



New Mexico State University-Alamogordo

Nursing Program
Student Handbook



**New Mexico State University-Alamogordo Nursing Program
in the Division of Career & Technology**

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Handbook Revision Log

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Section 1: Introduction

1.1 Welcome and Purpose of the Handbook

Welcome to the Associate of Applied Science in Nursing (AASN) at New Mexico State University-Alamogordo (NMSU-A). We are thrilled that you have selected our program in preparation for a future in the field of nursing.

Please read all information and refer to the Nursing Program Student Handbook and the New Mexico State University-Alamogordo (NMSU-A) catalog, NMSU-A Student Handbook, and the course syllabi in their entirety for comprehension. The Nursing Program Student Handbook is intended to serve as a resource while in the nursing program, outlining program expectations and other valuable resources for the student to reference and utilize. Throughout your time in the nursing program, it is suggested you refer to these resources frequently. The guidelines and policies are in place to ensure the education students receive in the NMSU-A nursing program is meeting the end of program outcomes, national standards, and to ensure equitable treatment for all students.

Consistency in compliance outlined in all resources; NMSU website, NMSU-A catalog, NMSU-A Student Handbook, and Nursing Program syllabi are the expectations of each individual nursing student. Noncompliance of expectations, policies, and guidelines may result in disciplinary action and/or dismissal from the NMSU-A Nursing Program. NMSU, NMSU-A, the NMSU-A Career and Technology Division Head, the Director of Health Sciences, and the Health Sciences faculty reserve the right to alter, without prior notice, all policies, faculty assignments, time schedules, course assignments, courses, grading, curricula, and other matters contained in the NMSU-A Nursing Program Student Handbook. Revisions may be issued throughout the academic year and will be communicated through Canvas in the form of an email or announcement.

We're excited to welcome you as a NMSU-A Nursing Student!



1.2 Faculty and Staff Directory

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1.3 New Mexico State University-Alamogordo

New Mexico State University-Alamogordo (NMSU-A) was established in 1958 to serve the needs of the airmen and families stationed at Holloman Air Force Base located only 10 miles southwest of Alamogordo. We have since grown into a regional community college and into a branch campus in the New Mexico State University system. We have a long history of excellence that is supported by a caring community of hard-working students and dedicated faculty and staff. Our primary mission is to educate the diverse population in our region. We accomplish this with award-winning faculty and staff, reasonable tuition, and excellent facilities, three of the many reasons to choose NMSU-A for your college education.

1.31 Accreditation

New Mexico State University-Alamogordo is regionally accredited by the Higher Learning Commission (HLC), an institutional accreditation agency recognized by the U.S. Department of Education.

Higher Learning Commission

230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
info@hlcommission.org
(800) 621-7440 or (312) 263-0456
<https://www.hlcommission.org>

1.32 Mission Statement

The mission of New Mexico State University-Alamogordo is to provide quality learning opportunities for individuals in the diverse communities we serve.

1.33 Vision Statement

New Mexico State University-Alamogordo provides support, inspiration, and intellectual challenge for the students in the diverse communities we serve. We prepare students to be critical and creative thinkers, effective communicators, goal-oriented, socially conscious, prepared for academic and career success, and lifelong learners.

1.34 Core Values

- **We Value Excellence** in education as a lifelong opportunity to increase productivity, expand visions, and encourage enjoyment of learning.



- **We Value Integrity** in education through responsible teaching and honest interaction with students, colleagues, and community in an atmosphere of mutual respect.
- **We Value Innovation** as it applies to meeting the individual and changing needs of students, faculty, staff, and community.
- **We Value Diversity and Globalization** in education to prepare learners to be effective in a global society.

1.4 New Mexico State University-Alamogordo Nursing Program

The NMSU-A Nursing Program is a career ladder program that prepares students for employment as a registered nurse (RN) and/or licensed practical nurse (LPN). Upon successful completion of the 3rd semester, the student has met the requirements and eligibility to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN®). Upon successful completion of the 4th semester, the student has met the requirements and eligibility to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®).

1.41 Accreditation

The NMSU-A Nursing Program is currently seeking accreditation through the Accreditation Commission for Education in Nursing (ACEN) and is a current candidate. Accreditation demonstrates a program's commitment to quality and continuous improvement.

Accreditation Commission for Education in Nursing

3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
<https://www.acenursing.org>

1.42 Approval Status

The NMSU-A Nursing Program has been granted **Initial Approval** for its nursing program from the New Mexico Board of Nursing (NMBON). The program will remain under Initial Approval status until the graduation of the first nursing cohort and the first quarterly NCLEX results are reported.

New Mexico Board of Nursing

6301 Indian School Rd. NE, Suite 710
Albuquerque, NM 87110
(505) 841-8340



<https://nmbon.sks.com>

NMBON has authority to investigate complaints which allege violations of the Nursing Practice Act and/or Board's Rules and Regulations Relating to Nurse Education, Licensure, and Practice. For information and/or to file a complaint, submit an online complaint form at <https://www.nmbn.boardsofnursing.org/complaint>.

1.43 Licensure Disclaimer

Completion of the Associate of Applied Science in Nursing (AASN) and/or Practical Nursing (PN) program at NMSU-A does not guarantee licensure. Students must meet **all** New Mexico Board of Nursing licensure requirements and pass the NCLEX-RN® or NCLEX-PN® examination.

1.44 Mission Statement

The mission of the NMSU-A Nursing Program is to provide quality, evidence-based, and realistic educational and learning opportunities within the practice of nursing for individuals in the diverse communities we serve.

The NMSU-A Nursing Program mission offers quality educational and learning opportunities for the practice of nursing as a means of supplying health care. The program aims to provide an evidence-based and realistic educational environment sensitive to ethical and cultural needs. The mission supports education where each student maintains an open mind, a capacity for self-development, and a focus on lifelong learning and professionalism. The program serves the community by fulfilling educational and workforce needs. The program prepares students of diverse backgrounds to productively contribute to their profession and society.

Consistent with the mission of New Mexico State University-Alamogordo, the faculty of the nursing program accepts the primary responsibility for the preparation of nursing students from diverse and multicultural backgrounds.

1.45 Vision Statement

The vision of the NMSU-A Nursing Program is to undertake change in offering nursing programs in an environment that promotes challenging experiences, personal satisfaction, and life-long learning. The practice of nursing is an integration of the concepts of caring and a holistic approach to health and wellness. These practices, in conjunction with a high level of specialized knowledge taken from the sciences and humanities, will assist the client to achieve an optimal level of wellness while being viewed as an individual, unique and deserving of dignity and respect. The client is the sum of a variety of factors, such as nutrition, culture, self-responsibility, physical



wellness, environmental influences, spiritual, and psychological make-up, and past experiences. Our vision and mission are to approach the client as an individual, a member of a family, community, and a culturally diverse society.

1.46 Goals

The goals of the NMSU-A Nursing Program align with those of ACEN and are demonstrated through proactive partnerships that support the creation, delivery, and assurance of high-quality nursing programs. These programs are designed to empower students to seamlessly transition to professional practice upon completing the AASN and/or PN program of study.

Nursing students will have clinical experiences with individuals, families, groups, and the community to provide a variety of health-care services such as medical-surgical nursing, emergency-critical care nursing, geriatric nursing, school health, community and home health, psychiatric-mental health nursing, maternal-child nursing, research, education, and administration.

The cited goals will be met and maintained by achieving accreditation through ACEN and promoting peer-review, advocating for and actively participating in self-regulation of curriculum development, assessment, analysis, revision, and continued curriculum review to ensure student learning outcomes are established and met. The NMSU-A Nursing Program aims to uphold a commitment to quality, equity, access, opportunity, and mobility in the development and implementation of the AASN and PN programs.

1.47 Philosophy

The NMSU-A Nursing Program believes that all individuals have basic health needs that are constantly changing in relation to internal and external stressors. The individual's responses to the stressor are influenced by perception, conditioning factors, and coping mechanisms, which move them toward adaptation and wellness or maladaptation of an illness. We believe wellness is based on an integration of body, mind, and spirit (holism).

The program's philosophy aligns with **NMSU-A's Core Values** as follows:

- We value **Excellence** in education as a lifelong opportunity to increase productivity, expand visions, and encourage enjoyment of learning.
- We value **Integrity** in education through responsible teaching and honest interaction with students, colleagues, and community in an atmosphere of mutual respect.
- We value **Innovation** as it applies to meeting the individual and changing needs of students, faculty, staff, and community.



- We value **Diversity and Globalization** in education to prepare learners to be effective in global society.

1.48 Core Values

The core values of the NMSU-A Nursing Program mirror the principal core values of NMSU-A and ACEN (2022-2024).

Core values of each include the following: Excellence, Integrity, Innovation, and Diversity & Globalization. The core values that underpin the social conduct standards set forth in [ARP 5.22](#) and the nursing program are as follows:

NMSU-A Core Values	NMSU-A Nursing Program Core Values
We Value Excellence in education as a lifelong opportunity to increase productivity, expand visions, and encourage enjoyment of learning.	Excellence by promoting health, healing, and hope in response to the human condition. A culture of caring, as a fundamental part of the nursing profession, characterizes our concern and consideration for the how person, our commitment to the common good, and our outreach to those who are vulnerable. All organizational activities are managed in a participative and person-centered way, demonstrating an ability to understand the needs of others and a commitment to act always in the best interests of all stakeholders.
We Value Integrity in education through responsible teaching and honest interaction with students, colleagues, and community in an atmosphere of mutual respect.	Integrity by respecting the dignity and moral wholeness of every person without conditions or limitation. A culture of integrity is evident when organizational principles of open communication, ethical decision-making, and humility are encouraged, expected, and demonstrated consistently. Not only is doing the right thing simply how we do business, but our actions reveal our commitment to truth telling and to how we always see ourselves from the perspective of others in a larger community.



We Value Innovation as it applies to meeting the individual and changing needs of students, faculty, staff, and community.	Innovation by co-creating and implementing transformative strategies with daring ingenuity. A culture of excellence reflects commitment to continuous growth, improvement, and understanding. It is a culture where transformation is embraced, and the status quo and mediocrity are not tolerated.
We Value Diversity and Globalization in education to prepare learners to be effective in a global society.	Diversity and Globalization by affirming the uniqueness of and differences among people, ideas, values, and ethnicities. A culture of inclusive excellence encompasses many identities, influenced by the intersections of race, ethnicity, gender, sexual orientation, socio- economic status, age, physical abilities, religious and political beliefs, or other ideologies. And by acknowledging the legitimacy of us all, we move beyond tolerance to celebrating the richness that differences bring forth.



Section 2: Nursing Program Overview

2.1 Program Outcomes

2.11 End of Program Learning Outcomes (EPLO)

EPLO 1: The learner will demonstrate the knowledge, skills, and attitudes required of the professional nurse, embracing lifelong learning to improve the quality of health care.

EPLO 2: The learner will apply theoretical and practical nursing teaching by evaluating the needs of the individual.

EPLO 3: The learner will demonstrate the ability to therapeutically communicate and collaborate with culturally diverse patients, families, and interprofessional healthcare professions to achieve quality, patient-centered care.

EPLO 4: The learner will utilize the nursing process as a basis for clinical decision-making in providing client, family, and community care.

EPLO 5: The learner will evaluate individual client condition and provide individualized nursing care to diverse client populations across the lifespan.

EPLO 6: The learner will distinguish safety and ethical considerations, and apply these professional nursing standards to ensure the wellbeing of self, clients, and the community.

EPLO 7: The learner will model the appropriate professional nursing care response in a variety of scenarios including urgent, emergent, or crises situations.

2.12 Completion Outcomes

Outcomes for the nursing programs have been established to guide nursing faculty, students, and administration. These outcomes will be reviewed/revised annually.

The categories for which outcomes have been identified: Admission, retention, graduation rates, NCLEX-RN® results, NCLEX-PN® results, and patterns of employment.

1. Eighty-five (85) percent or better of all nursing students will be awarded their nursing degree or certificate within three (3) years of beginning the program.
2. Eighty-five (85) percent or better of all graduating students will pass the NCLEX-RN® or NCLEX-PN®.



3. Eighty (80) percent or better of all students will be employed in the field of nursing or continue their nursing education in an advanced degree program within six (6) months of graduation.

2.2 Program Curriculum

All nursing courses will be offered as face-to-face courses. Should a public emergency arise, nursing courses will be offered online utilizing the learning management system Canvas. Concept-Based Curriculum will be utilized for the AASN and PN programs.

As a foundation for curriculum design, the NMSU-A Nursing Program will utilize the following nursing theories: Roy's Adaptation Model and Benner's Stages of Clinical Competence: Novice to Expert.

Kolb's Experiential Learning Theory for Adult Learners will be applied for simulation activities by utilizing experiential learning design principles: Active participation, reflection, and assessment. Kolb's Experiential Learning Design and the use of the Constructivism Learning Theory will be applied to build on the student's previously learned knowledge and apply it to presented situations.

The Next Generation National Council Licensure Examination (NCLEX) test plans, which include a guide to prepare candidates for nursing licensure/certificate, and the National Council of State Boards of Nursing (NCSBN) Clinical Judgment Measurement Model will also be utilized throughout curriculum design and delivery. The NCLEX-RN® and NCLEX-PN® test plans are utilized by the NMSU-A Nursing Program to crosswalk the detailed test plan information listed in each content area to nursing courses in the proposed AASN and PN programs. The crosswalk is intended to ensure all nursing content is reviewed and nursing students meet end-of-program learning outcomes.

2.3 Program Requirements

2.31 Admission to New Mexico State University-Alamogordo

To apply for the nursing program, applicants must first apply for admission to NMSU-A. Admission to NMSU-A can be gained after applying to NMSU-A at apply.nmsu.edu. An online application is required for all students seeking admission.

An NMSU-A Admissions Specialist or advisor will then reach out to:

1. Provide an Aggie ID and the contact information of the applicant's assigned Academic Advisor



2. Request any required academic transcripts. The applicant will need to provide academic transcripts within the provided timeframe.
3. Schedule a comprehensive advisement with the student's assigned Academic Advisor.

2.32 Prerequisite Courses

An applicant must complete the following courses with the grade of "C" or higher.

- ENGL 1110G: Composition I
- BIOL 2210: Human Anatomy and Physiology I for the Health Sciences
- BIOL 2225: Human Anatomy and Physiology II
- CHEM 1120G: Introduction to Chemistry Lecture and Laboratory
- MATH 1220G: College Algebra or MATH 1130G: Survey of Mathematics

Important Note(s)

- Anatomy and Physiology I and II courses taken longer than 7 years ago must be repeated for credit. The student is responsible for knowing and understanding **all** the information learned in the Anatomy and Physiology I and II courses, regardless of how many years have elapsed.

2.33 Additional AASN/PN Required Courses

The following courses are **not required for admission** into the NMSU-A Nursing Program but must be completed with the grade of "C" or higher for successful completion of the AASN degree plan. It is recommended that the applicant successfully complete these courses prior to beginning the nursing program. Courses that have not been completed must be taken concurrently with nursing courses (see Appendix B and Appendix C to preview AASN and PN Course Sequences).

- PSYC 1110G: Introduction to Psychology*
- CEPY 1120G: Human Growth and Behavior

The presence of an asterisk (*) denotes the required courses for the completion of the Practical Nurse (PN) Certificate within the AASN career ladder program. Prospective PN students are encouraged to complete both courses to ensure a seamless transition into the Level 4 semester should the student decide to complete the AASN degree program.

2.34 Minimum GPA

The applicant must have a cumulative college GPA of 2.75 or higher.



2.35 Academic Advisement

Applicants seeking admission to the NMSU-A Nursing Program must meet with their assigned NMSU-A Academic Advisor to determine eligibility.

Advisement consists of:

- Providing information about the degree plan and distribution of the academic plan to the student.
- Math and English placement, which can be conducted via ACT/SAT scores, placement assessments, or other means outlined by academic divisions.
- Providing advising on Math and English courses to take based on assessment scores.
- Discussing full-time vs part-time status.
- Discussing online or face-to-face preferences.
- Discussing pre-requisite coursework in the degree plan.
- Planning and documentation of courses each semester.
- Completion of degree plan to apply for a nursing program.
- Discussing the importance of scheduling an entrance HESI® exam.
- Providing pre-advising information and scheduling a meeting with a Health Sciences Faculty Advisor.

2.36 Health Sciences Faculty Advisement

Applicants must meet with a Health Sciences Faculty Advisor or attend a Health Sciences Information Night. Appointments may be scheduled via walk-in (pending Health Sciences Faculty Advisor availability. If no advisors are available, the Health Sciences Administrative Assistant will schedule an appointment based on advisor availability) or by emailing the Director of Health Sciences, the Health Sciences Administrative Assistant, or the applicant's assigned NMSU-A Academic Advisor.

Health Sciences Faculty Advisement consists of:

- Explanation of the application process
- Prerequisite courses and application requirements
- Program requirements and expectations
- Provisional vs. Full acceptance
- Clinical clearance requirements

2.37 Health Sciences Information Night

Periodically, the Health Sciences Department will host an Information Night in conjunction with Student Services to provide a comprehensive advisement session to

individuals who may be seeking information regarding the NMSU-A Nursing Program and application process. Individuals may attend a session with or without admission to NMSU-A. Individuals who are admitted to NMSU-A and have previously met with their Academic Advisor may attend an Information Night session in lieu of meeting with a Health Sciences Faculty Advisor.

2.38 Clinical Clearance

All clinical clearance requirements must be completed and uploaded to Canvas for the student to be granted full acceptance into NMSU-A's Nursing Program. The student will be advised to withdraw from the program if they are unable to meet all clinical clearance requirements. Exemptions are reviewed on a case-by-case basis and acceptance of the exemption is at the discretion of the Director of Health Sciences and each clinical site. No clinical clearance documents or records will be collected and/or kept in the Health Sciences Department.

1. Required Immunizations

- a. **Hepatitis B:** Series of three is required. There is a 28-day period between the first and second dose, and a 5-month period between the second and third dose. The student must begin the series and complete the second dose to be eligible to attend a clinical site. The student has the option of having a blood draw completed to determine titer levels.
- b. **MMR:** Series of two is required; there is a 28-day period between doses. The student has the option of having a blood draw completed to determine titer levels. (Must include individual titers for measles, mumps, and rubella).
- c. **Varicella:** Series of two is required; there is a 28-day period between doses. The student has the option of having a blood draw completed to determine titer levels.
- d. **TDAP/TD:** Must have received a dose within 10 years. The dose cannot expire during the semester in which the student is enrolled.
- e. **Influenza:** Must receive an influenza vaccination once each year during flu season.

2. Basic Life Support (BLS) CPR Card

- a. American Heart Association (AHA) Basic Life Support for Healthcare Providers only. American Red Cross and AHA Heartsaver courses, for example, are not accepted.
- b. The student's BLS certification card cannot expire during the semester in which the student is enrolled.
- c. The student is eligible to enroll in **OEEM 101: CPR for the Health Care Professional**. This course is offered in both the fall and spring semesters.

3. **Tuberculosis (TB) Test**, Options include:

a. **Two Step Tuberculin (TB) Skin Test**

- i. The student will receive an injection, which will create a small "bubble."
- ii. The student will then return as directed by the health care provider, generally within 48-72 hours, to have the test assessed by the provider. The test will yield a positive or negative result.
- iii. The student will return 1 week after the assessment of the first test to receive a second injection.
- iv. The student will return to have the second test assessed by the provider. The test will yield a positive or negative result.
- v. The entire process, from the date of the first injection to the date of the second injection assessment, must be completed within 3 weeks (21 days). Please plan accordingly.

b. **QuantiFERON TB Gold Plus Blood Test**

Important Note(s)

- Some clinical sites do not accept the QuantiFERON Gold Plus blood test and will require students to complete the Two Step Tuberculin (TB) Skin Test. Students will be advised in semester orientation if they need to begin the two-step process due to clinical site requirements.
- TB tests are good for one (1) year. The test cannot expire during the semester in which the student is enrolled.
- If TB test results are positive, the student will be required to provide a negative chest x-ray report. Please see the Director of Health Sciences for further guidance, if applicable.

4. **Urine Drug Screen**

- a. A 10-panel urine drug screen will be completed by the student. The student is responsible for the cost of completing a urine drug screen.

5. **Department of Health Caregivers Criminal History Screening Program**

The Department of Health Caregivers Criminal History Screening Program (DOH CCHSP) is completed by the NMSU-A Nursing Program. Consent for the background check is completed by the student if 18 years or older or completed by a parent/guardian if less than 18 years old. Consent is required. **The student's social security card must be presented at the time of the background check appointment.**

The Caregivers Criminal History Screening (CCHS) Act was passed during the 1998 Legislature. This program is an essential piece in the enforcement of the Department of Health's (DOH) policy of "Zero tolerance of abuse, neglect and



exploitation" and in the Division of Health Improvement's (DHI) mission of enhancing the quality of health systems for all New Mexicans.

This law requires that persons whose employment or contractual service with a care provider includes direct care or routine and unsupervised physical or financial access to any care recipient served by that provider must undergo nationwide criminal history screening to ensure to the highest degree possible the prevention of abuse, neglect, or financial exploitation of individuals receiving care. This law prevents persons who have been convicted of certain crimes from working with individuals receiving health care. The law is very specific about the conviction history and the care provider's responsibility, as well as the types of crimes and convictions.

All nursing students are required to obtain a Criminal History Investigation (State and Federal), Department of Health (DOH) Regulation 7.1.9.
(<http://dhi.health.state.nm.us/cchsp/index.php>).

The NMSU-A Nursing Program will assist with the registration process for obtaining electronic fingerprints to complete the background check process.

Full acceptance to the NMSU-A Nursing Program will not be granted to a student whose criminal history background check reveals a disqualifying conviction, despite prior provisional acceptance. A disqualifying conviction renders the student ineligible to participate in clinical practicum at program affiliated agencies. A student who is ineligible for clinical practicum and cannot meet course requirements and is ineligible for entry into the program and program progression.

Per the New Mexico Administrative Code (NMAC), a disqualifying conviction is defined as a "a plea, judgment or verdict of guilty, a plea of nolo contendere, an Alford plea or any plea or judgment entered in connection with a suspended sentence, in this state or from any other state or jurisdiction to a felony crime listed in; if a conviction may be considered in or used for sentence enhancement in a subsequent proceeding, then it is a disqualifying conviction under these rules if the conviction is for a crime listed in 7.1.9.11 NMAC."

NMAC 7.1.9.11 Disqualifying Convictions. The following felony convictions disqualify an applicant, caregiver or hospital caregiver from employment or contractual services with a care provider:

- A. homicide.
- B. trafficking, or trafficking in controlled substances.
- C. kidnapping, false imprisonment, aggravated assault or aggravated battery.

- D. rape, criminal sexual penetration, criminal sexual contact, incest, indecent exposure, or other related felony sexual offenses.
- E. crimes involving adult abuse, neglect or financial exploitation.
- F. crimes involving child abuse or neglect.
- G. crimes involving robbery, larceny, extortion, burglary, fraud, forgery, embezzlement, credit card fraud, or receiving stolen property.
- H. an attempt, solicitation, or conspiracy involving any of the felonies in this subsection.

6. Fingerprinting

Fingerprinting will be completed in digital format at a location provided to the student upon receipt of the "**Fingerprinting Authorization Form**" once the background check has been completed. Students should not complete fingerprinting until the authorization form is provided by a member of the Health Sciences Department. Return the signed and completed authorization form to the Health Sciences Department within 24 hours of fingerprinting completion.

2.39 Essential Functions and Eligibility Requirements

The nursing program will make reasonable accommodations for qualified students with disabilities, in accordance with applicable law, provided that such accommodations do not fundamentally alter the nature of the program.

Essential Functions	Examples of Necessary Activities
Cognition and Abstract Thinking. Critical thinking abilities sufficient for clinical judgment, including problem-solving, analysis, and decision-making.	Must be able to identify cause and effect relationships in clinical situations, problem-solve, trouble-shoot, recognize patterns, and anticipate/intervene appropriately.
Speaking and Hearing. Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Must be able to clearly speak English to communicate, establish rapport, assess and educate clients/families as well as communicate with physicians and other professionals involved in client care. Functional hearing ability (with or without assistive devices) in order to use a stethoscope to perform physical assessments, to detect audible alarms, and to converse on a phone or intercom.

Writing and Typing. Communication abilities sufficient for interactions with others in verbal and written form.	Must be able to communicate verbally and in writing to communicate coordination of patient care, collaborative care, and thoughts and experiences of job-shadowing. Must be able to produce legible handwritten and typed documentation effectively to convey the ability to communicate requested information.
Physical Requirements. Abilities sufficient to move from room to room and to maneuver in small places. Standing, walking, bending, twisting, reaching, squatting, kneeling, climbing, carrying, pushing, pulling, and lifting. Students must be able to support at least 75 lb. to reposition, transfer, or ambulate clients safely and to push or pull 71 to 100 lb. when administering care or transporting equipment.	Must be able to engage in physical activities required to perform client care such as mobilizing on foot for 8 to 12 hours at a time, moving around client rooms and treatment areas, performing CPR, operating, transferring, or lifting equipment, beds, stretchers, medical supplies, etc. Full manual dexterity of both upper extremities is required. Assistance devices may be used when appropriate.
Sensory Requirements. Abilities sufficient to provide safe and effective nursing care including assessment, monitoring, and problem-solving. Hearing, visual acuity, depth perception, fine motor skills, smell, and tactile sensation	Must be able to hear monitor alarms, emergency signals, auscultatory sounds, and cries for help. Must be able to use sight and depth perception (contact lens or glasses permitted) to assess clients and their responses to treatment, read monitors, use all fingers and both hands to grasp and control equipment, perform precise procedures such as sterile technique, prepare handwritten reports, and perform palpation. Must be able to use touch to assess skin texture, turgor, temperature, and to feel vibrations. Must be able to use smell to detect odors indicating unsafe conditions such as infection or contamination.

Emotional/Mental Health Resilience. Ability to operate under stressful conditions.	Must be able to perform within a crisis situation providing care to meet physical, emotional, or psychosocial needs of the client. Must be able to perform in emotionally demanding situations and maintain professional judgment during crisis situations.
Transportation. Ability to drive or access transportation.	Students are responsible for their own transportation to and from each clinical site. Assistance may be discussed on a case-by-case basis.

Students who may not be able to meet these essential functions are encouraged to contact the Office of Accessibility Services to discuss potential accommodations.

2.4 Application Package Components

All components of the NMSU-A Nursing Program application package must be completed and submitted by **April 15th** of each application period by 5 PM. Should the application deadline fall on a holiday and/or weekend, the applicant is responsible for submitting the application package prior to the scheduled school closure.

2.41 NMSU-A Nursing Program Application

The NMSU-A Nursing Program Application (Appendix A) must be completed and submitted to the Health Sciences Administrative Assistant to be placed in the student's file.

2.42 Official Transcripts

All official college transcripts must be submitted to Student Services for review.

2.43 Admission Essay

An admission essay must be completed and submitted by the applicant. The applicant must meet the following criteria:

- Topic: "Why I want to be a nurse."
- 11-12 font size



- Double spaced (2.0)
- APA format with a title page

2.44 HESI® Admission Assessment (A2) Examination

The applicant must take the Health Education Systems Incorporated (HESI®) Admission Assessment (A2). Students will be tested in each of the following areas:

- **English:** Reading Comprehension, Grammar, and Vocabulary and Knowledge
- **Science:** Biology, Chemistry, and Anatomy and Physiology
- **Math**

The applicant must complete the exam with a cumulative exam score of 75% or higher. All exams are administered on scheduled dates; the exam schedule can be found by visiting the Health Sciences Department and/or by emailing the Health Sciences Administrative Assistant or the applicant's assigned NMSU-A Academic Advisor. The exam may be taken three (3) times per application period. Students who do not achieve the minimum cumulative score of 75% are encouraged to reapply during the next application period and are invited to meet with a Health Sciences Faculty Advisor about alternative career opportunities offered by the NMSU-A Health Sciences Department.

2.5 Program Acceptance

2.51 Provisional Acceptance

Each application period, sixteen (16) students will be selected and granted **Provisional Acceptance** to the NMSU-A Nursing Program.

2.52 Full Acceptance

A student with Provisional Acceptance will be granted **Full Acceptance** to the NMSU-A Nursing Program upon completion and results of the following items:

1. Submission of all required immunizations (or titers, as applicable).
2. Submission of a Basic Life Support CPR Card or evidence of enrollment in an upcoming class (ex. Occupational or OEEM 101).
3. Submission of a negative TB test.
4. Submission of a negative 10-panel urine drug screen.
5. The student must pass the New Mexico DOH CCHSP background check and fingerprinting (no disqualifying convictions identified).



2.53 Alternate(s)

Each application period, one (1) or two (2) applicants may be selected and designated as a Program Alternate. A Program Alternate may be granted **Provisional Acceptance** if a selected student should decline acceptance or fail to meet the provisions outlined by the nursing program.

2.54 Nonacceptance

Limited seats are available for the nursing program during each application period. Submission of an application package does not guarantee the applicant placement in the program. Admission is competitive and dependent on the applicant's package score. Students who do not receive acceptance into the NMSU-A Nursing Program are encouraged to reapply during the next application period and are invited to meet with a Health Sciences Faculty Advisor about alternative career opportunities offered by the NMSU-A Health Sciences Department.

2.6 Program Orientation

Nursing students are required to attend program orientation prior to the start of each semester. Dates and times are provided to students in advance.

2.7 AASN and PN Course Sequence

The AASN and PN Course Sequence are available for review (Appendix B, Appendix C).

Level 1

NURS 134: Foundation of Nursing Skills and Assessment*

NURS 136: Foundations of Nursing Practice (32 clinical hours)*

Level 2

NURS 130: Foundations of Pharmacology*

NURS 147: Adult Health I (48 clinical hours)*

NURS 149: Mental Health Nursing (40 clinical hours)*

Level 3

NURS 224: Maternal Child Nursing (40 clinical hours)*

NURS 226: Adult Health II (48 clinical hours)

Level 4

NURS 201: Special Topics (NCLEX-RN® Review)



NURS 236: Adult Health III (72 clinical hours)

The presence of an asterisk (*) denotes the required courses for the completion of the Practical Nurse (PN) Certificate within the AASN career ladder program. Upon successful completion of the required courses, the student is eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN®).

Section 3: Professionalism, Health, and Safety

3.1 Academic Integrity and Professionalism

Nursing is a profession that requires the highest level of integrity, ethical behavior, and professionalism. Students in the NMSU-A Nursing Program are expected to uphold the standards of New Mexico State University-Alamogordo as outlined in the NMSU-A Student Handbook, as well as the ethical standards of the nursing profession.

3.11 Academic Integrity

Academic dishonesty, including but not limited to plagiarism, cheating, fabrication, and unauthorized collaboration, is strictly prohibited. Violations include:

- Submitting work that is not your own.
- Using ChatGPT or other AI tools to generate assignments without explicit instructor permission (students using AI tools may be subject to oral examinations).
- Copying from another student's work or allowing another student to copy from yours.
- Using unauthorized resources during exams or quizzes.
- Falsifying clinical or laboratory data.

Violations of academic integrity will result in disciplinary action, which may include:

- Receiving a failing grade on the assignment
- Course failure
- Referral to the Admission, Progression, and Graduation (APG) Committee
- Academic probation and/or dismissal from the nursing program.

3.12 Professional Behavior and Expectations

Professionalism is essential in the classroom, laboratory, simulation, and clinical setting. Nursing students must demonstrate professional conduct that reflects respect, accountability, and ethical practice.

Examples of unprofessional behaviors include but are not limited to:

- Disruptive behavior in class, lab, or clinical settings.
- Insubordination or refusal to follow faculty or clinical site instructions.
- Use of inappropriate language, including profanity.
- Breach of patient confidentiality (HIPAA violations).
- Lack of preparation for clinical or classroom activities.
- Failing to communicate respectfully with peers, faculty, or clinical staff.

3.13 Professional Boundaries

To ensure professionalism, it is imperative to set clear boundaries for both client-caregiver and faculty-student communications and relationships. Maintaining professional boundaries can be a challenge in the information technology age. Social networking technology can obscure the client-caregiver and faculty-student relationships, creating a friend relationship versus a friendly professional one. Professional boundaries exist in order to maintain therapeutic relationships between clients and caregivers and objective relationships between faculty and students.

This section establishes guidelines for these relationships and for professional behaviors related to communications which utilize information technology, including e-mail and social networking sites (i.e., Facebook, Instagram, Twitter, LinkedIn, and others, both online and as mobile applications). Violations of these guidelines may be considered unprofessional behavior and may be the basis for disciplinary action.

The student will maintain a professional relationship with clients and faculty. Associating, dating, or fraternizing (including exchanging phone numbers, e-mail addresses, or mailing addresses) with clients and/or contact with faculty beyond pertinent program-related engagement is unprofessional and strictly prohibited. Any attempt, by words or conduct, to engage a client and/or faculty member in sex or intimate relationship will result in dismissal from the NMSU-A Nursing Program.

3.14 Bullying, Harassment, and Title IX Compliance

NMSU-A and the NMSU-A Nursing Program are committed to maintaining a safe and respectful learning environment. Bullying, harassment, discrimination, and any form of mistreatment will not be tolerated.

- **Bullying & Harassment:** Includes verbal, physical, or electronic behaviors that create a hostile learning environment. This applies to interactions with faculty, peers, and patients.



- **Title IX Compliance:** Any form of sexual harassment, discrimination, or misconduct should be reported immediately to the Title IX Coordinator. Students experiencing or witnessing harassment can report concerns to faculty, administration, or directly through NMSU's Title IX office.

3.15 Reporting Violations and Resolving Concerns

If a student has concerns about an instructor, they should:

- Address the concern directly with the instructor, if possible.
- If unresolved, escalate to the Director of Health Sciences.
- Further unresolved issues may be addressed through formal grievance procedures as outlined in the NMSU Student Handbook.

3.16 No Triangulation Policy

Triangulation refers to the act of discussing concerns about an individual (such as an instructor or peer) with a third party instead of addressing the issue directly through the appropriate channels. This behavior is unprofessional and can create unnecessary conflict. If a student has a concern, they must speak directly with the involved party or report through official channels instead of involving uninvolved peers or faculty.

3.17 Communication Guidelines

Communication should be made through the Canvas Learning Management System. The official NMSU email system used by the college (nmsu.edu) may also be used. Students may not use their personal email. Additional guidelines include:

- Always be courteous and polite to fellow students and instructors; treat all with dignity and respect.
- Respect for individual privacy. The student may not approach an instructor or fellow student at an alternative job to discuss course or program-related topics, questions, or concerns.
- Do not use language that is inappropriate to the classroom and/or the professional workplace.
- Careful use of sarcasm or sarcastic humor is recommended. The use of sarcasm is frequently dependent on either facial expression or tone of voice.
- DO NOT TYPE IN ALL CAPS. This can be regarded as shouting and is not acceptable in the classroom or the professional setting.
- All work should be proofread before sending/posting.

3.18 Health Insurance Portability and Accountability Act (HIPAA)

The Office for Civil Rights enforces the HIPAA Privacy Rule, which protects the privacy of individually identifiable health information held by covered entities and their business associates and gives patients an array of rights with respect to that information. At the same time, the privacy rule is balanced so that it permits the disclosure of health information needed for patient care and other important purposes.

This law requires absolute adherence to strict privacy laws. Each student will receive HIPAA training and will be held accountable. As part of HIPAA, the client's health records may not be stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or likewise by any student. Pertinent and required medical record data may be hand-copied with no identifying information included, as directed by the NMSU-A clinical instructor only.

3.19 Cell Phone and Social Media Guidelines

Cell phones and other personal electronic devices must be used responsibly and in accordance with healthcare facility policies. Unauthorized or inappropriate use may result in disciplinary action, up to and including dismissal from the classroom or student's clinical practicum, which may result in clinical and subsequent course failure.

I. Use Restrictions

- a. Personal use of cell phones and smart watches is strictly prohibited during didactic assessments and in patient care areas, including patient rooms, nurses' stations, and hallways.
- b. Cell phones must be silenced or turned off during clinical hours.
- c. Use is permitted only during designated break times and only in approved areas.
- d. Texting, calling, or checking social media during clinical hours is not permitted unless explicitly allowed for clinical purposes.

II. Clinical Use

- a. If cell phone use is permitted for clinical learning (e.g., reference apps), explicit instructor or preceptor permission is required.
- b. Cell phones may not be used to take photos, videos, or audio recordings in a clinical setting under any circumstances.

III. Patient Privacy and HIPAA

- a. Students must never use cell phones to store, share, or transmit any patient-related information.
- b. Any breach of patient confidentiality will result in immediate disciplinary action and possible dismissal from the program.



- c. Students should not accept friend requests on social media platforms or share their contact information with patients or their associated family members or associates.

IV. Social Media

- a. Social media platforms should never be used to discuss clinical experiences.
- b. Students should be aware of and comply with any social media policies of NMSU-A.
- c. Students are a direct reflection of the NMSU-A Nursing Program.

V. Professionalism

- a. Cell phone use must reflect the professional behavior expected in a healthcare setting.
- b. Students may be dismissed from clinical for unprofessional behavior related to cell phone use.

VI. Consequences for Policy Violation

- a. Verbal or written warning.
- b. Dismissal from the classroom or clinical site.
- c. Failure of the clinical rotation and/or course.
- d. Possible removal from the NMSU-A Nursing Program for repeated or serious violations.

3.2 Dress Code

Appropriate dress is part of professionalism. Students are expected to dress in a neat and modest manner at all times while representing the NMSU-A Nursing Program. Failure to dress appropriately may result in being sent home to change and return when dressed in compliance with the dress code outlined below. Students will receive an unexcused absence for any didactic, simulation, and/or clinical hours missed.

3.21 General Guidelines

- Personal hygiene should be maintained at all times.
- All attire must provide full coverage. Backs, bellies, behinds, undergarments, and/or cleavage may not be exposed.

- Perfumes, colognes, aftershave, and other heavily scented products should not be utilized. These could be objectionable or hazardous to peers and clients with respiratory disorders.
- Fingernails are to be kept short (1/4 inch past your finger); students are not permitted to wear nail polish (including gel or dip) or artificial/acrylic nails.
- Hair must remain a neutral color; extremes in hair color, color patterns, and styles are discouraged.
- Any deviation from the dress code due to religious, cultural, or medical reasons must be communicated and approved in advance.

3.22 Classroom (Didactic) Dress Code

While business casual clothing is not required in the classroom setting, students are encouraged to dress in professional manner that reflects the professional standards upheld by the NMSU-A Nursing Program. Acceptable attire includes:

- Casual or business casual clothing
 - May not include offensive languages or topics
 - Undergarments may not be visible through outer garments
- Scrubs (any color)
- Closed-toed shoes

3.23 Clinical (Laboratory, Simulation, and Clinical Site) Dress Code

The clinical dress code reflects the standards of a healthcare environment and promotes safety, hygiene, and professionalism. Required attire includes:

- A black scrub top with an NMSU-A nursing patch and correct identifying student level patch secured to the left sleeve. The uniform should be clean, neat, and wrinkle free.
- Students may choose to wear a black or white long sleeve shirt under the scrub top.
- Black scrub pants, ankle length. A black scrub skirt may be worn in lieu of scrub pants and must reach the bend of the student's knee.
- A solid black scrub jacket may be worn in the simulation and clinical setting. However, the scrub top with NMSU-A nursing patch and correct identifying student level patch on the scrub top must be visible when student is working in the patient care setting.
- Plain white, neutral, or black socks.
- Solid white closed-toed nursing shoes. Shoes must be made of a non-porous material (no netting/webbing) that can be wiped down for cleansing.
- The student identification badge should be secured to the student's scrub top.



- Jewelry should not be worn in uniform. Only a wedding ring, a watch with a second hand (no smart watches), and/or a single pair of stud earrings are permitted. Tongue piercing jewelry is not allowed in the laboratory or clinical setting. Other body-piercing jewelry, with or without ornamentation, cannot be visible. A clear stud may be worn in other pierced locations to maintain piercing patency.
- Hair must be pulled back at or above the line of the collar. Hair securements and clasps are to be functional rather than decorative.
- Hats and/or caps are not allowed in the laboratory or clinical setting. Head coverings are allowable if the head covering is for religious, infection control, or safety reasons. Please discuss with a faculty member if applicable.
- Cosmetic makeup should be mild.
- Facial hair must be kept neat, trimmed, and may require strategies that allow for proper fitting of personal protective equipment.
- Chewing gum or candy in the patient care setting is not allowed.
- All tattoos must be covered by clothing or bandages if visible.

Important Note(s):

- The Clinical Dress Code applies to all simulation and clinical rotations unless the instructor specifies differently.
- Identifying school patches and student identification badges are not to be worn as street wear or as a work uniform.
- The student is responsible for purchasing their uniform.
- Student patches can be purchased from the NMSU bookstore.
- Student level patches will be provided by the Fundamentals of Nursing and/or Adult Health I, II, and/or III instructor at the beginning of each semester.

3.3 Attendance

3.31 Expectations

The NMSU-A Nursing Program is a face-to-face program that requires consistent attendance in both didactic and laboratory/simulation courses. Attendance is essential for academic success, skill competency, and preparation for the NCLEX examination. The New Mexico Board of Nursing (NMBON) mandates in-person education for core nursing courses for this program; therefore, blended or online options are not permitted. Elective courses may be available online in the future.

Attendance is defined as the physical presence and active participation in each of the nursing or health science classes. If you are enrolled in three classes in a single day and

miss all of them, each class records one absence. Absences cannot be transferred between classes; however, excessive absences in any single course may result in program-level consequences.

I. Absences are categorized as Excused, Unexcused, or Unavoidable

a. Excused Absences

An excused absence is one that has been communicated in advance (when possible) and is supported by official documentation. Students must submit proper documentation to their instructor within 24 hours of the absence. Examples include:

1. Personal illness with a healthcare provider's note specifying inability to attend.
2. Death of an immediate family member (documentation required).
3. Court-mandated appearances with official summons.
4. Military obligations with prior approval.
5. Approved academic or professional conferences relevant to nursing education.

b. Unexcused Absences

An unexcused absence occurs when a student misses class without prior communication, without providing acceptable documentation, or for reasons deemed non-essential. Examples include:

1. Oversleeping or personal time conflicts.
2. Non-emergency personal travel or vacations.
3. Work obligations or schedule conflicts.
4. Transportation issues that could have been reasonably mitigated.

c. Unavoidable Absences

Unavoidable absences involve extenuating emergency circumstances but still require immediate communication with the instructor. These are reviewed on a case-by-case basis by the instructor and program director. Examples include:

1. Sudden hospitalization or emergency medical treatment.
2. Car accidents with police report documentation.
3. Unforeseen severe illness requiring emergency or urgent care.
4. Natural disasters or extreme weather conditions preventing travel.
5. Family emergencies requiring immediate attention (with documentation).

II. Absence Notification Process



- a. Students must notify the instructor via Canvas or email if they will be absent from class.
- b. If a student has an extended illness or emergency, they should provide documentation and work with faculty to determine appropriate accommodations.

Attendance in the NMSU-A Nursing Program is non-negotiable due to the competency-based nature of nursing education and the requirements set forth by NMBON. Students must plan accordingly, communicate proactively, and take full ownership of their attendance and academic progress.

Faculty will uphold program standards while ensuring students receive the necessary support to succeed.

3.32 Classroom (Didactic), Laboratory, and Simulation Attendance

I. Classroom Attendance

- a. Students are expected to attend all scheduled lectures, labs, and discussions.
- b. More than two (2) unexcused absences may result in a grade penalty or failure of the course.
- c. Participation in in-class activities counts toward the final grade.

II. Laboratory/Simulation Attendance

- a. Laboratory/Simulation attendance is mandatory. Any missed lab time must be made up.
- b. Unexcused absences may result in a failure of the lab component.

III. Instructor Discretion for Course-Specific Policies

Each instructor has the authority to establish specific attendance expectations within their course syllabus, aligned with the program's core requirements. Examples include:

- a. A lecture-based class may allow four absences with a structured makeup assignment.
- b. A skills-based laboratory requires mandatory attendance for all scheduled sessions, with missed sessions requiring immediate remediation.
- c. A simulation lab requires 100% attendance due to competency-based assessments. A missed session may require retaking the course.

IV. Remediation for Missed Didactic or Laboratory/Simulation Sessions

The responsibility for remediation falls entirely on the student. Remediation plans must be pre-approved by the instructor and may include:

- a. Attending instructor-approved tutoring or additional lab hours (pending availability).
- b. Completing missed coursework such as tests in proctored environments.
- c. Completing a detailed written assignment demonstrating competency on the missed content.
- d. Viewing recorded content and submitting a critical analysis with evidence of learning (at the discretion of the instructor).
- e. Scheduling a one-on-one competency evaluation for missed skills (requires instructor approval).
- f. Completing an alternative simulation session, if available (not guaranteed).

Missed laboratory or simulation sessions must be remediated within five days of the absence unless otherwise approved. Failure to complete remediation may result in course failure.

Instructors are not required to allow students to make up attendance or participation grades.

V. Consequences of Excessive Absences

- a. **Didactic:** More than two (2) unexcused absences may result in a grade reduction or course failure.
- b. **Laboratory/Simulation:** Missing more than one session, excused or unexcused, may result in a failing grade for the course.
- c. **Excessive absences (excused or unexcused)** defined as more than four (4) absences will require a mandatory meeting with the APG Committee to determine academic standing.

3.33 Clinical and Live Simulation Attendance

Due to the competency-based nature of nursing education and the clinical hour requirements set forth by NMBON, attendance in clinical and live simulation experiences is non-negotiable. Students must meet minimum clinical hours to be eligible to sit for the NCLEX. The concept-based nature of the curriculum requires students to attend all scheduled clinical days to ensure progression and competency development.

I. Instructor Discretion for Course-Specific Policies

Each instructor has the authority to establish specific attendance expectations within their course syllabus, aligned with the program's core requirements. Examples include:

- a. A simulation or clinical experience requires 100% attendance, as competency-based assessments depend on full participation. A missed clinical day may require retaking the course.

II. Scheduling and Rescheduling Clinical Experiences

- a. Clinical schedules are determined based on facility availability and program requirements.
- b. Rescheduling missed clinicals is not guaranteed and will be determined on a case-by-case basis by the clinical instructor and program director.
- c. If a clinical makeup session is offered, the student must arrange to attend at the first available opportunity. Failure to complete the required clinical hours will result in failure of the course.

III. Remediation for Missed Clinical or Live Simulation Sessions

The responsibility for remediation falls entirely on the student. Remediation plans must be pre-approved by the instructor and may include:

- a. Completing a detailed written assignment demonstrating competency on the missed content.
- b. Participating in an additional clinical shift (if available).
- c. Completing an alternative Live Simulation experience to meet clinical objectives.

Missed clinical or simulation sessions must be remediated within five (5) days of the absence unless otherwise approved. Failure to complete remediation may result in course failure.

IV. Consequences of Excessive Absences

- a. **Clinical:** Any missed clinical day, excused or unexcused, must be remediated. Failure to do so may result in course failure.
- b. **Excessive absences (excused or unexcused)** or rescheduling requests will require a mandatory meeting with the Director of Health Sciences to determine academic standing.

3.34 Late Arrival



A late arrival is defined as arriving any amount of time beyond the course start time. It is disruptive to the classroom/clinical setting and does not represent the conduct required in the professional workplace.

I. Late Arrival Notification Process

The student is responsible for notifying the instructor via email to make them aware of an anticipated late arrival.

II. Instructor Discretion for Course-Specific Policies

Each instructor has the authority to establish specific attendance expectations within their course syllabus, aligned with the program's core requirements. Example(s) include:

a. Instructor Deductions

- 1. 0-10 minutes late:** 5% deduction from daily instructor score (class participation, clinical instructor score, etc.).
- 2. 11-29 minutes late:** 10% deduction from daily instructor score (class participation, clinical instructor score, etc.).
- 3. 30+ minutes or repeatedly late:** Student will receive a zero for daily instructor score (class participation, clinical instructor score, etc.) and may be subject to dismissal from the clinical site. (see 5.37 "Student Dismissal from Clinical Practicum – Instructor Discretion").

Missed time in clinical, laboratory, or simulation sessions due to a late arrival must be remediated within five (5) days of the absence unless otherwise approved. Failure to complete remediation may result in course failure.

3.4 Student Health

3.41 Health Insurance

Health insurance is required while in the NMSU-A Nursing Program. Health insurance must remain current while in the nursing program. The student is responsible for the cost and maintenance of a health insurance policy. NMSU-A, the NMSU-A Health Sciences Department, and all clinical agencies that provide an affiliation agreement with the NMSU-A Nursing Program are not liable for health care costs associated with a

student's illness or injury while in the classroom, laboratory, and/or at a clinical site. All health care costs are the sole responsibility of the student.

3.42 Food Allergy/Sensitivity

The student with an existing allergy to food(s) should notify faculty so that measures to prevent exposure can be made.

3.43 Latex Allergy/Sensitivity

The student with an existing allergy to latex should notify faculty and take measures to prevent exposure to products that contain latex. Exposure to latex occurs through the handling of equipment and supplies that contain latex or by breathing in powders that have been exposed to latex (e.g., powdered gloves). The student may have an increased risk of exposure to products that contain latex while working in the lab, simulation, and clinical areas. The student is required to read all equipment and supply labels to determine the presence of latex. Exposure to latex can occur while wearing personal protective equipment (e.g., gloves, masks) or while working with healthcare products that contain latex (e.g., foley catheters, manikins).

Signs and Symptoms of a latex allergy or sensitivity related reaction may include:

- Skin irritation, redness, or urticaria (hives)
- Swelling or itching of the tongue and/or lips
- Hoarseness
- Wheezing
- Dyspnea
- Respiratory distress

Nguyen,K. Kohli, A., Byers, M. (2023, July 10). Latex Allergy (Nursing). National Library of Medicine National Center for Biotechnology Information. StatPearls Publishing. <https://pubmed.ncbi.nlm.nih.gov/33760516/>

3.44 Use of Needles and Sharps

The NMSU-A Nursing Program will use equipment and supplies that include needles and other sharps. To decrease the incidence of sharps exposure,

The NMSU-A Health Sciences Department and faculty will:

- Purchase and utilize safety-engineered sharps.
- Not recap needles.
- Dispose of needles and sharps in designated sharps containers.



- Replace sharps containers when full.

The NMSU-A nursing student will:

- Avoid the use of needles and other sharps where safe and effective alternatives are available.
- Use devices with safety features.
- Not recap needles.
- Plan and practice safe handling and disposal of needles prior to using them.
- Report needlestick and sharps injuries immediately to faculty.
- Report needlestick and sharps near misses.
- Participate in infection control training.
- Remain current with hepatitis immunizations.

3.45 Needlestick or Sharps Injury Guidelines

If a student sustains needlestick or sharps injury in the nursing skills laboratory or at a clinical site, the injury could result in exposure to a bloodborne pathogen. Upon recognition that a needlestick or sharps injury has occurred, the student involved will:

1. Wash the injury with soap and water.
2. Immediately notify:
 - a. The student's nurse preceptor and/or clinical agency team lead.
 - b. The on-site or assigned clinical instructor (call and make direct contact if instructor is not on-site).
3. Seek immediate medical treatment.
4. Email the Director of Health Sciences within 24 hours with a personal account of how injury occurred and what steps were taken.

A clinical agency incident report will be completed in addition to the **NMSU-A Clinical Incident Report**. If the needlestick injury occurs at a clinical site, some facilities may require the student to complete specific blood tests per their specified policy.

NMSU-A and the NMSU-A Health Sciences Department assume no responsibility for costs incurred as a result a needlestick or sharps injury while in the classroom, laboratory, and/or at a clinical site. All health care costs are the sole responsibility of the student. The student should follow the current Center for Disease Control (CDC) recommendations for needlestick injury and/or contact their health care provider for further guidance and information.

3.5 Student Safety



3.51 Liability Insurance

Liability insurance must be purchased by the student and is a program requirement. The student is responsible for the cost and maintenance of a liability insurance policy.

3.52 Smoking

Smoking (including the use of electronic cigarettes and vapes) is prohibited on NMSU-A campus, including parking lots, except in designated smoking areas with a "Smoking Permitted" sign. Students who smoke or use smokeless tobacco must discard the waste in a safe and sanitary manner (ARP 16:63 – Smoking and Tobacco Use).

Smoking (including the use of electronic cigarettes and vapes) is prohibited at all clinical locations, including parking lots.

Additional information regarding the smoking and tobacco use restrictions can be reviewed at <https://arp.nmsu.edu/chapter-16/16-63.html>.

3.53 Substance Abuse

NMSU-A is a drug and alcohol-free campus. The NMSU-A Nursing Program is committed to maintaining an drug and alcohol-free academic environment. NMSU-A nursing students may be subject to and agree to comply with random urine drug screening throughout the duration of the nursing program.

Any violations of the NMSU-A substance abuse policy will be referred to the APG Committee and may be subject to immediate dismissal from the NMSU-A Nursing Program.

Violations include, but are not limited to:

- Use of alcohol in the classroom, laboratory, and/or clinical site.
- Use of an illegal substance in the classroom, laboratory, and/or clinical site.
- Use of a drug not identified to the instructor or program director, the use of which has the potential to impair performance or clinical judgement in the classroom, laboratory, and/or clinical site.
- Refusal to have a urine drug screen when requested per policy.

3.54 NMSU-A Security

The student is responsible for their own personal safety. The student should always use caution and make a conscientious effort to decrease criminal opportunity. Purses,



wallets, backpacks, and other personal items should not be left unsupervised in the classroom or clinical settings. Do not leave personal items in view in personal vehicles.

Students are encouraged to carpool when able and to utilize a buddy system on campus or at clinical sites. The Health Sciences Department is not responsible for the student's personal safety at clinical locations or while commuting to and from the clinical site.

A member of NMSU-A Security can be reached at (575) 439-3634.

3.55 AggieAlert

AggieAlert notifications are sent to the University community when there is an immediate threat or concern for the health or safety of the campus community. In addition, the University may send precautionary AggieAlert notifications for emergency situations occurring in or affecting nearby areas.

When possible, AggieAlert notifications include a brief description of the emergency, the location of the emergency, any action to take (e.g., stay away from a dangerous area, shelter in place, follow evacuation plan), a suspect description if a crime has been committed, and a link to a map or the NMSU or branch campus main page.

All New Mexico State University System students, employees, and affiliates are already registered to receive AggieAlert email notifications. Registering an NMSU email address through the AggieAlert portal will result in duplicate emails.

To register a 10-digit U.S. cell phone number to receive AggieAlert text notification, follow these instructions:

1. Visit the AggieAlert Portal.
2. Click "Login via Single Sign-On."
3. Click "Services" and enter your phone number under "SMS number."
 - a. Please note: your 10-digit U.S. phone number should not contain dashes (e.g. 5756460000).
4. If you are at a branch campus or another NMSU location, select "Groups" in the top-right, and indicate if you would like to receive alerts for those locations/campuses.

3.56 Inclement Weather

In case of inclement weather, the President of NMSU-A is the only official decision maker to delay or cancel classes. Faculty will notify the Director of Health Sciences of any weather conditions that may affect clinical travel. The Director of Health Sciences has the authority to delay or shorten a clinical rotation due to inclement weather.



Students are expected to use their best judgment to determine if inclement weather is a deterrent to travel to NMSU-A or a clinical site.

If clinical time is missed because of inclement weather, students must be prepared to make up the clinical time; this may involve being scheduled on an alternate day at the clinical site or in a Live Simulation activity on campus.

3.57 Emergency Evacuation Plan

Should an emergency occur while on NMSU-A campus, the student will be instructed to follow the procedures implemented by NMSU-A administration for the evacuation and regrouping of all members of the campus community. Should the student be asked to make an emergency call from a campus phone, dial 8-911.

3.58 Student/Family Emergency Notification

Should the student's family need to contact them in an emergency, the family member calling should know where the student is expected to be located. The student should provide all immediate family members with a course schedule, including dates, times, and locations, or where the student is studying. The student may also provide family with the following phone numbers if the student cannot be reached:

- **NMSU-A Campus, Daytime:** Admissions Office, (575) 439-3600
- **Alamogordo Campus, Evening:** Security, (575) 439-3634

3.59 Children in the Academic Workplace

The safety of children requires that children may not accompany adults into classroom, laboratory, or clinical areas as a baby-sitting function, nor left unsupervised in the halls or grounds of NMSU-A.



Section 4: Academic Policies and Procedures

4.1 General Academic Policies

4.11 Syllabus, and Schedule Modification

The classroom (didactic), laboratory, simulation, and/or clinical syllabus and schedule(s) are subject to change and revisions as found necessary by the Health Sciences Department and individual instructors. The student will be notified of changes via Canvas in the form of an email or announcement.

4.12 Accessibility Services

NMSU-A and the NMSU-A Nursing Program does not discriminate on the basis of disability in admissions, services, access to programs, or employment. Students needing assistance with reasonable accommodation or having questions regarding services for students with disabilities are encouraged to contact:

Gary Bond

Accessibility Services Coordinator
Student Services Building
(575) 439-3721
asdNMSUA@nmsu.edu

Additional information regarding Accessibility Services can be reviewed by visiting <https://alamogordo.nmsu.edu/student-services/asd/index.html>.

4.13 NMSU-A Non-Discriminatory Statement

"New Mexico State University Alamogordo, in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation, or protected veteran status in its programs and activities, including employment, admissions, and educational programs and activities."

Office of Institutional Equity (OIE)
(575) 646-3635
equity@nmsu.edu

Additional information regarding the Office of Institutional Equity can be reviewed at <https://equity.nmsu.edu>



4.14 Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of student education records. FERPA protects the privacy of student educational records and affords students the right to refuse to permit New Mexico State University (and other educational institutions) from releasing or disclosing any information about them.

Students have three fundamental rights under FERPA:

1. Right to review and inspect education records.
2. Right to request to amend education records.
3. Right to limit disclosure of personally identifiable information contained in education records.

Additional information regarding FERPA can be reviewed by visiting <https://records.nmsu.edu/ferpa.html>.

4.15 Six-Week Early Performance Grades

A Six-Week Early Performance Grade (sometimes referred to as midterm grade) will be posted and available to students through the MyNMSU portal. The purpose of the early grade posting is to ensure that students have an opportunity to address any performance opportunities. Students should be mindful that the Six-Week Early Performance Grade reflects a student's performance on only that portion of the total coursework that has been graded at that time. Any student who is doing poorly, or not as well as they would like, should meet with the instructor to discuss how they can improve. Students who have concerns about their progress in multiple courses or who are considering withdrawal from course(s) must meet with their assigned academic advisor.

Additional information regarding the six-week early performance grades can be reviewed at https://catalogs.nmsu.edu/nmsu/regulations-policies/regulations-policies_newitemtext.pdf.

4.16 Incomplete "I" Grade Designation

The letter grade of I (incomplete) is given for passable work that could not be completed due to circumstances beyond the student's control that develop after the last day to withdraw from the course. In no case is an I grade to be used to avoid assigning D, F, U or RR grades for marginal or failing work.

Examples of appropriate circumstances include:



- Documented illness.
- Documented death or crisis in the student's immediate family.
- Unexpected military deployment and similar circumstances.

Additional information regarding the six-week early performance grades can be reviewed at https://catalogs.nmsu.edu/nmsu/regulations-policies/regulations-policies_newitemtext.pdf.

4.17 Employment During Program

Learning to become a healthcare provider in the field of nursing is challenging in several aspects. It is strongly recommended that the student does not engage in full-time employment for the duration of the NMSU-A Nursing Program.

4.2 Academic Standing

4.21 Good Standing

A student is considered to be in good standing if the following criteria are met:

- A course grade of "C" (76% or higher) in all required nursing courses.
- An exam average of 76% or higher in all required nursing courses.
- Not currently on academic or clinical probation.

4.22 Academic Probation

The student may be placed on academic probation by decision of the APG Committee at any time during a semester for any of the following reasons:

- Demonstration of an inability to maintain a "C" (76% or higher) in all required nursing courses.
- Demonstration of an inability to maintain a exam average of 76% or higher. This may include course assessments and/or benchmark examinations at the discretion of the assigned course instructor.
- Repeated lack of preparation for simulation assignments or lack of improvement in the simulation or laboratory setting.
- Demonstration of an inability to perform clinical skills satisfactorily in the simulation or laboratory setting.
 - Failure to demonstrate selected skill on the **first attempt** will result in the need to participate in verbal remediation prior to scheduling a second attempt with their assigned instructor during their posted office hours.

- Failure to demonstrate selected skill on the **second attempt** will result in the need to participate in verbal remediation and a mandatory one (1) hour open lab session prior to scheduling a third attempt with their assigned instructor during their posted office hours.
- Failure to demonstrate selected skill on the **third attempt** will require a mandatory meeting with the APG Committee to determine academic standing and to complete an action plan.
- Dishonesty, inappropriate communication, and/or any other forms of professional misconduct.

Written notification of the probationary status will be provided to the student. A copy of the letter will be placed in the student's file and additional copies will be retained by the Director of Health Sciences.

The APG Committee will determine the probationary period length, conditions of the probation, and the frequency the student and instructor must meet to evaluate progress toward meeting the specified conditions of the academic probation. At the end of the identified probationary period, the committee will re-evaluate the student and the probationary status will be removed or continued. The student will be formally notified of their status by email.

A student who does not meet the conditions of their academic probation may be subject to dismissal from the NMSU-A Nursing Program. If dismissal is decided by the APG Committee, the student will be informed in writing and will have an opportunity to attend an APG Committee meeting to speak to the issues.

If the condition and/or situation warrants, the student may be dismissed by the APG Committee without prior probationary status.

4.23 Administrative Withdrawal or Dismissal

Any of the following may constitute for dismissal from the NMSU-A Nursing Program.

- The student does not provide the required clinical clearance documentation by the designated date.
- Completion of a required nursing course with a "D" (75.9% or lower).
- Completion of a required nursing course with an exam average of 75.9% or lower. This may include course assessments and/or benchmark examinations at the discretion of the assigned course instructor.
- Repetitive absences (see 3.32 "Classroom, Laboratory, and Simulation Attendance" and 3.33 "Clinical and Live Simulation Attendance").
- Failure to meet the conditions of a probationary period as outlined by the APG committee.

- Inappropriate behavior which disrupts the learning environment of other students in the nursing program. This includes but is not limited to:
 - Verbal and/or physical harassment of students, faculty, or staff.
 - Breaching client confidentiality (see 3.18 "Health Insurance Portability and Accountability Act").
 - Performance in the clinical area which may jeopardize the client's physical and/or psychological safety (see 5.36 "Guidelines for Determining Unsafe Clinical Practice").
 - Inability to communicate effectively (includes verbal and written communication with instructor, client, and/or health care team).
- Calculation of medication dosages inaccurately.
- Failure to report an error at a clinical site.
- Violation of the substance abuse policy (see 3.53 "Substance Abuse").

4.24 Voluntary Withdrawal

A student seeking to voluntarily withdraw is required to initiate the "Withdrawal" process in the time frame identified by NMSU-A. Deadline dates for withdrawal are established by NMSU and NMSU-A and are included in the NMSU-A Academic Calendar located on the NMSU-A website. In addition, a student must:

- Notify the program director in writing
- Participate in an exit interview
- Submit a withdrawal form through the registrar

Failure to complete the above items will result in an inability to reapply for admission through the NMSU-A Nursing Program. Procedures for withdrawal from the university can be located:

<https://catalogs.nmsu.edu/alamogordo/general-information/regulations-policies/#withdrawalstext>.

4.25 Readmission

Following the administrative or voluntary withdrawal from the NMSU-A Nursing Program, readmission may be reviewed on a case-by-case basis and permitted if space allows, but readmission is not guaranteed.

If an NMSU-A nursing student elects to voluntarily withdrawal from the AASN degree upon successful completion of the courses required for the Practical Nurse Certificate, readmission to continue the AASN degree at a later date may be reviewed on a case-by-case basis and permitted if space allows, but readmission is not guaranteed.



4.3 Technology Requirements

Technical difficulties with personal home computers are the responsibility of the student and do not affect due dates for assignments.

4.31 Personal Device(s)

A personal device is recommended for student success in the NMSU-A Nursing Program. Although all required nursing courses meet face-to-face, online resources are utilized to supplement instruction. Students who do not have computer access at home may use a computer on campus or participate in the campus computer loan program.

4.32 Internet

Nursing courses utilize online resources to supplement instruction. It is required that students have access to a reliable internet connection. If the student is unable to access a reliable internet connection at home, NMSU-A has free Wi-Fi that can be accessed by all students while on campus.

4.33 Office 365

The full version of Microsoft Office can be downloaded on up to five personal devices (PC, Mac, or other mobile device). Students will have full functionality as long as their NMSU email account is still active after they graduate or leave NMSU.

Directions to download Microsoft Office 365 can be located:

<https://studenttech.nmsu.edu/microsoft-office-365/>

If you require help during this process, please contact the IT Help Desk at 575-646-HELP (4357) or help@nmsu.edu for assistance.

4.34 Canvas

Canvas is used to support the instructional process in all nursing courses. Therefore, students must access Canvas via the internet on a regular basis (a minimum of 3-4 times each week, but recommended daily).

4.35 Lippincott CoursePoint+ (thePoint)

With CoursePoint+, learners get the evidence-based foundation to build clinical judgment. An orientation to CoursePoint+ is provided to all nursing students during



each orientation and reorientation session.

4.4 Grading

4.41 General Course Policies

- Students are to submit all work through Canvas unless otherwise indicated by the course instructor. This submission will allow both the student and instructor to have a record of all submitted work.
- It is the student's responsibility to monitor their grades on Canvas throughout the course to be sure all grades are posted accurately. Students are encouraged to contact the course instructor with any questions regarding their performance.
- All graded course assignments, quizzes, exams, and non-graded activities must be completed, even if the due date has passed and only a grade of zero (0) is possible, in order to successfully pass each required nursing course. All course work must be completed, and all laboratory and clinical hours must be met. Failure to submit all required course work will result in a failing grade for the course, regardless of current grade.

4.42 Grading Scale

A minimum course grade of "C" (76% or higher) is required to pass all courses in the NMSU-A Nursing Program.

- A:** 92-100%
- B:** 84-91.9%
- C:** 76-83.9%
- D:** 68-75.9%
- F:** 67.9% and below

Grades in the NMSU-A Nursing Program are assigned without fractional grading.

4.43 Late Penalty

Submitting assignments on time is essential for staying on track with course objectives and developing professional habits. Students are expected to adhere to all assignment deadlines as outlined in the syllabus or by the instructor.



- **Penalty for Late Submissions:** Assignments submitted after the deadline may incur a late penalty of up to 10% per day (at the discretion of the instructor) unless prior arrangements have been made.
- **Deadline for Acceptance:** Assignments will not be accepted for credit beyond five (5) calendar days past the original due date, unless the student has received instructor approval for an extension due to extenuating circumstances.
- **Communication Requirement:** Students must notify the instructor prior to the due date if they anticipate difficulty submitting an assignment on time.

4.44 Written Course Assignments

All written course assignments are required to demonstrate professionalism. Papers will be typed, formatted with correct spelling and grammar in accordance with the American Psychological Association (APA) guidelines. All referenced materials must be within a maximum period of 5 years from the date of publication.

4.45 Service-Learning

Service-learning is a required component of the NMSU-A Nursing Program. The assignment is designed to enhance students' understanding of culturally competent care and promote healthy practices among diverse, underserved, and at-risk populations. Students must participate in and reflect on approved service-learning experiences to fulfill course objectives.

I. Planning and Approval

- a. Students must independently seek out service-learning opportunities related to community health.
- b. All activities must promote health and/or assist underserved populations.
- c. Instructor approval is required before participation in any activity.
- d. Approved activities may be provided by a nursing instructor, but searching out and completing service-learning opportunities is the student's responsibility.
- e. The assignment's due date will be determined by the instructor of the course.
- f. Service-learning approval and assignment completion is attached to the Fundamentals of Nursing and/or Adult Health I, II, or III course (whichever applies to current level of students completing service-learning activity).

II. Participation Requirements



- a. A minimum of two different service-learning activities must be completed.
- b. Activities must total at least six (6) hours throughout the semester.
- c. Students may complete the activities individually or in groups.
- d. Students must wear the appropriate clinical uniform and student ID badge. If attire may differ, consult with the instructor upon approval.

III. Documentation and Submission

- a. Service-Learning Verification Form must be completed for each activity, including date, duration, description, and supervisor signature.
- b. Submit the completed form via Canvas prior to the due date.

IV. Reflection and Discussion

- a. Students must post an original discussion on Canvas in the assigned module within 48 hours of completing each service-learning activity.
- b. Students must respond to at least two peers' posts.
- c. Discussion post must address:
 - i. Personal contributions to the activity.
 - ii. Description of the population served and relevance to culturally competent care.
 - iii. Personal insights and learning outcomes from the experience.

V. Compliance

- a. Failure to complete the service-learning assignment, including **all six (6)** required hours, documentation, and discussion posts, will result in an incomplete assignment and affect course completion.

4.46 Assessments

- At the beginning of each exam, the student will be given a blank piece of paper for notes, calculations, etc. The student will turn in calculators and scratch paper at the end of the exam.
- Students will be provided with a non-programmable calculator to perform dosage calculations, if necessary. No graphic calculators or downloadable devices will be utilized.
- No cell phones, smart watches, laptops (unless used to take quiz or exam), or programmable electronics will be allowed in the exam area.
- Students will not be allowed to communicate with anyone in the exam area during the exam except the proctor or course instructor.
- Any sharing of information during exams will be considered academic misconduct and grounds for dismissal from the nursing program.



- If a problem or question arises, the student will raise their hand to alert the proctor or course instructor. The student should not leave their seat.
- The proctor or course instructor will not answer any questions concerning the content of the exam. The proctor or course instructor will assist with technical questions about the computer or inputting information.
- For security reasons, students will not be allowed to leave the testing room without permission. Acceptable reasons to leave during testing are for toileting purposes only, which also requires permission from the proctor or course instructor.
- Upon completion of the exam, students are expected to quietly exit the classroom and remain quiet in the hall outside the exam area until all students have completed their exam.

4.47 Assessment Remediation

Each instructor has the authority to establish specific expectations within their course syllabus, aligned with the program's core requirements. An example includes:

- An exam with an unsatisfactory grade of 75.9% or lower requires remediation with the course instructor. The student will reach out to the course instructor within 48 hours of the posted exam score to schedule an appointment to remediate during the instructor's posted office hours.
- A missed quiz or exam must be proctored and completed during the course instructor's scheduled office hours **within 1 week of the missed assessment.**
- The student will reach out to the course instructor within 48 hours of missing the scheduled quiz or exam to schedule an appointment during the instructor's posted office hours. Failure to schedule and complete the missed assessment within the defined parameters will result in a zero (0) grade.
- During office hours, the quiz or exam will be unlocked, and the student will be able to take it on their personal device while proctored in the course instructor's office.
- Instructors are not required to allow students to make up a missed quiz or exam for unexcused absences.

4.48 Non-Graded Activities

Non-graded activities may be prerequisites for graded components. Failure to complete required non-graded activities will result in an incomplete assignment and affect course completion.

4.49 Extra Credit



Extra credit opportunities, if available, will be clearly outlined by the instructor and are not guaranteed.

4.5 Admission, Progression, and Graduation (APG) Committee

To ensure students receive transparent communication regarding progress, the APG Committee will conduct meetings as needed to discuss and address student concerns related to knowledge, assessment, clinical decision making, caring behaviors, communication, teaching/learning, coordination, collaboration, informatics, professional behaviors, time management, and unsafe or marginal clinical behaviors. A lack of student progress will also be addressed by the APG committee with subsequent development of an action plan for student success. Upon completion of the action plan, a meeting with the APG committee and the student is required for mutual agreement of student progression in the program.

Membership consists of the Director of Health Sciences and Health Sciences faculty members. Student representatives will not attend or participate in the APG Committee. Due process dictates that the student who is being considered for probation/dismissal will be allowed to address the APG committee.

Duties of the APG committee are to:

- Recommend policies to the program faculty for admission to, progression within, and graduation from the NMSU-A Nursing Program.
- Review applications for admission and recommend acceptance for qualified applicants to the Director of Health Sciences.
- Prepare, review, and revise the Advising Checklist used by faculty to advise students in the program.
- Recommend policies to program faculty for probation and disciplinary action within the program.
- Review recommendations from faculty and determine probationary status of students. Any faculty member recommending probation or dismissal status for a student will not have a vote in the final disposition.
- Identify recruitment techniques for the program.

4.51 Five Week Feedback

The APG committee will convene in weeks 4, 9, and 14 to discuss student progression. Subsequent meetings will be held between the student and their assigned faculty mentor (see 8.12 "Health Sciences Faculty Mentor").



The student is responsible for obtaining a **copy** of the student/faculty feedback form to upload to Canvas under the Fundamentals of Nursing and/or Adult Health I, II, or III course (whichever applies to current level of student).

4.52 Instructor Referral

Any classroom or clinical instructor can refer a student to the APG committee for concerns regarding academic or clinical progression.



Section 5: Clinical Policies and Procedures

5.1 Nursing Skills Laboratory and Simulation

Throughout the NMSU-A Nursing Program, there will be times when the student needs to practice in the Nursing Skills Laboratory (lab). Use of the skills lab enhances refinement of psychomotor skills necessary for effective delivery of nursing care. Students are strongly encouraged to utilize this facility for independent skills practice. Faculty assistance is available during the scheduled Open Lab dates/times. The skills lab cannot be utilized without faculty supervision.

5.11 Rules

The NMSU-A Nursing Student will:

- Treat the nursing skills laboratory and simulation room as if it is the client's room.
- Wash their hands upon entering the room.
- **Not** utilize permanent markers on the manikins or in the lab.
- Consume food and drink in designated areas only. Food and drink are not permitted in the skills lab area.
- Treat the manikins with the same respect that they would provide for their living clients.
- Set up the room to anticipate the needs of the patient.
- Participate in cleaning up the lab and simulation room, returning supplies, restocking the bedside tables, etc. during the last 15 minutes of the scheduled lab or simulation session. This provides practice as a professional nurse by providing a clean, safe, well-supplied environment for the next shift. All items used during lab or simulation are to be put away in the same condition they were found.
- Leave their area as clean as or cleaner than it was found.
- Wash their hands upon leaving.
- Empty the trash, turn off the lights, and lock the door behind them.

5.12 Open Lab

1. Open lab is pre-scheduled for all required nursing courses/levels.
2. Students are expected to utilize Open Lab hours for extra skill practice while being supervised by faculty. Should students fail to take advantage of scheduled open lab hours, the decision will be made to hold open lab **by pre-scheduled appointment only**.
3. The student assigned open lab to make up missed lab or simulation hours must present a signed form from their instructor with specific instructions on how



many hours the student needs, and what specific skills/course objectives must be met and achieved during the student's scheduled time.

4. The student assigned to an open lab following an inability to demonstrate a selected skill on their **second attempt** in laboratory or in the clinical setting must present a signed form from their instructor/clinical instructor with specific instructions on what specific skills/course objectives must be achieved during the student's scheduled time.

5.13 Consent Form(s)

The student will be provided the opportunity to practice specific skills on their peers. Informed consent for method practice will be obtained from each student, including but not limited to:

1. Capillary Puncture Consent
2. Venipuncture Consent
3. Intramuscular Consent
4. Intravenous (IV) Insertion Consent

In signing the above consent forms, the student acknowledges:

- Participation is completely voluntary, and they may decline or withdraw consent at any time without penalty or academic consequence.
- All method practice that requires a consent form must be conducted under the direct supervision of the course instructor or Health Sciences faculty member.
- No personal medical conditions (e.g., bleeding disorders, allergies to antiseptics or latex, etc.) exist that could make method practice unsafe for the student.
- Infection prevention protocols, including hand hygiene, proper use of personal protection equipment, site preparation, and sterile equipment handling will be implemented and adhered to.
- Potential risks of the selected method practice as specified within each consent form.
- Every peer will be treated with the same dignity, care, and level of respect that would be extended to a patient.
- Method practice is a professional simulation, and the standards of the nursing profession will be upheld.

5.14 Media Release Form

Photo and video consent will be obtained during program orientation scheduled prior to the beginning of each semester. Consent to photograph or video can be opted out by the student. Images and videos obtained may be utilized for marketing and for informational documents.



5.2 Live Simulation

Live Simulation experiences are intended to provide opportunities for students to apply their newly acquired knowledge and skills in a safe and supervised environment. Live simulation is also intended to provide opportunities to students when clinical experiences are not available for specialty experiences, such as clinical experience in pediatrics or maternal child, crises resource management, and interprofessional experiences. The focus of simulation is competency assessment of skills and critical thinking. Live simulation consists of:

1. Pre-briefing
2. Execution of Live Simulation encounter
3. Debriefing

5.3 Clinical Practicum

Clinical practicum is intended to provide opportunities for students to apply newly acquired knowledge and skills in a safe and supervised environment. To participate at a clinical agency, students must meet all clinical clearance requirements (see 2.38 "Clinical Clearance").

5.31 Student Scope of Practice at Clinical Agencies

At any clinical agency, the nursing student may not perform skills and/or assessments outside of the student realm and objectives of the course/current student level (Level I, II, III, or IV).

Each semester, students will sign the attestation below:

1. I acknowledge that I am only able to perform clinical procedures that I have been checked off on by an instructor in the simulation lab at NMSU-A.
2. I understand my scope of practice as a student nurse in the clinical setting.
3. I understand that my instructor or an assigned RN preceptor must observe me in completing any invasive or skilled tasks in the clinical setting, including (but not limited to) insertion or removal of a nasogastric tube, wound care, insertion or removal of an IV, and insertion or removal of a urinary catheter. When in doubt, I will consult my instructor or assigned RN preceptor.
4. I understand that I am not permitted to administer any form of medication without my instructor being present unless otherwise directed (e.g., Level 4 students in capstone).
5. I will notify my instructor of any questions in the clinical setting that I am unsure of.



6. I understand that it is my responsibility to ensure the safety of the clients that I provide care for.
7. I recognize my limitations in the clinical setting.
8. I understand that I am responsible for protecting any personal information related to my clinical experiences and I will adhere to the Health Insurance Portability and Accountability Act (HIPAA).
9. I am accountable to follow the clinical dress code.
10. I understand that failure to comply with any portion of my clinical scope of practice may result in punitive actions, reduction in my grade, clinical probation, and/or removal from the nursing program.

5.32 Clinical Preparation

The student is responsible for clinical preparation prior to each scheduled shift in the assigned clinical setting. Some examples of items the student should review include, but are not limited to:

- Course Learning Outcomes
- Clinical site expectations
- Medications the student might anticipate administering
- Normal lab values

To ensure client safety, the student is required to receive a report from the client's assigned nurse prior to providing direct client care.

If the clinical instructor feels the student is unprepared, this will be documented. If the clinical instructor is led to believe that the lack of preparation would compromise client care, the student may be sent home the student will incur an unexcused absence.

5.33 Transportation

The student is responsible for transportation to and from all clinical sites.

5.34 Transmission-Based Precautions

"Transmission-based precautions are used in addition to standard precautions for patients with documented or suspected infection or colonization with pathogens that can be transmitted by airborne, droplet, or contact routes," (Lynn, 2022). Students in the NMSU-A Nursing Program may provide care to clients placed on transmission-based precautions, excluding airborne precautions (i.e., confirmed or suspected COVID-19, tuberculosis, and/or measles).

Lynn, P. B. (2022). Taylor's clinical nursing skills. (6th ed.). Wolters Kluwer.



5.35 Clinical Probation

The student may be placed on clinical probation by decision of the APG Committee at any time during a semester for any of the following reasons:

- Repeated lack of preparation for clinical assignments or lack of improvement in the clinical setting.
- Demonstration of an inability to perform clinical skills safely in the clinical setting.
- A breach of confidentiality (HIPAA), dishonesty, inappropriate communication, falsifying charting, and/or any other form of professional misconduct.
- Failure to immediately report a client error/incident to the assigned clinical instructor and/or responsible personnel (e.g., assigned nurse, preceptor).
- Medication administration error.
- Any performance and/or conduct while in the host clinical facility/agency which brings from the agency criticism indicating liability to perform at a professional level.
- Meeting one (1) or more of the criteria listed under 5.36 "Guidelines for Determining Unsafe Clinical Practice."

Written notification of the probationary status will be provided to the student. A copy of the letter will be placed in the student's file and additional copies will be retained by the Director of Health Sciences.

The APG Committee will determine the probationary period length, conditions of the probation, and the frequency the student and instructor must meet to evaluate progress toward meeting the specified conditions of the clinical probation. At the end of the identified probationary period, the committee will re-evaluate the student and the probationary status will be removed or continued. The student will be formally notified of their status by email.

A student who does not meet the conditions of their clinical probation may be subject to dismissal from the NMSU-A Nursing Program. If dismissal is decided by the APG Committee, the student will be informed in writing and will have an opportunity to attend an APG Committee meeting to speak to the issues.

If the condition and/or situation warrants, the student may be dismissed by the APG Committee without prior probationary status.

5.36 Guidelines for Determining Unsafe Clinical Practice

Unsafe clinical practice includes, but is not limited to:

- A violation or threat to the physical safety of a client (i.e., neglects the use of side rails, restraints).
- A violation or threat to the psychological safety of the client (i.e., uses non-therapeutic technique repeatedly in interactions, despite counseling attempts; attacks/invalidates a client's individual beliefs or values).
- A violation or threat to the microbiological safety of the client (i.e., unrecognized violation of aseptic technique; repeated failure to remember hand hygiene unprompted, failure to perform aseptic/sterile interventions and techniques appropriately).
- A violation or threat to the chemical safety of the client (i.e., violation of the medication administration rights).
- A violation or threat to the thermal safety of the client (i.e., burns client with hot packs or heated beverage).
- A violation or threat to the environmental safety of the client (i.e., failure to remove harmful objects from the room when appropriate or applicable).
- Inadequate or inaccurate utilization of the nursing process (i.e., failure to observe and/or report critical data).
- A violation of previously mastered principles/learning objectives in carrying out nursing care or skills (i.e., the inability to safely perform a previously signed off skill and/or failure to seek guidance or instruction in the performance of unfamiliar situations, skills, and/or procedures).
- An assumption of inappropriate independence in action(s) or decision(s) (i.e., performs competencies not tested; failure to seek help in emergency situations).
- Failure to recognize own limitations and/or legal responsibilities (i.e., refuses to admit errors recognized by instructor and/or health care team; cannot identify own legal responsibility in specific nursing situation(s); becomes defensive when corrected).
- Failure to accept legal responsibility for their own action (i.e., the student does not disclose the error, attempts to cover own/others' error(s) and/or failure to report them).
- Sharing of confidential information inappropriately (i.e., HIPAA violation).
- Failure to interact effectively with the health care team (i.e., attitude adversely affects the client; failure to recall and/or share necessary information with team).

5.37 Student Dismissal from Clinical Practicum (Instructor Discretion)

A student may be dismissed from clinical practicum at the discretion of the assigned clinical instructor. Grounds for dismissal may include, but are not limited to:

- Violation of the Clinical Dress Code (see 3.23 "Clinical Dress Code").
- Late arrivals: A repetitive pattern or thirty (30+) minutes (see 3.34 "Late Arrival").
- Repeated lack of preparation for clinical practicum.



- A breach of confidentiality (HIPAA), dishonesty, inappropriate communication, falsifying charting, and/or any other form of professional misconduct.
- Failure to immediately report a client error/incident to the assigned clinical instructor and/or responsible personnel (e.g., assigned nurse, preceptor).
- Medication administration error.
- Meeting one (1) or more of the criteria listed under 5.36 "Guidelines for Determining Unsafe Clinical Practice."

5.38 Student Dismissal from Clinical Practicum (Agency Discretion)

According to the NMSU-A Nursing Program's contract with all applicable agencies (clinical sites):

"The agency assumes the right in its absolute discretion to refuse its facilities and services to any student who does not meet the professional or other requirements of the Agency or any appropriate controlling and directing body of said agency."

When a clinical site exercises the right to dismiss a student from its facility, the program may place that student at an alternative clinical site if one is available and/or if space allows.

The student may be advised to withdrawal from the assigned course if an alternative clinical site is not available due to the student's inability to successfully complete the required clinical hours. The student may continue in other courses but will not be able to progress into the next semester of the nursing program.

Readmission to the NMSU-A Nursing Program may be permitted if space allows (see 4.25 "Readmission") but is not guaranteed.

5.4 Medication Administration

5.41 Rights of Medication Administration

1. Right medication
2. Right client
3. Right dosage (in the right form)
4. Right route
5. Right time
6. Right reason
7. Right (appropriate) assessment data
8. Right documentation
9. Right response (monitor for desired response)



10. Right to education (client teaching)
11. Right to refuse (clients can refuse a medication)

Buchholz, S. (2024). Henke's med-math: Dosage calculation, preparation & administration. (10th ed.). Wolters Kluwer.

5.42 Safe Medication Administration Guidelines

It is the student's responsibility to only administer medications in which they have reviewed and are knowledgeable of. Prior to the administration of any medication, the student will:

- Verify/Compare the Medication Administration Record (MAR) with the client's chart for accuracy and changes.
- Administer only medications with the clinical instructor's supervision or permission.
- Correctly demonstrate the rights of medication administration while in the clinical setting (see 5.41 "Rights of Medication Administration").
- Correctly demonstrate the use of client identifiers prior to administration of any medication.
- Evaluate client allergies both verbally and in the chart.
- **Not** take verbal or telephone orders or administer medication before a physician's order is noted.
- Administer all narcotics while under direct supervision of the clinical instructor or agency personnel assigned to the client.
- Check all medications and intravenous (IV) fluids and medications for expiration dates. IV fluids and medications can only be administered with the clinical instructor or agency personnel assigned to the client.
- Pass the semester dosage exam prior to being able to administer any medication in the clinical setting.
- Correctly identify the following to the instructor or agency personnel assigned to the client prior to medication administration:
 - Purpose of medication for the client
 - Dosage ordered
 - Route to be delivered
 - Major side effects
 - Major nursing implications (initial assessment/reassessment of heart rate, blood pressure, pain, etc.)
 - Major drug interactions
 - Important teaching and/or documentation



The faculty will identify that the above guidelines have been met before the student will be permitted to administer any medication(s). Failure to successfully follow the guidelines will demonstrate a lack of clinical preparation.

5.43 Medication Error Reporting

Upon recognition that a medication error has occurred, the student involved must immediately notify the on-site or assigned clinical instructor and the agency personnel assigned to the client. A facility incident report will be completed in addition to the **NMSU-A Clinical Incident Report**.

The student will be referred to the APG Committee and will not be allowed to pass any medications until the APG Committee has convened and rendered an action plan related to the student's involvement in medication administration and/or clinical progression in the nursing program.

After the incident report has been filed, the clinical site has the option of dismissing the student from the assignment or reassigning the student. The student is required to:

1. Meet with the APG Committee to determine the next steps.
2. Meet with their course and/or clinical instructor to review the correct method of medication administration and/or the specific process(es) that was/were missed or performed incorrectly, leading to the medication error.
3. Submit a two-page typed report to the clinical site. The report will explain the circumstances of the error, to include:
 - a. How the medication error occurred.
 - b. What client damage occurred as the result of the error.
 - c. What potential damage could have occurred.
 - d. How the student plans to prevent the error from recurring in the future.

5.44 Disciplinary Action Associated with a Medication Error

Faculty present both potential (near-miss) and actual medication errors to be evaluated by APG Committee for appropriate actions to be taken based on the severity and pattern of the error(s). Potential and actual medication errors may result in any of the following:

1. Referral to the APG Committee.
2. Clinical Probation Status (see 5.35 "Clinical Probation")
3. Withdrawal of medication administration privileges for a specified time, as determined by the APG Committee.
4. Student dismissal from the clinical site.



5. Student dismissal from the NMSU-A Nursing Program.

Section 6: Student Rights and Responsibilities

6.1 Code of Ethics

The nursing student will engage in competent nursing care. The nursing student is held to the same legal standards of competent practice as outlined in the New Mexico Nursing Practice Act (NMNPA) (Appendix F), the American Nurses Association (ANA) Standards of Practice (Appendix E), and the ANA Code of Ethics (Appendix D). The nursing faculty believes the nursing student will perform within the realm of safe practice during the extent of their nursing education. The realm of safe practice is necessary to protect the health and welfare of the clients cared for by the nursing student. The NMNPA is available on the New Mexico State Board of Nursing website at <https://www.bon.nm.gov/>

(See Nursing Practice Guideline, Appendix D; Standards of Practice, and the ANA Code of Ethics, Appendix E, F, G. <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>).

The nursing student will be aware of safe, competent nursing practice and comply with the guidelines of the nursing program as well as practice nursing in accordance with the course/clinical objectives, requirements and student scope of practice. The nursing course syllabi directs the student in meeting specific course objectives and practice skills for safe practice. A student will be responsible for demonstrating safe and competent nursing care under the direction of the nursing instructor and/or supervising nurse (preceptor). The nursing instructor is responsible for determining the student's application of safe and competent nursing care.

Noncompliance with the established policies, procedures, course objectives, clinical objectives, faculty instruction, supervising nurse direction or standard of practice; as well as, the student scope of practice, may constitute an unsafe act or behavior on the part of the student.

- An unsafe act and/or a display of unsafe behavior are defined as: a threat or potential threat to the physical, emotional, mental, or environmental safety of the client, a faculty member, a substitute familial person, another student, and/or other health care providers.
- A student committing an unsafe act or behavior, and/or engaging in "incompetent" nursing care will be held accountable for their actions and disciplined according to policy guidelines.

6.2 Rights and Responsibilities

	NMSU	NMSU-A Nursing Program
Duty to Cooperate Consistent with Constitutional Rights: Students in any capacity (e.g. involved party or a witness) must be honest and cooperative with NMSU officials during investigative and hearing/appeal processes. This responsibility is subject to a student's constitutional right to remain silent and not implicate oneself in a crime. If a student exercises the right to remain silent or elects not to participate at all in the proceedings, the Hearing Officer may proceed based upon evidence gathered from other sources.	X	X
Fairness of SSCC Proceeding: Students have the right to notice that they are accused of misconduct in violation of the SSCC, and a fair and impartial process in the investigation and determination of the SSCC case. The specific procedures are described in ARP 5.26 – SSCC Procedures .	X	X
Policy Compliance: Students are deemed to have knowledge of and are responsible for abiding by NMSU policy, rules and regulations (arp.nmsu.edu and rpm.nmsu.edu), including but not limited to this Student Social Code of Conduct and the Student Academic Code of Conduct (ARP 5.10 and 5.11).	X	X
Non-Discrimination: Students have the right to an academic and work environment free of illegal discrimination. The NMSU Notice of Non- Discrimination is available here: https://equity.nmsu.edu/notice-of-non-discrimination/ . Discrimination is governed by ARP 3.25-Discrimination, Harassment and Sexual Misconduct on Campus .	X	X
Reasonable Accommodation: Students have the right to request reasonable accommodation based on disability. To request an accommodation, the student may contact the Dean of Students directly at 575-646-1722, or the Student Accessibility Services at 575-646-6840 or sas@nmsu.edu .	X	X
Sanction Compliance: Students must complete all sanctions accepted or imposed by the Hearing Officer or Appeal Officer, as appropriate, and notify the Dean of Students that the sanction(s) has been completed.	X	X

Supportive or Protective Relief: Students may request interim academic or personal supportive or protective relief from OIE or DOS as appropriate, based on the specific circumstances relating to a conduct case (See ARP 23-Interim Measures).	x	x
Use of NMSU Email Account: Students are required to check their assigned NMSU email account regularly for official correspondence relating to student status. Students are responsible for reading and responding to communications sent to their NMSU email account. A failure to participate in an SSCC conduct case based on a lack of actual knowledge of items delivered to the Student's NMSU email account is not a viable excuse or defense.	x	x

The student rights and responsibilities table include a list that is non-exhaustive. Further details can be found at <https://arp.nmsu.edu/5-21/>

6.3 Student Concerns

6.31 Chain of Communication

The following chain of communication should be followed in all cases unless otherwise specified:

1. **Course or Clinical Instructor:** Discuss concern directly with the instructor involved. Instructors are expected to respond professionally and within a reasonable timeframe. Most academic or interpersonal concerns can be resolved at this stage.
2. **Director of Health Sciences:** If unresolved, escalate to the Career and Technology Division Head.
3. **Career and Technology Division Head:** If concern remains unresolved, submit a formal grievance for review. Please note, formal grievances may be submitted at any tier of the chain of communication.

6.32 Informal Resolution

Students are encouraged to resolve concerns at the lowest possible level and in a timely manner.

6.4 Grievance Procedures

The NMSU-A Nursing Program is committed to providing a fair, consistent, and transparent process for addressing student concerns, grievances, and appeals. Students have the right to express academic, clinical, or administrative concerns without fear of retaliation, and to expect due process at all stages of resolution.

Allegations of wrongdoing of any kind, including illegal or unethical conduct, violations of Title IX or violations of university polity, can be reported. Further details can be found at: <https://www.alamogordo.nmsu.edu/student-services/care.html>

6.41 Types of Grievances

The NMSU Student Handbook **ARP, Chapter 5** provides the policies for formal academic grade appeals for both graduate and undergraduate students. If you have an academic complaint, follow the decision tree located at the link below.

Grievance Type	Definition	Website Link
Academic Complaint	If you have a complaint or concern involving a particular course or instructor, such as classroom management or class structure, follow the steps listed in the ARP or view the decision tree .	https://report.nmsu.edu/decision-tree/academic-complaint-decision-tree.html
Undergraduate Grade Appeal	If an undergraduate student is unhappy with their grade, they should refer to ARP 5.13 (Undergraduate Student Academic Grievances) for guidance on how to initiate a formal grade grievance or view the decision tree at the button below.	https://report.nmsu.edu/decision-tree/undergrad-grade-appeal.html

6.42 Steps to File a Formal Grievance

Student concerns and grievances are taken seriously. Directions to submit a grievance can be located:

<https://www.concerns.nmsu.edu/login>.



Students must login with their NMSU username and password to access the website to submit an academic or non-academic concern. Submitted concerns will be reviewed by the appropriate administrative or academic office.

6.43 Clinical Dismissal Appeals

Students removed from clinical due to safety, professionalism, or performance concerns have the right to appeal the dismissal by:

- Submitting a written appeal within 3 business days of clinical dismissal date.
- Attending a review meeting with the APG Committee.
- Providing evidence, documentation, or witness statements as appropriate.

The decision of the APG Committee may be final unless otherwise referred to higher administration.

6.44 Protection from Retaliation

Students will not be penalized for filing a grievance or raising a concern. Any act of retaliation by faculty, staff, or peers will be treated as a serious violation of professional conduct and may result in disciplinary action. Students are encouraged to utilize advocacy and support resources, including:

- Health Sciences Faculty Mentor
- Counseling services
- Accessibility Services (for disability-related advocacy)



Section 7: Program Completion

7.1 Graduation (AASN)

7.11 Graduation Requirements

To graduate from the AASN degree program, the student must meet the following criteria and eligibility requirements:

- Successful completion of all Prerequisite Courses and Additional AASN Required Courses with a grade of "C" or higher.
- Successful completion of all required AASN courses (see 2.7 AASN and PN Course Sequence) with a grade of "C" (76% or higher).
- An exam average of 76% or higher in all required nursing courses.

7.12 Application for Degree

All undergraduate students must submit their degree or certificate applications online through your myNMSU account. Login to myNMSU. Under the Student Tab, Launchpad-Records/Degree Application link, you will find the Application for Degree (Diploma) link. Follow the on-screen prompts to submit a degree or certificate application. Degree/certificate applications are free on the NMSU-A campus. Please note the deadlines for each semester.

Additional information regarding the application process for a degree can be found by visiting https://www.nclex.com/files/2025_nclex_info_flyer.pdf.

7.2 Program Completion (PN Certificate)

7.21 Program Completion Requirements

To graduate from the PN certificate program, the student must meet the following criteria and eligibility requirements:

- Successful completion of all Prerequisite Courses and Additional PN Required Courses with a grade of "C" or higher.
- Successful completion of all required PN courses (see 2.7 AASN and PN Course Sequence) with a grade of "C" (76% or higher).
- An exam average of 76% or higher in all required nursing courses.



7.22 Application for Certificate

All undergraduate students must submit their degree or certificate applications online through your myNMSU account. Login to myNMSU. Under the Student Tab, Launchpad-Records/Degree Application link, you will find the Application for Degree (Diploma) link. Follow the on-screen prompts to submit a degree or certificate application. Degree/certificate applications are free on the NMSU-A campus. Please note the deadlines for each semester.

Additional information regarding the application process for a certificate can be found by visiting https://www.nclex.com/files/2025_nclex_info_flyer.pdf.

7.3 National Council Licensure Examination

Graduates of the AASN or the PN Certificate Program are eligible to apply for licensure and take the National Council Licensure Examination (NCLEX-RN® or NCLEX-PN®).

7.31 The Eight Steps of the NCLEX®

1. Apply for licensure/registration with one nursing regulatory body (NRB).
2. Register and pay the exam fee online or by calling Pearson VUE NCLEX® Candidate Services at (866) 496-2539.
 - a. Payment via credit, debit or prepaid card
3. Receive Acknowledgement of Receipt of NCLEX® Registration from Pearson VUE by email.
4. NRB makes you eligible in the Pearson VUE system.
 - a. You must be made eligible by the NRB within 365 days of your NCLEX registration and payment.
5. Receive Authorization to Test (ATT) email from Pearson VUE.
 - a. You must test within the validity dates (an average of 90 days) on the ATT. There are no extensions.
6. Schedule your exam appointment online or by calling Pearson VUE NCLEX® Candidate Services at 866.496.2539.
7. Arrive for the exam with your acceptable identification and complete your exam.
8. Receive your official results from your NRB within six weeks after your exam (this time period varies among NRBs).

Additional information regarding NCLEX exam steps can be found by visiting https://www.nclex.com/files/2025_nclex_info_flyer.pdf.

7.32 Preparation



NMSU-A nursing students begin preparing for the NCLEX® exam on their first day class and receive continuous preparation throughout the duration of the nursing program. The Health Sciences Department is available to assist with NCLEX readiness, paperwork, and guidance on state-specific licensing requirements.

AASN degree nursing students are required to complete and successfully pass NURS 201: Special Topics, an NCLEX-RN review course.

2023 NCLEX-RN® Test Plan is available for review:
https://www.nclex.com/files/2023_RN_Test%20Plan_English_FINAL.pdf.

PN Certificate Program students will be enrolled in an NCLEX-PN® review course upon declaration to sit for the NCLEX-PN® exam.

2023 NCLEX-PN® Test Plan:
https://www.nclex.com/files/2023_PN_Test%20Plan_FINAL.pdf.

7.33 Results

For quality control purposes, every NCLEX is scored twice, once by the computer at the test center and then after the exam record has been transmitted to Pearson VUE. The nursing regulatory body (NRB) will send the official results to candidates.

Candidates seeking licensure in the U.S. can receive their unofficial results two business days after the exam, if their NRB participates in the Quick Results Service.

Candidates who do not pass the NCLEX will receive an NCLEX Candidate Performance Report (CPR), which serves as a guide to prepare them to retake the exam.

Additional information regarding NCLEX exam results can be found by visiting
<https://www.nclex.com/results.page>.

7.34 Director of Health Sciences Notification

Upon the receipt of a pass/fail result after taking the NCLEX-RN® or NCLEX-PN® exam, the student will provide notification via email to the Director of Health Sciences. This information is retained and utilized for program approval and accreditation.

7.4 Lamp Lighting

A lamp lighting ceremony will be held upon successful completion of the nursing student's second semester (level 2) in celebration of the student's resiliency and



dedication to the nursing profession. Drawing inspiration from Florence Nightingale (known as the founder of modern nursing), a lamp lighting ceremony is a symbol of the nursing student's transition into the professional world of nursing.

A token lamp will be purchased and provided to the student with funds raised through the Health Sciences Student Association. The lamp is the students to keep and serves as a symbol and visual reminder of the student's devotion to the future of the nursing profession.

Family and friends are invited to celebrate with the nursing student. Students will dress in clinical attire as outlined in the Clinical Dress Code (see 3.23 "Clinical Dress Code").

7.5 Pinning

A pinning ceremony will be held in May of each year to recognize and celebrate the nursing student's successful completion of their selected program (AASN/PN).

A token pin, purchased by the student, is pinned by a faculty member or loved one while the student is recognized for their accomplishments.

Family and friends are invited to celebrate with the nursing student. Students will dress in formal business attire. No denim, flip-flops, or overly casual attire is permitted. Personal grooming and appearance must reflect the professional standards of the NMSU-A Nursing Program.

7.6 Commencement

Graduates of the AASN degree program are invited to participate in the NMSU-A commencement ceremony. Additional information regarding graduation information can be found by reaching out to the student's academic advisor.

7.7 Employment Upon Program Completion

7.71 Disclaimer

Nursing program completion and certification or degree attainment does not guarantee employment. Seeking and obtaining employment is the sole responsibility of the student. Employment as a nurse is dependent on successfully obtaining a nursing license.



7.72 Director of Health Sciences Notification

Upon successful attainment of nursing employment, licensed or unlicensed (e.g., a student can secure employment as graduate nurse, an unlicensed position, prior to sitting for the NCLEX), the student will provide notification via email to the Director of Health Sciences. This information is retained and utilized for program approval and accreditation.



Section 8: Student Resources

8.1 Nursing Program Resources

8.11 Open Forum

Each semester, at minimum two (2) open forums will be hosted by the Director of Health Sciences. All nursing students are invited to attend to receive program updates and to ask program-specific questions and/or discuss program-related concerns.

8.12 Nursing Faculty Mentor

Each NMSU-A nursing student will be assigned a nursing faculty advisor to serve as their “faculty mentor.” Faculty mentors are assigned at random, and the student will retain the same mentor for their duration of the program. The nursing student is required, at minimum, to meet with their assigned faculty mentor every five (5) weeks for a minimum total of three (3) visits per semester. These meetings occur in week five (5), ten (10), and fifteen (15). The student is responsible for scheduling appointments during the faculty mentor’s posted office hours. Meetings with the faculty mentor include, but are not limited to, discussion of nursing program progression, completion of the student/faculty feedback form, and discussion of any questions or concerns the student may have.

8.13 Student Representative

At the beginning of each semester, the nursing cohort selects one (1) student to serve as their cohort student representative. The representative is provided with opportunities to participate in the development and revision of policies and procedures related to nursing students, including but not limited to, philosophy, objectives, clinical sites, learning experiences, and evaluation of the program.

I. Student Representative Eligibility

The student representative is required to maintain:

- a.** A 3.0 GPA or better in all nursing courses.
- b.** Satisfactory progress in didactic, lab, simulation, and clinical settings.
- c.** Good standing status in the nursing program. Those receiving disciplinary action will be dismissed by the Director of Health Sciences as the student representative.

II. Student Representative Responsibilities



- a. Participation in program orientation.
- b. Participation in scheduled nursing faculty meetings as the nursing program cohort representative.

III. Student Representative Expectations

The student representative is:

- a. Responsible for gathering information and questions that their class would like to address in faculty meetings.
- b. Responsible for communicating with their cohort on a regular basis about the content and decisions made in the faculty meeting.
- c. Expected to attend one (1) faculty meeting per month.

8.14 Health Sciences Student Association

The Health Sciences Student Association (HSSA) promotes an environment in which students can interact with other students interested in or currently pursuing a career in the health care setting. Meetings and events are held on specified dates; a schedule will be released in program orientation and/or reorientation each semester.

8.15 Health Sciences Study Room

A study room is available in the Health Sciences Department for all Health Sciences students to utilize. Students are encouraged to utilize this space for self-study, the facilitation of study groups, and/or course breaks. This room is available on a first come, first served basis and reservations are not available at this time.

8.2 Institutional Resources

Student resources can be accessed on the NMSU-A website by navigating to <https://www.alamogordo.nmsu.edu> and selecting "Student Resources." Student resources include, but are not limited to:

- Academic Support Center
- Food Assistance
- Career Services
- Computer Lab Hours
- Emergency Aid (ECMC)
- Housing Resources
- Important Dates
- Library



- Mental Health and Wellness
- Navigate
- Online Learning
- Reporting Care and Title 9
- Security
- Student Organizations
- Student Government
- Student Handbook



Appendix A: NMSU-A Nursing Program Application

AGGIE ID

DATE OF BIRTH

LAST NAME

FIRST NAME

MIDDLE NAME

MAIDEN NAME

MAILING ADDRESS

CITY

STATE

ZIP CODE

NMSU-A EMAIL

PHONE NUMBER

NAME OF HIGH SCHOOL or G.E.D.

DATE OF GRADUATION OR G.E.D.

By signing below, I certify all the above information and statements are correct and complete.

SIGNATURE

DATE

NMSU-A Nursing program applications will not be processed until all components of the application packet have been submitted, including the required high school and college transcripts. If you have ever been convicted of a felony or declared mentally incompetent, please contact the New Mexico State Board of Nursing for further information prior to submitting the NMSU-A Nursing program application for admission.



Appendix B: AASN Course Sequence

Associate of Applied Science in Nursing Degree Program		
Course	Credits	Credits with P Count
Semester 1		
ENGL 1110G. Composition I	4	
BIOL 2210. Human Anatomy and Physiology I for the Health Sciences	4	
CHEM 1120G. Introduction to Chemistry Lecture and Laboratory	4	
BIOL 2225. Human Anatomy and Physiology II	4	
MATH 1220G. College Algebra or MATH 1130G. Survey of Mathematics	3	
Level One (1)		
PSYC 1110G. Introduction to Psychology	3	
NURS 134. Foundation of Nursing Skills and Assessment	3	1+6p
NURS 136. Foundations of Nursing Practice	6	4+2p
Level Two (2)		
NURS 130. Foundations of Pharmacology	5	
NURS 147. Adult Health I	6	4+2p
NURS 149. Mental Health Nursing	4	3+1p
Level Three (3)		
NURS 224. Maternal Child Nursing	6	5+1p
NURS 226. Adult Health II	6	4+2p
CEPY 1120G. Human Growth and Behavior	3	
Level Four (4)		
NURS 201. Special Topics (NCLEX-RN Review)	3	
NURS 236. Nursing Preceptorship – Adult Health III	6	2+4p



Total Credits	70	
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Semester one (1) courses are prerequisites for entry into the AASN program.

Appendix C: Practical Nurse Course Sequence

Practical Nurse Certificate Program		
Course	Credits	Credits with P Count
Semester 1		
ENGL 1110G. Composition I	4	
BIOL 2210. Human Anatomy and Physiology I for the Health Sciences	4	
CHEM 1120G. Introduction to Chemistry Lecture and Laboratory	4	
BIOL 2225. Human Anatomy and Physiology II	4	
MATH 1220G. College Algebra or MATH 1130G. Survey of Mathematics	3	
Level One (1)		
PSYC 1110G. Introduction to Psychology	3	
NURS 134. Foundation of Nursing Skills and Assessment	3	1+6p
NURS 136. Foundations of Nursing Practice	6	4+2p
Level Two (2)		
NURS 130. Foundations of Pharmacology	5	
NURS 147. Adult Health I	6	4+2p
NURS 149. Mental Health Nursing	4	3+1p
Level Three (3)		
NURS 224. Maternal Child Nursing	6	5+1p
LPN Exit HESI Exam	6	4+2p
Total Credits	70	

Semester one (1) courses are prerequisites for entry into the PN program.

Appendix D: American Nurses Association Code of Ethics for Nurses

- **PROVISION 1: Dignity and Respect**
The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- **PROVISION 2: Primary Commitment**
A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
- **PROVISION 3: Trust and Advocacy**
The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
- **PROVISION 4: Responsibility and Accountability for Practice**
Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
- **PROVISION 5: Duties to Self**
The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
- **PROVISION 6: Ethical Work Environments**
Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
- **PROVISION 7: Knowledge Development and Social Policy**
Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
- **PROVISION 8: Collaborative Relationships**
Nurses build collaborative relationships and networks with nurses, other healthcare and nonhealthcare disciplines, and the public to achieve greater ends.
- **PROVISION 9: Commitment to Society and Social Justice**



Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.

- **PROVISION 10: A Global Nursing Community**

Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

Additional information regarding the ANA Code of Ethics for Nurses can be reviewed by visiting <https://codeofethics.ana.org/home>.

Appendix E: American Nurses Association Scope and Standards of Practice

Scope of practice describes the services that a qualified health professional is deemed competent to perform and permitted to undertake, in keeping with the terms of their professional license.

The Nursing Scope and Standards of Practice describe the “who,” “what,” “where,” “when,” “why,” and “how” of nursing practice:

- **Who:** Registered Nurses (RN) and Advanced Practice Registered Nurses (APRN) comprise the “who” constituency and have been educated, titled, and maintain active licensure to practice nursing.
- **What:** Nursing is the protection, promotion, and optimization of health and abilities; prevention of illness and injury; facilitation of healing; alleviation of suffering through the diagnosis and treatment of human response; and advocacy in the care of individuals, families, groups, communities, and populations.
- **Where:** Wherever there is a patient in need of care.
- **When:** Whenever there is a need for nursing knowledge, compassion, and expertise.
- **Why:** The profession exists to achieve the most positive patient outcomes in keeping with nursing’s social contract and obligation to society.

When each of these questions is answered, the complex considerations in scope of practice become clear. In a profession as dynamic as nursing, and with evolving health care demands, changes in scope of practice and overlapping responsibilities are inevitable in our current and future health care system.

Additional information regarding The ANA Scope of Practice can be reviewed by visiting <https://www.nursingworld.org/practice-policy/scope-of-practice>.



Appendix F: New Mexico Nursing Practice Act

The purpose of the Nursing Practice Act is to promote, preserve, and protect the public health, safety, and welfare by regulating the practice of nursing, schools of nursing, hemodialysis technicians, and medication aides in the state.

Additional information regarding the New Mexico Nurse Practice Act can be reviewed by visiting <https://www.nmlegis.gov/sessions/01%20Regular/FinalVersions/HB0337FV.html>