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

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

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

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

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

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

Christine E. Kasper, PhD, RN, FAAN, FACSM  
Dean and Professor
Message from the Associate Dean for Education & Innovation

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

Judy Liesveld, PhD, PPCNP-BC, RN
Associate Dean of Education and Innovation
Associate Professor
(505) 272-8862
jliesveld@salud.unm.edu
Introduction: Purpose of the Handbook

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

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

All students are responsible for compliance with the rules and regulations set forth in that catalog and handbook. In addition, important messages will be sent to you though your UNM-HSC email, i.e. yourid@salud.unm.edu. Do not hesitate to contact the student advisors in CON Student Advisement Office with additional questions.

COLLEGE OF NURSING MISSION, VISION AND STRATEGIC GOALS

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

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

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

1. Prepare successful nursing professionals
2. Create a community within The University of New Mexico College of Nursing that is diverse, inclusive, and supportive.
3. Develop and sustain collaborative partnerships.

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

**Vision**

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

**Mission**

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

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

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

**Values Statement**

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

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### PROGRAMS OFFERED AT THE COLLEGE OF NURSING

**Bachelor of Science in Nursing**
There are two entry options for the Bachelor of Science in Nursing (BSN) program: Pre-RN-Licensure BSN Option, and the RN-to-BSN Degree Completion Option. A Pre-RN-Licensure BSN Direct-Entry (freshman) option via the UNM Honors College was added for Fall 2019. 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), a pediatric nurse practitioner (PNP), or a nurse-midwife (NM). The CON also offers a concentration in nursing education. The nursing administration concentration is not accepting new students at this time and the community health concentration is currently in moratorium and not accepting new students. The CON offers post-masters certificates in the MSN programs.

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

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

**Doctor of Nursing Practice**
The CON Doctor of Nursing Practice (DNP) is a professional nursing clinical doctorate. This program provides a curriculum that leads to a DNP for students who enter the program as master’s-prepared advanced practice registered nurses or nurse administrators/executives. The DNP, an alternative to the traditional research-focused PhD in nursing, has an emphasis on practice and is considered the terminal degree for advanced nursing practice. Core courses for the Nurse Executive Organizational Leadership (NEOL) concentration and the Clinical Concentration are online also offering synchronous Web conferencing for students to interact with faculty and their
research colleagues. Students are required to spend one week on campus in Albuquerque the first week of Summer semester each year they are in school.

**COSTS, FINANCIAL AID, SCHOLARSHIPS, AND LOANS**

**Costs**
Tuition and Fees for nursing students are higher than the standard UNM Tuition and Fees. Information about the cost of both Resident and Non-Resident Tuition and Fees can be found on the CON website [https://hsc.unm.edu/college-of-nursing/education/tuition-fees.html](https://hsc.unm.edu/college-of-nursing/education/tuition-fees.html). If you have any questions, please contact one of the CON’s Financial Aid Officers HSC-CON-FinancialAid@salud.unm.edu.

**Undergraduate Level Financial Aid Resources**

There are several financial assistance programs for qualified students attending the University of New Mexico. The UNM Student Financial Aid Office is responsible for assisting students with finding financial resources through federal, state, and institutional funding programs to help pay towards the student’s Cost of Attendance (COA). Scholarships, loans, grants and student work-study are awarded through this office. After your application information is processed, results are sent to the UNM Financial Aid Office. College of Nursing Financial Aid Officers can be reached at HSC-CON-FinancialAid@salud.unm.edu.

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

**OFFICE HOURS:**
- Monday Walk-In Hours: 8:30 am – 11:00 am and 1:30 pm – 4pm
- Friday Walk-In Hours: 8:30 am – 11:00 am and 1:30 pm – 4pm
- Tuesday and Thursday – In person or telephone
- Appointments via on-line scheduling link located on this web page: [https://booknow.appointment-plus.com/3v655pee/](https://booknow.appointment-plus.com/3v655pee/)

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

**Where to apply for Undergraduate Level Financial Aid Resources**

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

Departmental Scholarships
Each year, the UNM College of Nursing awards over $270,000 in institutional scholarships. All admitted and current nursing students who complete and submit a Free Application for Federal Student Aid (FAFSA) will be considered for available scholarship funding. There is no formal application needed for these scholarships.

Nursing scholarships awarded by the CON do not need to be repaid. These are gifts from donors who wish to make an impact on the health care of New Mexicans by helping potential nurses complete their education. Many students apply for them. Both financial need and academic performance are considered for the majority of the scholarship awards. Contact any of the CON Financial Aid Officers at HSC-CON-FinancialAid@salud.unm.edu if you have any questions.

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

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

Other Scholarships: CampusRN www.campusrn.com
• Hospital Jobs: Search Thousands of Entry Level Jobs, Externships, & Scholarship Opportunities on CampusRN.
• Nursing Scholarships: CampusRN has $15,000 in Scholarships Available to Nursing & Allied Health Students.
New Mexico Center for Nursing Excellence (NMCNE)

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

P.E.O. [http://www.peointernational.org] P.E.O. is an organization that assists women working towards college degrees with grants and loans.

Military Scholarships
Air Force Reserve Officer Training Corps (AFROTC)
United States Army ROTC Program
Naval ROTC Program
U.S. Army – Bruce Schaumburck, Education Services Specialist (702) 898-9623,
[http://www.goarmy.com/amedd.html]

STUDENT RESOURCES ON MAIN CAMPUS

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

Women’s Resource Center (277-3716)
Located at Mesa Vista Hall, Room 1160. The purpose of the center is to improve the status of women in the academic community by offering academic advising, workshops, and counseling. Website: [http://women.unm.edu/]

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

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

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

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

**Veterans Resource Center** (277-3181)
This center offers many services to veterans including help with certification to receive their VA education benefits. Located in the SUB Suite 2002. Website: [http://vrc.unm.edu/](http://vrc.unm.edu/)

**Student Activities Center** (277-4706)
This office oversees over 300 student organizations and many student events. Their services also include an off-campus housing service and student government. Website: [http://sac.unm.edu/](http://sac.unm.edu/)

See UNM Pathfinder for many additional listings: [http://pathfinder.unm.edu/](http://pathfinder.unm.edu/)

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**UNIVERSITY RESOURCES**

**Libraries**
The General Library at UNM includes Zimmerman Library, the Center for Southwest Research and affiliated programs, Fine Arts Library, Parish Memorial Library, and the Centennial Science and Engineering Library. For Main Campus UNM libraries contact information see [Appendix F](#). On north campus there are the Health Sciences Center and the Law Libraries. 505-277-2311 [http://hsc.unm.edu/library/](http://hsc.unm.edu/library/)

**Health Sciences Center Library & Informatics Center (HSCLIC)**

505-272-2311, [http://hsc.unm.edu/library/](http://hsc.unm.edu/library/)
- Health Sciences archives, 505-272-0656
- Nursing Services Librarian – Ingrid Hendrix, 505-272-0638, [lhendrix@salud.unm.edu](mailto:lhendrix@salud.unm.edu)
- Reference and computer searches, 272-2311, [https://hsc.unm.edu/hslic/help/ask-a-librarian.html](https://hsc.unm.edu/hslic/help/ask-a-librarian.html)
- Nursing Collection Development, 272-0638, [lhendrix@salud.unm.edu](mailto:lhendrix@salud.unm.edu)
- Health Sciences Archives, 505-272-0656

The Health Sciences Library and Informatics Center (HSLIC) offers a number of services.
- On the main floor of the library is a large public computing area where students
can use all the Microsoft Office products and check their email.
- The third and fourth floor of the library provide quiet study space where the
  journals and books are shelved.
- There are walking treadmills on the 3rd floor so you can exercise and study at the
  same time.
- The third floor also has a relaxation area with comfortable computer chairs.
- There are numerous individual study carrels on both floors and 8 group study
  rooms. The group study rooms have electronic white boards and monitors to
  plug in laptops and work collaboratively. Study rooms must be reserved 24
  hours in advance and there is an online form for making reservations
  https://hslic.unm.edu/library/studyroom.html or they can be made in person.
- HSLIC has three laptop computers for checkout.
- The library also has a collection of anatomical models that are available for
  checkout.
- There is also a nursing research guide that pulls together a wide variety of
  resources in one place. Check it out at:
  http://libguides.health.unm.edu/content.php?pid=191251

Many of the HSLIC resources are available on your smart phone. For instructions, see
this page: https://libguides.health.unm.edu/mobileapps . For a complete listing of
resources available through the library go to: http://libguides.health.unm.edu/az.php . For
journals UNM subscribes to electronically, click on eJournals on the library’s homepage.

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

Parking

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

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

Sigma Theta Tau International

Sigma Theta Tau International is the Honor Society of Nursing. Founded in 1922,
there are now more than 600 chapters around the world. Gamma Sigma Chapter is
the 88th Chapter, chartered in 1978 at the UNM CON. Chapter website: http://gammasigma.nursingsociety.org.

The mission of the organization is to—support the learning, knowledge and professional development of nurses committed to making a difference in health worldwidell. This is achieved through:
   (1) Recognition of superior achievement,
   (2) Recognition of the development of leadership qualities,
   (3) Fostering high professional standards,
   (4) Encouraging creative work, and
   (5) Strengthening commitment to the ideals and purposes of the profession. It offers professional nurse-clinicians and nurse-educators an opportunity to mix in a stimulating and professional atmosphere.

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

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

**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) http://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.

ACADEMIC DISPUTES

Students have the right to due process in academic matters. Procedures have been established to address complaints, disputes, or grievances of an academic nature initiated by a student enrolled in a graduate degree program at The University of New Mexico. These procedures are followed for a variety of issues related to the academic process, including progression or alleged improper or unreasonable treatment. The grievance policy and procedures are explained in the Pathfinder-the UNM Student Handbook: http://pathfinder.unm.edu/.

PRESENCE OF STUDENTS’ CHILDREN IN CON FACILITIES AND CLASSES

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

FERPA

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

TITLE IX
Office of Equal Opportunity

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

**HIPAA**

**Health Insurance Portability and Accountability Act**

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

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

UNM HSC compliance website: [http://hsc.unm.edu/admin/compliance/HIPAA.html](http://hsc.unm.edu/admin/compliance/HIPAA.html)

**OTHER RESOURCES**

**Pathfinder:** UNM Student Handbook [http://pathfinder.unm.edu/](http://pathfinder.unm.edu/)

**UNM Catalog:** [http://catalog.unm.edu/catalogs](http://catalog.unm.edu/catalogs)

**Office of Equal Opportunity:** [https://oeo.unm.edu/](https://oeo.unm.edu/) or 277-5251

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

### Communication within the College of Nursing for Undergraduate Programs

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

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judy Liesveld, PhD, RN, PPCNP-BC, CNE Associate Dean of Education &amp; Innovation <a href="mailto:jliesveld@salud.unm.edu">jliesveld@salud.unm.edu</a></td>
<td>Juan Carrillo Program Coordinator <a href="mailto:JMCarrillo@salud.unm.edu">JMCarrillo@salud.unm.edu</a></td>
</tr>
<tr>
<td>Susan Koronkiewicz, MSN, RN, CNE Pre-RN-Licensure BSN Program Director <a href="mailto:skoronkiewicz@salud.unm.edu">skoronkiewicz@salud.unm.edu</a></td>
<td>Neolia B Hein Program Clinical Coordinator <a href="mailto:NBHein@salud.unm.edu">NBHein@salud.unm.edu</a></td>
</tr>
<tr>
<td>Jacqueline Wuellner, DNP, MPH, MSN, RN RN to BSN Program Director <a href="mailto:JWuellner@salud.unm.edu">JWuellner@salud.unm.edu</a></td>
<td>Student Services Advisors <a href="mailto:HSC-CON-StudentServices@salud.unm.edu">HSC-CON-StudentServices@salud.unm.edu</a></td>
</tr>
<tr>
<td>Sarah Patel, MSN, RNC Student Success Coordinator &amp; Heidi Orehek, MSN, RN, CNE Student Success Coach <a href="mailto:HSC-CONStudentSuccess@salud.unm.edu">HSC-CONStudentSuccess@salud.unm.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

### Student Academic Success Coordinator

A Student Academic Success Team is available to students who may need academic assistance, either to provide direct coaching or connect students to the appropriate services or departments to facilitate academic success. Students are warmly invited and encouraged to contact the team about using effective study methods, managing anxiety, adjusting to nursing school in general, and many other subjects, according to your situation and interest.

**NOTE:**

For course-related issues or questions, be sure to contact the course instructor first. If you have course or program questions or concerns that cannot be resolved at the level of the advisor or course instructor follow the informal process outlined in the Flow chart in Figure 1 below. The formal process for resolution of issues not otherwise resolved is described in the *UNM Pathfinder under Campus Policies: Student Grievance Procedure.*
Figure 1: Flow Chart for Informal Resolution of Academic Disputes/Grievances in the Nursing Undergraduate Program

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

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

**Contact the Level Coordinator**
- If resolved: No Further Action
  - If not resolved

**Contact Pre-Licensure or BSN Program Director**
- If resolved: No Further Action
  - If not resolved

**Contact the College of Nursing Associate Dean of Education and Innovation**
- If resolved: No Further Action
  - If not resolved

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

The Student Services Office is located on the 2nd floor of the CON, Room 255. To schedule a telephone or in-person appointment, go to: https://booknow.appointment-plus.com/3v655pee/

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

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

UNM COLLEGE OF NURSING ACADEMIC CALENDAR

**It is important to note that the CON course calendars differ from the UNM main campus calendar. The Pre-RN-Licensure BSN and RN to BSN programs have different course calendars also. The Pre-RN-Licensure BSN calendar is available on the CON website at https://hsc.unm.edu/college-of-nursing/education/student-affairs/index.html Check with your program advisor or faculty for correct timeframes for course delivery.

IMPORTANT DATES AND DEADLINES

Pre-RN-Licensure BSN White Coat Ceremony
This event is held twice a year, once for each incoming class, and participation is a requirement for incoming students from the Rio Rancho and Main campuses. Co-enrolled students from outlying campuses are invited to attend.

The ceremony is designed to formally welcome a new cohort of nursing students to the profession of nursing and the UNM College of Nursing. Students from the CON will be formally coated by CON leadership in the presence of family and friends and a small reception will be held afterwards. Dress will be business attire. Students will receive invitations in person at New Student Orientation with instructions for the event. Coats will be available for purchase from the UNM Medical/Legal Bookstore on North
University Commencement Ceremony
Commencement occurs twice a year – in May and December. This is the formal campus-wide ceremony of the University community paying tribute to its graduates. Students from the CON march as a group behind a banner carrier representing the College. Students receive a graduation invitation in the mail from the Office of the University Secretary, 277-4664, with instructions to complete a ceremony participation and diploma sign-up form online at http://graduation.unm.edu/.

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

CON Convocation:
The CON convocation ceremony is conducted once a year in May. This formal convocation in academic regalia recognizes the graduates from the Bachelor, Master’s, and Doctoral nursing Programs.

Essential Qualifications

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

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

Students who grossly violate these minimal standards or are not able to successfully complete a plan of action that might be required of them, may be prevented from progression in the program in accordance with established due processes within the College. See Appendix E for further information.

Technology Requirements

There are technology requirements for students at UNM CON. Pre-RN-Licensure BSN students are required to have a computer they can bring to class for learning activities and testing. See BSN Orientation material for technology information.
Online & Web Enhanced Courses: Blackboard Learn

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

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

Identification and Dress Code

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

Classroom attire is casual and is determined more by good sense than restrictions. Whether in class or during personal time, students’ personal appearance is a reflection of the nursing profession and the College of Nursing. Dress can be relaxed, but should not be offensive or distracting. Artwork on clothing should not contain offensive material.

See Appendix C for Clinical and Community Dress Code.

College of Nursing Librarian

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

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

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

CURRICULUM

The New Mexico Nursing Education Consortium (NMNEC) Curriculum

NMNEC is a consortium of nursing education programs, organizations, and individuals throughout the state connected by an innovative common nursing curriculum which allows students to receive quality education and bachelor’s degrees in nursing in their home community. The UNM CON adopted the NMNEC curriculum in 2014.

UNM/NMNEC Graduate Learning Outcomes

The graduates of the Baccalaureate in Nursing program will:

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

PROGRAM OF STUDY

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

The total credits required for the NMNEC/UNMCON Pre-RN-Licensure BSN option is a minimum of 122 credits. To achieve a BSN degree from UNM, 30 credit hours must be completed at UNM. Reference Appendix A for Program of Study.

The information age, technological advances, an aging populace, and the growing inability to meet the health needs of our society dictate the need for change in health sciences education. The NMNEC/UNMCON curriculum represents a paradigm shift in nursing education. In the process of development, the faculty sought input and direction from national health reports, professional nursing organizations, and faculty from throughout the state. The following highlights the intention of the curriculum:
• A shift from a specialty or medical-based curriculum to a concept-based approach
• Incidence and prevalence used to make exemplar decisions
• Flexibility in clinical options based on geographical, clinical, and faculty availability, student's interests and needs
• Clinical experiences independent from didactic courses
• Simulation experiences to provide a safe learning environment and to assure competency in high risk, low volume, and/or high impact scenarios.

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

FEATURES OF THE UNDERGRADUATE CURRICULUM

Concept-Based Curriculum

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

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

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

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

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategory</th>
<th>Demographic</th>
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</thead>
<tbody>
<tr>
<td>Thermoregulation</td>
<td>Hypothermia, exposure</td>
<td>Life Span</td>
</tr>
<tr>
<td></td>
<td>Hyperthermia, environmental vs.</td>
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<td></td>
<td>disease process</td>
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<tr>
<td>Nutrition</td>
<td>Obesity</td>
<td>Peds and Adult</td>
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<tr>
<td></td>
<td>Malnutrition</td>
<td>Elders</td>
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<tr>
<td>Elimination</td>
<td>Bladder incontinence/retention</td>
<td>Elders</td>
</tr>
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<td></td>
<td>Bowel incontinence and constipation</td>
<td>Life Span</td>
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<tr>
<td>Reproduction</td>
<td>Family Planning/Contraception</td>
<td>Child bearing</td>
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<tr>
<td></td>
<td>Preconception &amp; Antepartum Health</td>
<td>family</td>
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<tr>
<td></td>
<td>Promotion</td>
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<td>Intrapartum &amp; Birth Overview</td>
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<td></td>
<td>Postpartum Health Promotion</td>
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<td>Newborn Nutrition and Health</td>
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<td></td>
<td>Promotion</td>
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<tr>
<td>Sexuality</td>
<td>Sexual Health</td>
<td>Life Span</td>
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<td>STI's</td>
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<td>Immunity</td>
<td>SLE</td>
<td>Adult</td>
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<td></td>
<td>HIV</td>
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<tr>
<td>Sensory/Perception</td>
<td>Nursing Care of People with Hearing</td>
<td>Elders</td>
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<td>loss</td>
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<td>Nursing care of people with impaired</td>
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<td>vision</td>
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<td></td>
<td>Nursing care of people with sensory</td>
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<tr>
<td></td>
<td>dysfunction</td>
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<tr>
<td>Stress and Coping</td>
<td>Effective coping</td>
<td>Peds and Adult</td>
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<td></td>
<td>Maladaptive coping strategies</td>
<td>Adult</td>
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<tr>
<td></td>
<td>PTSD</td>
<td>Veterans</td>
</tr>
<tr>
<td>Anxiety</td>
<td>Anxiety continuum, including panic</td>
<td>Life Span</td>
</tr>
</tbody>
</table>
This course introduces the nursing student to the attributes of the health care participant as an individual, a family, or a community.

<table>
<thead>
<tr>
<th>Level 2</th>
<th>Health Care Participant</th>
<th>Individual</th>
<th>Patient Centered Care</th>
<th>General: Across the lifespan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Family</td>
<td>Family Assessment</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td>Family Centered Care</td>
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<td>Community</td>
<td>Population health</td>
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<td>Disaster preparedness</td>
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<td>Vulnerable populations</td>
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<td>Environmental health assessment</td>
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<td>Development</td>
<td>Developmental assessment--e.g. Denver</td>
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<td>Developmental implications of patient education</td>
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<td>Nursing implications of individual developmental stages</td>
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<td></td>
<td></td>
<td>Functional Ability</td>
<td>Functional assessment of elders and children</td>
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<td></td>
<td></td>
<td>Culture</td>
<td>Cultural competence</td>
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<td></td>
<td>Cultural self-awareness</td>
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<td>NM cultures, especially Anglo, Hispanic, Native American, (Military Culture)</td>
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<td>Spirituality</td>
<td>Spiritual beliefs and relationship to health and illness</td>
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<td>Spiritual needs assessment</td>
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<td></td>
<td>Health Care Disparities</td>
<td>Social determinants of health</td>
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<td></td>
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<td></td>
<td>NM health disparities</td>
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<td>US and global health disparities</td>
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<td>Health disparities in local community</td>
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<td></td>
<td>Social justice/health care equity</td>
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<tr>
<td>Level</td>
<td>Course</td>
<td>Description</td>
<td>Topics</td>
<td>Across the lifespan</td>
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<tr>
<td>2</td>
<td>Nursing Pharmacology</td>
<td>This course introduces the nursing student to pharmacologic nursing practice from a conceptual approach.</td>
<td>Apply to classes of medications: Classification, Pharmacokinetics, Pharmacodynamics, Adverse effects, Safety, Developmental concerns, Legal and Ethical issues, Genetics &amp; meds, Nursing Process</td>
<td>Across the lifespan</td>
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<td></td>
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<td>Specific classes of medications (not all classes of meds)</td>
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<td>3</td>
<td>Professional Nursing Concepts I</td>
<td>This course covers foundational concepts for professional development, including selected professional attributes and care competencies.</td>
<td>Ethics, ANA Code of Ethics, Leadership, Delegation, Change Management, Team Building, Negotiation, Collaboration, Nurse-Patient: Discharge Planning, Nurse-Nurse: Implementing a plan to improve statistics on patient falls, Nurse-Interprofessional: Care conference, Nurse-Interorganizational: Working on the state nurse practice act to ensure nurses have the authority to practices at their level of training, Advocacy, Informed Consent, Patient Bill of Rights, Chain of Command</td>
<td>TBD</td>
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### Level 3
**Health and Illness Concepts II**

This course will cover health and illness concepts across the lifespan with the focus on chronic conditions. Concepts covered are related to oxygenation and hemostasis, homeostasis and regulation, protection and movement, and cognition and behavior processes.

<table>
<thead>
<tr>
<th>Gas Exchange</th>
<th>Atelectasis</th>
<th>Life Span</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COPD</td>
<td>Elders</td>
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<td></td>
<td>Asthma</td>
<td>Pediatric</td>
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<td></td>
<td>Pneumonia</td>
<td>Life Span</td>
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</tbody>
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<tr>
<th>Metabolic Regulation</th>
<th>Diabetes Mellitus</th>
<th>Across the lifespan</th>
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<tr>
<td></td>
<td>Thyroid Dysfunction</td>
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<td></td>
<td>Exogenous adrenocortical</td>
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<td></td>
<td>dysfunction</td>
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<tr>
<th>Inflammation</th>
<th>Acute inflammation</th>
<th>Across the lifespan</th>
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<td></td>
<td>Inflammatory Bowel Disease</td>
<td>Adult</td>
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<tr>
<th>Tissue Integrity</th>
<th>Pressure Ulcers</th>
<th>Elders</th>
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<td></td>
<td>Cutaneous traumas</td>
<td>Adolescents</td>
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<td></td>
<td>Surgical incisions</td>
<td>Across the lifespan</td>
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<thead>
<tr>
<th>Mobility</th>
<th>Spinal cord injury/defects</th>
<th>Military</th>
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<tbody>
<tr>
<td></td>
<td>Skeletal traumas</td>
<td>Adolescents, young adults</td>
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<tr>
<th>Comfort</th>
<th>Pain</th>
<th>Across the lifespan</th>
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<tr>
<td></td>
<td>Nausea</td>
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<tr>
<th>Mood and Affect</th>
<th>Suicide</th>
<th>Across the lifespan</th>
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<td></td>
<td>Depression</td>
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<td>Mania</td>
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| Grief                 | End of Life                 | Across the lifespan|

### Level 4
**Health and Illness Concepts III**

This course will cover health and illness concepts, with the focus on acute conditions across the lifespan. Concepts covered are related to homeostasis/regulation.

<table>
<thead>
<tr>
<th>Cellular Regulation</th>
<th>Breast Cancer</th>
<th>Women</th>
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<tbody>
<tr>
<td></td>
<td>Colon Cancer</td>
<td>Across the lifespan</td>
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<tr>
<th>Acid Base Balance</th>
<th>Respiratory acidosis</th>
<th>Across the lifespan</th>
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<tbody>
<tr>
<td></td>
<td>Metabolic acidosis</td>
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<td></td>
<td>Acidosis Compensation</td>
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<tr>
<td>Oxygenation/hemostasis, protection/movement, and emotional processes.</td>
<td>Intracranial Regulation</td>
<td>CVA</td>
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<td>Clotting</td>
<td>Clotting</td>
<td>VTE</td>
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<td>DIC</td>
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<td>Infection</td>
<td>Infection</td>
<td>Sepsis</td>
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<td>RSV</td>
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<td>UTI</td>
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<td>Cellulitis</td>
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<td>MRSA</td>
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<td>Perfusion</td>
<td>Perfusion</td>
<td>Heart Failure</td>
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<td>Acute Coronary Syndrome</td>
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<td></td>
<td>Hypertension</td>
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<td>Cognition</td>
<td>Cognition</td>
<td>Intellectual and Developmental Disabilities</td>
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<td>Delirium/ Dementia</td>
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<td>Alzheimer's</td>
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<td>Psychosis</td>
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<td>Behavior</td>
<td>Behavior</td>
<td>Addictive behaviors</td>
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<td></td>
<td></td>
<td>Violence behaviors/ child &amp; elder abuse</td>
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<tr>
<td>Level 5</td>
<td>Professional Concepts II</td>
<td>This course covers policy concepts for professional nursing</td>
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<tr>
<td></td>
<td>Health Care Quality</td>
<td>Magnet designation</td>
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<tr>
<td></td>
<td></td>
<td>TQI/CQI</td>
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<td></td>
<td></td>
<td>Root Cause Analyses</td>
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<td></td>
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<td>PDSA</td>
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<tr>
<td>Concept Synthesis</td>
<td>This course will focus on the synthesis of curricular concepts in the care of complex patients</td>
<td></td>
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<td>------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
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<tr>
<td></td>
<td>Application of all curricular concepts</td>
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<tr>
<td></td>
<td>1. Shock</td>
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<td></td>
<td>2. Multisystem problems</td>
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<td>3. Sepsis</td>
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<td>4. Burns</td>
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<td>5. Respiratory failure</td>
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<td>6. Liver Disease</td>
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<td>7. In-depth family/community problems</td>
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<td></td>
<td>8. Problems across healthcare settings</td>
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<thead>
<tr>
<th>Core Measures</th>
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<tbody>
<tr>
<td>Health Care Delivery system</td>
</tr>
<tr>
<td>Use local agency organizations</td>
</tr>
<tr>
<td>Private vs Public vs Specialized mission (i.e. VA, IHS)</td>
</tr>
<tr>
<td>Health Care Economics</td>
</tr>
<tr>
<td>Financing access: PPACA, Medicare, Medicaid, Private &amp; public insurance</td>
</tr>
<tr>
<td>Pay for performance</td>
</tr>
<tr>
<td>Cost of patient care episode - different financing, facility</td>
</tr>
<tr>
<td>Health Policy</td>
</tr>
<tr>
<td>Agencies that set policy: CDC, NIH, IOM, OSHA, CMS, WHO, RWJF</td>
</tr>
<tr>
<td>Policies: HP 2020, Future of Nursing, State regulations for the immunization of children in public schools</td>
</tr>
</tbody>
</table>
Electives

As part of the program of study, students complete 6 credits of upper division electives. These electives can be taken from the CON, or from other departments if applicable to nursing. A number of electives are offered for the Pre-RN-Licensure BSN option at the CON and are offered on a rotating basis. Check the current UNM schedule for availability for these electives.

Honors Program

The CON offers a Departmental Honors Program. Progression in Honors coursework is dependent on achieving and maintaining an overall GPA of 3.5. Requirements to graduate with departmental Honors are as follows:

1) Minimum overall GPA of 3.5.
2) Six (6) credits of Nursing Honors 498 and 499.
3) Must earn 60 credits at UNM.
4) Application for Honors with approval of the faculty.

Independent Study

The CON offers an option for independent study.

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

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

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

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

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

**GENERAL NURSING STUDENT REQUIREMENTS**

**The Clinical Experience**

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

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

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

**Professional Documentation for Clinical Students**

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

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

Students are responsible to keep documentation updated by the first day of each term to prevent non-progression. All documentation and immunizations must be current for the duration of the entire term; students will not be allowed to begin a clinical course if any requirements will expire during the term schedule.

*Albuquerque and Rio Rancho Pre-RN-Licensure BSN students* see Appendix D for a complete list of requirements concerning immunizations and certifications.

*Dual Degree Students* must meet the Professional Documentation Requirements for both their home school and the UNM CON. Documentation must be current at the start of the BSN Level 5 and throughout the entire level.

*RN-BSN students* please see Chapter 4 for professional documentation requirements.
**Needle-Stick Policy and Insurance**

Any needle-stick or other exposure to blood and body fluids during clinical must be reported immediately to the clinical instructor. The student then must report to the Student Health Center on main campus. **A needle-stick insurance policy is mandatory and will be billed to the student’s account at a cost of $30.00 per term.** Information for reporting process is located on the UNM Student Health and Counseling (SHAC) web site: [https://shac.unm.edu/services/allergy-immunization/blood-body-fluid-exposure.html](https://shac.unm.edu/services/allergy-immunization/blood-body-fluid-exposure.html)

**Liability Insurance**

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

**Illness**

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

**Signature when Charting**

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

**STUDENT PROGRESSION**

**Definition of Terms**

- **Progressing:** Full-time students who are successfully completing core and clinical courses as planned in the program of study.

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

- **Failing:** Students who have failed a core or clinical course and need to repeat this course prior to progressing to the next term on a space available basis.

- **Non-Current:** Students who have stopped attending UNM for one or more regular terms.
- **Leave-of-Absence**: Students who have informed the CON advisement office that they will not be taking any courses the current semester. Students are allowed to be in this status for two terms. If students do not register for the third semester, they will be dropped from the program and must reapply on return. See withdrawal policy. Reentry will be on a space available basis.

- **Non-Progressing**: Students who are not enrolled in nursing courses, nursing prerequisites, or electives.

### Student Evaluation and Progression

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

2. In courses with a clinical/lab component, a student must pass the clinical/lab component as reflected in the clinical/lab rubric (P/F) in order to pass the course. The student must have a minimum of ‘satisfactory’ in all course objectives/competencies in order to pass the course. A clinical failure will be recorded as an ‘F’ as the final course grade and the student has failed the course regardless of whether the overall course grade earned was $\geq 77\%$.

3. Safe administration of medications is required in all clinical courses. Inability to administer medications for any reason, including failure of the dosage calculation exams is grounds for failure of the clinical course. A dosage calculation exam is given every term. Students must pass the calculation exam with a score of **at least 90\%** to demonstrate competency before administering medications. Students may retake the exam **once** and must achieve a score of 90\% in order to successfully meet the course requirements. Students requiring a second exam may not administer medications in any clinical setting or experience until they achieve 90\% or $> 90\%$ on the second exam. **Failure to achieve a score of 90\% in the second exam will result in immediate failure of the course.** If the student was required to retake the exam in order to achieve 90\%, the score of the **first exam** will be used to calculate the overall course grade.

4. Standardized exams and educational resources are used in the nursing program to help assess student academic progress, facilitate remediation, prepare for professional licensure, and predict NCLEX-RN® exam success. Standardized specialty exams are administered in each level in assigned courses and contribute to the course grade. A student who fails to achieve an identified benchmark score must complete required remediation and show evidence of such completion before sitting for a retake exam. Students who fail to reach the benchmark on the first exam attempt and do not take the scheduled second attempt, will receive a grade of zero for that grading component in the course.

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

6. In Level 5 (NURS 4510 Concept Synthesis) students are required to take a standardized NCLEX-RN readiness (exit) exam. This exam will be weighted as 20% of the overall course grade. The specific testing product and benchmark score will be announced prior to the first exam date.

Completion of a practice exam and other assigned preparation is required prior to taking the readiness (exit) exam (evidence of preparation will be required to be submitted by an assigned due date). Students who meet the benchmark score on the first attempt, will earn a grade of 100% for that component of the course grade. Students who do not achieve the designated benchmark score on the first attempt may take a second version of the exam and will be required to complete assigned remediation (and submit evidence of completion of remediation) prior to retaking the readiness (exit) exam. If a student achieves the benchmark score on the second exam, the earned grade component will be 100%. If a student scores less than the benchmark score on the first exam and does not take the second exam (without prior approval from the course coordinator and student success coordinator), the exam grade in the course will be zero and the student will fail to meet the requirements of NURS 4510 and the requirements to graduate from the Program.

7. Any student not achieving the designated benchmark score on either the first or second readiness (exit) exam will not meet the requirements of the NURS 4510 Concept Synthesis course and the requirements to graduate. A student will be eligible to receive a grade of Incomplete in NURS 4510 Concept Synthesis if they meet all other course requirements including:
   a. achievement an overall course grade of \( \geq 77\% \), excluding the exit readiness exam,
   b. full completion of the required live NCLEX Review Course (as detailed in the NURS4510 course syllabus), as scheduled by UNM CON (or an equivalent course approved in advance by the UNM CON Undergraduate Program Director).

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

8. A student who qualifies for a grade of Incomplete in NURS 4510, as described above, may retake the readiness (exit) exam after completing a remediation plan designed in collaboration with the Student Success Coach and Coordinator, and approved by the Undergraduate Program Director. The student may retake the readiness (exit) exam after remediation is completed, no sooner than 3 weeks from the date of the second exam. A student who is not successful on the third testing attempt will be required to complete a content review-based remediation plan developed by the CON Student Success Program. Successful completion of this plan is required before a fourth readiness (exit) exam can be attempted. Students
not successful on a fourth attempt may be required to purchase and complete a content review-based remediation product. All remediation course and readiness (exit) exam retake expenses are the responsibility of the student. All retake exams will be scheduled by the CON on specified date/times based on availability of testing space, IT support personnel, and approved proctors. The CON will provide available date/time selections to students prior to scheduling.

9. When a student with a grade of Incomplete in NURS 4510 achieves the benchmark score on the readiness (exit) exam, the assigned score for that exam will be 77% for the NURS 4510 course grade component. Any student who is unsuccessful in achieving the benchmark score on the readiness (exit) exam after five (5) attempts, or within twelve (12) months of the assignment of the Incomplete grade, will fail NURS 4510. If this is the student’s first failure in the Program, they may petition to repeat the course as set forth in the Undergraduate Nursing Student Handbook.

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

11. After a course failure, the student must submit a petition letter to the Undergraduate Student Progression Committee requesting to repeat the course. This Committee considers the petition, and if approved, decides on a progression plan (which does not guarantee placement in clinical even if the petition is approved). Subsequent progression of the student follows the Policy for Enrollment in the CON Clinical Courses set forth below.

### ACADEMIC POLICIES AND REGULATIONS

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

#### Pre-Registration

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

#### Undergraduate Grade Requirements

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

### Policy for Enrollment in the CON Clinical Courses

Priority for clinical courses is always given to “progressing students.” Enrollment in the CON clinical courses is limited due to limited clinical space. Students who enroll in clinical courses are ranked by the following:

1. A progressing UNM CON student.
2. A UNM CON student who dropped a course while they were passing or skipped a term for reasons beyond their control.
3. A UNM student who took a term off voluntarily without a failure.
4. A UNM student who has successfully repeated a failed or dropped required course and is now seeking to join an existing cohort.
5. Progressing student from a partnership NMNEC school.
6. Progressing student from a non-partnership NMNEC school.
7. A NMNEC student who took a term off voluntarily without a failure.
8. A NMNEC student who has failed or dropped a required course while failing that course.

### Drop Policy for Capped Enrollment Courses

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

### Program Withdraw/Readmission Procedure

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

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

Course Withdrawal

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

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

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

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

Attendance and Absence Policy

**Attendance is required at all class, lab, and clinical days.** Successful completion of all lab/clinical competencies/skills and related assignments is required for completion of clinical courses. **Class/Lab/Clinical absences will compromise the student’s ability to pass the course.** Students who are absent for unforeseen/unavoidable, documented circumstances, with prior notice, might be afforded the opportunity to make up lost clinical/lab time. The availability of lab/clinical make up time is not guaranteed, and the ability of a student to sufficiently make up course/clinical objectives, will be determined by the faculty course coordinators and program director. Specific requirements for lab/clinical skill competencies and skill assessment schedules will be announced for each level.

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

**Caregiver Criminal History Screening Program Policy**

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

RN to BSN Graduate Learning Outcomes

The graduates of the Baccalaureate in Nursing (BSN) program will:

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

RN to BSN Degree Completion Option

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

- Students must meet the UNM Core Curriculum requirements to graduate.
- The RN to BSN Option is an online program with the exception of the final synthesis course. This course has an applied practice component generally performed in the student’s workplace. This is an administrative activity, not clinical care.
- The total program of study is a minimum of 120 credits.
- Courses may be taken on a full time or part time basis.
- For more programs offered at the CON see Chapter 1- CON Programs of Study.

FEATURES OF THE RN to BSN CURRICULUM

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

- Courses are offered during the first and second 8-weeks of each Spring and Fall term, as well as during the Summer term. This allows students to progress through the curriculum in four terms when focusing on three credit hours at a time, three credits per 8 weeks.
- Terms run fall, spring and summer.
- Prior college course work can be transferred where appropriate.
- Please see the Program of Study in Appendix A.

Electives

As part of the program of study, students complete 6 credits of upper division electives. Electives can be taken from the CON or from other departments. Check the current UNM schedule for availability for these electives.
GENERAL STUDENT REQUIREMENTS

Technology Requirements

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

Online Courses: Blackboard Learn

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

Online Courses

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

THE FIELDWORK EXPERIENCE

The final Nursing class, NURS 410 Foundation of Leading Change and Advancing Health, requires 64 hours of applied administrative practice. It is a combination clinical (2 credit) and didactic (1 credit). This course focuses on the synthesis of knowledge and skills learned throughout the program, and their application to practice, to ensure attainment of the Essentials of Baccalaureate Education for Professional Nursing Practice. It is a combination of activities generally conducted in your place of employment, and then applied to on-line work, involving the development of a quality improvement project design proposal. To successfully complete a meaningful project proposal, you will collaborate with your current work unit/environment. You will complete 3-4 key informant interviews, and at the end of the course, present your project proposal poster to your manager/director and other key stakeholders. If you are not currently working as a nurse, it is your responsibility to find an appropriate unit/work environment willing to collaborate with you on this project proposal. Please be sure you can meet this requirement before registering for NURS 410.
Professional Documentation for RN to BSN Students

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

1. Non-UNMH Employees (4 total)
   c. HIPAA and HITECH Training 2019
   d. HIPAA Security Training 2019

2. UNMH Employees (3 Total)
   a. Infection Control Training (CLT 1904)
   b. HIPAA and HITECH Training 2019
   c. HIPAA Security Training 2019

These online courses must be taken through UNM Learning Central: https://learningcentral.health.unm.edu/learning/user/login.do

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

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

Needle-Stick Policy and Insurance

This section applies to students in clinical rotations: Any needle-stick or other exposure to blood and body fluids during clinical experiences must be reported immediately to the clinical instructor. The student then must report to the Student Health Center on main campus or an appropriate health care facility (if it occurs after hours, or for students outside the Albuquerque area). The UNM Student Health website provides access to additional information https://shac.unm.edu/services/allergy-immunization/blood-body-fluid-exposure.html

Liability Insurance

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

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

STUDENT PROGRESSION

Definition of Terms

- **Full-time Progressing**: Students who are successfully completing courses as planned in the program of study and taking 12 or more credit hours per term.
- **Part-Time Progressing**: Students who are enrolled on a part-time basis and who are successfully completing six credits per term.
- **Leave-of-Absence**: Students who have informed the CON advisement office that they will not be taking any courses the current semester.
  - Students are allowed to be in this status for two terms.
  - If students do not register for the third term, they will be dropped from the program. See Course Withdrawal below.
  - Students must reapply to UNM and to the CON if they wish to return.
  - Accepted returning students may be held to policy and program requirements in place at the time of reentry.
- **Non-Progressing**: Students who are not enrolled in nursing courses, nursing prerequisites, or electives for three consecutive terms.

Student Evaluation and Progression

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

ACADEMIC POLICIES AND REGULATIONS

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

Registration

Students should follow the registration windows found at [http://registrar.unm.edu](http://registrar.unm.edu) and
the specific registration appointment date for individual students is found in LoboWeb.

- Enrollment is limited and priority is given to progressing students.
- Once registered, students may process schedule changes during appropriate periods through the add/drop procedures.
- Deadlines for processing drops, adds, withdrawals and grade options vary according to the length of the course.
- See Course Withdrawal below.

### Undergraduate Grade Requirements

The passing grade in all Nursing courses is “C” or 77%.

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

### Drop Policy for Failure to Log-in

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

### Program Withdraw/Readmission Procedure

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

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

### Course Withdrawal

Students are responsible for completing all courses in which they are enrolled. Changes in enrollment, drops or withdrawals must be officially processed. A student
who does not follow proper withdrawal procedures may be given a failing grade and is responsible for tuition charges associated with the course. Deadlines for course withdrawals are established by the UNM Registrar’s Office and may be found at http://registrar.unm.edu/. Withdraw dates vary by type of course (full-term, first-half, second-half, for example). Students should familiarize themselves with drop deadlines.

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

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

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

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

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**Grade Replacement**

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

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**Attendance and Absence Policy**

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

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**Caregiver Criminal History Screening Program Policy**

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

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

Technology

Online technology requirements and assistance are reviewed during Undergraduate 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.

Email Policy

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

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

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

Student Identification

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

Banner ID
The Banner number is the student’s personal identification number, which replaces the Social Security number. The Banner system contains all the personal and
identifying information on each student, including grades. Students use LoboWeb 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 Blackboard Learn. Students set this up at the time they set up their accounts as per the Undergraduate Student Orientation. It may or may not be the same as their HSCLink user name.

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

Student Records
The CON policy related to content, confidentiality, and accessibility of student records conforms to UNM policy, which may be found in The Pathfinder – UNM Student Handbook at http://pathfinder.unm.edu/

Use of Cell Phones and Pagers during Classes
To decrease class or meeting disruption, students should turn off all devices unless they are absolutely essential, and then the vibration mode should be used. Students who expect an emergency call should sit near the door and leave quietly to take the call. Texting during class is also strongly discouraged. Students are responsible for material covered while these devices are used.

Social Media Usage
The College of Nursing Social Media Policy, policy number 5.1.8, applies to students, faculty, and staff and is intended to ensure that social media and social networking technologies are used in a professional and responsible manner.

Policy Statement
1. Students, faculty, and staff should conduct themselves in a professional, respectful, and civil manner when using social media of any kind.
2. Any situation involving named or pictured individuals acting in a UNM capacity on social media requires their express written permission.
3. If you identify yourself as a UNM faculty, student, or staff in any online forum and/or use a UNM or HSC email address, you must make it clear that you are not speaking for UNM. Any content posted to a website outside of UNM that has something to do with your UNM affiliation, or any other subjects associated with UNM, must be accompanied by a disclaimer such as, “The postings on this site are my own opinions and do not represent the views or opinions of UNM.”
4. The use of any UNM Logo or protected images requires written permission.
5. The use of verbally abusive, disrespectful or aggressive language or content communicated via email or used when posting to public forums of any
kind by faculty, staff, or students may result in disciplinary action, up to and/or including dismissal.

Please refer to the UNM Social Media Guidelines for additional information http://social.unm.edu/guidelines/

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:
- Appendix G—Dishonesty in Academic Matters
- Appendix H—Student Conduct and Grievance Procedures
- Appendix I—Student Code of Conduct

Writing

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

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

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

Other Requirements:
- Students are expected to use the current edition of the *Publication Manual of the American Psychological Association* for reference citations and all outline and bibliographic format issues. This is a standard form for many publications, and the student should become well versed in its use. Exceptions are made when the student is writing for a publication that uses a different format.

- Papers must be word processed and should be carefully edited and proofread prior to submission. Always keep a personal copy of submitted materials.
- Any class work and papers written for one course are not acceptable for meeting the requirements of another course. Students who wish to study different perspectives of a single topic in different courses should first seek approval from the course instructors.

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

### CON Nursing Student Rights 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 B.
APPENDICES
# NMNEC PRE-RN-LICENSEURE BSN OPTIONS CURRICULUM WORKSHEET

## FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Prerequisite Semester 1</th>
<th>Grade</th>
<th>Credits</th>
<th>Prerequisite Semester 2</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1110 Composition I</td>
<td>3</td>
<td></td>
<td>English 1120 Composition II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Biology 1140/1140L Biology for Health Sciences</td>
<td>4</td>
<td></td>
<td>Chemistry 1120C Introduction to Chemistry</td>
<td>4</td>
<td></td>
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<tr>
<td>Psychology 1110 Introduction to Psychology</td>
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<td></td>
<td>Nutrition 2110 Human Nutrition</td>
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<tr>
<td>Math prerequisite as needed (Not calculated in the application GPA)</td>
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<td></td>
<td>Nursing 224 Growth &amp; Development</td>
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</tr>
<tr>
<td>UNM General Education Area 1, 5, 6, or 7* (Per NMNEC not calculated in the application GPA)</td>
<td>3</td>
<td></td>
<td>Math 1350 Introduction to Statistics (Per NMNEC not calculated in the application GPA)</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
<td>16</td>
<td><strong>Total Credit Hours</strong></td>
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## SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Prerequisite Semester 3</th>
<th>Grade</th>
<th>Credits</th>
<th>NURSING LEVEL 1</th>
<th>Grade</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Biology 2305 Microbiology for Health Sciences/Lab</td>
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<td>Nursing 240 Pathophysiology II</td>
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<td></td>
</tr>
<tr>
<td>Biology 2210 Anatomy and Physiology I (Lab recommended, not required)</td>
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<td></td>
<td>Biology 2225 Anatomy and Physiology II (Lab recommended, not required)</td>
<td>3</td>
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<tr>
<td>Nursing 239 Pathophysiology 1</td>
<td>3</td>
<td></td>
<td>NMNC 3110 Introduction to Nursing Concepts</td>
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<td></td>
</tr>
<tr>
<td>UNM General Education Area 1, 5, 6 or 7*</td>
<td>3</td>
<td></td>
<td>NMNC 3135 Principles of Nursing Practice</td>
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<td></td>
</tr>
<tr>
<td>UNM General Education Area 1, 5, 6 or 7*</td>
<td>3</td>
<td></td>
<td>NMNC 3120 Evidence-Based Practice</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
<td>16</td>
<td><strong>Total Credit Hours</strong></td>
<td>16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

THE PROVISIONS OF THIS DOCUMENT DO NOT CONSTITUTE A CONTRACT BETWEEN THE STUDENT AND THE COLLEGE OF NURSING. THE COLLEGE OF NURSING RESERVES THE RIGHT TO MAKE REASONABLE CHANGES AS NECESSARY. CHECK WITH COLLEGE OF NURSING ADVISEMENT OFFICE FOR UPDATES. (Revised June 2019)
### NMNEC PRE-RN-LICENSURE BSN OPTIONS CURRICULUM WORKSHEET

#### JUNIOR YEAR

<table>
<thead>
<tr>
<th>NURSING LEVEL 2</th>
<th>Grade</th>
<th>Credits</th>
<th>NURSING LEVEL 3</th>
<th>Grade</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NMNC 3230 Nursing Pharmacology</td>
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<td>NMNC 4335 Care of Patients with Chronic Conditions</td>
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<tr>
<td>NMNC 3210 Health and Illness Concepts I</td>
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<td></td>
<td>NMNC 4310 Health &amp; Illness Concepts II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NMNC 3220 Health Care Participant</td>
<td>3</td>
<td></td>
<td>NMNC 4320 Professional Nursing Concepts I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NMNC 3235 Assessment and Health Promotion</td>
<td>4</td>
<td></td>
<td>Nursing Elective or Nursing Honors** if accepted</td>
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<td></td>
</tr>
<tr>
<td>Nursing Honors** if accepted</td>
<td>1</td>
<td></td>
<td>UNM General Education Area 1, 5, 6 or 7*</td>
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<td><strong>Total Credit Hours</strong></td>
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#### SENIOR YEAR

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<tr>
<th>NURSING LEVEL 4</th>
<th>Grade</th>
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<th>NURSING LEVEL 5</th>
<th>Grade</th>
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<tbody>
<tr>
<td>NMNC 4435 Clinical Intensive I</td>
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<td>NMNC 4535 Clinical Intensive III</td>
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<tr>
<td>NMNC 4445 Clinical Intensive II</td>
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<td></td>
<td>NMNC 4545 BSN Capstone</td>
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<tr>
<td>NMNC 4410 Health and Illness Concepts III</td>
<td>4</td>
<td></td>
<td>NMNC 4510 Concept Synthesis</td>
<td>3</td>
<td></td>
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<tr>
<td>Nursing Elective or Nursing Honors** if accepted</td>
<td>3/2</td>
<td></td>
<td>NMNC 4520 Professional Nursing Concepts II</td>
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</tr>
<tr>
<td>Nursing Honors** if accepted</td>
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<td></td>
<td><strong>Total Credit Hours</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td>15/14</td>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td>14/15</td>
<td></td>
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</table>

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

*General Education is required of all first bachelor-seeking students. Details found at GenEd.unm.edu.

Six (6) hours of upper division Nursing electives are required and may be satisfied by Nursing Honors classes or select Nursing classes.

** Requirements for Departmental Honors are:

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

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## RN to BSN COMPLETION OPTION

### GEN ED CURRICULUM  
25 Hours

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>Writing &amp; Speaking</strong></td>
<td>3 Hrs</td>
</tr>
<tr>
<td>Additional Course from List</td>
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<tr>
<td><strong>Physical &amp; Natural Sciences</strong></td>
<td>4 Hrs</td>
</tr>
<tr>
<td><strong>Social &amp; Behavioral Sciences</strong></td>
<td>3 Hrs</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td>3 Hrs</td>
</tr>
<tr>
<td><strong>Second Language</strong></td>
<td>3 Hrs</td>
</tr>
<tr>
<td><strong>Art &amp; Design</strong></td>
<td>3 Hrs</td>
</tr>
<tr>
<td><strong>Student Choice</strong></td>
<td>6 Hrs</td>
</tr>
<tr>
<td><strong>ELECTIVES</strong></td>
<td>61 Hrs</td>
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### REQUIRED COURSES  
12 Hours

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<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENGL 1120</td>
<td>Composition I (Prerequisite to NURS courses)</td>
</tr>
<tr>
<td>NURS 239</td>
<td>Pathophysiology I</td>
</tr>
<tr>
<td>NURS 240</td>
<td>Pathophysiology II</td>
</tr>
<tr>
<td>MATH 1350</td>
<td>Introduction to Statistics</td>
</tr>
</tbody>
</table>

### BSN COMPLETION TRACK  
24 Hours

**First Term/ First 7-Weeks**
- NURS 301 Professional Communication  
- NURS 302 Advancement of Professional Nursing
- **These May Be Completed in Any Sequence as Offered**
  - Nursing 404 Research and Evidence-Based Practice  
  - Nursing 405 Genetic Literacy Across the Lifespan  
  - Nursing 406 Nursing in the Community  
  - Nursing 407 Care of Vulnerable Populations  
  - Nursing 408 Leadership and Management  
  - Nursing 409 Health Policy, Economics and Systems

**Last Term/ Second 7-Weeks: Capstone Practicum**
- Nursing 410 Foundations of Leading Change and Advancing Health  

### UPPER DIVISION ELECTIVES  
6 Hrs

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

**Total Hours**  
128

**UNM Residency Hours**  
30

A minimum grade of “C” or better is required on all coursework. Document reflects General Education and Common Numbering updates effective Fall 2019 catalog year. Details found at: [http://unmcore.unm.edu/](http://unmcore.unm.edu/).

THE PROVISIONS OF THIS DOCUMENT DO NOT CONSTITUTE A CONTRACT BETWEEN THE STUDENT AND THE COLLEGE OF NURSING. THE COLLEGE OF NURSING RESERVES THE RIGHT TO MAKE REASONABLE CHANGES AS NECESSARY. CHECK WITH COLLEGE OF NURSING ADVISEMENT OFFICE FOR UPDATES.

(Revised March 2019)
## APPENDIX B
College of Nursing Student Rights and Responsibilities

<table>
<thead>
<tr>
<th>You have the right to...</th>
<th>You have the RESPONSIBILITY to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be treated with respect and professionalism</td>
<td>Interact with instructors, staff and peers, either in person, by phone or e-mail, in a respectful, professional, and constructive manner.</td>
</tr>
</tbody>
</table>
| Clear communications from your instructors about course objectives, assignments, grading guidelines, and general policies regarding student work in the syllabus for each course | Read the syllabus, comply with its guidelines for your performance in the course, and ask questions if anything in the syllabus seems unclear or unreasonable. Keep up with other course-related communications, such as emails, in-class announcements, and Web postings to stay informed.  
  - Contact the Web resource assistants if unable to access the course syllabus during the FIRST week of a Web course.  
  - If unable to access a Web course in the first week, contact the instructor by phone.  
  - 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 |  
  - Work diligently to fulfill assignment guidelines and grading criteria.  
  - Complete course work as assigned and on time.  
  - Use the available resources to improve the quality of your work as necessary.  
  - Respond to the evaluation of your work in a civil manner, even if you do not agree. |
| A quality-learning environment that is conducive to your learning, comfort, and safety. | Contribute to a positive classroom learning environment by:  
  - Silencing cell phones and pagers during class meetings (if you must respond to a page or call, leave the room);  
  - Holding personal conversations of any sort outside of the classroom or during breaks;  
  - Arriving on time for class meetings. Contribute to a positive Web-based learning environment by observing "netiquette" rules as posted in the courses. |
| During times of unforeseen personal emergency or crisis, which you have communicated responsibly to faculty, reasonable flexibility from instructors about attendance, deadlines, and other course policies. |  
  - Attend all classes and clinical activities. 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 in advance if you are going to be absent or need special scheduling accommodations.  
  - **Consequences** of not contacting |
course/clinical instructor are the following:
  o The first no-show, no-notification or unexcused absence may be grounds for failure; a remarkable observation will be written to document the circumstances, and student will meet with the course coordinator/program director to determine course of action.
  o Any subsequent no-show, no-notification or unexcused absence is grounds for immediate failure.
  o Clinical make-up for unavoidable (excused) absences, as determined by the course coordinator will be assigned.
  o Missing scheduled times compromises your ability to demonstrate attainment of the clinical objectives required to pass the course.

- Keep instructors informed about any emergency circumstances as soon as you become aware that they will affect your course work.
- Anticipate nonemergency personal circumstances and make your own plans to avoid allowing them to affect your schoolwork and class attendance.
- Take the initiative in arranging in "making up" any missed class by making your own arrangements to acquire the materials, announcements, and lecture content that were covered.

| Expect faculty to be available for appointments. | Keep scheduled appointments or cancel as soon as you know you cannot make it. Appointments must be cancelled in advance. |
| Expect faculty to respond to email or phone messages within 2 working days unless students are otherwise notified about changes in faculty availability. | Include clear contact information with your messages. |

For Web courses, faculty shall arrange for alternate coverage for absences greater than 2 working days, excluding University holidays.

<table>
<thead>
<tr>
<th>You have the right to…</th>
<th>You have the RESPONSIBILITY to…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeal any decisions made by an instructor by following CON's</td>
<td>Behave in a professional and constructive manner when informing instructors that you would like them…</td>
</tr>
<tr>
<td>established appeal process and chain of command.</td>
<td>to reconsider a decision they have made.</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>• You have the right to speak with the instructor regarding specific course requirements, for clarification of course content, and to express grievances.</td>
<td>Always start with meeting the instructor and follow the flow chart for informal resolution of academic disputes.</td>
</tr>
<tr>
<td>• IN THE EVENT that discussion with the instructor does not result in resolution of the issue, you have the right to meet with the appropriate Level Coordinator.</td>
<td></td>
</tr>
<tr>
<td>• IN THE EVENT that discussion with the Level Coordinator does not result in resolution of the issue, you have the right to meet with the Undergraduate Program Director.</td>
<td></td>
</tr>
<tr>
<td>• IN THE EVENT that discussion with the Program Director does not result in resolution of the issue, you have the right to meet with the Associate Dean of Education and Innovation.</td>
<td></td>
</tr>
<tr>
<td>• IN THE EVENT that discussion with the Associate Dean does not result in resolution of the issue, you have the right to file a formal grievance in accordance with CON policies (see Pathfinder for additional information).</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX C
Student Dress Code for Pre-RN-Licensure BSN Option Clinical Courses**

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

Uniform

- **Inpatient clinical**: Approved style/color teal top and bottom purchased from the UNM HSC Bookstore only, with UNM CON patch sewn on the upper left chest. White (90% white) shoes or plain white leather tennis shoes, which must be kept polished and clean, are required. Clean, pressed white lab coat purchased/received at the White Coat Ceremony, with CON approved embroidery may be worn over the clinical uniform and to pick up patient assignments. **Do not wear jeans, leggings, jeggings, exercise attire, or shorts under a lab coat.**
- **Community clinical & GEHM clinical**: Navy or khaki slacks (Docker type – 4 pocket max, no cargo pants, no leggings or jeggings, clean & unstained). Closed toe flat shoes; clean, solid color (brown, tan or black). Collared polo shirt (white, red or navy) with the CON patch on left sleeve or CON approved embroidery on the left upper chest.

Accessories

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

General Appearance

- Neat, tidy, and professional appearance at all times, including under lab coat.
- Fingernails must be cut short; no nail polish due to evidence based practice standards. No false nails.
- No perfume.
- No chewing gum.
- Hair must be clean, restrained (not loose) and off the shoulders. No “neon”-color hair dye.
- Beards and mustaches are to be clean and neatly trimmed.
- The practice of good daily hygiene is expected.
- Check syllabus for specific clinical information regarding dress code.**NOTE**: Students are also required to adhere to all dress codes required by the agencies and institutions where clinical experiences will be taking place. UNM CON is not responsible for placing students in particular agencies to meet a student’s preference.

Required Supplies for Inpatient Clinical

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

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

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

INSTRUCTIONS FOR MyRecordTracker®

1. Students will manage their professional documentation electronically using the MyRecordTracker® system for a one-time fee of $30.00. **Students will receive an email shortly after confirmation of admission** with instructions on how to access the system.

2. **Important Guidelines:**
   a) The Student User Guide in MyRecordTracker® provides step-by-step instructions for navigating the system. This guide will be emailed approximately one month before the 1st term starts.
   b) Profiles must include university UNM/SALUD email addresses rather than personal ones. **In the event a non-UNM email address is used to set up the account, please change the email address to your Salud email within the first week of the term.**
   c) MyRecordTracker® provides scanning services if needed. Refer to the User Guide for instructions. Allow at least 72 hours for a record to be uploaded.
   d) The system will generate an email notification and will be sent to the student notifying them of requirements that will be expiring.

PROFESSIONAL DOCUMENTATION CHECKLIST

The following six (6) professional documentation requirements must be completed and uploaded into the MyRecordTracker® system (see instructions above) prior to BSN Orientation.

- **Student Health & Counseling (SHAC) Immunization Record Form** – Evidence of required immunizations must be submitted to the UNM Student Health & Counseling (SHAC) Immunization Clinic in the form of a signed record from a healthcare provider. A complete list of required immunizations can be found online at: [http://shac.unm.edu/services/allergy-immunization/hsc-clinical-students.html](http://shac.unm.edu/services/allergy-immunization/hsc-clinical-students.html)
  *During your appointment, a SHAC nurse will authorize your immunization records and provide a signed UNM Immunization Record Form for you to provide to the CON. If necessary, the SHAC can perform titers and immunizations. To schedule an appointment, call (505) 277-3136.

  *Note regarding the Hepatitis B series: Entering students are required to have at least the first two injections of the Hepatitis B series prior to starting clinical.*

- **Urine Drug Screen (10 Panel)** – The CON has negotiated special student pricing ($28 plus tax) at Any Lab Test Now facilities. Please refer to the Documents section of myRecordTracker® for the Test Form needed to complete your drug screen with the lowered rate.

- **BLS (Basic Life Support)** – Certification for HealthCare Providers (Adult, Child, & Infant)
Certification to be completed through one of the following organizations: American Red Cross; American Heart Association; or American Health & Safety Institute. **Web only courses are not permissible.**

- **NM Caregivers Criminal History Screening – Annual update.**
  To begin the process, email the following four items to HSC-CON-Placements@salud.unm.edu and a Clinical Affairs staff member will provide the next steps. Please include a note in this email that you are an **incoming BSN nursing student**. Screening to be completed annually.

  1. Clear copy of your driver’s license (text must be legible)
  2. Name of the state you were born in or country if outside the USA
  3. Phone number
  4. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)

  Note: If you are uncomfortable providing your SSN or ITIN over email, please request a call from a staff member to provide this information over the phone or to schedule a time to meet in person.

- **Consent to Release Personally Identifiable Information Form** – Form found in the Documents section of myRecordTracker®. This form pertains to participation in clinical experiences.

- **N95 Respirator Training & Fitting**
  1. Complete the *N95 Respirator Medical Evaluation Questionnaire* form found in the Documents section of myRecordTracker® and bring this with you to your SHAC appointment. A SHAC nurse will sign and return the Air Contaminant Evaluation form to you. Keep this form for your N95 Respirator fitting as **you will not be able to do the fit test if you do not have the signed medical form from the SHAC nurse.**
  2. Respirator fit tests are to be completed at UNM’s Safety & Risk Services (SRS) Department located at 1801 Tucker St. NE, Building 233 (north end of G-Lot). Walks-in times are listed on the SRS website: [https://srs.unm.edu/employee-safety/respiratory-protection.html](https://srs.unm.edu/employee-safety/respiratory-protection.html)

  **NOTE:** According to NIOSH, the "most important aspect of a NIOSH-certified respirator's performance will be how well it fits to the face and minimizes the degree of leakage around the face piece. This must be measured for each individual and their selected respirator." Beards and other sorts of facial hair will break the seal of the respirator, which must have direct skin contact. Therefore, it is necessary to be clean shaven in order to be fitted for a protective respirator. **Facial hair must be clean shaven at least 10 hours prior to the fit test.**

The additional two (2) professional documentation requirements listed below must be completed by the first week of the term/semester & uploaded into your MyRecordTracker®.

- **OSHA/Bloodborne Pathogens – Annual update.** External OSHA certificate can be accepted. Training can be completed online at: [https://learningcentral.health.unm.edu/learning/user/login.jsp](https://learningcentral.health.unm.edu/learning/user/login.jsp)
  To locate training module in UNM’s Learning Central, search Catalog for “Bloodborne.”

- **UNM HIPAA Trainings – Annual update.** More frequent updates may be required. Must be taken through UNM’s Learning Central. Log on to [https://learningcentral.health.unm.edu/learning/user/login.jsp](https://learningcentral.health.unm.edu/learning/user/login.jsp) and should be pre-loaded into your account.

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

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

☐ VA Required Paperwork:
All incoming Level 1 HSC nursing students are required to complete paperwork to be appointed for clinical rotations at the VA Hospital. Once you have been admitted to the College of Nursing, a Clinical Affairs staff member will be in touch to provide the forms and additional instructions. These forms require original signatures and will need to be submitted in-person or via mail.

NOTE: VA paperwork is not required for Rio Rancho nursing students.

ADDITIONAL INFORMATION

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

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

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

Please direct any questions to the Clinical Affairs Office:
HSC-CON-Placements@salud.unm.edu or 505-272-4542
Office located on the 3rd floor of the Nursing/Pharmacy Building in room 356
APPENDIX E

Essential Qualifications for Undergraduate Progression and Graduation

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

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

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

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

Behavioral/Emotional
A student must possess the emotional health required for full utilization of intellectual abilities, exercise of good judgment, and prompt completion of all responsibilities attendant to his/her education and the care of patients, families, and communities. In addition, the student must be able to maintain mature, sensitive, respectful, and effective relationships with patients, students, faculty, staff, and other professionals under all circumstances, including highly stressful situations. Students must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. Students must be able to experience empathy for the situations and circumstance of others and effectively convey that empathy. Students must understand that personal values, attitudes, beliefs, emotions, and experiences affect perceptions and relationships with others. Students must be able and willing to examine and change behavior when it interferes with effective patient care or student and team relationships. Students must
possess the skills and experience necessary for productive and collaborative relationships in diverse academic and working environments.

Professional Conduct
Students must possess the ability to reason morally and practice nursing in an ethical manner. Students must be willing to learn and abide by professional standards of practice. Students must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, accountability, and tolerance. Students must be able to engage in patient care delivery in all settings and be able to deliver respectful care to all patient populations.

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

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

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

Health Sciences Center Library & Informatics Center:
272-2311  http://hsc.unm.edu/library/
Nursing Services Librarian – Ingrid Hendrix, 505-272-0638, lhendrix@salud.unm.edu
• Health Sciences Archives: https://hslic.unm.edu/news/2017/index.html
• Native American Health Database: https://hscssl.unm.edu/nhd/
• HSLIC Online catalog: https://hslic-unm.on.worldcat.org/discovery
• Interlibrary Loan: https://umhscl.hosts.atlas-sys.com/illiad/HSLIC/logon.html
• Reference and computer searches, 272-2311, relib@salud.unm.edu
• Nursing Collection development, 272-0638, lhendrix@salud.unm.edu
• Nursing Resources: http://libguides.health.unm.edu/content.php?pid=191251
• Reference Tools https://libguides.unm.edu/ref

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

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

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

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

Fine Arts and Design Library, Fine Arts Center, 277-2357
http://library.unm.edu/about/libraries/fadl.php
• Books, journals, etc. for art, architecture, photography, music
• Recordings, music scores
• Listening/viewing facilities
• Exhibition catalogs
**Centennial Science and Engineering Library, 277-4858**  
http://library.unm.edu/about/libraries/csel.php  
- Books, journals for science and engineering  
- Technical reports  
- Maps & geographic resources  
- Reference and database services

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

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 nondisclosure 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 H

D175: Student Conduct and Grievance Procedures

Approved by: Faculty Senate and UNM President
Effective: August 14, 2020
Responsible Committee: Faculty Senate Policy Committee
Office Responsible for Administration: Dean of Students

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate and the UNM President after consultation with the ASUNM President 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 disputes of an academic nature between undergraduate students and UNM faculty, allegations of discrimination or sexual harassment by undergraduate students, and allegations of other kinds of undergraduate student misconduct, as well as procedures for handling undergraduate student disciplinary matters.

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 an undergraduate 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

The following types of disputes or disciplinary matters are covered by this Policy and handled in accordance with the procedures described in the Procedures Section of this document. Any questions about these procedures should be directed to the Office of the Dean of Students. The Dean of Students may create additional processes and procedures that are in accordance with this Policy to aid the Dean of Students in administration of this Policy.

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

1.2. Academic disputes arising within the academic process, whereby an undergraduate 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.
1.3. **Allegations of Academic Dishonesty** arising from violation of academic dishonesty rules as defined in the Definitions Section herein.

1.4. **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 Equal Opportunity (OEO) 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 4 herein for reporting options). Complaints can also be made to the UNM Ethicspoint Hotline 1-888-899-6092. The UNM OEO is tasked with investigating allegations of discrimination, sexual harassment, sexual misconduct and/or sexual violence. If UNM, as represented by the designated Hearing Officer, determines that an undergraduate student has violated UNM’s anti-discrimination or sexual harassment policies, disciplinary proceedings shall be handled under the Procedures set forth in Article 4 herein.

1.5. **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. **Health Sciences Center (HSC) Students**

Additional policies and procedures listed in section 6.3.2 herein apply to HSC undergraduate students.

2.2. **Visitors to the UNM campus**

Visitors to the UNM campus are subject to the [Visitor Code of Conduct](#).

3. **Matters Not Covered Under This Policy**

3.1. Disputes involving access to information in an undergraduate 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 an undergraduate 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. Disputes involving matters occurring in the residence halls shall follow the procedures set forth in the Residence Hall Handbook in addition to this Policy.

3.4. Any undergraduate student grievances concerning decisions made by UNM personnel, outside the academic process, for which specific procedures are not established, shall be resolved between the undergraduate 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 Executive Vice President (EVP) for Health Sciences. Appeals should be filed in writing within ten (10) working days of the decision.

3.5. Resolution of disputes of an academic nature initiated by graduate or professional students shall follow Faculty Handbook Policy D176 "Graduate and Professional Student Conduct and Grievance Policy."

Applicability

All UNM academic faculty, staff, and administrators.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy 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 formal resolution of academic matters per Section 2.3. herein;
- allegations of prohibited discrimination as defined herein filed with UNM's Office of Equal Opportunity; or
- allegations of misconduct referred to the Dean of Students per Section 5.2. 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 #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.

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

Office of Equal Opportunity or OEO is the UNM office that processes allegations of discrimination or sexual harassment as defined herein, including but not limited to investigating
such allegations and making determinations as to whether or not UNM's policies prohibiting
discrimination or sexual harassment have been violated. OEO does not issue sanctions for
violations of policy.

**Undergraduate Students** include both full-time and part-time students pursuing undergraduate
studies, degree and non-degree, including credit and noncredit courses. 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.

**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**

• Undergraduate students including branch community college students
• Faculty members
• Staff in the Office of the Dean of Students
• Staff in the Office of Equal Opportunity
• Staff at Student Health and Counseling (SHAC)
• Administrative staff responsible for undergraduate 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*
D75 “Classroom Conduct”
D100 “Dishonesty in Academic Matters”
D176 “Graduate and Professional Student Conduct and Grievance Policy”

*University Administrative Policies Manual*
2200 “Reporting Suspected Misconduct and Whistleblower Protection from Retaliation”
2720 “Prohibited Discrimination and Equal Opportunity”
2740 “Sexual Misconduct”
3405 “Holidays”

The Pathfinder—UNM Student Handbook.
Office of Equal Opportunity Discrimination Grievance Procedures

**Contacts**

Direct any questions about this Policy to Dean of Students Office.
Procedures

Reasonable deviations from these procedures by UNM will not invalidate a decision or proceeding unless significant prejudice results. At branch community colleges, the role of Dean of Students will be performed by the applicable position designated at each branch community college.

Article 1. Academic Record Disputes

1.1. Scope This article sets forth the procedures which should be followed by an undergraduate 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).

1.2. Petitions

1.2.1. An undergraduate student seeking a change in the student's academic record within the scope of this article shall submit a petition to the 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.

1.2.2. Upon receipt of the petition, the 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.

1.3. Appeal

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 undergraduate student, the Committee’s decision shall be
final. If the undergraduate 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 undergraduate student may request reconsideration from the Committee. The Committee’s decision upon reconsideration is final for UNM.

Article 2. Academic Disputes

2.1. Scope

This article sets forth the procedures which should be followed by an undergraduate student who believes that academic progress has been evaluated in an unfair or improper manner by a faculty member or academic program/department. 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.

2.2. Informal Resolution

2.2.1. The undergraduate student should first try to resolve the grievance informally by discussing the grievance with the faculty member as soon as reasonably possible after the undergraduate student becomes or should have become aware of the matter. If the undergraduate student and faculty member cannot reach agreement, the undergraduate student should discuss the grievance with the chairperson or supervisor of the department or division. If the grievance is still not resolved, the undergraduate student should discuss the grievance with the appropriate dean. When the dispute arises from a particular course, the appropriate dean is the dean of the college offering the course.

2.2.2. In these informal discussions, the chairperson, supervisor, or dean is encouraged to mediate the dispute actively. In particular, the chairperson, supervisor, or dean should talk to both the undergraduate student and the faculty member, separately or together, and should examine any relevant evidence, including any written statements the parties wish to submit.

2.2.3. These informal discussions shall be completed within twenty (20) working days after the undergraduate student initially raised the issue with the faculty member.

2.3. Formal Resolution of Academic Matters

If the informal discussions do not resolve the grievance, the undergraduate student may bring a formal complaint using the procedures set forth in the following sections. During the formal resolution process, the chairperson and/or dean cannot overrule a faculty member’s academic judgment. This formal complaint process shall begin within ten (10) working days following completion of the informal discussions.

2.3.1. The undergraduate student shall make a written complaint to the appropriate dean within ten (10) working days following completion of the informal discussions.

2.3.2. The complaint shall describe the grievance, including a statement of what happened, and the undergraduate student’s reasons for challenging the action or decision. The complaint shall
also describe the undergraduate student’s attempts to resolve the grievance informally. The undergraduate student may attach copies of any relevant documents. The undergraduate student shall send a copy of the complaint to the faculty member and the faculty member’s chairperson. The faculty member shall have five (5) working days from the receipt of the complaint to respond in writing to the dean. A copy of the faculty member’s response shall be provided to the undergraduate student, consistent with the federal Family Educational Rights and Privacy Act (FERPA).

2.3.3. In making a determination on the formal complaint, the dean shall receive and review any written evidence or statements submitted by the parties, and shall provide both parties the opportunity to review and respond to all evidence. The dean shall interview each party and may interview other persons with relevant information. At the dean’s discretion, the dean may decide to hold an informal hearing involving both parties and any witnesses. Where the dispute primarily concerns factual questions, rather than matters of academic judgment, the dean should normally hold such a hearing. If a hearing is to be held, the dean will give the parties no less than five (5) working days notice. The undergraduate student and/or faculty member shall be allowed to bring an advisor to the hearing, but legal counsel shall not be permitted. Cross-examination of witnesses shall be permitted, but the dean may require that questions be directed through the dean.

2.3.4. At the dean’s discretion, the dean may convene an advisory committee to hold a hearing or otherwise help the dean evaluate the dispute. For this purpose, the dean may utilize a standing committee appointed within the dean's college.

2.3.5. The dean shall issue a written decision explaining the dean’s findings, conclusions, and reasons for the decision. The decision shall be sent to each party, and to the faculty member’s chair. The decision shall be made within twenty (20) working days after the complaint is 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 UNM holidays or other periods when UNM is not in session.) The chairperson or dean cannot overrule a faculty member’s academic judgment.

2.4. Appeal of Formal Decision

During the appeal process, the Provost, President, and/or Board of Regents cannot overrule a faculty member’s academic judgment.

2.4.1. Appeal to Provost or EVP for Health Sciences

Either party may appeal in writing the 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 dean set out above. At the Provost’s or EVP for Health Sciences’ discretion, 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.
2.4.2. 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 3. Academic Dishonesty

3.1. 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.

3.2. Academic Dishonesty within Courses: Faculty-Imposed Consequences

3.2.1. 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 undergraduate student as soon as possible and give the undergraduate student an opportunity to explain. The faculty member may impose an appropriate 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 undergraduate student of the academic consequence.

3.2.2. The faculty member may report the matter to the Dean of Students Office, 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 undergraduate 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 undergraduate student of the report, and the undergraduate student may request a copy of the report from Dean of Students Office. In cases where the undergraduate student has multiple findings of academic dishonesty, the Dean of Students Office may initiate additional disciplinary action in accordance with the Policy.

3.2.3. The undergraduate student may challenge a faculty-imposed consequence using the process defined in section 2.3 herein.

3.3. 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 a statement describing the occurrence in writing to the appropriate faculty member or the Dean of Students. The Dean of Students Office will notify the undergraduate student of the report, and the undergraduate
student may request a copy of the report from Dean of Students Office. The faculty member or Dean of Students will address the situation in accordance with sections 3.2.1 or 3.4 herein, respectively.

3.4. Sanctions Imposed by the Dean of Students

Upon receiving a report of academic dishonesty pursuant to section 3.3 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 undergraduate 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 5.5 herein.

Article 4. 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 Equal Opportunity 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. 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 OEO 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: https://loborespect.unm.edu/
- LGBTQ Resource Center – Phone Number: (505)277-5428 Website: https://lgbtqrc.unm.edu
- Women’s Resource Center – Phone Number (505)277-3716 Website: https://women.unm.edu

4.1. Scope

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

4.2. Reporting to/and Investigation by the Office of Equal Opportunity (OEO)

4.2.1. Allegation(s) that a student has engaged in an act of discrimination or sexual harassment will be referred to UNM’s Office of Equal Opportunity (OEO) for investigation pursuant to OEO’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.

4.2.2. Neither OEO nor the Hearing Officer has sanctioning authority. If the respondent is an undergraduate student other than an HSC undergraduate student and is found to have violated policy, the Dean of Students Office will determine the sanction to be imposed, as defined through Regent Policy 4.2 “Student Code of Conduct.” If the respondent is an HSC undergraduate student, the applicable HSC dean will determine the sanction. Before determining sanctions for sexual discrimination, the applicable HSC dean should consult with the Dean of Students to ensure consistency of sanctions pertaining to the Hearing Officer’s findings. 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. A finding of policy violation 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. The student can choose to appeal either or both the finding of policy violation and 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 Discipline.” 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.”

4.3. Appeals

4.3.1. Non-HSC Students Appeal OEO of Hearing Officer’s Determination and/or Sanctions Issued by the Office of the Dean of Students to the UNM President The student may appeal the Hearing Officer’s finding and, if applicable the Dean of Students’ sanction. 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.

Refer to the OEO Discrimination Grievance Procedures for allowable grounds and procedures for appeal of the Hearing Officer’s determination. Appeals 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 if the grounds for such appeal 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 Hearing Officer’s determination and/or the sanctioning decision in cases involving
discrimination that are not related to sexual harassment, sexual misconduct, or sexual violence.
may be appealed only by the sanctioned student. However, the Hearing Officer’s determination
and/or a sanctioning decision in cases involving sexual discrimination, sexual harassment,
sexual misconduct, or sexual violence may be appealed by either the sanctioned student or
complainant.

4.3.1.1. 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.

4.3.2. HSC Students Appeal of Hearing Officer’s Determination and/or Sanctions Issued
by the Applicable HSC Dean to the EVP for Health Sciences (EVPHS)

HSC undergraduate students may appeal the Hearing Officer’s finding and, if applicable the
sanction imposed by the applicable HSC dean. 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 EVP for Health Sciences within seven (7) working days of the date of the written decision
from the applicable HSC dean.

Refer to the OEO Discrimination Grievance Procedures for allowable grounds and procedures
for appeal of the Hearing Officer’s determination. Appeals of sanctions issued for violations of
UNM’s prohibition against discrimination, including sex discrimination, sexual harassment,
sexual misconduct, or sexual violence, are only permissible if the grounds for such appeal 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 Hearing Officer’s determination and/or the sanctioning decision in cases involving discrimination that are not related to sexual harassment, sexual misconduct, or sexual violence, may be appealed only by the sanctioned student. However, the Hearing Officer’s determination and/or a sanctioning decision in cases involving sexual discrimination, sexual harassment, sexual misconduct, or sexual violence may be appealed by either the sanctioned student or complainant.

4.3.2.1. Discretionary Appeal to the UNM President

The President has the discretionary authority to review the decision of the EVP for Health Sciences. A request for a review by the President 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.

4.3.2.2. 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.

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

Upon written request, Dean of Students, to the extent permitted by the federal Family Educational Rights and Privacy Act (FERPA), will disclose to the individual who alleges that they were subjected to a crime of violence or a nonforcible sex offense the final results of the disciplinary proceedings conducted by UNM issued to the undergraduate 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 nonforcible 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 herein, the respondent 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 5. Allegations of Student Misconduct NOT Involving Discrimination or Sexual Harassment.

5.1. Scope
This article sets forth the procedures which should be followed when there are allegations that an undergraduate student violated Regent Policy 4.2 “Student Code of Conduct” or other UNM policy not involving discrimination or sexual harassment, which are addressed in Article 4 herein.

5.2. Referral of Misconduct to Dean of Students Office for Non-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 undergraduate students other than HSC undergraduate 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 undergraduate student (or chartered student organization) violated UNM policy or the Code of Conduct. Charges will be resolved in accordance with the Dean of Students Procedures. 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. Decisions of the Dean of Students pertaining to undergraduate students are subject to appeal in accordance with Section 5.5 herein.

An undergraduate 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 an undergraduate student at the same time the undergraduate 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 undergraduate student-defendant.

5.3. Referral of Misconduct to Applicable HSC Dean for HSC Undergraduate Students

Allegations of misconduct by an HSC undergraduate student in violation of the Student Code of Conduct, HSC Student Conduct policies, or other UNM policy 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 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 undergraduate HSC student violated UNM or HSC policies. The applicable HSC dean will render a decision 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.

An HSC undergraduate 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 an HSC undergraduate student at the same time the HSC undergraduate 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 HSC undergraduate student-defendant.

5.4. Emergency Suspension and Banning from Campus

The Dean of Students may immediately suspend an undergraduate student (or chartered student organization) and/or ban an undergraduate student if the Dean 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 to consider whether the emergency suspension should be continued. For undergraduate students and chartered student organizations, an emergency suspension or banning does not end the disciplinary process. Resolution of the charges will proceed as set forth herein.

5.5. Appeals, Records, and Rights

5.5.1. Appeal of Sanctions by Issued by Dean of Students

The decision on sanctions pertaining to undergraduate students made by the Dean of Students may be appealed to the Vice President for Student Affairs if the sanction imposed by the Committee is suspension, expulsion or banning from the campus or results in a significant interruption toward degree completion. The undergraduate student must submit a written request for appeal to the Vice President for Student Affairs within seven (7) working days of the date of the written decision from the Dean of Students. The grounds for appeal to the Vice 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 Vice President for Student Affairs will send written notification of the decision to the appealing party within seven (7) of receiving the request for appeal. A copy of the decision shall be sent to the Dean of Students.

5.5.2. Appeal of Sanctions Issued by the Applicable HSC Dean
Decisions regarding HSC undergraduate 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 EVP for Health Sciences. The undergraduate HSC student must submit a written request for appeal to the Office of the EVP for Health Sciences within seven (7) working days of the date of the written decision from the applicable HSC dean. The grounds for appeal to the EVP for Health Sciences 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 EVP for Health Sciences will notify the appealing party of the EVP for Health Sciences’ decision within ten (10) working days of receiving the request for appeal. A copy of the decision shall be sent to the applicable HSC dean.

5.5.2.1. Discretionary Appeal to the UNM President

The President has the discretionary authority to review the decision of the EVP for Health Sciences. A request for a review by the President 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.

5.5.3. 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.


6.1. Undergraduate Student Conduct Records

Records regarding undergraduate 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.

6.2. Rights of the Parties Participating in Grievances

The rights of the parties participating in grievances as provided herein include:
6.2.1. 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.

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

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

6.2.4. Both parties have the right to present evidence on their own behalf.

6.2.5. 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.

6.2.6. Subject to the limits set forth in this Policy, both parties have the right to be accompanied by an advisor at a hearing. The advisor may be an attorney retained by a party at their own expense. 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.”

6.2.7. The party alleging that the accused undergraduate 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.

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

6.2.9. 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. See UAP Policy 2200 “Reporting Suspected Misconduct and Whistleblower Protection from Retaliation.”

6.3. Variances

6.3.1. Introduction

This Policy, to the extent applicable, shall apply to all UNM units. Because of differences in administrative structure, however, some modifications to these rules are necessary. The following sections identify those modifications.

6.3.2. Health Sciences Center

Undergraduate students in academic programs in the Health Sciences Center (HSC) have adopted student codes of conduct (including standards of professionalism) with which undergraduate 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 OEO Office as provided in Article 4 herein, to the extent that HSC academic programs have adopted policies and procedures that govern the adjudication of undergraduate student conduct and undergraduate student grievance.
matters, those 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 EVP for Health Sciences, or designee, under procedures adopted by the EVP for Health Sciences’ Office. Discretionary review by the UNM President and Board of Regents, as provided for in Section 5.5 herein, is accorded to undergraduate students in academic programs in the HSC.

6.4. Former Students

These procedures apply to disputes between undergraduate students and other members of the UNM community. If the undergraduate 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.

6.5. Designees of Deans, Vice Presidents, Vice Chancellors, or Senior Level Administrators

Whenever this Policy specifies an action or decision by a college/school dean, the Dean of Students, a vice president, a vice chancellor, or other 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 I

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, 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.