr>
<tr>
<td>Statistics 145 Intro to Probability &amp; Statistics (or other approved course)</td>
<td>3 Hrs</td>
</tr>
</tbody>
</table>

#### Social & Behavioral Sciences 6 Hrs

#### BSN COMPLETION TRACK 24 Hours

**First Term/ First 7-Weeks Required:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>6 Hrs</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3 Hrs</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3 Hrs</td>
</tr>
</tbody>
</table>

#### These May Be Completed in Any Sequence as Offered

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 301 Professional Communication</td>
<td>1 Hr</td>
</tr>
<tr>
<td>Nursing 302 Advancement of Professional Nursing</td>
<td>2 Hrs</td>
</tr>
<tr>
<td>Nursing 404 Research and Evidence-Based Practice</td>
<td>3 Hrs</td>
</tr>
<tr>
<td>Nursing 405 Genetic Literacy Across the Lifespan</td>
<td>3 Hrs</td>
</tr>
<tr>
<td>Nursing 406 Nursing in the Community</td>
<td>3 Hrs</td>
</tr>
<tr>
<td>Nursing 407 Care of Vulnerable Populations</td>
<td>3 Hrs</td>
</tr>
<tr>
<td>Nursing 408 Leadership and Management</td>
<td>3 Hrs</td>
</tr>
<tr>
<td>Nursing 409 Health Policy, Economics and Systems</td>
<td>3 Hrs</td>
</tr>
</tbody>
</table>

#### Last Term/Second 7 Weeks: Capstone Practicum

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 410 Foundations of Leading Change and Advancing Health</td>
<td>3 Hrs</td>
</tr>
</tbody>
</table>

#### UPPER DIVISION ELECTIVES 6 Hrs

<table>
<thead>
<tr>
<th>Course Numbered 300-499:</th>
<th></th>
</tr>
</thead>
</table>

#### Total Hours 128

| UNM Residency Hours | 30     |
| Upper Division Hours| 30     |
| UNM Core Curriculum Hours | 31     |
| UNM Diversity Requirement | 3      |

This program of study is effective beginning Fall 2015.

A minimum grade of “C” or better is required on all coursework. See current application instructions for details on applying.

“*” Denotes a change in course numbering. ENGL 101 and 102 are not offered at UNM as of Fall 2014. They are replaced with new numbers.

**THE PROVISIONS OF THIS DOCUMENT DO NOT CONSTITUTE A CONTRACT BETWEEN THE STUDENT AND THE COLLEGE OF NURSING. THE COLLEGE OF NURSING RESERVES THE RIGHT TO MAKE REASONABLE CHANGES AS NECESSARY. CHECK WITH COLLEGE OF NURSING ADVISEMENT OFFICE FOR UPDATES.** (Revised October 2015) UNM College of Nursing, Student Services, MSC09 5350, 1 University of New Mexico, Albuquerque, NM 87131-00001
# APPENDIX B

## STUDENT RIGHTS, RESPONSIBILITIES, AND CODE OF CONDUCT

<table>
<thead>
<tr>
<th>You have the RIGHT to . . .</th>
<th>You have the RESPONSIBILITY TO . . .</th>
</tr>
</thead>
<tbody>
<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>
</tr>
</tbody>
</table>

Clear communications from your instructors about course objectives, assignments, grading guidelines, and general policies regarding student work in the syllabus for each course. 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.

Keep up with other course-related communications, such as emails, in-class announcements, and Web postings to stay informed.

- 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.

<table>
<thead>
<tr>
<th>You have the RIGHT to . . .</th>
<th>You have the RESPONSIBILITY TO . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading of your work that upholds the importance of excellence and is consistently applied to all students.</td>
<td>• Work diligently to fulfill assignment guidelines and grading criteria.</td>
</tr>
<tr>
<td></td>
<td>• Complete course work as assigned and on time.</td>
</tr>
<tr>
<td></td>
<td>• Use the available resources to improve the quality of your work as necessary.</td>
</tr>
<tr>
<td></td>
<td>• Respond to the evaluation of your work.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Expect faculty to be available for appointments.</th>
<th>Keep scheduled appointments or cancel as soon as you know you cannot make it. Appointments must be cancelled in advance.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>You have the RIGHT to . . .</th>
<th>You have the RESPONSIBILITY TO . . .</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>For Web courses, faculty shall arrange for alternate coverage for absences greater than 2 working days, excluding University holidays.</td>
<td></td>
</tr>
</tbody>
</table>

- 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.
<table>
<thead>
<tr>
<th>Appeal any decisions made by an Instructor by following CON's established appeal process and chain of command.</th>
<th>Behave in a professional and constructive manner when informing instructors that you would like them to reconsider a decision they have made.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• You have the right to speak with the instructor regarding specific course requirements, for clarification of course content, and to express grievances.</td>
<td></td>
</tr>
<tr>
<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>
<td></td>
</tr>
<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>
<td></td>
</tr>
<tr>
<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>
<td></td>
</tr>
<tr>
<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>
<td></td>
</tr>
</tbody>
</table>
APPENDIX C
Student Dress Code for Pre-Licensure BSN Option Clinical Courses**

The UNM CON dress code is based in the reality that, as nurses, we are caring for a very diverse and often aging population. It is important that patients feel respected, safe, and comfortable. An overall appearance of neatness is key. Your clinical instructor’s judgment must be respected.

Uniform
- **Inpatient clinical**: Navy blue pants with white top, predominately white shoes, UNM CON patch on the left sleeve. White (90% white) shoes or plain white leather tennis shoes, which must be kept polished and clean, are required. Clean white lab coat with CON patch on left sleeve may be worn to pick up patient assignments. **Do not wear jeans or shorts under a lab coat.**
- **Community clinical & GEHM clinical**: Navy or khaki slacks (Docker type – 4 pocket max, no cargo pants, clean & unstained). Closed toe flat shoes; clean, solid color (brown, tan or black). Collared polo shirt (white, red or navy) with the CON patch on left sleeve.

Accessories
- Jewelry should be kept to a minimum. Large, dangling ear hoops or necklaces are NOT appropriate. One pair of earrings ONLY, flat to the earlobe is acceptable. Rings with stones can tear gloves or patients’ skin. Facial piercings are not appropriate for patient care. Medic alert bracelets are acceptable.
- Tattoos should be covered. A long white sleeve undergarment may be worn under scrub top to cover tattoos, a turtleneck may be necessary for some tattoos.
- White sweater (if needed) is acceptable.

General Appearance
- Neat, tidy, and professional appearance at all times, including under lab coat.
- Fingernails must be cut short; no nail polish due to evidence based practice standards. No false nails.
- No perfume.
- No chewing gum.
- Hair must be clean, restrained (not loose) and off the shoulders.
- Beards and mustaches are to be clean and neatly trimmed.
- The practice of good daily hygiene is expected.
- Check syllabus for specific clinical information regarding dress code.

**Students are also required to adhere to dress codes required by the agencies and institutions where clinical experiences will be taking place.

Required Supplies for Inpatient Clinical
- Stethoscope
- Penlight
- Hemostats
- Bandage scissors
- Analog watch
APPENDIX D
Professional Documentation for Clinical Students

All Undergraduate and MSN Education Concentration students are responsible for completing the requirements listed below. Students are also responsible for providing and maintaining current professional documentation. Current records are required to attend clinical/fieldwork and failure to maintain records may result in disenrollment.

The following documentation must be submitted prior to starting a clinical/fieldwork rotation:

☐ **Student Health & Counseling Immunization Record Form**
  - Evidence of required immunizations listed below must be submitted to the UNM Student Health & Counseling (SHAC) Immunization Clinic. Note: The SHAC will not provide your Immunization Form to the CON directly. Immunization Form must be signed by a SHAC RN.
  - During your appointment, a SHAC nurse will authorize your immunization records and provide a signed UNM Immunization Record Form for you to provide to the CON. If necessary, the SHAC can perform titers and immunizations. To schedule an appointment, call (505) 277-3136.
  - If you cannot get to the SHAC in person, you can fax your medical records to the Allergy & Immunization Clinic (505-277-7971) and ask them to send you a PDF of the signed SHAC Immunization Form.

☐ **MMR (Measles/Mumps/Rubella):** Requirement is met if you have one of the following:
  - Immunization record listing two MMR shots after 1978
  - A blood test for immunity to measles, mumps, and rubella

☐ **Tdap (Tetanus, Diphtheria, and Pertussis):** Booster dose within last 10 years.

☐ **Hepatitis B:** Series of three injections and post completion titer takes approximately 4-7 months to complete. Entering students are required to have at least the first two injections of the series prior to starting clinical.

☐ **Varicella (Chickenpox):** Requirement is met if you have one of the following:
  - Proof of 2 doses of Varicella vaccine
  - Proof of immunity by titer

☐ **Influenza:** Seasonal influenza vaccine is required.

☐ **Tuberculosis Test (TB):** Initial Two-Step PPD is required within 6 months of starting the program. Subsequent TB testing will be required annually.
  - If history of positive TB Test: documentation of TB result, chest x-ray results, and completion of treatment are required.

☐ **Urine Drug Screen (10 Panel):** This can be completed at the Student Health Clinic or a clinic of your choice.
  - Screening must include the following: Amphetamine, Barbiturate, Benzodiazepine, Cocaine, Ethanol, Methadone, Opiate, Phencyclidine (PCP), Propoxyphene, and THC.

☐ **BLS (Basic Life Support):** Certification for HealthCare Providers (Adult, Child, & Infant)
  - Certification to be completed through one of the following organizations: American Red Cross; America Heart Association; or American Health & Safety Institute.

☐ **OSHA/Bloodborne Pathogens – Annual update.** External OSHA certificate can be accepted.
Training can be completed online at https://learningcentral.health.unm.edu/learning/user/login.jsp
Browse Catalog → Search “Bloodborne” → Complete the module “Reducing the Risk of Healthcare Associated Infections and Bloodborne Pathogens for HSC.”

☐ HIPAA – Annual update. Must be taken through UNM’s Learning Central. The module will be loaded in your Learning Plan: https://learningcentral.health.unm.edu/learning/user/login.jsp

Note: To print completion certificates for completed Bloodborne Pathogen and HIPAA trainings, go to your “Learning History” and hover over the module link. A popup will appear with the option to “Print Certificate.”

☐ Proof of Caregivers Criminal History Screening – Annual update.

In-State Students (inclusive of all pre-licensure students)
1. Scan and email a clear copy of your driver’s license to Diana Baca at: DLBaca@salud.unm.edu
   i. If you are unable to scan a copy of your driver’s license, please contact Diana by email for another option.
2. There are 3 other steps to be completed which will be sent to you after Diana receives your initial email.

Out-of-State Students
1. Please submit a copy of clearance letter from your state’s equivalent to the NM Caregivers Criminal History Screening Program.
   i. If your state does not require criminal background checks, please contact the Program Coordinator (contact information listed below.)

Submitting Documentation:
Documentation and questions regarding documentation can be submitted to:

Nicholas White, Program Coordinator
Email: WhiteN@salud.unm.edu
Phone: (505) 272-7562
Fax: (505) 272-8209
Office: Nursing/Pharmacy room 346
Mail: UNM College of Nursing
     Attention: Nicholas White
     MSC09 5350
     1 University of New Mexico
     Albuquerque, NM 87131-0001

It is advised that students keep copies of all professional documentation for their own records. The CON will not make copies of documentation after it has been submitted. Students who lose their records will have to return to the original source to replace them.

Some health facilities may impose additional professional documentation requirements. Students will be notified of any additional requirements prior to their clinical rotation.

Revised: August 2017
APPENDIX E
Essential Qualifications for Undergraduate Progression and Graduation

The University of New Mexico College of Nursing Bachelor of Science in Nursing (BSN) signifies that the holder of that degree has been educated to competently practice professional nursing. The education of a nurse requires assimilation of knowledge, acquisition of skills, and development of judgment. The practice of nursing emphasizes interdisciplinary collaboration among patients, physicians, nurses, pharmacists, and other allied health care professionals.

The curriculum leading to the BSN from this College requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of fundamental nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of the BSN, these functions are necessary to ensure the health and safety of patients, fellow students, faculty, and other health care providers.

The essential proficiencies necessary to acquire or demonstrate competence in a discipline as complex as nursing and needed for progression by students for the BSN at the University of New Mexico College of Nursing include but are not limited to the following abilities:

Communication
The student must communicate in English effectively and sensitively with fellow students, faculty, staff, patients, family, and other professionals. The student must express ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. Students must be able to: convey or exchange information at a level allowing development of a health history, identify problems presented, explain alternative solutions, and give directions during treatment and post-treatment. The student must be able to converse effectively in English, both in oral and written forms, and synthesize and communicate information on the patient’s status accurately and efficiently, seeking additional guidance and supervision when appropriate.

Behavioral/Emotional
A student must possess the emotional health required for full utilization of intellectual abilities, exercise of good judgment, and prompt completion of all responsibilities attendant to his/her education and the care of patients, families, and communities. In addition, the student must be able to maintain mature, sensitive, respectful, and effective relationships with patients, students, faculty, staff, and other professionals under all circumstances, including highly stressful situations. Students must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. Students must be able to experience empathy for the situations and circumstance of others and effectively convey that empathy. Students must understand that personal values, attitudes, beliefs, emotions, and experiences affect perceptions and relationships with others. Students must be able and willing to examine and change behavior when it interferes with effective patient care or student and team relationships. Students must possess the skills and experience necessary for productive and collaborative relationships in diverse academic and working environments.
Professional Conduct
Students must possess the ability to reason morally and practice nursing in an ethical manner. Students must be willing to learn and abide by professional standards of practice. Students must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, accountability, and tolerance. Students must be able to engage in patient care delivery in all settings and be able to deliver respectful care to all patient populations.

Reasonable Accommodation for Disabilities
On admission, a student who discloses a disability and requests accommodation may be asked to provide documentation of the disability for the purpose of determining appropriate accommodations, including program modification. The CON will provide reasonable accommodations, but is not required to make adaptations that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden to the CON. To matriculate or continue in the curriculum, the student must be able to perform all the essential functions either with or without accommodation. Requests for accommodation should be directed to: Accessibility Services, 277-3506, http://as2.unm.edu/

This process, and the documents associated with it, is adapted, with permission, from the University of Washington, School of Nursing.
APPENDIX F
LIBRARY RESOURCES

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

Libraries
The General Library at UNM includes Zimmerman Library, the Center for Southwest Research and affiliated programs, Fine Arts & Design Library, Parish Memorial Library and the Centennial Science and Engineering Library. On north campus, the Health Sciences Center and the Law Libraries. For General Library hours call: 277-9100.

Health Sciences Center Library & Informatics Center: 272-2311
http://hsc.unm.edu/library/
• Health Sciences Archives, http://hsc.unm.edu/library/resources/spc/index.html
• Native American Health Database, https://hscssl.unm.edu/nhd/

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

Zimmerman Library, 277-9100, http://library.unm.edu/about/libraries/zim.php
In addition to books and journals on humanities, social science and education, Zimmerman houses:
• Government Information http://elibrary.unm.edu/govinfo/index.php
• Reference Department http://libguides.unm.edu/reftools and http://elibrary.unm.edu
• Center for Academic Program Support (CAPS) http://caps.unm.edu/

Zimmerman Library, 1st Floor, West Wing, 277-6451
• Center for Regional Studies, 277-2857 http://elibrary.unm.edu/cswr/
• Chaco Archives, 346-2884
• Spanish Colonial Research Center, 346-2890
• Center for Southwest Research, http://library.unm.edu/cswr/index.php

Herzstein Latin American Reading Room, Zimmerman Library, 2nd Floor, 277-9100
• Hard copy newspapers from Latin America & Iberia
• Core journals in Latin American/Iberian studies
• Internet access, conference room, exhibition gallery, affiliated programs

Parish Memorial Library, Adjacent to Graduate School of Management, 277-5912
http://library.unm.edu/about/libraries/pml.php.
• Books, journals, etc. on business, economics, management
• U.S. and international corporate annual reports
• SEC10 K reports
• Copy machines, study rooms
• Reference services, computerized databases, CD-ROMs, Internet access

Fine Arts and Design Library, Fine Arts Center, 277-2357
http://library.unm.edu/about/libraries/fadl.php
• Books, journals, etc. for art, architecture, photography, music
• Recordings, music scores
• Listening/viewing facilities
• Exhibition catalogs

Centennial Science and Engineering Library, 277-4858
http://library.unm.edu/about/libraries/csel.php
• Books, journals for science and engineering
• Technical reports
• Maps & geographic resources
• Reference and database services

Law Library, Bratton Hall 277-6236
http://lawlibrary.unm.edu/index.php
• State and federal statutes and cases special sections for Native American law,
  New Mexico law, Free Legal Resources, Latin American law, land grant, water and
  international statues and treaties