

MASTER OF SCIENCE IN NURSING & POST-MASTER'S CERTIFICATE

Student Handbook





TABLE OF CONTENTS

Message from the Dean	9
Message from the MSN & PMC Program Director	11
Chapter 1: UNM and CON General Information	13
UNM Indigenous Peoples' Land and Territory Acknowledgement.....	13
Introduction: Purpose of the Handbook	13
VISION & MISSION	14
College of Nursing.....	14
UNM Health Sciences Center	15
College of Nursing: Program Offerings	16
Bachelor of Science in Nursing	16
Master of Science in Nursing	16
Doctor of Philosophy in Nursing.....	16
Doctor of Nursing Practice	17
Chapter 2: University of New Mexico Academic Policies	18
UNM Student Handbook: Pathfinder.....	18
UNM Course Catalog.....	18
Office of Equal Opportunity.....	18
Other Resources.....	19
Chapter 3: Graduate Nursing Program Academic Policies.....	20
Academic Disputes	20
Resolution of Issues	20

Figure 1: Flow Chart for Informal Resolution of Academic Disputes/Grievances in the Nursing MSN & PMC Program..... 21

College of Nursing Committee Student Representation 22

Academic Status..... 22

Academic Standing and Grade Requirements..... 22

 Grading System 23

 Grade Point Average..... 23

 Incomplete Grades..... 23

 Change of Grade..... 24

 Graduate Grade Replacement Policy..... 24

Progression Policy for MSN & PMC Programs 24

Academic Probation..... 25

 Type 1 Probation: Grade Point Average 25

 Type 2 Probation: NC/F/WF/IF Grades 26

 Type 3 Probation: Incomplete Grades..... 26

Academic Suspension 26

 Suspension by the Office of Graduate Studies 26

 Suspension by a Degree Program 27

 Readmission after Suspension..... 27

Enrollment/Drop Policies 27

Exception Requests..... 28

Student Graduation Responsibilities and Procedures..... 28

Convocation and Graduation Ceremonies..... 29

Policy On Academic Dishonesty 30

 Definition 30

Policy	30
Students With Disabilities	31
Title IX Office of Equal Opportunity.....	31
FERPA.....	32
Health Insurance Portability and Accountability Act (HIPAA).....	32
Chapter 4: Student Resources	32
Costs, Financial Aid, Scholarships, and Loans.....	32
Costs.....	32
Financial Aid for Graduate Students.....	33
Free Application for Federal Student Aid (FAFSA).....	33
Teaching Assistantships	33
The UNM Office of Graduate Studies.....	34
UNM New Mexico Scholars Award, Graduate Fellowships, Research and Travel Grant Information	34
The State of New Mexico	35
U.S. Department of Health and Human Services	35
Specific to Primary Care Students	35
Student Resources on Main Campus	36
University Resources.....	36
Libraries	36
Health Sciences Center Library & Informatics Center (HSCLIC).....	36
Parking.....	37
Interprofessional Healthcare Simulation Center (IHSC).....	37
Graduate Student Life.....	38
Graduate and Professional Student Association.....	38

Graduate Student Nurses' Association	38
Sigma Theta Tau International	39
Graduate Student Orientation	40
Communication Within the College of Nursing	40
Academic Advisement	41
UNM College of Nursing Academic Calendar	42
Health Sciences Library and Informatics Center (HSLIC).....	42
Chapter 5: General Nursing Student Requirements.....	44
Online Courses: Canvas	44
Technology	44
Navigating Microsoft Office (Powerpoint, Excel, Word, Outlook).....	45
Clinical Experiences	46
Clinical Professionalism Contract.....	46
Professional Documentation	46
Dress Code for MSN & PMC Clinical Courses	47
Clinical Practice During Breaks Between College of Nursing Terms.....	47
Liability Insurance	47
Needle-Stick Policy and Insurance.....	47
UNM Health Science Center Email Policy	48
Student Identification	48
ID Badges	48
Banner ID.....	48
UNM Net ID and HSC Net ID	49
Student Records	49
Use Of Cell Phones And Other Devices During Classes	49

Social Media Usage.....	50
Evaluation of Course and Faculty.....	50
Presence Of Students' Children in CON Facilities And Classes.....	50
Writing Standards.....	50
Other Requirements.....	51
Graduate Nursing Student Rights and Responsibilities.....	52
Chapter 6: MSN Curriculum General Information.....	53
Purpose of Graduate Education.....	53
General Objectives for the MSN and PMC Programs.....	54
General Requirements for the MSN Degree.....	54
MSN Core Courses.....	55
Program-Specific Courses.....	55
Master's Comprehensive Examination.....	55
Transfer Credit.....	56
Independent Study.....	56
Chapter 7: MSN & PMC Programs Objectives and Curriculum Plans.....	57
Nursing Education.....	57
MSN Nursing Education Program of Studies (POS) Fall Admissions.....	58
Advanced Practice Programs.....	60
Family Nurse Practitioner.....	60
Objectives.....	61
Family Nurse Practitioner Program of Studies.....	62
Nurse-Midwifery.....	64
Objectives.....	64
Nurse-Midwifery Program Program of Studies.....	66

Psychiatric Mental Health Nurse Practitioner.....	68
Psychiatric Mental Health Nurse Practitioner Program of Studies	69
Post-Master’s Certificate (PMC) In Nursing.....	71
Track A.....	71
Track B.....	73
Appendix A: MSN Comprehensive Examination	75
Graduation Requirements.....	77
Appendix B.....	78
NURS 597: MSN Applied Examination - Guidelines for Part 1 and Part 2	78
General Information	78
Guidelines for the Part 1 Core Examination	78
Part 1 Core Examination: Study Guide to Facilitate Preparation	81
Guidelines for the N597: Part 2 Program-Specific Questions	82
Appendix C.....	85
Appendix D: Instructions: Program of Studies Form.....	87
Appendix E – Professional Documentation Requirements for Graduate Nursing Students.....	89
Appendix F: Student Dress Code for MSN & PMC Clinical Courses.....	93
Uniform	93
Accessories	93
General Appearance.....	93
Required Supplies for Inpatient Clinical	94
Appendix G: Student Website Links/Resources on Main Campus.....	95
Appendix H.....	98
Health Sciences Center Library & Informatics Center (HSCLIC).....	98

Zimmerman Library.....	98
Zimmerman Library, 1st Floor, West Wing.....	98
Herzstein Latin American Reading Room, Zimmerman Library, 2nd Floor	99
Parish Memorial Library.....	99
Fine Arts and Design Library, Fine Arts Center	99
Centennial Science and Engineering Library.....	99
Appendix I: Graduate Nursing Student Rights and Responsibilities.....	100
College of Nursing Student Rights and Responsibilities	101
Appendix J	105
Appendix K.....	107
Appendix L	126
Appendix M	129
Nursing Student Code of Professional Conduct	129
Personal and professional responsibility	129
Commitment to Excellence in Learning.....	129
Commitment to Excellence in Patient Care	130
Integrity and Respect.....	130

MESSAGE FROM THE DEAN

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

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

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

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

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



Carolyn Montoya
PhD, RN, PNP, FAANP, FAAN
Professor and Interim Dean

MESSAGE FROM THE ASSISTANT DEAN OF PROFESSIONAL GRADUATE PROGRAMS

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

You have made a very important decision to continue your academic preparation. The MSN in Nursing Education will prepare you to teach in both traditional and concept-based curricula. The MSN in Administration enables development of skills and growth in organizational leadership roles. As an advanced practice nurse, you will have an important role in shaping the future of health care in a complex healthcare environment.

This Handbook will be an important source of information for you as you pursue your studies. Please become familiar with it and use it to help you answer questions that arise regarding your program. We are here to offer guidance and assistance as you strive to accomplish your educational goals.



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CHAPTER 1: UNM AND CON GENERAL INFORMATION

UNM INDIGENOUS PEOPLES' LAND AND TERRITORY

ACKNOWLEDGEMENT

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

We gratefully recognize our history.

INTRODUCTION: PURPOSE OF THE HANDBOOK

The Master of Science in Nursing (MSN) and Post-Master's Certificate (PMC) Student Handbook has been developed to help students find the answers to common questions that arise as they progress through the Master's program. This MSN & PMC handbook does not constitute a binding contract between the CON and the student, and does not supersede information and binding policies that are described in the UNM Catalog that are/were in effect at the time of admission or readmission. Policies and procedures included in this document are subject to change and may be superseded by the policies of your concentration or changes in University or College of Nursing (CON) policies.

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

Do not hesitate to contact the graduate advisor in CON Student Advisement, your Program Coordinator, or your faculty advisor with additional questions.

VISION & MISSION

College of Nursing

Mission Statement

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

Vision Statement

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

Diversity Statement

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

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

Values

The following five core values serve as guiding principles:

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

UNM Health Sciences Center

Vision

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

Mission

Our mission is to provide an opportunity for all New Mexicans to obtain an excellent education in the health sciences. We will advance health sciences in the most important areas of human health with a focus on the priority health needs of our communities. As a majority-minority state, our mission will ensure that all populations in New Mexico have access to the highest quality health care. More information about the HSC can be found at <http://hsc.unm.edu/>

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

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

Values Statement

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

COLLEGE OF NURSING: PROGRAM OFFERINGS

Bachelor of Science in Nursing

There are five entry options for the Bachelor of Science in Nursing (BSN) program: Traditional Pre-Licensure BSN Option, Freshman Direct-Entry Pre-Licensure BSN Option, NMNEC ADN/BSN Co-Enrolled Option, Accelerated BSN (ABSN) for those with a previous bachelor's degree and the RN-to-BSN Degree Completion Option. These options are based on the same program objectives, although each has its own prerequisite criteria.

Master of Science in Nursing

Graduate programs offer baccalaureate RN students the opportunity to continue their education. The CON offers a graduate program in nursing leading to the Master of Science in Nursing (MSN). Advanced practice concentrations prepare graduates to assume roles in health care as an adult-gerontology acute care nurse practitioner (AG-ACNP), a family nurse practitioner (FNP), or a nurse-midwife (NM). The CON offers a concentration in nursing education and nursing administration, as well as post-master's certificates in the MSN programs.

A Post-Master's Professional Certificate program is available to nurses holding an MSN who wish to complete additional graduate work in an area of nursing not included in their initial master's program. A minor in nursing is also available to nurses pursuing their degree in another field. The graduate program is accredited by the Commission on Collegiate Nursing Education.

Doctor of Philosophy in Nursing

The CON offers a Doctor of Philosophy (PhD) in nursing degree. The program prepares nurses to become researchers and scholars in academia, health policy, and healthcare settings. The PhD Program provides students the opportunity to explore the healthcare needs of underserved and vulnerable populations (especially women, youth, and families) through substantive area and elective coursework. Students may select a focus area for their dissertation within the College priorities of rural health, disease prevention, and health promotion, or an area based on student's nursing background, interests, and goals. PhD students may pursue an individualized plan of study or

concentration in Health Policy or Health Equity and Preparedness (if accepted to the concentration). The majority of the program is available online. Students are expected to spend one week in Albuquerque each summer for Residency Week and attend the Western Institute of Nursing or other equivalent research conference each year.

Doctor of Nursing Practice

The DNP degree prepares healthcare leaders with an emphasis on advanced clinical practice, leadership, health care policy, information systems, and health care delivery systems. Expertise brought by the DNP-prepared nurse is grounded in the scholarship of application. The post-baccalaureate DNP programs offered at UNM include: Nursing Administrative Leadership (NAL), Family Nurse Practitioner (FNP), Psychiatric Mental Health Nurse Practitioner (PMHNP), Pediatric Nurse Practitioner (PNP), and Adult Gerontologic Acute Care Nurse Practitioner (AGACNP) as well as a master's degree to DNP. The DNP program provides nurse clinicians and leaders the opportunity to increase their skills in healthcare systems, quality, leadership, and evidence-based practice so they are well prepared to meet the challenges of modern healthcare, reduce cost, and advance health equity.

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

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

CHAPTER 2: UNIVERSITY OF NEW MEXICO ACADEMIC POLICIES

UNM STUDENT HANDBOOK: PATHFINDER

Students in the nursing program are subject to the general policies, procedures, and specific regulations described in the appropriate sections of the UNM Catalog and the Pathfinder-UNM Student Handbook <http://pathfinder.unm.edu/> that are/were in effect at the time of admission or readmission.

All students are responsible for compliance with the rules and regulations set forth in that catalog and handbook. In addition, important messages will be sent to students through their UNM_HSC email, i.e. UNMNetid@salud.unm.edu. Students should not hesitate to contact the student advisors in the CON Student Advisement Office with additional questions.

UNM COURSE CATALOG

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

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

OFFICE OF EQUAL OPPORTUNITY

[UNM Policy 2720](#): Equal Opportunity, Non-Discrimination, and Affirmative Action, prohibits religious discrimination and requires reasonable accommodation of employees and students sincerely held religious beliefs, observances, and practices when requested, unless accommodation would impose an undue hardship on business operations.

Religious Holidays and Observances calendar is updated on the Division for Equity and Inclusion's website: <https://diverse.unm.edu/>.

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

OTHER RESOURCES

UNM Degrees: <https://degrees.unm.edu/>

UNM LoboWeb: <http://my.unm.edu/home>

UNM Office of Admissions: LOBO Trax Audit

<https://admissions.unm.edu/future-students/transfer/lobotrax-audit.html>

CHAPTER 3: GRADUATE NURSING PROGRAM ACADEMIC POLICIES

ACADEMIC DISPUTES

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

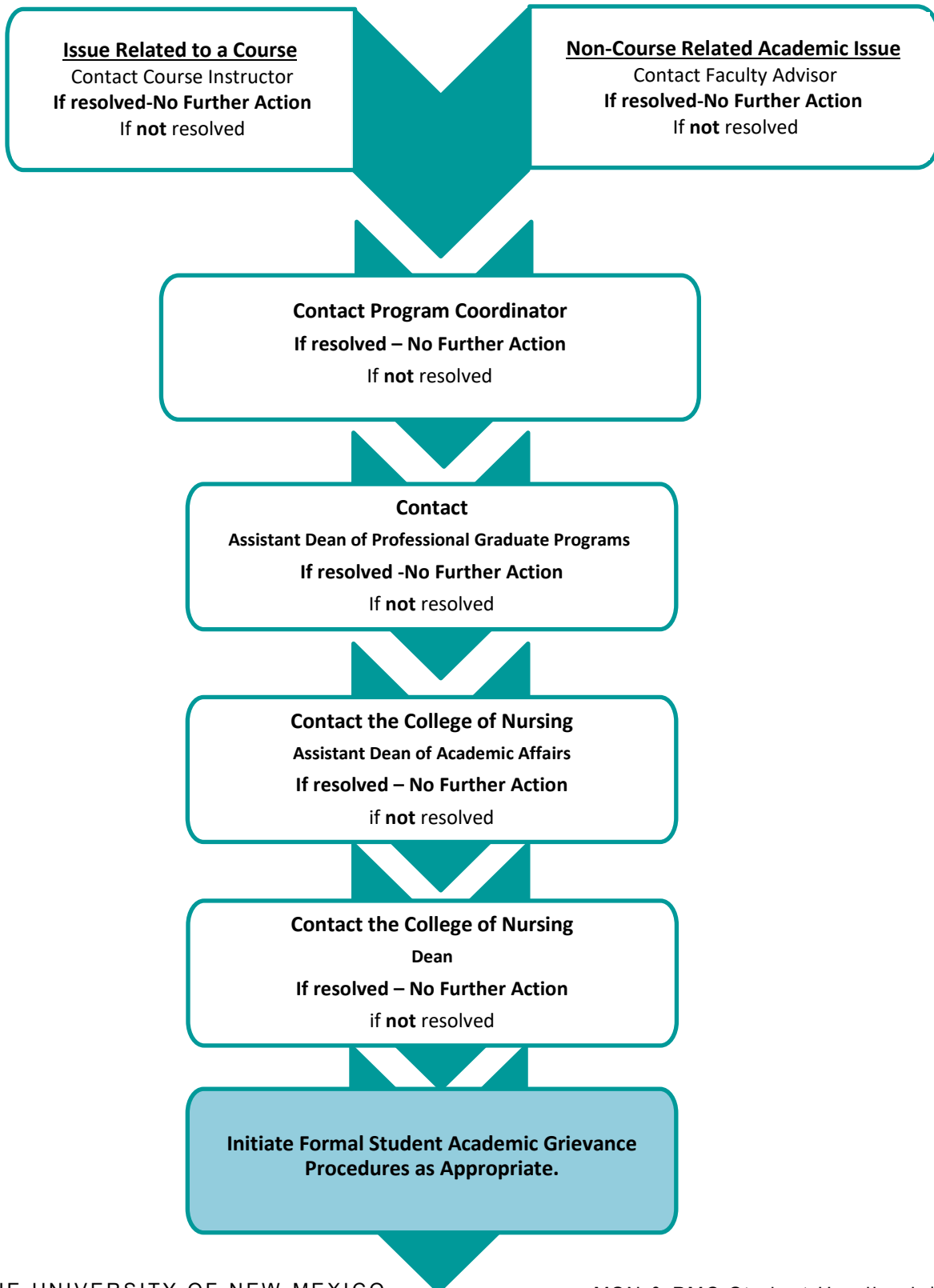
The grievance policy and procedures are explained in the Pathfinder, the UNM Student Handbook: <https://pathfinder.unm.edu/>. The student grievance procedure, a part of the Pathfinder, is available at <https://pathfinder.unm.edu/graduate-student-grievance-procedures.html>.

RESOLUTION OF ISSUES

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

The **formal** process for resolution of issues not otherwise resolved is described in the *UNM Pathfinder under Campus Policies: Student Grievance Procedure* at <https://pathfinder.unm.edu/graduate-student-grievance-procedures.html>.

Figure 1: Flow Chart for Informal Resolution of Academic Disputes/Grievances in the Nursing MSN & PMC Program



COLLEGE OF NURSING COMMITTEE STUDENT REPRESENTATION

Student representation shall consist of one MSN student and one Post-Masters Certificate student on each of the following committees:

- Graduate and Professional Programs Committee
- Practice Committee
- Research and Scholarship Committee.

Students are invited to serve annually. Committee meetings may be attended in person or via video-conference. If a student representative is unable to attend a meeting, minutes are available for review and comment to the Committee Chair.

ACADEMIC STATUS

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

ACADEMIC STANDING AND GRADE REQUIREMENTS

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

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

Grading System

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

Grade Point Average

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

Incomplete Grades

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

completed a Request for Extension of Incomplete (including all required signatures) and submitted the form to the Records Office prior to the published ending date of the term.

Change of Grade

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

Graduate Grade Replacement Policy

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

PROGRESSION POLICY FOR MSN & PMC PROGRAMS

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

- Progression in the all programs requires successful completion of all courses.
- No more than 6 credit hours of course work with a grade of C (2.0), C+ (2.33), or CR (credit; grading option selected by student) earned may be credited toward a graduate degree. Courses offered only on a CR/NC (credit/no credit) basis and required by the graduate program are excluded from this limitation.
- A passing grade in a clinical course is defined as a minimum grade of B (83%).
- Students not achieving the minimum required grade will be counseled concerning options by the Program Coordinator.
- If the student's overall GPA is 3.0 or above, options may include:

- repeating the course the next time it is offered (courses may only be repeated one time),
- withdrawing from the program of study, or applying to another graduate program consistent with the student's goals.
- Students may not progress in other course work until the course has been repeated and successfully complete.

A **teaching-learning and performance contract** is required when student progress toward course and program objectives is unsatisfactory.

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

ACADEMIC PROBATION

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

Type 1 Probation: Grade Point Average

A student whose cumulative grade point average falls below 3.0 for grades earned in graduate-level courses, taken while in graduate status, will be placed on Type 1 academic probation. The student will be suspended from graduate status if the

cumulative grade point average does not reach 3.0 after completion of 12 semester hours of graduate course work or four regular terms in probationary status, whichever comes first. Students on Type 1 probation are not eligible to hold assistantships, nor are they allowed to take Master's examinations or graduate.

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

Students who earn any combination of two grades of NC, F, WF, and/or IF in graduate courses taken in graduate status, even if their cumulative grade point average remains above 3.0, are placed on Type 2 academic probation. The student will be suspended from graduate status if a third NC, F, WF or IF grade is earned. Students on Type 2 probation are not eligible to hold assistantships, nor are they allowed to take Master's examinations or graduate. When students on Type 2 probation are ready to take final exams or defend in order to complete graduation requirements, they must petition the Dean of Graduate Studies to end their probationary status, so that they may complete their requirements and graduate.

Type 3 Probation: Incomplete Grades

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

ACADEMIC SUSPENSION

Suspension by the Office of Graduate Studies

A student who is suspended from graduate status is removed from all student status at UNM. A student may not apply for readmission to graduate status for one year after being suspended. The student may apply for admission to non-degree or undergraduate

status at any time after being suspended from graduate status, but no class taken during the year in which the student is suspended from graduate status can be counted toward requirements for a graduate degree.

Suspension by a Degree Program

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

Readmission after Suspension

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

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

ENROLLMENT/DROP POLICIES

All MSN Core Courses are online courses, and only CON students admitted to a graduate program will be allowed to enroll. Priority will be given to students who are in lock-step full- time programs.

At the discretion of the faculty teaching the course, **students who do not appear in class or log on to a Web course during the first week of the term or who have not made prior arrangements with the faculty course coordinator may be dropped.**

For Web-based classes, the first week of class is defined as Monday to Friday of the first week.

EXCEPTION REQUESTS

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

STUDENT GRADUATION RESPONSIBILITIES AND PROCEDURES

Students must:

- Notify their department of their intent to graduate the term **before** their intended date of graduation. **Look for an email sent through the CON-MSN listserv for Program of Studies (POS) deadline dates and other important information.**

The Program of Study (POS) form is filed electronically through the Office of Graduate Studies (OGS) prior to the term they plan to graduate See [APPENDIX D](#) for instructions on how to fill out the POS form.

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

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

Any change to a POS or to a Master's Examination Committee must be approved by the Faculty Advisor, and the change must be submitted through the CON Student Advisement Office for coordination with OGS. An extensive change requires a new

POS. Students may not schedule their Master's Examination until their POS has been approved. The approval can be verified by checking with the CON Student Advisement Office.

Results of the Master's Examination must be received by the CON Student Advisement Office by

- November 15 for fall graduation
- April 15 for spring graduation
- July 15 for summer graduation

This means that the examination must be turned in and evaluated by faculty prior to these dates. The student should refer to the *Student Timelines and Plan II Examination* information provided in **Appendices A and B**. To ensure that deadlines are met, the student's Master's Examination Committee will determine all deadlines for completed examinations.

CONVOCATION AND GRADUATION CEREMONIES

Watch for email announcements about convocation and graduation the term before your intended graduation. Important messages will be sent to you though your UNM-HSC email, i.e. yourid@salud.unm.edu.

- The **CON Convocation** ceremony is conducted in May.
- This is a formal ceremony recognizing all graduates from the BSN, MSN, PMC, and doctoral programs.
- Participants are required to wear academic regalia.
- Graduating students can purchase regalia from the Main Campus Bookstore, for more information visit [UNM Bookstore – Graduation](#). Regalia is needed for both Convocation and Commencement ceremonies.

The **UNM graduation** occurs twice a year – in May and December - and is the formal ceremony of the University community paying tribute to its graduates. Students from the

CON march as a group behind a banner carrier representing the CON. You will receive a notification packet from the Office of the University Secretary (505-277-4664), with instructions to complete a Participation Form.

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

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

POLICY ON ACADEMIC DISHONESTY

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

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

Definition

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

Policy

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

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

- [Section 4.2: Student Code of Conduct](#)
- [Section 4.3: Student Conduct and Grievance Procedures \[D175\]](#)
- [Section 4.8: Dishonesty in Academic Matters \[D100\]](#)

STUDENTS WITH DISABILITIES

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

Accessibility Resource Center (277-3506) <https://as2.unm.edu/>, Mesa Vista 2021.

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

TITLE IX OFFICE OF EQUAL OPPORTUNITY

Mission: The Office of Equal Opportunity envisions the University of New Mexico as a community where the value of diversity is recognized and where equal opportunity is afforded for all.

All matters of allegations involving University Administrative Policies [2720](#) and [2740](#) will follow Faculty Handbook Policy [D176](#) and the [OEO Discriminations Grievance Procedure](#). In accordance D176, the Dean or designee of the College of Nursing will issue a sanction for the responsible student as both a student at the University of New Mexico and the UNM College of Nursing. D176 indicates that the Dean or designee is to be the sanctioning authority for all violations of the UNM Student Code of Conduct, including those matters involving sexual harassment.

FERPA

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

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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

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

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

CHAPTER 4: STUDENT RESOURCES

COSTS, FINANCIAL AID, SCHOLARSHIPS, AND LOANS

Costs

Tuition and Fees for nursing students are higher than the standard UNM Tuition and Fees. Information about the cost of both Resident and Non-Resident Tuition and Fees

can be found on the CON website at: <https://hsc.unm.edu/college-of-nursing/education/tuition-fees.html>

If you have any questions, please contact the CON's Financial Aid Officers at HSC-CON-FinancialAid@salud.unm.edu

FINANCIAL AID FOR GRADUATE STUDENTS

Free Application for Federal Student Aid (FAFSA)

The FAFSA application is used to apply for student loans and to be considered for potential federal scholarships or traineeships. It is very important to complete this as soon as possible. The priority deadline is March 1st of each year; however, applications are accepted throughout the year. Application may be made via the internet at <https://studentaid.gov/h/apply-for-aid/fafsa>. The application information is processed and results are sent to the Office of Student Financial Aid at UNM.

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

HSC-CON-FinancialAid@salud.unm.edu

Tuition and fees for nursing students are higher than the standard UNM tuition and fees. Information about the cost of both Resident and Non-Resident Tuition and Fees can be found on the CON website <https://hsc.unm.edu/college-of-nursing/education/tuition-fees.html>. To assist with offsetting the educational expense for nursing students, CON Financial Aid Officers advocate to provide financial assistance to qualified students. Scholarships, loans, grants and student work-study may be awarded once the UNM Financial Aid Office has received the results of the FAFSA application submitted.

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

Teaching Assistantships

Teaching Assistants are hired prior to the beginning of the term/semester to assist faculty teaching large undergraduate courses or levels.

- The graduate student applying for a TA contract, must be enrolled half-time. Non-resident students gain an additional benefit of being charged resident tuition rates for the term.

A College of Nursing Teaching Assistant (TA) typically receives:

- 6 credits of tuition (New Mexico residents or student on a tuition waiver)
- Resident tuition rates (non-resident students)
- Health Insurance
- Monthly stipend (amount dependent on FTE)

To apply, complete the TA/RA application located on the following website:

<https://hsc.unm.edu/nursing/docs/ta-and-ga-application-form-22.pdf>.

- Please note that if student has another source of funding designated to tuition and fees only, e.g. scholarship or federal funding source, the TA contract will not pay the 6 credits of tuition.

Application Deadlines

March 30th for summer term; June 30th for fall term; November 15th for spring term. Applications may be emailed to HSC-CON-FinancialAid@salud.unm.edu or faxed to (505) 272-3970.

The UNM Office of Graduate Studies

<http://www.unm.edu/~grad/funding/funding.html>

UNM New Mexico Scholars Award, Graduate Fellowships, Research and Travel Grant Information

The Office of Graduate Studies awards funds in the form of scholarships for full-time New Mexico Resident graduate students. Any information regarding funds for students is typically emailed to graduate students throughout the year. For more information on graduate fellow ships, research and travel grants, please visit the Office of Graduate Studies website listed above.

The State of New Mexico

http://www.hed.state.nm.us/students/nursing_lfs.aspx

Serving as a Nurse in an Underserved Area/Agency is Payback for these loan programs:

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

For more information, please visit the New Mexico Higher Education Department website at [http:// hed.state.nm.us](http://hed.state.nm.us) and click on Financial Aid Tab at the top of the screen and search for loan for service programs. Application deadlines and details can be found on the website.

U.S. Department of Health and Human Services

<https://bhwh.hrsa.gov/funding/apply-loan-repayment/nurse-corps>

U.S. Department of Health and Human Services Nursing Education Loan Repayments Program, Nurse Corps, offers registered nurses substantial assistance to repay educational loans in exchange for service in eligible facilities located in areas experiencing a shortage of nurses. Authorized by Section 846 of the Public Health Service Act, as amended, the purpose of NELRP is to assist in the recruitment and retention of professional nurses dedicated to providing health care to underserved populations. For help please refer to website listed above or call 1-800-221-9393.

Specific to Primary Care Students

National Health Service Corps (NHSC) Scholarship Fund and the Indian Public Health Services <http://nhsc.hrsa.gov/>

These organizations have a competitive application process and require an agreement to pay back in service for time spent in your education programs. These placements can be anywhere in the US and are not necessarily limited to New Mexico. Please be sure you completely understand your service obligations if you accept funding.

Specific to Primary Care Students (FNP, Midwifery) - The New Mexico Health Service Corps

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

External websites

- <http://www.peointernational.org/peo-projects-and-philanthropies> P.E.O. Philanthropic Educational Opportunity for Women
- Other scholarship opportunities will be announced to students throughout the program.

STUDENT RESOURCES ON MAIN CAMPUS

See [APPENDIX G](#) for website links and resources. Review the UNM Pathfinder for additional listings

UNIVERSITY RESOURCES

Libraries

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

Health Sciences Center Library & Informatics Center (HSCLIC)

505-272-2311, <http://hsc.unm.edu/library/>

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

- Health Sciences archives, 505-272-0656
- Reference and computer searches, 272-2311, <https://hsc.unm.edu/hslc/help/ask-a-librarian.html>
- Nursing Collection Development, 272-0638, lhendrix@salud.unm.edu

(For additional HSLIC links & library information see [APPENDIX H](#))

Parking

Parking permits may be purchased at UNM Parking and Transportation Services (PATS) <https://pats.unm.edu/> located at 2401 Redondo Drive NE, Phone: 505-277-1938.

Interprofessional Healthcare Simulation Center (IHSC)

The IHSC provides active learning experiences for healthcare students to develop skills and techniques through collaboration. Access and other information is available at:

<https://hsc.unm.edu/academic-affairs/offices/ihsc/>

GRADUATE STUDENT LIFE

Graduate and Professional Student Association

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

The Graduate and Professional Student Association (GPSA) is the representative governing body for all graduate and professional students. GPSA represents the interests of graduate students through continuing contacts with the OGS, the University administration, Board of Regents, and the state legislature. GPSA also maintains an active network with other graduate student organizations nationally. The primary goal of the association is to enhance graduate educational opportunities for all students at the University.

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

Graduate Student Nurses' Association

Members of the Graduate Student Nurses' Association (GSNA) must be enrolled as graduate students at the UNM CON. This organization is a chartered member of the Graduate and Professional Student Association (GPSA). Officers of GSNA are voting members of the GPSA Council and represent graduate student nurses at the university level. The GSNA objectives are to:

1. Represent, support and advocate for graduate nursing students;
2. Provide supplemental scholarship and financial information and resources; and
3. Promote the scholastic, professional, and social interests of the graduate student nurse while serving as a conduit for student-faculty communication.

Sigma Theta Tau International

Sigma Theta Tau International is the Honor Society of Nursing. Founded in 1922, there are now more than 600 chapters around the world. Gamma Sigma Chapter is the 88th Chapter, chartered in 1978 at the UNM CON. The chapter website is <https://thecircle.sigmanursing.org/gammasigmachapter/home>.

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

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

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

Membership in Sigma Theta Tau International is an honor conferred on students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs. Graduates of baccalaureate programs who demonstrate excellence in leadership positions in nursing are also eligible for membership consideration. Membership is available by invitation through active chapters and is awarded (conferred) during a public ceremony. Inductees’ families and friends are invited to attend the ceremony. Membership assumes acceptance of the purposes of the society and responsibility to participate in achieving the goals consistent with the professional and scholastic character of Sigma Theta Tau International.

Selection for membership takes place in the early part of the Spring semester.

Applications are sent to the Eligibility Committee of Sigma Theta Tau International

Gamma Tau Chapter by interested candidates. Two letters of recommendation from faculty or professional nurses who know the candidate’s work are required. Research Grants. Applications for small, annual grants for thesis research work are made with the assistance of the student’s thesis committee chair.

GRADUATE STUDENT ORIENTATION

Watch your email for communications from the UNM College of Nursing Advisement Office. You will receive forms to fill out and information about the date for the on-campus or virtual Master of Science in Nursing orientation for your program. You are required to attend.

COMMUNICATION WITHIN THE COLLEGE OF NURSING

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

Assistant Dean, Faculty Program Coordinators and staff:

Faculty	Staff
<p>Gina Rowe, PhD, DNP, MPH, RN, FNP-BC, PHCNS-BC, BC-ADM, FNAP</p> <p>Assistant Dean of Professional Graduate Programs</p> <p>gcrowe@salud.unm.edu</p>	<p>Office of Academic Advising</p> <p>HSC-CON-advising@salud.unm.edu</p>
<p>Michele Head, DNP, RN, ACNP-BC, FNP</p> <p>Adult Gero-Acute Care Program Coordinator</p> <p>mihead@salud.unm.edu</p>	<p>Office of Academic Success</p> <p>Hsc-conacademicsuccess@salud.unm.edu</p>

Sheila Hundley, DNP, RN, AGNP-NC
Interim FNP Program Coordinator
shundley@salud.unm.edu

Office of Clinical Affairs

Clinical placements and professional documentation.

Hsc-con-placements@salud.unm.edu

Felina Ortiz, DNP, RN, CNM, FACNM
Nurse-Midwifery Program Coordinator
lmigliaccio@salud.unm.edu

Michael Kisner
Program Specialist for ANEW Grant
MbKisner@salud.unm.edu

Connie Smith-Fassler, DNP, MHA, RN,
CNML
Nursing Administration Program Coordinator
cfassler@salud.unm.edu

Ashkii Hatathlie
Program Specialist for AMOR Grant
AHatathlie@salud.unm.edu

Tamara Shannon, DNP, MSN, CPNP-PC
PNP Program Coordinator
Nursing Education Program Coordinator
TamaraHall@salud.unm.edu

Jennifer Schneider, PhD, PMHNP-BC
Psychiatric Mental Health Program
Coordinator
jsschneider@salud.unm.edu

ACADEMIC ADVISEMENT

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

The CON Advisement Office (CON Room 255) provides procedural information, answers to general questions, and referral to specific Program Coordinators, faculty members, and other offices as appropriate.

Faculty advisors provide guidance in the selection of elective courses, Master's Examination committees, and other academic matters.

Each MSN & PMC student has a Program Coordinator and is assigned a Faculty Advisor (in some cases, the Faculty Advisor is also the Program Coordinator).

Help beyond the level of an advisor's responsibility is available through:

1. The Student Health Center for physical and/or mental health matters;
2. The Accessibility Resource Center for students with documented disabilities;
3. Specialists off campus, if unavailable on campus; and
4. The Office of Graduate Studies for university-wide regulations.

In addition, important messages will be sent to you through your UNM HSC email, i.e. yourid@salud.unm.edu.

UNM COLLEGE OF NURSING ACADEMIC CALENDAR

The CON term calendars for 2023 are located at from this College of Nursing webpage:

<https://hsc.unm.edu/nursing/students/start/calendar.html>

HEALTH SCIENCES LIBRARY AND INFORMATICS CENTER (HSLIC)

Ingrid Hendrix is the librarian dedicated to the College of Nursing to assist with questions about literature searches for papers, finding full-text articles, and anything else related to finding information for papers or projects. There is a nursing research guide that pulls together a wide variety of resources in one place. Check it out at:

<https://libguides.health.unm.edu/nursing> or click on Research Guides from the

Resources dropdown menu on the library's homepage and then click on Nursing from the listing on the left of the screen. The best way to reach her is either through

LAcuff@salud.unm.edu to set up an appointment or ask a question via email.

For those with smartphones, HSLIC has a mobile site to access some library resources: <https://libguides.health.unm.edu/mobileapps> . For a complete listing of resources available through the library, check out this page: <http://libguides.health.unm.edu/az.php>. To see what journals UNM subscribes to electronically, go to this site <http://px7qv7gt2n.search.serialssolutions.com/> <https://hslc-unm.on.worldcat.org/atoztitles/search#journal> and type in the title of the journal you are searching.

CHAPTER 5: GENERAL NURSING STUDENT REQUIREMENTS

ONLINE COURSES: CANVAS

Online and hybrid courses offered at the CON are delivered through course management software called *Canvas* (see Student Identification in Chapter 4). Because all MSN Core Classes and many specialty classes are only offered online, all CON graduate students must develop proficiency with *Canvas*. **Students in these classes must log on within a week of the start of class or be dropped from the class.**

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

NOTE: Students are encouraged to download content for each course before the term ends as the content **will not be available** after the term is completed. Students may use content from all coursework to study for their comprehensive exams.

TECHNOLOGY

Online technology requirements and assistance will be reviewed during the on-the-ground MSN & PMC orientation. Technical support is available to students by submitting an IT Support Ticket at:

<https://hsc.unm.edu/college-of-nursing/about/support-resources/index.html>.

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

For more information, please review the New Student Orientation Information Technology Overview: <http://nursing-apps.unm.edu/learn/NSO.pdf>

NAVIGATING MICROSOFT OFFICE (POWERPOINT, EXCEL, WORD, OUTLOOK)

1. Option 1: Microsoft: <https://support.microsoft.com/en-us/training>
 - a. Microsoft provides extensive and detailed instructions on performing certain tasks that our students can benefit from.
 - i. Examples include organizing emails, maintaining calendars, inserting tables and pictures into word documents, etc.
 - ii. Instructions are provided for both Window and MacOS applications
 - b. This webpage can serve as a **free** “one-stop resource” as it provides free resources across older Microsoft applications such as Word 2016, 2013, etc.
 - i. Downloadable PDF guides/cheat sheets are also available at <https://support.microsoft.com/en-us/office/office-quick-starts-25f909da-3e76-443d-94f4-6cdf7dedc51e>
2. Option 2: Custom Guide: <https://www.customguide.com/excel>
 - a. Resources are very similar to those found on Microsoft’s support page, with exception of a few differences:
 1. Pros of this resource: Extensive list of detailed videos that will far exceed the need required in our program (Using Macros in Word/Excel, mail merge, etc.)
 2. Cons of this resource: Webpage layout is disorganized and can be a hassle to find the free online resources they provide. Students searching for these free resources from the Custom Guide webpage may only find courses they have to pay for.
3. Option 3: GCF Global: <https://edu.gcfglobal.org/en/subjects/office/>
 - a. Provides free resources in a modular format that is concluded with a quiz on how to use the application.

1. Each module is supported with a “how to” YouTube video to perform the action.
- b. Cons: Does not include resources on using the new Microsoft Outlook (only up to Outlook 2010).

CON IT team is available for additional support as needed.

<https://hsc.unm.edu/nursing/about/resources/it.html>

CLINICAL EXPERIENCES

Clinical Professionalism Contract

All MSN & PMC students are to read, understand, and agree to the expectations with the documents. All students are required to sign the Clinical Professional Contract (Example of contract in [Appendix M](#)).

Professional Documentation

All MSN & PMC students are responsible for providing and maintaining current professional documentation in order to participate in clinical or fieldwork experiences. Failure to maintain records may result in disenrollment. See [APPENDIX E](#) in the handbook for a detailed list of requirements. Questions about documentation can be directed to the Clinical Placement Team at HSC-CON-Placements@salud.unm.edu. Students will receive an email approximately one month before their 1st term starts with instructions on how to access the system.

*****NOTE: Consequences for out of date professional documentation**

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

Dress Code for MSN & PMC Clinical Courses

The UNM CON dress code is in place when you are in the clinical setting or in the simulation lab. It is important that your colleagues, teachers, and clients feel respected, safe, and comfortable. An overall appearance of neatness is key. Clinical sites have dress codes and must be adhered to while in the clinical setting. Often, students need to cover all tattoos (wearing long sleeves, band aids) and remove and or cover piercings in the ears, face, neck, nose and in the tongue. You are responsible for identifying the dress code in effect at your assigned clinical site(s). See [APPENDIX F](#) for entire policy. (Additional PPE usage may be required during the pandemic.)

Clinical Practice During Breaks Between College of Nursing Terms

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

Liability Insurance

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

Needle-Stick Policy and Insurance

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

UNM HEALTH SCIENCE CENTER EMAIL POLICY

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

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

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

STUDENT IDENTIFICATION

ID Badges

All CON students must wear their UNM HSC ID badges when on campus or in clinical for safety, security, access to buildings, and identification in case of an emergency. For information about how to obtain an ID badge, call the UNM Hospital Badging Office at 505-272-1757. Failure to wear the badge may result in a student being escorted from campus or clinical or denied access to the campus during emergencies. Students must use their UNM HSC ID badges (if in person) and their names as they appear on UNM records on all correspondence or contacts with any College of Nursing Office such as the Dean's Office, and any main campus office, such as the OGS or the Registrar.

Misuse of your UNM HSC ID badge may result in disciplinary action up to and including disenrollment.

Banner ID

The Banner number is the student's personal identification number, which replaces the Social Security number. The Banner system contains all the personal and identifying information on each student, including grades. Students use LoboWeb

<http://my.unm.edu/home> to register for classes.

UNM Net ID and HSC Net ID

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

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

Student Records

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

USE OF CELL PHONES AND OTHER DEVICES DURING CLASSES

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

SOCIAL MEDIA USAGE

The College of Nursing Social Media Policy, policy number [CON-401](#), applies to students, faculty, and staff and is intended to ensure that social media and social networking technologies are used in a professional and responsible manner.

Please refer to the UNM Social Media Guidelines for additional information

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

EVALUATION OF COURSE AND FACULTY

Students are expected to provide course feedback at the end of each course using “Evaluation Kit”. Students receive an electronic notice via HSC email with a link. Courses may provide an assignment link to upload certificate of completion.

PRESENCE OF STUDENTS’ CHILDREN IN CON FACILITIES AND CLASSES

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

WRITING STANDARDS

Writing and critical thinking in support of advancing nursing knowledge and systems are important professional and leadership skills for nurses and are included throughout the baccalaureate and graduate programs. Nursing is an evidence-based profession, and learning experiences include the reading, interpretation, and application of relevant professional literature. Writing support is available through the [UNM Center for Teaching and Learning](#).

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

Students are expected to incorporate the basic skills into their writing:

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

Other Requirements

- Students are expected to use the current edition of the *Publication Manual of the American Psychological Association* for reference citations and all outline and bibliographic format issues. This is a standard form for many publications, and the student should become well versed in its use. Exceptions are made when the student is writing for a publication that uses a different format.
- Papers should be carefully edited and proofread prior to submission. Always keep a personal copy of submitted materials.
- Any class work and papers written for one course are not acceptable for meeting the requirements of another course. Students who wish to study different perspectives of a single topic in different courses should first seek approval from the course instructors.

- Issues of academic property and proper acknowledgement of the work of others are an underlying theme in written work. Students are expected to cite sources properly. Refer to <https://libguides.health.unm.edu/Citing> for resources on citing sources properly (click on the APA tab) and literature search skills.

GRADUATE NURSING STUDENT RIGHTS AND RESPONSIBILITIES

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

CHAPTER 6: MSN CURRICULUM GENERAL INFORMATION

NOTICE: The UNM College of Nursing is discontinuing the MSN programs after the 2023 admissions cycle. Any student currently enrolled in either of these programs who must take a leave of absence for personal or professional reasons will have to reapply to the Post-Baccalaureate DNP program.

PURPOSE OF GRADUATE EDUCATION

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

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

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

The programs for study in the MSN or PMC programs include: Nurse Administration, Nurse Education, and Advanced Practice Nursing (Family Nurse Practitioner, Nurse-Midwifery, Adult-Gerontology Acute Care Nurse Practitioner, and Psychiatric Mental Health Nurse Practitioner.)

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

GENERAL OBJECTIVES FOR THE MSN AND PMC PROGRAMS

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

1. Analyze theoretical formulations as a basis for nursing practice, education, and administration.
2. Apply and/or participate in research about the nature of health/illness and the practice of nursing.
3. Utilize advanced clinical knowledge and skill to promote, maintain, and/or restore optimum wellness to client systems.
4. Assume leadership roles in nursing practice, education, or administration.
5. Assume responsibility for developing health care policy relative to social, ethical, legal, economic, and political issues that affect nursing.
6. Organize and develop collaborative relationships for the improvement of health care on an agency, organization, or legislative level.
7. Synthesize knowledge from the biophysical, social, and nursing sciences that affects health/illness behavior or client systems as a basis for nursing practice, education, and administration.

GENERAL REQUIREMENTS FOR THE MSN DEGREE

1. Complete the course work requirements for Plan I or II within the identified deadline dates as described in the UNM Catalog.
2. Fulfill any additional department or graduate unit requirements.
3. Maintain a cumulative grade point average (GPA) of 3.0 or higher.

4. Have the Program of Studies (POS) approved by the Associate Dean for Education and Innovation and the Dean of Graduate Studies
5. No more than 6 credit hours of course work with a grade of C (2.0), C+ (2.33), or CR (credit; grading option selected by student) earned may be credited toward a graduate degree. Courses offered only on a CR/NC (credit/no credit) basis and required by the graduate program are excluded from this limitation.
6. Pass the Master's Examination, either Plan I (Thesis) or Plan II (Non-thesis)
7. Meet the 7-year time limit for completion of degree requirements.

Individual programs may impose rigorous academic standards for their clinical courses. See the *UNM Catalog* and talk to your Program Coordinator for more specific information.

MSN CORE COURSES

All MSN students take the same Core Courses:

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

PROGRAM-SPECIFIC COURSES

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

MASTER'S COMPREHENSIVE EXAMINATION

At the completion of the program all students are required to complete the Master's Comprehensive Examination as a final step in the program of studies. There are two Plans to accomplish the Comprehensive Exam (See [APPENDIX A](#) for **details**).

APPENDICES B and C provide guidelines for NURS 597: Applied Comprehensive Examination. **Review these appendices prior to the term in which you will be**

taking your Comprehensive Examination. Students are responsible for review of these Appendices.

TRANSFER CREDIT

Students who have completed graduate-level course work at an accredited institution other than UNM, whether they had graduate or non-degree status, may request that up to 9 credit hours be used toward their degree program. Courses taken within 5 years of application are considered. Transfer credit must be approved by faculty. Such credits may be transferred into a degree program by listing them on the POS, within the limits described in the catalog sections on Master's, Master of Fine Arts, and Doctoral degrees.

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

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

INDEPENDENT STUDY

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

CHAPTER 7: MSN & PMC PROGRAMS OBJECTIVES AND CURRICULUM PLANS

NURSING EDUCATION

This is a Web-based, part-time program

The Master of Science in Nursing with a program in Nursing Education provides a primary focus on the pedagogies and core competencies of nurse educators in a variety of roles and settings. It is expected that the nurse will also apply advanced nursing knowledge and skills based on the AACN (American Association of Colleges of Nursing) master's essentials to an identified area of clinical practice. Graduates will be prepared to function as faculty in schools of nursing at associate and baccalaureate degree levels, meet requirements for the New Mexico State Board of Nursing for faculty, and be prepared to pursue certification as a Certified Nurse Educator (CNE). Graduates will also be prepared to function as nursing leaders in inter-professional education, staff education, as unit-based educators, patient educators, school nurses and nurses in community agencies or clinics.

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

- Demonstrate effective leadership skills and decisions-making in the educational environment.
- Demonstrate effective communication in intra-professional and inter-professional teamwork and collaboration.
- Analyze and apply biophysical and psychosocial concepts of health and illness to educational environments and practice settings.
- Apply key concepts from advanced pharmacology, pathophysiology, and physical assessment to nurse educator roles and practice.
- Develop, analyze and evaluate nursing curricula, teaching strategies, assessment and evaluation methods, and program outcomes.
- Critically utilize research findings that have relevance for intervening with patients and families and that are the basis for education of nursing students.

- Integrate the use of information systems and communication technologies, resources, and learning principles in the education of students, clients, and/or other health care team members.
- Synthesize and apply the core competencies of the AACN (American College of Nursing) and the NLN (National League for Nursing) in different educator roles related to a variety of educational environments.

MSN NURSING EDUCATION PROGRAM OF STUDIES (POS) FALL ADMISSIONS

Most courses taught in 8-week blocks

Course	Credit Hours	Didactic Credits	Clinical Credits	Clinical Hours
Fall Term YR 1				
NURS 516 Teaching and Evaluation in Nursing Education	4			
NURS 517 Professional Roles, Curriculum Design and Program Evaluation	4			
Spring Term YR 2				
NURS 501 Theoretical Foundations of Advanced Nursing Practice	3			
NURS 503 Research in Nursing	3			
Summer Term YR 2				
NURS 505 Health Care Policy, Systems & Financing for Advanced Practice Roles	3			
Fall Term YR 2				
NURS 557 Biophysical and Psychosocial Concepts in Health and Illness	4			
NURS 592 Clinical Specialty Practice	4	2	2	48 clinical 48 QI Project

SPRING Term YR2				
NURS 527 Pathophysiology, Physical Assessment, and Pharmacology for Nursing Education	4			
NURS 595 Advanced Nursing Fieldwork	2	.5	1.5	48
SUMMER Term YR 1				
NURS 595 Advanced Nursing Fieldwork	2	.5	1.5	48
NURS 597 Applied Examination (16-week term)	1			
Program of Study Total Credits	34			192 Hrs

ADVANCED PRACTICE PROGRAMS

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

Academic and Progression Policies for Advanced Practice Programs see Chapter 3.

FAMILY NURSE PRACTITIONER

This is a full-time program

The focus of the Family Nurse Practitioner (FNP) Program is on primary care for persons of all ages, especially for rural and underserved populations. To meet this mission many clinical experiences are in rural settings beyond one hour driving outside the Albuquerque metropolitan area and require students to travel. The FNP Program is offered as a full time, six (6) term program of study (POS). The FNP courses are offered sequentially and must be completed in the sequence outlined in the Program of Studies (POS). Any deviation from the FNP POS must be approved in advance by the FNP Program Coordinator. Courses may be offered fully on-line, fully on-campus, or as a blend of on-line / on-campus content.

Graduates will be awarded the MSN degree: FNP program. Graduates are eligible to take a national FNP certification exam and, once certified, will be eligible for licensure

as a Family Nurse Practitioner in New Mexico. Students are responsible for determining any additional requirements for certification and eligibility to practice in a particular state.

Objectives

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

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

1. Provide full scope primary care, utilizing both independent and collaborative approaches, to individuals and families across the lifespan, including management of acute and chronic health problems, health promotion, disease prevention, and support for transitional and end of life needs. (*Masters Essentials - VIII, IX; NONPF Competencies – Leadership, Practice Inquiry*)
2. Integrate ethical principles in decision-making and evaluation of care related to individuals, families, populations and systems of care. (*Masters Essentials – II, VIII; NONPF Competencies –Policy, Ethics*)
3. Coordinate health care through interdisciplinary collaboration with members of the health care team. (*Masters Essentials – II, V, VII; NONPF Competency – Health Care Delivery*)
4. Empower and motivate individuals and families to be full participants in their own health care. (*Masters Essentials VI; NONPF Competency – Technology and Information Literacy, Independent Practice*)
5. Advocate for systems and policies that reduce health disparities, facilitate access to care, and address cultural diversity and rural populations. (*Masters Essentials – I, II, VI; NONPF Competencies – Quality, Policy, Health Delivery System, Independent Practice*)
6. Assume professional responsibility for maintaining and advancing clinical practice competencies. (*Masters Essentials III; NONPF Competency – Leadership*)

7. Participate in quality assurance and evaluation of health care delivery. (*Masters Essentials – III; NONPF Competency – Quality, Practice Inquiry*)
8. Use and articulate evidence-based research as the basis for practice. (*Masters Essentials – I, IV; NONPF Competency – Scientific, Practice Inquiry*)
9. Contribute to existing knowledge through participation in research. (*Masters Essential – IV; NONPF Competencies – Scientific, Practice Inquiry*)

Family Nurse Practitioner Program of Studies

COURSE	Credit Hours	Didactic credits	Clinical Credits	Clinical Hours
SUMMER - TERM I				
N501 Theoretical Foundations of Advance Nursing	3	3		
N503 Research in Nursing	3	3		
N526 Advanced Pathophysiology	3	3		
TOTAL	9	9		
FALL – TERM II				
N540 Advanced Health Assessment and Diagnostic Reasoning	3	2	1 (lab)	50 (lab)
N543 Pharmacological Principles of Clinical	3	3		
N525 Primary Care Concepts	3	3		
TOTAL	9	8	1	50 (lab)
SPRING – TERM III				
N505 Health Care Policy, Systems & Financing for Advanced Practice Roles	3	3		
N535 Primary Care of Adults I	4	2	2	100
N541 Antepartum-Postpartum for FNP	1	1		
TOTAL	8	6	2	100
SUMMER – TERM IV				
N542 Primary Care of Pediatrics 1	3	2	1	50
N536 Primary Care of Adults II	3	2	1	50
N534 Primary Care Geriatrics	2	1.5	0.5	25
TOTAL	8	5.5	2.5	125
FALL – TERM V				
N546 Primary Care of Pediatrics II	4	2	2	100
N537 Primary Care of Adults III	4	1.5	2.5	125
N554 The Evidence Base for APRN Primary Care	1	1		
TOTAL	9	4.5	4.5	225
SPRING – TERM VI				
N594 Advanced Practice Seminar		1		

N597 Applied Examination	1	1		
N595 Advanced Nursing Fieldwork	7		7	350
TOTAL	9	2	7	350

TOTAL CREDIT HOURS = 52

TOTAL CLINICAL HOURS = 800 + 50 lab

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

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

Academic and Progression Policies for Advanced Practice Programs see Chapter 3.

NURSE-MIDWIFERY

The Nurse-Midwifery Program focus is on primary midwifery care, especially for rural and underserved populations. To meet this mission, many clinical experiences take place in rural communities throughout the state. Students must commit to clinical site placements outside the Albuquerque metro area for two-thirds of their clinical experiences. The Nurse-Midwifery Program is a sequential, six-term, graduate Program of Studies (POS). It requires a full-time commitment because the program courses are offered sequentially and only once per year. Nurse-midwifery students should refer to their Nurse-Midwifery Program Manual for program-specific information.

After successful completion of the program, students sit for the American Midwifery Certification Board's certification exam and graduates are eligible for national nurse-midwifery certification and licensure in New Mexico and all other U.S. states. The program is accredited by the Accreditation Commission of the American College of Nurse Midwives*/ Accreditation Commission for Midwifery Education. *8403 Colesville Road, Ste 1550, Silver Spring, MD, 20910. Phone (240) 485-1802 or www.acnm.org.

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

Objectives

These objectives are aligned with the current American Association of Colleges of Nursing (AACN) Essentials of Master's Education in Nursing and the American College of Nurse-Midwives Core Competencies (ACNM)

https://www.midwife.org/acnm/files/acnmlibrarydata/uploadfilename/000000000050/ACNMCoreCompetenciesMar2020_final.pdf

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

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

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

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

Nurse-Midwifery Program Program of Studies

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

N597: Applied Examination	1		
TOTAL	8		350

TOTAL CREDIT HOURS: 54

TOTAL CLINICAL HOURS: 1050

Academic and Progression Policies for Advanced Practice Programs see Chapter 3.

**Nurse-Midwifery students should refer to their Nurse-Midwifery Program Manual for program-specific information regarding teaching, learning, and performance contracts.

PSYCHIATRIC MENTAL HEALTH NURSE PRACTITIONER

A PMHNP is an advanced practice nurse who provides holistic mental health care across the lifespan. PMHNPs are prepared to treat a range of psychiatric disorders including, but not limited to, substance use and other addictive disorders. A PMHNP uses an integrated approach, working both autonomously and in collaboration with an interdisciplinary team. The PMHNP program provides clinical experiences in both rural and metropolitan areas of New Mexico with a focus on rural and underserved populations behavioral health needs.

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

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

1. Provide full scope psychiatric and behavioral health care, utilizing both independent and collaborative approaches, to individuals and families across the lifespan, including management of acute and chronic mental health problems, health promotion, and disease prevention.
2. Integrate ethical principles in decision-making and evaluation of psychiatric care related to individuals, families, populations and systems of care.
3. Use and articulate evidence-based research as the basis for practice.
4. Participate in quality assurance and evaluation of mental health care delivery.
5. Empower and motivate individuals and families to be full participants in their own psychiatric and behavioral health care.
6. Assume professional responsibility for maintaining and advancing clinical practice competencies.

7. Advocate for systems and policies that reduce mental health disparities, facilitate access to behavioral health care, and address cultural diversity and rural populations.
8. Identify evidence-based psychopharmacological and non-pharmacological interventions in the management of complex acute and chronic psychiatric disorders in diverse groups of adults and across the lifespan.
9. Evaluate complex acute and chronic mental health advanced practice nursing care using selected outcome measures.
10. Describe the complexity of legal and ethical decision-making with adults who have acute and chronic mental health issues in the primary, secondary, and tertiary care settings.

Psychiatric Mental Health Nurse Practitioner Program of Studies

COURSE	Credit Hours	Didactic credits	Clinical Credits	Clinical Hours
SUMMER - TERM I				
N501 Theoretical Foundations of Advance Nursing	3	3		
N503 Research in Nursing	3	3		
N526 Advanced Pathophysiology	3	3		
TOTAL	9	9		
FALL - TERM II				
NURS 540 Advanced Health Assessment and Diagnostic Reasoning	3	2	1 (lab)	50 (lab)
NURS 543 Pharmacological Principles of Clinical Therapeutics	3	3		
NURS 584 Integrated Behavioral Health Care and Common Psychiatric Presentations	3	3		
TOTAL	9		1	50
SPRING - TERM III				
NURS 505 Health Care Policy, Systems & Financing for Advanced Practice Roles	3	3		
NURS 583 Psychotherapy, Behavior Change, and Health Promotion-Disease Prevention Across the Lifespan	3	3		
NURS 588 Advanced Practicum I-1	1		1 (lab)	50 (lab)
TOTAL	7		1	50
SUMMER – TERM IV				

NURS 585 Advanced Assessment, Neurobiology, & Psychopharmacology Across the Lifespan	3	3		
N588 Advanced Practicum I-2	4		4	200
Total:	7		4	200
FALL - TERM V				
NURS 554 Evidence Based Practice for APRNs	1	1		
NURS 586 Diagnosis & Management of Adults for the Psychiatric Mental Health Nurse Practitioner	3	3		
NURS 589 Advanced Practicum II	3		3	150
Total:	7	4	3	150
SPRING – TERM VI				
NURS 594 Advanced Practice Seminar	1	1		
NURS 597 Applied Examination	1	1		
NURS 595 Advanced Nursing Fieldwork	5		5	250
NURS 587 Diagnosis & Management of Children & Older Adults for the Psychiatric Mental Health Nurse Practitioner	3	3		
TOTAL	10	5	5	250

TOTAL CREDIT HOURS = 49

TOTAL CLINICAL HOURS = 600 + 100 lab

POST-MASTER'S CERTIFICATE (PMC) IN NURSING

The Post-Master's Certificate in Nursing, also known as the Nursing Certificate Program (NURCP), offers students who hold a master's degree in nursing an opportunity to specialize in an area of nursing not covered in their initial master's program. Refer to the [College of Nursing Web site](#) for information about the programs currently offered as well as the basic M.S.N. program of studies for each program. Post-Master's students must meet UNM and College of Nursing admission requirements and submit all documents requested for evaluation of previous coursework prior to admission.

There are three distinct tracks with the Post-Master's Certificate program (see description below). Tracks A and B prepare nurses in one of the advanced practice specialty programs (ACNP Adult/Gerontology, Family Nurse Practitioner, Nurse-Midwifery, Pediatric Nurse Practitioner, and Psychiatric Mental Health Nurse Practitioner). Track C prepares Nurse Educators and Nursing Administrators. Students enter Track A, B, or C depending on their previous educational preparation and their educational goals. An individualized program of studies is developed by the coordinator of the chosen specialty program and is based on consideration of previous coursework in relation to the requirements of the chosen specialty (gap analysis) as well as recent clinical experience.

A minimum of 15 graduate credit hours is required. Course work must be completed within three years and a 3.0 (B) average is required. Sequencing of courses is identical to that of the MSN Program of Studies for each program, and students must meet all program expected outcomes.

Track A

Track A is for students who have an MSN in an area other than advanced practice (i.e. Clinical Nurse Leaders, Clinical Nurse Specialist, Nursing Administration, Nursing Education) and who wish to become a nurse practitioner or nurse-midwife.

Core courses may be waived based on a review of previous master's courses and a **gap analysis** with the required courses in the MSN program. Other than core courses, all clinical core and program specific courses, along with the full complement of clinical

hours in that program, must be completed. Sequencing of courses is identical to that of the MSN Program of Studies for each program. All courses must be completed with a grade of B or better for progression in the Post-Master's certificate program.

Coursework must be completed within three (3) years.

Core courses required of all Post-Master's students in Track A

<p>MSN Core Courses</p>	<p>Previous completion of course work equivalent to:</p> <ul style="list-style-type: none"> • N501 Theoretical Foundations of Advance Nursing Practice • N503 Research in Nursing I • N505 Health Care Policy, Systems, & Financing for Advanced Practice Roles
<p>MSN-APRN Clinical Core Courses</p>	<ul style="list-style-type: none"> • N526 Pathophysiology • N543 Pharmacological Principles of Clinical Therapeutics • N540 Advanced Health Assessment and diagnostic Reasoning <p style="text-align: center;">Or</p> <p>N539 Advanced Pediatric Health and Developmental Assessment (PNPs only)</p> <ul style="list-style-type: none"> • N594 Advanced Practice Seminar <p style="text-align: center;">Or</p> <p>N553 Nurse-Midwifery Professional Practice (Nurse Midwifery only)</p>

NOTE Post-Master's students: A Clinical Core Course will have to be repeated if the APRN practitioner is not practicing or it is more than 5 years since the course was completed.

Track B

Track B is for students who have an MSN in an advanced practice program as either a nurse practitioner or a nurse-midwife, and who wish to expand their practice by adding an additional population focus (for example, a Nurse-Midwife who wishes to become a Family Nurse Practitioner).

Most MSN Core courses are waived as long as equivalent work has been completed as part of the previous MSN degree. Either N594 or N553 is required as part of the Post-Master's certificate program. PMC students with an MSN in nursing enrolled in the MSN Education and/or Administration programs do not have to complete the master's examination. APRN programs' requirements for N597 COMPS II differ depending upon their program. COMPS II is the program specific exam that prepares students to take national certification exams. **A gap analysis** comparing previous work with the required courses in the MSN program is performed. An individualized program of studies is developed taking into consideration previous coursework, the gap analysis, recent clinical experience, and the requirements of the selected APRN program. At a minimum, Post-Master's certificate students must complete 15 hours of course work and demonstrate achievement of all program expected outcomes. All courses must be completed with a grade of B or better for progression in the Post-Master's certificate program. Sequencing of courses is identical to that of the MSN Program of Studies for each program. All required core and clinical courses must be completed before beginning N595 Fieldwork.

Program of Studies: Minimum requirements of all Post-Master's Certificate students in Track B

MSN Core Courses	<u>Previous completion of course work equivalent to:</u>
	<ul style="list-style-type: none">• N501 Theoretical Foundations of Advance Nursing Practice

MSN-APRN	<u>Previous completion of course work equivalent to:</u>
Core Courses	<ul style="list-style-type: none"> • N526 Pathophysiology • N543 Pharmacological Principles of Clinical Therapeutics • N540 Advanced Health Assessment and Diagnostic Reasoning <p>Or</p>

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

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

APPENDIX A: MSN COMPREHENSIVE EXAMINATION

All MSN students are required to complete the MSN Comprehensive Examination as a final step in the program of studies. The comprehensive examination is offered as either **PLAN I** or **PLAN II** depending upon the program. Refer to the program of studies.

PLAN I (Nursing Thesis) (*Guidelines available from CON Student Advisement Office*)

1. Student conducts research on a selected topic under the guidance of a faculty committee solicited by the student. (see Student Advisor for instructions on Committee selection and a list of faculty)
2. Complete two (2) terms of N599 (total: 6 credits) in addition to program of studies.
3. Written thesis and an oral defense required
4. Permission from faculty advisor

OR

PLAN II (Non-thesis) (PLAN I has been retired)

The Plan II Comprehensive Examination is designed to test the student's ability to integrate and apply knowledge from the core areas of nursing to a specialty area. It serves as a culminating activity that provides a student with the opportunity to synthesize knowledge and experience gained through the MSN program. There are two Options for Plan II. **Note: not all MSN programs allow Option I: check with Program Coordinator.**

N597 Applied Examination (*See N597 Guidelines: APPENDICES B & C*)

- A. Faculty committee is assigned by CON Student Advisement Office
- B. **Part 1:** Core Examination tests student's ability to integrate and apply information from the MSN Core Courses to a group of research articles (Article list provided in [APPENDIX B.](#))

- C. **Part 2:** Program-specific examination that tests student's ability to integrate and apply program-specific knowledge. Each program has a different examination and scoring standard. Consult with your Program Coordinator for more information.

IMPORTANT: Students will receive email communications from their Student Advisor as to submission deadlines and instructions for the Program of Studies Form and Intent to Graduate Form required to be submitted prior to the term during which the student plans to take the Master's Examination.

THE MSN COMPREHENSIVE EXAMINATION—General Information

NOTE: Students must consult the curriculum plan for the requirements of their specific program.

The Examination Committee: The student completes the comprehensive examination under the direction of a committee.

- If choosing **PLAN I (Thesis N599)**
 - See Student Advisor for Guidelines for choosing a committee and a list of faculty.
 - Committee members must be in place before filling out and submitting the **Intent to Graduate Form** (Student Advisor contacts students via email with instructions) **prior to the term during which the student plans to take the Master's Examination.**

- For **PLAN II-Option II: N597 Applied Examination**
 - A committee Chair and members are assigned by the Program Coordinator.
 - Committee members must be in place before filling out and submitting the **Intent to Graduate Form** **prior to the term during which the student plans to take the Master's Examination.**

GRADUATION REQUIREMENTS

PLAN I (Nursing Thesis—N599: Nursing Thesis)

To graduate under the Plan I Examination, a student must:

- Complete all credits within nursing program and related subjects, including 6 credits of N599: Nursing Thesis
- Students complete a written thesis and an oral defense to meet the requirements of this option. Detailed thesis guidelines are available from the CON Student Advisement Office.

PLAN II (Non-Thesis—N597: Applied Examination)

To graduate under the PLAN II Examination, a student must:

- Complete all required credits in nursing program (including 1 credit of N597)
- **Complete** N597: Applied Examination
- The **Intent to Graduate Form** is to be filled out **prior to the term during which the student plans to take the Master's Examination**. The student receives notice from the Student Advisor with instructions.

IMPORTANT: A student can only attempt the **PLAN II** Comprehensive Examination (N597) twice. If unsuccessful in passing the exam, the student is to repeat N597 in the subsequent term.

For N597-Part 1: Core Examination, two (2) retakes are allowed in a single term (a total of 3 attempts).

For N597-Part 2: Applied examination

*Nurse practitioner and nurse-midwifery students are only allowed to retake Part 2 exam once (a total of 2 attempts).

*MSN Nursing Education students are allowed 3 attempts for the Part 2 Applied Exam.

APPENDIX B

NURS 597: MSN APPLIED EXAMINATION - GUIDELINES FOR PART 1 AND PART 2

The master's examination is designed to test the student's ability to integrate and apply knowledge from the core areas of nursing to a specialty area. It serves as a culminating activity that provides a student with the opportunity to synthesize knowledge and experience gained through his/her master's program. In the master's examination, the student will demonstrate whether s/he is capable of recognizing relevant concepts within nursing and applying scientific methods and findings to the understanding of those concepts.

GENERAL INFORMATION

NURS 597 is a two-part multiple-choice and short-answer examination.

- The NURS 597 examination is administered on Canvas only.
- Students will enroll for NURS 597 with the CON designated N597 Chair.
- Your 3rd committee member is your MSN Program Coordinator. It is your 3rd committee member who grades Part 2, the program specific part of the exam, and who will provide Part 2 feedback.

Part 1 Core Examination tests the student's ability to integrate and apply information from the core courses (NURS 501, NURS 503, and NURS 505). The Part 1 Core Examination is the same for all students across all programs.

Part 2 Applied Examination tests the student's ability to integrate and apply information from the program courses. The Part 2 examination is program specific; each program will have a different examination and scoring standard.

Guidelines for the Part 1 Core Examination

The **Part 1** Core Examination is based on a series of articles that reflect various health sciences literature representing concepts within the core courses. The articles used for

the examination are listed on the following page. Students are responsible for obtaining, reading, and analyzing the articles prior to taking the examination.

- The examination will be available in Canvas the 1st week of your final term for a total of 7 days;
- Check the course itself for which day of the week is the start date.
- Students can take the examination at the time of their choosing during this 7-day period.
 - You are urged to take Part I, the core exam during hours that you can contact technical support at the CON if needed. (M-F, 8-5)
 - You are urged to take the exam early in the 7-day period noted if possible.
- The examination consists of 25 randomly generated questions from a test bank. After beginning the exam, students will have 5 hours to finish but can log in and out during the exam if needed. The 5-hour time frame is based on actual time – in other words, ***the time does not stop when logged out***. You will have 5 hours from the time you start **Part 1** Core Examination until you are **cut off by Canvas**.
- Students are encouraged to refer to the journal articles and notes, books, or Websites they believe will be helpful in answering the questions on the examination.
- Although this is an open-book test, students are not to consult with other individuals while taking the examination.
- Based on feedback from students who have already taken this exam; you will want to have the research textbook from your coursework or a similar textbook available for use during the exam.

On completion of the examination, students are asked to confirm that the work was completed independently. Results will be made available within 5 work days.

- A passing score of 80% is required on the Part 1 Core examination; however, regardless of your Part 1 score, all students are allowed to take the Part 2 Program-Specific Examination.

- For Part 1, a total of three attempts are allowed in order to pass the exam. Because questions are randomly generated, students who are retaking the exam will have a different set of questions. Students must wait a minimum of 1 week before retaking an examination.

The **Part 1 Examination** will be based on the articles listed in the box below. All are available online through the UNM Health Sciences Center Library. These articles should be obtained as soon as the student submits the **PLAN II Intent to Graduate** the **term before the student plans to graduate**. If you have difficulty finding these articles, please seek assistance from the Health Sciences Library staff.

Journal Articles for the Part 1 Core Examination

Chang, H. Y., Wallis, M., & Tiralongo, E. (2012). Predictors of complementary and alternative medicine use by people with type 2 diabetes. *Journal of Advanced Nursing*, 68(6), 1256-1266. doi: 10.1111/j.1365-2648.2011.05827.x.

Cox, K. J. (2011). Providers' perspectives on the vaginal birth after cesarean guidelines in Florida, United States: a qualitative study. *BMC Pregnancy and Childbirth*, 11(72). Retrieved from <http://www.biomedcentral.com/content/pdf/1471-2393-11-72.pdf>
doi:10.1186/1471-2393-11-72.

Falk-Rafael, A., & Betker, C. (2012). The primacy of relationships: A study of public health nursing practice from a critical caring perspective. *Advances in Nursing Science*, 35(4), 315-332. doi: 10.1097/ANS.0b013e318271d127.

O'Brien, M. J, Halbert, C. H., Bixby, R., Pimentel, S., & Shea, J. A. (2010). Community health worker intervention to decrease cervical cancer disparities in Hispanic women. *Journal of General Internal Medicine*, 25(11), 1186-1192. doi: 10.1007/s11606-010-1434-6.

Pohl, J. M., Tanner, C., Pilon, B., & Benkert, R. (2011). Comparison of nurse managed health centers with federally qualified health centers as safety net providers. *Policy, Politics, & Nursing Practice*, 12(2), 90-99. doi: 10.1177/1527154411417882.

Roberto, A. J., Krieger, J. L., Katz, M. L., Goei, R., & Jain, P. (2011). Predicting pediatricians' communication with parents about the human papillomavirus (HPV) vaccine: An application of the theory of reasoned action. *Health Communication*, 26(4), 303-312. doi: 10.1080/10410236.2010.550021.

PART 1 CORE EXAMINATION: STUDY GUIDE TO FACILITATE PREPARATION

As mentioned above, the **Part 1 Core Examination** will consist of 25 questions: 24 multiple-choice questions worth 1 point each and 1 short-answer question worth 3 points. Questions will come from three general categories: research, theory, and policy, and represent comprehension-, application-, and analysis-level questions.

Approximately 17 points will focus on research and may include:

- Research approach/design
- Research question/hypothesis/purpose of study
- Population/sample
- Research methods used
- Interpretation of findings
- Limitations of study
- Meaning and application of the literature

Approximately 5 points are based on theory content and may include:

- Theory or underlying concept related to study or article
- Application of theory to article or research

Approximately 5 points are based on policy content and may include:

- Analysis of policy

- Implications of policy

To adequately prepare for this examination:

- Read and analyze each of the articles related to the topic areas listed above **prior** to beginning the test.
- You should prepare for the examination as if it were a closed-book examination.
- Do not expect to pass this examination without prior preparation.
- The short-answer question will have a limitation of 500 words. Because the answer will be based on accurate description, application, and clarity of writing, it is advised that the student first write the response in a Word document, check spelling, grammar and word count, and then copy and paste the answer in the field.
- All citations in the text and all references must be done in APA format.
- One final piece of advice for taking this exam: you will be able to scroll through the entire exam and back again. Students in the past have found that answering all of the exam questions related to a specific article is a much more useful test-taking strategy than taking each question in sequence regardless of which article is involved (therefore skipping back and forth among articles).

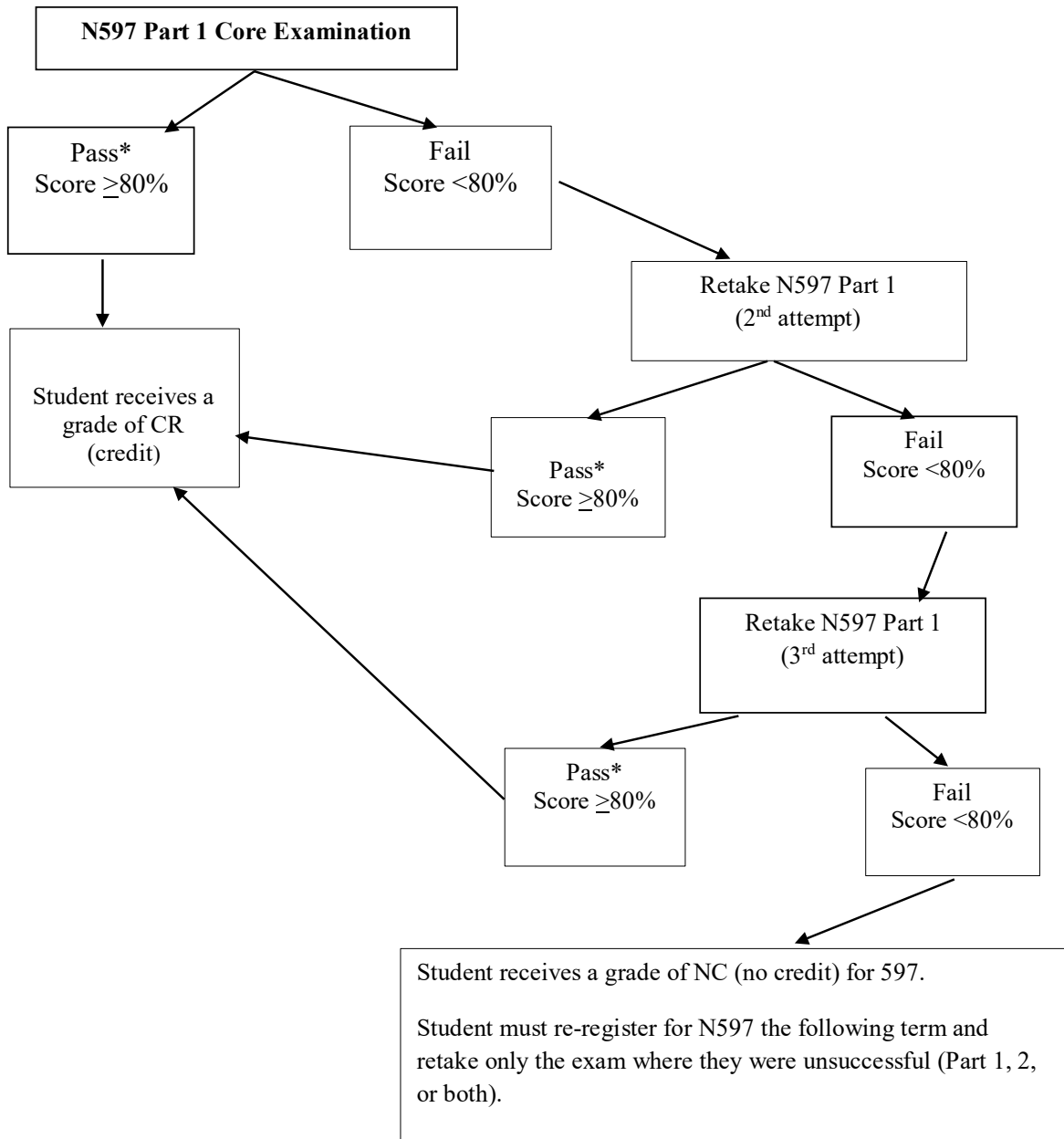
Note: For Part 1 of the Comprehensive Examination, three (3) attempts are allowed to pass the Part 1 exam within a term. See algorithm on page 55.

GUIDELINES FOR THE N597: PART 2 PROGRAM-SPECIFIC QUESTIONS

Part 2 of the NURS 597 Examination is program specific; each program will have a different examination and scoring standard. Consult with your faculty advisor for further information.

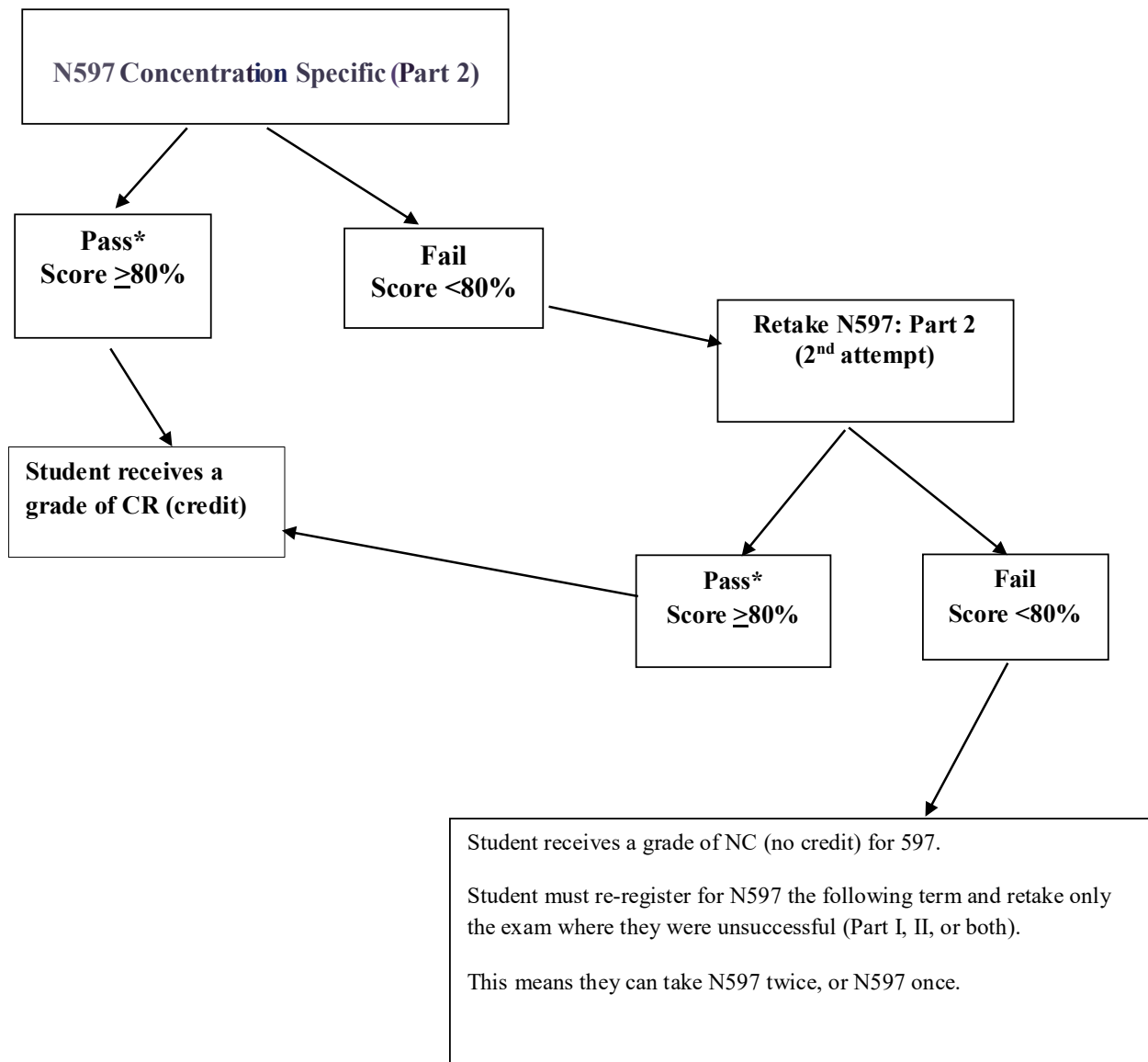
Note for nurse practitioner and nurse-midwifery students: For Part 2 of the Comprehensive Examination, only two (2) attempts are allowed to pass the Part 2 exam. See algorithm on page 56. *Revised 08/10/17*

College of Nursing: Algorithm for Master Exam, Plan II-N597: Part 1 Core Examination



• Note: Students taking N597 are not eligible for graduation with distinction.

College of Nursing Algorithm for Master Exam
N597: Part 2 Applied Examination for Nurse Practitioner and Nurse-Midwifery
Students



• **Note: Students taking N597 are not eligible for graduation with distinction.**

APPENDIX C

Plan II—Option II: N597 MSN Applied Examination Timeline

Note: Students will receive email notifications from Student Advising related to graduation document deadline submissions, i.e. Program of Studies, Intent to Graduate, etc.

<p>Before the term during which the student plans to take the Master’s Examination</p>	<ul style="list-style-type: none"> • Obtain the Journal Articles designated for N597: Part 1 Examination from HSLIC. (See APPENDIX B for list) • Prepare ahead of time: Read and analyze Journal Articles • See APPENDIX B for N597 test guidelines, study guide, and test taking tips • Student may certainly meet with your N597 instructor during this term
<p>Beginning of the Term during which the student plans to take the Master’s Examination</p>	<p>Student receives notice from student advisor with instructions to submit Announcement to Exam Form through “MyUNM”</p>
<p>First Week of Term in which the student plans to take the Master’s Examination (a 7 day window to take the 5 hour exam for Part I Core Exam)</p>	<ul style="list-style-type: none"> • Check your Canvas Course listings for the N597 Part 1 Exam and confirm it is available and you can access it the first day of the term. • Contact Canvas technical support if you have Canvas usage questions BEFORE taking the exam. • Take Part 1 Core Examination <ul style="list-style-type: none"> ○ Students are urged to take Part 1, the core exam during hours that you can contact technical support at the CON if needed (M-F, 8-5) ○ Urged to take the exam early in the 7 day examination period if possible. ○ Students have 5 hours from the time they start to finish before Canvas cuts off.

<p>Second week of term in which the student plans to take the Master's Examination</p>	<ul style="list-style-type: none"> • Education Program students take N597 Part 2 Exam • Other programs check with Program Faculty regarding N597 Part 2. • For Part 2 Dates: Go to the N597 Canvas for program specific information. • <u>Student's Committee Chair</u> notifies student the result of N597 Part 1 Core Examination. <ul style="list-style-type: none"> ○ <i>NOTE: Regardless of outcome of Part 1 Exam, student takes Part 2 exam in Canvas N597 Course</i>
<p>Following Weeks of Term</p> <p>If retaking Part I, the student must wait one week before retaking the exam, consult program faculty of record for N597 instructor for exact dates.</p>	<ul style="list-style-type: none"> • The <u>Program Coordinator</u> notifies the student the results of Part 2 • If first attempt for Part 1 or Part 2 was unsuccessful <ul style="list-style-type: none"> ○ Study for 2nd attempt of Part 1 or Part 2 Exam ○ Retake Part 1 or Part 2 exam • For Part 1: If 2nd attempt is unsuccessful; study for 3rd and last attempt <ul style="list-style-type: none"> ○ Retake Part 1 exam
	<ul style="list-style-type: none"> • Student is notified by the student's <u>Committee Chair</u> the result of Part 1 and Part 2 MSN Examination: • Results are <i>Pass</i>: The Committee submits official results on MY UNM • Results are <i>Do Not Pass</i>: Must register and retake N597

APPENDIX D: INSTRUCTIONS: PROGRAM OF STUDIES FORM

The form is filed electronically and found

<https://grad.unm.edu/resources/gs-forms/pos-masters.html>

It is strongly recommended that students obtain a copy of their Advisement/Unofficial Transcript before filling out this form. Students can access an unofficial transcript themselves from the Office of the Registrar (<http://registrar.unm.edu>) or obtain a free unofficial transcript from the Records and Registration Office at One-Stop, Mesa Vista Hall North, 505-277-8900.

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

- Personal Information.
- Degree Type: Enter Master's degree.
- Primary Program: Enter "nursing"
- Subdivision (program, emphasis, etc.). If you are pursuing a program/emphasis within your major, list it here; for example, nurse-midwifery.
- Minor. Transcribed minors are only available from graduate programs that have approved minors on file at OGS. If you are declaring a transcribed minor, you must complete a Transcribed Minor form and have it approved by your major and minor departments and OGS. The transcribed minor form should accompany the POS for final approval by OGS.
- Plan I (thesis); Plan II (non-thesis) or Plan III (Post Masters).
 - Choose Plan I if you are writing a thesis,
 - Plan II if you are taking exams
 - Plan III if you are a post masters.
- Semester and year you expect to complete requirements. Projected date of graduation. This can be changed without penalty.
- Which publication are you using to meet degree requirements?
 - You may use any bulletin/catalog that has been in effect since you entered your current graduate program.

- If you have been readmitted to a program or have changed degree programs, you may only use catalogs in effect since your readmission/change of degree (see General Academic Regulations in the UNM 2021-2022 Catalog for further details).
- Although students may choose which degree requirements they wish to follow, all students must follow the General Academic Regulations in the current catalog.
- All courses you have completed at the University will auto populate and you will need to check mark the courses you are selecting to use for your program. You will need to manually enter all courses you are currently enrolled.

Once submitted, the form will be sent electronically to your Faculty Advisor for review and approval. If approved, it will then be routed to Student Services to submit to OGS. The final approval will be by the Dean of OGS and you will receive an email that it has been approved.

Note: MSN students in the advanced practice programs who took NURS 501, NURS 503 and/or NURS 505 as an undergraduate may have the aforementioned courses excused from their Program of Studies through a Memorandum of Understanding that has been reached between the Office of Graduate Studies and the College of Nursing. This request applies only to students who are in pursuit of the AG-ACNP, FNP, PNP, PMHNP, or Nurse-Midwifery programs. Contact the graduate academic advisor if you have further questions on this policy.

APPENDIX E – PROFESSIONAL DOCUMENTATION REQUIREMENTS FOR GRADUATE NURSING STUDENTS



Professional Documentation Requirements for Graduate Nursing Students

STUDENT RESPONSIBILITIES

1. The UNM Health Sciences Center as well as the College of Nursing's (CON) accrediting agencies and clinical/practice partners require students to fulfill the professional documentation requirements on the documentation checklist below.
2. All CON professional documentation requirements are due by the stated deadline and must be current and up to date **at all times** while you are a student in the program. Non-compliance may result in the interruption of clinicals, withholding of grades, or disenrollment from the program.
3. Students may be asked to furnish copies of records directly to a clinical or practice site.
4. In the event any requirements change, students will be notified and are expected to respond accordingly.

INSTRUCTIONS

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

2. **Deadlines to upload professional documentation:**

a. **MSN and PMC Programs:** June 23, 2023

b. **DNP Programs:** October 6, 2023

3. **Important Guidelines:**

a) The Student User Guide in myRecordTracker® provides step-by-step instructions for navigating the system. This guide will be emailed approximately one month before orientation.

b) Profiles must include university HSC/Salud email addresses. In the event a personal address is used to set up the account, it must be changed by the submission deadline.

c) myRecordTracker® provides scanning services if needed. Refer to page 9 of the User Guide for instructions. Allow at least 72 hours for a record to be uploaded.

d) System generated email notifications will be sent to the student notifying them of requirements that will be expiring throughout their time in the program.

4. Please direct any questions regarding professional documentation or myRecordTracker® to the College of Nursing's Office of Clinical Affairs at UNM-CON-Clinical-Affairs@salud.unm.edu

PROFESSIONAL DOCUMENTATION CHECKLIST

Below is a listing of the required professional documentation for the program. Detailed instructions for each requirement can be found in the myRecordTracker® system.

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

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

- New Mexico Department of Health (NMDOH) Caregiver Criminal History Screening Clearance Letter (Completed Annually)
- UNM Student Health and Counseling (SHAC) Immunization Record Form listing the dates and results of the following immunizations:
 - Measles, Mumps, and Rubella (MMR)
 - Tetanus-Diphtheria-Pertussis (TDaP)
 - Varicella (Chickenpox)
 - Hepatitis B Vaccination and Serological Testing
 - **Note regarding Hep B series:** Entering students are required to have at least the first **two** injections of the Hepatitis B series prior to starting clinical. Students **are** allowed to attend clinicals while their third dose and/or titer are pending.
 - Tuberculosis (TB) Screening (Completely Annually)
 - Seasonal Influenza (October – May)
 - COVID-19 Vaccine Series
 - **Note regarding COVID-19 vaccination:** All CON students are expected to have received the full vaccine series for COVID-19 or have received an approved UNM exemption to the vaccine as outlined on UNM’s Bring Back the Pack website:
<https://bringbackthepack.unm.edu/vaccine/vaccine-requirement-exemption-forms.html>
- 10-Panel Urine Drug Screen Results

- UNM HIPAA Security and HIPAA & HITECH Training Certificates
(Completed Annually)**
- Bloodborne Pathogens/OSHA Training Certificate**
- Consent to Release Personal Information Form (form provided in
myRecordTracker)**
- N-95 Respirator Fit Test (Completed Annually)**
- Basic Life Support and/or Concentration-Specific Life Support
Certifications**
- Current Nursing License**

APPENDIX F: STUDENT DRESS CODE FOR MSN & PMC CLINICAL COURSES

The UNM CON dress code is in place when you are in the clinical setting or in the simulation lab. It is important that your colleagues, teachers and clients feel respected, safe, and comfortable. An overall appearance of neatness is key. Clinical sites have dress codes and must be adhered to while in the clinical setting. Often, students need to cover all tattoos (wearing long sleeves, band aids) and remove and or cover piercings in the ears, face, neck, nose and in the tongue. You are responsible for identifying the dress code in effect at your assigned clinical site (s).

UNIFORM

- Clinical:*** Professional clothing or concentration approved scrubs/button down shirts with closed toe flat shoes. **Do not wear jeans, leggings, jeggings, exercise attire, or shorts under a lab coat.**
- Lab coats may be required at your clinical site. Check with your preceptor.***

ACCESSORIES

- Jewelry should be kept to a minimum. Large, dangling ear hoops or necklaces are NOT appropriate. Earrings, flat to the earlobe, are acceptable. Rings with stones can tear gloves or patients' skin. Facial piercings including tongue piercings are not appropriate for patient care. Medic alert bracelets are acceptable. Skin/flesh-tone plugs should be worn in ear gauges.
- Persons with tattoos must follow the requirements of the clinic in which they are being precepted. In general, tattoos should be covered. A long sleeve undergarment may be worn under scrub tops to cover tattoos. A turtleneck may be necessary to cover some tattoos.
- A white sweater (if needed) is acceptable instead of a lab coat.

GENERAL APPEARANCE

- Neat, tidy, and professional appearance at all times, including under lab coat.
- Fingernails must be cut short; no nail polish, gel or synthetic nails.
- No perfume.

- No chewing gum.
- Hair must be clean, restrained (not loose) and off the shoulders.
- Beards and mustaches are to be clean and neatly trimmed.
- The practice of good daily hygiene is expected.

REQUIRED SUPPLIES FOR INPATIENT CLINICAL

Refer to syllabus for each course for additional supplies

- Stethoscope
- Watch

APPENDIX G: STUDENT WEBSITE LINKS/RESOURCES ON MAIN CAMPUS

UNM Degrees: <https://degrees.unm.edu/>

UNM LoboWeb: <http://my.unm.edu/home>

UNM Office of Admissions: LOBO Trax Audit

<https://admissions.unm.edu/future-students/transfer/lobotrax-audit.html>

UNM African American Student Services: <https://afro.unm.edu/>

UNM American Indian Student Services: <https://aiss.unm.edu/>

UNM HSC American Indian Student Center: <https://iikd.unm.edu/for-students/student-centers.html>

Ervin Lewis Center is located in the Health Sciences and Services Building (HSSB Building #424) in Room 104; accessible Monday-Friday 8 a.m. – 5 p.m.

UNM Center for Academic Program Support (CAPS) – Writing Center:

<https://caps.unm.edu/index.php>

UNM Office of Career Services: <https://career.unm.edu/>

UNM Center for Native American Health: <https://iikd.unm.edu/>

UNM College Enrichment Program: <https://cep.unm.edu/>

UNM El Centro de la Raza/ Division of Student Affairs: <https://elcentro.unm.edu/>

UNM LGBTQ Resource Center: <http://lgbtqrc.unm.edu/>

UNM Graduate Resource Center: <https://unmgrc.unm.edu/>

UNM HSC Interprofessional Education (IPE): <https://hsc.unm.edu/ipe/about/index.html>

Agora Crisis Center (505-277-3013 or 1-800-HELP-1-NM)

This program offers a free volunteer paraprofessional listening and referral service. Open 9:00 a.m. to midnight, 7 days a week, depending on volunteer availability. Call or walk in. Located at 1820 Sigma Chi Rd NE, connected to the Psychology Clinic.

Counseling and Therapy Services (CATS; 505-277-4537)

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

Department of Psychology Clinic (505-277-5164)

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

HSC Wellness Center Gym: <https://hsc.unm.edu/assets/doc/wellness/wellness-faq.pdf>

The gym is located on the second floor of Domenici Center West Wing, directly above the UNM Medical-Legal Bookstore.

Student Activities Center (505-277-4706)

This office oversees more than 300 student organizations and many student events. Services also include an off-campus housing service and an emergency messaging service for students. Website: <https://sac.unm.edu/>

Student Health Center: Student Health and Counseling (505-277-3136)

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

Veterans Counselor and Advisor (505-277-3184 or 505-277-3181)

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

Women's Resource Center (505-277-3716)

Main Campus location: Located at Mesa Vista Hall, Room 1160, the purpose of the center is to improve the status of women in the academic community by offering academic advising, workshops, and counseling. Open 8:00 a.m. to 5:00 p.m., Monday through Friday. For additional information refer to their website at women.unm.edu/.

HSC Women's Resource Center location: 917 Vassar NE

APPENDIX H

HEALTH SCIENCES CENTER LIBRARY & INFORMATICS CENTER (HSCLIC)

505-272-2311, <http://hsc.unm.edu/library/>

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

- Health Sciences archives, 505-272-0656
- Reference and computer searches, 272-2311, <https://hsc.unm.edu/hslic/help/ask-a-librarian.html>
- Nursing Collection Development, 272-0638, lhendrix@salud.unm.edu
- HSLIC Online catalog: <https://hslic-unm.on.worldcat.org/discovery>
- Interlibrary Loan Office <https://unmhsc.l.hosts.atlas-sys.com/illiad/HSLIC/logon.html>
- Reference Tools <https://libguides.unm.edu/ref>

ZIMMERMAN LIBRARY

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

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

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

Zimmerman Library, 1st Floor, West Wing

505-277-6451

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

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

505-277-9100

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

PARISH MEMORIAL LIBRARY

(Adjacent to Graduate School of Management)

505-277-5912 | <http://library.unm.edu/about/libraries/pml.php/>

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

FINE ARTS AND DESIGN LIBRARY, FINE ARTS CENTER

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

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

CENTENNIAL SCIENCE AND ENGINEERING LIBRARY

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

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

APPENDIX I: GRADUATE NURSING STUDENT RIGHTS AND RESPONSIBILITIES

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

COLLEGE OF NURSING STUDENT RIGHTS AND RESPONSIBILITIES

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

	by observing "netiquette" rules as posted in the courses.
During times of unforeseen personal emergency or crisis, which you have communicated responsibly to faculty, reasonable flexibility from instructors about attendance, deadlines, and other course policies.	<ul style="list-style-type: none"> • Attend all classes and clinical activities. Clinical/Lab attendance is mandatory. • Be aware of and behave in accordance with the instructor's guidelines in the syllabus for absences and other attendance requirements. • Contact the course/clinical instructor <i>in advance</i> if you are going to be absent or need special scheduling accommodations. <ul style="list-style-type: none"> • Consequences of not contacting course/clinical instructor are the following: <ul style="list-style-type: none"> ○ The first no-show, no-notification or unexcused absence may be grounds for failure and a remarkable observation will be placed in the student's file. ○ Any subsequent no-show, no-notification or unexcused absence is grounds for immediate failure. ○ Clinical make-up for unavoidable absences, as determined by the course coordinator will be assigned. ○ Missing scheduled times compromises your ability to demonstrate attainment of the clinical objectives required to pass the course. • Keep instructors informed about such emergency circumstances as soon as you become aware that they will affect your course work. • Anticipate nonemergency personal circumstances and make your own plans to avoid allowing them to affect your schoolwork and class attendance. • Take the initiative in arranging to "make up" any missed class by making your own arrangements to acquire the materials, announcements, and lecture content that were covered.
Expect faculty to be available for appointments.	Keep scheduled appointments or cancel as soon as you know you cannot make it. Appointments must be cancelled in advance.
Expect faculty to respond to email or phone messages	Include clear contact information with your messages.

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

<p>to meet with the Executive Associate Dean.</p> <ul style="list-style-type: none">• IN THE EVENT that discussion with the Executive Associate Dean does not result in resolution of the issue, you have the right to file a formal grievance in accordance with CON policies (see Pathfinder for additional information).	
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APPENDIX J

Faculty Handbook

<https://handbook.unm.edu/d100/>

D100: Dishonesty in Academic Matters

Policy

Dishonesty on the part of a student in connection with either course material or student records is a serious matter involving the possibility of disciplinary action. Since the members of the faculty have a direct responsibility in the enforcement of the standards involved, the following formal statement was prepared, incorporating the current regulation and the procedures for implementing it.

1. The following statement appears among the scholastic regulations listed in the UNM Catalog and Pathfinder:

"Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet these standards.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; and nondisclosure or misrepresentation in filling out applications or other university records."

2. When a violation of the regulation occurs in connection with a course, seminar, or any other academic activity under the direction of a faculty member, that faculty member is authorized to take whatever action is deemed appropriate, but no penalty in excess of an "F" in the course and the involuntary withdrawal of the student from the class may be imposed. Whenever this penalty is imposed; the instructor may report the case in full detail in writing to the Dean of Students, who may impose additional sanctions or refer the matter to the Student Conduct Committee for a determination of whether additional sanctions are warranted.

It is also important to point out that before a faculty member takes action on any alleged violation of this rule, the instructor should be certain that there is substantial evidence to support the charge.

3. When academic dishonesty occurs in connection with any test or examination not connected with a course, but administered by an officer of the University or in connection with any non-disclosure or misrepresentation in filling out applications or other University records, the person who observes or discovers the violation shall transmit in writing to the Dean of Students a statement describing the occurrence. A copy shall be sent to the student. The Dean of Students shall determine the sanction following procedures set forth in section 3.4 of the Student Grievance Procedure.

4. Action taken by the Student Conduct Committee shall be completed within the time limits and extension provisions outlined in section 9.1 of the Student Grievance Procedure. Copies of the final decision will be sent to the faculty member's chairperson, dean and to the dean of the student's college if different.

The procedure described above with reference to the Student Conduct Committee removes none of the instructor's authority heretofore practiced in such matters, but rather strengthens and gives uniformity to action taken by making use of an appropriate committee upon which both faculty and students serve.

On the whole, experience shows that student committee members deal as rigorously with dishonesty as do administrative officials, individual faculty members, or faculty committees. More important than consistency or rigorousness of punishment, however, is the simple consideration that student government, student self-reliance, and student responsibility develop further and more firmly when student representatives actually take a role in dealing with student behavior.

In order to be as fair as possible to students, it is recommended that faculty members teaching lower division courses inform the class, at the beginning of each course, as to their policy and the University policy with reference to dishonest academic practices. Students thus informed will thereafter have no basis for pleading ignorance of regulations.

APPENDIX K

D176: Graduate and Professional Student Conduct and Grievance Procedures

Approved by: Faculty Senate and UNM President

Effective: February 7, 2022

Responsible Committee: Faculty Senate Graduate and Professional Committee

Office Responsible for Administration: Graduate Studies and Dean of Students

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the Faculty Senate and the UNM President after consultation with the GPSA President, Graduate Studies, and the Dean of Students.

Policy Rationale

The University of New Mexico (UNM) is committed to academic excellence and student success. This Policy provides procedures for resolution of complaints, disputes, or grievances of an academic nature initiated by students enrolled in graduate and professional degree programs at UNM. It also addresses allegations of discrimination or sexual harassment, and allegations of student misconduct, as well as procedures for handling student disciplinary matters. This Policy does not apply to undergraduate students in professional schools, which are subject to [Faculty Handbook Policy D175 “Undergraduate Student Conduct and Grievance Policy.”](#)

Policy Statement

Whenever possible, it is important to take a supportive problem-solving approach to resolving academic disputes. However, UNM may take disciplinary action against a student for a violation of the Student Code of Conduct or other UNM policy when the offense occurs on UNM premises or at a UNM-sponsored event, or when the violation occurs off campus and failure to take disciplinary action is likely to disrupt the academic process or other campus functions, or endanger the health, safety or welfare of the UNM community or any individual student or employee.

1. Matters Covered under this Policy

1.1. Petitions to Modify Academic Requirements due to unusual or extraordinary events.

1.2. Academic record disputes involving students seeking retroactive withdrawal, enrollment, or disenrollment, or for other academic record changes.

1.3. Academic disputes arising within the academic process, whereby a student believes that academic progress has been evaluated in an unfair or improper manner by a faculty member or academic program/department in connection with the academic process. For example, it applies to disputes over assignment of grades, decisions about program or degree requirements or eligibility, or claims that course requirements are unfair.

1.4. Allegations of Academic Dishonesty arising from violation of academic dishonesty rules as defined in the Definitions Section.

1.5. Allegations of Discrimination and/or Sexual Harassment

UNM urges any individual who has experienced discrimination, sexual harassment, sexual misconduct, and/or sexual violence, or has knowledge about such an incident, to report the incident to the Title IX Coordinator at Office of Compliance, Ethics, and Equal Opportunity (CEEO) within 24 hours, or as soon as reasonably practicable, by calling (505) 277-5251 or by email at oeounm@unm.edu. Confidential and/or anonymous reports can be made (refer to Procedures **Article 5** herein for reporting options). Complaints can also be made to the UNM Ethicspoint Hotline: 1-888-899-6092. The UNM CEEO is tasked with investigating allegations of discrimination based on protected status, sexual harassment, and sexual misconduct. If UNM, as represented by the designated Hearing Officer, determines that a graduate student has violated UNM anti-discrimination or sexual harassment policies, disciplinary proceedings shall be handled under the Procedures set forth in **Article 5** herein.

1.6. Allegations of Student Misconduct NOT Involving Discrimination or Sexual Harassment arising from violation of the Student Code of Conduct or other UNM policy.

2. Matters that may also be Covered under other UNM Policies

2.1. School of Law

Students attending the UNM School of Law must comply with the UNM Law School Bulletin and Handbook of Policies (Bulletin), in addition to this Policy. Allegations of academic misconduct, as enumerated in the Law School Student Code of Conduct (found in the Bulletin), are addressed by the processes defined in that Code. Other kinds of alleged misconduct, except for allegations of an act of discrimination or sexual harassment, may be addressed as described in the School of Law Administrative Due Process Policy and Procedure (found in the Bulletin). Allegations that a student in the School of Law has engaged in any discriminatory or sexual harassment as provided in **Article 5** herein shall be referred to the UNM CEEO Office.

The Bulletin governs students enrolled in the Law School and to the extent this Policy differs from the policies and procedures in the Bulletin, the Bulletin supersedes this Policy. The School of Law may refer cases of alleged student misconduct to the Dean of Students for review and possible action under the UNM Student Code of Conduct. Discretionary review by the Board of Regents, as provided for in Procedures Sections **5.3** and **6.8** herein, is accorded to students in the School of Law.

2.2. Health Sciences Center

Graduate and professional students in academic programs in the Health Sciences Center (HSC) have adopted student codes of conduct (including standards of professionalism) with which students in those academic programs must comply, in

addition to the UNM “Student Code of Conduct” and other UNM policies. Except for allegations of discrimination or sexual harassment, which shall be referred to the UNM CEEO, it is recognized that HSC academic programs may have adopted policies and procedures that govern the adjudication of student conduct and student grievance matters. Such policies and procedures supersede this Policy. A decision by the dean of the School of Medicine, College of Pharmacy, College of Nursing, or College of Population Health may be appealed to the University President, under procedures adopted by the Office of the President.

Discretionary review by the Board of Regents, as provided for in Procedures Sections **5.3** and **6.8** herein, is accorded to graduate and professional students in academic programs in the HSC.

3. Matters Not Covered Under This Policy

3.1. Disputes involving access to or information in a student's educational records shall follow procedures set forth in the [UNM Student Records Policy](#), published in the student handbook, The Pathfinder.

3.2. Grievances arising out of a student's status as a UNM employee hired through the Student Employment Office shall follow procedures set forth in the [UNM Student Employee Grievance Procedure](#), published in the student handbook, The Pathfinder.

3.3. Any student grievances concerning decisions made by UNM personnel, outside the academic process, for which specific procedures are not established, shall be resolved between the student and the office or department involved. If no resolution is reached, the parties may appeal to the appropriate dean or director and then to the appropriate vice president, Provost, or EVP for Health Sciences . Appeals should be filed in writing within ten (10) working days of the decision.

3.4. Disputes arising from a graduate or professional student holding an assistantship shall follow procedures in the Faculty Handbook.

Applicability

All academic UNM units, including the Health Sciences Center.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy Committee and Operations Committee in consultation with the responsible Faculty Senate Committee listed in Policy Heading.

Definitions

Academic Dishonesty includes, but is not limited to: plagiarism (including self-plagiarism); dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or outside UNM; and nondisclosure or misrepresentation in filling out applications or other University records.

Complaint refers to:

- request for informal resolution of academic matters in Procedures Section **3.3.** herein;
- allegations of prohibited discrimination as defined herein filed with UNM's Office of Compliance, Ethics, and Equal Opportunity (CEEEO); or
- allegations of misconduct referred to the Dean of Students per Procedures Section **6.2.** herein.

Discrimination includes all forms of unlawful discrimination based on an individual's or group's protected class(es), including unlawful discrimination based on age (40 and over), ancestry, color, ethnicity, gender identity, gender/sex, genetic information, medical condition, national origin, physical or mental disability, pregnancy, race, religion, sexual orientation, spousal affiliation, veteran status and any other protected class as described in University Administrative Policy [2720](#) and [2740](#). Sexual harassment is a form of gender discrimination that includes sexual violence, which is considered a severe form of sexual harassment. For purposes of this Policy, "discrimination" also includes retaliation for having made allegations of discrimination, having participated in an investigation into allegations of discrimination, or otherwise having engaged in opposition to unlawful discrimination. Retaliation is explicitly prohibited under University Administrative Policies [2200](#), [2720](#), and [2740](#).

Graduate and Professional Students include both full-time and part-time students pursuing graduate or professional studies. Student status continues for the entire period of enrollment, including UNM holidays, class breaks, and summer session, if the student is enrolled for the preceding spring and following fall academic terms. This Policy does not apply to undergraduate students in professional schools.

Misconduct is any activity performed by a UNM graduate or professional student that violates state and/or federal laws or regulations, local ordinances, or UNM policy.

Office of Compliance, Ethics, and Equal Opportunity (CEEEO) is the UNM office that processes allegations of discrimination based on protected status, or sexual harassment as defined herein. CEEEO does not make policy violation determinations, nor does it issue sanctions for violations of policy.

Working Days refer to UNM traditional work days defined by UNM Human Resources as five (5) work days Monday through Friday ending at 5:00 PM. Working days do not include official UNM holidays listed in [UAP Policy 3405 "Holidays."](#)

Who should read this policy

- Graduate and Professional Students
- Faculty members
- Staff in the Office of the Dean of Students

- Staff in the Office of Compliance, Ethics, and Equal Opportunity (CEEEO)
- Staff at Student Health and Counseling (SHAC)
- Administrative staff responsible for student events

Related Documents

Regents Policy Manual

- [RPM 1.5 “Appeals to the Board of Regents”](#)
- [RPM 4.2 “Student Code of Conduct”](#)
- [RPM 4.3 “Student Grievances”](#)
- [RPM 4.4 “Student Records”](#)
- [RPM 4.8 “Academic Dishonesty”](#)

Faculty Handbook

- [C290 “Ombuds/Dispute Resolution Services for Faculty”](#)
- [D75 “Classroom Conduct”](#)
- [D100 “Dishonesty in Academic Matters”](#)
- [D175 “Undergraduate Student Conduct and Grievance Policy”](#)

University Administrative Policies Manual

- [UAP 2200 “Reporting Suspected Misconduct and Whistleblower Protection from Retaliation”](#)
- [UAP 2720 “Prohibited Discrimination and Equal Opportunity”](#)
- [UAP 2740 “Sexual Misconduct”](#)
- [UAP 3405 “Holidays”](#)

[The Pathfinder](#) “Student Code of Conduct”

Office of Compliance, Ethics, and Equal Opportunity [Discrimination Grievance Procedures](#)

The School of Law Bulletin and Handbook of Policies ([Bulletin](#))

HSC School of Medicine, College of Pharmacy, College of Nursing, and College of Population Health Handbooks

Contacts

Direct any questions about this Policy to Graduate Studies or the Dean of Students.

Procedures

Reasonable deviations from these procedures by UNM will not invalidate a decision or proceeding unless significant prejudice results.

UNM School of Law Students

Graduate and professional students attending the UNM School of Law must comply with the UNM Law School Bulletin and Handbook of Policies (Bulletin), in addition to this Policy (see section 2.1 in Policy Statement above for more information). To the extent these Procedures differ from the Bulletin, the Bulletin supersedes these Procedures. Pertaining to law students, the Dean of the Law School, or designee, has the same sanctioning authorities as granted to the Dean of Students, and may fulfill the responsibilities placed with the Dean of Graduate Studies.

Health Sciences Center Students (HSC)

Graduate and professional students in academic programs in the HSC must comply with applicable HSC student codes of conduct in addition to this Policy (see section 2.2 in Policy Statement above for more information). To the extent these Procedures differ from HSC student codes of conduct, the HSC student codes of conduct supersede these Procedures. Pertaining to HSC graduate and professional students, the EVP for Health Sciences, or designee, has the same sanctioning authorities as granted to the Dean of Students, and may fulfill the responsibilities placed with the Dean of Graduate Studies.

Article 1. Petition to Modify Academic Requirements

Graduate and professional students wishing to petition to modify academic requirements should contact the head of graduate and professional programs for their respective school or college. Graduate and professional students at the HSC wishing to petition to modify academic requirements should contact their school or college dean. Graduate and professional students at the Law School wishing to petition to modify academic requirements should contact the Associate Dean for Academic Affairs at the Law School.

1.1. Scope

Graduate students may petition the Dean of Graduate Studies for an exception to any of the University-wide policies or regulations specified in the UNM Catalog. Petitions are intended to allow students the opportunity to deal with unusual or extraordinary events, particularly circumstances beyond their control that would penalize them unfairly. It should be kept in mind, however, that a hallmark of fairness is the uniform application of the same standards and deadlines to all students.

1.2. Petition

A petition should clearly state the specific nature of the exception or special consideration being requested and provide a complete but concise justification. If the request involves the extension of a deadline, a proposed new deadline date should be indicated. Petitions must be submitted in the sequence listed below:

1.2.1. The student must first submit the petition to the student's graduate or professional advisor or equivalent, if one is assigned to the student. The advisor should indicate whether the advisor endorses the student's request, and why.

1.2.2. The petition must next be submitted to the student's graduate unit -- the faculty graduate director, the chair, or the departmental graduate committee, depending upon the practice in the particular unit. The student may choose to submit the petition to the graduate unit even if it was not endorsed by the advisor. The unit should also indicate whether it supports or does not support the student's request, and why.

1.2.3. The petition should then be forwarded to the school or college dean. The student may choose to submit the petition to school or college dean even if it was not supported by the student's academic unit. The school or college dean or designee may ask the Faculty Senate Graduate and Professional Committee, serving in an advisory capacity, to review the petition and offer its recommendation for approval or disapproval.

A written response to a petition will usually be sent to the student within ten (10) working days from its receipt by the school or college dean, and a copy sent to the academic unit. (This period may be extended to allow for UNM holidays or other periods when UNM is not in session.) The original petition will be retained in the student's file. Petitions that are lacking required documentation will be returned to the student, and will not be considered until all documentation has been received.

1.2.4. The student may appeal the dean's decision to the Provost/EVP for Health Sciences and Board of Regents in accordance with Section 3.4 herein.

Article 2. Academic Record Disputes

2.1. Scope

This article sets forth the procedures which should be followed by a student seeking retroactive withdrawal, enrollment, or disenrollment, or for other academic record changes involving exceptions to the rules governing registration and academic records which are set forth in the UNM Catalog. It does not cover disputes involving academic judgment (e.g. grades).

2.2. Petitions

2.2.1. A student seeking a change in the student's academic record within the scope of this article shall submit a petition to Registrar's Office for consideration by the Faculty Senate Admissions and Registration Committee. The petition shall:

1. Include a statement of the nature of the request including why the student feels it should be granted.
2. Specify the semester involved and the subject/department code, course, and section numbers.
3. Specify the student's name, UNM I.D. number, mailing address, email address, and telephone number.
4. Include documentation of extenuating circumstances, such as medical, family, or employment needs.
5. Be typed and signed.
6. Optionally, include supporting statements from involved faculty and academic units.

2.2.2. Upon receipt of the petition, Registrar's Office shall forward a copy to the instructor of the course. The instructor shall make any response within fifteen (15) working days of receipt. If the instructor has not responded within fifteen (15) working days, the Faculty Senate Admissions and Registration Committee ("Committee") shall proceed to consider the petition without the instructor's response.

2.3. Committee Decision and Appeals Process

At the next regular meeting after receipt of the instructor's response (or lack of response), the Faculty Senate Admissions and Registration Committee shall take action on the petition. If the Committee denies the petition, it shall issue a brief statement giving the reasons for the denial. Absent any new information from the student, the Committee's decision shall be final. If the student has new information that was unavailable at the time the Committee made the decision and that may affect the Committee's decision of denying the petition, the student may request reconsideration from the Committee. The Committee's decision upon reconsideration is final for UNM.

Article 3. Academic Disputes

3.1. Scope

This article sets forth the procedures for resolution of a variety of possible issues related to the academic process. These may include, but are not limited to, issues related to progress toward a degree and allegedly improper or unreasonable treatment, except that disputes or grievances based upon alleged discrimination or sexual harassment should be directed to the Office of Compliance, Ethics, and Equal Opportunity (CEEO) in accordance with **Article 5** herein. The procedures may not be used to challenge the denial of admission to a degree program, nor to appeal the refusal of a petition by the Dean of Graduate Studies for an exception to UNM-wide degree requirements, policies, or procedures.

3.2. Informal Resolution

Although conflicts that on occasion occur between students and faculty or administrators may be resolved through formal adjudication, a more informal and productive kind of resolution -- one that is mutually agreed upon by the parties involved -- is strongly encouraged when appropriate and equitable.

3.2.1. A student with a complaint related to academic matters is encouraged to consult with Graduate Studies to discuss the concerns, seek to clarify pertinent rules and regulations governing graduate study, and explore constructive ways to resolve the problem directly with the faculty member or administrator involved when appropriate and equitable. This should occur as soon as reasonably possible after the student has become aware of the problem.

3.2.2. The student should either directly or with the assistance of the graduate student Ombuds member of the UNM Ombuds/Dispute Resolution Services for Graduate Students meet with the faculty or administrator involved in the complaint to address the problem and to explore the possibility of a jointly achieved resolution. The graduate student Ombuds works closely with the Office of Ombuds/Dispute Resolutions Services for Faculty.

3.2.3. If agreement cannot be reached, the student should either directly or with the assistance of the graduate student Ombuds member seek the assistance of the departmental faculty graduate advisor and/or the chair in resolving the dispute. Department leadership should arrange to avoid any conflicts of interest in hearing the graduate student grievance. If the dispute is with a faculty member in a department different from the student's, the appropriate chair or advisor would be in the department in which the faculty member resides or in which the course in which the dispute arose was offered. It is expected that these administrators will play an active part in helping to resolve the disagreement. In the event that the graduate unit involved is non-departmentalized, the student may go directly to the school or college dean or director of that unit for assistance.

3.3. Formal Resolution of Academic Matters

If the matter cannot be resolved at the departmental level, the student may bring the problem to the attention of the school or college dean. The school or college dean will determine whether to adjudicate the dispute or to refer the student to the Dean of Graduate Studies for a resolution. If the school or college dean has a conflict of interest pertaining to the dispute, the dispute shall be referred to the Dean of Graduate Studies for a resolution and the Dean of Graduate Studies will perform the duties assigned to the school or college dean in this section. If the dispute is with a faculty member in a school or college different from the student's, the appropriate dean would be the one in the unit in which the faculty member resides, or in which the course in which the dispute arose was offered. In the resolution of grievances at the level of a school or college dean or the Dean of Graduate Studies, the following procedures will apply.

3.3.1. The Student must submit a formal, written statement of the grievance within ten (10) working days following completion of the informal discussions. This document should summarize the facts that support the grievance, indicate the desired resolution and describe the efforts already made at reaching that resolution, as well as their outcome. The faculty or staff member against whom a grievance has been filed will be sent a copy of the written statement, and will have five (5) working days in which to respond in writing to the school or college dean.

3.3.2. The school or college dean will review all written materials submitted and provide both parties the opportunity to review and respond to all evidence. The school or college dean will interview each party, as well as any other persons who may have relevant information. The school or college dean may elect to hold an informal hearing involving both the parties to the grievance and witnesses. If such a hearing is held, the parties will be given five (5) working days' notice. Each party will be allowed to bring an advisor to the hearing, who may or may not be an attorney, but the advisor may not participate in the hearing. Cross examination of witnesses will be permitted, although the school or college dean may require that questions be directed through the school or college dean.

3.3.3. The school or college dean may choose to convene an advisory committee to help evaluate the grievance. A school or college dean may utilize a standing committee from that unit; the Dean of Graduate Studies will utilize the Senate Graduate and Professional Committee.

3.3.4. Generally, a written report on the grievance will be issued by the school or college dean within a period of twenty (20) working days after it has been formally filed, unless an informal hearing is held, in which case the decision shall be made within thirty (30) working days. (This period may be extended to allow for periods when UNM is not in session.) The report will explain the school or college dean's findings, conclusions, decision, and the basis for that decision. A copy will be sent to each party, and to the chairperson or supervisor of the faculty or staff member involved.

3.4. Appeal of Formal Decision

During the appeal process, the chairperson, dean, Provost, EVP for Health Sciences, and/or Board of Regents cannot overrule a faculty member's academic judgement.

3.4.1. Appeal to Provost or EVP for Health Sciences

Either party may appeal in writing the school or college dean's decision to the Provost or EVP for Health Sciences within ten (10) working days of receipt of the decision. The Provost or EVP for Health Sciences or designee shall resolve the grievance utilizing any procedures available to the school or college dean set out above. The Provost or EVP for Health Sciences may refer the matter to the Faculty Ethics and Advisory Committee for consideration of disciplinary action against the faculty member involved, if such action appears warranted.

3.4.2. Appeal to the Board of Regents

In accordance with [Regent Policy 1.5](#), students affected by a decision of the administration, faculty, student government, or hearing board may appeal the decision to the Board of Regents. The Board has discretion to determine whether the appeal will be considered. A request for a review by the Board of Regents shall be made in writing, and must include the alleged facts, what happened in the proceedings to date, and the reasons justifying extraordinary review. Such requests must be filed in the President's Office within seven (7) working days of the date of the written decision from the last reviewer.

Article 4. Academic Dishonesty

4.1. Scope

This article sets forth procedures which shall be followed in cases of suspected academic dishonesty as defined in the Definitions Section of this Policy. These procedures are not exclusive; various UNM departments and programs may have additional policies and procedures on academic dishonesty.

4.2. Academic Dishonesty within Courses: Faculty-Imposed Consequences

4.2.1. When a violation of the academic dishonesty rules appears to have occurred within the academic process, the faculty member shall discuss the apparent violation with the student as soon as possible and give the student an opportunity to explain. The faculty member should consult with Graduate Studies to discuss possible courses of action. The faculty member may impose an appropriate academic consequence within the scope of the academic activity, such as grade reduction and/or involuntary withdrawal from the course. The faculty member shall notify the student of the academic consequence.

4.2.2. The faculty member may report the matter to the Dean of Students by submitting written documentation describing the events and indicating if the faculty member wishes the Dean of Students Office to pursue any additional disciplinary action against the student. The faculty member may use the Dean of Students Office's faculty adjudication form in submitting the written documentation. The Dean of Students Office will notify the student of the report, and the student may request a copy of the report from Dean of Students Office. In cases where the student has multiple findings of academic dishonesty, the Dean of Students Office may initiate sanction(s) in accordance with this Policy.

4.2.3. The student may challenge an academic consequence imposed by a faculty member using the process defined in Procedures section **3.4.** herein. The student may challenge a sanction imposed by the Dean of Students for a code of conduct issue using the process defined in Procedures section **6.8.1** herein.

4.3. Academic Dishonesty in Other Settings

When academic dishonesty occurs other than in connection with a course, the person who observes or discovers the apparent violation may transmit in writing to the appropriate faculty member or Dean of Students a statement describing the occurrence. The faculty member or Dean of Students will send a copy to the student and will address the situation in accordance with Procedures sections **4.2.1** and **4.4** herein respectively.

4.4. Sanctions Imposed by the Dean of Students

Upon receiving a report of academic dishonesty pursuant to section **4.3** herein, the Dean of Students may initiate disciplinary action in accordance with this Policy. In some instances, a faculty member may impose academic consequences and the student may also be sanctioned by the Dean of Students for violating the Student Conduct Policy. A decision of the Dean of Students may be appealed in accordance with Section **6.8.1** herein.

Article 5. Allegations of Discrimination or Sexual Harassment

UNM urges any individual who has experienced discrimination, sexual harassment, sexual misconduct and/or sexual violence, or has knowledge about such an incident, to report the incident to the Title IX Coordinator at the Office of Compliance, Ethics, and Equal Opportunity (CEEO) within 24 hours, or as soon as reasonably practicable, by calling (505) 277-5251 or by email at oeounm@unm.edu. Confidential and/or anonymous reports can be made; however, confidential and/or anonymous reports cannot be made by responsible employees, as defined in UAP Policies [2720](#) and [2740](#). Complaints can also be made to the UNM Ethicspoint Hotline: 1-888-899-6092.

UNM recognizes that an individual who has experienced sexual misconduct may want to speak with someone on campus before deciding whether to report the incident to the police or CEEO for investigation. UNM and community partners have developed a victim-centered and victim-controlled process. The following centers are designated advocacy and support sites for those students who have experienced all types of crimes or violence including sexual misconduct. Students who utilize these centers may talk with anonymity to individuals employed at these centers. However, these centers will report the nature, date of report, and general location of the incident to UNM's Clery Act Compliance Officer.

- LoboRESPECT Advocacy Center – Phone Number: (505) 277-2911 Website: loborespect.unm.edu
- LGBTQ Resource Center – Phone Number: (505) 277-5428 Website: lgbtqrc.unm.edu
- Vassar House – Phone Number (505) 277-0191 Email: vassarhouse@salud.unm.edu

- Women’s Resource Center – Phone Number (505) 277-3716 Website: women.unm.edu

5.1. Scope

This article sets forth the procedures which should be followed when there are allegations that a student has engaged in an act of discrimination or sexual harassment, which includes sexual misconduct and sexual violence.

5.2. Reporting to and Investigation by the Office of Compliance, Ethics, and Equal Opportunity (CEEO)

5.2.1. Allegation(s) that a graduate or professional student has engaged in an act of discrimination or sexual harassment will be referred to UNM’s Office of Compliance, Ethics, and Equal Opportunity (CEEO) for investigation pursuant to CEEO’s Discrimination Grievance Procedure. A duly appointed UNM Hearing Officer will determine, in accordance with approved procedures, whether UNM’s antidiscrimination or sexual harassment policies have been violated.

5.2.2. Neither CEEO nor the Hearing Officer has sanctioning authority. If the respondent is a graduate and/or professional student and is found to have violated policy, the Dean of Students in consultation with EVP for Health Sciences for HSC students, or the Dean of the Law School for law students, or their designees, will determine the sanction to be imposed as defined in [Regent Policy 4.2 “Student Code of Conduct.”](#) Sanctions should be designed to eliminate the misconduct, prevent its recurrence, and remedy its effects, while supporting UNM’s educational mission and obligations under UNM policy and state and federal law, including but not limited to Title IX of the Education Amendments of 1972 (including 2020 Regulations), the Civil Rights Act of 1964, and the New Mexico Human rights Act. Before determining sanctions for sexual discrimination, the Dean of Students must consult with the Title IX Coordinator to ensure compliance with Title IX and ensure consistency of sanctions pertaining to the Hearing Officer’s determination. A policy violation finding by the hearing officer and the sanction imposed will be considered issued at the same time, if the two are provided to the student within five (5) business days of each other. Either party can appeal either or both the finding of policy violation and/or the sanction as described herein.

If the respondent is a faculty member, the faculty member’s department chair will determine the sanction to impose in accordance with [Faculty Handbook Policy C07 “Faculty Disciplinary Policy.”](#) If the respondent is a staff member, the staff member’s supervisor will determine the sanction to be imposed in accordance with [University Administrative Policy 3215 “Performance Management.”](#)

5.3. Appeals

5.3.1 Appeal to the UNM President

Students may appeal the Hearing Officer's finding and, if applicable, the sanction imposed by the Office of the Dean of Students to the UNM President. If a student wishes to appeal both the Hearing Officer's determination and the imposed sanction, the appeals must be filed at the same time; separate appeals will not be permitted.

The appeal must be in writing and contain a statement specifying what action(s) is/are being appealed and the grounds for appeal. The request for appeal must be received at the Office of the President within seven (7) working days of the date of the written decision from either the Hearing Officer or the Office of the Dean of Students, whichever is later.

Appeals of the Hearing Officer's determination or of sanctions issued for violations of the University's prohibition against discrimination, including sex discrimination, sexual harassment, sexual misconduct, or sexual violence, are only permissible in accordance with CEEO Discrimination Grievance Procedures which list allowable grounds and procedures for appeal.

Either the sanctioned student or complainant may appeal the Hearing Officer's determination or a sanctioning decision in cases involving discrimination, sexual harassment, sexual misconduct, or sexual violence.

5.3.2. Appeal to the Board of Regents

In accordance with [Regent Policy 1.5](#), students affected by a decision of the administration, faculty, student government, or hearing board may appeal the decision to the Board of Regents. The Board has discretion to determine whether the appeal will be considered. A request for a review by the Board of Regents shall be made in writing, and must include the alleged facts, what happened in the proceedings to date, and the reasons justifying extraordinary review. Such requests must be filed in the President's Office within seven (7) working days of the date of the written decision from the last reviewer.

5.4. Disciplinary Information Provided to Victim of Violence or a Non-forcible Sex Offense

The individual who alleges that they were subjected to a crime of violence or a non-forcible sex offense will receive the final results of the disciplinary proceedings conducted by UNM issued to the student who is the alleged perpetrator of the offense(s) alleged. If the individual who is alleged to have been subjected to the crime of violence or non-forcible sex offense at issue is deceased as a result of such offense(s), the next of kin of such individual shall be treated the same as that individual for the purpose of disclosing the final result of the disciplinary proceedings.

Additionally, in cases of sexual violence as described in Procedures **Article 5** herein, the respondent, complainant, and inquiring parties have the right to be notified in writing of the final determination and any sanctions imposed to the extent permitted by the federal Family Educational Rights and Privacy Act (FERPA).

Article 6. Allegations of Student Misconduct NOT Involving Discrimination or Sexual Harassment

6.1. Scope

This article sets forth the procedures which should be followed when there are allegations that a student violated the Student Code of Conduct or other UNM policy not involving discrimination or sexual harassment, which are addressed in Procedures **Article 5** herein.

6.2. Referral of Misconduct to Dean of Students Office (Not Law or HSC Students)

Allegations of misconduct in violation of the Student Code of Conduct or other UNM policy must be in writing and submitted to the Dean of Students Office which has primary authority to deal with disciplinary matters pertaining to students other than law or HSC students. Complaints of alleged misconduct should be submitted as soon as possible after the event takes place, preferably within sixty (60) calendar days. Absent just cause, complaints must be submitted within one (1) year following discovery of the suspected misconduct.

The standard of proof utilized to resolve misconduct violating the Student Code of Conduct charges shall be that of preponderance of the evidence, meaning that the evidence, considered in its entirety, indicates that, more likely than not, the accused student violated UNM policy the Code of Conduct. A decision, in most cases, will be rendered within sixty (60) calendar days of the filing of a complaint. This date can be modified at the discretion of the Dean of Students if deemed necessary such as to conduct a hearing that protects the rights of all parties.

6.3. Referral of Misconduct to the Law School Dean

Allegations of misconduct by a Law student in violation of the Student Code of Conduct or other UNM or Law School policies must be in writing and submitted to the Dean of the Law School. Complaints of alleged misconduct should be submitted as soon as possible after the event takes place, preferably within sixty (60) calendar days. Absent just cause, complaints must be submitted within one (1) year following discovery of the suspected misconduct.

The standard of proof utilized to resolve misconduct shall be that of preponderance of the evidence, meaning that the evidence, considered in its entirety, indicates that, more likely than not, the accused student violated UNM or Law School policy. A decision, in most cases, will be rendered within sixty (60) calendar days of the filing of a complaint. This date can be modified at the discretion of the Dean if deemed necessary such as to conduct a hearing that protects the rights of all parties.

6.4. Referral of Misconduct to the Applicable HSC Dean

Allegations of misconduct by an HSC student in violation of the Student Code of Conduct or other UNM or HSC policies must be in writing and submitted to the

applicable HSC dean. Complaints of alleged misconduct should be submitted as soon as possible after the event takes place, preferably within sixty (60) calendar days. Absent just cause, complaints must be submitted within one (1) year following discovery of the suspected misconduct.

The standard of proof utilized to resolve misconduct shall be that of preponderance of the evidence, meaning that the evidence, considered in its entirety, indicates that, more likely than not, the accused student violated UNM policy or HSC policy. A decision, in most cases, will be rendered within sixty (60) calendar days of the filing of a complaint. This date can be modified at the discretion of the dean if deemed necessary such as to conduct a hearing that protects the rights of all parties.

6.5. A student allegedly committing a criminal offense under state or federal law that is also a violation of the Student Code of Conduct or other UNM policy may be subject to UNM disciplinary proceedings. UNM may pursue disciplinary action against a student at the same time the student is facing criminal charges for the same offense, even if the criminal prosecution is pending. UNM may also pursue disciplinary action even if criminal charges were dismissed, reduced or resolved in favor of the student-defendant.

6.6. Unless otherwise specified in the decision, sanctions issued by the Dean of the Law School, applicable HSC dean, or Dean of Students Office (not including an Emergency Suspension as outlined in Procedures **Section 6.7** herein) shall not be implemented until the appeal process as set forth under Procedures **Section 6.8** herein is completed.

6.7. Emergency Suspension and Banning from Campus

The Dean of Students may immediately suspend a student and/or ban a student if the Dean of Students concludes that the person's continued presence on the campus may endanger persons or property or may threaten disruption of the academic process or other campus functions. When a person has been immediately suspended or banned by the Dean of Students, the person may request to meet with the Dean of Students to consider whether the emergency suspension should be continued. For students an emergency suspension or banning does not end the disciplinary process. Resolution of the charges will proceed as set forth in herein.

6.8. Appeals, Records, and Rights

6.8.1. Appeal of Sanctions Issued by the Dean of Students (Not Law or HSC Students)

6.8.1.1 Appeal to Vice President for Student Affairs

The decision on sanctions pertaining to graduate or professional students, other than Law or HSC students, made by the Dean of Students Office may be appealed to the Vice President for Student Affairs if the sanction imposed is suspension, expulsion, or banning from the campus or results in a significant interruption toward degree completion. The student must submit a written request for appeal to the Vice President

for Student Affairs within ten (10) working days of the date of the written decision from the Dean of Students Office. The grounds for appeal to the Vice President for Student Affairs are that: 1) there was significant procedural error of a nature sufficient to have materially affected the outcome; 2) the decision was not in accordance with the evidence presented; 3) there is significant new evidence of which the appellant was not previously aware, that the appellant could not have possibly discovered through the exercise of reasonable diligence, and the absence of which was sufficient to have materially affected the outcome ; and/or 4) the severity of the sanction is grossly disproportionate to the violation(s) committed.

The Vice President for Student Affairs will notify the appealing party of the Vice President's decision within ten (10) working days of receiving the request for appeal. A copy of the decision shall be sent to the Dean of Students.

6.8.1.2. Appeal to the Board of Regents

In accordance with [Regent Policy 1.5](#), students may appeal the decision to the Board of Regents. The Board has discretion to determine whether the appeal will be considered. A request for a review by the Board of Regents shall be made in writing, and must include the alleged facts, what happened in the proceedings to date, and the reasons justifying extraordinary review. Such requests must be filed in the President's Office within seven (7) working days of the date of the written decision from the last reviewer.

6.8.2. Appeal of Sanctions Issued by the Dean of the Law School or Applicable HSC Dean

6.8.2.1. Appeal to the President

Decisions regarding Law students receiving a sanction of suspension, expulsion, or banning from campus, or which results in a significant interruption toward degree completion imposed by the Dean of the Law School for violations of UNM or Law School policies, may be appealed to the President. Decisions regarding HSC graduate or professional students receiving a sanction of suspension, expulsion, or banning from campus, or which results in a significant interruption toward degree completion imposed by the applicable HSC dean for violations of UNM or HSC policies may be appealed to the President. The student must submit a written request for appeal to the Office of the President within seven (7) working days of the date of the written decision from the applicable dean. The grounds for appeal to the President are that: 1) there was significant procedural error of a nature sufficient to have materially affected the outcome; 2) the decision was not in accordance with the evidence presented; 3) there is significant new evidence of which the appellant was not previously aware, that the appellant could not have possibly discovered through the exercise of reasonable diligence, and the absence of which was sufficient to have materially affected the outcome ; and/or 4) the severity of the sanction is grossly disproportionate to the violation(s) committed.

The President will notify the appealing party of the President's decision and a copy will be sent to the applicable dean.

6.8.2.2. Appeal to the Board of Regents

In accordance with [Regent Policy 1.5](#), students may appeal the decision to the Board of Regents. The Board has discretion to determine whether the appeal will be considered. A request for a review by the Board of Regents shall be made in writing, and must include the alleged facts, what happened in the proceedings to date, and the reasons justifying extraordinary review. Such requests must be filed in the President's Office within seven (7) working days of the date of the written decision from the last reviewer.

6.8.3. Appeal of Sanctions Issued by an HSC Dean

Article 7. General Provisions

7.1. Student Conduct Records

Records regarding student conduct shall be kept in the Dean of Students Office for a period of ten (10) years after final disposition, except for records of expulsions which shall be permanently maintained. Copies of the final decision shall, in an academic dishonesty case, be sent to the faculty member.

7.2. Rights of the Parties Participating in Student Code of Conduct Grievances

The rights of the parties participating in grievances as provided herein include:

7.2.1. The party charged with an alleged violation has the right to written notice of the charges at issue in the proceeding that contains sufficient detail and time to prepare for a hearing.

7.2.2. The party charged with an alleged violation has the right to a timely hearing before an appropriate official or committee.

7.2.3. The party charged with an alleged violation has the right to know the nature and source of the evidence used in a hearing process.

7.2.4. Both parties have the right to present evidence in their own behalf.

7.2.5. Both parties have the right to choose not to testify and/or not to answer questions; in such cases, the decision maker will decide the charges based upon all of the evidence presented.

7.2.6. Subject to the limits set forth in Procedures section 3.3.2 both parties have the right to be accompanied by an advisor at a hearing, who may or may not be an attorney, but the advisor may not participate in the hearing. The advisor, including an attorney advisor, cannot act as a representative of the advisee, cannot have a voice in meetings or hearings, and therefore is not permitted to present arguments or evidence or otherwise participate directly in meetings or hearings.

7.2.7. The party alleging that the accused student engaged in misconduct has the right to submit a victim impact statement to the hearing officer or committee during the sanctioning portion of the discipline process.

7.2.8. The party alleging that the accused student engaged in misconduct has the right to have past irrelevant behavior excluded from the discipline process.

7.2.9. Both parties have the right to be free from retaliation for having made an allegation of misconduct or having participated in a grievance under this procedure. Allegations of retaliation should be submitted to the Dean of Students Office. See [UAP Policy 2200 “Reporting Suspected Misconduct and Whistleblower Protection from Retaliation.”](#)

7.3. Former Students

These procedures apply to disputes between students and other members of the UNM community. If the student has left the UNM community (by graduation or otherwise), these procedures shall continue to apply so long as the event giving rise to the dispute occurred while the student was a member of the UNM community and so long as UNM has the power to resolve the matter. UNM retains the right to change grades or rescind degrees, when, after the grade or degree has been awarded, it discovers new information indicating that the grade or degree was not earned in accordance with all UNM academic, student conduct, and other applicable requirements and policies.

7.4. Designees of Deans, Vice Presidents, or Senior Level Administrators

Whenever this Policy specifies an action or decision by a school or college dean, the Dean of Students, the Dean of Graduate Studies, a vice president, or a more senior level administrator, that individual may delegate consideration and decision of the matter to a designee. Such designee will normally be, but is not required to be, a member of the decision maker's staff.

APPENDIX L

Student Code of Conduct

Adopted by the UNM Regents April 14, 1992
Revision approved by the Regents May 12, 1995
Amend to Section 2.15 on July 14, 2015

Subject to Change Without Notice

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

1. SCOPE

The University may take disciplinary action for an offense against the Code of Conduct when the offense occurs on University premises or at University-sponsored events, or when an offense which occurs off campus is such that in the judgment of the Dean of Students,¹ failure to take disciplinary action is likely to interfere with the educational process or the orderly operation of the University, or endanger the health, safety or welfare of the University community.

The term "student" includes both full-time and part-time students pursuing undergraduate, graduate or professional studies.

2. MATTERS SUBJECT TO DISCIPLINARY ACTION

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

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

commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures or functions of the University.

2.10. Unauthorized presence in or use of University premises, facilities or property, in violation of posted signs, when closed, or after normal operating hours.

2.11. Illegal use, possession, or distribution of any controlled substance, illegal drug or alcohol.

2.12. Use or possession of fireworks on University premises or at University-sponsored events, unless expressly authorized in writing by the President.

2.13. Use, possession or storage of any weapon on University premises or at University-sponsored activities, unless expressly authorized in writing by the President. Weapon includes, but is not limited to, firearms, ammunition, bombs, explosives, incendiary devices, or other dangerous weapons, substances or materials.

2.14. Misusing University computing resources by intentionally making or receiving, accessing, altering, using, providing or in any way tampering with files, disks, programs, passwords or hardware belonging to other computer users without their permission.

2.15. Violation of published or posted University regulations or policies.

2.16. Aid to others in committing or inciting others to commit any act mentioned above.

2.17. Action(s) or conduct which hinders, obstructs or otherwise interferes with the implementation or enforcement of the Code of Conduct including failure to appear before any of the University's disciplinary authorities and to testify as a witness when reasonably notified to do so by an appropriate University officer.

2.18. Any other acts or omissions which affect adversely University functions or University-sponsored activities, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or otherwise affect adversely the processes of the University.

2.19. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

3. RIGHTS OF STUDENTS IN DISCIPLINARY MATTERS

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

4. SANCTIONS

4.1. Any student who violates any of the rules set forth in Section 2 above, shall be subject to warning (verbal or written), disciplinary probation, suspension, expulsion, dismissal from University employment, or being barred from campus. Student sanctions imposed under this Code of Conduct shall be imposed pursuant to the Student Standards & Grievance Procedure, or its successor.

4.2. As used in this subsection:

4.2.1. "Verbal warning" means an oral reprimand.

4.2.2. "Written warning" means a written reprimand.

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

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

4.2.5. "Expulsion" means losing student status for an indefinite period of time. Readmission may

not be sought before the expiration of two years from the date of expulsion, and it is not guaranteed even after that time.

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

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

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

5. IMPLEMENTATION

The President of the University may adopt such procedures, rules or regulations as deemed necessary to implement this Code of Conduct.

1. All references to University officers, by title, in this Code shall also include the designee(s) of that officer.

APPENDIX M

NURSING STUDENT CODE OF PROFESSIONAL CONDUCT

As a nursing student and member of the healthcare community, I accept responsibility and hold myself to the highest standards of conduct. I will also support my colleagues in upholding these standards, which include professional behavior in academic study, clinical practice and patient care, scholarly endeavors, and other professional activities. I commit to the following:

PERSONAL AND PROFESSIONAL RESPONSIBILITY

- I will assume personal responsibility for my professional performance.
- I will strive to be an honest, responsible and compassionate healthcare provider. I will demonstrate personal conduct that reflects positively on the healthcare profession and the College of Nursing.
- I will maintain patient well-being as my primary focus and responsibility, and will not deflect from this focus by pursuit of grades, evaluations, or other personal goals.
- I take personal responsibility for patients in my care. I will not leave the relevant premises without ensuring continuity of patient care through appropriate hand-off.
- I will be on-time, prepared, and fully participate in all required activities.
- I will be cognizant of perceived potential conflicts of interest such as pharmaceutical and other medical industry representatives.
- I will comply with professional documentation standards and deadlines as well as fulfill all credentialing and orientation requirements mandated by the CON and clinical facility.
- National recommendations on learner fatigue, sleep deprivation, and safety recognize that practicing nurses enrolled in graduate study are learners, as such, they should be well-rested before scheduled courses, assigned clinic or call times. Well-rested is defined as having a period of 8 hours of uninterrupted rest after sixteen hours of active on-duty time, and/or take rest breaks before working more than 16 hours. In the interest of public safety, students are not allowed to work night shifts before or after a course assigned clinic or call shifts.

COMMITMENT TO EXCELLENCE IN LEARNING

- I will perform self-assessment to obtain the knowledge, skills and competence to master best practices of my profession.
- I will value the learning process as a shared activity involving healthcare peers, faculty, preceptors, healthcare team and staff.
- I will seek assistance from faculty, support services, colleagues or professionals to address issues that may adversely affect my education, quality of patient care, scholarly work, or service.

COMMITMENT TO EXCELLENCE IN PATIENT CARE

- I commit myself to continually improving skills in patient care by applying best healthcare practices, including mastering ethical standards of care, ethical business practices, patient preferences, cultural responsiveness, and the cost-effective and appropriate use of healthcare resources.
- I will participate in opportunities to educate patients, their families, and larger groups about public health issues and health care options.
- I will preserve the confidentiality of protected health information (PHI), and will comply with all HIPAA requirements for transmission and sharing of patient-specific medical information.
- I will inform my practice setting of any issues I observe that affect patient safety or quality of care.

INTEGRITY AND RESPECT

- I will demonstrate honesty and integrity in academic and clinical activities, including examinations, evaluations and any other representation of my work.
- I will be truthful in all interactions with patients, peers, and faculty regarding patient data or other information.
- I will be candid with my patients and empower them to make informed choices about their treatment.
- I will be honest in the collection, interpretation and reporting of data pertinent to academics and patient care.
- I will abide by institutional determinations and disclosure requirements for potential conflicts of interest. I will disclose my potential conflicts of interest to applicable review committees and offices.
- I will demonstrate the highest standards of ethical, legal, and professional behavior in the academic and clinical setting.
- I will demonstrate respect, inclusivity, and appreciation for diversity in culture, gender, economic status, sexual orientation, ethnicity, disabilities and individual personal beliefs.
- I will show humility and not abuse the power of my position.

Acknowledgement

I agree to abide by this Code of Professional Conduct

Print Name

Date

Signature