

UNDERGRADUATE NURSING PROGRAM

Student Handbook

2023 - 2024





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MESSAGE FROM THE DEAN

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. Our 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, RN, PNP, FAANP, FAAN
Professor and Interim Dean

ASSISTANT DEAN OF UNDERGRADUATE EDUCATION

We welcome you to the College of Nursing and the Baccalaureate Nursing Program. Whether you are a Pre-licensure BSN student just entering nursing school, a second-degree student in our Accelerated BSN program, or an RN returning for our RN to BSN program, we are here to support you as you pursue your educational goals. Our entire team, including our faculty, academic success office, and our support staff, work together to promote your success and your development as a new nursing graduate ready for contemporary practice. As a UNM nursing student, you are part of a community committed to diversity, inclusion, excellence and innovation. The success of each student is important to all of us and we stand ready to provide resources and support for you. You will work hard as you build your career as a BSN-prepared nurse and work to improve the health outcomes of the people of New Mexico.



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CHAPTER 1: GENERAL OVERVIEW OF THE COLLEGE OF NURSING

UNM INDIGENOUS PEOPLES' LAND AND TERRITORY

ACKNOWLEDGEMENT

Founded in 1889, the University of New Mexico sits on the traditional homelands of the Pueblo of Sandia. The original peoples of New Mexico – Pueblo, Navajo, and Apache – since time immemorial, have deep connections to the land and have made significant contributions to the broader community statewide. We honor the land itself and those who remain stewards of this land throughout the generations and also acknowledge our committed relationship to Indigenous peoples.

We gratefully recognize our history.

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.

VISION & MISSION

College of Nursing

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 University of New Mexico College of Nursing wants each and every one of our community members to be educated and work in an inclusive environment. We are open and respectful of all Lobos. Our diverse backgrounds – your diverse backgrounds – enhances our insights and learning.

We know we have more listening and learning to do. We do not have all the answers. We are counting on you – our students, faculty and staff. Lead the conversation, join the conversation. Raise awareness and respect for all the different ways of being and thinking.

Values

The following five core values serve as guiding principles:

- Academic Excellence
- Diversity and Inclusion
- Innovation
- Integrity
- Respect

UNM Health Sciences Center

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/>

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.

COLLEGE OF NURSING: PROGRAM OFFERINGS

Bachelor of Science in Nursing

There are five entry options for the Bachelor of Science in Nursing (BSN) program: Traditional Pre-Licensure BSN Option, Freshman Direct-Entry Pre-Licensure BSN

Option, NMNEC ADN/BSN Co-Enrolled Option, Accelerated BSN (ABSN) for those with a previous bachelor's degree and the RN-to-BSN Degree Completion Option. These options are based on the same program objectives, 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), or a nurse-midwife (NM). The CON offers a concentration in nursing education and nursing administration, as well as post-master's 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 DNP degree prepares healthcare leaders with an emphasis on advanced clinical practice, leadership, health care policy, information systems, and health care delivery systems. Expertise brought by the DNP-prepared nurse is grounded in the scholarship of application. The post-baccalaureate DNP programs offered at UNM include: Nursing Administrative Leadership (NAL), Family Nurse Practitioner (FNP), Psychiatric Mental Health Nurse Practitioner (PMHNP), Pediatric Nurse Practitioner (PNP), and Adult Gerontologic Acute Care Nurse Practitioner (AGACNP) as well as a master's degree to DNP. The DNP program provides nurse clinicians and leaders the opportunity to increase their skills in healthcare systems, quality, leadership, and evidence-based practice so they are well prepared to meet the challenges of modern healthcare, reduce cost, and advance health equity.

Aligning with the mission and vision of the UNM College of Nursing and the nursing essentials, we have identified the following overall **DNP Program Goals**:

1. Prepare for advanced roles in nursing for safe, independent, and competent practice as clinicians, leaders, educators, and scholars.
2. Improve healthcare outcomes through innovation, application of technology, high quality nursing practice, and evidence-informed approaches to meet the needs of diverse, rural, and under resourced populations.
3. Advocate for individual and population health through a practice that embraces diversity, is inclusive, and centers the principles of justice and health equity.
4. Incorporate a holistic framework to support the health and well-being of patients, healthcare workers, and systems.
5. Influence the determinants of health through collaboration and interdisciplinary partnerships.

PROGRAM ACCREDITATION

The College of Nursing baccalaureate program has the full approval of the New Mexico Board of Nursing. The baccalaureate, master's & DNP programs at the College of

Nursing, University of New Mexico are fully accredited by the Commission on Collegiate Nursing Education (CCNE) through December 31, 2030.

THE NEW MEXICO NURSING EDUCATION CONSORTIUM (NMNEC)

NMNEC is a consortium of nursing education programs, organizations, and individuals throughout the state connected by an innovative common nursing curriculum which allows students to receive quality education and bachelor's degrees in nursing in their home community. The UNM CON is a member of NMNEC.

CHAPTER 2: UNIVERSITY OF NEW MEXICO ACADEMIC POLICIES

UNM STUDENT HANDBOOK: PATHFINDER

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 students through their UNM_HSC email, i.e. UNMNetid@salud.unm.edu. Students should not hesitate to contact the student advisors in the CON Student Advisement Office with additional questions.

UNM COURSE CATALOG

The UNM Course Catalog is an online tool that provides universal information regarding all academic programs offered at the University of New Mexico. Students can find specific information in the catalog including course descriptions, program objectives, course requirements, and other policies and procedures associated with University requirements for degree completion. The general academic regulations of the University as well as the specific regulations of the CON are found in the UNM catalog. Students are responsible for knowing and meeting these regulations.

Access the online catalog at: <https://catalog.unm.edu>

OFFICE OF EQUAL OPPORTUNITY

[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: <https://diverse.unm.edu/>.

For more information about the Office of Equal Opportunity: <https://oeo.unm.edu/> or (505) 277-5251.

CHAPTER 3: UNDERGRADUATE NURSING PROGRAM ACADEMIC POLICIES

ACADEMIC DISPUTES AND RESOLUTION

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 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: <https://pathfinder.unm.edu/>.

Note: for course-related issues or questions, **students are to contact the course instructor first**. Any 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 [Appendix G - Flow Chart for Informal Resolution of Academic Disputes](#). The **formal** process for resolution of issues not otherwise resolved is described in the [UNM Pathfinder](#) under Student Disciplinary Procedure (previously Student Grievance Procedure).

ATTENDANCE AND ABSENCE POLICY

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

In person attendance is required at all class, lab, and clinical days.

Successful completion of all hours related to lab/clinical competencies/skills and all assignments is required for completion of clinical courses. Excessive Class/Lab/Clinical absences may compromise the student's ability to pass the course. Students who are

absent for unforeseen/unavoidable, documented circumstances, with prior notice, might be afforded the opportunity to make up lost clinical/lab time. The availability of lab/clinical make up time is not guaranteed, and the ability of the student to sufficiently make up course/clinical objectives, will be determined by the faculty course coordinators and program director. Specific requirements for lab/clinical skill competencies and skill assessment schedules will be announced for each level.

Clinical/Lab attendance is mandatory. If an emergency prevents you from attending, contact your clinical instructor prior to the lab or clinical experience. Any no-show, no-notification or unexcused absence is grounds for immediate failure of the course. 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 POLICY

All students admitted to the CON will be required on admission, and annually, 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.

*RN-BSN students must complete the screening 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.

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 <https://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 require the Enrollment Authorization-Drop with Dean's Permission form, found at <https://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 the 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 College of Nursing must reapply to UNM and the CON and may be held to any new policies and requirements in place at readmission.

Students who withdraw from a Nursing course within the **Pre-Licensure BSN, ABSN** and **NMNEC ADN/BSN Co-Enrolled** programs are not allowed to progress before passing the course. Prior to repeating a nursing course, the student's record is reviewed by their academic advisor; progress will be monitored by the advisor.

Pre-Licensure BSN, ABSN and NMNEC ADN/BSN Co-Enrolled students who withdraw from any two NMNEC nursing courses are may be dis-enrolled from the College of Nursing (*unforeseen emergency situations will be taken into consideration by the advisor*).

DROP POLICY FOR CAPPED ENROLLMENT COURSES

At the discretion of the faculty teaching the course, **Pre-Licensure BSN, ABSN and NMNEC ADN/BSN Co-Enrolled 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 list to enroll as soon as possible. **The first week of class is defined as the first five (5) days (Monday to Friday) of the class.**

RN to BSN web-based students who have not made prior arrangements and do not log into their Learning Management System **by the end of the first week of the term** may be dropped.

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 CON baccalaureate programs. To assure the public and potential employers regarding what they may expect from CON graduates, students are expected to meet these Essential Qualifications.

During the program, faculty who perceive student 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 these observations to assist students in modifying their learning goals. They will also be used to help determine eligibility for graduation awards.

Students who grossly violate these minimal standards or are not able to successfully complete a plan of action that might be required of them, may be prevented from progression in the program in accordance with established due processes within the College. See [Appendix E - Essential Qualifications for Undergraduate Progression and Graduation](#) for further information.

FAMILY EDUCATION RIGHTS PROTECTION ACT (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>

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/>.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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: <https://hsc.unm.edu/about/administrative-departments/compliance-office/>

IDENTIFICATION AND DRESS CODE

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.

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 <http://my.unm.edu/home> 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 the Learning Management System. Students set this up at the time they set up their accounts as per the Undergraduate 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 <https://pathfinder.unm.edu/>

Dress

Classroom attire is casual and is determined more by good sense than restrictions. Whether in class or during personal time, students' personal appearance is a reflection

of the nursing profession and the College of Nursing. Dress can be relaxed, but should not be offensive or distracting. Artwork on clothing should not contain offensive material.

See Appendix C for Pre-Licensure BSN Clinical Dress Code.

POLICY ON ACADEMIC DISHONESTY

Adopted by the President, June 15, 1992, Amended: 06-12-2012

UNM Regent's Policy <https://policy.unm.edu/regents-policies/section-4/4-8.html>

Definition

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.

Policy

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.

In addition, students are to review the following UNM policies:

[Section 4.2: Student Code of Conduct](#)

[Section 4.3: Student Conduct and Grievance Procedures \[D175\]](#)

[Section 4.8: Dishonesty in Academic Matters \[D100\]](#)

POLICY FOR ENROLLMENT IN 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 successfully repeated a failed or dropped required course and is now seeking to join an existing cohort.
5. A UNM student who is seeking to repeat a failed or dropped required course.
6. Progressing student from a partnership NMNEC school.
7. Progressing student from a non-partnership NMNEC school.
8. A NMNEC student who took a term off voluntarily without a failure.
9. A NMNEC student who has failed or dropped a required course while failing that course.

PROFESSIONAL PERFORMANCE IMPROVEMENT

Students in the CON are expected to demonstrate professional conduct and behaviors consistent with professional nursing, CON Undergraduate Handbook, UNM Pathfinder, and the ANA Code of Ethics for Nurses. As such, the CON has adopted Nursing Student Professional Improvement Guidelines in order to strengthen academic, clinical, and professional behavior and facilitate growth toward achieving program outcomes by providing honest, direct, and immediate feedback.

If a student demonstrates unsatisfactory professional performance, a student may be given verbal notice and allowed a reasonable amount of time to demonstrate improvement. However, if the conduct in question is unsafe or unethical in nature, a written Performance Improvement Plan will be initiated to correct identified knowledge and/or behavioral deficits by providing the necessary guidance, support, and resources to the student.

Please see Appendix I (Nursing Student Professional Performance Improvement Guideline) for further information.

PROGRAM WITHDRAW/READMISSION PROCEDURES

CON students who withdraw from the University in good academic standing may reapply for admission to the College. CON students who do not have active registration for three terms must reapply for readmission 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 1 year.

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 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 Americans with Disabilities Act Amendments Act (ADAAA) amended in 2008. Qualified employees or program users with disabilities should contact the Office of Equal Opportunity (OEO).

Accessibility Resource Center

(505) 277-3506)

<https://arc.unm.edu/>

Mesa Vista 2021

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.

Title IX

All matters of allegations involving University Administrative Policies [2720](#) and [2740](#) will follow [Faculty Handbook Policy D175](#) and the [OEO Discriminations Grievance Procedure](#). In accordance with D175, the Dean or designee of the College of Nursing will issue a sanction for the responsible student as both a student at the University of New Mexico and the UNM College of Nursing. D175 indicates that the Dean or designee is to be the sanctioning authority for all violations of the UNM Student Code of Conduct, including those matters involving sexual harassment.

CHAPTER 4: STUDENT RESOURCES

COLLEGE OF NURSING: STUDENT RESOURCES

Academic Advising

The College of Nursing Academic Advising is located on the 2nd floor of the CON, Room 255.

Services offered by the Academic Advisors 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.

Current students can schedule an appointment with their College of Nursing advisor by looking up the advisor through LoboAchieve in six easy steps. Here's how:

1. Log into <https://loboachieve.unm.edu/> with the UNM username and password
2. On the "Home" screen, click on the "Schedule Appointment" link located near the top right corner of the screen.
3. View assigned advisor's available appointments by day or by week. After finding the preferred day to make an appointment, observe available appointment times; available times are green.
4. Click the preferred time and a new window will pop up.
5. Enter a Description for discussion, and the major area of study in the "Appointment Reason" text box.
6. Click "Schedule". The student will then receive a confirmation of the appointment in their UNM email and are encouraged to make note of it in a calendar.

Student Success

Throughout the undergraduate program of studies, students will find faculty and staff who are ready to facilitate their progress.

Student Success is available to students who may need academic assistance, and to connect students to the appropriate services or departments to facilitate academic success. Students are encouraged to contact the team about using effective study methods, test taking skills, and adjusting to the nursing school in general.

Faculty
Melinda Tinkle, PhD, RN, WHNP-BC, FAAN Assistant Dean of Undergraduate Education, Associate Professor mtinkle@salud.unm.edu
Sara Daykin, DNP, MSN, RN, CPEN, TCRN, CNEcl Pre-RN-Licensure-BSN Director and Clinical Educator, Assistant Professor SDaykin@salud.unm.edu
Victoria Yu, DNP, JD, RN RN to BSN Program Director and Clinician Educator, Assistant Professor vyu@salud.unm.edu
Karin Ludi, DNP, RN Director of Health Sciences Rio Rancho Nursing and Principal Lecturer I kaludi@salud.unm.edu
Sasha Poole, PhD, RN Accelerated BSN Program Director and Clinician Educator, Assistant Professor snpoole@salud.unm.edu
Mitch Irvin, MSN, RN Direct Admission BSN Program Director, Lecturer II mirvin@salud.unm.edu
Staff
Academic Advising HSC-CON-Advising@salud.unm.edu

Office of Clinical Affairs

Clinical placements and professional documentation.

UNM-CON-Clinical-Affairs@salud.unm.edu

Office of Academic Success

HSC-CONAcademicSuccess@salud.unm.edu

Sarah Williams

Administrative Assistant III Undergraduate Education

saewilliams@salud.unm.edu

Clinical Affairs

Clinical Affairs is located on the 3rd floor of the CON, Suite 356.

UNM-CON-Clinical-Affairs@salud.unm.edu or 505-272-4796

Students receive real time, hands on experience in simulation labs and opportunities for supervised internships. For more information on simulation, internship support, and clinical practice visit the Clinical Affairs website at <https://hsc.unm.edu/nursing/practice/students/>

Financial Aid

CON Financial Aid is located on the 2nd floor CON, room 260.

HSC-CON-FinancialAid@salud.unm.edu

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 <https://hsc.unm.edu/college-of-nursing/education/tuition-fees.html>. To assist with offsetting the educational expense for nursing students, CON Financial Aid Officers advocate to provide financial assistance to qualified students. Scholarships, loans, grants and student work-study may be awarded once the UNM Financial Aid Office has received the results of the FAFSA application submitted.

Schedule appointments with CON's Financial Aid Officers via the on-line scheduling link at: <https://booknow.appointment-plus.com/3v655pee>.

Calendars and Important Events

**It is important to note that the CON course calendars may differ from the UNM main campus calendar. The Pre-Licensure BSN and RN to BSN programs have different course calendars as well. The Pre-Licensure BSN calendar is available on the CON website at <https://hsc.unm.edu/nursing/students/start/calendar.html>

Students should check with their program advisor or faculty for correct timeframes for course delivery.

Pre-Licensure BSN Welcome Ceremony

This event is held for each incoming class and participation is a requirement for incoming students from the Rio Rancho and main campuses. Co-enrolled students from outlying campuses are invited to attend. Information, including the date and time will be received via email.

The ceremony is designed to formally welcome a new cohort of nursing students to the profession of nursing and the UNM College of Nursing. Students from the CON will be welcomed by CON leadership in the presence of family and friends and a small reception will be held afterwards. Dress will be College of Nursing scrubs. Students will receive invitations in person at New Student Orientation with instructions for the event.

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, (505) 277-4664, with instructions to complete a ceremony participation and diploma sign-up form online at <https://graduation.unm.edu/>.

Caps and gowns are available at the Medical/Legal Bookstore, (505) 277-5828.

Questions regarding your diploma should be directed to Records and Registration at (505) 277-2916 or by email to unmreg@unm.edu.

CON Convocation

Specific information regarding graduation and convocation can be found on the College's website: <https://hsc.unm.edu/nursing/about/news/events/graduation/>.

Spring Graduates

The College of Nursing Spring Convocation is held each May during the last week of the semester and is typically scheduled towards the end of the week just prior to the University's official Commencement Ceremony. This formal convocation in academic regalia recognizes the graduates from the undergraduate and graduate programs. Students graduating in the Spring semester as well as those who graduated in the previous fall semester are invited to attend the May Convocation.

The specific date and time for the Spring Convocation will be emailed to graduating students by the first week of February each year once confirmed with the University.

Summer Graduates

The College of Nursing Summer Convocation is held each August during the last week of the semester and is typically scheduled towards the end of the week. This formal convocation in academic regalia recognizes the graduates from the undergraduate and graduate programs. Students graduating in the Summer semester are invited to attend the August Convocation.

The specific date and time for the Summer Convocation will be emailed to graduating students by the end of February each year once confirmed with the University.

Fall Graduates

Fall graduates are invited to attend the University of New Mexico's Fall Commencement held in December each year. This formal commencement in academic regalia recognizes the graduates from the undergraduate and graduate programs. Fall graduates are also invited back to the College to participate in the following Spring Convocation.

The specific date and time for the Fall Commencement will be emailed to graduating students the University. For more information regarding the University Commencement, visit [here](#).

STUDENT ORGANIZATIONS

Student Nurses Association (SNA)

<https://hsc.unm.edu/nursing/students/experience/organizations/sna.html>

Undergraduate students receive opportunities for growth and advancement in the Nursing field through this organization. Networking, community involvement, peer mentoring, travel opportunities for the National SNA conferences, and other graduation incentives are available for SNA members. For more information on the national organization and how to join visit their [website](#).

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. Chapter website:

<https://gammastigma.sigmanursing.org/home>

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

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

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

Membership

Membership in Sigma Theta Tau International is an honor conferred on students in baccalaureate and graduate programs who have demonstrated excellence in their

nursing programs. Invitations are sent twice a year to eligible candidates meeting criteria. Graduates of baccalaureate programs who demonstrate excellence in leadership positions in nursing are also eligible for membership consideration through online application process at nursingsociety.org. Membership is available by invitation through active chapters and is awarded (conferred) during a public ceremony. Inductees' families and friends are invited to attend. Membership assumes acceptance of the purposes of the society and responsibility to participate in achieving the goals consistent with the professional and scholastic character of Sigma Theta Tau International. For more information visit <https://www.sigmanursing.org/>.

HEALTH SCIENCES CENTER: STUDENT RESOURCES (NORTH CAMPUS)

Center for Native American Health

(505) 272-4100

Located on the 2nd floor of the Integrity Building. Provides personal & academic support, and mentorship for Native UNM HSC students. For more information visit:

<https://hsc.unm.edu/cnah/>

Office of Diversity, Equity, and Inclusion

(505) 272-2728

Located on the 1st floor in the UNM Health Sciences and Services Building. The purpose of this department is to provide programs and resources that advocate and uplift the diverse groups of students, faculty/staff, and the greater community members in New Mexico. Website: <https://hsc.unm.edu/diversity/>

Health Sciences Center Library & Informatics Center (HSCLIC)

(505-272-2311)

Nursing Services Librarian

Ingrid Hendrix, 505-272-0638, lhendrix@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!

The Health Sciences Library and Informatics Center is here to support students in reaching their goals throughout the education here. Students might be wondering what does that mean and what does that support look like. Here is a brief overview of some of the ways in which the library is here to help – but always feel free to reach out to your **Student Success and Engagement Librarian, Kelleen Maluski**, if you have any questions about other resources!

- Electronic and print access to a myriad of databases, books, articles and more. If we don't have something needed request it through Interlibrary Loan!
- Consultations, chat, email, and more are available for students to get the assistance they need! Students can have one-on-one or group appointments. Find all of our help information at <https://hsc.unm.edu/hslic/help/ask-a-librarian.html>
- Workshops to help with research and development of the student approach to balancing the various needs of academic, professional, and personal lives. Students can find all of our workshops at <https://libcal.health.unm.edu/calendar/events/> (we constantly update this calendar as we plan more) Some examples of workshops are:
 - Zotero (Citation Management)
 - PubMed Like a Pro
 - Implicit Bias in the Research Process
 - Moving Beyond Imposter Syndrome
 - Time Management
 - Planning a Systematic Review
 - Health Literacy

- Research Guides to help students find resources specific to their topic or to walk through how to use a database. We are always adding more! Students can find all Research Guides at <https://libguides.health.unm.edu/> but remember, these are not intended to replace asking questions!
- Stay in the know on all the services, programming, and resources at the library by subscribing to our blog at <https://libguides.health.unm.edu/blog/>

HSC Wellness Center & HS Rio Rancho Fitness

Located on the 2nd floor of the Domenici Center West Wing. The purpose of the gym is to provide health and wellness activities for HSC faculty, staff and students on campus. Services include fitness classes, meditation groups, live music and healthy living tips.

Website: <https://hsc.unm.edu/about/wellness/>

Student Lounge

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.

UNIVERSITY OF NEW MEXICO: STUDENT RESOURCES

Academic

African American Student Services

(505) 277-5645 | <https://afro.unm.edu/>

Located at 1130 Mesa Vista Hall. Offers personal, academic, educational and social developmental support from the perspective African American/Black experiences as a minority population on the UNM campus. All students, regardless of ethnicity, are encouraged to participate in the cultural and academic programming.

American Indian Student Services

(505) 277-6343 | <https://aiss.unm.edu/>

Located at 1119 Mesa Vista Hall. Offers academic advising, scholarship opportunities, information about financial aid, computer access, and free printing up to 10 sheets. All students are welcome.

Career Services

(505) 277-2531 | <https://career.unm.edu>

Located on the 2nd floor in UAEC Building 85, room 220. Offers a variety of career planning and preparatory services including career advisement, career fairs, career resources, opportunities for cooperative education, internships, and workshops. All students are encouraged to participate.

Center for Academic Program Support (CAPS)

(505) 277-7205 | <https://caps.unm.edu/>

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.

College Enrichment & Outreach Programs (CEP)

(505) 277-5321 | <https://cep.unm.edu/>

Located on the 3rd floor in Mesa Vista Hall, room 3011. Offers services to prepare students for holistic success when transitioning to the University of New Mexico, through the academic pursuit, and life after graduation.

Education Abroad

(505) 277-4032 | <https://studyabroad.unm.edu/>

Located at 2120 Mesa Vista Hall. Offers support and scholarship opportunities to gain international linkages, cultural exchange experiences, and the development of international expertise through studying abroad.

El Centro de la Raza

(505) 277-5020 | <https://elcentro.unm.edu/>

Located on the 1st floor in the Mesa Vista Hall, room 1148. Offers mentoring, recruitment efforts, cultural programming, civic engagement, advocacy, student internships, professional development and emergency scholarships.

LGBTQ Resource Center

(505) 277-LGBT (5428) | <https://lgbtqrc.unm.edu/>

Offers safer sex resources, universal restrooms, educational resources, social events, Café Q* lecture series, HIV testing, counseling, and confidential advocacy efforts for UNM's lesbian, gay, bisexual, transgender, and queer student population. Website:

Libraries

(505) 277-2311 | <https://hsc.unm.edu/library/>

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.

Mentoring Institute

(505) 277-1330 | <https://mentor.unm.edu>

Offers a culture to promote mentoring services that advocate and embrace academic freedom, diversity, creativity and initiative, excellence, integrity and professionalism for faculty staff and students.

Student Publications

(505) 277-5656 | <https://pubboard.unm.edu/>

Located on the 1st floor of Marron Hall, room 107. Offers a conducive environment and resources to support optimal learning experiences for student writers, editors, photographers, designers and advertising professionals for the future. Website:

UNM Financial Aid

<https://finaid.unm.edu/>

There are several financial assistance programs for qualified students attending the University of New Mexico. For information about UNM Financial Aid and a complete listing of available aid visit, their website. The Free Application for Federal Student Aid (FAFSA) is also available online at <https://studentaid.gov/h/apply-for-aid/fafsa>.

Health & Well-Being

Agora Crisis Center (505) 277-3013 or 866-435-7166 | <http://www.agoracares.org/>

This program offers free volunteer paraprofessional listening and referral service. Services include phone and computer chat.

Counseling Services

(505) 277-3136 | <https://shac.unm.edu/services/mental-health/index.html>

Located in the west wing of Student Health and Counseling (SHAC) Office. 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.

Department of Psychology Clinic

(505) 277-5164 | <https://psych.unm.edu/community/psychology-clinic.html>

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.

Student Health and Counseling (SHAC)

(505) 277-3136 | <https://shac.unm.edu/>

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.

UNM Collegiate Recovery Center

(505) 277-0560 | <https://recovery.unm.edu/>

Located in the Department of Psychology in Logan Hall, B67E. Offers peer led support for students recovering from substance abuse addiction.

Military and Veteran

ROTC – Army

(505) 277-2270/2275/2284 | <https://armyrotc.unm.edu/>

Located on the 2nd floor in Onate Hall, suite 235. The Army Reserve Officer Training Corps offers leadership training, peer support, higher rate of graduation, extracurricular activities, financial support (scholarships & stipends), and guaranteed employment following program completion and graduation.

ROTC – Airforce

(505) 277-4502 | <https://afrotc.unm.edu/>

Located in the Aerospace Studies Building. The Air Force Reserve Officer Training Corps provides the opportunity to prepare for positions in the Air and Space Force following the completion of the program and graduation.

ROTC – Navy

(505) 277-3744 | <https://nrotc.unm.edu/>

The Navy Reserve Officer Training Corps offer full tuition scholarships, monthly living stipends, and are guaranteed to be commissioned as officers in the United States Navy or Marine Corps.

Veteran & Military Resource Center

(505) 277-3181/3184 | <https://vrc.unm.edu/>

Located in the SUB Suite 2002. This center offers many services to veterans including help with certification to receive their VA education benefits.

Social, Cultural, and Student Life

Community Engagement Center

(505) 277-9523 | <https://communityengagement.unm.edu/>

Located in the University Advisement and Enrichment Center, suite 255F. Academic partnership focused on community-driven learning initiatives to identify the needs and potential improvement of communities in the greater New Mexico area.

Parking and Transportation Services (PATS)

<https://pats.unm.edu>

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. 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.

Recreational Services

(505) 277-0178 | <https://recservices.unm.edu/>

Located in the Office of Student Affairs. Provides opportunities to enhance the educational, recreational and cultural experiences for the diverse student populations at the University of New Mexico.

Student Activities Center

(505) 277-4706 | <https://sac.unm.edu/>

This office oversees over 300 student organizations and many student events. Their services also include an off- campus housing service and student government.

Women’s Resource Center

(505) 277-3716 | <https://women.unm.edu/>

Located on the 1st floor in 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.

See UNM Pathfinder for many additional listings: <https://pathfinder.unm.edu/>

CHAPTER 5: GENERAL NURSING STUDENT REQUIREMENTS

LEARNING MANAGEMENT SYSTEM & ONLINE COURSES

Online and Web Enhanced courses offered at the CON are delivered through Learning Management System. Because core classes and many specialty classes are offered online, all CON students must be proficient with the Learning Management System required at that time. Students are granted access to courses on the first day the course is scheduled to begin and are required to 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 for students to keep up with class schedules, anticipate deadlines, and to be prepared in the event of technical problems. Multiple resources are available in the Web courses to assist students with online learning and the Learning Management System. Faculty are available via e-mail and telephone. Students should be sure to contact them with questions. Contact information for the faculty is available on course syllabi.

CLINICAL EDUCATION

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

- Clinical experiences are provided in-person in a variety of settings including laboratories, hospitals, schools, clinics, community agencies, and clients' homes.
- Clinical experiences may occur during day, evening, or nightshifts and any day of the week, including weekends.
- Clinical experiences will require up to 12 hour shifts with physical exertion including lifting over 50lbs

- Clinical experiences expose the student to a wealth of learning opportunities. For this reason, consistent attendance in each clinical course is essential and required.

The information in this section is of extreme importance related to clinical course work.

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.

Illness

It is the student's responsibility to notify the instructor of any illness, change in health status, pregnancy, or other condition that may affect their health, the student's ability to complete a course, or the direct patient care during a clinical rotation. Students are expected to return after a physical illness or injury with a provider's note stating they are returning without restrictions.

Clinical Make-Up

Make-up clinical experiences are not available every semester due to the timeline for completion for progress to the next Level. In these instances, it will result in a potential course failure and the student will be given the opportunity to retake the course when space is available.

Physical Accommodations

Every effort will be made to provide a clinical experience for those with a long-term physical limitation or restriction. Clinical placement is guided by our community partners and accommodations may not be available for every clinical rotation. The student may need to delay progression until a suitable clinical placement is available and they are able to meet the required objectives for each clinical class.

Liability Insurance

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

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 must then report to the Student Health Center (SHAC) on main campus. If the SHAC is closed or the student is out of town, report immediately to the facility emergency room and notify SHAC as soon as possible so that they can follow-up. A needle-stick insurance policy is mandatory and will be billed to the student's account at a cost of \$16.00 per academic year. Information for reporting process is located on the UNM Student Health and Counseling (SHAC) website: <https://shac.unm.edu/services/allergy-immunization/blood-body-fluid-exposure.html>

Signature when Charting

All Pre-Licensure BSN students will follow their signature with "SN UNM" when signing charting as part of all coursework.

ELECTIVES

As part of the program of study, all undergraduate students are required to complete 6 credit hours of upper division electives. These electives can be taken from the CON, or from other departments if applicable to nursing. A number of electives are offered at the CON and are offered on a rotating basis. Check the current UNM schedule for availability for these electives.

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 Academic Advising Office with the change in email address for future correspondence.

INDEPENDENT STUDY OPTION

The CON offers an opportunity 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 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.

REGISTRATION

Students are responsible for registering for courses prior to the end of the term for all nursing classes they intend to take the next term. This is a 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 that has not 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.

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.

- **RN to BSN** 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 in [Chapter 3: Undergraduate Nursing Program Academic Policies](#).

SOCIAL MEDIA USAGE

The College of Nursing Social Media Policy, policy number [CON-401](#), 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.

Please refer to the UNM Social Media Guidelines for additional information

<https://social.unm.edu/guidelines/>

CON STUDENT RIGHTS AND RESPONSIBILITIES

The UNM College of Nursing is dedicated to supporting and maintaining a well-regarded and respectful scholarly program. As members of the CON, students, faculty, and staff are expected to uphold a high standard of professional and academic conduct. Rights and responsibilities have been outlined and provide insight to behaviors which may be deemed as inconsistent with the values and/or standards of the CON.

The CON's Student Rights and Responsibilities do not replace the UNM policy located in [The Pathfinder – UNM Student Handbook](#), but works in conjunction by suggesting behaviors warranting possible sanction.

Refer to [Appendix B - College of Nursing Student Rights and Responsibilities](#) for the outlined College of Nursing Student Rights and Responsibilities.

TECHNOLOGY

There are technology requirements for students at UNM CON. Pre-Licensure BSN students are required to have a computer they can bring to class for learning activities and testing.

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 Canvas, it is highly recommended that those are not the only or primary devices used for work in Canvas.

Technical support is available to students by submitting an IT Support Ticket at: <https://hsc.unm.edu/college-of-nursing/about/support-resources/index.html>.

The CON building and the Domenici Center buildings are Wi-Fi accessible.

USE OF CELL PHONES

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.

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 portion of the evaluation of course work in nursing 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 (APA) 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 <https://libguides.health.unm.edu/> for resources on citing sources properly (<https://libguides.health.unm.edu/Citing>) and literature search skills (<https://libguides.health.unm.edu/researchsupport>).

CHAPTER 6: PRE-LICENSURE BSN OPTIONS

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 (POS)

The Pre-Licensure BSN Options are, Accelerated 16 month program, full-time 20 month program, and Freshman Direct Entry lasting 36-48 months study completed. The program of study is divided into five levels. Each level builds on the previous level.

The total credits required for the Pre-Licensure BSN Option and the Freshman Direct Entry is a minimum of 122 credits. The Accelerated option for those with a previous bachelors degree is 61 credits, To achieve a BSN degree from UNM, 30 credit hours must be completed at UNM. Reference [Appendix H](#) for Pre-Licensure BSN Program of Study. Appendix H needs expanding to include ABSN and FDE

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 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 model-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

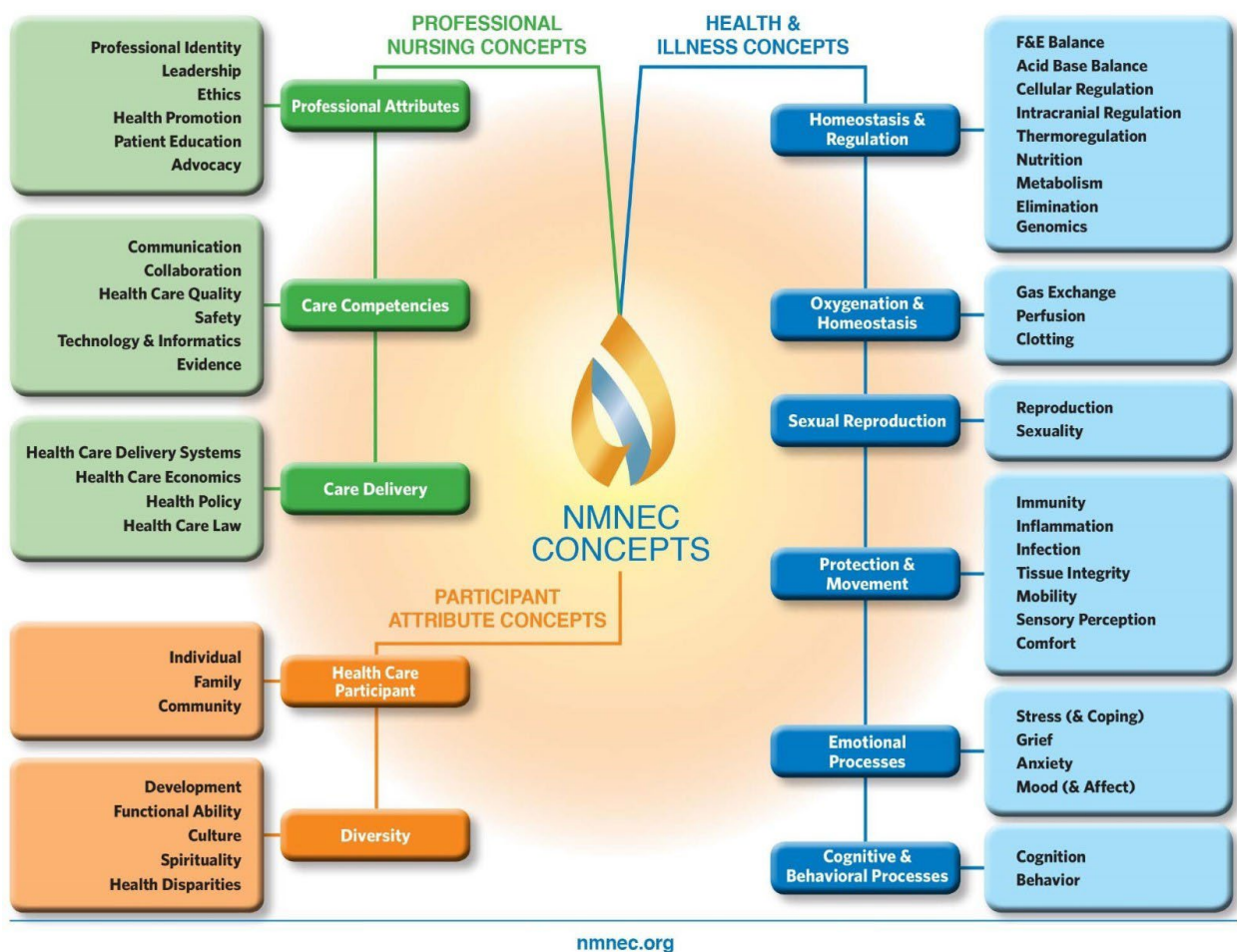
the Health and Illness concepts.

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

Following is a list of the concepts suggested by NMNEC, and have been approved by the College of Nursing faculty.

CON/NMNEC Curricular Maps

The UNM College of Nursing Pre-Licensure Curricular Map outlines the level, course and concepts with their exemplars and population of placement in [Appendix A - Pre-Licensure Curricular Map](#).



Electives

All UNM undergraduate students are required to complete 6 credit hours of electives. Refer to [Chapter 5: General Nursing Student Requirements](#) of this handbook for more information.

Honors Program

This program is currently under revision and will be available to students in the Calendar Year 2024.

Professional Documentation

All Pre-Licensure BSN students enrolled in courses are responsible for providing and maintaining current professional documentation.

- Current records are required to begin each term and to attend clinical.
- Failure to maintain records may result in disenrollment.
- Students may lose their clinical placement to someone else if their immunizations and Professional Documentation is incomplete.

Students are responsible to keep documentation updated by the first day of each term to prevent non-progression. All nursing students' Professional Documentation required by the UNM CON clinical placement office is to be updated by the first day of each term and to meet all clinical placement deadlines. All documentation and immunizations must be current by these deadlines and for the duration of the entire term to prevent non-progression. The only exception is CPR renewal as these cannot be renewed until 30 days of expiration. Students who have not met Professional Documentation deadlines or will expire during the term schedule will not be allowed to attend the relative clinical site(s) and will be placed on Clinical Suspension for the duration of the term. This may delay the student's program progression (non-progression). Students who are in non-compliance with this policy will have a hold placed on their student account by the Office of Academic Advisement. Additional disciplinary actions may be made by the faculty of record for said students.

***Albuquerque and Rio Rancho Pre-Licensure** students see a complete list of requirements concerning immunizations and certifications [here](#).

***NMNEC ADN/BSN Co-Enrolled Students** must meet the Professional Documentation Requirements for both their home school and the UNM CON. Documentation must be current at the start of the BSN Level 5 and throughout the entire level.

Grade Requirements

All NMNEC nursing courses in each level must be completed with a minimum passing grade of “C” or 77% or greater before a nursing student can continue to the next level.

Level 1:

- One course withdrawal/failure: May continue with other Level 1 courses. Must repeat and successfully pass the failed or withdrawn course before progressing to Level 2.
- Two course failures/withdrawals: Dismissed from the program. May reapply for readmission after one year.

Levels 2, 3, 4, 5:

- One course withdrawal/failure: May continue with other courses in the level. Must repeat and successfully pass the failed or withdrawn course before progressing to the next level.
- Two course failures/withdrawals: Dismissed from the program. May reapply for readmission after one year.

First Course Withdrawal/Failure: Office of Academic Advisement will review the student’s record, discuss pertinent policies, procedures, and available options. Students who wish to repeat the course will complete the Continual Enrollment Form and proceed with the registration process. Registration and clinical placement may be affected by a number of variables, which include but are not limited to course offerings and seat availability.

Second or More Course Withdrawals/Failures: Office of Academic Advisement will review the student’s record, discuss pertinent policies, procedures, and available options. Students who fail/withdraw from two courses and are being dismissed from the

program may petition for consideration of an exception to the progression policy for extenuating circumstances. The process for initiating this petition is as follows:

1. The non-progressing student will notify the Office of Academic Advisement of their intention to submit a petition.
2. The Office of Academic Advisement will facilitate the completion of the petition form, refer the student to the Office of Academic Success to write a personal statement regarding extenuating circumstances that contributed to the course failure and develop a plan for future success should the petition be granted.
3. The Office of Academic Advisement will forward the petition and supporting documents to the Undergraduate Progression Committee Chair.
4. The Undergraduate Progression Committee will review the submitted documents and make a recommendation, which will be sent to the Office of Academic Advisement, the appropriate program director, the appropriate level coordinator, and the Office of Academic Success.
5. The program director will notify the student of the recommendation and discuss available options. Progression registration and clinical placement may be affected by a number of variables, which include but are not limited to course offerings and seat availability.

* This does not apply to course failures for pre-requisite (non-NMNEC) courses.

* This applies to all nursing courses in NMNEC statewide curriculum degree plans. Course failures and withdrawals cumulate from Level 1 through Level 5 and across all NMNEC programs.

* A nursing student who is considering withdrawal from a nursing course needs to communicate with program director or designee first to prevent the student from inadvertently dropping all NMNEC nursing courses for the level.

*Readmission to the program depends on factors, which include but are not limited to number of annual admissions, program size, demands for seats.

Non-NMNEC Courses

All “Nursing” courses and the level 1 biology: Anatomy & Physiology II course must be completed with a minimum passing grade of “C” or 77% or greater before a nursing student can continue to the next level.

Level 1:

- Course withdrawal or failure of Anatomy & Physiology II: Must complete prior to entering level 2.
- Course withdrawal or failure of Pathophysiology II: Strongly recommended to complete prior to entering level 2 but must be completed prior to level 3.

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, with permission of the CON Dean, in a segment of a term and are successfully completing courses as planned in their individualized program of study. Only students with pre-approved programs of study may progress on a part-term basis in the Pre-Licensure baccalaureate program. This status would include students repeating courses after a course failure who have submitted a petition and have an approved progression plan.
- **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

1. The UNM College of Nursing requires that students earn a course grade of $\geq 77\%$ to pass all courses. The College of Nursing adheres to the Pathfinder policies describing academic probation. Student progression is monitored by the Academic Advising Team at the College of Nursing.
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. See policy [CON-1110 Undergraduate Prelicensure Assessment and Grading Policy and Procedure](#) and course syllabi for course specific requirements.
4. Unsafe, aberrant, or impaired behavior in the didactic, lab, or clinical setting is grounds for removal from the setting and for potential immediate failure.

CHAPTER 7: RN TO BSN COMPLETION OPTION

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 principles 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 120 credits.
- Courses may be taken on a full time or part time basis.

For more programs offered at the CON see [Chapter 1: General Overview of The College of Nursing](#).

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 8-weeks of each Spring and Fall term, as well as during the Summer term. This allows students to progress through the curriculum in four terms when focusing on three credit hours at a time, three credits per 8 weeks.
- Terms run fall, spring and summer.
- Prior college course work can be transferred where appropriate.
- See [Appendix H - Pre-Licensure BSN Options Curriculum Worksheets](#) for RN-BSN Program of Study.

Electives

All UNM undergraduate students are required to complete 6 credit hours of upper division electives. Refer to [Chapter 5: General Nursing Student Requirements](#) of this handbook for more information.

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 2 division nursing classes or do not earn a passing grade on the second attempt of a previously failed course are disenrolled from the CON.

Disenrolled 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.

FIELDWORK EXPERIENCE

The final Nursing class, NURS 410 Foundation of Leading Change and Advancing Health, is a combination of clinical (2 credit) and didactic (1 credit). 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 conducted in place of employment and then applied to on-line work, involving the development of a quality improvement project proposal. To successfully complete a meaningful project proposal, students will collaborate with their current work environment. Students will complete 2-3 key informant interviews, and at the end of the course, present a project proposal poster to their manager/director and other key stakeholders. If students are not currently working as a nurse, it is their responsibility to find an appropriate work environment willing to collaborate with them on this project proposal. Students must be sure that they can meet this requirement before registering for NURS 410.

Professional Documentation

In addition to a current, unencumbered nursing license (RN) in the United States, all RN to BSN students are responsible for completion of UNM on-line training modules by the end of their first seven-week term, to be taken through UNM Learning Central. Proof of license and certificates of completion must be submitted to the RN to BSN Program Coordinator.

- Non-UNMH Employees (4 total)
 1. Bloodborne Pathogen Training for HSC 2019 (HSC 1982)
 2. Infection Prevention and Control Best Practices for HSC 2019 (HSC 1984)
 3. HIPAA and HITECH Training
 4. HIPAA Security Training
- UNMH Employees (3 Total)
 1. Infection Control Training (CLT 1904)
 2. HIPAA and HITECH Training
 3. HIPAA Security Training

These online courses must be taken through [UNM Learning Central](#).

Professional documentation must also be current and on file with the Program Coordinator before taking NURS 410.

NOTE: Recent graduates have 14 weeks from start of the program to show proof of licensure.

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 during a particular semester/term.
 - 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.

APPENDICES

APPENDIX A - PRE-LICENSURE CURRICULAR MAP

The following table outlines the level, course and concepts with their exemplars and population of placement.

	Course	Course Description	Concepts	Exemplars	Population
Level 1	Principles of Nursing Practice NMNC 3135	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.	Communication	Therapeutic communication	Lifespan
				Interprofessional Communication: <ul style="list-style-type: none"> ○ Situation – Background – Assessment – Response (SBAR) ○ Documentation ○ Lateral Violence ○ Conflict Resolution 	
			Elimination	Bladder Incontinence/Retention	
				Urinary Tract Infection (UTI)	
				Bowel Incontinence/Retention	
				<i>Clostridium difficile (C.dif)</i>	
			Nutrition	Overnutrition	
Undernutrition					
Application of concepts	Skills				

	Course	Course Description	Concepts	Exemplars	Population
Level 1	Evidence-Based Practice NMNC 3120	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.	Evidence	Evidence-Based Practice	Lifespan
				Quality Improvement	
				Research	

	Course	Course Description	Concepts	Exemplars	Population
Level 1	Introduction to Nursing Concepts NMNC 3110	This course introduces the nursing student to the concepts of nursing practice and conceptual learning.	Professional Identity	Nursing Process	Lifespan
				Caring	
				Clinical judgment/reasoning	
				Nursing history	
			Safety	Quality and Safety Education for Nursing (QSEN) Safety Competency	Lifespan
				National Patient Safety Goals (NPSG)	
			Health Care Law	Health Insurance Portability and Accountability Act (HIPAA)	Lifespan
				Nurse Practice Act	
				Evidence Based Practice	Lifespan
				Quality Improvement	
			Comfort	Research	Lifespan
				Pain	
			Technology and Informatics	Nausea	Lifespan
				Clinical Informatics	
				Library Searches	
	Consumer Health Informatics				

	Course	Course Description	Concepts	Required Exemplars	Population
Level 2	Assessment and Health Promotion NMNC 3235	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.	Health Promotion	For Primary Prevention (Risk Reduction): 1. Health Promotion 2. Disease Prevention	Lifespan
				For Secondary Prevention (Screenings): Screenings as appropriate across the lifespan: 1. Developmental screening 2. Hypertension 3. Body Mass Index 4. Cancer screenings 5. Alcohol/substance abuse 6. Perinatal depression	Lifespan inclusive of pregnancy
				For Tertiary Prevention (Harm Reduction): Health promotion programs to reduce harm.	Lifespan
			Patient Education	Health Literacy	Lifespan
				Teaching / Learning Principles	
				Motivation and readiness to change	

	Course	Course Description	Concepts	Exemplars	Population
Level 2	Nursing Pharmacology NMNC 3230	This course introduces the nursing student to pharmacologic nursing practice from a conceptual approach.	[Pharmacology Concepts] <i>Apply to classes of medications:</i> <ul style="list-style-type: none"> • Classification • Pharmacokinetics • Pharmacodynamics • Adverse effects • Safety • Developmental concerns • Legal & ethical issues • Genetics & meds • Nursing Process 	<i>[The numbers following the drug indicate their ranking in the top 200 prescriptions in 2011. Drugs chosen reflect ranking or judged most appropriate. Some drug exemplars are suggested, some classes don't have suggestions]</i>	Lifespan
			Nutrition	Nutritional in general, drug and concept interactions <ul style="list-style-type: none"> • Vitamins • H2 blockers • Proton Pump Inhibitor • Antacids 	

	Course	Course Description	Concepts	Exemplars	Population
			Fluid and Electrolyte Balance	Diuretics IV fluids Electrolytes	Lifespan
			Metabolism	Hormones <ul style="list-style-type: none"> ○ Pancreatic ○ Oral diabetic drugs ○ Glucocorticoids ○ Thyroid ○ Estrogens 	
			Cellular Regulation	Chemotherapeutic agents Biologic Response Modifiers Autonomic agents	
			Elimination	Antidiarrheals Laxatives	
			Gas Exchange	Bronchodilators Antihistamine Antitussives Mucolytics Leukotriene modifiers	

	Course	Course	Concepts	Exemplars	Population
Level 2	Health Care Participant NMNC 3220	This course introduces the nursing student to the attributes of the health care participant as an individual, a family, or a community.	Individual	Patient Centered Care	Lifespan
			Family	Family Assessment	Lifespan
				Family Centered Care	
			Community	Population Health	Lifespan
				Disaster Preparedness	
				Vulnerable Populations	
				Environmental Health Assessment	
			Development	Developmental Assessment-(e.g. Denver)	Lifespan
				Developmental Implications of Patient Education	
				Nursing Implications of Individual Developmental Stages	
				Intellectual Disabilities	
			Functional Ability	Functional Assessment Across the Lifespan	Lifespan
			Culture	Cultural Competence	Lifespan
				Cultural Self-Awareness	
				New Mexico Cultures, especially Anglo, Hispanic, Native American. Also, Military Culture	
			Spirituality	Spiritual Beliefs and Relationship to Health and Illness	Lifespan
				Spiritual Needs Assessment	
Health Care Disparities	Social Determinants of Health	Lifespan			
	New Mexico Health Disparities				

	Course	Course Description	Concepts	Exemplars	Population
				United States and Global Health Disparities	
				Health Disparities in Local Community	
				Social Justice / Health Care Equity	
Level 2	Health and Illness Concepts I NMNC 3210	This course will focus on health and illness concepts Lifespan. Concepts covered are related to homeostasis/regulation, sexuality/reproductive, protection/movement, and emotional processes.	Fluid and Electrolyte Balance	Fluid Volume Deficit	Pediatrics
				Chronic Kidney Disease (CKD)	Adult
			Thermoregulation	Hypothermia (Exposure)	Lifespan
				Hyperthermia (Environmental vs. Disease Process)	
			Reproduction	Family Planning / Contraception	Childbearing family
				Preconception and Antepartum Health Promotion	
				Intrapartum and Birth Overview	
				Postpartum Health Promotion	
			Newborn Nutrition and Health Promotion		

	Course	Course Description	Concepts	Exemplars	Population
			Sexuality	Sexual Health	Lifespan
				Sexually Transmitted Infections (STIs) and Sexually Transmitted Diseases (STDs)	
			Sensory Perception	Visual: <ul style="list-style-type: none"> • Myopia • Presbyopia • Cataracts • Glaucoma • Macular Degeneration 	Elders
				Auditory: <ul style="list-style-type: none"> • Sensorineural hearing loss • Conductive hearing loss 	
			Stress and Coping	Effective Coping	Pediatrics and Adult
				Maladaptive Coping Strategies	
				Post-Traumatic Stress Disorder (PTSD)	Veterans
			Anxiety	Anxiety Continuum	Lifespan
				Panic Attack	
			Genomics	Cystic Fibrosis	Pediatrics

	Course	Course Description	Concepts	Exemplars	Population
Level 3	Care of Patients with Chronic Conditions NMNC 4335	The focus of this course is to provide safe, evidence-based nursing care for patients with chronic conditions, Lifespan in a variety of settings. This course builds upon curricular concepts. This course is a combination of lab and clinical.	Not assigned/Expected that curricular concepts and inter-relatedness of curricular concepts and exemplars is addressed within course, as applicable.		Lifespan

	Course	Course	Concepts	Exemplars	Population
Level 3	Professional Nursing Concepts I NMNC 4320	This course covers foundational concepts for professional development, including selected professional attributes and care competencies.	Ethics	American Nurses Association (ANA) Code of Ethics with Interpretive Statements	Lifespan
			Leadership	Delegation	Lifespan
				Change Management	
				Team Building	
				Negotiation	
			Collaboration	Nurse-Patient: Discharge Planning	Lifespan
				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	Lifespan
				Patient Bill of Rights	
				Chain of Command	

	Course	Course Description	Concepts	Exemplars	Population
Level 3	Health and Illness Concepts II NMNC 4310	This course will cover health and illness concepts Lifespan with the focus on chronic conditions. Concepts covered are related to oxygenation and hemostasis, homeostasis and regulation, protection and movement, and cognition and	Gas Exchange	Atelectasis	Lifespan
				Chronic Obstructive Pulmonary Disease (COPD)	Elders
				Asthma	Pediatric
				Pneumonia	Lifespan
				Respiratory Syncytial Virus (RSV)	Pediatric
			Acid Base Balance	Respiratory Acidosis	Lifespan
				Metabolic Acidosis	
				Acidosis Compensation	
			Metabolism	Diabetes Mellitus	Lifespan
				Thyroid Imbalances	
				Exogenous Adrenocortical Dysfunction	
			Inflammation	Acute inflammation	Lifespan
				Inflammatory Bowel Disease	Adult
			Immunity	Systemic Lupus Erythematosus (SLE)	Adult
				Human Immunodeficiency Virus (HIV)	
			Tissue Integrity	Pressure Ulcers	Elders
				Cutaneous Traumas	Adolescents
				Surgical Incisions	Lifespan

	Course	Course Description	Concepts	Exemplars	Population
			Mobility	Spinal Cord Injury/Defects	Military
				Fractures	Lifespan
			Mood and Affect	Suicide	Lifespan
				Depression	
				Mania and Hypomania	
				Postpartum Depression	Pregnancy
			Grief	End of Life	Lifespan

	Course	Course Description	Concepts	Exemplars	Population
Level 4	Clinical Intensive I NMNC 4435	This is the first of two Level 4 classes in which the student will apply the curricular concepts in the management of care participants with acute conditions Lifespan. This course is a combination of seminar, lab, and clinical	Not assigned/Expected that curricular concepts and inter-relatedness of curricular concepts and exemplars is addressed within course, as applicable to populations selected for course.		

	Course	Course Description	Concepts	Exemplars	Population
Level 4	Clinical Intensive II NMNC 4445	This is the second of two Level 4 clinical courses in which the student will apply the curricular concepts in the management of care participants with acute conditions Lifespan. This course is a combination of seminar, lab, and clinical.	Not assigned/Expected that curricular concepts and inter-relatedness of curricular concepts and exemplars is addressed within course, as applicable to populations selected for course.		

	Course	Course Description	Concepts	Exemplars	Population
Level 4	Health and Illness Concepts III NMNC 4410	This course will cover health and illness concepts, with the focus on acute conditions Lifespan. Concepts covered are related to homeostasis/regulation, oxygenation/hemostasis, protection/movement, and emotional processes.	Cellular Regulation	Breast Cancer	Women
				Colon Cancer	Lifespan
			Intracranial Regulation	Cerebrovascular Accident (CVA)	Elders
				Traumatic Brain Injury	Lifespan
				Seizures	Pediatrics
			Clotting	Venous Thromboembolism (VTE)	Elders
				Disseminated Intravascular Coagulation (DIC)	Lifespan
			Infection	Sepsis	Lifespan
				Respiratory Syncytial Virus (RSV)	Pediatrics
				Urinary Tract Infection (UTI) (Urosepsis)	Elders
				Cellulitis	Lifespan
				Methicillin-Resistant Staphylococcus Aureus (MRSA)	Lifespan
			Perfusion	Heart Failure	Adults, Elders
				Acute Coronary Syndrome	
				Hypertension	

	Course	Course Description	Concepts	Exemplars	Population
				Delirium / Dementia	Elders
				Alzheimer's Disease	Elders
				Psychosis	Adults
			Behavior	Addictive Behaviors	Adolescents / Adults
				Violence Behaviors	Lifespan
			Cognition	Delirium/Dementia	Lifespan/ Elders
				Alzheimer's Disease	Elders
				Psychosis	Adults
			Fluid and Electrolyte Balance	Acute Kidney Injury (AKI)	Lifespan

	Course	Course Description	Concepts	Exemplars	Population
Level 5	Clinical Intensive III NMNC 4535	The focus of this course is application of the curricular concepts in the management of care participants with complex conditions Lifespan. This course is a combination of seminar, lab, and clinical.		Not assigned/Expected that curricular concepts and inter-relatedness of curricular concepts and exemplars is addressed within course, as applicable to populations selected for course.	Lifespan

	Course	Course Description	Concepts	Exemplars	Population
Level 5	Capstone NMNC 4545	The synthesis, integration, and application of concepts to professional nursing practice will be applied in the final clinical course to ensure readiness to enter practice.		Not assigned/Expected that curricular concepts and inter-relatedness of curricular concepts and exemplars is addressed within course, as applicable to populations selected for course.	Lifespan

	Course	Course Description	Concepts	Exemplars	Population
Level 5	Professional Nursing Concepts II NMNEC 4520	This course covers policy concepts for professional nursing.	Health Care Quality	Quality Plans and Philosophies	Lifespan
				Error Prevention Strategies to Improve Health Care Quality	
				Core Measures	
			Health Care Delivery system	Local Health Care Delivery Agencies/Systems	Lifespan
				Comparative International Health Care Systems	
				Care Models Developing Under Patient Protection and Affordable Care Act (PPACA)	
				Private vs. Public vs. Specialized Mission (i.e., Veterans Administration [VA], Indian Health Service [IHS])	
			Health Care Economics	Financing Access: <ul style="list-style-type: none"> • Patient Protection and Affordable Care Act (PPACA) • Medicare • Medicaid • Private Insurance 	Lifespan
				Pay for Performance	
				Cost of Patient Care Episode <ul style="list-style-type: none"> • Different Financing • Facility 	

			Health Policy	Agencies that Set Policy: <ul style="list-style-type: none"> • Center for Disease Control (CDC) • National Institutes of Health (NIH) 	Lifespan
		<ul style="list-style-type: none"> • Institute of Medicine (IOM) • Occupational Safety and Health Administration (OSHA) • Centers for Medicare and Medicaid Services (CMS) • World Health Organization (WHO) • Robert Wood Johnson Foundation (RWJF) 			
		Policies: <ul style="list-style-type: none"> • Health People 2020 • Future of Nursing • o State Regulations 			

	Course	Course Description	Concepts	Exemplars	Population
Level 5	Concept Synthesis NMNC 4510	This course will focus on the synthesis of curricular concepts in the care of complex patients	Application of all curricular concepts	This course is about pulling together concepts, building upon knowledge, applying knowledge, and problem solving, not just about teaching these exemplars.	Lifespan
				Shock	
				Burns	
				Respiratory Failure	
				Liver Disease	

APPENDIX B – COLLEGE OF NURSING STUDENT RIGHTS AND RESPONSIBILITIES

You have the right to...	You have the RESPONSIBILITY to...
Be treated with respect and professionalism.	Interact with instructors, staff and peers, either in person, by phone or e-mail, in a respectful, professional, and constructive manner.
Clear communications from your instructors about course objectives, assignments, grading guidelines, and general policies regarding student work in the syllabus for each course.	<p>Read the syllabus, comply with its guidelines for your performance in the course, and ask questions if anything in the syllabus seems unclear or unreasonable.</p> <p>Keep up with other course-related communications, such as emails, in-class announcements, and Web postings to stay informed.</p> <ul style="list-style-type: none"> • Contact the Web resource assistants if unable to access the course syllabus during the FIRST week of a Web course. • If unable to access a Web course in the first week, contact the instructor by phone.
Grading of your work that upholds the importance of excellence and is consistently applied to all students.	<ul style="list-style-type: none"> • Work diligently to fulfill assignment guidelines and grading criteria. • Complete course work as assigned and on time. • Use the available resources to improve the quality of your work as necessary. • Respond to the evaluation of your work in a civil manner, even if you do not agree.
A quality-learning environment that is conducive to your learning, comfort, and safety.	<p>Contribute to a positive classroom learning environment by:</p> <ul style="list-style-type: none"> • Silencing cell phones and pagers during class meetings (if you must respond to a page or call, leave the room); • Holding personal conversations of any sort outside of the classroom or during breaks;

	<ul style="list-style-type: none"> • Arriving on time for class meetings. <ul style="list-style-type: none"> • Contribute to a positive Web-based learning environment by observing "netiquette" rules as posted in the courses.
<p><i>During times of unforeseen personal emergency or crisis, which you have communicated responsibly to faculty, reasonable flexibility from instructors about attendance, deadlines, and other course policies.</i></p>	<ul style="list-style-type: none"> • Attend all classes and clinical activities. • Be aware of and behave in accordance with the instructor's guidelines in the syllabus for absences and other attendance requirements. <ul style="list-style-type: none"> • Contact the course/clinical instructor <i>in advance</i> if you are going to be absent or need special scheduling accommodations. <ul style="list-style-type: none"> • Consequences of not contacting course/clinical instructor are the following: <ul style="list-style-type: none"> • The first no-show, no-notification or unexcused absence may be grounds for failure; a remarkable observation will be written to document the circumstances, and student will meet with the course coordinator/program director to determine course of action. • Any subsequent no-show, no-notification or unexcused absence is grounds for immediate failure. • Clinical make-up for unavoidable (excused) absences, as determined by the course coordinator will be assigned. • Missing scheduled times compromises students' ability to demonstrate attainment of the clinical objectives required to pass the course.

	<ul style="list-style-type: none"> • Keep instructors informed about any 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 "making up" any missed class by making your own arrangements to acquire the materials, announcements, and lecture content that were covered.
Expect faculty to be available for appointments.	Keep scheduled appointments or cancel as soon as you know you cannot make it. Appointments must be cancelled in advance.
<p>Expect faculty to respond to email or phone messages within 2 working days unless students are otherwise notified about changes in faculty availability.</p> <p>For Web courses, faculty shall arrange for alternate coverage for absences greater than 2 working days, excluding University holidays.</p>	Include clear contact information with your messages.
<p>Appeal any decisions made by an instructor by following UNM's established appeal process and chain of command.</p> <ul style="list-style-type: none"> • You have the right to speak with the instructor regarding specific course requirements, for clarification of course content, and to express grievances. • IN THE EVENT that discussion with the instructor does not result in resolution of the issue, you have the right to meet with 	<p>Behave in a professional and constructive manner when informing instructors that you would like them to reconsider a decision they have made.</p>

<p>the appropriate Concentration Coordinator.</p> <ul style="list-style-type: none">• IN THE EVENT that discussion with the Concentration Coordinator does not result in resolution of the issue, you have the right to meet with the appropriate Team Chair (Education or Practice).• IN THE EVENT that discussion with the Team Chair does not result in resolution of the issue, you have the right to meet with the Executive Associate Dean.• IN THE EVENT that discussion with the Executive Associate Dean does not result in resolution of the issue, you have the right to file a formal grievance in accordance with UNM policies (see Pathfinder for additional information).	
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APPENDIX C – PRE-LICENSURE CLINICAL DRESS CODE

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 and clinical agency policies must be respected.

UNIFORM

- ***Inpatient clinical, community clinical & GEHM clinical:*** Approved style/color teal top and bottom purchased from Scrubs & Beyond only, with a UNM CON patch sewn on the upper right arm. White (90% white) shoes or plain white leather tennis shoes, which must be kept polished and clean, are required. Clean, pressed white lab coat purchased/received at the White Coat Ceremony, with CON approved embroidery may be worn over the clinical uniform and to pick up patient assignments. **Do not wear jeans, leggings, jeggings, exercise attire, or shorts under a lab coat.**

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.
- Skin/flesh-tone plugs should be worn in ear gauges.
- 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.

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. No “neon”-color hair dye.
- 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.

**NOTE: Students are also required to adhere to all dress codes required by the agencies and institutions where clinical experiences will be taking place. UNM CON is not responsible for placing students in particular agencies to meet a student’s preference.

REQUIRED SUPPLIES FOR INPATIENT CLINICAL

- Stethoscope
- Penlight
- Hemostats
- Bandage scissors
- Analog watch

APPENDIX D – PROFESSIONAL DOCUMENTATION REQUIREMENTS FOR PRE-LICENSURE NURSING STUDENTS



Professional Documentation Requirements for Pre-Licensure Nursing Students

STUDENT RESPONSIBILITIES

All pre-licensure nursing students are responsible for completing the requirements listed below. Students are also responsible for providing and maintaining current professional documentation uploaded into the myRecordTracker® system. Current records are required to attend clinical and failure to maintain these records may result in disenrollment.

Be sure to start this process early as some immunizations and certifications take time to complete. You may lose your spot in the program to someone else if your documentation is incomplete.

INSTRUCTIONS

1. Students will manage their professional documentation electronically using the myRecordTracker® system for a one-time fee of \$30.00. **Students will receive an email shortly after confirmation of admission** with instructions on how to access the system.
2. **Important Guidelines:**
 - a) The Student User Guide in myRecordTracker® provides step-by-step instructions for navigating the system. This guide will be emailed approximately one month before the 1st term starts.
 - b) Profiles must include university UNM/SALUD email addresses rather than personal ones. In the event a non-UNM email address is used to set up your account, please change the email address to your Salud email within the first week of the semester.

- c) MyRecordTracker® provides scanning services if needed. Refer to the User Guide for Students. Allow at least 72 hours for a record to be uploaded.
- d) The system will generate an email notification and will be sent to the student notifying them of requirements that will be expiring. Students are expected to keep documents current at all times while in the program.

PROFESSIONAL DOCUMENTATION CHECKLIST

The following seven (7) professional documentation requirements must be completed and uploaded into the MyRecordTracker® system (see instructions above) prior to the BSN Orientation.

- Student Health & Counseling Immunization Record Form** – Evidence of required immunizations must be submitted to the UNM Student Health & Counseling (SHAC) Immunization Clinic in the form of a signed record from a healthcare provider. A complete list of required immunizations can be found online at: <http://shac.unm.edu/services/allergy-immunization/hsc-clinical-students.html>

During your appointment, a SHAC nurse will authorize your immunization records and provide a 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.

- Required Immunizations for CON Students:**
 - Measles, Mumps, and Rubella (MMR)
 - Tetanus-Diphtheria-Pertussis (TDaP)
 - Varicella (Chickenpox)
 - Hepatitis B Vaccination and Serological Testing
 - *Note regarding Hep B series:* Entering students are required to have at least the first two injections of the Hepatitis B series prior to starting clinical. Students are allowed to attend clinicals while their third dose and/or titer are in a pending status.
 - Tuberculosis (TB) Screening
 - The CON requires annual TB screening.
 - Seasonal Influenza (October – May)
 - COVID-19

- Initial series (2 doses of Pfizer or Moderna, or 1 dose Johnson & Johnson) and at least one booster dose.
- NM Caregivers Criminal History Screening – Annual update.**
To begin the process, email the following four items to UNM-CON-Clinical-Affairs@salud.unm.edu and a Clinical Affairs staff member will provide the next steps. Please include a note in this email that you are an **incoming BSN nursing student**. Screening to be completed annually.
1. Clear copy of your driver's license (text must be legible)
 2. Name of the state you were born in or country if outside the USA
 3. Phone number
 4. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)
- Note: If you are uncomfortable providing your SSN or ITIN over email, please request a call back from a staff member to provide this information over the phone or schedule a time to meet in person.
- Urine Drug Screen (10 Panel) –** The CON has negotiated special student pricing (\$28 plus tax) at Any Lab Test Now facilities. Please refer to the Documents section of myRecordTracker® for the Test Form needed to complete your drug screen with the lowered rate.
- BLS (Basic Life Support) –** Certification for HealthCare Providers (Adult, Child, & Infant) Certification to be completed through one of the following organizations: American Red Cross; American Heart Association; or American Health & Safety Institute. **Web only courses are not permissible; hybrid is acceptable with an in-persons skill check.**
- Consent to Release Personally Identifiable Information Form –** Form located in the Documents section of myRecordTracker®. This form pertains to student participation in clinical experiences.
- N95 Respirator Training and Fitting**
1. Follow the directions on the SHAC website for N-95 Respiratory Fit Testing under "Obtaining N-95 Respirator Letter": <https://shac.unm.edu/services/allergy-immunization/hsc-clinical-students.html>
This process will provide you with your Medical Clearance Form which you will need for your respirator fit test. **You will not be able to complete the fit test if you do not have the printed form from the SHAC nurse. Digital copies are not allowed.**
 2. Respirator fit tests are to be completed at UNM's Environmental Health & Safety (EHS) Office located at 1801 Tucker St. NE, Building 233 (northeast of G-Lot).

Appointments can be scheduled online at <https://ehs.unm.edu/occupational-safety/ehs-respiratory-protection-program.html>

- Note:** According to NIOSH, the "most important aspect of a NIOSH-certified respirator's performance will be how well it fits to the face and minimizes the degree of leakage around the face piece. This must be measured for each individual and their selected respirator." Beards and other sorts of facial hair will break the seal of the respirator, which must have direct skin contact. Therefore, it is necessary to be clean shaven in order to be fitted for a protective respirator. **Facial hair must be clean shaven at least 10 hours prior to the fit test. No eating, drinking or chewing gum/mints/candy 30 minutes prior to the fit test.**

☐ **Trainings in UNM's Learning Central:** <https://learningcentral.unm.edu/>

- ☐ **OSHA/Bloodborne Pathogens:** To locate this training, search Catalog for "Bloodborne." If a current UNMH employee, this will be listed under "Infection Control." This training is due annually.
- ☐ **UNM HIPAA Security Training:** This training should be preloaded into your account. This training is due every January.
- ☐ **UNM HIPAA & HITECH Training:** This training should be preloaded into your account. This training is due every January.
- ☐ **UNMH Cerner Training:** To locate this training, search "CLT 096.20" or "Online Cerner Millennium for Inpatient Student Nurses." This is a one-time training.

To print or access the PDF of the completion certificates for the above trainings, go to "Learning History," hover over the module name and then click on "Print Certificate" in the popup.

***Note:** If you are not a current UNM student, you will not be able to access Learning Central until you register for classes.*

ADDITIONAL INFORMATION

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 or access them electronically via myRecordTracker®.

Some health facilities may impose additional professional documentation requirements.

Students will be notified of any additional requirements prior to their clinical rotation.

Early submission of the above documents is encouraged and gladly accepted!

Do not hesitate to contact us if you have any questions!

Please direct any questions to your Clinical Affairs Office contact:

UNM-CON-Clinical-Affairs@salud.unm.edu

Office located on the 3rd floor of the Nursing/Pharmacy Building in room 356

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, <https://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 – MAIN CAMPUS UNM LIBRARY RESOURCES

ZIMMERMAN LIBRARY

505-277-9100 | <https://library.unm.edu/about/libraries/zim.php>

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

- [Government Information](#)
- Reference Department <https://elibrary.unm.edu/>
- Center for Academic Program Support (CAPS) <https://caps.unm.edu/>

Zimmerman Library, 1st Floor, West Wing

505-277-6451

- Center for Regional Studies, 505-277-2857 <https://elibrary.unm.edu/cswr/>
- Chaco Archives, 505-346-2884
- Spanish Colonial Research Center, 505-346-2890
- Center for Southwest Research, <http://library.unm.edu/cswr/index.php/>

Herzstein Latin American Reading Room, Zimmerman Library, 2nd Floor

505-277-9100

- 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)

505-277-5912 | <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

505-277-2357, <https://library.unm.edu/about/libraries/fadl.php>

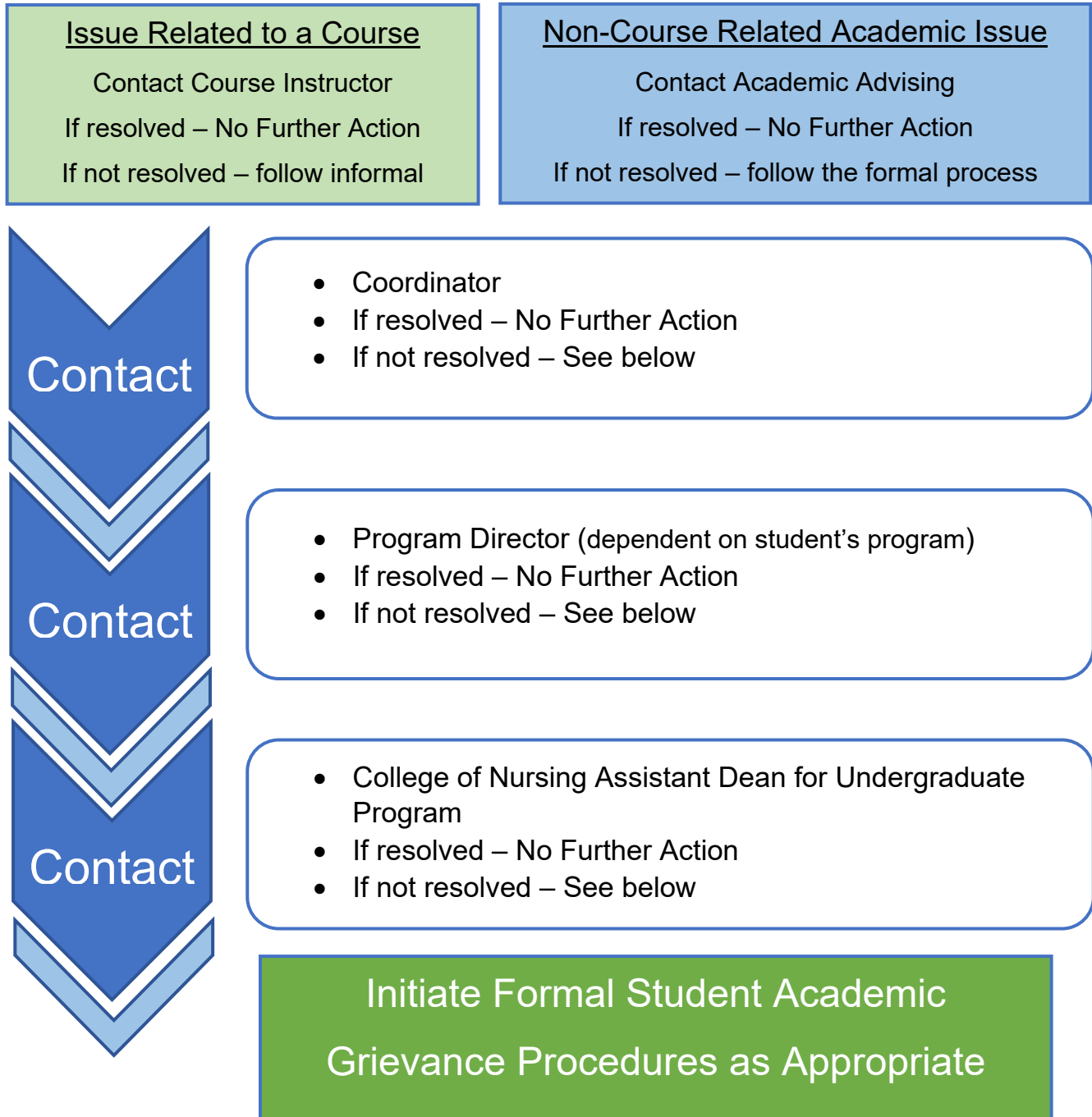
- Books, journals, etc. for art, architecture, photography, music
- Recordings, music scores
- Listening/viewing facilities
- Exhibition catalogs

CENTENNIAL SCIENCE AND ENGINEERING LIBRARY

505-277-4858 | <https://library.unm.edu/about/libraries/csel.php>

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

APPENDIX G – FLOW CHART FOR INFORMAL RESOLUTION OF ACADEMIC DISPUTES/GRIEVANCES IN THE UNDERGRADUATE NURSING PROGRAM



APPENDIX H - PRE-LICENSURE BSN OPTIONS CURRICULUM WORKSHEETS

FRESHMAN YEAR

Prerequisite Semester 1	Grade	Credit	Prerequisite Semester 2	Grade	Credits
English 1110: Composition I		3	English 1120: Composition II		3
Biology 1140/1140L: Biology for Health Sciences		4	Chemistry 1120: Introduction to Chemistry		4
Psychology 1110: Introduction to Psychology		3	Nutrition 2110: Human Nutrition		3
Math Prerequisite as needed (Not calculated in the application GPA)		3	Nursing 224: Growth and Development		3
UNM General Education Area 1, 5, 6, or 7* (Per NMNEC not calculated in the application GPA)		3	Math 1350: Introduction to Statistics (Per NMNEC not calculated in the application GPA)		3
Total Credit Hours		16	Total Credit Hours		16


SOPHMORE YEAR


Prerequisite Semester 3	Grade	Credit	NURSING LEVEL 1	Grade	Credit
Biology 2305 Microbiology for Health Sciences/Lab		4	Nursing 240: Pathophysiology II		3
Biology 2210: Anatomy and Physiology I (Lab Recommended, not required)		3	Biology 2225: Anatomy and Physiology II (Lab recommended, not required)		3
Nursing 239: Pathophysiology I		3	NMNC 3110: Introduction to Nursing Concepts		3
UNM General Education Area 1, 5, 6 or 7*		3	NMNC 3135: Principles of Nursing Practice (4 Total Credit Hours: 3 Didactic, 1 Clinical)		4
UNM General Education Area 1, 5, 6 or 7*		3	NMNC 3120: Evidence-Based Practice		3
Total Credit Hours		16	Total Credit Hours		16

Prerequisites may vary depending on test scores, course placements and specific school requirements. Please see your academic advisor. A minimum grade of C or CR is required in all courses.

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 specified courses in prerequisites semesters 1-2.
- Successful completion of all courses in prerequisite semesters 1-3 by the beginning of Nursing Level 1.
- Score of 75% or better on each section of the HESI A2 (reading comprehension, vocabulary & knowledge, grammar, math, biology, and chemistry)
- Apply by the February 15 deadline for Fall term or September 15 deadline for the Spring term.

 - Pre-reqs that must be completed prior to submitting your application

 - Pre-reqs that must be completed prior to starting Nursing Level 1

JUNIOR YEAR

NURSING LEVEL 2	Grade	Credit	NURSING LEVEL 3	Grade	Credits
NMNC 3230: Nursing Pharmacology		3	NMNC 4335: Care of Patients with Chronic Conditions <i>(4 Total Credit Hours: 0 Didactic, 4 Clinical)</i>		4
NMNC 3210: Health and Illness Concepts I		3	NMNC 4310: Health & Illness Concepts II		3
NMNC 3220: Health Care Participant		3	NMNC 4320: Professional Nursing Concepts I		3
NMNC 3235: Assessment and Health Promotion <i>(4 Total Credit Hours: 1 Didactic, 3 Clinical)</i>		4	Nursing Elective or Nursing Honors**		3
			UNM General Education Area 1, 5, 6, or 7*		3
Total Credit Hours		13	Total Credit Hours		16

SENIOR YEAR

NURSING LEVEL 4	Grade	Credit	NURSING LEVEL 5	Grade	Credit
NMNC 4435: Clinical Intensive I <i>(4 Total Credit Hours: 1 Didactic, 3 Clinical)</i>		4	NMNC 4535: Clinical Intensive III <i>(4 Total Credit Hours: 1 Didactic, 3 Clinical)</i>		4
NMNC 4445: Clinical Intensive II <i>(4 Total Credit Hours: 1 Didactic, 3 Clinical)</i>		4	NMNC 4545: BSN Capstone <i>(4 Total Credit Hours: 1 Didactic, 3 Clinical)</i>		4
NMNC 4410: Health and Illness Concepts III		4	NMNC 4510: Concept Synthesis		3
Nursing Elective or Nursing Honors**		3	NMNC 4520: Professional Nursing Concepts II		3
Total Credit Hours		15	Total Credit Hours		14

A minimum of C or CR is required in all courses. The BSN is a minimum of 122 hours.

*Core is required of all first bachelor-seeking students. Details can be found at unmcore.unm.edu.

**Requirements for Departmental Honors are:

- To enroll in honors courses:
 - UNM GPA of at least 3.2
- To graduate with Departmental Honors all of the following are required:
 - UNM GPA of at least 3.5;
 - Six credit hours in honor study NURS 498 and NURS 499;
 - At least 60 credit hours earned at UNM;
 - Application for honors with approval of the faculty.

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.

Freshman Direct Entry BSN Curriculum Worksheet

FRESHMAN YEAR

FALL SEMESTER	Grade	Credit	SPRING SEMESTER	Grade	Credits
English 1110: Composition I		3	English 1120: Composition II		3
Biology 1140/1140L: Biology for Health Sciences		4	Chemistry 1120: Introduction to Chemistry		4
Psychology 1110: Introduction to Psychology		3	Math 1350: Introduction to Statistics		3
Math Prerequisite as needed		3	UNM General Education Area 1, 5, 6 or 7*		3
UNM General Education Area 1, 5, 6, or 7*		3	NMNC 3110: Introduction to Nursing Concepts		3
Total Credit Hours		16	Total Credit Hours		16

SOPHMORE YEAR

FALL SEMESTER	Grade	Credit	SPRING SEMESTER	Grade	Credit
Biology 2305 Microbiology for Health Sciences/Lab		4	Biology 2225: Anatomy and Physiology II (Lab recommended, not required)		3
Biology 2210: Anatomy and Physiology I (Lab Recommended, not required)		3	Nursing 240: Pathophysiology II		3
Nursing 239: Pathophysiology I		3	Nursing 224: Applications of Growth & Development		3
NMNC 3135: Principles of Nursing Practice (4 Total Credit Hours: 3 Didactic, 1 Clinical)		4	NMNC 3120: Evidence-Based Practice		3
			NMNC 3235: Assessment and Health Promotion (4 Total Credit Hours: 1 Didactic, 3 Clinical)		4
Total Credit Hours		14	Total Credit Hours		16

JUNIOR YEAR

FALL SEMESTER	Grade	Credit	SPRING SEMESTER	Grade	Credits
NMNC 3210: Health and Illness Concepts I		3	NMNC 4310: Heath & Illness Concepts II		3
NMNC 3220: Health Care Participant		3	NMNC 4320: Professional Nursing Concepts I		3
NMNC 3230: Nursing Pharmacology		3	NMNC 4335: Care of Patients with Chronic Conditions <i>(4 Total Credit Hours: 0 Didactic, 4 Clinical)</i>		4
NUTR 2110: Human Nutrition		3	Nursing Elective		3
UNM General Education Area 1, 5, 6 or 7*		3	UNM General Education Area 1, 5, 6, or 7*		3
Total Credit Hours		15	Total Credit Hours		16

SENIOR YEAR

FALL SEMESTER	Grade	Credit	SPRING SEMESTER	Grade	Credit
NMNC 4410: Health and Illness Concepts III		4	NMNC 4510: Concept Synthesis		4
NMNC 4435: Clinical Intensive I <i>(4 Total Credit Hours: 1 Didactic, 3 Clinical)</i>		4	NMNC 4520: Professional Nursing Concepts II		4
NMNC 4445: Clinical Intensive II <i>(4 Total Credit Hours: 1 Didactic, 3 Clinical)</i>		4	NMNC 4535: Clinical Intensive III <i>(4 Total Credit Hours: 1 Didactic, 3 Clinical)</i>		3
Nursing Elective		3	NMNC 4545: BSN Capstone <i>(4 Total Credit Hours: 1 Didactic, 3 Clinical)</i>		3
Total Credit Hours		15	Total Credit Hours		14

- A minimum of C or CR is required in all courses. The BSN is a minimum of 122 hours.
- Students complete a total of 512 clinical hours, 64 simulation hours, and 110 skills lab hours.
- *General Education Areas are required of all first bachelor-seeking students. Details can be found at gened.unm.edu.

COURSE KEY:

Prerequisites to Required Science Coursework
 Prerequisites to Upper Division Nursing Coursework
 General Education/Degree Requirements
 Nursing Coursework

Accelerated Second Degree BSN Curriculum Worksheet

<p>Semester 1: <u>Full Semester Courses (16 weeks)</u></p> <ul style="list-style-type: none"> • NURS 224: Applications of Growth & Development in Healthcare • NUTR 2110: Human Nutrition • NMNC 3120: Evidence-Based Practice <p><u>1st Half Courses (8 weeks)</u></p> <ul style="list-style-type: none"> • NMNC 3110: Introduction to Nursing Concepts • NMNC 3135: Principles of Nursing Practice (4 Total Credit Hours: 3 Didactic, 1 Clinical) <p><u>2nd Half Courses (8 weeks)</u></p> <ul style="list-style-type: none"> • NMNC 3220: Health Care Participant <p>Total Credits</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>4</p> <p>3</p> <p>19</p>	
<p>Semester 2: <u>Full Semester Courses (16 weeks)</u></p> <ul style="list-style-type: none"> • NMNC 3230: Nursing Pharmacology • NMNC 3235: Assessment and Health Promotion (4 Total Credit Hours: 1 Didactic, 3 Clinical) • NMNC 4335: Care of Patients with Chronic Conditions (4 Total Credit Hours: 0 Didactic, 4 Clinical) <p><u>1st Half Courses (8 weeks)</u></p> <ul style="list-style-type: none"> • NMNC 3210: Health and Illness Concepts • NMNC 4320: Professional Nursing Concepts I <p><u>2nd Half Courses (8 weeks)</u></p> <ul style="list-style-type: none"> • NMNC 4310: Health and Illness Concepts II <p>Total Credits</p>	<p>3</p> <p>4</p> <p>4</p> <p>3</p> <p>3</p> <p>3</p> <p>20</p>	
<p>Semester 3: <u>Full Semester Courses (12 weeks)</u></p> <ul style="list-style-type: none"> • NMNC 4410: Health and Illness Concepts III <p><u>1st Half Courses (6 weeks)</u></p> <ul style="list-style-type: none"> • NMNC 4435: Clinical Intensive I (4 Total Credit Hours: 1 Didactic, 3 Clinical) <p><u>2nd Half Courses (6 weeks)</u></p> <ul style="list-style-type: none"> • NMNC 4445 – Clinical Intensive II (4 Total Credit Hours: 1 Didactic, 3 Clinical) <p>Total Credits</p>	<p>4</p> <p>4</p> <p>4</p> <p>12</p>	
<p>Semester 4: <u>Full Semester Courses (16 weeks)</u></p> <ul style="list-style-type: none"> • NMNC 4510 – Concept Synthesis (Final HESI Exam) • NMNC 4520 – Professional Nursing Concepts II <p><u>1st Half Courses (8 weeks)</u></p> <ul style="list-style-type: none"> • NMNC 4535 Clinical Intensive III (4 Total Credit Hours: 1 Didactic, 3 Clinical) <p><u>2nd Half Courses (8 weeks)</u></p> <ul style="list-style-type: none"> • NMNC 4545 BSN Capstone (96 Hours – All Clinical) <p>Total Credits</p>	<p>3</p> <p>3</p> <p>4</p> <p>4</p> <p>14</p>	

Total Credits

65

RN to BSN COMPLETION OPTION

GEN ED CURRICULUM	25 Hours	REQUIRED COURSES	12 Hours
Writing & Speaking	3 Hrs	ENGL 1120	Composition I (Prerequisite to NURS courses) <u>3 Hrs</u>
Additional Course from List		NURS 241	Pathophysiology for Nursing Professionals <u>4 Hrs</u>
Physical & Natural Sciences	4 Hrs	MATH 1350	Introduction to Statistics <u>3 Hrs</u>
<hr/>		BSN COMPLETION TRACK	
Social & Behavioral Sciences	3 Hrs		22 Hours
<hr/>		First Term/ First 7-Weeks	
Humanities	3 Hrs	NURS 301	Professional Communication <u>1 Hrs</u>
<hr/>		NURS 302	Advancement of Professional Nursing <u>2 Hrs</u>
Second Language	3 Hrs	<hr/>	
<hr/>		These May Be Completed in Any Sequence as Offered	
Art & Design	3 Hrs	Nursing 404	Research and Evidence-Based Practice <u>3 Hrs</u>
<hr/>		Nursing 405	Genetic Literacy Across the Lifespan <u>3 Hrs</u>
Student Choice	6 Hrs	Nursing 406	Nursing in the Community <u>3 Hrs</u>
<hr/>		Nursing 407	Care of Vulnerable Populations <u>3 Hrs</u>
<hr/>		Nursing 408	Leadership and Management <u>3 Hrs</u>
<hr/>		Nursing 409	Health Policy, Economics and Systems <u>3 Hrs</u>
<hr/>		<hr/>	
<hr/>		Last Term/ Second 7-Weeks: Capstone Practicum	
<hr/>		Nursing 410	Foundations of Leading Change and Advancing Health <u>3 Hrs</u>
<hr/>		<hr/>	
<hr/>		UPPER DIVISION ELECTIVES	
<hr/>		Courses Numbered 300-499: <u>6 Hrs</u>	
<hr/>		<hr/>	
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<hr/>		<hr/>	
<hr/>		Total Hours	<u>128</u>
<hr/>		UNM Residency Hours	<u>30</u>

A minimum grade of “C” or better is required on all coursework. Document reflects General Education and Common Numbering updates effective Fall 2019 catalog year. Details found at: <https://gened.unm.edu/>

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 March 2022)

APPENDIX I – NURSING STUDENT PROFESSIONAL PERFORMANCE IMPROVEMENT GUIDELINE

Nurses and students have ethical and professional standards to maintain in working with clients or patients. As members of the healthcare team, students are expected to demonstrate professional conduct and behaviors consistent with professional nursing, CON Undergraduate [Handbook](#), UNM [Pathfinder](#) and the ANA [Code of Ethics for Nurses](#).

PROFESSIONAL PERFORMANCE IMPROVEMENT

Professional performance improvement process is intended to strengthen student's academic, clinical and professional behavior and facilitate student growth toward achieving program outcomes by providing honest, direct, and immediate feedback. The undergraduate student Performance Improvement Plan (PIP) signifies commitment between the student and faculty to establish a performance improvement plan to correct identified knowledge and or behavioral deficits. The student is asked to use reflection and self-evaluation during the remediation process. In turn, the faculty will provide the student with the necessary guidance, support and resources as outlined in the Remarkable Observation Form for student success.

Purpose:

1. Provide the student with individualized, specific and mutually agreed upon action steps to improve student performance.
2. Promote professional responsibility and accountability in class, clinical experiences, simulation, lab or when representing UNM College of Nursing.

Unethical, dishonest, unsafe or illegal conduct that is inconsistent with the UNM Pathfinder, UNM Undergraduate Handbook or ANA Code of Ethics for Nurses may result in dismissal from the nursing program. Student conduct concerns are handled by the course faculty in collaboration with the level coordinator and program director. For further clarification, refer to [CON Undergraduate Student Handbook](#).

Procedure:

The student PIP is initiated when a student is identified as demonstrating unsatisfactory professional performance (academic, clinical, practice and unprofessional behavior). Students will be given verbal notice when they demonstrate unprofessional performance or behaviors and allowed time to demonstrate improvement. **However, the verbal step is bypassed, and the written plan enacted when the performance or behavior is unethical or unsafe, placing the student, patient, faculty, program or even the agency at risk.** Examples: breaching confidentiality, being impaired or under the influence of alcohol or drugs during class or clinical, performing an invasive nursing skill incorrectly or unsafely after having been validated performing a skill that the student has not learned yet, etc.

Verbal/Anecdotal notice

When safe, but unacceptable performance or behaviors are witnessed or brought forward, the faculty will meet with the student to discuss (verbal notice) the behavior and outline acceptable performance behaviors. The date of the conversation and specific behavior will be documented on the Anecdotal Form, completing the information describing the event in the [Typhon System](#) which will be signed by the student. If performance does not improve or is deemed unethical or unsafe, faculty will initiate a completed Remarkable Observation Form. Faculty will inform the level coordinator of all unacceptable performance or behaviors.

Examples of safe but unacceptable performance or behaviors: Five or more minutes late for clinical or classroom without prior notice and approval from the instructor, not meeting responsibilities outlined in the Undergraduate Student Handbook [Appendix B](#) (attached to this form):

Examples of irresponsible behavior from Appendix B: Disrespectful interactions with the instructor, staff or peers. Noncompliance with expectations outlined in the syllabus, including: completion of assignments, participating in activities and contributing the classroom in a civil manner. Attendance of all classroom, clinical and lab activities. Attendance is mandatory as outlined in the College of Nursing Syllabus, The UNM Pathfinder and the College of Nursing Undergraduate Handbook. Absences or tardiness

that are unexcused and repetitive* will lead to a reduction in the credit towards class participation and may result in withdrawal from the course or program.

*tardy: > 5 minutes after the start of the class

*number of absences that are repetitive are two.

Written Notice - A written student improvement plan is initiated when any of the following occur.

- a. Student performance is clinically unethical or unsafe.
- b. Continual or repeated performance issues following the initial verbal notice documented in the abbreviated Remarkable Observation form, resulting in two or more Remarkable Observations.
- c. Student is at risk of not achieving one or more of the course or learning outcomes.
- d. Student performance can be enhanced by remedial learning to meet the course or program outcomes.
- e. Student performance is unprofessional and violates College of Nursing standards, the Code of Ethics for Nurses or university student conduct code.
- f. Issues of academic integrity such as cheating, plagiarism, etc. should be addressed on the Academic Integrity Resolution Form following the UNM Dean of Students Guidelines: [University of New Mexico Academic Integrity/Honesty](#)

Written Performance Improvement Process steps

1. When a student demonstrates unsuccessful academic or unprofessional behavior performance, faculty should document the behavior and other evidence using a Remarkable Observation Form found in the Typhon system. The faculty member responsible for coordinating the course or clinical experiences should review the academic or professional performance documentation to validate concerns when Clinical Faculty report a performance issue.

2. The course or clinical coordinator will then initiate a Remarkable Observation (RO) Form and ensure timely feedback to the student so that together, the student and faculty can develop a Performance Improvement Plan within the RO form to work on the performance issue.
3. The initiating faculty completes the Remarkable Observation Form in the Typhon system and includes the following:
 - a. List of learning outcome(s) not met or behaviors needing remediation
 - b. Detailed description of how the student's performance is not meeting learning outcomes
 - c. Plan of action for remediation for improved performance and behavior
 - d. Consequences if performance or behaviors are not improved
 - e. Evaluation plan, including dates of future meetings and consequences if behaviors and performance do not improve by pre-determined dates.
4. Prior to meeting with the student, the faculty will inform the Level Coordinator and Undergraduate Program Director.
5. Faculty schedules a time to meet with the student and discuss performance issues and review the expected behaviors and corrective steps. The Remarkable Observation Form is signed by the Faculty member and the Student is asked to enter remarks of understanding and agreement. A time stamp will be generated by the Typhon system to indicate when forms were created by the faculty and reviewed by the student.
6. The student and faculty sign the form within the Typhon system
7. The student is encouraged to download the form for their records.
8. A copy of the form is reviewed each term with the next Level Coordinator. The Remarkable Observation Form may be shared by the Level Coordinators from term to term and to faculty on a need to know basis (those who have a legitimate educational interest). The original Remarkable Observation will be retained by

the Assistant Dean within the Typhon system until graduation, at which time the Remarkable Observation will be archived.

9. The student is responsible for executing the improvement plan as outlined on the Remarkable Observation within the agreed timeframe.
10. Any and all remediation for clinical performance must be completed prior to the deadline identified in the Remarkable Observation Form by the specified dates.
11. Following remediation and verification of satisfactory resolution of the identified knowledge, skill or professional behavior, the student will request a meeting to review the Remarkable Observation form with the initiating faculty before the identified deadline.
12. When unacceptable performance continues despite remediation, steps are taken to prevent further episodes, including removing the student from the clinical area if needed. Consequences of repetitive and or continuing unprofessional performance or behavior may include a reduction of course points, removal from the clinical setting, or failure of the course or dismissal from the program. Repeated unresolved behavior or new situations should be documented on a new form.

Adapted from the South Dakota State University 2018/ ko 11.11.2021

Approved Undergraduate Program Committee 3.7.2022