

UNIVERSITY OF NEVADA, LAS VEGAS
School of Nursing
Master of Science in Nursing

FAMILY & PEDIATRIC NURSE PRACTITIONER PATHWAYS
NURSING EDUCATION PATHWAY



STUDENT HANDBOOK

Fall 2009

"Shaping the Future of Nursing Today"

Revised August 2009



Welcome from the Dean

I wish to welcome you to the Master of Science in Nursing (MSN) Program at the UNLV School of Nursing. The motto of the School of Nursing is “Shaping the future of nursing today”. The School of Nursing strives to offer a graduate curriculum that reflects current and future trends of the role of the APN and Nurse Educator. The MSN Program is designed to provide students pursuing a career in nursing the opportunity to acquire the knowledge, skills, and abilities requisite to the safe, effective, and efficient advanced practice of nursing. The MSN Program offers the opportunity to become a Nurse Practitioner or Nurse Educator. The graduate organizing framework is based on the American Association of Colleges of Nursing (AACN) Essentials and national curriculum guidelines for advanced graduate nursing education.

We are pleased you chose UNLV School of Nursing to pursue your advanced degree. Welcome! Please take the time to read this *MSN Student Handbook*.

Carolyn Yucha

Carolyn Yucha, PhD, RN
Dean, School of Nursing and School of Allied Health Sciences

INTRODUCTION

Welcome to the School of Nursing (SON) at the University of Nevada, Las Vegas. We look forward to working with you to achieve your academic and professional goals. . This student handbook is designed as a resource for information pertinent to the MSN program. The School of Nursing and/or the Graduate College may modify programs, policies, or procedures in the future. The University of Nevada, Las Vegas School of Nursing reserves the right to change, without notice, any statement in this handbook, concerning but not limited to, curricula, course, faculty, tuition, fees, policies, and rules. If course or curriculum changes take place after you commence the program, we will make every effort to implement the changes in your best interest.

It is the responsibility of the individual student to familiarize themselves with the School of Nursing policies and to act in accordance with them. This handbook is a supplement to the Graduate College Catalog. Students must abide by the policies outlined in the Graduate College Catalog. In order to become familiar with the Graduate College Catalog, in addition to, other tools and timelines to enrich your UNLV experience refer to the Graduate College resources for current students at:

<http://graduatecollege.unlv.edu/current/>

Another document published by the Graduate College which serves as an excellent resource if you decide to pursue the thesis versus capstone option is: <http://graduatecollege.unlv.edu/current/publications/> Beginning in Fall 2009 The Guide to Preparing and Submitting a Thesis will be electronic and this information will provide you a comprehensive review of organizational, stylistic, and formatting guidelines.

INFORMATION ABOUT E-MAIL

The Graduate Program in the SON maintains a listserv which is available to both master and doctoral students. Please make sure you are signed up for the listserv and that your e-mail address is current. Only official UNLV e-mail addresses (Rebel Mail) will be used for communication per UNLV policy. Every student is given a Rebel e-mail address upon official admission and enrollment at UNLV. You can forward all your Rebel Mail messages to your preferred e-mail address if you have another e-mail account. Additionally, e-mail is the main vehicle used by the SON to provide students vital information about scholarships, announcements, class information, etc. Also, faculty and administrators frequently use e-mail to communicate with students.

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CHAPTER I

INFORMATION ABOUT THE UNIVERSITY OF NEVADA, LAS VEGAS

University of Nevada, Las Vegas
4505 Maryland Parkway
Box 453018
Las Vegas, Nevada 89154-3018
Main telephone number: (702) 895-3011
School of Nursing: (702) 895-3360

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

UNLV is fully accredited by the Northwest Association of Schools and Colleges, and many academic programs have received further accreditation from independent national accrediting bodies. The School of Nursing is accredited by the Nevada State Board of Nursing (702-486-5800 or 775-688-2620), and the National League for Nursing Accreditation Commission (1-800-669-1656). Recently, the School of Nursing received accreditation by the Commission on Collegiate Nursing Education (CCNE) through June 30, 2014.

Academic Calendar

There are three 15-week fall (early September to mid December), spring (early January to late April), and summer (mid May to late August) semesters for all SON programs. Please note that the School of Nursing operates on a different calendar than the rest of the university. See Appendix A for the 2009-2010 academic calendar.

RESOURCES ON CAMPUS

Library: The Lied Library opened in summer 2000. It occupies 327,000 square feet in five stories. The library has 2,500 study spaces, more than half of them with full network connections. Laptops are available for in-library use and students may access the internet via wireless access. An Information Commons with microcomputer workstations; a Collaborative Learning Center offering electronic instructional rooms; 24 hour study space; media distribution system and retrieval system capable of storing 1.2 million volumes.

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

The Library offers access to information resources and databases available in electronic format. NEON Web (Nevada Educational Online Network) serves as the gateway to the Libraries online catalog and to catalogs in other libraries as well as over 15,000 electronic journal indices, more than 7,000 electronic books, selected full-text items and the World Wide Web. Services also include traditional reference and information assistance: individualized and classroom instructional sessions on subject-related resources and technologies: interlibrary loan and document delivery.

Book Store. The University Bookstore is conveniently located behind the Moyer Student Union. Rebel Books is located on Maryland Parkway across from the University. Both bookstores have the required and recommended textbooks available for purchase. Other merchandise available includes supplies required for courses, reference materials, emblematic souvenirs, insignia clothing and a variety of sundry items. Both bookstores have extended hours of operation during the first week of the semester. You can order your textbooks online at:

<http://unlv.bncollege.com/webapp/wcs/stores/serlet/BNCBHomePage?storeId=19074&catalogId=10001>. The phone number for the University Bookstore is (702) 895-3290.

Alternate Method to Purchase Books: Many students may not have easy physical access to the UNLV Bookstore. You can choose to purchase your textbooks on-line either from the UNLV Bookstore or from an on-line textbook company such as Amazon.

Moyer Student Union. Moyer Student Union's primary concern is to cooperate with university groups to promote and coordinate a full range of programs and events, which add to the color and life of the campus environment. It also provides the various services, conveniences and amenities the members of the university community need in their daily life on campus. Serving as the central gathering place for the entire university community, the Student Union houses cafeteria and delicatessens, coffee bar, game rooms, a spacious theater, lounges, and meeting and program rooms. Offices of the Consolidated Student Government (CSUN) are located on the first floor. The campus newspaper and radio station offices are also in the Union.

The Yellin' Rebel. The weekly campus newspaper, The Yellin' Rebel, is edited entirely by students, reflects student viewpoints and provides a listing of "happenings" on campus. The newspaper is distributed free on campus.

Graduate College Office. Is located on the 3rd floor of the Flora Dungan Humanities Building (FDH). This office receives the application forms and transcripts for admission to the graduate college. The graduate college is responsible for tracking the admission, progression and graduation of students. They deal with enrollment and registration problems and receive necessary forms graduate students need to submit as they progress through their degree programs. The **Graduate Student Guide** is an important document that all graduate students need to read and have available as a reference. It can be accessed on the Graduate College Web Page under **Publications**.

Student Enrollment and Financial Services. This office can answer questions regarding residency requirements and is responsible for the processes of registration, withdrawals and recording graduation. The staff handles students' questions about their records and provides transcripts and enrollment certification documents (702-895-3443).

Career Services. The Career Services Center is designed to educate and assist students in all majors with the career planning and job search process. Services include resume writing, self-assessment resources, and videotaping equipment. They are located in the Student Services Complex in Room 301 (702-895-3495).

Learning Enhancement Services. Provides academic accommodations for students with documented disabilities that are otherwise qualified for university programs. To establish services, students need to provide to the Center appropriate documentation of their disability, from a recognized professional. The center is located in the Reynolds Student Services Complex, Room 137 (702-895-0866).

Counseling. Student Psychological Service Center offers free professional counseling in the areas of personal, social and emotional concerns. Couples counseling, career development drug and alcohol use assessment and group counseling are also offered. These services, provided by clinical and counseling psychologists, are available to all currently enrolled students. The center is located in the Reynolds Student Services Complex, Room 201 (702-895-3627).

Student Health Service. The Claude I. Howard Student Health Center offers services to registered and enrolled UNLV students. The center is located on campus, and is open every school day from 8:00 am to 8:00 p.m. Monday-Thursday and from 8:00 am to 5 pm on Friday. During summer sessions, the health center is open 8 am to 5 pm Monday through Friday. The Center staff includes nurse practitioners, physicians, registered nurses and support personnel to provide essential health services. Services offered include health information and advice, treatment for minor illness and first aid, early detection and referral of chronic illnesses, pregnancy testing and contraception, sexually transmitted disease screening and treatment, and evaluation of substance abuse. To obtain a full list of services, phone (702) 895-3370. A student health fee is charged to all students to defer some of the costs of services.

In accordance with state law, all admitted students must prove immunity to tetanus, diphtheria, measles, mumps, rubella and others that may be specified by the State Board of Health, prior to being permitted to register for classes. Meningitis vaccines are recommended. In addition, nursing students are required to demonstrate proof of Hepatitis B vaccinations and annual tuberculosis testing. All newly admitted students are required to complete the Admission Health Report Form prior to registration for classes. For further information contact the Student Health Service at (702) 895-3370.

All graduate nursing students are required to maintain and show proof of current health insurance, malpractice insurance, and current license as an RN.

Student Health Insurance. Is available to students enrolled in at least seven credits. This plan provides services beyond those available through the Student Health Center. Optional dependent insurance is also available. Claim form and brochures may be picked up in the Health Services Office or Cashier's Office prior to the beginning of each semester. For more information contact the Student Health Services at (702) 895-3370.

Student Financial Services. More detailed information is provided later in this document.

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

The Veteran Services office functions primarily for certification of enrollment status to the Veterans Administration. In addition, the office attempts to help veterans with questions about eligibility, specific problems and education benefits. The office is located in Maude Frazier Hall, Room 115 (702-895-3183).

Housing and Food Service. Dormitories provide on-campus housing for enrolled single students, or those living away from spouse /or children. The Office of Campus Housing is responsible for the development of a comprehensive housing and food

service program. Applications for residency may be acquired by writing to Campus Housing, through the UNLV web site or by calling 702-895-3489. Applications are processed as they are received.

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

Housing when coming to UNLV: For those who want to stay close to UNLV main campus, one of the closest hotels (about 10 minute walk) is AmeriSuits. Contact information is below.

**AmeriSuits
4520 Paradise Road
Las Vegas, NV 89169
702-369-3366**

GENERAL REGULATIONS AND REQUIREMENTS OF THE UNIVERSITY

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

Use of Automobiles. University parking and traffic regulations govern all vehicles operated on the campus, and violators are subject to a fine. The regulations are enforceable in the civil courts, as well as through the internal processes of the university. Each student must complete an automobile registration card and purchase a parking permit during registration. This permit will allow authorized users to park on campus in accordance with published parking regulations. Students should obtain a copy of the regulations booklet when applying for their permit. Stickers and information can be obtained from the University Police Office in the Claude Howard Public Safety Building at times other than the registration period as well. Students attending classes one-to-three times per semester can purchase day parking passes at the Claude Howard Public Safety Building.

Alcoholic Beverages. The storage, possession, and/or use of alcoholic beverages, is not allowed on the university campus or other university property unless prior approval is obtained in writing from the University President. The President will only grant this authorization upon being satisfied that proper supervision is provided in the dispensing of alcoholic beverages.

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

Use of University Facilities. University facilities including campus grounds are provided primarily for the support of the regular educational functions of the university and the activities necessary for the support of these functions. The university's functions take precedence over any other activities in the use of university facilities. Freedom to speak and to hear will be maintained for students, faculty and staff, and university policies and procedures will be used to provide a full and frank exchange of ideas. An invitation to speak at the university does not imply that the university endorses the philosophy or ideas presented by the speaker.

Any fund raising efforts by student organizations off campus must be cleared by the Dean of Student Services.

University facilities may not be used for the purpose of raising monies to aid projects not related to some authorized activity of the university or of university groups, and no efforts at conversion and solicitation by uninvited non-campus groups or individuals will be permitted on campus.

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

Academic dishonesty includes any act that violates the academic processes of the university. These acts include, but are not limited to, cheating on an examination, stealing examination questions, substituting one person for another at an examination, violating the procedures of a national or state examination, falsifying data, destroying or tampering with or stealing a computer program or file, and plagiarizing (using as one's own ideas or writings of another). The School of Nursing faculty reserve the right to have student papers analyzed by the internet service "Turnit In" for plagiarism. For more information about plagiarism go to: <http://www.proprofs.com/quiz-school/quizreport.php>. I highly recommend that you take the short quiz after you view the short video. If a student in a particular course is deemed by the instructor to be guilty of academic dishonesty, the student may be assigned a failing grade for the corresponding segment of the course. The instructor may also assign a failing grade for the entire course. In all cases, the instructor is responsible for recording the circumstances and for giving the student an opportunity to reply.

If any member of the university community is deemed guilty of academic dishonesty, any other member may bring action under the Rules and Disciplinary Procedures for Members of the University Community. For further information contact the Judicial Affairs office at 895-2308.

Equal Opportunity. The University of Nevada, Las Vegas does not discriminate on the basis of race, religion, national origin, sex, marital status, status with regard to public assistance or disability, in admissions, employment or the operation of its educational programs. Inquiries concerning compliance with federal or state laws prohibiting such discrimination should be directed to the Office of Diversity Initiatives, FDH 560. Phone number is 895-3773.

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

The following are academic tasks which applicants are expected to meet in order to participate in the School of Nursing programs and professional practice.

1. **Observation**

The applicant must be able to observe demonstrations and experiments in basic and applied sciences, as well as in didactic courses in nursing theory and practice. The applicant must be able to accurately observe a patient for the purpose of assessment, intervention and evaluation. Observation requires the use of judgment as well as the functional use of the senses of vision, audition, olfaction and palpation.

2. **Communication**

An applicant must be able to read write, speak and understand English at a level consistent with successful course completion. The applicant must be able to communicate effectively and sensitively with patients and all members of the health care team.

3. **Motor**

Applicants must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other evaluative procedures. An applicant must possess all skills necessary to carry out diagnostic or therapeutic procedures and be able to interpret appropriate examinations and procedures. Applicants should also be able to execute reasonable motor movements required to provide general or emergency treatment of patients.

4. **Conceptual-Integrative and Quantitative Abilities**

The applicant must be able to measure, calculate, reason, analyze, evaluate, and synthesize complex information. Problem solving is a critical skill demanded of nurses and requires all of the aforementioned intellectual abilities.

5. **Behavioral and Social Attributes**

Applicants must possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the assessment, intervention and evaluation of patients and the development of mature, sensitive and effective relationships with patients and co-workers. Applicants must be able to tolerate physically-taxing workloads and to function effectively under stress and adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical care of many patients. Compassion, integrity, concern for others, interpersonal skills such as interest and motivation are all qualities which each applicant should possess.

More detailed explanation of typical skills required to meet the essential behaviors are detailed later in this document.

CHAPTER II

ADMISSION TO THE MSN GRADUATE PROGRAM

APPLICATION TO THE MSN GRADUATE PROGRAM

Applicants for admission are responsible for submitting admission credentials to the Graduate College. All application materials, including transcripts, become the property of the university and may not be released to any individual or the applicant. Admission or registration based upon presentation of partial records or misrepresentation of one's background will result in cancellation of admission and/or enrollment.

Process for Admission: Students are admitted to the MSN graduate program in the fall semester of each year. Students should complete the application process during spring semester. The dead line for all application materials is March 1. Students apply to the Graduate College and official transcripts of all previous college course work must be submitted to the Graduate College.

Applications for admission forms are obtained from the Graduate College Office or from the Graduate College website. The form must be completed in full, dated, signed and returned to the Graduate College, along with the application fee payable to the Board of Regents, University of Nevada Systems. This is a service fee, which is neither refundable nor applicable to any other fee. Applicants are reviewed after all required paperwork is received by the Graduate College.

Criteria for Admission to the MSN Graduate Program

1. Cumulative Grade Point Average (GPA) of 3.00 or a GPA of 3.00 in the last two years of undergraduate work. (Submit official transcripts from all previous college and professional schools to the Graduate College). The undergraduate nursing course work must have been completed at a nursing program accredited by the National League for Nursing Accrediting Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE). Information for the graduate of foreign nursing programs is discussed below.
2. Completion of a graduate level statistics course with a B or better prior to admission.
3. Completion of **undergraduate courses** in nursing research, physical assessment (as currently taught in the undergraduate program of nursing at UNLV) and introductory statistics. All prerequisite courses must be completed with a grade of C (2.0) or better. It is expected that students possess basic computer word processing skills. If not the student should seek that content prior to enrollment.
4. Two **letters of recommendation** from former instructors or employers that speak to the applicant's potential to complete the graduate program. The individual writing the letter addresses the reference to the SON MSN Coordinator. The evaluators should speak to the student's professional nursing competency, including application of theory, quality of patient care, independent judgment when appropriate; relationship with team members such as nurses, physicians, and others; leadership skills; and personal responsibility and accountability.
5. Current registration to practice professional nursing in state of residence. Students should submit a copy of their **Nursing License** with the word **copy** printed over the top.
6. Evidence of **current health and malpractice insurance**. Students must provide copies of health and malpractice insurance. In addition, accepted applicants must, prior to enrollment, provide copies of documents showing completion of immunizations required by the University, a negative drug screen, physical examination, background check and completion of the Hepatitis B Vaccine series, a titer indicating presumptive immunity, or a statement from a health care provider indicating that vaccination is contraindicated for health reasons.
7. A **statement** of approximately 300 words describing the student's **professional goals and reason for seeking graduate education**
8. A **current resume or vita** which demonstrates a minimum of one year clinical experience as a registered nurse within the three years immediately preceding admission to the FNP program. One year of recent experience as an RN is required prior to the first practicum course for nursing education students.

Graduates of Baccalaureate Programs from Foreign Countries

Because schools of nursing in foreign countries do not have the opportunity to achieve accreditation by the National League for Nursing Accreditation Commission (NLNAC) or the American Association Commission of Collegiate Nursing Education (CCNE) students graduating from those schools will be exempt from meeting that specific criterion for admission. These applicants will only be accepted on a full admission status.

RN to MSN Pathway

Registered Nurses with an Associate's Degree or Diploma in Nursing enrolled in the Nevada State College (NSC)----UNLV's collaborative RN to BSN program are eligible to apply for admission to a pathway in the graduate program after successfully completing specified upper-division nursing course work and earn their baccalaureate degree from NSC. Applicants must meet all current requirements of admission into one of the pathways in the graduate program. Applicants taking undergraduate courses at NSC may substitute up to 3 courses (up to 9 credits) undergraduate courses with up to three graduate courses offered by the School of Nursing at UNLV. The applicant opting to take the master's level courses must make a solid "B" (i.e., a B- does not count) in these course to avoid having to retake them if accepted into UNLV's master's degree program.

Post-Master's Certificate

Individuals, who already have a master's degree in nursing, meet the admission qualifications and are accepted as a post-master's candidate will be allowed to take the Education Pathway or NP pathways of their choice. No degree will be awarded, but a certificate documenting completion of the pathway courses will be provided and transcripts showing completion of the courses will be available.

Transfer Credit

The Graduate College evaluates transcripts and determines the credit, which are acceptable to the university. The credit, which may be applied toward the satisfaction of degree requirements for the Master of Science in Nursing is determined by the Academic Affairs Council.

A limited number of graduate courses taken prior to admission to UNLV may be used in an advanced degree program. The courses must:

- a. Be approved by the Academic Affairs Council.
- b. Have been taken at an accredited institution.
- c. Have been completed with a grade of B or higher (not B-).
- d. Be posted by the Registrar to the student's master record card upon recommendation of the Graduate Dean.

Duplicate or excess credit is not counted toward a UNLV graduate degree.

The actual number of transfer credits accepted is determined when the Proposed Degree Program is filed. **No more than 7 credits** will be accepted. The six- year completion rule applies to all course work that is utilized in completion of the degree. The date of the first transfer class will begin the six calendar years.

Non-admitted Applicants

Applicants who have not yet begun the admission process may enroll in selected content (NURS 705, 706, and 713) classes as a "non-admitted" student, but **no more than 7 credits of course work as a non-admitted student will be accepted toward the degree**. The six-year completion rule applies to all course work that is utilized in completion of the degree. The date of the first course taken as a non-admitted student will begin the six calendar years. To take courses as a non-admitted student go to the Graduate College web page to complete the "non-degree" seeking student form.

REGISTRATION INFORMATION

Registration must be completed through the WEB. Information on WEB registration for the Graduate College can be found at <http://www.unlv.edu/College/Graduate/admissions/admissions>.

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

Adding or Dropping Classes. Students may add or drop a course up to the close of the late registration period. After this date, and with approval, students may make changes only when the circumstances, is sufficiently extraordinary to warrant an exception.

Dropping/Withdrawing from Classes: A student may drop or withdraw from full semester courses during the free drop period (see Appendix A: academic calendar for specific dates) without a grade. No drops or withdrawals will be permitted after the end of the free drop period. Students who stop attending class and fail to drop the course electronically will receive a grade of F. **If the student is failing a nursing class at the time of withdrawal, (from a specific class or from all classes) the School of Nursing will consider the class as an unsuccessful completion in consideration of progression in the program. Please note when dropping a course electronically it is the student's responsibility to print a copy of the drop verification that the drop was successfully executed. Students who officially drop a class and are no longer registered for credit or audit are ineligible for further attendance in that class.**

UNIVERSITY GRADING SCALE AND SYMBOLS

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

A Superior	F Failing	X Hold Grade
B Above Average	AD Audit	
C Average	I Incomplete	
D Below Average	S Satisfactory	

Probation and Separation: If the school determines that a student is not making satisfactory progress toward the degree, a request may be submitted to the Graduate Dean to separate the student from the school or place the student on probation. Unsatisfactory progress may include: failure to complete six credits per calendar year toward the degree program; unsatisfactory grades (including Incompletes, grades below a B in two courses or in the same course twice, or Withdrawals), failure to consult with the advisor when requested; failure to develop an official degree program; and failure to establish the groundwork for an acceptable thesis, research utilization project, professional paper or capstone. Satisfactory academic progress also involves maintaining the standards of academic and professional integrity expected in a particular discipline or program. Failure to maintain these standards may result in termination of the student's admission to a graduate degree program.

After review of the submitted request the Graduate Dean can recommend that the student be placed on probation. The School of Nursing will provide the student with specific requirements, including deadlines, which must be completed, to be removed from probation. Failure to meet the conditions of the probation will result in separation from the Graduate College.

A graduate student who has been dismissed for academic reasons is not eligible for admission or re-entry. The student must petition the Graduate College for academic reinstatement.

Incomplete: An incomplete grade can be granted in content/lecture type courses, designed to be completed within one semester, and where the student has failed to complete all of the requirements. The instructor is responsible for determining if the reason for non-completion is satisfactory. An I grade is given only when a minor part of the course work remains incomplete and the major portion has been completed at a level, which is clearly passing. Graduate students receiving an I grade in 600 or 700 level courses have one calendar year to complete all requirements and remove the I grade; however, the instructor may require that the Incomplete be made up in less time. The School of Nursing students must complete the requirements prior to enrollment in any classes in which the incomplete course is a prerequisite course. If course requirements are not completed within the time frame indicated by the instructor or within one year, a grade of "F" will be recorded and the Grade Point Average will be re-computed accordingly. Students who are making up an incomplete do not re-register for the course, but make individual arrangements with the instructor who assigned the "I."

The student and instructor must complete the form "Contract for Completion of Incomplete" and distribute a copy to the student, the instructor and the student's file. The form specifies requirements to be completed and date of required completion. Once the specified requirements are completed, it is the instructor's responsibility to fill out the Incomplete Removal Form and file the form with the Office of the Registrar.

NOTICE OF ACCEPTANCE

Once students are notified by the Graduate College of their acceptance to the School of Nursing master's degree program the School of Nursing sends the new students important information on how to prepare for an on-line program. Students must do the following prior to the start of their first semester.

Computer Hardware/Software Needed by Each Student:

Since the majority of courses are taught on-line you will need the following hardware/software for your home computer

1. Computer:
 - a. Windows-based PC (1.0 GHz 256 MB RAM or better, Windows XP - recommended)
 - b. Macintosh (733 MHz G4, 256 MB RAM or better, MacOSX)If you do not already have a computer, you can purchase computers for personal use with an educational discount at <http://www.unlv.edu/infotech/buy.html>
2. CD/DVD player (internal or external)
3. Scanner (*scanner should be compatible with your operating system*).
4. Broadband connection (e.g., Sprint DSL, Cox Cable) -- (*Note: some accounts and service set-up time varies so it is important to get these established prior to orientation - September 10th*)
5. The following required software can be downloaded online from UNLV's Student Computing Support Center: a) Microsoft IE (*browser*), b) RealPlayer (*plug-in for video/audio*), and c) Adobe Acrobat Reader (*web browser plugin which enables users to open .PDF files*). Go to URL: <http://ccs.unlv.edu/scr/support> to download. For questions regarding downloading and for technical support, contact UNLV's Student Computing Support Center at 702.895.0761 or email scrhelp@unlv.nevada.edu.
6. Microsoft Office can be purchased by UNLV students at a discounted rate. See URL: <http://software.unlv.edu>.
7. File Compression software (e.g. WinZip-PC, ZipIt-Mac)

UNLV accounts Students need to Activate:

In addition, there are (3) UNLV accounts you will need to activate prior to orientation.

1. The first account is your **UNLV Rebel mail**. *IMPORTANT!: Please use this account for all your UNLV correspondence.* If you do not activate this account you will not get any UNLV-wide student announcements or be able to participate in the graduate listserv dialog. You can activate this account by going to: <http://rebelmail.unlv.edu> and following the online instructions. By activating your Rebel mail account, you can access your Pioneer Webmail account from home. To access your pioneer account from home, go to URL – <http://webmail.unlv.edu> and type in your username and password.
2. The second account to activate is your UNLV **WebCampus (WebCT Vista)** account which you can do by going to: <https://webcampus.nevada.edu/webct/entryPage.dowebct>. For your username, use the prefix to your Rebelmail email address. For example, if your email address is johndoe@unlv.nevada.edu, your login would be “johndoe”. For additional information, click on “login instructions” under students on the right panel. *(Note: Once you’ve completed the registration process, the course(s) you registered for will automatically be added to your WebCT account the following night. You will not be able to log into WebCT until 24 hours after registering and no earlier than the first day of classes).*
3. After you’ve activated your Rebelmail account, please sign up for the graduate student **InfoCafe listserv**. Below are the instructions for subscribing to the graduate faculty/student listserv. The purpose of this listserv is to provide fast communication between graduate students and graduate faculty in the School of Nursing MSN and PhD programs. *IMPORTANT !: All NEW graduate student participants are now required to use only their Rebelmail UNLV accounts or you will be unable to sign up.*

To subscribe to the UNLV graduate student InfoCafe listserv:

- Address an email to: listproc@nevada.edu
- Leave the subject blank
- In the body of the email type: `subscribe unlvgradnurse-infocafe <your first name> <your last name>`
(EXAMPLE: `subscribe unlvgradnurse-infocafe john doe`)
- Send the email
- You will receive a message telling you that your subscription request needs to be approved. Only Rebelmail UNLV accounts will be approved (see *Important above).
- Your request will be processed.

You will then receive a message that your request has been successfully processed. The message will also give you directions on how to post to the listserv.

TIME LINE FROM ADMISSION TO GRADUATION

STEPS	WHO	DEADLINES
Advisor Assigned	MSN Coordinator	Upon admission to Graduate College. (Selected by SON coordinator from graduate faculty)
Submit Proposed Masters & Specialist Degree Program Part I form (see Appendix E) to Graduate College	Master's Students	Before completing 16 credit hours or the end of the first academic year (which ever come first).
Select Examination Committee and submit Appointment of Advisory Committee form (see Appendix E) to Graduate College	Master's Students	At the time the student registers for thesis credits (N799) or during enrollment in the Capstone I (N766) course or research utilization (N795). Those in the nurse educator track wishing to do the professional paper (N793) should form their examination committee prior to registering for their elective course. Once examination committee is formed complete the Advisory Committee form and submit to the Graduate College after appropriated signatures are obtained
Submit Prospectus Approval form (see Appendix E) to Graduate College	Master's Students	For thesis and research utilization the prospectus is submitted after the proposal defense (at the time student is registered for the first three credits of thesis or research utilization. For those doing capstones or a professional paper submit the prospectus form at the time of final defense.
Apply for Graduation by completing the Graduation Application (see Appendix E)	Master's Students	The exact deadline is announced each semester in the UNLV Schedule of Classes.
Thesis Graduate College Initial Format Check	Master's Students	8 th week of the semester that graduation is anticipated. (Suggested)
Submit Thesis/Research Utilization/Capstone/Professional paper to examination committee	Master's Student	At least 2 weeks prior to final defense
Thesis/Research Utilization/Capstone/Professional Paper Defense Complete the Oral Defense Results form (see Appendix E) to Graduate College	Master's Students	A minimum of 4 weeks prior to the last day of instruction of the term in which graduation is anticipated.
Submit Final Copies of Thesis to Graduate College	Master's Students	A minimum of 2 weeks before the end of instruction of the term in which graduation is anticipated.
Graduation	Master's Students	Granted after all requirements are fulfilled. Students may not participate in commencement until all degree requirements are fulfilled.

Note: Bold text indicates specific Graduate College forms (titled in bold) must be completed by the student and submitted to the Graduate College after all required signatures are obtained. Students may find each of these forms at: <http://graduatecollege.unlv.edu/forms/>

CHAPTER III

SCHOOL OF NURSING PHILOSOPHY, PURPOSES AND PROGRAM OUTCOMES

VISION STATEMENT

The overarching goal of the School of Nursing is to help shape the future of nursing education, research, and practice. To that end, the faculty have accepted "Shaping the future of nursing today" as the school's motto.

MISSION STATEMENT

The mission of the School of Nursing is to improve human health through generating scientifically based innovations in education, research, and practice. The School of Nursing exists primarily to educate nurses at the undergraduate and graduate levels to meet the health care needs of Nevada.

GOALS

1. To expand undergraduate and graduate programs while assuring high quality student-centered educational programs.
2. To increase nursing research to advance the science of nursing and to support UNLV's movement toward research-extensive status.
3. To insure culturally-competent evidence-based nursing (EBP) practice.
4. To develop partnerships to improve community health outcomes through teaching, research, and service activities.
5. To increase community presence and enhance the financial resources of the SON.

MSN Philosophy

The Master of Science in Nursing program has a twofold purpose; to build upon the baccalaureate foundation in the preparation of advanced clinicians and educators in nursing and to provide a foundation for doctoral study by promoting scholarly inquiry. These purposes are consistent with the mission and goals of the university and the School of Nursing.

Faculty believes that students at the graduate level bring a rich background of formal education, nursing practice and life experience to the master's program. These qualities are essential in cultivating a collegial environment in which mutual teaching and learning occurs between students and faculty. Students at the master's level are responsible for learning through active inquiry in the areas of theory, research and practice. Through critical self reflection, students work to develop goals and objectives that will meet course outcomes and personal learning needs. Faculty serves as facilitators, coaches and mentors as students assume more independence in their learning.

The program endeavors to meet the needs of both nurses and the community. For nurses, the program provides the opportunity to pursue academic, advanced study in an area of personal interest. For the community, the program prepares advanced practice nurses who will serve the health needs of those in both urban and rural settings, and nurse educators who will educate future nursing care providers.

PURPOSE:

The School of Nursing Graduate Program is designed to provide students pursuing a career in nursing the opportunity to acquire the knowledge, skills and abilities requisite to the safe, effective and efficient advanced practice of nursing. The Master of Science in Nursing (MSN) currently offers the opportunity to become a nurse practitioner (NP) or a nurse educator.

MSN PROGRAM OUTCOMES:

School of Nursing MSN Graduate Program Outcomes

The Master of Science in Nursing degree program has two nurse practitioner (family nurse practitioner and the pediatric nurse practitioner) tracks and a nurse educator track.

Upon completion of the program the graduate will:

All Tracks

1. Evaluate the principles, personal values, and beliefs that influence ethical decision making, which provides a framework for nursing practice.
2. Communicate effectively as a health care professional, creating collaborative interdependent relationships and act as advocates for the nursing profession and client population.
3. Incorporate nursing theory and evidence based practice in advanced nursing roles.
4. Understand the influences of human diversity and social issues in providing culturally sensitive health promotion and disease prevention strategies in a global society.
5. Assume a leadership role in the management of human, fiscal and physical health care resources to improve nursing practice and health care delivery.

Nurse Practitioner Tracks

1. Competently assess, diagnose, prescribe, evaluate and create a holistic plan of treatment.
2. Articulate the professional role, which includes the ethical code of conduct and scope of advanced practice.
3. Develop and monitor comprehensive, holistic plans of care that address the health promotion and disease prevention needs of diverse client populations.
4. Assess and monitor teaching/learning needs in a diverse client population.

Nurse Educator Track

1. Utilize education research to continually improve teaching strategies/skills.
2. Develop a teaching-learning style that facilitates learner development that meets the educational outcomes of the learner.
3. Assess and evaluate at both the course and program level.
4. Function as a leader and change agent in nursing education settings.
5. Participate in scholarship to further knowledge and abilities in nursing education.

NURSING STANDARDS

The American Nurse's Association has defined standards and codes by which all nurses' practice. As a professional program it is expected that students will demonstrate behaviors that reflect the defined standards of nursing throughout their academic experience. Students in the specialty areas will also be guided by published standards appropriate to their specialty.

American Nurse's Association Standards of Nursing Practice

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

CODE OF ETHICS

The graduate program also adheres to the Code of Ethics for Nurses as published by the American Nurses Association (2001). Interpretive statements related to the statements identified below may be found at <http://www.nursingworld.org/ethics/chcode.htm>

1. The nurse in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contribution to practice, education, administration and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

DEGREE REQUIREMENTS

University of Nevada, Las Vegas
School of Nursing
MSN Program
Nursing Education Track

Credits: 39

The Nursing Education Track prepares the graduate to accept a faculty position within a program of nursing or a nurse educator position in a clinical setting. The student will increase mastery related to teaching and learning and evaluation strategies, curriculum design, and the use of educational technologies. Via directed study and mentorship with experienced faculty, students will enhance clinical expertise in a selected specialty area. Graduate students will have the opportunity to supervise basic nursing students in clinical practice areas and/or work with nurse educators in clinical settings in the preparation, delivery and evaluation of educational programs for nurses.

Courses:

Credits:

1st Semester

NURS 706	Nursing Theory and the Research Process	3
NURS 709	Teaching & Learning in Nursing Education	3
NURS 710	Evaluation Strategies for Nurse Educators	3

2nd Semester

NURS 707	Nursing Research Methods and Utilization	3
NURS 723	Focus on Specialty Area in Nursing	4
NURS 724	Developing Curriculum for Nursing Education	3

3rd Semester

NURS 713	Health and Public Policy	3
NURS 733	Nursing Education Practicum #1	3
NURS 755	The Role of the Nurse Educator	2
NURS 799	Thesis <or> NURS 795 Research Utilization Project < or> Elective course (Professional Paper)	3

4th Semester

NURS 742	Advanced Nursing Informatics	2
NURS 743	Nursing Education Practicum #2	4
NURS 799	Thesis <or> NURS 795 Research Utilization Project <or> NURS 793 Professional Paper	3

University of Nevada, Las Vegas
 School of Nursing
 MSN Program
 Pediatric Nurse Practitioner (PNP) Track

Credits: 47
Clinical Hours: 630

The Pediatric Nurse Practitioner Track focuses on the promotion and maintenance of child and adolescent health within the context of the family and community. Additional emphasis is placed on the treatment of common acute and chronic problems. This track only admits students every other year (2010, 2012, 2014, etc.).

Courses: **Credits:**

1st Semester

NURS 705	Role of the Advance Practice Nurse	1
NURS 706	Nursing Theory and the Research Process	3
NURS 704	Pathophysiology for Advanced Nursing Practice	3
NURS 731	Advanced Pediatric Health Assessment (*) (45 total lab hours)	3
NURS 714	Family Theory and Assessment	3

2nd Semester

NURS 707	Nursing Research Methods and Utilization	3
NURS 730	Pharmacology for Advanced Practice	3
NURS 734	Primary Care in Pediatrics: the Well Child and Adolescent (*) (12 hours of clinical per week)	6

3rd Semester

NURS 713	Health and Public Policy	3
NURS 766	Capstone I (⚡)	1
NURS 744	Primary Care Pediatrics: Common Problems (*) (12 hours of clinical per week)	7

4th Semester

NURS 796	Capstone II (⚡)	1
NURS 752	Role of the Nurse Practitioner: Transition to Practice	2
NURS 764	Primary Care in Pediatrics: Chronic Illness (*) (15 hours of clinical per week)	8

(*) Indicates course has lab/clinical component.

(⚡) Students may select to do a Thesis in place of the Capstone courses. However, Thesis requirements include completion of 6 credits of Thesis.

University of Nevada, Las Vegas
School of Nursing Graduate Program
Post-Masters Nursing Education Certificate

Credits: 12

Individuals, who already hold a master's degree in nursing and meet the admission qualifications, may take courses leading to the Nursing Education Post-Masters Certificate. Admitted students take the required courses and are awarded a certificate documenting the completion of the required course work. The Nursing Education Post-Masters Certificate program prepares individuals for teaching positions within a program of nursing or a nurse educator position in a clinical setting.

Courses:		Credits:
1 st Semester		
NURS 709	Teaching & Learning in Nursing Education	3
NURS 710	Evaluation Strategies for Nurse Educators	3
2 nd Semester		
NURS 724	Developing Curriculum for Nursing Education	3
NURS 733	Nursing Education Practicum #1 (**)	3

(**) Please note NURS 709 and NURS 710 must be completed **BEFORE** taking NURS 733. NURS 724 must be taken **prior to or concurrently** with NURS 733.

University of Nevada, Las Vegas
 School of Nursing Graduate Program
 Post-Masters Pediatric Nurse Practitioner (PNP) Certificate

Credits: 35(‡)

Clinical Hours: 620

Individuals who already hold a master’s degree in nursing and meet the admission qualifications may take courses leading to a Pediatric Nurse Practitioner Post-masters Certificate. Admitted students take courses as a non-degree student and are awarded a certificate documenting completion of the required course work. The Pediatric Nurse Practitioner Post-Masters Certificate program prepares the graduate to work as a nurse practitioner in a variety of settings and focuses on the promotion and maintenance of child and adolescent health within the context of the family and community. Additional emphasis is placed on the treatment of common acute and chronic problems.

Courses: **Credits:**

1st Semester

NURS 704	Pathophysiology for Advanced Nursing Practice (‡)	3
NURS 731	Advanced Pediatric Health Assessment (**) (45 total lab hours)	3
NURS 714	Family Theory and Assessment	3

2nd Semester

NURS 730	Pharmacology for Advanced Practice (‡)	3
NURS 734	Primary Care in Pediatrics: the Well Child and Adolescent (**) (12 hours of clinical per week)	6

3rd Semester

NURS 744	Primary Care Pediatrics: Common Problems (**) (12 hours of clinical per week)	7
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4th Semester

NURS 752	Role of the Nurse Practitioner: Transition to Practice (‡)	2
NURS 764	Primary Care in Pediatrics: Chronic Illness (**) (15 hours of clinical per week)	8

(**) *Indicates course has lab/clinical component.*

(‡) *Students who hold a master’s degree in nursing as a nurse practitioner and wish to obtain another area of specialization are not required to take these courses (if they took them in their master’s degree program) and complete the Post-Masters Certificate Program with a total of 27 credits.*

COURSE DESCRIPTIONS:

CORE COURSES FOR STUDENTS IN ALL PATHWAYS

NURS 706 3 credits

Nursing Theory and the Research Process

Examines nursing theories/models and their role in practice research and education. Emphasizes the structure, building and testing of nursing knowledge. Discussion of the research process.

Prerequisite: Consent of MSN Program Coordinator.

NURS 707 3 credits

Nursing Research Methods and Utilization

Examines qualitative and quantitative nursing research methods, research utilization and skills for critical evaluation of nursing research. Evaluation of research findings for skills for critical evaluation of nursing research. Evaluation of research findings for evidence-based practice or thesis approach to scholarly inquiry is also emphasized.

Prerequisite: NURS 706 and a graduate statistics course

NURS 713 3 credits

Health and Public Policy

Examine selected health problems from a political, cultural, social, educational, environmental, economic and ethical perspective. Analysis of research and public policy relevant to the prevention, treatment and amelioration of the problems. Initiate change strategies to impact public policy related to the selected problems.

Prerequisites: Consent of MSN Program Coordinator.

NURSE PRACTITIONER CORE COURSES

NURS 703 3 credits

Advanced Physical Assessment (for FNP students)

This course focuses on expanding the skills necessary to do a comprehensive physical assessment. Emphasis is on developing advanced techniques in history taking and physical examination to prepare the student for clinical course as a nurse practitioner. Correlation of assessment findings with pathophysiological processes to develop differential diagnosis is presented. Forty five total hours of 1 lab.

Prerequisite: Admission to the Graduate Program in Nursing or Consent of Instructor.

NURS 704 3 credits

Pathophysiology for Advanced Nursing Practice

Emphasis on physiologic mechanisms of disease from a cellular perspective. The cellular pathophysiology of disease as it translates into clinical signs, and symptoms manifested by the patient is explored. The physiology of growth and development and the physiology of aging as they contrast with pathophysiologic mechanisms of disease are presented.

Prerequisite: Admission to the Graduate Program in Nursing, Certificate Program for FNP/PNP or consent of instructor.

NURS 731 3 credits

Advanced Pediatric Health Assessment (for PNP students)

Focuses on advanced concepts in the physical, social, cognitive and developmental assessment of infants, children and adolescents. Physical assessment specific to each age group studied. Students are introduced to several developmental screening tools including the Denver II. Three hours of precepted practicum per week.

Prerequisites: Admission to the Graduate Nursing Program or Certificate Program and NURS 704.

NURS 705 1 credit

Roles in Advanced Practice Nursing

Introduces specialty areas within advanced practice nursing. Differentiates between characteristics of each specialty area.

Prerequisite: Consent of MSN Program Coordinator

NURS 714 3 credits

Family Theory and Assessment in Primary Care

Study of advanced and emerging theory in family nursing science, determinants of family health, and research in family systems in the context of society and culture. Emphasis on family as client. Applies theory to phenomena in family and child health.

Prerequisite: Admission to the Graduate Nursing Program or consent for the instructor.

NURS 730 3 credits
Pharmacology in Primary Care
Focuses on the clinical application of pharmacologic and pharmacy kinetics principles in the management of selected health problems of adults and children. Focus on drugs commonly used for adults and children in primary care settings.
Prerequisites: NURS 704.

NURS 752 2 credits
Role of the Nurse Practitioner: Transition to Practice
Assists the student in transitioning into the role of the practicing nurse practitioner. Focuses on ethical decision making, legal issues, various practice plans, billing, credentialing and legal certification requirements for practice.
Prerequisites: Concurrent enrollment in NURS 764 or 769.

FAMILY NURSE PRACTITIONER CLINICAL COURSES

NURS 749 7 credits
Primary Care of the Family I
Theoretical and clinical bases of primary and secondary prevention for families across the lifespan. The focus is on health maintenance, teaching, screening and clinical management of common acute health problems. The emphasis is on wellness management, differential diagnoses and pharmacological/non-pharmacologic treatment options. Fifteen hours of precepted practicum per week.
Prerequisites: NURS 703, 704, Basic Life Support Certification, RN license, health insurance and FNP student malpractice insurance.

NURS 759 8 credits
Primary Care of the Family II
Theoretical and clinical basis for secondary and tertiary prevention intervention across the lifespan. This course will focus on clinical management of common acute health problems. Students examine the individual, familial and societal impact of chronic and terminal illness. Emphasis is placed on differential diagnosis, clinical management and identification/utilization of community resources. Fifteen hours of precepted practicum per week.
Prerequisites: Successful completion of NURS 749/749L.

NURS 769 7 credits
Primary Care of the Family III
A seminar course focusing on continued clinical experiences and study related to clinical practice based on the knowledge and skills learned in previous courses. Students refine skills in providing care to families in primary health care settings. Students practice with increasing independence under the supervision of preceptors and clinical instructors. Eighteen hours of precepted practicum per week.
Prerequisites: Successful completion of NURS 749/749L and 759/759L.

PEDIATRIC NURSE PRACTITIONER CLINICAL COURSES

NURS 734 6 credits
Primary Care in Pediatrics: The Well Child
Theoretical and clinical basis for the age appropriate primary care of children in the context of the family. Advanced nursing assessment and interventions designed to promote the wellness of children aged 0 through adolescence. Focuses on the application of theories, concepts, and research related to comprehensive health behavior, supervision and promotion. Includes screening anticipatory guidance and health promotion strategies. Twelve hours of precepted practicum per week to focus on primary care.
Prerequisites: NURS 704, 731, Basic Life Support Certification, RN license, health insurance and PNP student malpractice insurance.

NURS 744 7 credits
Primary Care in Pediatrics: Common Problems
Research-based assessment, diagnosis, management and evaluation of common acute health problems affecting children from infancy through adolescence. Twelve hours of precepted practicum per week.
Prerequisites: NURS 731 and 734, Basic Life Support Certification, RN license and PNP student malpractice insurance.

NURS 764 8 credits
Primary Care in Pediatrics: Chronic Conditions
Research-based assessment, diagnosis, management and evaluation of common developmental and behavioral problems affecting children and families. Fifteen hours of precepted practicum per week.
Prerequisites: NURS 714, 734, 744.

NURSING EDUCATION COURSES

NURS 709 3 credits
Teaching and Learning in Nursing Education
Analyze traditional and alternative teaching and learning concepts applicable in schools of nursing and clinical agencies. Clinical specialty serves as context for course assignments.
Prerequisite: Admission to the Graduate Nursing Program or Certificate Program for Nurse Educators.

NURS 710 3 credits
Evaluation Strategies for Nurse Educators
Develop formative/process and summative/outcome evaluations for patients, students, peers and programs using both traditional and alternative evaluation strategies. Experience in evaluating outcomes and processes of education will be accomplished within the context of nursing specialty area.
Prerequisite: Admission to the Graduate Nursing Program or Certificate Program for Nurse Educators.

NURS 723 4 credits
Focus on Specialty Area in Nursing
Acquire advanced knowledge in nursing specialty area of choice. Under the direction of a nursing faculty mentor, examine interrelationships between theory, practice, and research within specialty area. Includes independent study lab and seminar.
Prerequisite: Admission to the Graduate Nursing Program or the Certificate Program for Nurse Educators.

NURS 724 3 credits
Developing Curriculum for Nursing Education
Develop curriculum for educational programs in schools of Nursing and clinical agencies. Clinical specialty area and intended practice setting will serve as context for course assignments.
Prerequisite: Admission to the Graduate Nursing Program or Certificate Program for Nurse Educators.

NURS 733 3 credits
Nursing Practicum I
Applies strategies and concepts of the nurse educator role in a practice setting of choice and within the context of clinical specialty area. **Prerequisites:** NURS 709, 710, and 723.

NURS 742 2 credits
Advanced Nursing Informatics
Analyze the use of computer and information science and systems to manage and process data, information and knowledge in nursing education. Nursing specialty will serve as the context for course assignments.
Prerequisite: Admission to the Graduate Nursing Program or Certificate Program for Nurse Educators.

NURS 743 4 credits
Nursing Education Practicum #2
The second practicum to apply and evaluate strategies and concepts of the nurse educator role in a practice setting of choice and within the context of clinical specialty area.
Prerequisites: NURS 709, 710, 723, and 733.

NURS 755 2 credits
Introduces specialty area of nursing education.
Prerequisite: Consent of Graduate Program Coordinator/Advisor.

SCHOLARLY COURSE OPTIONS FOR NP PATHWAYS

NURS 766

Capstone Seminar I

1 credit

Capstone seminar provides students with the opportunity to synthesize core and major coursework completed during the program of graduate study. Capstone seminar I, the first of two capstone credits, culminates in the submission of the first written draft of the capstone project. The capstone is fully developed in capstone II.

NURS 796

Capstone Seminar II

1 credit

Capstone seminar II provides students with the opportunity to complete the development of the graduate program capstone project initiated in seminar I. The final written project will be submitted for grading, and the project will be presented orally to the student's advising committee and any interested parties.

Prerequisite: NURS 766

(OR)

NURS 799

3 credits

Thesis

May be repeated, but only six credits may be applied to the student's program. **S/F grading only**

Prerequisites: NURS 706 and 707

SCHOLARLY COURSE OPTIONS FOR NURSING EDUCATION TRACK

NURS 793

3 credits

Identify a clinically based problem in the area of nursing practice/education. Students will synthesis the problem by examining the literature and will discuss the implications or recommendations including theoretical underpinnings and specific research ideas to further evidence base.

(OR)

NURS 795

3 credits

Research Utilization Project

Identify a clinically based problem in area of nursing practice. Evaluate extent current practice deviates from research based practice. Design, implement and systematically evaluate a research based innovation project. May be repeated, but only 6 credits may be applied to the student's program. **S/F grading only**

Prerequisites: NURS 706, 707.

(OR)

NURS 799

3 credits

Thesis

May be repeated, but only six credits may be applied to the student's program. **S/F grading only**

Prerequisites: NURS 706 and 707

ELECTIVE COURSES

NURS 622

AIDS: An Interdisciplinary Perspective

3 credits

Interdisciplinary survey of various issues surrounding AIDS (Acquired Immune Deficiency Syndrome) as viewed from several conceptual, professional and experiential disciplines. Offers the most current cognitive information about AIDS and provides an affective awareness of major issues related to the disease.

NURS 692

Holistic Health Care: The Art and Science of Caring and Healing

3 credits

Examines and evaluates scientific evidence of holistic modalities that can be implemented into health practices of daily life. Explores the meaning of holistic perspective for health practices and daily life.

Prerequisite: Psychology 101 or consent of instructor.

NURS 686

3credits

Gerontology

Study of age-related changes of the elderly relevant to their needs and delivery of health care.

Prerequisites: Graduate standing.

NURS 773

3-6 credits

Clinical Practicum

Designed for students who have completed all required courses except NURS 795/796/799. While completing degree requirements, students must continue clinical practice under supervision. May take from 3 to 6 credits per semester. May repeat up to three consecutive semesters for a maximum of 9 credits. If enrolled for three semesters the final clinical comprehensive exam must be retaken prior to graduation (eight hours of precepted practicum per week, plus one hour of post conference/weekly)

Prerequisites: NURS 749, NURS 759 and NURS 769.

NURS 798

1-3 credits

Independent Study in Nursing

Independent study focusing on current developments in nursing practice. Prospectus containing an abstract of the specific area of study must be approved by the faculty member. May be taken to a maximum of six credits.

Prerequisites: Graduate standing and consent of instructor.

WHAT CONSTITUTES FULL-TIME?

Students registered for 9 credits a semester are considered attending as a full-time student. Students taking less than 9 credits are considered as a part-time student. If students decide to register for more than 12 credits per semester they must complete the authorization for overload form which can be accessed from the Graduate College webpage (http://graduatecollege.unlv.edu/PDF_Docs/AuthorizationForOverload.pdf) Out of state students registered for less than 6 credits are exempt from having to pay the out-of-state student fee. A frequent question asked by students is "how many hours per week can I anticipate spending on course work?" The standard measure used by the School of Nursing is three hours of homework/study time per course credit. For example, student can expect to study 9 hours per week for a three credit course.

CHAPTER IV

POLICIES

ADMISSION REQUIREMENTS FOR THE MSN

1. Cumulative Grade Point Average (GPA) of 3.00 or a GPA of 3.00 in the last two years of undergraduate work. (Submit official transcripts from all previous college and professional schools to the Graduate College). The undergraduate nursing course work must have been completed at a nursing program accredited by the National League for Nursing Accrediting Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE). Information for the graduate of foreign nursing programs is discussed below.
2. Completion of a graduate level statistics course with a B or better prior to admission.
3. Completion of **undergraduate courses** in nursing research, physical assessment (as currently taught in the undergraduate program of nursing at UNLV) and introductory statistics. All prerequisite courses must be completed with a grade of C (2.0) or better. It is expected that students possess basic computer word processing skills. If not the student should seek that content prior to enrollment.
4. Two **letters of recommendation** from former instructors or employers that speak to the applicant's potential to complete the graduate program. The individual writing the letter addresses the SON coordinator of MSN programs. The evaluators should speak to the student's professional nursing competency, including application of theory, quality of patient care, independent judgment when appropriate; relationship with team members such as nurses, physicians, and others; leadership skills; and personal responsibility and accountability.
5. Current registration to practice professional nursing in state of residence. Students should submit a copy of their **Nursing License** with the word **copy** printed over the top.
6. Evidence of **current health and malpractice insurance**. Students must provide copies of health and malpractice insurance. In addition, accepted applicants must, prior to enrollment, provide copies of documents showing completion of immunizations required by the University, a negative drug screen, physical examination, background check and completion of the Hepatitis B Vaccine series, a titer indicating presumptive immunity, or a statement from a health care provider indicating that vaccination is contraindicated for health reasons.
7. A **statement** of approximately 300 words describing the student's **professional goals and reason for seeking graduate education**
8. A **current resume or vita** which demonstrates a minimum of one year clinical experience as a registered nurse within the three years immediately preceding admission to the FNP program. One year of recent experience as an RN is required prior to the first practicum course for nursing education students.

ADVISEMENT

Each graduate student will be assigned an advisor upon admission. At the time the student selects his/her examination committee, the committee chairperson becomes the student's official advisor. Failure to consult with the advisor when requested may result in separation (dismissal) from the School of Nursing.

The Proposed degree program must be submitted prior to completing 16 graduate credit hours. This form can be found at: http://graduatecollege.unlv.edu/PDF_Docs/CertificateProgramPart1.pdf

The Appointment of Examination Committee: Students must submit the Appointment of Advisory Committee Approval form prior to enrolling for thesis/research utilization/ prior to taking the elective to enhance the professional paper or during the Capstone I course. This form can be found at: http://graduatecollege.unlv.edu/PDF_Docs/AdvisoryCommittee.pdf

Selecting an Examination Committee for the Thesis/Research Utilization Project/Professional Paper or Capstone Project. An examination committee is comprised of three faculty members from the School of Nursing (two for a capstone project or professional paper) and one representative of the Graduate College. The Graduate College representative serves a quality control function, making sure the thesis or project/paper is of equal rigor when compared to other disciplines in the University. The Chair of the advisement committee must be a member of the faculty of the School of Nursing who holds full graduate faculty status. The Graduate College representative must also hold full graduate faculty status. (To find the list of faculty with full graduate faculty status go to: <http://graduatecollege.unlv.edu/facstaff/status.html>. In consultation with the Chair, the student will choose two additional committee members (one for the capstone project/professional paper). The School of Nursing committee members can hold either full or

associate graduate faculty status (to find a complete list of faculty with associate graduate faculty status go to: <http://graduatecollege.unlv.edu/facstaff/status.html>). It is suggested that the student then talk with potential committee members to ascertain if the thesis or project/paper is within their domain of expertise and interest. Once the potential committee members have consented to serve, the Appointment of Advisory Committee Approval form (go to: http://graduatecollege.unlv.edu/PDF_Docs/AdvisoryCommittee.pdf) is completed, signed and submitted to the Graduate College.

Guidelines for completion of the Thesis/Research Utilization Project (RUP)

The student should have selected an examination committee and have completed a formal proposal meeting with their committee by the end of the semester in which they enroll for the first three credits of NURS 795 or NURS 799.

Following the **formal proposal meeting**, the chair and the committee will complete the Prospectus Approval Form (go to: http://graduatecollege.unlv.edu/PDF_Docs/ProspectusApproval.pdf), which lists any agreed upon revisions. This form will be signed by all committee members. The revisions, plus the proposal, will be filed in the student's folder. Following the formal proposal meeting, students doing a thesis will be required to submit the appropriate information to the University Subject's Rights Committees, if human or animal subjects are to be used.

The final typing of the thesis or RUP will follow APA format, including the tables being placed in the appendices. Guidelines specific for submission of the thesis to the Graduate College may be obtained from the Graduate College in a document titled Guide to Preparing & Submitting a Thesis or Dissertation at URL: http://graduatecollege.unlv.edu/PDF_Docs/t&dmanual.pdf .

The student must have completed all course work for the degree by the end of the semester in which the thesis or RUP final defense is scheduled.

The defense of the thesis or RUP must be scheduled at least five weeks prior (final paper due 3 weeks prior) to the last day of classes in the semester in which the student plans to graduate. This meeting time is determined in collaboration with committee members. All members must be present for the defense.

The defense shall be open to faculty and students during the presentation of the findings of the thesis or project. However, the audience will be asked to leave while the committee members question the student (go to: http://graduatecollege.unlv.edu/PDF_Docs/OralDefense.pdf) at the completion of the final defense. All members of the Committee must agree for a final pass grade to be achieved.

The defense of the thesis/RUP contributes to the data collected concerning curricular outcomes. The written work will be evaluated by the chair and School of Nursing committee members, as well as the communication skills of the student during the presentation of the thesis or RUP. The Chair and the Committee will evaluate the critical thinking and communication skills of the student during the thesis or RUP utilizing the written and oral communication forms.

Students will be encouraged to publish the study or RUP results. An electronic (computer disc or CD-rom) version of the completed thesis manuscript, along with the hard copy of the thesis must be submitted to the Chair of the committee. It is understood that if a manuscript is published the student will be the first author in the citation of the manuscript.

Guidelines for Completing and Defending the Professional Paper—Non-Thesis Option for Nurse Educator Students

Nurse educator students wishing to pursue the non-thesis option should do the following:

- 1.The student will solicit a graduate committee consisting of: (1) two School of Nursing faculty, one with full graduate faculty status who agrees to serve as committee chair. (2) One outside representative who is on faculty at UNLV and has full graduate faculty status.
- 2.The student will submit a proposal with course description and rationale for how it will further enhance knowledge and expertise in preparation for the professional paper to the committee.
- 3.After consultation with the committee chair, the student will enroll in the selected graduate level course.
4. The student will also enroll for 1 credit of NURS 793 to begin writing the professional paper. The paper must relate to a key problem area of nursing education that requires exploration and development, as identified by the student and committee chair.
- 5.The following major elements will be included in the paper:
 - Identification: introduction and description of the problem, questions to be answered, significance of the problem, historical perspective
 - Examination: comprehensive literature review, existing evidence base, pertinent theoretical frameworks, past and current strategies---includes relevant aspects of teaching-learning, curricular development and evaluation, use of information technology
 - Implications/recommendations: specific implications of various actions, recommendations including theoretical underpinnings and specific research ideas to further evidence base

- The student will meet as needed with committee members and twice formally: (1) first for review of professional paper concept proposal and outline, (2) the second meeting will be a formal presentation of major aspects of the completed paper to the committee
- During the second semester, the student will enroll for 2 credits to continue refinement of the professional paper
- The student will present the final paper to his/her committee. The presentation shall be open to faculty and students during the presentation. The audience will be asked to leave while the committee members question the student and discuss the merits of the work submitted. The Chair of the Committee submits the signed Oral Defense Results form (can be found at: http://graduatecollege.unlv.edu/PDF_Docs/OralDefense.pdf), at the completion of the defense. All members of the Committee must agree for the final pass grade to be achieved. To evaluate the student's written and oral communication the Committee completes the written and oral communication forms which is returned to the MSN coordinator.
- The student will select a professional, peer-reviewed journal for consideration of paper submission
- The committee chair will work with the student to reformat the professional paper into a manuscript for submission to a peer-reviewed journal for publication. It is understood that if a manuscript is published the student will be the first author in the citation of the manuscript.

Guidelines for Completing and Defending the Capstone Project—Non-Thesis Option for Nurse Practitioner Students

Nurse practitioner students wishing to pursue the non-thesis option should do the following:

1. The student will solicit a graduate committee consisting of: (1) two School of Nursing faculty, one with full graduate faculty status who agrees to serve as committee chair. (2) One outside representative who is on faculty at UNLV and has full graduate faculty status.
2. The student will enroll in NURS 766 for one credit. During the semester enrolled in NURS 766, the student will select a patient with multiple system disease and develop the capstone using all major concepts learned in the program to address the selected patient. The student will work with the committee chair to develop the capstone paper. To receive a passing grade for NURS 766 the student must have an acceptable first draft of the capstone paper. The major concepts that must be covered include the following: patient history, physical exam, pathophysiology, pharmacologic and non-pharmacologic treatments, health promotion interventions, the role of the advanced practice nurse, ethical issues, human diversity, financial burden/cost of the diseases, health policy issues, and pertinent theoretical frameworks.
3. During the following semester the student will enroll in NURS 796 to fully develop the capstone paper. Once the written paper is completed the student will send his/her paper to all committee members at least two weeks prior to the oral defense. The defense shall be open to faculty and students during the presentation. The audience will be asked to leave while the committee members question the student and debate the merits of the work submitted. The Chair of the Committee submits the signed Oral Defense Results form (can be found at: http://graduatecollege.unlv.edu/PDF_Docs/OralDefense.pdf), at the completion of the defense. All members of the Committee must agree for a final pass grade to be achieved. To evaluate the student's written and oral communication committee members complete the written and oral communication forms which are returned to the MSN Coordinator.
4. The student will defend his/her capstone project to the committee members. The presentation will be of the major concepts as they relate to the selected patient.
5. The student will be encouraged to publish the capstone paper in a professional, peer-reviewed journal. If the student agrees, the committee chair will work with the student to reformat the capstone paper into a manuscript for submission to a peer-reviewed journal for publication. It is understood that if a manuscript is published the student will be the first author in the citation of the manuscript.

PROGRESSION

To progress in the MSN program, students must:

1. Maintain a cumulative grade point average of 3.00 or above each semester enrolled.
2. **Receive a grade of "B" (3.00) or above in all required cognate and nursing courses. **If less than a "B", for example a B - (2.7) is earned, the course must be repeated.**** The student must be in good standing to repeat a course and any required course may be repeated only one time.
3. A student may register for a course only two times. A student who has registered for the same course twice and has withdrawn or received a grade less than "B" is ineligible for readmission unless approved by the Graduate College.
4. If a student fails two courses or has withdrawn from two courses or received a grade less than "B" in two courses he/she is ineligible for readmission unless approved by the Graduate College.
5. Complete a minimum of six (6) semester hours in each calendar year.
6. Continuously register for three (3) semester hours of credit each semester while working on the thesis, capstone, professional paper, or research utilization project.
7. In order to maintain clinical competency the FNP/PNP student must continuously register for at least three (3) semester hours of NURS 773 (clinical practicum) each semester while working on the thesis or capstone project if all required clinical courses are completed.

The degree program requires the approval of the student, his/her advisor, the Director/Dean and the Graduate College.

Note: If a student has not progressed as contracted, for example is not successful in a course, and a curricular change occurs in the interim the student will be required to take the new course(s) if the other course(s) have been deleted from the curriculum.

GRADUATION REQUIREMENTS

1. **Residency Credits:** Each track has a differing credit requirement, and the current catalog should be consulted. No more than 3 courses (maximum 7 credits) may be transferred into the program. Transfer credit must be approved by the MSN Coordinator. Transfer students with 7 or more credits will be unable to attend UNLV as a "graduate special" and prior to admission must be admitted into one of the program tracks.
2. **Credit by Challenge Examination:** Graduate courses (with a 600 or 700 number or above) may not be challenged for credit.
3. **Six year Completion Rule:** All degree requirements must be completed within six (6) calendar years from the date of matriculation. No credit may be used in an advanced degree program for course work completed more than six (6) calendar years immediately preceding the term in which all degree requirements are completed.
4. **Graduation Requirements:** Students have a choice of the catalog under which they wish to graduate. They may choose between: 1) the year of official matriculation, or 2) the year of graduation. Students are encouraged to meet the requirements of the current catalog.
5. **Comprehensive Examination:** Students in all tracks will be formally evaluated by an Examination Committee for their thesis, utilization project, professional paper or capstone project.

PROCESS TO APPLY FOR GRADUATION

1. An application for graduation is obtained from the Graduate College office (go to: http://graduatecollege.unlv.edu/current/completing_your_program/degree.html for graduation instruction and application) The form must be filed during the first week of the semester in which the student plans to graduate (check the class schedule for exact date). The form must be signed by the appropriate faculty, and administrators as indicated on the form.
2. After the application form is completed and signed, the student must pay a graduation fee at the Bursar's office and return the application to the Graduate College. A fee for Master Thesis or Utilization Review Project publication will be due at the time the application for graduation is filed.
3. Degrees are awarded in May, August and December. Commencement is held in May and December. All students are encouraged to participate in the commencement exercises. The School of Nursing's Recognition Ceremony is held in May, August and December.

Official Transcripts: Official transcripts of recorded work (credits) completed at UNLV bear the seal of the University and the signature of the Registrar. Upon written request from eligible students, the Office of the Registrar will issue official UNLV transcripts. Transcripts of work from other institutions will not be issued. Orders for transcripts should be placed at least two weeks before the date needed. Transcripts are not issued for any student having a delinquent indebtedness to the university.

Work in progress does not appear on the transcript and is not entered until the semester or registration period officially ends. Transcripts are not prepared during the periods of official examinations, grade recording and registration.

Certificate of Program Completion: To apply for certification with the Nevada State Board of Nursing, a Certificate of Completion must be submitted to the Board by the Associate Dean for Academics (School of Nursing).

Program Exit Survey: Following completion of all course requirements the student will be asked to complete an exit survey related to curricular outcomes such as: critical thinking, communication, nursing therapeutics and program satisfaction. The survey provides feedback to the program faculty and is utilized in curricular revision. The results of the survey are summarized for various accreditation bodies. Graduates are encouraged to provide correct addresses so that they can participate in alumni surveys.

Applying for the Certification Exam

Two organizations currently offer national certification exams annually to family nurse practitioner students graduating from an accredited master's program. They are: (1) The American Academy of Nurse Practitioners (AANP) and (2) The American Nurses Credentialing Center (ANCC).

The **American Academy of Nurse Practitioners (AANP)** offers national certifications in all of the nurse practitioner specialty areas. This is a competency based computer test offered year round via computer.. Potential candidates may obtain information about the exam via the internet at <http://www.aanp.org/certification.htm>. An application needs to be completed and mailed to:

The American Academy of Nurse Practitioners
Certification Program
Capitol Station, P.O. Box 12926
Austin, TX 78711

All questions may be directed to (512) 442-5202, Fax (512) 442-5221 or by writing to the above address, or by email to: certification@aanp.org.

The **American Nurses Credentialing Center (ANCC)** offers national certification exams in over 37 specialty and advanced practice areas each year. The exam is administered on computer. To request a catalogue and registration form send request to:

American Nurse Credentialing Center
600 Maryland Avenue, SW, Suite 100 West
Washington, DC 20024-2571

Request for applications can also be made by internet which are posted in PDF format. The forms are best viewed with an Adobe Acrobat Reader version 8.0 or above. The website address is: <http://nursingworld.org/ancc/certify/cert/ccertify.htm>.

Pediatric nurse practitioners graduating from UNLV qualify to sit for national certification exam from two organizations: (1) The American Nurses Credentialing Center (see above contact information) and (2) Pediatric Nursing Certification Board (PNCB).

The **Pediatric Nursing Certification Board (PNCB)** is recognized and endorsed by many professional organizations including the American Academy of Pediatrics (AAP). This exam has been offered for over 30 years. Graduates of UNLV's PNP program is an approved curriculum by PNCB and graduates may apply to take their national certification exam. To obtain more information and/or apply for the exam go to: <http://www.pncb.org/ptistore/control/index>. Their address is:

Pediatric Nursing Certification Board
800 South Frederick Avenue
Suite 204
Gaithersburg, MD 20877-4152

All questions may be directed to (301) 330-2929, toll free: 1-(888) 641-2767 and fax (301) 333-1504.

The **National League for Nursing (NLN)** offers national certification exams annually to nurses interested in receiving certification in nursing education. Those interested in sitting for the certification exam must meet either of the qualifying criteria: (1) hold a master's degree in nursing education from an accredited school of nursing and have two years of teaching experience or (2) hold a master's degree in nursing from an accredited school of nursing and have four years of teaching experience. This is a competency based computer test offered four times a year throughout the United States. Qualified candidates may obtain information about the exam via the internet at <http://www.nln.org/facultycertification/index.htm>. Registration to sit for the exam can be done on-line at http://www.nln.org/eseries/source/custom/01_certificationexam.cfm.

All three organizations require an application fee to sit for the exam.

POLICIES SPECIFIC TO THE SCHOOL OF NURSING

Advisement/Consultation Concerning Course Activities: Advisement related to program contracts, such as progression or revision due to personal situations is completed with the assigned advisor. Consultation concerning progression in course activities is completed with the instructor of the course. Each graduate student will be assigned an advisor upon admission. At the time the student selects his/her examination committee, the committee chairperson becomes the student's official advisor. Failure to consult with the advisor when requested may result in separation (dismissal) from the School of Nursing.

Clinical Affiliation Agreement Requirements: Clinical experiences occur in many different clinical agencies. Student access to these clinical facilities is regulated by a clinical affiliation agreement between the University and the agency. The agreement covers policies such as immunizations, drug testing, malpractice, and health insurance requirements. Students who do not meet agency requirements will be denied access to that facility. It should be noted that the student is not considered an employee of the agency where the clinical experience takes place, and has no claim for employee benefits such as sick leave, social security, retirement benefits, worker's compensation or unemployment benefits. A student who begins clinical rotations without a clinical affiliation agreement in place is considered unprofessional conduct and unsafe; this in turn could result in dismissal from the School of Nursing. Students may suggest possible sites for clinical placement, but the actual clinical affiliation agreement for the clinical experience must be initiated by a nursing faculty member.

The nurse practitioner student who has identified a clinical preceptor must complete the clinical preceptor worksheet (see Appendix F) in preparation for the upcoming semester by mid-term of the current semester. For example, a family nurse practitioner student enrolled in NURS 703 and NURS 714 should have an identified clinical preceptor for NURS 749/749L and complete the clinical preceptor worksheet by mid-term of the semester enrolled in NURS 703 and NURS 714. The student should forward the completed clinical preceptor worksheet to the faculty generating the worksheet.

Note: Due by mid-term, the nurse practitioner student must complete a clinical preceptor worksheet for **each** preceptor planning to rotate with. Also required from **each** preceptor is a copy of the following documents:

1. Medical license to practice as either an MD, DO, or APN (NP). A PA may be utilized only if there are no other options available
2. Updated resume or vita
3. Degree earned
4. Insurance certificate (i.e. malpractice and liability)

The student will provide to their preceptor a copy of the following documents:

1. Copy of RN license
2. Copy of malpractice insurance
3. Updated resume or vita
4. Copy of health insurance
5. Copy of CPR card

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

Dress Code: Any style white lab coat is appropriate. The lab coat should be utilized for student experiences only. Clothing should be professional. No jeans or shorts. Students should look professional when in the agency in a professional student role. Unprofessional behavior will be reported to the clinical faculty member by agency staff or preceptor. SHOES: closed toe shoes are acceptable (NO CLOTH OR DECORATED TENNIS SHOES). NAME TAGS: The UNLV student nametag is required in the clinical area. The name tag can be ordered from the:

Boulevard Trophy & Engraving Inc.
5007 S. Tamarus Street
Las Vegas, NV 89119
Phone: (702) 736-3130

The Boulevard Trophy & Engraving Inc. is where all student name tags are made for the School of Nursing. The company already has a template of our SON logo which also appears on the name tag.

In the clinical area no jewelry is permitted except for a wedding band and small pierced earrings without dangles. Long hair should be worn up or back from the face. Beginning Fall 2002, due to infection control standards with the clinical agencies students are not allowed to have any type of artificial nails (acrylics, silks, gels). Long nails are not permitted.

Bloodborne Pathogen Exposure: The following protocol outlines a regimen for providing safe and appropriate care to students who have sustained a bloodborne exposure through a contaminated needle stick and/or body fluid exposure during a clinical experience.

1. If the student sustains an exposure to blood and/or body fluids he/she must immediately report, within 10 minutes, this exposure to the clinical instructor and the preceptor. If the student is unable to immediately contact the instructor, contact the School of Nursing office (702-895-3360).

2. The student should then go to the nearest Emergency Department or laboratory service and ask for baseline lab testing for HIV and Hepatitis B titer. It should be noted that the institution or agency where the student sustained the exposure has no responsibility to provide any testing or treatment related to the exposure. The person to whom the student has been exposed (the source patient) should be tested for Hepatitis B surface antigen, Hepatitis B core and surface antibodies, Hepatitis C antibody and HIV antibody. The agency with which the student is working (as a student) may or may not pay for the cost of the lab draw on the source patient.
3. When indicated, the Centers for Disease Control and Prevention (CDC) recommends initiating post-exposure prophylaxis against HIV as close to the time of exposure as possible, ideally within one hour and continuing for 4 weeks.

Bloodborne Pathogen and HIPAA/FERPA Training: All MSN students are required to attend the mandatory training offered at the beginning of their program. This requirement is necessary to document proof of understanding of these regulations as preceptor's may require this prior to beginning clinical rotations.

Basic Life Support Skills Validation: Students are required to maintain currency of Basic Life Support Skills. Testing is done every two years. The student's card must have been renewed within the last two calendar years and must not expire before the semester ends. Prior to each clinical the student will present a photocopy of the BLS card to the clinical instructor. This information is shared with the clinical agency.

Cancellation of a Class: The School of Nursing reserves the right to cancel any elective course in which the enrollment is insufficient to warrant offering the course. In case of cancellation the student should drop the course electronically; a refund will be processed after the drop is filed.

Change in Class Schedule: The School of Nursing reserves the right to amend the information published in the Class Schedule. Changes which may occur are day, time, clinical instructor or clinical agency. Clinical sites are usually chosen by either the clinical instructor or the student. In situations where the student has a preceptor she/he would like to work with, the student can provide the clinical instructor with the preceptor's name. If the student does not have an identified preceptor in mind the clinical instructor will help the student to find one. Once the preceptor is identified the clinical instructor will contract the preceptor to determine if the clinical site and preceptor is a good match for the student. All approved preceptors must turn in a copy of their degree (diploma), a copy of their professional license and a current resume/CV.

Children in Class: Neither students nor faculty shall bring babies or small children into the classroom or clinical practice area. Babies and children in the classroom are disruptive, even when the visitors are quiet. Faculty may be placed in a position in which they must deny individual students the opportunity to attend class if they bring babies or children. Thus students should plan for childcare when on campus classes are scheduled.

Confidentiality: An important part of nursing ethics is maintaining the client's confidentiality. Therefore, written work submitted to the instructor must never contain the client's full name. Client's problems must not be discussed with family or friends. If the School of Nursing ascertains that a client's confidentiality has been violated, the student violating the confidence will be subject to disciplinary action. HIPAA regulations require each student to sign a Student Confidentiality Statement prior to attending a clinical rotation in a clinical facility. The signed form is then given to the faculty member for placement in the student's file.

Computer Accounts: To use the Health Sciences Lab Computers it will be necessary for students to set up a computer account. The account is free and may be obtained by contacting the lab monitor. To qualify for an account the student:

- Must, be currently enrolled at UNLV
- Must, present a picture ID at the time the account is activated
- Have, your full social security or 999 number for international students

The monitor will assign you a username, which consists of the first four letters of your last name, followed by the last four numbers of your social security number. The username cannot be changed. You make your own password the first time you log onto the network.

Dead Week: (the week prior to final examinations). Classes and clinicals will be held during this week. Final examinations will not be administered during this week.

Drug Screening: Certain clinical facilities require that students prior to a clinical experience demonstrate they are drug free by a drug screen. The screen is only required prior to enrollment in the program, if the student maintains continuous enrollment and behaviors do not suggest the use of drugs. If the student leaves the program and subsequently returns or his/her behaviors suggest that drug usage may be occurring, repeat testing will be required indicating negative results for the student to continue in the nursing program or the clinical facility.

If there is probable cause, the student must submit to an immediate drug screen at the nearest Quest Diagnostics laboratory. If the results of the test are positive the cost of the screen will be the responsibility of the student. If the screen is negative, the cost for this screening will be borne by the clinical agency or the University. Any follow up care is a financial responsibility of the student.

English Composition Skills: Student should exhibit professional level composition skills. Faculty is expected to award or delete points on papers (essays, examinations, term papers, summaries on the client assessment forms, etc) for usage of proper grammar and consistency and conciseness of thought. All formal papers written by graduate students in the master's program should utilize APA format. All students are encouraged to purchase an APA format textbook as a reference.

Essential Tasks: The School of Nursing has formulated a list of essential tasks related to observation; communication; motor abilities; conceptual-integrative and quantitative abilities; and behavioral and social attributes in which applicants and students within the nursing program should be able to engage in a reasonably independent manner, with or without reasonable accommodations. Students should review the demands of the program as a means to compare their own capabilities against the identified demands.

Students must be able to read, write, speak and understand English at a level consistent with successful course completion and development of positive patient-nurse relationships. Students must complete readings, assignments and other activities outside of class hours. Students must gather decision-making pieces of information during patient assessment of research activities in class or in the clinical setting without the use of an intermediary such as a classmate or other nurses.

Students may perform assessment activities in class or in the clinical setting by direct performance or by instruction and supervision of intermediaries.

Students must apply critical thinking processes to their work in the course and the clinical setting, must exercise sound judgment in the course and in the clinical setting, and must follow safety procedures established for each course and clinical site.

Students must have interpersonal skills as needed for productive course discussion, respectful interaction with classmates and faculty, and development of appropriate nurse- patient relationships.

Students must maintain personal appearance and hygiene conducive to classroom and clinical settings.

Students must pass a cardiopulmonary resuscitation course at the health professional level (BLS) every two years.

Students must demonstrate appropriate health status prior to enrollment with annual updates on some items: no active tuberculosis as indicated in a two-step test, rubella (German measles) and rubella (measles) immunity, tetanus-diphtheria booster within 10 years of anticipated admission, and completion of the hepatitis B vaccine series or written declination.

Students must follow standards and policies specified in the Student Handbook, the Letter of Understanding (contract between university and clinical sites), and the Clinical Preceptor Handbook.

Students must present evidence of a negative drug screen at the time of admission to clinical course work. The drug screen will be requested again if the student withdraws and is then readmitted to the program or if behaviors of the student suggest probable cause for follow-up. If probable cause exists, a student will be asked to complete another urine test immediately, which must provide negative results to remain in the clinical experience.

Typical Skills Used to Complete Essential Tasks

Students typically attend classes at least once and up to three times per semester during each academic semester. Classes consist of a combination of lecture, discussion, laboratory and clinical activities.

In the practice setting students typically sit from 1-2 hours daily, stand from two to four hours daily, and walk two to four hours daily.

Students frequently lift less than 10 pounds and occasionally lift weights between 10 and 100 pounds.

Students occasionally carry up to 25 pounds while walking up to 50 feet

Students frequently exert 75 pounds of push/pull forces to objects up to 50 feet and occasionally exert 150 pounds of push/pull forces for this distance.

Students frequently twist, bend and stoop.

Students occasionally squat, crawl, climb stools, reach above shoulder level and kneel.

Students frequently move from place to place and position to position and must do so at a speed that permits safe handling of patients.

Students frequently stand and walk while providing support to an infirmed patient. Students occasionally climb stairs or negotiate uneven terrain.

Students continuously use their hands repetitively with a simple grasp and frequently use a firm grasp and manual dexterity skills.

Students frequently coordinate verbal and manual activities with gross motor activities. Students use auditory, tactile and visual senses to receive instruction and to assess, intervene and evaluate patients.

Employment: The nursing program permits students to be enrolled full-time or part-time. Full-time students are encouraged not to engage in full-time employment while enrolled in the program. A student's combined employment and semester-hour load should not exceed 40 hours per week.

Students should be aware that the School of Nursing assumes no responsibility for their activities as an employee of an agency. The student is personally and professionally responsible and liable for any activity he/she participates in while employed.

Students may not wear the UNLV student nametag at their place of employment. Additionally, students cannot use their place of employment to fulfill their clinical practicum.

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

It is the instructor's responsibility to make known the tentative dates of examinations, the weighing of examinations and method of final grade calculation at the beginning of the semester.

Final Examination: Final examinations will be held at the end of the semester at the time specified in the class schedule. The faculty must follow the class schedule during final exam week for the purpose of giving the final examination. Faculty should remind students to complete the course evaluation which is sent via the student's rebel mail address. Some faculty may choose to give the final exam on campus.

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

Evaluations: All students are offered the opportunity of a formal mid-term evaluation. Students must have a formal final evaluation in clinical, and at that time the students are to be told their final grade. The faculty is responsible for filing the student's final grade via the Web Grade Book prior to leaving campus for the semester.

Grading Policies:

Grading Scale of the School of Nursing

A	93-100	B-	80-82	D+	68-69
A-	90-92	C+	78-79	D	63-67
B+	88-89	C	75-77	D-	60-62
B	83-87	C-	70-74	F	Below 59

NOTE: A passing grade for students taking graduate degree courses (600 or 700 level) is 83% (B) or above.

Grade Recorded when a student does not pass the clinical portion of the course: The clinical portion of the course is graded on a pass/fail basis. Because the clinical portion of the course is an integral portion of the course, if the student does not successfully complete the clinical portion of the course, a grade of F will be recorded for the course.

Grades (posting): When posting grades via the Web Grade Book, students will have access to their grades in a confidential way. Grade reports are also distributed to the Associate Dean of Academic Affairs with the School of Nursing and are available to advisors and counselors.

Health Conditions of a Continuing Nature In the event of pregnancy, students may continue clinical in accordance with agency policy. Student problems of a continuing nature may be referred to Standards and Scholarship Committee for recommendations.

Health Insurance Validation: It is a requirement of the School and a requirement within contracts with clinical agencies that students who practice in those facilities have health insurance. Thus students are required to maintain current health insurance coverage. The

student must present verification of health insurance to the Graduate Studies Administrative Assistant prior to registering for their first graduate courses. If students do not have proof of health insurance they will not be allowed to be in clinical rotations. The student is responsible to determine that their health insurance coverage includes provisions for emergency room visits in the event of a needle stick or other high-risk exposure in the clinical setting, as well as the costs of anti-HIV drugs if the physician determines the medications are warranted.

Injury in Clinical Area

1. Clinical Instructor assesses the extent of the injury, to determine if the student can remain in the clinical area.
2. If the clinical instructor determines that the student should seek medical care, the student is referred to his/her private physician.
3. Student and clinical instructor must complete an incident report if required by the clinical agency and a copy is filed in the student's file.
4. Billing of charges will be to the student's insurance company; the clinical agency has no responsibility for treatment charges, this is the reason the student carries medical insurance.

Lateness of Assignment: Written work is expected on the date indicated in the syllabus. The determination of % points to be deducted per day will be made by the instructor. It is the student's responsibility to notify the instructor that an emergency has occurred.

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

Professional Liability Insurance: Students are required to carry their own professional liability insurance. Information regarding insurance copies offering professional insurance is available in the professional literature.

There are several insurance agencies that offer malpractice insurance. These are examples of malpractice carriers. Please note the University of Nevada, Las Vegas does not endorse any of these organization but feel this is a good representation of the types of professional insurance available. These include: (1) Nurses Service Organization (NSO). For additional information regarding the type of insurance coverage you will need go to the following website: <http://www.nso.com/pli/index.php> (2) Healthcare Providers Service Organization. For more information go to their website at: http://www.hpso.com/quick_quote/. Here is another website which discuss nurse practitioner practice and legal guide: <http://npcentral.net/aspden/buppert.shtml>, (3) ProLiability https://secure.seaburychicago.com/www_proliability_com/content/home/default.asp.

There are other organizations and what is presented here are just examples. The School of Nursing does not endorse any malpractice insurance agency and encouraged the student to shop around and visit the frequently asked questions websites.

Two-Step Tuberculin Testing: Students must show proof of current two-step tuberculin testing results to the Graduate Studies Administrative Assistant prior to registering for their first graduate courses. Testing must be within one year to be current.

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

PROBATION and SEPARATION (DISMISSAL): If the MSN Coordinator determines that a student is not making satisfactory progress toward the degree, he/she may request the Graduate Dean separate the student from the Graduate College or place the student on probation. The MSN Coordinator will provide the student with specific requirements, including deadlines, which must be completed to be removed from probation. If the Graduate Dean approves the request, the student will be placed on probation. Failure to meet the conditions of the probation will result in separation from the Graduate College. A UNLV graduate student who has been dismissed for academic reasons is not eligible for admission or re-entry. The student must petition the Graduate College for academic reinstatement.

Failure to make satisfactory progress may include the following. Failure to maintain these standards may result in separation (dismissal).

1. Failure to complete six credits per calendar year toward the degree program.
2. Unsatisfactory grades (including incompletes, grades below a B in two courses or in the same course twice, or withdrawals).
 - i. Unsuccessful in One Nursing Course: If a student receives less than a "B" in one nursing course, and it is the first occurrence, the student will be allowed to repeat the nursing course, but will be placed on probation.
 - ii. Unsuccessful in Two Nursing Courses: If a student receives less than a "B" in two nursing courses with the NURS prefix (which may occur in the same semester or in different semesters), the student will be separated (dismissed) from the School of Nursing.

Unsuccessful is defined as: dropping a class in which the student has an average of less than a "B" at the date of withdrawal from the course; failing the clinical component of a clinical course; completing the course with a grade below a "B"; obtaining an "F" grade resulting from failure to withdraw from the course; and having an average below a "B" at the time of complete withdrawal from UNLV.

3. Failure to consult with the advisor when requested.
4. Failure to develop an official degree program.
5. Failure to establish the groundwork for an acceptable thesis, research utilization project, professional paper or capstone.

6. Failure to maintain the standards of academic and professional integrity expected in a particular discipline or program (i.e. falsification of clinical logs).

After review of the submitted request, the Graduate Dean can recommend that the student be placed on probation. The School of Nursing will provide the student with specific requirements, including deadlines, which must be completed, to be removed from probation. Failure to meet the conditions of the probation will result in separation from the Graduate College.

A graduate student who has been dismissed for academic reasons is not eligible for admission or re-entry. The student must petition the Graduate College for academic reinstatement.

WITHDRAWAL:

1. Withdrawal when successful and passing: If a student has been successful in previous and currently enrolled courses with a NURS prefix, the student may withdraw from the nursing course(s) provided the student has a "B" grade at the time of withdrawal. The nursing course(s) are repeated when available. The student is not considered unsuccessful for the withdrawn nursing course(s).
2. Withdrawal when failing present course, but successful in other nursing courses: If a student withdraws from a nursing course when the student's grade at the point in the course is less than a "B", the withdrawal will be considered a unsuccessful completion of the course. If the student has been successful in all other nursing courses, the withdrawal will be considered the student's first unsuccessful nursing course. The student will be allowed to repeat the nursing course when available. It is not necessary for the student to petition to retake the course.
3. Withdrawal when passing present course and unsuccessful in other nursing courses: If a student has been unsuccessful in a previous nursing course, and withdraws from a current nursing course with a passing grade of "B" at the time of withdrawal, the withdrawal will not be considered a unsuccessful course outcome. The student will be allowed to repeat the course when available. It is not necessary for the student to petition to retake the nursing course.
4. Withdrawal when failing present course and unsuccessful in other nursing courses: If a student has been unsuccessful in a previous nursing course, and withdraws from a current nursing course with a grade less than a "B", the withdraw will count as the second unsuccessful course. The student will be separated (dismissed) from the School of Nursing.
5. Withdrawal from two nursing courses when failing: If a student withdraws from two nursing courses with a grade less than a "B" (whether in the same semester or two different semesters), the student will be separated (dismissed) from the School of Nursing. Withdrawing when failing is considered unsuccessful and two unsuccessful nursing courses are criteria for separation (dismissal).

Decisions related to grading will be determined by the faculty member according to the work the student has made available to the faculty member at the time of withdrawal. It is the student's responsibility to obtain written documentation from the course instructor to verify the passing/failing status at the time of withdrawal.

If a course in which the student was unsuccessful is a prerequisite or co-requisite (requiring concurrent enrollment) to other nursing courses as identified in the current graduate college catalog, the student will not be allowed to progress. All prerequisite or co-requisites course must be successfully completed prior to progression to any course scheduled in subsequent semesters.

SUSPENSION FROM THE SCHOOL OF NURSING:

Based on Unsafe or Unprofessional Conduct

In addition to observation of the University regulations on classroom conduct and the statement on Academic Dishonesty, students in the School of Nursing must act in a safe and professional manner. Unsafe or unprofessional behavior in a clinical or classroom area may be grounds for immediate suspension from a nursing class, regardless of previous academic or clinical performance. If a student receives two suspension notices (either in the same semester or in different semesters) the student will be separated (dismissed) from the School of Nursing.

In accordance with (1) the School of Nursing's purposes and (2) classroom/clinical objectives, examples of unsafe or unprofessional behavior include, but are not limited to: inadequate preparation for safe patient care; failure to seek appropriate assistance with new or unfamiliar procedures; questionable decisions based on expected knowledge level, lack of insight and understanding of own behaviors and behaviors of others; a requirement for continuous detailed supervision or direction to provide safe patient care; dishonest or unprofessional interactions with patients, families, staff, faculty or peers; engaging in practice when not mentally or physically fit; placing or leaving a patient in a hazardous condition or circumstance; and working the night shift or the previous eight hours prior to a scheduled clinical experience. These examples are in harmony with behavioral expectations of graduate nurses regulated by NRS Chapter 632.

Steps in Suspension Procedure:

1. The preceptor and clinical instructor of record will make the initial judgment as to a student's unsafe or unprofessional behavior. After conferring with the student concerning the behavior or incident, the clinical instructor of record has the right to immediately dismiss the student from the instructional area until further judgments regarding progression in the class can be made.
2. The behavior or incident will be documented in way of anecdotal notes by the clinical instructor of record (and/or preceptor/clinical agency personnel if appropriate).
3. The clinical instructor of record in consultation with the MSN Coordinator and Associate Dean of Academic Affairs will determine if the student may continue in the class or is to be administratively dropped from the class. The Associate Dean of Academic Affairs will consult with the student and other parties as appropriate.
4. The student will be notified in writing within five (5) working days of suspension from the course or steps necessary to continue in the course, if continuation is determined to be applicable.
5. Serious cases of misconduct, as defined by the Rules and Disciplinary Procedures for Members of the University Committee, will be referred to the administrative officer of this committee for appropriate action. From that referral point, the policies and procedures detailed in Chapter 6 of the UCCSN Code will be followed.

Removal of Suspension:

1. The student must present evidence in a written statement to their clinical instructor of record, the course coordinator, and the MSN Coordinator those deficiencies have been corrected.
2. The clinical instructor of record, the course coordinator, and the MSN Coordinator must all agree the suspension can be removed.

Appeal: A student who is denied the privilege of readmission to a course has the right to appeal. The appeal process will follow the outlined specified in the UNLV grievance procedure. The first level of appeal will be the School of Nursing MSN Coordinator, the second level is the School of Nursing's Associate Dean of Academic Affairs. If the outcome of the Appeal is not to the student's satisfaction, the student may file an appeal with the Graduate College.

STUDENT RIGHTS

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

- a. To learn without discrimination.
- b. To exercise the liberty to discuss, inquire, and express opinions.
- c. To be evaluated fairly.
- d. To confidentiality.
- e. To have access to channels for grievance or clarification.

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

To Exercise Liberty to Discuss, Inquire and Express Opinions.

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

Student membership is actively promoted with voting rights equal to faculty members on all standing faculty committees except when personnel matters are discussed. Students are expected to be active members of the committee and provide faculty with their individual opinions and those of the student body.

The exclusion of students on the Faculty Affairs Council is by intent, but this council uses student input visa vie student evaluations of faculty, which occurs at the end of each semester. In addition, students who have specific concerns about an instructor should discuss these perceptions with the program coordinator or Department Chair, after discussion with the faculty member.

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

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

Formal evaluation of progress in a clinical course is available at midterm. If students desire feedback an appointment should be made with the instructor prior to the eighth week. Faculty may schedule a discussion at any time. Final clinical performance evaluations must be completed, in written form, shared with the student and filed in the student's records. Final evaluation clinical conferences should occur during finals week.

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

Students who perceive that an academic grievance has occurred; the correct route of appeal is identified in the table below. The appeal process must be completed in 6 months.

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

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

MSN Student Guide to Appeals & Issues

Appeal or Issue	Referral Site
Denial of Admission (graduate)	Graduate College Office (895-3320) Department Chair School Dean Graduate Council (895-3320) Graduate College Dean (895-3320)
Readmission after separation (graduate)	Graduate College Office (895-3320) Department Chair School Dean Graduate Council (895-3320) Graduate College Dean (895-3320)
<i>Removal for failing grades (graduate)</i>	Graduate College Office (895-3320) Department Chair School Dean Graduate Council (895-3320) Graduate College Dean (895-3320)
<i>Registrar-adds, drops, and changes</i>	Registrar's Office (895-3371) Faculty Senate Academic Standards Committee (895-3689)
<i>Administrative drop for classroom conduct</i>	Instructor Department Chair School Dean Faculty Senate Academic Standards Committee (895-3689) Associate Provost for Academic Affairs (895-1267) Student Disciplinary Officer (895-3656)
<i>Denial of transfer credit (graduate)</i>	Graduate College Office (895-3320) Department Chair School Dean Graduate College Dean (895-3320)
<i>Grade appeal (graduate)</i>	Graduate College Office (895-3320) Instructor Department Chair School Dean Graduate Council (895-3320) Graduate College Dean (895-3320)
<i>Graduate student issues</i>	Graduate College Office (895-3320) Coordinator Department Chair School Dean Graduate Council (895-3320) Graduate College Dean (895-3320)
<i>Residency appeal (graduate)</i>	Graduate College Office (895-3320) Residency Appeals Board (895-3443)
<i>Purged from classes for non-payment before academic drop date</i>	Registrar's Office (895-3371) Bursar's Office (895-3577) Fee Appeal Committee (895-3371)
<i>Purged from classes for non-payment after academic drop date</i>	Registrar's Office (895-3371) Faculty Senate Academic Standards Committee (895-3689)
<i>Refunds</i>	Registrar's Office (895-3371) Faculty Senate Academic Standards Committee (895-3689) Bursar's Office (895-3577) Fee Appeal Committee (895-3577)
<i>Appeal for late fees, reinstatement fees & fees due to UNLV</i>	Bursar's Office (895-3577) Fee Appeal Committee (895-3577)
<i>Financial aid processing scholarships, grants, loans & employment</i>	Student Financial Services Office (895-3424) Student Financial Services Director (895-3697)
<i>Appeal of financial aid suspension & denial</i>	Student Financial Service Office (895-3424) Financial Aid Appeals Committee Student Financial Services Director (895-3697)
<i>Registration/payments related to financial aid</i>	Student Financial Services Office (895-3424) Student Financial Services Director (895-3697)
<i>Parking tickets</i>	Parking Services (895-1300) Parking and Traffic Committee (895-1300)
<i>ADA classroom accommodation</i>	Disability Resource Center (895-0866)

DISCLOSURE OF STUDENT EDUCATION RECORDS AND DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records of both current and former students. Each UCCSN institution is required to comply fully with the law. The Act makes a distinction between a student's education record and information classified as directory information. FERPA gives parents certain rights with respect to their children's education records. These rights transfer solely to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are defined as eligible students in the Act.

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

2. **Directory Information.** Under the provisions of FERPA, institutions may disclose, without consent, directory information to individuals upon request. Each UCCSN institution must set a definition for its directory information, which may be more restrictive than provided by FERPA. Directory information is defined in the Act as information contained in an educational record of a current or former student which would not generally be considered harmful or an invasion of privacy if disclosed. The Act defines such information as included, but not limited to:
 - § Name
 - § Address
 - § Telephone number
 - § Date and place of birth
 - § Major field of study
 - § Participation in officially recognized activities and sports
 - § Weight and height of members of athletic teams
 - § Dates of attendance
 - § Degrees and awards received
 - § Most recent previous educational agency or institution attended

3. **Notification Requirements.** Each UCCSN institution shall annually disclose its definition of directory information in writing and provide a form on which students may elect to be removed from the directory listing. The annual notification and form must be published within the first 5 pages of the institutional catalog and each class schedule. A common statement about the uses of directory information, shall be provided on the form:
 - a. **Privacy Statement.** The following statement must appear in boldface type in a box on the form used by students for requesting non-disclosure of directory information. Additional clarifying language may be added to this statement by the institution.

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

At [name of institution], directory information is defined as [_____]. If you do not wish the institution to release this information about you, please complete this form and return it to the Office of [_____] by the deadline stated in the academic calendar. This request will apply permanently to your record until or unless you choose to reverse it.

- b. Deadline. Students shall be permitted until the end of the first 6 weeks of the fall or spring semester to submit a written request for non-disclosure of directory information. The deadline shall be published in the academic calendar of each institution.
 - c. Applicability. The request for non-disclosure shall apply permanently to the student's record until or unless the student or former student requests in writing to reverse the non-disclosure request.
4. **Sale of Directory Information**. Student directory information for current and former students cannot be sold or rented for a fee by a UCCSN institution.

Policy established by Board of Regents, March 2002, (UCCSN CODE, Title 4, Chapter 1, Section 23).

CHAPTER VI
FEES, EXPENSES
AND FINANCIAL ASSISTANCE

Tuition and Fees

Detailed information concerning tuition and fees is found on the Graduate College web site at: <http://graduatecollege.unlv.edu/>

Financial Assistance

Students should check with the Office of Student Financial Services for specific scholarships/loans available. The Office of Student Financial Services can provide the necessary forms to be submitted. This office is located in the Student Services Complex, Room 232 (702-895-3424). To facilitate application the student should complete the Free Application for Federal Student Aid (FAFSA) on the Web (<http://financialaid.unlv.edu/Applications/fafsa.asp>).

Scholarships and Traineeships

Scholarships available to graduate students in all disciplines: Scholarships for which all graduate students on campus may apply are identified in the Graduate Catalog. Students should check with the Graduate College web page for the latest information on Graduate Scholarships and Fellowships.

Scholarships available to Students enrolled in the Graduate Program in Nursing: A number of scholarship and fellowship opportunities are available through the SON. Please review the School website for up-to-date information on these opportunities (http://nursing.unlv.edu/student_financial.html). Below is a description of some of these opportunities.

Zeta Kappa Chapter at UNLV of Sigma Theta Tau International Research Scholarships: Competitive awards provided to members of the honor society for completion of research projects or as awards for winning the research poster competition. Information may be obtained from the Zeta Kappa Chapter of Sigma Theta Tau International website: <http://www.unlv.edu/orgs/zetakappa/>.

Dean's Fellowship, Rebecca and Harry Lahr Scholarships, Sierra Health Care Fellowship, and Fujinaga Fellowship: The purpose of the fellowship is to allow qualified graduate nursing students the opportunity to complete graduate studies in a timely manner by affording these selected students a chance to focus on full-time course work. For the purpose of clarification, graduate nursing students refer to individuals trained in advanced degree programs in the following areas: (1) masters nurse practitioner track; (2) masters nurse educator track; and (3) PhD in Nursing Program. The SON defines full-time study to mean course load of 9 credit hours per semester for those without a graduate assistantship or 6 credit hours per semester for those with a graduate assistantship as outlined in the SON Graduate Student Handbook. The graduate student must have a cumulative GPA of 3.2. The amount of the award is \$20,000 or \$30,000 payable over the three semesters. Students apply annually. Time frames for application are announced in the spring semester. Announcements of the awards for fall and spring semester are made in the summer. Students receive this award while serving as a Graduate Assistant.

Federal Nursing Traineeships: The SON has been awarded traineeships for graduate students. These vary in amount and are normally awarded to graduate students who are full-time students or part-time students if within 6 months of graduation. Announcements of traineeships are sent to admitted graduate students prior to the beginning of each fall semester and students who meet the criteria must apply for the traineeships.

Faculty Nurse Loan Program: This is a federal forgiveness loan program for individuals pursuing an advanced degree in nursing education. Tuition, fees and books are covered by this loan. A student may obtain this loan for up to 5 years as long as the student is enrolled. Within 12 months of graduation the student must find employment teaching in a school of nursing. At the end of each of the first three years 20% of the loan is forgiven and at the end of the 4th year of employment teaching in a school of nursing another 25% of the loan is forgiven. Please check with the Graduate Secretary to determine if these funds are available as they are awarded to the SON year by year from the federal government.

GRADUATE ASSISTANTSHIPS

Graduate assistantships are available in the SON. A graduate assistant (GA) may be employed to teach or assist faculty involved in research and other scholarly activities. A limited number of graduate assistantships are available. These positions are subject to the provisions listed below.

Value/Benefits of Being a GA

Opportunity to:

- apply what you learned in research class
- get-to-know nursing faculty and staff (and possibly other UNLV faculty/staff)

- learn skills that are not taught in the classroom
- be mentored
- experience potentially life-changing events
- get paid to think and be creative
- work normal hours and unlikely to work nights
- stay below the high-tax bracket and have a portion of your tuition paid
- learn things that could help you write a capstone paper, professional paper, thesis, or become a faculty member

GA Hiring Process and Qualifications

1. Each spring the Associate Dean for Research will coordinate the advertising and hiring of GAs. In general, graduate students will receive notice of the graduate assistantship opportunities along with a GA Interest Form. Graduate students can indicate their interest by e-mailing a completed GA Interest Form to the Associate Dean for Research. Upon receipt of the GA Interest Forms, the Associate Dean for Research will match the graduate students' interest with an appropriate faculty GA mentor. Graduate assistantships will be assigned within a month of receipt of the GA Interest Form. The number of graduate assistantships will be dependent on funding. Under extenuating circumstances, graduate assistantships may be filled after August 1.
2. A GA must have Graduate Standing (master's or PhD student) status at the start of the GA appointment.
3. A graduate assistantship is normally offered for 12 months, starting July 1 and ending June 30 (The starting date for newly admitted graduate students may be August 1). A GA is expected to spend 20 hours per week on GA duties. A new application must be made for each year. If a GA does not make satisfactory academic progress or does not satisfactorily perform assigned duties, the graduate assistantship may be terminated.
4. An incomplete grade on the academic record will terminate the graduate assistantship for the following semester. A student with an incomplete may not receive a graduate assistantship.
5. Currently, a 12-month graduate assistantship carries a stipend of \$15,000 for a master's student and \$18,000 for a PhD student. In addition, fee waivers are normally approved for course work directly related to the degree program. This tuition waiver covers approximately 87% of the per credit hour fee. The out-of-state tuition is waived while the GA is on contract. Additionally, both master's and PhD students can apply for supplemental fellowships.
6. During the fall and spring semesters, a GA is expected to carry a minimum of 6 credits. Exceptions will be permitted only with specific written consent of the Deans of SON and Graduate College. During the summer semester, a GA is expected to carry a minimum of 3 credits. When on a 12-month contract, a GA is expected to carry the 3 summer credits in May when the SON summer school begins. Tuition waivers are available in summer terms. Such waivers can be obtained for no more than two summer sessions.
7. A GA may not accept employment on or off campus until they have received written permission from the Deans of SON and Graduate College. Generally, GAs can work up to 12 hours off campus per week.
8. Graduate assistantship offers are only valid if signed by the Graduate Dean.

Graduate Assistantship Duties and Expectations

Under the supervision of a faculty GA mentor, the GA may:

1. Conduct learning experiences with students in the classroom, clinical area, Learning Resource Laboratory, or other instructional setting;
2. Prepare instructional material;
3. Consult with students regarding course content;
4. Evaluate and grade student's performance; and
5. Assist faculty with research such as library research, data collection and data entry.

A GA is expected to ...

- do high-quality work.
- be responsible/accountable.
- show initiative.
- think critically.
- communicate respectfully and professionally.

A GA is expected to attend mandatory university GA workshops and the SON GA Orientation. A GA will be informed of these workshops and the orientation in their appointment letter. The GA Orientation will be held during the orientation week in September. A GA is expected to complete two contracts: 1) Graduate College Graduate Assistantship Contract and 2) SON GA Contract. These contracts must be completed before the GA appointment starts. Copies of these contracts will be provided by the Graduate College and SON, respectively.

A GA is expected to maintain a log that describes specific GA activities. Information about the logs will be provided in the GA Orientation.

A GA is expected to attend an end-of-semester progress meeting. The objectives of this meeting are to obtain feedback from the GA about the experience and review semester activities. The meeting will be arranged by the Associate Dean for Research and attended by the Associate Dean for Research and graduate program coordinators as appropriate. A GA in the SON is not considered a member of the program, department, or school faculty organizations. However, a GA may hold membership as students on graduate program standing committees according to the SON by-laws. See the Graduate College Policy Manual for Graduate Assistantship Regulations and Policies on the web at <http://graduatecollege.unlv.edu/>

CHAPTER VII

ORGANIZATIONS

STUDENT NURSES ORGANIZATIONS

All students enrolled in the nursing program are eligible for membership in the Student Nurses Organization.

MEMBERSHIP ON THE MASTER'S PROGRAM FACULTY AND CURRICULUM COMMITTEE DEPARTMENTAL STANDING COMMITTEES AND PROGRAM COMMITTEE.

Graduate students may hold voting membership on all standing committees within the Graduate Nursing Program according to School of Nursing Bylaws. Student representatives are selected by the graduate nursing student body.

SIGMA THETA TAU INTERNATIONAL

The Zeta Kappa Chapter of Sigma Theta Tau International was chartered at the University of Nevada, Las Vegas in 1981. The purposes of Sigma Theta Tau are to recognize the achievement of scholarship of superior quality, to recognize the development of leadership qualities, to foster high professional standards, to encourage creative work and to strengthen commitment on the part of individuals to the ideals and purposes of the profession of nursing. Each year invitation to membership is extended to selected students in the undergraduate and graduate programs who demonstrate the qualities identified by the purposes of Sigma Theta Tau. Faculty members and community nursing leaders who possess the minimum of a Baccalaureate in Nursing are also invited to membership. Meetings of educational nature are planned four times per year.

GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION (GPSA)

All registered graduate students of the University are members of the GPSA, Graduate & Professional Student Association of the University of Nevada, Las Vegas. The purpose of this organization, established in 1980, is to promote academic and social interests of graduate students. The governing body of GPSA, the Executive Committee, is comprised of elected officers and representatives selected by the graduate students in each department. A graduate student in the School of Nursing will be selected to represent the Program on the Executive Committee. A GPSA representative holds voting membership on the Graduate Council and on each standing committee of the Graduate College.

Appendix A: School of Nursing Academic Calendar Fall 2009

*School of Nursing	Description	UNLV Dates	Contact Office
8/31/09	Starting Date for Financial Aid Scholarships and Grants in Aid to be Paid to students		Financial Aid Office
9/4/09	Last day to pay tuition and fees without a \$25.000 per day late penalty. Online payment options will be available until 5:00 p.m.	8/21/09	Cashiers Office
9/8/09	Instruction and late registration begin. Late fee of 25.00 per day begins.	8/24/09	Cashier
9/14/09	Last day to late register, add courses, change courses, change from audit to credit, or pay fees by 5:00 p.m.	8/28/09	Registrar Cashier
9/14/09	Final day to pay fees with \$125.00 late penalty. Failure to pay will constitute withdrawal from all classes.	8/28/09	Cashier
9/14/09	Final day to drop or withdraw and receive a 100% refund. No refunds after this day except for total withdrawal from all classes.	8/28/09	Registrar Cashier
10/9/09	Final day to completely withdraw from all classes and receive a 50% refund. Official withdrawal form must be obtained from the Office of the Registrar & Admissions.		Registrar Cashier
11/6/09	Final day to drop or withdraw from classes or change from credit to audit except for short courses. Drops and withdrawals will not be allowed after this date even with instructor approval. Drops should be processed by 5:00 p.m.		Registrar
12/11/09	Instruction Ends	12/5/09	
12/14/09	Final Examination begins	12/7/09	
12/18/09	Final Exam ends	12/12/09	
12/18/09	Fall semester ends DEGREE CONFERRAL DATE	12/12/09	
12/22/09	Final grades due in web grading system by 4:00 p.m.	12/15/09	Registrar

Appendix B: School of Nursing Graduate Faculty Directory

School of Nursing Graduate Faculty Contact Information

Name	Office	Phone	Email
Dr. Patricia Alpert	BHS 426	702-895-3810	<i>Patricia.Alpert@unlv.edu</i>
Ms. Alona Angosta	BHS 434	702-895-1218	<i>Alona.Angosta@unlv.edu</i>
Ms. Janelle Baugh	BHS 446	702-895-5440	<i>Janelle.Baugh@unlv.edu</i>
Dr. Mary Bondmass	BHS 450	702-895-3418	<i>Mary.Bondmass@unlv.edu</i>
Dr. Cheryl Bowles	BHS 436	702-895-3082	<i>Cheryl.Bowles@unlv.edu</i>
Dr. Lori Candela	BHS 428	702-895-2443	<i>Lori.Candela@unlv.edu</i>
Dr. Michele Clark	BHS 463	702-895-5978	<i>Michele.Clark@unlv.edu</i>
Ms. Dianne Cyrkiel	BHS 408	702-895-3792	<i>Dianne.Cyrkiel@unlv.edu</i>
Dr. Janice Haley	BHS 444	702-895-5984	<i>Janice.Haley@unlv.edu</i>
Mr. Alan Jauregui	BHS 440	702-895-5983	<i>Alan.Jauregui@unlv.edu</i>
Ms. Jennifer Kawi	BHS 406	702-895-5935	<i>Jennifer.Kawi@unlv.edu</i>
Dr. Susan Kowalski	BHS 414	702-895-3404	<i>Susan.Kowalski@unlv.edu</i>
Dr. Margaret Louis	BHS 438	702-895-3812	<i>Margaret.Louis@unlv.edu</i>
Ms. Cheryl Maes	BHS 412	702-895-2947	<i>Cheryl.Maes@unlv.edu</i>
Dr. Nancy Menzel	MPE 308	702-895-5970	<i>Nancy.Menzel@unlv.edu</i>
Dr. Sally Miller	BHS 356	702-895-4765	<i>Sally.Miller@unlv.edu</i>
Dr. Carolyn Sabo	BHS 333	702-895-3342	<i>Carolyn.Sabo@unlv.edu</i>
Dr. Tish Smyer	BHS 416	702-895-5952	<i>Tish.Smyer@unlv.edu</i>
Dr. Barbara St Pierre Schneider	MPE 308	702-895-1216	<i>Barbara.StPierreSchneider@unlv.edu</i>
Ms. Susan VanBeuge	BHS 404	702-895-3719	<i>Susan.VanBeuge@unlv.edu</i>
Dr. Rosemary Witt	BHS 402	702-895-3414	<i>Rosemary.Witt@unlv.edu</i>
Dr. Nancy York	BHS 418	702-895-5930	<i>Nancy.York@unlv.edu</i>
Dr. Yu (Philip) Xu	BHS 454	702-895-3175	<i>Yu.Xu@unlv.edu</i>

Note: for information of faculty research interest areas go to: <http://nursing.unlv.edu>

Appendix C: School of Nursing Academic Affairs Office and Contact Information

School of Nursing
Bigelow Health Sciences Building (BHS)
4505 Maryland Parkway, Box 453018
Las Vegas, Nevada 89154-3018
Voice: (702) 895-3360
Fax: (702) 895-4807

Associate Dean for Academic Affairs

Dr. Tish Smyer
Tish.Smyer@unlv.edu
(702) 895-5952

Coordinator for the Graduate Program (PhD)

Dr. Yu (Philip) Xu
Yu.Xu@unlv.edu
(702) 895-3175

Coordinator for the Graduate Program (MSN)

Ms. Cheryl Maes
Cheryl.Maes@unlv.edu
(702) 895-2947

Coordinator for Baccalaureate Degree Program (BSN)

Dr. Nancy York
Nancy.York@unlv.edu
(702) 895-5930

STAFF:

Mary Murray, Administrative Assistant
Mary.Murray@unlv.edu
(702) 895-4254

Elizabeth Gardner, Program Officer
Elizabeth.Gardner@unlv.edu
(702) 895-5923

Appendix D: School of Nursing Research Office

School of Nursing
Paul McDermott Physical Education (MPE)
4505 Maryland Parkway, Box 453025
Las Vegas, Nevada 89154-3025

Associate Dean for Research
Barbara St. Pierre Schneider
Barbara.StPierreSchneider@unlv.edu
(702) 895-1216

Bethany Clanton, Research Coordinator
Bethany.Clanton@unlv.edu
(702) 895-3408

STAFF:
Lisa Escher, Administrative Assistant
(702) 895-3105

Appendix E: Graduate College Forms

PROPOSED GRADUATE CERTIFICATE PROGRAM

PART ONE OF TWO PARTS

THE GRADUATE COLLEGE

The University of Nevada, Las Vegas

* Type directly into the highlighted fields or print clearly in blue or black ink

* Submit the signed original and 3 copies of Parts One and Two of this Form to the Graduate College upon enrollment

* Note: Work taken before matriculation may not be used in an advanced graduate certificate program without departmental and Graduate College approvals. Transfer work taken after matriculation may not be used without prior permission from the department and Graduate College.

STUDENT INFORMATION:

Student ID or Social Security Number: _____

Last Name _____ First Name _____ MI _____

Address _____ City _____ State _____ Zip _____

E-mail Address _____ Phone _____

ADVANCED GRADUATE CERTIFICATE PROGRAM INFORMATION:

Graduate Catalog year used to determine degree requirements: _____

Department: _____ Certificate Program: _____

APPROVAL SIGNATURES

(To be signed after reading and endorsing Part Two of the PROPOSED MASTERS DEGREE PROGRAM form)

Student _____ Date _____

Department Chair / Graduate Coordinator _____ Date _____

* Dean, Academic College _____ Date _____

GRADUATE COLLEGE APPROVAL:

Dean, Graduate College Date

Copies: Graduate College; Advisory Committee Chair; Department; Student 8/07

* Please consult the Forms page of the Graduate College website (graduatecollege.unlv.edu) to determine if this signature is required for your program.

**APPOINTMENT OF ADVISORY COMMITTEE
APPROVAL FORM**

THE GRADUATE COLLEGE
University of Nevada, Las Vegas

- * Type or Print
- * Submit the signed original and 2 copies of this form to the Graduate College before establishing the proposed degree program.
- * Keep one copy of this form for your records.

STUDENT INFORMATION:

Student ID or Social Security Number: _____

Last Name _____ First Name _____ MI _____

Address _____ City _____ State _____ Zip _____

E-mail Address _____

Department _____ Major _____

Degree Sought: Masters Specialist Doctoral

COMMITTEE COMPOSITION: Four Graduate Faculty members comprise an Advisory Committee. Three from the student's department and one selected from another department who serves as the Graduate College Representative. Occasionally, and with the approval of the Graduate Dean, it is permissible for an additional member(s) to be placed on the committee. **PLEASE TYPE OR PRINT.**

Advisory Committee Chair (Please type or print, do not sign)

Additional Committee Member (if applicable) (Please type or print)

Advisory Committee Member (Please type or print, do not sign)

Additional Committee Member (if applicable) (Please type or print)

Advisory Committee Member (Please type or print, do not sign)

Graduate College Representative: *I agree to serve as the Graduate College Representative on the Advisory Committee for the above student.*

Name _____ Department _____

Mail Code _____ Signature _____ Date _____

APPROVAL SIGNATURES:

Student Date

Student's Committee Chair Date

* Dean, Academic College Date

Department Chair/Graduate Coordinator Date

Dean, Graduate College Date

** Please consult the Forms page of the Graduate College website (graduatecollege.unlv.edu) to determine if this signature is required for your program.*
Copies: Graduate College; Advisory Committee Chair, Department, Student 8/07

PROSPECTUS APPROVAL FORM

Dissertation/Music Document

Thesis

Professional/Scholarly Paper or Project

THE GRADUATE COLLEGE
The University of Nevada, Las Vegas

- * Keep one copy of this form for your records.
- * Submit the following to the Graduate College **before** registering for thesis or dissertation credit hours:
 - * The signed **original** of this form
 - * Three (3) signed **copies** of this form
 - * Three (3) copies of a brief description/abstract (1- 3 pages) of the prospectus recommended for approval
 - * The thesis and dissertation guide is available in the Graduate College. Contact your advisory committee chair regarding rules beyond those of the Graduate College.
- * **Registering for thesis or dissertation credit before approval and submission of this form is prohibited.**

Student ID or Social Security Number: _____

Last Name _____ First Name _____ MI _____

Address _____ City _____ State _____ Zip _____

E-mail Address _____ Phone _____

Department _____ Degree Sought _____

Advisory Committee Chair _____

Prospectus Title _____

Important note: All research involving human subjects must be reviewed by the UNLV Institutional Review Board (IRB). Upon successful IRB review of your research activity, the Office for the Protection of Research Subjects (OPRS) will issue formal approval for you to begin the research project. The notification must be presented to your Advisory Committee Chair AND be included in the appendix of your thesis or dissertation. IRB review information can be found at: <http://www.unlv.edu/Research/OPRS>

APPROVAL SIGNATURES:

Advisory Committee Chair Date

Additional Committee Member (if applicable) Date

Advisory Committee Member Date

Additional Committee Member (if applicable) Date

Advisory Committee Member Date

Graduate College Representative Date

Chair/Graduate Coordinate Date

* Dean, Academic College Date

GRADUATE COLLEGE APPROVAL:

Dean, Graduate College Date

* Please consult the Forms page of the Graduate College website (graduatecollege.unlv.edu) to determine if this signature is required for your program.

Copies: Graduate College; Advisory Committee Chair; Graduate Coordinator, Graduate College Representative

ORAL DEFENSE RESULTS

THESIS, DISSERTATION/MUSIC DOCUMENT, PROFESSIONAL/SCHOLARLY PAPER, OR PROJECT

THE GRADUATE COLLEGE
The University of Nevada, Las Vegas

STUDENT INFORMATION:

Student ID or Social Security Number: _____

Last Name _____ First Name _____ MI _____

Address _____ City _____ State _____ Zip _____

E-mail Address _____ Phone _____

ORAL DEFENSE RESULTS:

Date of Oral Defense: _____

Department: _____ Degree Sought: _____

Degree Option: Thesis Dissertation/Music Document
 Professional/Scholarly Paper or Project

Title _____

Pass: *Number of credit hours to grant: _____ **Fail**
*Not to exceed the total of credit hours on the approved Degree Program form

SIGNATURES:

Advisory Committee Chair Date

Additional Committee Member (if applicable) Date

Advisory Committee Member Date

Department Chair/Graduate Coordinator Date

Advisory Committee Member Date

* Dean, Academic College Date

Graduate College Representative Date

GRADUATE COLLEGE USE ONLY:

Dean, Graduate College Date

REGISTRAR USE ONLY (X TO S)				
Prefix	Class #	Class Suf	Sec #	Term
Signed _____		Date _____		

GRADUATION APPLICATION

THE GRADUATE COLLEGE
The University of Nevada, Las Vegas

* Type or print the information required.

* **Sign this form and obtain the required departmental signatures before submitting to the Graduate College.**

* The signed original must be submitted to the Graduate College by the deadline posted on the Graduate College website.

* **You and the department should retain one signed copy.**

* **Graduate degree candidates may not participate in Commencement before degree completion.**

* **YOU MUST BE REGISTERED FOR THE TERM YOU INTEND TO GRADUATE. YOUR APPLICATION WILL NOT BE PROCESSED IF YOU ARE NOT REGISTERED.**

* Is this the first time you've applied for graduation? Yes No: Semester/Year: _____

*You may only update once without receiving a degree.

For billing purposes, which of the following does your degree program require? Thesis Dissertation/Music

Student ID or Social Security Number: _____ Other (Exam, Capstone, etc.)

Last Name _____ First Name _____ MI _____

Address _____ City _____ State _____ Zip _____

Date of Birth (DD/MM/YY): ____/____/____ E-mail Address: _____

Phone _____ Ethnicity: (Optional, For Federal Statistical Use Only) _____

Your name as it should appear on your diploma:

***If your name has changed, please file an official name change with the Graduate College.*

Major/Department: _____ *Degree Sought: _____

****Exact degree as it appears in the Graduate Catalog

Term and year you intend to graduate: Spring 20____ Summer 20____ Fall 20____

Are you currently enrolled in coursework that is part of your degree program? Yes No

Do you plan to participate in the Commencement Ceremony? Yes No

If yes, and a doctoral student, who will hood you? _____

Address to mail your diploma: _____ Is this your permanent or home address? Yes No

Street/City/State/Zip: _____

International State/Province: _____

APPROVAL SIGNATURES: Must be signed before submitting to the Graduate College.

Student Date

Committee Chair Date

Department Chair/Grad. Coordinator Date

* Dean, Academic College Date

Copies: Graduate College; Department; Student 6/08

Appendix F: Nurse Practitioner Track Clinical Preceptor Worksheet

UNIVERSITY OF NEVADA, LAS VEGAS
SCHOOL OF NURSING

NURSE PRACTITIONER TRACKS
CLINICAL PRECEPTOR WORKSHEET

For

N703 N731 N734 N744 N749L N759L N764 N769L N773

Name of instructor generating form: _____

Name of instructor assigned to clinical course: _____

Student name: _____

Student email: _____

Student home phone w/area code: _____

Student cell phone w/area code: _____

Best time to call: _____

Nursing Course Number: _____ Semester: _____ Year: _____

Name of Preceptor (w/ credentials): _____

Name of Preceptor's practice: _____

Preceptor Address (complete): _____

Preceptor/Practice main phone number w/area code: _____

Preceptor/Manager/Practice email: _____

Name of Office/Business Manager: _____

Days of week for clinical rotations: _____

Hours for clinical rotations: _____

Best time to call preceptor AND best phone number to reach preceptor:
