



## University of New Mexico-Gallup Nursing Student Handbook

This handbook was developed in conjunction with the program's stakeholders: students, faculty, staff, and members of the local nursing community who serve on the program's advisory committee. It is to be used as an adjunct to the UNM Pathfinder Student Handbook; nursing education requires additional policies to meet the standards of the profession, the Board of Nursing, the accrediting agency, and clinical sites.

A current version of this handbook is available at <https://gallup.unm.edu/nursing/aas.html>

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## PROGRAM INFORMATION

The UNM-Gallup Nursing Program opened in March 2002 with full approval of the New Mexico Board of Nursing. Classes have graduated twice a year since the first class of thirteen graduated in December 2003. Students who graduate from the Associate Degree in Nursing (ADN) program are eligible to sit for the NCLEX-RN® exam and become registered nurses. The program continues to operate under the authority of the New Mexico Board of Nursing and is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN).

In 2017, UNM-Gallup adopted the New Mexico Nursing Education Consortium (NMNEC) statewide curriculum, allowing for seamless articulation between associate and bachelor degrees in nursing at participating NMNEC schools ([www.nmnec.org](http://www.nmnec.org)). Students at UNM-Gallup are admitted into either the associate degree or the dual associate/bachelor degree program. This handbook provides students with needed information and policies governing the associate degree and dual-degree program in nursing at UNM-Gallup. Students who are dual-enrolled in the associate/bachelor degree program should also familiarize themselves with the policies contained in the UNM College of Nursing Undergraduate Student Handbook at <http://nursing.unm.edu/common/docs/current-students/bsn-handbook-2017.pdf>

### Nursing Student Bill of Rights

1. Students have the right to an adequate explanation of nursing program policies regarding grading, curriculum, testing, admissions, and dismissals.
2. Students have the right to written documentation of the results of the evaluation.
3. Students have the right to challenge the accuracy or relevancy of material presented to them. They have the right to unbiased teaching of the cultural aspects of nursing, that is, how to care for all patients and respect them. They have the right to lab and lecture classes that are correlated. They have the right to receive the necessary information to learn and practice skills for safe clinical practice.
4. Students have the right to grieve an instructor or the application of a policy.
5. Students have the right to receive a syllabus for each course, know the course description and objectives, and be tested only over the stated objectives. Students have the right to know the criteria for evaluation at the beginning of the course.
6. Students have the right to evaluate each course.
7. Students have the right to responsibly exercise their freedom to learn.
8. Students' privacy and integrity are to be protected.
9. Students have the right to belong to the student organizations of their choice.
10. Students have the right to participate fully in class discussions and activities and to listen respectfully to others. We believe every voice has value.

## **Mission, Vision and Philosophy**

### **UNM-G Nursing Program Mission Statement**

The UNM-Gallup Nursing Program assists lifelong learners to develop critically competent and culturally sensitive nursing care for clients in rural health care settings

### **UNM-G Nursing Program Vision Statement**

UNM-Gallup nursing education programs will be recognized for excellence in educating healthcare providers.

### **Associate Degree Nursing Program Philosophy**

The philosophy of the University of New Mexico Gallup Associate Degree Nursing (ADN) program flows from the campus and program mission statements. The faculty believes that:

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations (American Nurses Association [ANA], 2007).

Nursing care includes consideration of physiological, psychological, emotional, social, cultural, and spiritual needs. The new nurse generalist must be prepared to care for clients from diverse cultural backgrounds. To provide clinically competent care, the new nurse must be adept at problem-solving and use critical thinking through the nursing process to collect information and plan patient care that reflects current standards and evidence-based practice. Professional communication must include verbal and nonverbal interactions between nurse and client, client's family, and the health care team. Documentation and use of electronic health records must reflect nursing practice standards and personal accountability. The professional nurse must take responsibility for continuing education, community service and adherence to a professional code of ethics. The ADN graduate is prepared to practice in the rural setting as a nursing care provider committed to valuing and respecting the individual.

## **UNM-G Program Objectives**

1. Use caring practices to promote health and healing.
2. Provide individualized care that recognizes diversity in a variety of settings.
3. Demonstrate therapeutic communication in the provision of patient, family, and community care as well as effective interprofessional communication.
4. Use critical thinking and the nursing process as a framework to provide safe and effective care for the patient, family, and the community.
5. Integrate evidence and research findings into practice, including ethical and legal aspects of health care.
6. Display professional behavior, including a commitment to lifelong learning.

## **Student Resources**

### **Academic Advisement**

The dedicated academic advisor for nursing is located in the nursing faculty offices (GNCC 142). The advisor provides academic advisement from pre-admission through graduation from the ADN program. Advisement for the RN to BSN program is available through UNM College of Nursing.

## **Student Success Associate**

Students in the UNM-Gallup Nursing Program have access to all student resources available on campus. The UNM-G Nursing Program is committed to the success of all students in the nursing program. A student success associate is available as part of that commitment. Student success associate services include study and test-taking tips, referral to appropriate areas for assistance, and providing a quiet place for study. Students may be referred by instructors. Students may schedule appointments as needed.

## **Selection for Scholarships**

To be selected for a nursing scholarship, a student must meet the scholarship requirements and have documentation of:

- 1) No failed nursing courses.
- 2) No anecdotal records.
- 3) No complaints from clinical faculty.
- 4) Satisfactory academic progress.

## **Student Authorization for Letter of Recommendation/Reference**

A Student Authorization form must be completed when a letter of recommendation or reference letter is required from faculty or staff. The form must be filled out in its entirety, and scholarship information and deadlines must be provided.

**Please allow two weeks for the letter to be completed** and ready for pick up.

## **Accessibility Resource Center**

The Accessibility Resource Center (ARC) mission is to provide assistance and support to students with verified disabilities to equalize their opportunities to access UNM-G programs and services successfully. Students requesting any accommodations will need to contact the Accessibility Resource Center at 863-7527 or email [galluparc@unm.edu](mailto:galluparc@unm.edu). The ARC office can be found in Gurley Hall Room 1127.

## **SNA - Student Nurses Association**

Students have the option of participating in a campus club to promote nursing in the community. SNA's viability is based solely on student participation. The SNA sponsor's role is to assist the elected officers and members in planning and implementing activities. For more information about how to get involved, please see the designated sponsor. Any overnight official SNA travel requires a faculty or staff member to accompany students.

## UNM-Gallup NMNEC AASN Program of Study



Prereq	<b>ENGL 1110 COMPOSITION I</b>	3
	<b>PSYC 1110 INTRODUCTION TO PSYCHOLOGY</b>	3
	<b>BIOL 1310/1310L INTRO TO HUMAN ANATOMY AND PHYS I/LAB</b>	4
	<b>CHEM 1120C INTRO CHEMISTRY FOR NON-MAJORS*</b>	4
	<b>HCHS 123 HUMAN GROWTH AND DEVELOPMENT</b>	3
	MATH 1215 Intermediate Algebra or MATH 1220 College Algebra	3
	<b>TOTAL</b>	<b>20</b>
Level 1	NMNC 1110 INTRODUCTION TO NURSING CONCEPTS	3
	NMNC 1135 PRINCIPLES OF NURSING PRACTICE	4
	NURS 239 PATHOPHYSIOLOGY I	3
	BIOL 1320 INTRO TO HUMAN ANATOMY AND PHYS II	4
	<b>TOTAL</b>	<b>14</b>
Level 2	NMNC 1210 HEALTH & ILLNESS CONCEPTS I	3
	NMNC 1220 HEALTH CARE PARTICIPANT	3
	NMNC 1235 ASSESSMENT & HEALTH PROMOTION	4
	NMNC 1230 NURSING PHARMACOLOGY	3
	NURS 240 PATHOPHYSIOLOGY II	3
	<b>TOTAL</b>	<b>16</b>
Level 3	NMNC 2310 HEALTH & ILLNESS CONCEPTS II	3
	NMNC 2320 PROFESSIONAL NURSING CONCEPTS	3
	NMNC 2335 CARE OF PATIENTS WITH CHRONIC CONDITIONS	4
	ENGL 1120 COMPOSITION II	3
	<b>TOTAL</b>	<b>13</b>
Level 4	NMNC 2410 HEALTH & ILLNESS CONCEPTS III	4
	NMNC 2435 CLINICAL INTENSIVE I	4
	NMNC 2445 ADN CAPSTONE	2
	<b>TOTAL</b>	<b>10</b>
	<b>PROGRAM TOTAL</b>	<b>73</b>

\*CHEM 1120C requires MATH 1215 or MATH 1220 or higher as a prerequisite.

Updated with Common Course Numbering Spring 2019

Prereq courses in **Bold** text are used to calculate for the Pre-Req GPA

## **Math Grading and Math Testing Policies**

To ensure clinical safety, each semester, students must successfully pass a dosage/calculation test before they are permitted to enter the clinical setting. The inability to pass the dosage/calculation test will result in required remediation.

### **Grading Policies**

#### **Assignment Grading Policy**

Assignments will be lowered 10% of the total possible points for each day the assignment is late. No points will be awarded if the assignment is more than three (3) days late. Assignments are to be turned in to the course instructor either in person or submitted electronically. Assignments submitted electronically to the instructor must be readable and have the appropriate content (i.e, it's not a blank document or file). Corrupted or blank assignment file submissions ("placeholder submissions") will be automatically graded as zero. Students are responsible for double-checking that the files uploaded or attached are not blank or corrupted.

#### **Incomplete Grades**

The nursing program adheres to the policy regarding incompletes in the University of New Mexico-Gallup catalog. Refer to the current issue of the catalog for more details.

#### **Standards for Written Work**

All written work must be submitted in the format specified in the course and must be legible and grammatically correct. APA format is required for formal written papers.

### **Examination Policies**

#### **Methods of Evaluation**

Most examinations are administered in the computer lab. Cell phones or other electronic devices are prohibited during testing.

If a student must miss a test, he/she must notify the course instructor directly prior to the time of the test. If notification is received prior to the time of the test, the faculty member may reschedule the test or schedule a test over the material in an alternate format. If the instructor does not receive notification prior to the scheduled test, the test grade will be 0. The make-up date or format of the rescheduled exam is at the discretion of the instructor.

## Grading Scale

98-100	A+
93-97	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
79	C+
77-78	C
73-76	D+
70-72	D
67-69	D-
Below 67	F

### Special notes:

- Students with an exam average less than 80% will automatically be referred to the Student Success Associate for assistance.

**If the final test average for the course is less than 77%, the overall grade received will be D+ or lower to reflect lack of success in the course.**

- The remaining 10% of the course grade will be comprised of point totals on other course requirements including but not limited to: presentations, papers, group work, homework assignments and standardized testing scores.
- All assignments must be completed in each course in order to receive a grade for the course.
- Students may not retake a test for a better grade or drop any “lower grades.” There is no “extra credit” in nursing courses.
- Grades, including test grades and overall course grades, will not be rounded.

## Standardized Testing Policy

The UNM-Gallup Nursing Program utilizes a comprehensive assessment and review program. The intent of this program is to provide students with the tools they need to be successful in the nursing program and on the NCLEX-RN licensure exam. This program utilizes practice and proctored exams, with a focus on remediation. The standardized test is 5% of the student’s grade in multiple nursing classes. There is a fee for the standardized tests that are part of a comprehensive assessment and review program.

The standardized testing and grading process is as follows:

- As described in each course’s syllabus, practice tests and proctored tests will be administered toward the end of one or more nursing courses in each program level (1-4). The student will receive a report indicating items missed and must complete required remediation based on that report. **If the student does not complete remediation for the practice tests or proctored tests, they will not be permitted to take subsequent exams.**



- After completing a proctored exam, the student receives a report indicating their proficiency level and which content areas will need to be reviewed. The student is expected to achieve a minimum proficiency score as defined in the corresponding course syllabus to receive the 5 out of 5 points possible towards the standardized test portion of the overall course grade.
- ALL STUDENTS, REGARDLESS OF THE ACHIEVED PROFICIENCY LEVEL, MUST REMEDIATE THE FIRST PROCTORED EXAM.
- Completion of the standardized test component of the course is mandatory to pass each course. A student who does not complete the standardized test component of each course will fail that course. All failure and progression policies delineated in the student handbook apply.
- In Level 4, the student must take a comprehensive exit exam and achieve a proficiency score as defined in the course syllabi. The purpose of this test is to predict student readiness for the NCLEX-RN licensure exam. Practice test, proctored test, and retake guidelines are included in the corresponding course syllabus.

## **Academic Warning**

Students who are not passing nursing courses at mid-term will be formally notified by their instructor. Students are encouraged to meet with faculty at any time, particularly when they have academic questions or concerns.

## **NMNEC Progression Policy**

NMNEC is dedicated to the success of nursing students and safest nursing practice for our communities throughout New Mexico. In support of nursing student success and safe nursing practice, this policy applies to all NMNEC nursing courses in the NMNEC statewide curriculum degree plans with NMNC prefix.

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

Nursing students who are considering withdrawal from one or more NMNEC nursing courses should reach out to their program director to discuss their situation. If nursing students withdraw from NMNEC nursing courses on their own without this conversation, they risk withdrawing from all NMNEC nursing courses for that level and they may not be able to be reinstated. The program director has the ability to break corequisite links allowing students to drop one or more classes while staying enrolled in the program but will not override the other steps of this NMNEC Progression Policy.

NMNEC nursing course failures/withdrawals cumulate from Level 1 through Level 5 and across all NMNEC programs which means that when a student takes classes at one NMNEC program and wants to transfer to another NMNEC program, the course failures and withdrawals from the first NMNEC program will count in the second NMNEC program.

With two NMNEC nursing course failures/withdrawals, the nursing student will be dismissed from the NMNEC nursing program and if wanting to complete a NMNEC nursing program, will need to wait to reapply for admission or readmission. Waiting periods before being able to apply or reapply for admission vary by NMNEC nursing program from a minimum of one year to a maximum of two years. NMNEC programs base their waiting periods based on a number of factors which include but are not limited to number of annual admissions, program size, and demand for seats. NMNEC nursing program applicants who have been dismissed from NMNEC nursing programs for NMNEC nursing course failures or withdrawals, will need to meet the minimum nursing program requirements in effect at the time of application or reapplication to be considered for admission or readmission and if accepted, restart the NMNEC nursing program in Level 1.

NMNEC nursing students wanting to utilize an appeal process in relation to progression, need to follow the appeal process in place in their program as each NMNEC nursing program has their own program-specific student appeal process.

### **Level 1:**

With one NMNEC nursing course withdrawal, the nursing student may continue with their other courses in the nursing

program in Level 1.

With one NMNEC nursing course failure or withdrawal, the nursing student must repeat and successfully pass the failed or withdrawn NMNEC nursing course before progressing to the next level. NMNEC programs will determine when progression into the next level is feasible based on a number of variables including but not limited to course offerings and seat availability.

With two NMNEC nursing course failures/withdrawals, the student will be dismissed from the program. The student will wait for two years before they can reapply and will need to meet the minimum nursing program requirements in effect at the time of application or reapplication to be considered for admission or readmission and if accepted, restart the NMNEC nursing program in Level 1.

#### **Levels 2, 3, 4, 5:**

With one NMNEC nursing course withdrawal, the nursing student may continue with their other courses in the nursing program in the level. A nursing student who is considering withdrawal from a NMNEC nursing course needs to communicate with program director or designee first to prevent the student from inadvertently dropping all NMNEC nursing courses for the level.

With one NMNEC nursing course failure or withdrawal, the nursing student must repeat and successfully pass the failed or withdrawn NMNEC nursing course before progressing to the next level. NMNEC programs will determine when progression into the next level is feasible based on a number of variables to include but not limited to course offerings and seat availability.

With two NMNEC nursing course failures and withdrawals the student will be dismissed from the NMNEC nursing program. The student will wait for two years before they can reapply and will need to meet the minimum nursing program requirements in effect at the time of application or reapplication to be considered for admission or readmission and if accepted, restart the NMNEC nursing program in Level 1.

### **Progression Appeals Process**

No progression appeals for two NMNC course failures, and the two NMNC course failure policy will be enforced if the student decides to reapply to the program. The student is encouraged to contact LoboRespect for additional support for course failures due to extenuating circumstances.

### **Stop-Out and Drop-Out Policies**

All students must complete the ADN program within 6 sequential semesters.

### **Clinical and Lab Skills Policies**

#### **Health Insurance**

Students are strongly encouraged to have health insurance. Health insurance may be obtained through UNM. Information on this coverage can be found at: <http://shac.unm.edu/shi.html> UNM-Gallup does not assume any liability for health expenses incurred due to student participation in the program.

#### **Clinical Needle-Stick Insurance and Nursing Student Liability Insurance**

UNM-Gallup nursing students are required to purchase needle-stick insurance. The needle stick insurance fee will be charged automatically, once per academic year, to the student's account through UNM-Albuquerque.

Students must purchase and maintain nursing student liability insurance for the duration of the nursing program to meet

the requirements of clinical agency contracts.

### **Uniforms for Clinical Rotation**

Students may only wear the UNM-Gallup nursing program uniform in designated clinical settings and during nursing program activities. The student uniform consists of a royal blue V-neck scrub top and pewter gray pants.



Students must also wear clean white shoes (may be tennis shoes, with no mesh) and white socks. No open-heel shoes. Students are to purchase the nursing insignia from the UNM-Gallup bookstore and attach it to the left front of the uniform top. Any shirt worn under the uniform top must be white.

When in uniform, students must wear the nursing student ID badge. Students are not allowed to wear the student uniform, UNM-G nursing program ID card, or any other identifying insignia while performing outside job duties.

Students are expected to wear uniforms and ID badges in any clinical setting when representing UNMG for any purpose.

### **Clinical Grooming Policies When in Uniform**

Nursing students in uniform represent the college and the nursing program. Students who do not meet the dress code requirements may be dismissed from clinical rotations. Facility-specific policies will be reviewed and enforced by faculty. The following is a list of expectations regarding grooming and dress:

- Proper oral care
- Clean, neatly styled hair, off the collar and away from the face
- Minimal jewelry to include watch, ring and small post earrings
- Tasteful use of makeup, especially eye makeup
- Clean, ironed uniforms

- Clean white shoes, no open toes, open backs or Crocs
- Short, unpolished fingernails – NO ARTIFICIAL FINGERNAILS
- No visible tattoos or body piercings

## Clinical Readiness Checklist

Each student will receive a checklist of items during orientation that needs to be completed and kept up-to-date to participate in clinical experiences. These include a physical examination, immunizations, CPR, and any additional training required by clinical sites. Each student is required to pass a background check prior to entering clinical in the first semester. A student who experiences a change in health status, including pregnancy, must submit a written statement from his/her health care provider indicating the student's ability to perform all required course functions safely without jeopardizing his/her well-being and/or the well-being of others.

The student is responsible for keeping the checklist and originals of any documentation, including the background check results to support completion of the checklist throughout their career as a student. Theory instructors will review the list at least once a semester. Students should be prepared to show the checklist and supporting documentation when asked by theory instructors, clinical faculty, or facilities.

COVID-19 vaccination policy: Starting September 30, 2021, all students are required to be fully vaccinated against COVID-19 including the booster. It is the student's responsibility to keep their vaccination documentation up-to-date per various clinical agency policies.

## Clinical/Lab Attendance Policy

Attendance is mandatory. Class/lab/clinical absences will compromise the students ability to pass the course. There are some circumstances where students should not be in the clinical setting. These include, but are not limited to, hospitalization and communicable illnesses.

Excused absences or tardiness are approved by the instructor of record on a case-by-case basis. It is the student's responsibility to notify the clinical instructor personally and the course faculty member prior to the time of the absence. Any no-show, no-notification or unexcused absence or tardiness is grounds for immediate failure of the clinical course.

Students who are absent or tardy for unforeseen/unavoidable, documented circumstances, with prior notice **might** be afforded the opportunity to make up lost clinical/lab time, however, the availability of lab/clinical make time is not guaranteed during the same semester, regardless of the student's academic status. The ability of the student to sufficiently make up course/clinical objectives, will be determined by the faculty course instructor and program director.

## Clinical/Lab Conduct Policies

Behavior must be professional at all times while in clinical/lab situations. **Cell phones maybe allowed at the instructor's discretion for academic purposes only; clinical facilities may have specific policies regarding cell phone use.** In addition, safe and honest behaviors must be exhibited at all times while in clinical. Unsafe or dishonest behavior could result in dismissal from the program. Preventing injury and ensuring the client's safety are necessary components of practice. While in clinical, students are expected to adhere to the UNMG nursing student handbook policies. The following is a list of behaviors that clinical faculty must report to the course coordinator:

- Incidents of being unprepared for clinical or lab or continued lack of improvement in clinical
- **\*Any action that could endanger life or interfere with recovery or maintenance of a client's health**
- **\*Failure to immediately report medication or client-care error or incident to the faculty or nursing staff**
- **\*Charting of false information**
- Unprofessional behavior including any conduct while in any clinical or non-clinical facility which adversely reflects on the UNM-Gallup nursing program
- Violation of confidentiality or inappropriate communication
- Tardiness or absenteeism
- **\*Coming to clinical while under the influence of drugs or alcohol**

- The use of foul language
- Any other unprofessional behaviors as determined by clinical faculty

**The items indicated by the asterisks (\*) above will result in permanent dismissal from the UNM-G nursing program.**

## **Clinical Medication Event Policy**

**Students will not administer medications without direct supervision by a licensed nurse or clinical instructor.**

Medication events are defined as any event related to the traditional rights of medication administration. Any medication event must be reported to the staff nurse and faculty immediately. Failure to report to the faculty any and all clinical events, including medication events, will result in dismissal from the program. Students may not fill out incident/occurrence reports without faculty or preceptor supervision. Students responsible for a medication event may be placed on probation. After the medication event, the student may not give medications until the clinical faculty and course coordinator approve the completion of any remedial work assigned.

## **Clinical Scope of Practice**

Students may **NOT** perform the following activities:

- Take telephone or verbal physician's orders.
- Transcribe physician's orders without direct supervision.
- Witness consents.
- Obtain or administer blood products without direct nursing supervision.
- Prepare or administer IV medications without direct nursing supervision.
- Perform nursing skills before being observed successfully performing that skill and being checked off by nursing faculty.
- Operate invasive hemodynamic monitoring equipment.
- Remove arterial lines or central lines without direct nursing supervision.
- Administer medications before confirming the traditional rights, along with at least two client identifiers.
- Sign out narcotics without direct nursing supervision.
- Take client reports without direct nursing supervision.
- Remove drains without direct nursing supervision.
- Insert IVs without direct nursing supervision.
- Administer any pediatric medication without direct nursing supervision.
- Assume responsibility for clients' valuables.
- Act as a primary circulating or scrub nurse.
- Take unsupervised charge of a unit.
- Change settings on an infusion pump without direct nursing supervision.
- Perform client teaching on procedures, surgery, or diagnostics without direct nursing supervision.
- Provide test results to the client and/or the family without direct nursing supervision.
- Perform vaginal examinations related to labor.
- Complete or assist with incident/occurrence reports unless directly supervised by a nurse.

## **Clinical Performance Improvement Plan**

Any violation of clinical policy will be documented. If student behavior endangers patient safety or confidentiality they will be dismissed from the clinical area immediately. The faculty will document the incident, meet with the student for discussion, and have the student sign the documentation. A violation will require consultation with the Program Director and a written plan for improvement. Any further infractions will be cause for dismissal from the nursing program.

The student is expected to sign the Anecdotal Note form while in the presence of the instructor. Copies of the document will be provided to the student, and the nursing program director notified. A copy will also be placed in the student file.

## **Clinical/Lab Grading Policies**

All clinical/lab rotations are graded as "Pass/Fail." To pass, a student must successfully complete the stated objectives delineated in the clinical evaluation tool and meet all of the hours required. Failure to pass the clinical/lab component will result in a failure of both theory and clinical components.

## **Needle-Stick Occurrence**

In case of a needle-stick event, the student must report the event to the clinical instructor and course coordinator immediately. Students must follow the needle-stick procedure of the facility in which the event occurred. Further information is available at: <http://shac.unm.edu/bbp.htm>. It is essential to follow the correct procedure when filing the insurance claim following a needle stick occurrence so that the student is not billed for expenses.

# **GENERAL POLICIES AND INFORMATION**

## **Anecdotal Record**

An anecdotal record is a written documentation of a violation of nursing student policies or procedures. It is completed after a verbal warning has been given to a student and the offending behavior was not corrected. It may also be used without a verbal warning in the event of a serious offense. The anecdotal record is reviewed and signed by the student, instructor, and/or the program director. The student is provided with a copy and the original is placed in the student file. The anecdotal record is intended to warn the student that any further violation of program policies will not be tolerated and may result in dismissal from the program.

## **Attendance/Tardiness Policy**

Students are expected to attend and be on time for all classes, clinical rotations, and meetings associated with the nursing program. Most nursing courses include theory, clinical, and skills lab sessions. In cases of illness or emergency, students are expected to notify faculty before the class begins. Notification must take place before the time of a scheduled test if makeup of the test is to be considered. Notification of clinical absences must be made to the clinical instructor personally, prior to the scheduled time of the clinical experience and to the instructor of record for the class. Student absence and tardiness results in a lack of nursing school involvement and performance and is a serious detriment to student progress. The student must discuss absences and/or tardiness with the instructor after each affected class. Repeated absence and tardiness will be documented and will follow the disciplinary procedure resulting first in a verbal warning, followed by an anecdotal record, with further infractions leading to possible dismissal from the program. More than two absences from a class may result in being dropped from a class, per the UNM Student Handbook (Pathfinder) policy.

## **Behavior**

The student is responsible for his/her own behavior and learning in the classroom and clinical areas. Students are expected to be aware of conduct that will lead to disciplinary action by the University and comply with established policies/rules. It is the faculty's responsibility to ensure that the classroom environment is conducive to student learning.

**Any conduct which disrupts the learning environment will not be tolerated. The faculty may remove a student from the classroom at their discretion.** Such behavior will be considered a severe incident and be dealt with as such. A student who behaves unprofessionally to a fellow UNM-G student, staff member or instructor, or a patient, patient's family member or clinical instructor, may be dismissed from the nursing program.

Appropriate professional behavior includes courtesy, honesty, ethical actions, and respectful interpersonal communication, including verbal, written, and electronic communication. Students are expected to take personal responsibility for their actions, learning, and individual performance. **Any behavior by a student that reflects poorly on the UNM-Gallup Nursing Program, especially including behavior that jeopardizes a relationship with a clinical facility, whether the behavior occurs on or off the physical UNM-G campus, will result in severe consequences including the possible failure of a course or dismissal from the program.**

UNM Student Code of Conduct: <https://pathfinder.unm.edu/code-of-conduct.html>

## **Bullying**

No student shall create a hostile learning environment. The nursing program fully supports the University of New Mexico's policy regarding interfering with or undermine legitimate University learning, teaching, and/or operations. Violations of this policy include bullying.

"Bullying is any unwanted, aggressive behavior that involves a real or perceived power imbalance. This behavior is repeated or has the potential to be repeated over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose." (USDHHS)

Bullying, not limited to those behaviors described above and including electronic methods (ie. Texting and social media) should be reported. Violations will be addressed and documented. Bullying may result in dismissal from the program. Students are strongly encouraged to report bullying.

## **Nondiscrimination**

The University of New Mexico is committed to providing equal educational opportunity and forbids unlawful discrimination and/or harassment on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual orientation or gender identity, ancestry, spousal affiliation, or medical condition. If you believe you have been discriminated against and/or harassed on any of the bases listed above, you may contact the Director of Equal Opportunity, who can be reached at UNM's Office of Equal Opportunity (OEO), 609 Buena Vista NE, University of New Mexico 87131, telephone number: (505) 277-5251; email [oeounm@unm.edu](mailto:oeounm@unm.edu). You can also access information on the OEO website: <http://o eo.unm.edu/>.

## **Outside Employment**

Current research indicates that nursing students who work more than 20 hours a week are less likely to be successful in the nursing program. Missing class, lab, clinical experience or any other scheduled nursing school function due to outside employment will result in an unexcused absence.

## **Parking Permits**

Students are required to go to campus security every semester to obtain a current parking permit. A schedule of classes, registration, and proof of insurance for the vehicle will be needed to get the permit.

## **Inclement Weather**

UNM-G catalog policy states: on days when there is bad weather, listen to local radio stations for information. The following should guide your actions:

- "Closure" refers to the entire campus being closed and no classes held.



- “Class Cancellation” refers to the college services being open but no classes in session.

If the Campus is closed or classes canceled, this will be announced on the radio and on the Albuquerque channels. Unless specifically stated otherwise, class cancellation or closure will only be for the balance of that day. If cancellation or closure is needed on subsequent days, additional announcements will be made. Students are encouraged to register on “loboalert” <http://loboalerts.unm.edu> to receive messages via text regarding emergencies applicable to UNM campuses.

#### **Additional issues related to inclement weather for nursing students:**

- Clinical will be held as scheduled unless individual students are notified otherwise by clinical instructors.
- If UNM-G classes are delayed, nursing classes will not be canceled but will start as soon as the campus opens. For example, if there is a 2 hour delay, nursing classes that are scheduled 8:30 to 11:30 will start at 10 AM.
- If conditions are more severe at the student’s location than they are on campus, the student will need to notify the instructor of that fact and give an estimated time of arrival. A tardy will not be counted against the student if it is due to inclement weather.

### **Cell Phones**

Cell phone use in the classroom and the clinical setting is at the discretion of the instructor. Initial violation of this policy will result in a verbal warning, the second violation will result in a written warning, and a third violation may result in dismissal from the program.

### **F.E.R.P.A/HIPAA Program and Clinical Confidentiality Policy**

F.E.R.P.A (Family Educational Rights and Privacy Act) rules prohibit any person from entering a classroom to call a student out for phone calls or visitors. UNM-G students, staff, and faculty are not allowed to identify students for visitors. This includes accepting any items or messages that may confirm the attendance or presence of any student. The campus [Visitor Code of Conduct](https://pathfinder.unm.edu/visitor-code-of-conduct.html) is included in its entirety in the UNM student handbook (<https://pathfinder.unm.edu/visitor-code-of-conduct.html>).

The patient’s privacy must be respected. Failure to maintain confidentiality is an offense that will result in counseling and possible dismissal from the program. In addition, students in violation may receive discipline according to Health Insurance Portability and Accountability Act (HIPAA).

### **Academic Dishonesty**

Academic dishonesty as defined by UNM’s Student Code of Conduct, “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.”

Dishonesty in quizzes, tests, or assignments includes, but is not limited to:

- Engaging in illicit assistance during quizzes, tests, or examinations.
- Reliance on unauthorized sources while writing papers, preparing reports, solving problems, or completing other assignments, which includes, but is not limited to, calculators, handheld computers, smartphones, or any other electronic devices or applications.
- Possessing restricted course material (tests, other faculty use only academic materials) without permission or authorization.
- Distribution or posting of course materials online without authorization from the faculty.
- Utilizing “placeholder submissions.” Placeholder submissions are files uploaded to LMS or attached to emails deliberately blank, unreadable, or corrupted. The submitted blank, illegible, or corrupted file acts as a “placeholder” for the assignment to gain additional time to finalize and submit a complete project at a later time.

The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is

found guilty of academic dishonesty or otherwise fails to meet the standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty is seen as a breakdown in professional development and will be handled according to UNM-G's policies on academic dishonesty as found in the UNM Student Handbook.

The UNM Academic Dishonesty policy can be found at: <https://pathfinder.unm.edu/campus-policies/academic-dishonesty.html>

### **Appropriate Attire as a UNM Nursing Program Representative**

- Nursing student attire may be casual but will be professional and appropriate. The clothing will fit properly and align with clinical agency policy dress codes.
- Tattoos or clothing displaying offensive language or signs are not acceptable.
- Failure to observe these standards may result in the student being asked to leave the classroom and/or change clothing before being allowed into class.

### **Under the Influence Policy**

Use of drugs, alcohol, or any other substances by injection, ingestion or inhalation that could result in physical, mental or emotional impairment may be grounds for dismissal from the nursing program. Students suspected of being under the influence during class, lab, clinical, testing or any student activity will be asked to submit immediately to a drug or alcohol test at the students' own expense. The student will be required to arrange for an unimpaired driver to transport them to the testing site. Students who refuse to submit to the requested drug or alcohol testing will be sent home immediately. Depending on the circumstances, this will result in a clinical, class, lab, or testing absence at a minimum and may result in dismissal from the program. Students who are tested and determined to be under the influence during class, lab, clinical, testing or any other student activity are subject to disciplinary action, up to and including dismissal from the program.

## Communication

Students are encouraged to communicate with faculty. Effective, ongoing communication is a key element of success in the nursing program. Most instructors communicate with class members via email when not in class. **Students need to check their UNM email accounts regularly.** All faculty members have voice mail and communication should take place directly with faculty. Faculty members have office hours posted in their syllabi and outside of their offices so that students may schedule conference times as needed. In addition, there is student representation from each cohort at nursing faculty meetings. Student representatives who attend faculty meetings are responsible for communicating pertinent information to their classmates.

## Nursing Student Representatives

One student and one alternate are elected from each of the four semesters to attend all nursing program department meetings. The primary purpose is to act as a communication channel between the nursing student body and the faculty. Responsibilities include:

1. Serve as non-voting members of the nursing faculty committee and attend nursing faculty meetings to communicate the nursing student body's ideas and concerns.
2. Solicit and present students' opinions related to Nursing Program policy-making decisions.
3. Advise nursing program faculty of better communication strategies between students and faculty.
4. Advise the Nursing Program Director and Department Chair and Faculty, how to better achieve the program's mission and be responsive to student needs, problems and suggestions.

In addition, student representatives may be asked to review *any* anonymous student issues on a case-by-case basis as deemed appropriate by a majority vote of the nursing faculty at nursing faculty meetings.

## Student Grievance Procedure

Any dispute will be resolved through the UNMG grievance procedure. Students are accorded due process and need to follow the steps as described under the Student Code of Conduct on the UNMG website. A link to the procedure can be found online at: <https://www.gallup.unm.edu/students/codeofconduct.php>

## Graduation Information

UNM Gallup grants an Associate of Applied Science Degree in Nursing (AASN). All course requirements on the nursing degree checklist must be satisfied by the deadlines. Courses need to be passed with a C grade or better. A GPA of 2.0 or higher is required. During the beginning of the fourth semester, students must submit an application for graduation to the nursing program advisor by the designated date. Students are to address any course substitutions with course waivers from the appropriate department. Any NR, "I" and NC grades for required courses need to be addressed with the faculty before graduation deadlines. Gowns may be purchased at the bookstore. Information for invitations and ceremony instructions are announced by letter from student services. Students are to ensure the name and address on their transcript is correct. Graduation diplomas are sent by mail 8 weeks after the end of the semester. Contact Student Services (505-863-7524) with further questions.

## Pinning Ceremonies

Pinning is a traditional nursing program ceremony. It is scheduled Friday 1 pm, of graduation weekend. Students are responsible for the purchase of nursing pins and supplies. The pinning decorations are completed by the Student Nurses Association (SNA) and the graduating nursing students.

## Applying for Licensure

The graduate is responsible for applying for both licensure and examination. Students with a history of a felony conviction or drug and/or alcohol abuse should contact the New Mexico State Board of Nursing to inquire about

applicable regulations and rules.

Updated:

November, 2018 - Student grievance procedure changed to reflect the UNMG specific process.

August, 2019 – Standardized testing guidelines updated.

Plan of study updated to reflect common course numbering.

January, 2020 – Standardized testing guidelines updated.

August 2021 – Updated NMNEC Progression policy to reflect language consistency from the actual progression policy from NMNEC; added COVID-19 vaccination policy; and clarified the language for pin purchase responsibility.

January 2022 – Updated the nursing student uniform information; reworded the pinning ceremonies policy to clarify pinning decorations are completed by SNA and the graduating nursing students.

July 2022 – Updated the NMNEC Progression Policy to reflect the new progression policy. Updated old resource URLs and contact information. Added nursing student uniform illustration.

January 2023 – Updated the Clinical/Lab attendance policy and clinical/lab conduct policies.

May 2023 – Added a Progression appeals process policy. Added clarification to the academic dishonesty section.

Updated URLs links to the UNM Pathfinder entry for the student code of conduct and visitor code of conduct.