

SCHOOL OF NURSING



1780 E University Ave,
Las Cruces,
NM 88003

**BSN Program
Student Handbook**

2025-2026

Bachelor of Science in Nursing (BSN) Program Student Handbook

2025-2026 Academic Year

School of Nursing

College of Health, Education, and Social Transformation
(College of HEST)

New Mexico State University

This handbook undergoes a full review each academic year and the most current version is available on the NMSU School of Nursing website and in the BSN Program Canvas Course. The information is subject to change and students will be notified of any updates or revisions via their NMSU email.

BSN Program Student Handbook Revision History

Revision Date	Actions
April 14, 2022	Additions: • COVID vaccines • Mask requirements • Photo/video release requirement and Form • BSN acknowledgement form
January 5, 2024	Deletions: • COVID vaccines • Mask requirements Additions: • HESI Exam and HESI progression plan requirements • Program dismissal appeals policy and procedures • Use of AI in courses • Testing policies and procedures • Civility and Incivility Policy Updates: • Clinical clearance requirements • General attendance policy • Disability Access Services
August 5, 2024	Additions: • Faculty & Staff Contact Information • Updated clinical requirements • Availability of Timely Care through Aggie Health & Wellness
November 26, 2024	Updates: • Dismissal from the BSN Program Policy • Dosage Calculation Exam Policy • Clinical Compliance Requirements
January 17, 2025	Updates: • Faculty & Staff contact Information
August 1, 2025	Updates Faculty & Staff Roles and Contact Information Clinical Compliance Criteria

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FOREWORD

Welcome to the School of Nursing in the College of Health, Education, and Social Transformation (HEST) at New Mexico State University (NMSU). Our goal is to help you achieve your goal of becoming a registered nurse (RN) and find personal satisfaction in your studies.

This student handbook contains policies and procedures, and should be used in conjunction with the [NMSU Student Handbook](#) and the [NMSU Undergraduate Catalog](#). The information provided in this handbook is to assist students with academic program planning for the purpose of successfully meeting the School of Nursing requirements for the Bachelor of Science in Nursing (BSN) Degree. Students are expected to be familiar with the requirements for the program and follow the policies and procedures outlined in this handbook. This handbook is subject to change and updates and revisions will be communicated to students via their NMSU email address.

The Student Handbook Acknowledgement Form must be signed each academic year. Students are required to sign the form:

- Upon entering Level 1 of the nursing program (regardless of whether entry occurs in Fall, Spring, or Summer), and
- Annually at the beginning of each Fall semester for the remainder of the BSN program.

The form will be available in ProjectConcert. By signing it, students confirm that they have reviewed the most current version of the Student Handbook and agree to comply with its contents.

Students can inquire with the Associate Director for the Undergraduate Program if further information is needed. We are here to help you attain your goals of becoming a professional registered nurse.

SCHOOL OF NURSING MISSION STATEMENT

The mission of the NMSU School of Nursing is to promote health and improve the quality of life in the people of New Mexico through education, research, practice, and public service, recognizing the state's multicultural heritage and dynamic border environment. The mission of the School of Nursing reflects a commitment to the land-grant mission of the university and the standards of professional nursing practice by demonstrating excellence in nursing education, research, practice, and public service.

The primary responsibility of the School of Nursing is to provide the highest quality professional nursing education including preparation for practice at the Bachelor's, and Master's and doctoral levels. The intent reflects a commitment to the attainment of excellence in practice by designing innovative and challenging educational experiences valuing diversity, providing evidence-based nursing care, and fostering lifelong learning for the professional nurse in a multicultural society.

ACCREDITATION

New Mexico State University is accredited by the Higher Learning Commission. The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program, and post-graduate APRN certificate program at New Mexico State University are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. The last comprehensive visit was in 2019 resulting in a recommendation of a ten-year review to be conducted in 2029.

The NMSU School of Nursing's BSN degree program is approved by the New Mexico Board of Nursing. Approval by the New Mexico Board of Nursing is required for graduates to be eligible for the National Council Licensing Examination for licensure as a registered nurse (NCLEX-RN®).

SCHOOL OF NURSING COMMITMENTS

1. Provide a rigorous education to support a comprehensive core of knowledge and professional skills for students at baccalaureate and graduate levels that prepares them for professional practice roles.
2. Offer students educational opportunities that enable them to function in emerging nursing roles in health care including those in practice, leadership, management, and health promotion.
3. Recruit and retain students and faculty from diverse racial, ethnic, and cultural backgrounds.
4. Provide educational experiences that acknowledge, support and advance health care for vulnerable and disparate populations.
5. Promote, participate, and collaborate in scientific inquiry, clinical reasoning and judgment, research utilization, and evidence-based practice related to issues in health and nursing care.
6. Demonstrate leadership in identifying and addressing a range of health care issues in the local, regional, national, and global community.
7. Demonstrate and promote responsibility, safety, and accountability in nursing education, research, outreach, and practice.
8. Achieve competence in the use of technological and communication resources related to health care and the professional role.
9. Promote the highest ethical standards at all levels of nursing education, research, outreach, and practice.

BSN DEGREE PROGRAM OVERVIEW

The Bachelor of Science in Nursing (BSN) degree is a 4-year, 124-125 credit hour program that prepares graduates to become registered nurses. Successful graduates of the BSN program are eligible to take the National Council of State Boards of Nursing Exam for licensure as a registered nurse (NCLEX-RN®). The NMSU School of Nursing is a full member of the [New Mexico Nursing Education Consortium](#) (NMNEC) and follows the NMNEC common statewide curriculum for the BSN degree.

The School of Nursing offers the BSN degree through the NMSU Las Cruces Campus and has undergraduate student cohorts at the NMSU Las Cruces campus, the NMSU-Alamogordo campus and the NMSU-Grants campus. Students in the Alamogordo and Grants cohorts receive classroom instruction via videoconferencing and complete their clinical education and training within their local communities. Faculty from the School of Nursing provide both classroom (didactic) and clinical instruction to students at all three locations.

TRADITIONAL BSN OPTION

The traditional BSN option is designed for incoming Freshmen or students without a prior Bachelor's degree. Traditional BSN students, entering as freshmen, can expect to complete at least three semesters of pre-requisite courses prior to starting the five (5) semester nursing program. Students are identified as 'pre-nursing' until they are officially admitted to the BSN program. Pre-nursing students complete all the required general education and nursing pre-requisite courses first and can apply to the five-semester BSN program when they are in the last semester of pre-requisite courses. Admission to the traditional cohort at the Las Cruces campus occurs for Fall and Spring Semesters. Admission to the traditional cohorts at NMSU – Alamogordo and NMSU-Grants occurs for the Fall semester only.

SECOND DEGREE BSN OPTIONS

The School of Nursing offers two options that provide alternative entry into the BSN program for students with a minimum of a Bachelor's degree in a field other than nursing. The pre-requisites for the second-degree options are different from those required for the traditional BSN option, because students have earned a prior Bachelor's degree. The Roadrunner option is an accelerated progression track that begins in the summer semester and can be completed in five consecutive semesters. The Pathways option is a traditional progression track that starts in the Fall or Spring semester and does not include summer enrollment.

BSN EXPECTED PROGRAM OUTCOMES

The NMSU School of Nursing follows the [New Mexico Nursing Education Consortium](#) (NMNEC) curriculum for the BSN degree. BSN program outcomes are mapped to each course objective in the BSN degree plan. The following program objectives were adopted with the NMNEC curriculum as the NMSU BSN expected program outcomes. NMNEC graduate outcomes with learning objectives for each level in the BSN program can be found on subsequent pages.

The learner will:

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

BSN DEGREE PLAN

The Bachelor of Science Nursing (BSN) is a four-year, 124-125 credit hour degree program. To earn the BSN degree, students complete 3-4 semesters of nursing pre-requisite courses and then apply to the BSN program. Once accepted to the BSN program, students complete an additional five semesters (referred to as levels) of didactic and clinical courses.

The NMSU School of Nursing follows the NMNEC common statewide curriculum for the BSN degree. The current degree plan for nursing pre-requisite courses and nursing course can be found on the School of Nursing's website at <https://schoolofnursing.nmsu.edu/nursing/son-pages/bsn-program.html>.

NMNEC Graduate Outcomes with Level Objectives

NMNEC EPSLOs		Level One SLOs (Principles)	Level Two SLOs (Wellness)	Level Three SLOs (Chronic)	Level Four SLOs (Acute)	Level Five SLOs (Complex)
Upon successful completion of the NMNEC Program, the student will:		Upon successful completion of Level 1, the student will:	Upon successful completion of Level 2, the student will:	Upon successful completion of Level 3, the student will:	Upon successful completion of Level 4, the student will:	Upon successful completion of Level 5, the student will:
1	Engage in professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities.	Recognize their own values, beliefs, and attitudes related to health and wellness.	Recognize and assess diverse patients' values, beliefs, and attitudes related to health.	Incorporate diverse patient values, beliefs, and attitudes into plan of care for patients with chronic illness.	Integrate diverse patient values, beliefs, and attitudes into plan of care for patients with acute illness.	Engage in professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities.
2	Integrate principles of quality improvement and safety into nursing practice within healthcare organizations and systems.	Recognize and identify safety issues and risks.	Apply safety measures to well patient populations.	Identify and interpret factors for improvement in safety and nursing practice.	Interpret and analyze factors and system contributions that impact the quality and safety of nursing practice.	Integrate principles of quality improvement and safety into nursing practice within healthcare organizations and systems.
3	Deliver nursing care that is evidence-based across the lifespan.	Introduce an evidence-based approach to their professional nursing practice across the lifespan.	Implement evidence-based practices in care of well populations across the lifespan.	Utilize an evidence-based practice approach to the delivery and evaluation of nursing care to chronically ill patients across the lifespan.	Integrate an evidence-based approach in the delivery and evaluation of nursing care to acutely ill patients across the lifespan.	Deliver nursing care that is evidence-based across the lifespan.



Key:
EPSLOs = End of Program Student Learning Outcomes
SLO = Student Learning Outcomes

4	Demonstrate leadership behaviors through the application of policies that apply to healthcare delivery.	Identify policies and procedures application to nursing practice in the healthcare delivery system.	Adhere to policies and procedures in healthcare delivery settings.	Utilize policies and procedures within the healthcare setting.	Evaluate the use of policies and procedures within the acute care setting.	Demonstrate leadership behaviors through the application of policies that apply to healthcare delivery.
5	Engage in effective interprofessional collaboration in the delivery of healthcare for quality patient outcomes.	Communicate to identify roles and values of the healthcare team.	Communicates with other healthcare providers to meet the needs of well patients.	Participate as a member of the healthcare team in the delivery of care.	Effectively collaborate with the healthcare team in the delivery of patient care.	Engage in effective interprofessional collaboration in the delivery of healthcare for quality patient outcomes.
6	Utilize technologies for the management of information and in the delivery of patient care.	Access information and apply to patient scenarios.	Utilize informatics for well patient care.	Utilize appropriate technology for the delivery of nursing care to chronically ill patients.	Integrate use of appropriate technology for the delivery of nursing care to acutely ill patients.	Utilize technologies for the management of information and in the delivery of patient care.

09.20.2018 Reviewed and endorsed by the NMNEC Curriculum Committee.

SCHOOL OF NURSING ADMINISTRATION & STAFF

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Operations Manager, Nursing Skills & Simulation Center	Mrs. Haley Parsons hparsons@nmsu.edu (575) 646-3866
NMSU – Alamogordo Cohort Coordinator	Ms. Debbie Cates dcates@nmsu.edu (575) 439-3863
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Student Program Coordinator. Sr. Clinical Compliance	Ms. Christy Kasiuba ckasiuba@nmsu.edu (xxx) xxx-xxxx
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BSN PROGRAM ADMISSION POLICIES AND PROCEDURES

ADVISING

Pre-Nursing Students

Pre-nursing advising for NMSU Las Cruces campus students is conducted by the [NMSU Center for Academic Advising and Student Success](#) (Educational Services Center - Suite 200, advising@nmsu.edu, 575-646-2941).

Pre-nursing advising for students taking courses at NMSU-Alamogordo students is conducted by the [NMSU-A Academic Advising Office](#) (advisingNMSUA@nmsu.edu, 575-439-3600) in consultation with the NMSU BSN Academic Advisors.

Pre-nursing advising for students taking course at NMSU-Grants is conducted by the [NMSU-Grants Academic Advising Office](#) in consultation with the NMSU BSN Academic Advisors.

Note: The Lead BSN Academic Advisor from the NMSU Las Cruces campus visits the NMSU-Alamogordo and NMSU-Grants campuses at least once a semester to hold individual pre-nursing advising appointments with pre-nursing students. Pre-nursing students can also contact the NMSU BSN academic advisors in Las Cruces by phone or set up an appointment to meet by Zoom (nursing@nmsu.edu, 575-646-3812).

Pre-nursing students should contact the academic advisor at their respective campuses for information related to degree plans, course advisement, and credit transfer from other institutions.

Pre-nursing students will be notified by the BSN academic advisors from the School of Nursing Advising Center via NMSU email when they are eligible to apply to the nursing program and will be provided additional details related to the application process.

BSN Students

Once a student begins the application process for the BSN program, academic advising will take place with the [SON Advising Center](#) (nursing@nmsu.edu, 575-646-3812).

Students admitted to the nursing program are advised by the SON BSN Academic Advisors throughout their time in the BSN program.

BSN PROGRAM APPLICATION POLICIES

Students are admitted to NMSU as Pre-nursing majors and are advised by the Center for Academic Advising and Student Support (CAASS) up until the time they are prepared to apply to the BSN program. Students must be in good standing per NMSU criteria.

Students can meet with a BSN Academic Advisor to confirm their readiness to apply and clarify requirements for the application process.

Applicants to the BSN nursing program must:

1. successfully complete all pre-requisite courses before the beginning of the semester admitted to the nursing program;
2. take the required Human Pathophysiology course prior to the start of the nursing program or plan to take it simultaneously with Level 1 in the BSN program;

The following conditions apply to taking the pathophysiology course prior to entering the BSN program:

- Students choosing to take a Human Pathophysiology course prior to the start of the NMSU BSN program can take NURS 3110 at NMSU or an equivalent 4-6 credit course at another institution. In either case, the student must complete the course with a grade of C or higher before the start of the nursing program.
 - Students choosing to take a Human Pathophysiology course simultaneously with Level 1 nursing courses must take NURS 3110 at NMSU. The student must complete the course with a grade of C or higher, or the grade will count as a nursing course failure as it relates to the NMSU BSN program policies.
3. achieve a grade of 'C-' or higher in all nursing pre-requisite and general education courses. Students can repeat a pre-requisite or general education course one time for grade replacement. However, all additional attempts at repeating the same course will result in all grades being factored into the cumulative GPA.
 4. achieve a 2.75 grade point average or higher in required nursing pre-requisite courses (see NMSU BSN Program degree plan at <https://schoolofnursing.nmsu.edu/bsn/>).
 5. achieve a score of 75% or greater in all required categories (Math, Biology, Chemistry, English) on the HESI Admission Assessment (A2) Exam.
 6. Submit a completed application and the required academic records by the deadline through the NMSU SON student management systems, ProjectConcert.

Admission to the BSN program is a competitive process and is based on ranked admission scores. The pre-requisite GPA and HESI A2 scores of accepted students are generally higher than the required minimums.

The NMSU BSN Program Admission Score is calculated as follows:

BSN Program Pre-requisite Course GPA	40%
HESI A2 Admission Assessment Score	50%
New Mexico residents, military students, 135 Mile Out-of-State Tuition Discount Texas resident	2%
Four (4) or more pre-requisite course taken at NMSU	3%
Admission Essay Score	5%

Additional HESI Admission Assessment (A2) Exam Policies:

Applicants registered in the last semester of pre-requisite courses are contacted by the School of Nursing Academic Advisors to confirm their eligibility to apply to the nursing program. Students can also contact the SON Advisors at nursing@nmsu.edu to inquire about their status. Students who are ready to apply will receive instructions on the HESI A2 Exam and review the requirements for completing the admission application, including the requirements for the essay.

- Applicants must use the NMSU School of Nursing HESI A2 exam codes as the NMSU BSN program requires a student to take specific sections and pass each section with a 75% or higher score. The sections are Math, Chemistry, Biology, English (includes Reading Comprehension, Grammar, & Vocabulary).
- Applicants who are unsuccessful at earning a 75% or higher, in any required section, can attempt a second version (new exam) of HESI A2, repeating only those areas that did not meet the required 75% or higher grade. An applicant can also repeat previously passed sections in order to increase their overall score, as long as it is within the same application cycle.
- Applicants have two attempts per application cycle to take the HESI A2 and the higher score from each section of the two exams will be used to calculate a ranking composite score.
- Applicants can take the HESI A2 up to four times (two times per admission cycle) before remediation will be required to take the HESI A2 exam again. Students who are unsuccessful at passing the HESI A2, after two admission cycles, will be required to meet with the SON's Assistant Director for Student Success to discuss the requirement to independently complete the HESI A2 course of study currently available with NurseHub.com. The student would submit Certificates of Completion

as evidence of remediation to the Assistant Director of Student Success before any further attempts at taking the HESI A2 with NMSU would be scheduled.

- Applicants taking the HESI A2 exam on the NMSU campus under the supervision of School of Nursing (SON) proctors must follow all SON Testing Policies and the instructions provided by the proctors. If an applicant violates any of these policies, the proctor has the authority to remove them from the testing area. If the exam has been started, the result will be recorded a failed attempt.

The School of Nursing reserves the right to prohibit applicants who have violated testing policies from returning to test again on campus with SON proctors. An applicant may still complete their HESI A2 exam at another approved testing location, during the same application cycle if they haven't exhausted their two attempts. Any additional costs associated with testing at an alternate site are the responsibility of the applicant.

- Applicants cannot apply scores from a previous application cycle.
- The results of the HESI A2 exam must be available to the School of Nursing prior to the application deadline. Students with questions or concerns regarding this requirement should contact the BSN Academic Advisors in the School of Nursing Advising Center at nursing@nmsu.edu or (575) 646-7311.

BSN PROGRAM ADMISSION POLICIES

1. Students selected for admission to the BSN Program are required to upload their signed acceptance letter to ProjectConcert, by the deadline stated in the letter, to secure their spot in the cohort. Within a week, confirmed students will be sent an introductory letter which provides information and requirements to fulfill prior to the start of the program.
2. Incoming Level 1 students are provided with a ProjectConcert and Clinical Compliance Orientation on Zoom within the first week of receiving their introductory letter. A second New Student Level 1 Orientation via Zoom is scheduled one week before classes begin. The third orientation is Level 1 Clinical Orientation (NMNC 3135) which is scheduled in-person the day before classes begin. Students are expected to attend all orientations (Zoom or in-person).
3. BSN students are required to meet all clinical compliance requirements outlined in SON letters by the stated deadlines. Students should begin the process of obtaining the clinical compliance requirements after the ProjectConcert and Clinical Compliance Orientation is completed, as some requirements take more time to get results (appointments for immunizations, background check, random drug screen, Basic Life Support (BLS) certification course). Students with concerns regarding possible missed deadlines should communicate their situation immediately to the Clinical Compliance Coordinator or the Student Program Coordinator, Clinical Compliance to determine if exceptions or extensions will be granted. The details on required documents and how to upload them into ProjectConcert will be provided in the introductory letter and during the ProjectConcert Orientation. Students who do not meet the clinical compliance requirements by the deadline will be removed from any Level 1 nursing courses and have a HOLD placed on their student account. The student will need to contact the Associate Director for the Undergraduate Program or the Clinical Placement & Compliance Coordinator to discuss their status in the program. Inability to complete clinical compliance requirements by the deadline or meet other program requirements can result in removal from the BSN program.
4. Applicants who decline admission (i.e., those who do not submit acceptance letter to ProjectConcert, those who inform the Associate Director for the Undergraduate Program in writing (email) that they are giving up their spot, or those removed from the Level 1 roster for not completing clinical compliance requirements, no longer have their spot secured. If the student decides to pursue a BSN degree at a later time, they will need to begin the application process from the beginning and fulfill all requirements for admissions. Students seeking an exception to this policy can contact the Associate Director for the Undergraduate Program with their request.

TRANSFER POLICIES

The NMSU SON will consider the transfer of students who have already started a pre-licensure BSN curriculum at another school. The student should contact the BSN Academic Advisors at nursing@nmsu.edu to initiate communication. The student will need to submit unofficial transcripts from **all** higher education institutions where courses were taken and a letter from the program director from the previous nursing program indicating that the student was/is in good standing and is eligible to return to that program. Additional documents that may be requested by the BSN Academic Advisors include previous course syllabi, standardized examination reports that include content and scores, skills performance checklists, and any other documents deemed necessary for a comprehensive review of the student's status.

It is the intent of the program that a prospective student with previous baccalaureate nursing program course work (including clinical experiences) be placed in the program at a level as near as possible to the level of the previous academic experience. The SON may require the student to take a standardized nursing content exams (i.e., HESI progression exams) to verify content mastery.

If a student's transfer into the NMSU BSN program is accepted, the student will need to complete their application to NMSU and meet all university requirements before course registration can begin. In addition, the student must meet the admission criteria for all students entering the nursing program. The criteria include

1. Successfully completing all NMSU nursing pre-requisite courses with a grade of 'C-' or better before the beginning of the semester admitted to the nursing program.
2. Earning a minimum of a C- grade or higher in all previous BSN courses. Nursing courses taken more than two years prior to seeking the transfer may not be accepted.
3. Having a minimum of a 2.75 grade point average in the previous BSN program.
4. Earning a score of 75% or greater in all required categories on the HESI Admission Assessment (A2). Other nursing program entrance exams such as the ATI TEAS or Kaplan are not accepted. HESI Admission Assessment Exams (A2) that do not contain the same components required by the NMSU BSN requirement are subject for review.

Admission Decisions

The Associate Director for the Undergraduate Program, with recommendation from the Admission and Progression sub-committee, will determine whether to accept the request for transfer and will determine the student's placement in the BSN program.

The decision will include an explanation of courses transferred and what courses may need to be repeated to meet the requirements for the BSN program. The review process applies to all didactic and clinical courses.

Students who have received a “D” or “F” grade in one nursing course at other nursing programs may be considered for transfer. This grade will count as the student’s first failure in the NMSU BSN program. Students who have received a “D” or “F” grade in two or more nursing courses at other nursing programs are not eligible for immediate transfer. Students who have been dismissed from another pre-licensure nursing program are not eligible to apply to the NMSU BSN program until 2 years after the student’s dismissal date.

BSN PROGRAM ACADEMIC POLICIES AND PROCEDURES

REGISTRATION

The University offers online registration and students in the nursing program (Nursing majors) are encouraged to register themselves through mynmsu. Students can request assistance with registration from the BSN Academic Advisors. The BSN Academic Advisors can make changes to a nursing students’ registration related to nursing courses as needed and will communicate the changes to the student.

GRADING SCALE AND GRADE REQUIREMENTS

Evaluation is a critical, continuous process that is an integral component of the BSN Program. Course exams, graded assignments, and clinical assessments and evaluations are mechanisms to provide feedback to students about their progress throughout the curriculum. Students can seek feedback by contacting their respective faculty about their course work.

The faculty solicit students' constructive suggestions and recommendations for improvement and development. A variety of mechanisms exists to facilitate the evaluation process. For example, during the final week of each nursing course, students are asked to evaluate the course and the professor’s clinical and classroom performance via Canvas. The evaluations are made available to students through their Canvas course sites.

The NMNEC Grading Scale used by the NMSU BSN program is as follows:

A	=	92 - 100
B	=	84 - 91
C	=	77 - 83
D	=	67 - 76 (failing)
F	=	below 67 (failing)

Students must earn a grade of "C" or higher in all BSN courses. Students must achieve a written exam average of 77% or higher to pass didactic nursing (i.e., non-clinical) courses in the BSN program, independent of scores earned in other areas of the grading rubric. If the exam average (i.e., overall exam performance) calculated in Canvas is below 77%, the overall course grade entered into the university's official grade system (Banner) will be determined by that exam average.

Computation of grades is outlined in each course syllabus with specific information about how course grades are calculated. There are no extra credit assignments to improve any grade and the practice of "curving" is not used for determining grades in nursing courses. Final course grades are the only grades that are rounded to the nearest whole number. For the purpose of assigning letter grades, the School of Nursing BSN program uses standard rounding conventions (e.g., 76.5 is rounded to 77 and 76.4 is rounded to 76.) The School of Nursing does not assign + or – to the final letter grades entered into the Banner system.

ACADEMIC MISCONDUCT

Any work, submitted by a student (e.g., written assignments, papers, projects, exams, quizzes, etc.), must be the result of their individual work and effort unless otherwise specified by the course faculty. Individual course requirements are outlined in the course syllabi. Students must use the current edition of the Publication Manual of the American Psychological Association (APA) as a guide to scholarly work. Students may be referred to the NMSU Writing Center <https://towc.nmsu.edu/> for assistance with written assignments.

Students are responsible for adhering to the policies and procedures related to academic integrity found in NMSU Catalog and NMSU Student Handbook. For further information you may refer to the NMSU Student Handbook, specifically the [Student Academic Code of Conduct-Academic Integrity \(Policy 5.10\)](#). The School of Nursing follows the university's [Procedures to Respond to Allegations of Student Academic Misconduct \(Policy 5.11\)](#), including guidelines for sanctions.

Cheating

Cheating is obtaining something by dishonest or deceitful means. Examples of cheating include copying work from another student, working with one or more students on an individual assignment and submitting it as individual work, copying from other students during individual testing, using electronic devices or other means to obtain information during testing, etc. It is the student's responsibility to authenticate any assignment submitted to an instructor when necessary. If asked, students must be able to produce proof that the assignment submitted is their own work. Therefore, it is recommended that students keep copies of all drafts of their work, make photocopies of research materials, keep logs or journals of work on assignments and papers, etc.

Plagiarism

Plagiarism is the deliberate act of taking the writings and/or ideas of another and representing them as one's own. The direct lifting of a passage or ideas from another book or journal and including it in an assignment as if it were the student's own work without using quotation marks and without proper referencing is the most blatant form of plagiarism. Paraphrasing can be another form of plagiarizing. Essentially, paraphrasing involves taking a passage from another book or journal and changing some of the words, altering the phrasing but not the meaning. Any time material is paraphrased, it should be cited with a reference identifying the source. Please refer to the policies in the [NMSU Student Code of Conduct](#) for more information on plagiarism.

It is recommended that students not share electronic files of their work or provide printed copies to others as this makes individual work available to other to copy and submit without the student's knowledge.

Disciplinary Action for Academic Misconduct

Cheating or plagiarism on assignments and other types of submitted student work are not acceptable as scholastic work and may result in a grade of zero for submitted work. The SON follows the university's definitions and policies in the [NMSU Student Code of Conduct](#). All incidences of plagiarism and other forms of academic misconduct (e.g., cheating, misrepresentation, etc.) identified by faculty or administrators must be reported to the NMSU Academic Conduct Officer who will provide guidance on consequences and sanctions.

USE ARTIFICIAL INTELLIGENCE (AI) IN COURSES

The use of AI in education offers numerous advantages, including enhanced personalization, efficiency and automation, data-driven insights, and increased accessibility and inclusivity. However, along with these potential benefits, we must also recognize and address several concerns including ethical considerations, dependency and over-reliance, and equity and access. Per university policy, faculty may select one of the following options for the use of AI in NMSU courses.

Option 1 - Use of AI tools is permitted in this course for students who wish to use them.

Students must cite any AI-generated material that informed their work (this includes in-text citations and/or use of quotations, and in your references list). Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Option 2 - Use of Generative AI Permitted Under Some Circumstances or with Explicit Permission

During this class, we may use AI Writing tools. You will be informed as to when, where, and how these tools are permitted to be used, along with guidance for attribution. It is important to note that if AI tools are permitted to be used for an assignment, they should be used with caution and proper citation.

Option 3 - No Use of Generative AI Permitted

This course assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any substantive portion of an assignment for them, which includes hiring a person or a company to write assignments and using AI tools.

Learn how to cite material generated by an artificial intelligence app like ChatGPT, Dall-E, or others from the [NMSU Library](#).

INCOMPLETE "I" GRADES

The letter grade **"I" (Incomplete)** may be assigned to students who are performing passable work but are unable to complete course requirements due to unforeseen circumstances beyond their control that arise after the official withdrawal deadline. Under no circumstances may an "I" grade be used to avoid assigning a grade of D, F, or U for unsatisfactory or failing performance.

The School of Nursing adheres to the New Mexico State University (NMSU) policy regarding incomplete grades ([NMSU policy for Incomplete "I" grades](#)).

When completing coursework for a grade of “I” (Incomplete), previously submitted and graded work may not be redone for a new grade.

The Faculty of Record is responsible for initiating the NMSU “I” Grade Information Form to include the Student Demographics, Reason for Incomplete, Necessary Steps to Remove the “I” Grade and the Consequences related to non-completion of work. The plan will be reviewed with the Associate Director for the Undergraduate Program. Upon agreement,

- The academic plan will be reviewed with the student by the Faculty of Record.
- The student must sign the academic plan, indicating acknowledgment and acceptance of expectations and deadlines.
- A copy of the signed academic plan will be provided to the student.
- An official copy will be filed in the student's electronic academic record within the School of Nursing.
- The “I” grade will be entered into Banner at the time course grades are due for the University.

Any proposed changes to the academic plan require a meeting between the student and the Faculty of Record, with consultation from the Associate Director for the Undergraduate Program. All revisions must be documented in writing and follow the same review, approval, and filing procedures as the original academic plan.

Students must complete the course associated with an “I” grade with a final grade of C or higher. Progression to the next level of the nursing program is not permitted until:

- The “I” grade is resolved with a final grade of C or higher, and
- All other courses in the current level are successfully completed with a grade of C or higher.

For students enrolled in Level 5 courses, all courses must be completed with a final grade of C or higher to fulfill the academic requirements for completion of the Bachelor of Science in Nursing (BSN) degree.

When all coursework is completed, the Faculty of Record will complete a Change of Grade/Removal of “I” Grade form and sign it before sending it to the Associate Director for the Undergraduate Program and the Academic Associate Dean for additional signatures. When all required signatures are obtained, the BSN Academic Advisors will submit the form to record_grade@nmsu.edu (Student Records) along with the original NMSU “I” Grade Information Form to complete the process of a grade change.

SEQUENCE OF NURSING COURSES

The BSN curriculum/degree plan follows a specific sequence of nursing courses. Each of the didactic and clinical nursing courses can accommodate only a certain number of students. Students who are following their assigned degree plan from the start of the semester of admission are assured of a place in that cohort as they progress through the curriculum.

In some circumstances, students may not be able to progress through the degree plan as designed. Students who deviate from the degree plan for the cohort to which they were originally admitted (i.e., taking a leave of absence from the program, failing nursing courses or unable to finish coursework in a semester) must understand that there may not be space for them in a specific nursing didactic/clinical course at a later date when they are ready to re-enter the program where they left off.

ACADEMIC PROGRESSION

Progression of a student within the BSN Program is based on the following policies:

1. The BSN student must remain in "good standing" with NMSU, maintaining a cumulative grade point average (GPA) in accordance with scholastic standing policies outlined in the current NMSU Undergraduate Catalog. Any nursing student who is placed on academic probation by NMSU must petition the BSN Admission and Progression Sub-committee for permission to continue enrolling in nursing courses while improving their GPA.
2. All nursing courses, the required nursing elective, Viewing the Wider World (VWW) courses in the BSN degree plan must be taken for a grade. Other non-nursing courses may be taken S/U following NMSU policies. Students should be aware that, as of Fall semester 2025, federal loans and Pell grants will only cover tuition for courses listed in the student's degree plan. New Mexico Lottery and Opportunity scholarships will continue to cover the tuition cost associated with all courses that the student is registered for.
3. Students must achieve an exam average of at least 77% in order to pass didactic (i.e., non- clinical courses) in the BSN program, independent of scores earned in other areas of the course rubric.
4. BSN students must satisfactorily complete all courses in a particular level, to include all standardized exams and HESI Progression Plan requirements for each course in prior to progressing to the next level.
5. Students must earn a grade of "C" or higher in required course work leading to the BSN degree (this includes General Education courses).

STUDENT POLICIES & PROCEDURES FOR COMPUTER-BASED TESTING

Students must demonstrate honesty and integrity before, during, and after the exam to ensure students have efficient, fair, and positive experiences during testing. All students must be in their assigned seats (if required) with testing devices fully charged and turned on, with the Exemplify app set up and ready by the designated exam start time. The exam download will be available at least 24 hours before the exam starts. All Level HESI exams and the Exit HESI Exam require the student to register for their specific exam the day before the exam is scheduled. Students who do not download an exam (Exemplify) or who do not register for an exam (HESI exam) may not be able to proceed with taking the exam on that scheduled day and this may affect their course grade or their progression in the program.

By taking exams in the NMSU BSN program students agree to this policy and its related procedures.

The following are testing procedures and protocols that BSN students must adhere to:

1. The student will come to the assigned testing room prepared with the exam file downloaded to their testing device (laptop/testing device). Students should have a pen or pencil. Student should enter the testing room quietly, should proceed to a seat, and will not be permitted to wear hats, caps, jackets, hoodies or sweatshirts with pockets, or sunglasses.
2. All personal belongings must be placed in the instructor-designated area before the start of the exam. All electronic devices must be turned OFF. A pen or pencil is required. Some faculty may permit a clear container with no label, for water only, to be on the testing table or desk (not on floor) and faculty will let students know. No other items, including food, candy or other drink containers, will be permitted on the students table or desktop, ledge or other space around them. Students will use the calculator provided by ExamSoft or HESI on their own device if one is needed for the exam.
3. Phones and watches of any kind are prohibited during testing. Phones should be turned off (no vibration) and all alarms silenced during the exam. A student who is discovered with either a phone or watch may receive a zero for that exam.
4. One blank sheet of paper will be provided to each student at the beginning of class. Students MUST put their name and date on the paper. The paper should be turned in to the proctor, whether it was used or not, when the student shows the proctor their GREEN "Congratulations/Confirmation" screen. Failure to turn in the paper at the time the "green screen" is shown to the proctor may result in a zero for that exam. No other papers or notes will be allowed during exam time unless

otherwise specified by the faculty/proctor. Students are not to write on the scratch paper until after the exam starts.

5. Students must ensure that their cases/attachments for their testing device contain no notes or printed materials of any kind during testing. Proctors may ask to examine these items prior to testing. Possession of these materials during the exam may result in a zero for that exam, even if the student had no intention of using them.
6. Shortly before testing is ready to begin, students must close out all other apps, launch the Exemplify app, navigate to the "Password" screen, and wait for exam password from the proctor. With HESI exams, students will be provided with specific instructions on when to activate the exam. Students are not to engage in conversation with other students once the exam has begun.
7. Multiple proctors may be assigned to an exam room based on the number of testers and the testing environment.
8. If a student is late, the exam will end at the originally stated end time. No extra time will be given, and the exam must be uploaded before the deadline.
9. Successful upload/completion of the exam is the student's responsibility. The student should show the proctor the GREEN "Congratulations/Confirmation" screen, signifying a successful exam upload, before exiting the room. Any exam that is not uploaded before leaving the testing room can be considered a breach of test security and the student may receive a grade of zero for that exam.
10. Students are not expected to leave the room for exams that are two hours or less. Most exams administered through ExamSoft, including final exams are 2 hours or less in length. Students should plan accordingly and visit restroom facilities prior to the start of the exam. If an emergency arises, a student may be escorted from the testing room. If the student is able to return safely, the faculty will determine if additional time is granted to complete the exam or if other arrangements need to be made. For exams greater than two hours, such as Level HESI exams or the Exit HESI exam, students may be permitted to leave during the testing period but cannot take items such as a phone or purse with them. The expectation is that the student will visit restroom facilities as quickly as possible and return to testing. Although exams may be paused, the time allotted for the exam continues. Any exceptions or specific situations that might arise should be discussed with the Lead proctor prior to the start of the exam.
11. Students who fail to demonstrate honesty and integrity before, during, or after an exam will be held to the consequences or penalties listed in the NMSU Student Code of Conduct and may receive a zero for the exam.

12. Each student is responsible for resolving technical issues through ExamSoft support service at: Support@examsoft.com or (866) 429-8889 before the exam. If a student downloads an exam and the testing device malfunctions before exam time, it is the student's responsibility to obtain an alternate testing device and notify the instructor to request a second download of the exam. Any exam malfunctions must be reported to the instructor/proctor. A simple restart of the testing device usually resolves most glitches. No paper exams will be administered. Faculty and staff, familiar with ExamSoft and Elsevier HESI exams are assigned to testing rooms to assist with troubleshooting that occurs at the start of the exam or during.

ATTENDANCE POLICY

The BSN program follows the NMSU [ARP 4.46 Section D](#) policy on student absences. Absence is defined as “excused” when the student personally notifies the instructor prior to the absence (notification method is at the discretion of the faculty). In general, excused absences based on extenuating circumstances include, but are not limited to, personal illness, family death, and/or unexpected life emergencies. Other examples of predictable excused absences such as active military service (and university-approved accommodations are listed in [ARP 4.46 Section D](#). ROTC or weekend guard activities are not considered for excused absences. The student should contact their designated lead at either entity and make alternate arrangements to avoid missing class or clinical time. NMSU school sponsored activities (i.e., athletics, ASNMSU affiliated organizations and clubs) require the student to provide competition schedules, agendas, and/or travel requirements in advance to the course Faculty of Record to discuss assignments, exams, and clinical hours that will be missed in their absence and develop plan for how these requirements will be made up.

The determination of what constitutes an excused absence is at the discretion of the assigned faculty member. Documentation supporting the excused absence (i.e., obituaries, work/school excuse from healthcare provider including date/time) must be presented to the faculty member for inspection. The Faculty of Record will determine whether the absence(s) is excused or unexcused and return any documentation to the student.

STANDARDIZED TESTING IN THE BSN CURRICULUM

Students are required to take standardized tests as part of the BSN program coursework. The purpose of the Level HESI Exams is to assess student learning and tailor NCLEX preparation.

Level HESI Exams

- Students in Levels 1-4 must complete a Level HESI exam during the designated Final Exam period at the end of each of those levels, regardless of the number of nursing courses taken during that semester.
- The score a student receives on the Level HESI exam will count as 5% of their final grade in each NMNEC didactic course they are taking. The Dosage Calculation Exam must be passed with a 92% or higher. The number of attempts it takes to pass the exam determines the 5% grade contribution in clinical course for that semester. Each course syllabus will explain how these exams are scored and factored into the overall course grade.
- In Level 5, students will take the HESI Exit Exam, which has specific criteria outlined in this handbook under “HESI Exit Exam”.

HESI Progression Plan

- Students in Levels 2-5 must complete required assignments as part of the HESI Progression Plan each semester.
- The final scores of the HESI Progression Plan assignments will count for 5% of the final grade in NMNC 3210 Health and Illness I, NMNC 4310 Health and Illness II, NMNC 4410 Health and Illness III, and NMNC 4510 Concept Synthesis in Levels 2-5.
- Students in Levels 4 and 5 may not begin NMNC 4445 Clinical Intensive II or NMNC 4545 Capstone if their required HESI Progression Plan assignment is not up to date. “Up to date” refers to completion of required assignments by the due dates.
- Students failing to complete their required HESI Progression Plan assignment will not progress to the next level of the BSN Program, including completion of the Level 5 BSN course requirements leading to graduation.

HESI Exit Exam

- Students in Level 5 must complete a HESI Exit Exam with a score of 850 or higher to successfully complete NMNC 4510 - Concept Synthesis.
- Students will have 2 attempts to achieve a score of 850 or higher on the HESI Exit Exam paid, both paid for by the SON.

- The first attempt for the HESI Exit Exam is scheduled around Week 11 of the Level 5 semester. The second attempt is scheduled during Finals Week of the same semester.
- Students who successfully achieve a score of 850 or higher on the first attempt have the option of using a second attempt within the same semester to earn a higher Exit HESI Exam score.
- Students who do not achieve a score of 850 or higher on the first attempt are required to complete weekly HESI coaching sessions with a designated SON faculty member prior to attempting a second HESI Exit Exam during Finals Week.
- This HESI Exit Exam score will count for 5% of the final course grade in each Level 5 didactic course. Individual course syllabi will provide details about how the exams are scored. The higher of the first two scores will be used for grade calculation in each of the Level 5 NMNC courses, except NMNC 4510 Concept Synthesis (see below). In NMNC 4510, the HESI Exit Exam score is graded complete (= 5%) or incomplete (= 0%).
- For students who do not achieve a score of 850 or higher after two attempts on the HESI Exit Exam, but are otherwise passing 4510 with an exam average of 77% or higher, the course grade for NMNC 4510 Concept Synthesis will be recorded as Incomplete (I). For the purposes of completing the NMNC 4510 - Concept Synthesis course, the student is expected to continue beyond the end of the semester with their own remediation efforts and test attempts guided by faculty in the School of Nursing.
- Students will have up to six (6) attempts to successfully complete the HESI Exit Exam with a score of 850 or higher within a 12-month period. The last 4 attempts are paid for by the student.
- In NMNC 4510 Concept Synthesis, if the student achieves a score of 850 or higher on any of their 6 attempts then they will receive a grade of 'complete' (= 5%) and their final grade will be calculated. Grades in other NMNC level 5 courses will not be adjusted based on the HESI Exit Exam score after the semester concludes.
- The time period between HESI Exit Exam attempts will be no less than two (2) weeks and students will be notified of the next scheduled testing date/time by SON personnel. Students are expected to use the time between attempts to prepare for the upcoming exam. If a student is unable to attend the scheduled test date/time, they will need to wait until the next attempt scheduled by the School of Nursing which would be at least two weeks later. No exams will be scheduled when NMSU is closed.

- If the student does not achieve a score of 850 or higher after 6 attempts or 12 months, whichever occurs first, the NMNC 4510 Concept Synthesis course grade will be recorded as "D" for the purpose of GPA calculation.
- If the NMNC 4510 course grade is a "D", due to failure to successfully achieve a score of 850 or higher on the HESI Exit Exam, the student could be eligible to repeat NMNC 4510 depending on prior course grades, in accordance with the BSN Program dismissal policies.

DISMISSAL FROM THE BSN PROGRAM

Dismissal of a student from the BSN program can occur for the following reasons:

1. Student demonstrates unsafe clinical practice in laboratory/clinical site or violates privacy or ethical standards. See section "Unsafe Behavior or Privacy Violations in the Clinical Setting" in the BSN Student Handbook.
2. Student receives a "D," "F," "W," (while failing) or "Drop" (while failing) in two nursing courses, whether they occur in the same semester or different semesters during the nursing program.

*Note: The student may repeat a single nursing course **one time** to try and achieve a 77% exam average and overall grade of C in a course either at NMSU or another institution that follows the NMNEC BSN curriculum and if space is available.*

The NMSU Undergraduate Catalog also contains policies governing "Scholastic Probation and Suspension" and "Disciplinary Probation and Suspension." In addition, the "Student Code of Conduct" is published in the [NMSU Student Handbook](#). Students who are dismissed from the BSN program may appeal program dismissal following the procedures that are sent with the dismissal letter. This is also outlined on p. 30 of this handbook under Program Dismissal Appeals.

LEAVE OF ABSENCE (LOA) FROM THE BSN PROGRAM

A student who has successfully completed Level 1 nursing courses can be considered for a Leave of Absence (LOA) from the undergraduate nursing program. The LOA can be two semesters at different times throughout the program or two consecutive semesters, based on their admission status (Traditional, Pathways, or Roadrunner). Students requesting a LOA must contact the Associate Director for the Undergraduate Program to meet in person or via Zoom and discuss the situation. Once a student is granted a LOA for the semester, it is their responsibility to notify the Associate Director for the Undergraduate Program at least one month in advance of their pending return (i.e., July for a Fall semester return, December for a Spring semester return). Return to the BSN program is based on space availability, particularly in clinical courses.

Students who do not continue with the NMSU BSN program following the maximum number of semesters out on LOA, will be removed from the undergraduate roster. If a student is interested in returning to the BSN program, they should inquire with the SON Academic Advisors at nursing@nmsu.edu.

Students returning to the undergraduate program after a LOA are responsible for obtaining all current textbooks, online resources, clinical clearance requirements and uniforms, particularly if changes have been made in the nursing program during their absence.

APPEALS AND GRIEVANCES

Course Grade Appeals

Students who wish to question a decision or the awarding of a course grade should use all informal procedures before enacting the formal appeal process. The informal process begins with discussing the issue/concern with the individual faculty member. If a resolution is not found, the student and faculty member can seek guidance from the course Faculty of Record. Unresolved issues at this level may then be brought to the attention of the SON Associate Director for the Undergraduate Program.

Students who choose to formally appeal a decision or the awarding of a grade by a faculty member are advised to follow the Student Academic Grievance Policy outlined in the NMSU Student Handbook (<https://studenthandbook.nmsu.edu/grievance-process/student-academic-grievance-policy/>). Please contact the Associate Director for the Undergraduate Program for guidance on this process.

Program Dismissal Appeals

The Program Dismissal Appeal Process provides students the opportunity to appeal program dismissal decisions made by the School of Nursing. The School of Nursing follows NMSU policies for Grade Appeals (1) and the NMSU System Academic Regulations (2).

- (1) <https://report.nmsu.edu/decision-tree/undergrad-grade-appeal.html>;
<https://report.nmsu.edu/decision-tree/graduate-grade-appeal.html>)
- (2) <https://catalogs.nmsu.edu/nmsu/regulations-policies/#text>

Students who are appealing program dismissals must:

1. Complete and sign the Program Dismissal Appeal Form (generally included with dismissal letter and posted in the BSN Program Resources Canvas course site).

2. The submitted document package must clearly outline the grounds for appeal and include all pertinent supplementary materials.
3. The completed packet can be submitted as a pdf to nursing@nmsu.edu with "Attention: School of Nursing Program Dismissal Committee" in the subject line or it can be hand-delivered to the School of Nursing office in the Heath & Social Services Building (HSS), Suite 110 within 30 days of receipt of the program dismissal letter. Packets will be forwarded to the School of Nursing Program Dismissal Appeals Committee Chair.
4. Within five business days of the committee chair's receipt of the packet, the student will receive written notification of the date and time of their appeal hearing. The Committee may request additional information from the student or nursing faculty and staff.
5. Hearing Procedures
 - i. The hearing is not open to the public.
 - ii. The student will be brought into the meeting room to provide a presentation, of no more than 30 minutes, with an opportunity for the committee members to ask questions of the student.
 - iii. Although witnesses are not normally required at most hearings, they may be called upon at the discretion of the committee. Witnesses will be dismissed after their testimony.
 - iv. There will be an opportunity for final statements from committee members as well as from the student.
 - v. The student and any non-voting committee members will leave the room for deliberations and vote.
6. After the hearing, the Program Dismissal Appeals Committee will submit their recommendation to the Associate Director of the Undergraduate Program who will notify the student of the decision.
7. The student may submit a written appeal of the Program Dismissal Appeals Committee decision to the Director of the School of Nursing within 10 working days of notification of the decision.
8. The student may submit a written appeal of the School of Nursing Director's decision to the Associate Dean for Academics for the College of Health, Education, and Social Transformation within 10 working days of notification of that decision.
9. If the Associate Dean's decision supports the School of Nursing Director's recommendation for dismissal, the student may submit a written appeal to the College of HEST Dean within 10 working days of notification of the decision.
10. The decision of the HEST Dean is final.

Non-Academic Grievances

Any student who believes that they have been treated unjustly by an NMSU process or person may seek redress through the appropriate university process. The School of Nursing follows [NMSU's policies and procedures for reporting grievances](#). Students who have a grievance are encouraged to contact the Associate Director for the Undergraduate program or the School of Nursing Director, but may file a complaint through the university's reporting systems at <https://report.nmsu.edu>.

READMISSIONS

Students considering readmission to the NMSU BSN program after a leave of absence longer than two semesters in the student's degree plan or voluntary withdrawal from the program could be considered. Students should inquire with the SON Academic Advisors at nursing@nmsu.edu.

The BSN Admission & Progression sub-committee would review the student's request and supporting documents, taking into account the student's academic record, length of time out of the program, reason for leaving the program, and available space, particularly in clinical courses. The committee would make a recommendation to the Associate Director for the Undergraduate Program and the student would receive written documentation via email indicating the decision.

GRADUATION WITH THE BSN DEGREE

Students who successfully complete their plan of study/degree are eligible for graduation. Students apply for graduation through their [myNMSU](#) account during the [graduation application period](#). Failure to apply for graduation by the University's Student Records deadline will result in delays in degree posting. In some cases, the student may not be awarded their degree and must reapply for graduation the following semester. This delay can affect a student taking a licensure exam which affects their ability to become employed as registered nurse.

All students should perform a STAR Audit through their myNMSU student account at the end of the [Level 4 of the BSN program](#) to confirm their progress in meeting requirements for the nursing degree. Students are encouraged to consult with the SON Academic Advisors about concerns or questions related to completing their nursing degree.

CLINICAL POLICIES AND PROCEDURES

PRECLINICAL DOSAGE CALCULATION EXAM REQUIREMENTS

BSN students are required to maintain and continuously demonstrate competencies in safe medication administration. An essential component of safe medication administration is the ability to demonstrate competency in dosage calculations at each level of the BSN program. The preclinical dosage calculation exam is administered to students in Levels 2-5 and students are provided opportunities to demonstrate competency in dosage calculation throughout all levels in the nursing program.

Dosage Calculation Exam Policy

1. BSN students must pass a Dosage Calculation Exam, specific to each level, before participating in clinical experiences in Levels 2 to 5. This policy outlines the exam requirements, grading, schedule, preparation, remediation procedures, and handling of absences.
2. Exam requirements:
 - a. Minimum Passing Score: 92%
 - b. Attempts Allowed: Three per Level
3. Grading and Clinical Credit - The Dosage Calculation Exam contributes 5% to the overall clinical course grade. The score recorded in the clinical course may differ from the score achieved on the individual exam and is determined by which attempt the student successfully passes (scores a minimum of 92% on the individual exam).
 - a. 1st Attempt: 100%
 - b. 2nd Attempt: 84%
 - c. 3rd Attempt: 77%
4. Exam Schedule - The schedule for the Dosage Calculation Exam is structured by level and attempt.
 - a. 1st Attempt:
 - i. Level 2 & Level 3: Administered the day before the semester begins.
 - ii. Level 4 & Level 5: Administered during the Final Exam week of the preceding semester.
 - b. 2nd Attempt:
 - i. Level 2 & Level 3: Administered within one week of the first attempt.
 - ii. Level 4 & Level 5: Administered the day before the semester begins.

- c. 3rd Attempt:
 - i. Levels 2 to 5: Administered within one week of the second attempt but before Census Day ("Drop without a 'W'").
 - d. **Important Note for Level 4:** If a student has an unsuccessful attempt that results in missing a clinical day of NMNC 4435 Clinical Intensive 1, the absence will be recorded as an "Unexcused Absence." Accumulating two unexcused absences in any clinical course will result in a course failure.
5. Absences and Consequences - Attendance at scheduled time of exam is required unless arrangements have been made in advance with the Dosage Calculation Coordinator. The consequences of absences are outlined below.
- a. Missing First or Second Exam Attempt:
 - i. Students who miss the first or second exam date without a documented, excused absence will receive a grade of zero (0) for that attempt.
 - ii. The student must complete the required remediation exercises before being eligible to retake the exam.
 - b. Missing Third Exam Attempt:
 - i. Missing the third exam date without a documented, excused absence will result in a grade of zero (0) for the exam.
 - ii. The student will be required to withdraw from all NMNEC courses for that level and follow the leave of absence procedure, resulting in a mandatory leave of at least one semester before resuming the program.
6. Exam Preparation and Remediation - Exam preparation is designed to help students succeed in passing the Dosage Calculation Exam on the first attempt. The remediation exercises are designed to help students succeed in passing the Dosage Calculation Exam on the second or third attempt. The Dosage Calculation Exam Coordinator or their designee will assign students the exam preparation, based on Level, and will provide assignment for remediation exercises when needed.
- a. Preparation: - All students must complete assigned preparation exercises ("Ticket to Test") in the designated system (e.g., PracSafe). Failure to complete the preparation exercises by the stated deadline will result in the student forfeiting their first attempt and receiving a grade of zero.

b. Remediation Process for Unsuccessful Attempts

- i. After an Unsuccessful 1st Attempt: Remediation exercises will be assigned and must be completed by the stated deadline prior to the second attempt.
- ii. After an Unsuccessful 2nd Attempt: Additional remediation exercises will be assigned and must be completed by the stated deadline prior to the third attempt.
- iii. After an Unsuccessful 3rd Attempt: Students will not be permitted to remain in NMNEC courses (didactic and clinical) for the semester. See #7 below regarding “Consequences of Three Unsuccessful Attempts” and #8 regarding “Leave of Absence and Returning to the BSN program
- iv. Note regarding all Remediation Assignments: Failure to complete remediation exercises by the stated deadline will result in forfeiting the Dosage Calculation Exam attempt and receiving a grade of zero.
- v. Note regarding all Forfeited Exams: Students who forfeit the first attempt of the Dosage Calculation Exam, are required to complete the preparation exercises (“Ticket to Test”) and the remediation exercises prior to the second attempt. Students who forfeit the second attempt are required to complete the preparation exercises (“Ticket to Test”), if not already completed prior to a first attempt, and the remediation exercises prior to the third attempt.

7. Consequences of Three Unsuccessful Attempts - If a student does not achieve a passing score within three attempts, the student must withdraw from all NMNEC courses (didactic and clinical) for that level.

- a. It is strongly advised that the student meet with the Associate Director of the Undergraduate Program before withdrawing from any course to discuss nursing program status, financial aid implications, alternative course options, and the process for returning to the BSN program.
- b. Dropping courses before Census Day (“Drop without a W”) may qualify students for a tuition refund.
- c. Dropping nursing courses will be classified as a “Leave of Absence” (LOA) from the BSN program, and not course failures.

8. Leave of Absence (LOA) and Returning to the BSN program - Students who experience three unsuccessful attempts on the Dosage Calculation Exam and take a Leave of Absence (LOA) will:
 - a. work with the Dosage Calculation Coordinator to complete assigned remediation exercises during their leave.
 - b. be eligible to return to the program, space permitting, after demonstrating dosage calculation competence by passing the appropriate Level Dosage Calculation Exam 1 during the next scheduled attempt.
9. Contact Information and Support - Students with questions regarding this policy can contact the Dosage Calculation Exam Coordinator or the Associate Director of the Undergraduate Program.

CLINICAL COMPLIANCE REQUIREMENTS

New students (incoming Level 1) who have accepted their spot in the BSN program (returned their signed acceptance letter) will receive an introductory letter in an email sent through ProjectConcert, outlining the clinical compliance requirements and process for submitting the clinical documents. An orientation via Zoom is also scheduled shortly thereafter, for the Clinical Placement & Compliance Coordinator to go over the use of ProjectConcert.

ProjectConcert is a secure, university-approved cloud-based system that the School of Nursing uses to store student documents and track individual clinical requirements for overall compliance. New students (Incoming Level 1) will not have access to ProjectConcert until the initial ProjectConcert Orientation is completed.

Continuing students will be updated as clinical compliance requirements change but are responsible for checking ProjectConcert often to determine what requirements need to be updated as they progress through the program.

All students are required to upload their documents into ProjectConcert by the designated due date listed in ProjectConcert. Any student who is unable to meet the stated deadlines should contact the Clinical Placement & Compliance Coordinator well in advance of the deadline to discuss their situation and possible options. Students who miss deadlines without proper notification and approval from the Clinical Placement & Compliance Coordinator or their administrative designee may be removed from nursing courses. This action will impact a student's progression in the nursing program.

Background Check & Fingerprints

The New Mexico Department of Health (NMDOH) background check/fingerprints are completed electronically. The student is instructed to upload their valid form of government identification and the appropriate DOH form into ProjectConcert. The SON Clinical Placement & Compliance Coordinator or designated staff will enter the information into the New Mexico Department of Health Caregivers Criminal History Screening Program (CCHSP). The student will be sent an email which contains an Authorization to Fingerprint with instructions on how to register, pay, and schedule an appointment through a local company based on the zip code of the ID that was submitted. The NMDOH also requires that student names and their application number be resubmitted annually to repeat the background check. Therefore, a valid form of government ID must be available in ProjectConcert at all times. No fingerprints are needed for this re-submission and there is no additional cost. The resubmission of student names will take place prior to the start of Level 3 and prior to the start of Level 5. Students will be provided the details on how to resubmit and the due date.

Titers/Immunizations

It is essential that nurses and student nurses do everything possible to prevent the spreading of communicable diseases to their patients and to the community. For this reason, the School of Nursing and our clinical affiliates have established minimum guidelines for immunization of nurses and other health care workers.

Students will be asked to submit information to ProjectConcert related to their routine immunization status. It may be necessary for the student to obtain titers and/or update immunizations.

Details on each of the immunizations will be provided to students once they are accepted to the program. Questions regarding any clinical compliance requirements can be addressed with the Clinical Placement & Compliance Coordinator or the Student Program Coordinator, Sr for Clinical Compliance.

10-panel Random Drug Screen

A negative drug screening test is required for students to participate in practicum/clinical experiences within most health agencies. All new (incoming Level 1) nursing students are required to have a 10-panel random drug screen completed by the expiration date listed in ProjectConcert. A repeat drug screening test will be required every year after the initial one, as long as the student remains active in the BSN program at NMSU. Students may need to update all of their clinical compliance requirements upon return if the LOA has been greater than one semester. Students should contact the Clinical Placement & Compliance Coordinator for clarification.

MARIJUANA USE

Students who test positive for marijuana are unable to continue in a clinical placement, which will affect their status in the BSN program. A student who has a prescription for Medical Marijuana and tests positive for marijuana will also be ineligible to participate in clinical placement due to the federal restriction on the use of marijuana. While the use of Medical Marijuana is permitted in New Mexico, marijuana remains classified as a controlled substance under federal law and its use, possession, and/or cultivation at educational institutions remains prohibited.

Each student has a link in their ProjectConcert account called SurScan where they can obtain their order for a 10-panel drug screen. Students should click on the link and follow the directions. Once this step is complete, the order goes into a queue. It can take up to 10 business days before receiving notice of a time to schedule a random drug test. The student is responsible for following through with the drug screening test and the results will come directly to the School of Nursing. If a student has not received correspondence from SurScan after 10 business days since ordering the test, they need to contact SurScan directly and speak with a representative at (972) 633-1388. The School of Nursing personnel cannot access student accounts with SurScan.

The NMSU School of Nursing reserves the right to request a random drug screen from a student at any time during the student's participation in the undergraduate nursing program if there is reasonable cause to believe the student is in violation of the drug screen requirement.

Circumstances that may give rise to reasonable cause, but are not limited to include:

- observation of drugs and/or drug paraphernalia on or near the student
- admission of current illicit drug use
- prior positive drug screens since entering the nursing program
- observation of physiological signs of possible impairment of drugs
- a pattern of behavior suggesting impairment by use of drugs
- reports from faculty, peers, and employees of clinical partners
- reports of a medication error or adverse patient outcome in the clinical setting

If a student is in a clinical experience and there is reason to believe that a random drug screen must be ordered, the student can be removed immediately from the clinical site

and sent to follow up with the Clinical Placement & Compliance Coordinator or administrative designee immediately. If it is determined that a random drug screen is needed, the order will be initiated. The student is responsible for the cost of the test and it must be completed by the stated date and time.

Drug Screen Outcomes

The School of Nursing will also consider the recommendations of the testing facility based on results. All questions and results of drug screens are addressed by the Clinical Placement and Compliance Coordinator and the SON Administration.

- A student's refusal to test or inability to meet the deadline (including not following through with payment), will result in documentation of the incident and the situation will be addressed as if the test result was positive.
- Diluted urine samples will require a repeat drug screen.
- A positive drug screen can lead to removal from all nursing courses for the current semester, forfeiture of admission (new incoming Level 1 students, transfer students, or those returning from LOA), or dismissal from the NMSU nursing program (students currently progressing in the program). Additionally, any student may face disciplinary action based on NMSU conduct policies.
- A negative drug screen, with all other clinical compliance requirements current, permits the student to proceed with participation in the clinical activities.

Basic Life Support Certification

The School of Nursing requires Basic Life Support (BLS) certification through the American Heart Association. BLS is a comprehensive certification designed for healthcare workers and first responders that includes Cardiopulmonary Resuscitation (CPR) and additional life-saving techniques for cardiac arrest, respiratory distress and obstructed airways. Re-certification is needed every two years and should be completed prior to Level 1 of the nursing program. A student who is already certified may need to recertify to make sure the certification doesn't expire during the academic school year or semester. Re-certification should also take place prior to the start of any semester. Any student found to have an expired certification will be removed from their clinical course. This action will impact a student's progression in the clinical course and the nursing program.

Online Healthcare Facility Documents & Orientations

All BSN students must complete yearly online community wide orientation for El Paso and the individual facility sites in Las Cruces. Completion of the orientations and documents does not guarantee that a student will participate in clinical experiences at these facilities. The student should complete the orientations, fill out and sign all documents in ink, and upload the certificates of completion to ProjectConcert.

Details on each of the orientations and documents will be provided to students once they are accepted to the program. Questions regarding any clinical compliance requirements can be addressed with the Clinical Placement & Compliance Coordinator or the Student Program Coordinator, Sr for Clinical Compliance.

Estimated Costs for Clinical Compliance Requirements

The student is responsible for all costs associated with clinical compliance requirements (background check, drug screen, blood titers and immunizations, lab fees, x-rays, etc.).

The estimated costs are as follows:

1. Background Check-\$80.00
2. Drug Screen-\$40.00
3. Blood Titers (MMR, Hep B, & Varicella)-\$200
 - a. If immunizations are required:
 - i. MMR- \$99.00 x 2 doses (\$199)
 - ii. Hep B-\$64 (2 or 3 doses dependent on type of vaccine)
 - iii. Varicella-\$158 x 1 dose
4. QuantiFERON Gold-\$70; annual one-step \$20
5. TDaP/TD-\$48
6. Chest x-ray-\$90

Health Insurance

It is recommended that students have personal health insurance coverage. If you would like information regarding student insurance coverage, please visit

<https://wellness.nmsu.edu/healthcare%20services/student-health-insurance.html>.
coverage.

Clinical Compliance

Communication is key to clinical clearance success. Students who miss the deadline for submitting clinical clearance documents, without prior arrangements made with the Clinical Placement & Compliance Coordinator or designee, will not be permitted to participate in clinical activities (any activity as part of the clinical course – didactic, skills lab, simulation lab, or visits to a clinical facility). Missed clinical days, as a result of incomplete clinical compliance requirements will result in Unexcused Absences. Per SON absence policy, one Unexcused Absence results in a 10% deduction on final clinical course grade. Two Unexcused Absences in clinical course will result in a failure of the course. The grade will be documented as an “F” and the student is not permitted to continue attending any course activity. The **Clinical Absence Policy** provides details on what constitutes an Unexcused Absence.

Students requiring assistance with the submission of clinical compliance requirements can contact the Student Program Coordinator, Sr. (Clinical Compliance) or the Clinical Placement & Compliance Coordinator or other staff assigned to clinical compliance.

Emails and voicemails will be responded to within 48 hours (during business hours) unless otherwise stated.

LIABILITY INSURANCE

The Risk Management Division of the State of New Mexico provides students with comprehensive liability insurance when something unforeseen occurs to a patient while the student was performing duties in their student nurse role. Duties are defined as skills and tasks outlined in the NMNEC curriculum and authorized by the SON and University. There is no liability coverage when performing unauthorized duties or duties in a non-student role and this coverage does not cover costs to a student related to accident or injury while in the clinical course. The student is responsible for all costs related to their personal health care.

STUDENTS WITH BLOOD BORNE VIRUSES

Students with documented positive tests for Hepatitis B, Hepatitis C, HIV, ARC or AIDS may care for patients after receiving clearance by their physicians, and the relevant health care facility has been notified in writing the student (and approved by the agency).

A physician's clearance must be on file for each student who has one of the above stated conditions.

Students cannot work in care areas where they could transmit disease to its clients or co-workers. Risk of transmission would exist where there is trauma to the patient that would provide a portal of entry for the virus such as during invasive procedures, surgery or treatment of open wounds when a needle stick, scalpel wound, or open lesion in the infected student could result in transfer of blood or serous fluid to the open tissue of the patient.

Students with carrier state or chronic Hepatitis B, Hepatitis C, HIV+, ARC, or AIDS must do the following when assigned to clinical areas:

1. Adhere to the existing policies of the institution regarding infection prevention at all times.
2. Use proper hand washing technique and gloves when working with clients/patients.
3. Inform faculty for alternate clinical assignment if exudative lesions or weeping dermatitis are present.
4. Avoid an assignment to renal dialysis units.

UNUSUAL OCCURRENCES

The Unusual Occurrence Form is used to document unforeseen occurrences that occur involving students, faculty, and/or patients during the time a student is participating in a nursing class or clinical experience. Accountability for unusual occurrences (i.e., medication errors, needle sticks, accidents, injury etc.) must be recorded for protection of all parties involved (i.e., student, patient, faculty, staff, etc.). The student should inform their faculty immediately of any unusual occurrence involving students and/or a patient, family member, or staff person in a clinical facility. The faculty will provide guidance on what to do next and how to complete a NMSU Unusual Occurrence Form.

The Unusual Occurrence Form can be found in Project Concert under Documents. The document must be filled, as soon as possible after the event occurs, by the person (student or faculty) who was primarily involved in the unusual occurrence. The signed form requires additional documentation and signatures from the clinical faculty and/or Faculty of Record. The form is reviewed and signed the Associate Director for the Undergraduate Program. The final signed report is kept in ProjectConcert and a copy is provided to the Director of the School of Nursing. Staff at a clinical setting may also be required to complete the facility specific Occurrence Report and might need information from a student. The student should consult with the clinical faculty before providing information.

PATIENT/CLIENT PRIVACY AND CONFIDENTIALITY

It is the responsibility of every student nurse to safeguard patient, resident, or client rights to confidentiality in all aspects of care. The patient, resident, or client determines the degree of self-disclosure and to whom. One's nursing practice must honor the element of trust given by patients and clients as they share potentially vulnerable aspects of their lives.

All those in healthcare must now comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need-to-know basis only. Care must be taken to minimize incidental disclosures and disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if one must administer a medication, you will have full access to the medical record. This is covered by the patient's consent for treatment.

HIPAA is a federal law. Penalties for wrongful disclosure can result in fines and/or imprisonment. Students will be required to sign a document that states that they have read and understand the HIPAA Regulations as it applies to patient/client privacy issues. Students should consult with their clinical instructor about any questions or concerns regarding patient/client privacy.

What does this mean for the nursing student? To protect patient/client privacy, any personal identifying information must not be included on a student's documents or assignment pages that are uploaded for grading. Identifying information includes the patient's name, initials, room number, address, phone number, social security number, or other identifying information. Students also may not duplicate and remove any personal or healthcare records from any clinical agency (i.e., photocopies or screen shots of lab work, diagnostic reports, medication records, etc.). Students should not take photos or audio- or video-record any activity in clinical settings. Printed or handwritten documents used during the clinical experience should be carefully stored, shredded or disposed of in the appropriate receptacle when no longer needed to prevent unintentional circulation of confidential patient information. Confidentiality and privacy also include oral communication which extend beyond the need-to-know for treatment and/or educational purposes.

Elements of patient, resident, or client information can be discussed only within the realm of the appropriate clinical/educational settings (i.e., planning conferences, post clinical conferences, classroom seminar). It is a serious breach of confidentiality to discuss information outside of these areas with family, friends, or on social media sites.

Many clinical agencies will require students to sign confidentiality statements prior to participating in clinical experiences at their facility. These documents may be part of clinical packets provided to students by the SON. The absence of a specific signed document related to HIPAA does not mean that HIPAA guidelines are not followed.

A student nurse who breaches privacy or confidentiality is subject to disciplinary action, which could include clinical probation or dismissal from the program.

UNSAFE BEHAVIOR OR PRIVACY VIOLATIONS IN THE CLINICAL SETTING

A report or observation of unsafe behavior or Health Insurance Portability & Accountability Act (HIPAA) violation in the clinical setting may be grounds for immediate removal from clinical activities. An inquiry into the reported incident will be conducted by the relevant clinical faculty with information shared with the Faculty of Record in the course (i.e., the course lead) and the Associate Director for the Undergraduate Programs. The clinical agency may also require incident reporting to the clinical agency. The outcome of the inquiry could result in clearance of the concern or disciplinary action, which could include a memo of concern, clinical probation, immediate failure of the clinical course or dismissal from the program, depending on the severity of the incident.

Guidelines for Determining Unsafe Clinical Practice

Unsafe clinical behavior includes, but is not limited to, the following:

1. Violates or threatens the physical safety of the patient.
e.g., neglects use of side rails or restraints; provides food or liquid to a patient who is NPO; comes unprepared to clinical
2. Violates or threatens the psychological safety of the patient.
e.g., uses nontherapeutic techniques repeatedly in interactions; attacks/derogates individual's beliefs or values
3. Violates or threatens the microbiological safety of the patient.
e.g., unrecognized violation of aseptic technique; failure to perform sterile procedures such as dressing changes appropriately
4. Violates or threatens the chemical safety of the patient.
e.g., violates the "6 Rights in Administering Medications"; fails to monitor IV infusions safely (count drops, know micro-macro drip ratio, etc.)
5. Violates or threatens the thermal safety of the patient.
e.g., burns patient with hot packs, heating lamp; fails to observe safety precautions
6. Violates or threatens the environmental safety of the patient
e.g., fails to leave patient's room in order; fails to remove harmful or hazardous objects from room (including personal medications)
7. Inadequately and/or inaccurately utilizes the nursing process.
e.g., fails to observe and/or report critical data relating to patients/clients/families; makes repeated faulty judgments/decisions in nursing situations

Continued on next page

8. Violates previously mastered principles/learning/objectives in carrying out nursing care skills and/or delegated medical functions.
e.g., fails to seek guidance or instructions in the performance of unfamiliar procedures
9. Assumes inappropriate independence in action or decisions.
e.g., performs skills or competencies not taught; fails to seek help in emergency situations
10. Fails to recognize own limitations, incompetence, and/or legal responsibilities.
e.g., refuses to admit errors noted by instructor/nursing staff; cannot identify own legal responsibility in specific nursing situation; becomes defensive when corrected
11. Fails to accept legal responsibility for his/her own actions.
e.g., covers own/other's errors or fails to report them
12. Fails to interact effectively with health team.
e.g., attitude adversely affects the patient; fails to recall/share necessary information with team; personality conflicts interfere with the efficient functioning of the unit/team

UNIFORM DRESS CODE

The uniform dress code is designed for students to maintain consistency in their attire and is considered appropriate for clinical activities in today's healthcare environments. When representing the NMSU School of Nursing in a variety of clinical settings, students must adhere to the dress code as outlined by the SON. Students are required to wear the full uniform for clinical courses scheduled in classrooms, Skills Labs, Simulation Labs, or at a healthcare area/facility). Students do not need to wear the uniform for non-clinical courses. Although not required, some students purchase two sets of uniforms for clinical experiences. Certain clinicals may be scheduled two days a week or two days in a row, making it necessary to wash uniforms more frequently.

Nametags

The SON will provide Level 1 students with a nametag that reflects the students' preferred first name and initial of last name that is indicated on university registration. The student nametag is worn on the uniform on the top right or left side of the chest at every clinical event or activity. Students who lose a name tag or have a legal name change can request a new nametag. If a student has had a legal name change, they must make sure all records are updated with the University first before the SON will place an order for a replacement. The student can contact the NMSU Registrar's Office for instructions on what documents are required to update university records. The student is responsible for covering the cost of the replacement nametag.

To initiate an order for a new nametag, the student must contact Kayla Naranjo in person (HSS 110), by phone (575-313-7311) or via email (kaylanar@nmsu.edu) to request a new one. The Student Program Coordinator will contact our vendor, to provide the student's name and verify enrollment in the nursing program. The vendor will create an order and email it to the student for payment in advance. Once the payment is received, the vendor will proceed with making a new nametag and notify the student when it is ready for pick-up at their Las Cruces store. For students in the Alamogordo or Grants cohort, arrangements can be made to get the nametag to you. The SON uniform and/or name tag should not be worn by any student or other person working as a paid employee or volunteer at a hospital or other healthcare agency, when volunteering at an activity not associated with the SON, or when engaging in activities on personal time such as eating out, shopping, visiting family/friends in a healthcare agency, etc.

Clinical Agency Identification Badges

Some clinical facilities will issue the student an Identification Badge that is to be worn when participating in clinical experiences at their facility. Clinical faculty will provide specific instructions on when and how students obtain and return the badge. It is the student's responsibility to be appropriately dressed when visiting clinical agencies, whether it is for an assigned clinical experience or when going to pick up or return the identification badges. A student is not required to wear the school uniform to pick up their identification badge, but must wear appropriate business casual clothes. Jeans, shorts, athletic wear, mini- skirts, sleeveless tops, and uniforms/nametags from other healthcare facilities are examples of unacceptable attire for students entering healthcare settings to take care of school business. Bare legs and open-toed shoes are also not appropriate for these visits. Students may be denied access if not dressed appropriately. Any student who does not have the appropriate attire can wear their full uniform when entering the healthcare facility. Both options require the student to wear their SON BSN Student nametag.

Clinical facilities may impose penalties related to lost or unreturned identification badges. These requirements may involve the student covering the cost of the lost/misplaced badge or not being permitted to go to their facility.

The facility ID Badge is worn in addition to the SON Name Badge. A student should have appropriate identification badges/nametags fully visible throughout their time in the facility for identification and security reasons. If the student does not have the correct identification, facility personnel or clinical faculty may ask the student to leave the facility and the student will not get credit for any missed time at the clinical facility. The clinical assignment grade and weekly evaluation may also be affected by not having the appropriate identification for the healthcare setting. An absence from clinical, as a result of being asked to leave the facility may be considered an Unexcused Absence.

Uniform

Students are expected to be in full uniform for every clinical course experience unless otherwise instructed by clinical faculty. Students not adhering to the uniform policy on any assigned clinical day will not be permitted in the clinical area and may be asked to leave facility, resulting in an Unexcused Absence.

The NMSU Student Nurse uniform consists of the following and can be purchased from a uniform store or an online site of the student's preference. Students who have specific circumstances that do not align with the stated uniform and dress code options should contact the Clinical Placement and Compliance Coordinator for further discussion.

NOTE: The uniform looks best when the top and pants are the same brand (Cherokee, Grey's Anatomy, or Cherokee Revolutions), rather than mixing shirts and pants.		
Cherokee Originals	Grey's Anatomy	Cherokee Revolutions
Unisex Style Shirt: 4700 (Wine) Pants: 4200 (Pewter)	Women's Style Shirt: GRST001 (Wine) Pants: GRSP500 (Steel Grey)	Unisex Style Shirt: WW620 (Wine) Pants: WW105 (Pewter)
Men's Style Shirt: 4876 (Wine) Pants: 4000 (Pewter)	Men's Style Shirt: GRST079 (Wine) Pants: GRSP507 (Steel Grey) This pant style is discontinued but may be available for a limited time. GRSP617 (Steel Grey) NEW	Men's Style Shirt: WW670 (Wine) Pants: WW140 (Pewter)

Updated May 2025

Additional Requirements

1. Tops and Pants: The uniform looks best when the scrub top and the pants are of the same brand/same material. The uniform should be comfortable to move around in when pushing, pulling, lifting, squatting or sitting at a clinical setting. A long or short-sleeve shirt is optional under the uniform scrub top for warmth, or to conceal midriff, chest, or cleavage. The undershirt must be a solid color in white, grey, black, wine (burgundy or maroon) with a round collar and no visible designs or graphics. The hem of the pants should not touch or drag on the floor or ground.
2. Socks: All black crew socks or black hose with no visible designs are necessary to avoid showing bare skin when squatting, bending over, or sitting.
3. Shoes: All black shoes (including soles) that are non-permeable, fluid-resistant (no mesh insets) with closed toes and heels are expected to ensure safety from falls, slips, sharps and bodily fluids. Fabric shoes treated with water-resistant products are not acceptable.
4. Lab Coat: A white lab coat that has a collar, mid-length, with short or long sleeves is optional. Jackets, sweaters, and hoodies, including those with NMSU, Aggies, SON, or Student Nurses' Association logos are not part of the SON uniform. Outerwear (jackets, coats, etc.) can be worn to and from a clinical setting but may not be worn during the clinical shift. Outerwear should not be offensive or have logos of other healthcare facilities on it. Students have an option of wearing a long-sleeved shirt underneath scrub top (see #1 above).

Accessory items needed for clinical experiences (including Skills & Simulation Center labs):

- Bandage scissors
- Pocket-size notebook or paper for notetaking
- Black pens
- Permanent black marker
- Stethoscope (one will be provided by the SON at Level 1 student orientation, but a student may use a personal one)

PERSONAL APPEARANCE

Personal appearance is of significant importance in healthcare. The following are requirements for all nursing students throughout the program:

Hair

- Hair must be clean, well-groomed and worn in a manner that prevents it from falling forward during preparation and performance of client care. Simple hair accessories are acceptable (head bands, clips etc.) but exert caution when choosing decorative items such as beads or accents could come loose and fall into patient care work areas such as sterile fields, food trays, medications, etc.
- Beards must be trimmed and well-groomed.
- Natural hair colors are preferred. Some facilities may prohibit unnatural shades like pink, purple, blue, green or similar colors.

Nails

- Fingernails must be short and clean.
- Fingernail polish (including clear top coats), artificial fingernails, and nail tips are not permitted as nail enhancements are associated with carrying higher amounts of pathogenic bacteria and yeast.
- Nail decorations/jewelry are not permitted as they can come loose and fall into patient care work areas such as sterile fields, food trays, medications, etc.

Jewelry

- Wristwatch (one with a sweeping second hand) or a smart watch, with bands that are fixed securely on the wrist without gaps; no bracelet watches
- One ring of significance (bands are safer than rings with protruding stones)
- Earrings in the ear lobe only. (No small hoops or dangling earrings of any kind, no earring studs inside ear or in the cartilage on outer ear)
- Visible body piercings in nose, near eyebrows, cheeks or tongue are not acceptable.
- Necklaces are not permitted as they can create a safety hazard. If a student insists on not removing a chain and/or pendant, they will need to wear the required shirt under their scrub top to be sure that a chain and/or pendant are not visible the entire clinical day.

Tattoos/Body Art

- Temporary or permanent body art (tattoos), with the exception of permanent hand tattoos, must be covered. Hand tattoos covered with gloves, makeup, or bandages and wraps makes it more difficult to perform frequent and effective hand hygiene.

Hygiene

- Perfume, scented lotions, cologne and aftershave are not permitted in clinical settings as many patients, family members, staff and other students may have allergies or sensitivities.
- Caution should be used when using laundry detergents, hair products (shampoos, hairspray etc.) and deodorants as many are also be scented.

Miscellaneous

- Gum chewing and eating is not permitted in any patient care area in the clinical setting.
- Smoking, vaping and the use of chewing tobacco is not permitted in the clinical settings or on the facility campus.
- Other considerations: some facilities are looking more closely at false eyelashes or extensions as they could come loose and fall into patient care work areas such as sterile fields, food trays, medications, etc. Although not prohibited at this time, consider whether wearing false eyelashes or extensions is necessary for clinical experiences.

Any of our clinical partners may institute additional policies related to dress code, piercings, tattoos, jewelry etc., that students must follow when at those facilities. The School of Nursing will update students with the information as it becomes available and students will be expected to comply.

When wearing the school uniform, students should follow all dress code requirements until the entire clinical day (including post conferences/meeting) is completed and they have left the premises. If the student is released from a clinical site and expected to meet on campus with their clinical group and/or faculty, the student should remain in full uniform until the clinical activity is completed. A student should change from the uniform if they are going to engage in other personal activities following the completion of clinical rotations. Students who have questions regarding uniform and other clinical requirements should contact the Clinical Placement & Compliance Coordinator.

CLINICAL GROUP ASSIGNMENTS

Clinical placements, rotation schedules, and clinical group assignments are approved by the Faculty of Record for the clinical course and/or the Clinical Placement and Compliance Coordinator. Clinical group assignments can be change to accommodate students, faculty, and agencies. Students should not initiate any schedule or clinical group changes. Any requests for changes should be addressed with the course faculty first. Changes requested after clinical clearance information has been submitted to a facility or after the clinical rotation has already started will be considered on an individual basis by the course faculty and the Clinical Placement & Compliance Coordinator.

TRANSPORTATION TO CLINICAL SITES

Clinical sites, days, and times may vary within a clinical rotation and between different clinical courses. Clinical sites may not be in the same location as the School of Nursing. Students must provide their own transportation to and from clinical sites and cannot rely on faculty to transport them. Students are not permitted to transport patients, residents, clients, or faculty to or from clinical sites.

CLINICAL DOCUMENTATION

Students are to sign their clinical documentation as follows: Student's Full Legal Name followed by BSN Student Nurse (i.e., Jane Doe, BSN Student Nurse). Abbreviations for student nurse are not to be used (i.e., SN or NS for nursing student) as some facilities do not use these as an accepted abbreviation.

CLINICAL AND LABORATORY ATTENDANCE AND PREPARATION

Clinical experiences are vital components of the BSN program. "Clinical" refers to the required time associated with Skills Labs, Simulation Lab, and assigned experiences at clinical agencies (i.e., hospitals, clinics, wellness centers, schools, home health agencies, support groups, or any combination, etc.).

Every scheduled skills lab, simulation lab, and clinical facility experiences are necessary to achieve course objectives and are scheduled to assure that students have adequate clinical preparation and experience.

Students are expected to be prepared and on time to all assigned skills laboratory sessions, simulation lab, and clinical experiences.

If the student has not completed all assigned preparatory assignments or arrives too late to engage in clinical activities, per the clinical faculty, the student may be dismissed from the clinical/laboratory experience and it will be documented as an unexcused absence.

Students must satisfactorily complete all course requirements as determined by the course instructor. The student will receive a letter grade for the clinical course based on overall clinical performance and graded assignments. Additional information on clinical experiences will be specified in individual course syllabi.

CLINICAL ABSENCE POLICY

A clinical absence pertains to all scheduled clinical experiences (i.e., on-campus laboratory and skills sessions, simulation experiences, off-campus clinical experiences and scheduled clinical conferences). Students are expected to be at all scheduled clinical experiences. It is the student's responsibility to be prepared and dressed appropriately with all necessary equipment and to arrive at the correct time and place. It is the student's responsibility to notify course faculty, prior to the start of the clinical experience, if they are going to be absent/tardy from clinical experiences.

Definitions of Excused and Unexcused Absences

1. A clinical absence is defined as "excused" when the student personally notifies the instructor prior to the absence (notification method is at the discretion of the faculty). Examples of excused clinical absences include, but are not limited to: personal illness, family death, unexpected life emergencies. The determination of what constitutes an excused absence is at the discretion of the assigned clinical faculty. Documentation supporting the excused absence must be presented to the faculty member for review. The faculty will document the absence as excused or not excused and return the document(s) to the student. Students who are ill or need to seek a healthcare provider can use NMSU's new virtual healthcare provider called Timely Care. Following a virtual visit, they can provide a script indicating the date and time of your visit (without the reason for seeking an appointment or diagnoses) that will serve as documentation for faculty to determine Excused or Unexcused absences. Timely Care can be accessed at timelycare.com/nmsu.
2. unexcused clinical absence for a student is defined as
 - a) being absent without prior notification (before the start of the clinical experience) to the instructor facilitating that clinical experience,

- b) being unprepared for the clinical activities (incomplete preparatory assignments, not having equipment or supplies, or violating any policies related to participating in clinical experiences such as dress code,
- c) arriving late for a clinical experience that results in an excused or unexcused absence.
- d) Non-compliance with any clinical requirements, unless alternative arrangements have been approved and documented by the Clinical Placement & Compliance Coordinator or an administrative designee.

Consequences of Absences

1. Excused Absences: Prior notification to clinical faculty is necessary to avoid an unexcused or late penalty. However, even excused absences may impact a student's grade for that course. Multiple absences may make it impossible for the student to meet the clinical course requirements and may result in course failure.
2. Unexcused Absences: One unexcused absence will result in a 10% reduction of the overall clinical course grade. More than one unexcused absence results in an "F" for the final clinical course grade.
3. Tardiness: A tardy is defined as more than 5 minutes late to clinical, skills lab or simulation lab without notification made to the instructor. Arriving less than five minutes late to clinical activities (skills lab, simulation lab or clinical site) will be documented. Patterns of habitual lateness will be documented on clinical evaluations as unprofessional behavior and could result in failure of the course.

Clinical Make-ups

1. Clinical experiences are a requisite part of nursing education. Therefore, all clinical absences, whether excused or unexcused, must be made up. Clinical make-up opportunities are generally made available at the end of the semester and may involve an additional day in the clinical setting or time spent in the lab performing skills and/or simulation. Open Lab may be available for missed laboratory experiences. Please be aware that there is no guarantee that absences > 1 clinical day can be made up.
2. Clinical or lab experiences not made up will be counted as an unexcused absence.
3. Clinical faculty may set a timeframe for the make-up experiences to occur. Students who do not make up the clinical or lab experience within this timeframe will not be able to return to the clinical or lab experience, which may result in course failure.

Clinical Absences Related to Illness/injury

1. Faculty shall review possible alternatives when a student is absent from the clinical setting due to a minor illness or injury. Students encountering situations that lead to a temporary or permanent disability (i.e., surgery or other situations that do not allow a student to perform the essential functions as listed in the handbook) are advised to contact the Associate Director for the Undergraduate Program and Disability Access Services (DAS) office at the NMSU Main Campus for evaluation. The Associate Director will communicate with faculty and DAS representatives to determine if and when the student can continue with course and clinical activities.

Criteria that can be addressed are:

- a) Clinical objectives
 - b) Student's progress to date
 - c) Anticipated date of return
 - d) Comply with the standards of the clinical agency
 - e) Consideration of Withdrawal or Incomplete is warranted
 - f) Request for continuation when illness, injury, or personal problem is resolved
 - g) Rearrangement of clinical schedule
 - h) Use of other training experiences if possible (cost to be assumed by student)
 - i) Alternate assignment that meets clinical objectives
2. Should a student with an injury or illness not be able to fulfill the scheduled clinical activities at an assigned agency, the clinical instructor, in conjunction with the Faculty of Record and the Associate Director for the Undergraduate Program will determine options based on the individual situation.

Specific abilities are required for certain tasks in order to protect the students and the patients from injury or illness. See "Essential Eligibility Requirements for Participation in the School of Nursing."

GRADING IN CLINICAL COURSES

Clinical performance is graded as Pass/Fail. Failing the clinical performance component of the course will result in a grade of 'F' regardless of the points achieved on other assignments. Passing the clinical component of the course requires that the student achieve a 'Satisfactory' rating on the final NMNEC Summative Clinical Evaluation tool as determined by the clinical instructor. Specifically, the student must achieve a 'Satisfactory' rating on the item 'Met Course Clinical Expectations.' If the clinical

experiences occur at more than one site, the student must achieve a 'Satisfactory' rating on the clinical evaluation at each site (if applicable).

Clinical Probation

A student may be placed on clinical probation by the BSN Admissions and Progression sub-committee and/or the Associate Director for the Undergraduate program for reasons such as:

1. Inability to maintain a grade of at least 77% on clinical assignments or demonstrates unsatisfactory clinical performance at mid-term.
2. Meeting one or more of the criteria listed under Guidelines for Determining Unsafe Clinical Practice (see next section). Based on the seriousness of the unsafe clinical behavior or privacy violation, faculty can recommend immediate removal of a student from a clinical site, which may result in failure of the course. The student will then be referred to the Associate Director for Undergraduate Programs, who will then make a recommendation to the SON Director regarding retention or program dismissal.

The Associate Director for the Undergraduate Program, the Clinical Placement & Compliance Coordinator, and the Clinical Faculty will document the probationary status and what needs to occur to move off of probationary status. Written documentation in a formal letter will be reviewed and signed by all parties involved. The letter will be placed in the student's electronic file in ProjectConcert and with the SON Academic Advising office. The student will also receive a copy. During the probationary period, the faculty member and student will meet on a weekly basis to evaluate progress toward meeting conditions of probation. Each week the student will be reevaluated, and the probationary status can be removed or continued. A student who does not meet the conditions of probation by the end of the clinical rotation may not be permitted to continue attending any clinical experiences (didactic, skills lab, simulation, or activities scheduled at a facility) which could result in a failing grade for the clinical course in which they were on probation.

OPEN SKILLS LABORATORY

The School of Nursing maintains an "Open Lab" schedule for students to practice nursing skills on their own or with assistance from a graduate assistant, nursing lab tutor, or a faculty member. The lab serves as a resource center for practicing skills learned in nursing classes and is open to any student registered with the NMSU Nursing Program. Students may also be referred to the lab by nursing faculty when a need to enhance skills or make up a specific return demonstration.

LABORATORY EQUIPMENT CHECK-OUT POLICY

1. Select laboratory equipment may be checked out by students during designated laboratory hours from the laboratory supervisor and/or laboratory assistant and must be returned in check-out condition during designated lab hours.
2. If the item is not returned or is not returned in check-out condition, the faculty or student will be responsible for replacing the specified item at a fair and reasonable cost.
3. The student may have grades withheld until the debt is paid.
4. The lab supervisor and supervising faculty will be responsible for maintaining a tracking system for identifying items not returned and a list of items not returned in check-out condition and the name of the individual responsible for items.

ESSENTIAL FUNCTIONS FOR PARTICIPATION IN THE BSN PROGRAM

American Disability Association (ADA) guidelines apply to all qualified disabled persons. A qualified disabled person is a person with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services, or the participation in programs or activities provided by a public entity and who can perform the "essential functions" of the position.

Any student who, because of a disabling condition, may require accommodations in order to meet course or program requirements should contact NMSU [Disability Access Services](#) and the Associate Director for the Undergraduate Program to discuss their needs and/or request an accommodation.

The following essential eligibility requirements for participation in the BSN program and examples of necessary activities (not all inclusive) should be used to assist each applicant/student in determining whether accommodations or modifications are necessary.

ESSENTIAL FUNCTIONS	EXAMPLES OF NECESSARY ACTIVITIES
Critical thinking abilities sufficient for clinical judgment.	Identify cause/effect relationships in clinical situation; develop nursing care plans.
Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/families and colleagues.

Communication abilities sufficient for interactions with others in verbal and written form.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.
Abilities sufficient to move from room to room and to maneuver in small places.	Move around in patients' rooms, work spaces, and treatment areas, and administer cardio-pulmonary resuscitation.
Abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; position patients/clients. Safely lift and move clients/patients.
Abilities sufficient to monitor and assess health needs.	Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help.
Abilities sufficient for observation and assessment necessary in nursing care.	Observe patient/client responses.
Abilities sufficient for physical assessment.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter.

STUDENTS WITH LATEX ALLERGY AND/OR SENSITIVITY

The SON recognizes that latex sensitivity and allergic reactions are becoming increasingly common in the nursing profession, and that a latex allergy can develop without warning. The School of Nursing has endeavored to limit the presence of latex in the Skills and Simulation Center, however, there continues to be a risk of potential exposure when participating in skills and simulation activities in the lab.

The following guidelines were developed to address the issue of latex allergy/sensitivities that may be experienced by students in the Nursing Program.

1. A student who has, or who acquires, a latex sensitivity/allergy while enrolled in the Nursing Program shall schedule a meeting with the Clinical Placement and Compliance Coordinator upon entry to the program, or after determination of the presence of the allergy/sensitivity. At this meeting, the following latex safety guidelines will be reviewed with the student:
 - Students with latex sensitivity/allergy are advised that there is a reasonable possibility that notwithstanding the precautions that are taken by the School of Nursing to limit the presence of latex in the Skills and Simulation Center that will be some exposure to latex. Students who are enrolled in the BSN program are prepared to accept that risk.

- Students with latex sensitivity/allergy are advised that repeated and continued exposure to latex over time could cause increased severity of allergic/sensitivity reactions. This could escalate to the point where the student can no longer safely participate in the Nursing Program.
 - Known latex-containing materials in the School of Nursing Skills and Simulation Center (see table on p. for examples of items with latex and alternatives).
2. Students with latex sensitivity/allergy notify their laboratory, simulation, and/or clinical instructors prior to the start of each course.
 3. Students with latex sensitivity/allergy will be encouraged to wear a Medic Alert bracelet at all times when in the SON Skills and Simulation lab identifying that she/he has a latex allergy.
 4. Students with latex sensitivity/allergy are responsible for bringing their emergency and allergy medications to laboratory, simulation, or clinical experience site or other location where there is a risk of exposure to latex-containing products.
 5. Manikins and equipment that contain latex will not be removed from the labs/classrooms. Latex sensitive/allergic students shall be given non-latex gloves and an appropriate mask, as required, to minimize the risk of exposure to the latex.
 6. Faculty will make every effort to work with the student's clinical site to address the students' needs regarding latex allergy. Although the policy/practice of the host institution shall take precedence, the School of Nursing will make every effort to work out a solution to ensure students are in the safest environment possible.

Latex in the Laboratory Environment

Frequently Contain Latex	Alternatives or Suggestions
Airway Management Supplies (trach fasteners, tubes, and connectors)	Use latex-free options where available, wear latex-free gloves.
Band-Aids	Use latex-free options or sterile dressing with plastic tape
Blood Pressure Cuffs	Receiving: Use BP Cuff over clothing or stockinet Taking: Wear latex-free gloves
Catheters, indwelling	Silicone catheters
Catheters, straight	Plastic or Silicone
Condom Catheters and extension tubing	Use latex-free options where available, wear latex-free gloves.
Crutches – axillary, hand pads	Cover with cloth
Dressing – micropore	Tegaderm
EKG Electrodes	Use latex-free options where available, wear latex-free gloves.
Elastic bandages, Ace wrap	TEDS
Endotracheal Tubes	Use latex-free options where available, wear latex-free gloves.
Face Masks (some straps may contain latex)	Use latex-free option where available.
Female Wick Catheter	Use latex-free options where available, wear latex-free gloves.
Gloves	Latex-free
Heparin/Saline lock	Stop cock to inject medications
IV tubing, injection ports	Use latex-free tubing, cover Y-sites or do not use
Mannequins	Wear gloves and masks when using
Medication vials	Remove latex stopper
Nasopharyngeal Tubes	Use latex-free options where available, wear latex-free gloves.
Oropharyngeal Tubes	Use latex-free options where available, wear latex-free gloves.
PEG Tubes	Use latex-free options where available, wear latex-free gloves.
Stethoscope tubing	Cover with cotton sheath
Suction tubing	Use latex-free tubing, wear gloves
Syringes	Bard syringes. The plunger on many syringes contains latex
Tape-cloth adhesive	Use plastic or silk tape
Tourniquet	Cover with cloth
Wound Care Drains (Hemovac, JP Drain, Penrose)	Wear latex-free gloves while handling.

TECHNOLOGY REQUIREMENTS AND POLICIES

The SON uses a variety of technologies to facilitate learning. Faculty and instructional resource personnel are available to support learning needs.

COMPUTERS FOR STUDENT USE

A computer work center is located in Hardman-Jacobs Undergraduate Learning Center. These computers, which are fully networked and have word processing and some have statistical capabilities, are available for student use. Hours of availability are posted in the building of the computer labs in Hardman-Jacobs Undergraduate Learning Center (HJLC). In addition, there are a number of computer clusters on campus with liberal access times that can be used by students. Please visit the Student Technology website for more information on schedules and availability, <http://studenttech.nmsu.edu/>.

SMART MOBILE DEVICES AND LAPTOPS

Students admitted to the BSN program are required to obtain an iPad or laptop computer for downloading reference books, some textbooks, and test taking. iPhones or iPads are "Smart Mobile Devices" that students can use in didactic and clinical courses to look up information related to patient care. Students may also bring a laptop to the classroom. Students will receive more information on these devices' use at the Level 1 nursing school orientation. Rental equipment is available through the NMSU ICT department. Please visit <https://studenttech.nmsu.edu/equiprental.html> for more information.

CANVAS LEARNING MANAGEMENT SYSTEM

NMSU BSN courses require the use of Canvas Learning Management System (LMS). The following is a list of the requirements needed to access Canvas.

Access to a computer with a high-speed internet connection is required. All incoming students are required to have an iPad or laptop computer to allow for computer-based testing using ExamSoft or via Canvas.

- A web browser that supports the Canvas learning management system (<http://studenttech.nmsu.edu/faqs-for-students/>)
- A current version of JAVA (www.java.com)
- Microsoft Office 2010 or higher (for documents and presentations)
- Both PC and Mac environments are supported at NMSU
- Adobe Reader (for opening PDF files at www.adobe.com)

NMSU's Office of Information & Communication Technologies (ICT) Customer Service Center is equipped to deal with your information technology and telecommunications needs at NMSU. Please feel free to contact them at 646-1840 or via e-mail at help@nmsu.edu or visit them at <http://help.nmsu.edu/> for hours of operation. The ICT Office has developed a [Student Technology Help](#) web page with information on NMSU Technology requirements and services.

Canvas Resources

- NMSU Canvas Login and information website: <http://learning.nmsu.edu/canvas/>
- Videos tutorials on Canvas tools: <http://studenttech.nmsu.edu/learnnmsuedu/>

COMMUNICATION

The NMSU email system is the official communication avenue for the School of Nursing. Faculty, staff, and students have an email account (@nmsu.edu) on the university's centralized mail server. Web access to e-mail is available when you log into My.NMSU.edu. Email sent to our central server can also be redirected to any other existing email accounts on or off campus.

The SON sends all correspondence through the NMSU email addresses directly to the student or through ProjectConcert. All course related correspondence will be through the Canvas course site. Students are expected to read their email on a regular basis (daily is recommended), as important information is communicated in this fashion and there are a number of postings that are of interest to students. Students can also download the Outlook Mail app to access their NMSU email from their phone.

For assistance in setting up an account or addressing issues with your NMSU email, call the Help Desk at 575-646-1840.

NOTE: You can use the 'Notifications' feature in Canvas to receive course notifications (e.g., Canvas emails, announcements, grades posted, etc.) forwarded to your email address. Please see the [Canvas Student Guide](#) to learn how to set up this function.

PHOTO/VIDEO CONSENT

Photographs and video images of students in NMSU's School of Nursing are often taken for the purpose of celebrating student achievement, promoting the School of Nursing, and sharing educational program information with the community. Being videotaped and photographed by the School of Nursing is optional and students may choose to either consent to or opt out of image taking and sharing.

The consent form, found in BSN Program Resources Canvas course site, is signed when you are accepted into the School of Nursing as a Level 1 student. This consent will be uploaded into the School of Nursing's approved tracking system and will remain in effect for the entire time you are enrolled in the program. If at any time you wish to opt out, please complete and submit a new consent form.

USE OF MOBILE PHONES AND COMPUTERS DURING CLASS, LABS AND CLINICAL EXPERIENCES

Students should not make or receive cellular phone calls or text messages during classes or laboratory times except in emergency situations and after discussion with the involved course instructor. Faculty members may restrict use of computers and other telecommunication devices during class.

PHONE CALLS AND MESSAGES

Emergency calls and messages can be accepted for students in the Nursing office 575-646-3812. It is the student's responsibility to keep contact information current.

ETHICS

The American Nurses Association Code of Ethics for Nurses (the Code) establishes the ethical standards for the nursing profession and serves as a guide for ethical practice and decision-making. While it does not prescribe a specific ethical framework or method, it clearly outlines the primary obligations, core values, and ideals of the nursing profession. These principles inform not only clinical practice, but also the broader professional and personal conduct of nurses.

The latest 2025 revision of the Code retains its structure of provisions accompanied by interpretive statements, which offer more detailed guidance for practice, reflect the current healthcare environment, and frame nursing's ethical concerns in the context of public health and societal well-being.

For a more in-depth explanation of each Provision, visit the American Nurses Association Code of Ethics at <https://codeofethics.ana.org/home>

American Nurses Association, Code for Ethics for Nurses with Interpretive Statements

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community or population.
3. The nurse establishes a trusting relationship and advocates for the rights, health, and safety of the recipient(s) of nursing care.
4. Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligation to promote health, prevent illness, and provide optimal care.
5. 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.
6. 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.

7. Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
8. Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines and the public to achieve greater ends.
9. 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.
10. Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

American Nurses Association, Code of Ethics for Nurses (Newly Revised 2025).

SCHOOL OF NURSING CIVILITY AND INCIVILITY POLICY

New Mexico State University School of Nursing faculty, staff and students are held to the highest standard of ethical and professional behavior in and out of the clinical setting. The School of Nursing supports the American Nurses Association Position Statement on Incivility, Bullying and Workplace Violence (ANA, 2015) Code of Ethics. We strive to foster a culture and environment of civility and kindness, treating colleagues, coworkers, employees, students and faculty with mutual dignity and respect. To that end, acts of incivility, bullying, or cyberbullying as further described in [NMSU ARP 3.8 Prohibition of Bullying, Hazing, and Hostile Misconduct](#) (non-discriminatory), will not be tolerated. Incivility is defined as disruptive, ill-mannered, or offensive behavior contrary to the well-being of the classroom community or clinical setting. This includes all forms of disrespect or disregard for instruction, the instructor, or a fellow student. Any act or omission committed that causes intimidation, emotional distress, or other harm is prohibited. Regardless of how it is carried out (e.g., verbally, physically, through third parties, or using social media or other electronic or technological means), bullying and incivility is prohibited. A report of misconduct or infringement of this policy or the student code of conduct could lead to disciplinary action including but not limited to verbal documented warning, written warning, disciplinary probation, educational self-awareness programs, probation, or dismissal from BSN program as detailed in [ARP 5.25 – SSCC Consequences for Violation](#). Violation of federal, state, and local laws, if applicable, may be reported to law enforcement.

To report acts of incivility, students should first notify the faculty in charge of the classroom or clinical setting they are attending. Students should notify the Associate Director for the Undergraduate Program if incivility is not resolved or escalates. Everyone should feel safe on campus.

Refer to resources available at New Mexico State University:

- [Aggie Health and Wellness- Helping Students in Distress](#)
- [Aggie Health and Wellness- If you are experiencing a crisis](#)
- [NMSU Incidents, Concerns, and Complaints Reporting Form](#)

RECOGNITION CEREMONY DRESS CODE

At the end of each Fall and Spring semester, the School of Nursing sponsors a Recognition Ceremony for graduates of each educational program offered (BSN, MSN, DNP, post graduate certificates and PhD graduates). This solemn and auspicious occasion honors the notable accomplishments and academic achievements of the students. The dress code for this ceremony will be commencement regalia. Instructions will be provided at the time of preparation for the Recognition Ceremony.

EMERGENCY ACTION PLAN

The Emergency Action Plan for Health and Social Services and School of Nursing is available and posted in the College of Health and Social Services, Room 310 (updated September 3, 2015). Please take time to review emergency information in School of Nursing Room 110. NMSU Emergency Phone Numbers, weather, and other information can be found at <https://emergencyplanning.nmsu.edu/>.

STUDENT ORGANIZATIONS

STUDENT NURSES' ASSOCIATION (SNA)

The NMSU Student Nurses' Association's purpose is to:

1. Assume responsibility for contributing to nursing education.
2. To provide the highest quality of health care.
3. To provide programs reflective of current professional interests and concerns.
4. To aid the development of the whole person, the professional role, and the health care of people.

Participation in the association prepares students for future professional involvement. Meetings are held regularly, and all students are encouraged to join. Annual dues entitle students to membership in the state and national association and to the organization's journal. Review the SNA website for current information.

SIGMA (FORMERLY SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING)

The Honor Society for Nursing at New Mexico State University was established in 1991 as the first phase in establishing a chapter of Sigma Theta Tau, International (STTI). Although the name was changed to Sigma in 2017 at the 44th Biennial Convention, the organization's mission, goals, and initiatives remain the same. Sigma recognizes scholarship in nursing and is devoted academic advancement (<http://www.nursingsociety.org/>). On April 30, 2000, the nursing honor society at NMSU was chartered as the Pi Omega Chapter of STTI (now referred to as Sigma).

The purposes of Sigma are to:

1. recognize superior achievement.
2. recognize the development of leadership qualities.
3. foster high professional standards.
4. encourage creative work.
5. strengthen commitment to the ideals and purposes of the profession.

To be eligible for membership in Sigma, candidates must have demonstrated superior scholastic achievement, evidence of professional leadership potential and/or achievement in the field of nursing. One category of candidates for membership is students who have completed at least one-half of the required nursing components in a Commission on Collegiate Nursing Education (CCNE) accredited baccalaureate program. BSN students who are selected for membership shall rank not lower than the highest 35% of their class in scholarship; the number of students from one class shall not exceed one-third of the total number expected to graduate from that class.

Eligible students are recommended by faculty councilors. The student then must apply and be selected for membership in the local chapter, Pi Omega of Sigma. New members are selected and inducted annually at the end of each Spring Semester. Students are invited from cohorts expected to graduate from Spring, Summer, and Fall semesters of the current calendar year.

ADDITIONAL UNIVERSITY POLICIES AND RESOURCES

STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) addresses issues relating to disabilities (permanent or temporary) and can offer accommodations following an evaluation of student needs. If a student has any disability, medical condition, or impairment that creates a barrier to their academic performance, they must self-disclose to the DAS office as soon as possible to begin the review process. BSN Students in the Alamogordo and Grants cohorts must also contact DAS at the NMSU Las Cruces Campus. The student will need to provide personal and healthcare documentation to the DAS representative only, and not to any SON faculty, staff or administrators. The Associate Director of the Undergraduate Program will serve as a liaison between the SON and DAS if questions arise. DAS will send a formal document to the Faculty of Record for each nursing course indicating the approved accommodation(s).

DISABILITY ACCESS SERVICES (DAS)

Corbett Center, Rm. 208

Phone: (575) 646-6840

E-mail: das@nmsu.edu

Website: <https://das.nmsu.edu/>

Student Responsibilities

1. Submit an [Academic Accommodation Application](#) or contact DAS to discuss your individual situation as early in the semester as possible. If accommodations are granted, the student and course faculty will be emailed a document that outlines the approved accommodation(s).
2. For exams that will be taken at the DAS testing center, the faculty will upload the exam information into the DAS AIM portal with specified dates and times. In most cases, students should expect to take their exams at the same time as the class.
3. Students must then schedule to take the exam at the DAS testing center. Exam accommodations such as extended time and a quiet environment can only be given at the DAS testing center.
4. Contact the DAS Office if the services/accommodations requested are not being provided, not meeting your needs, or if additional accommodations are needed. Do not wait until you receive a failing grade. Retroactive accommodations cannot be considered.

OFFICE OF INSTITUTIONAL EQUITY (OIE)

Pursuant to NMSU Policies, ARP 3.35 and ARP 3.40, NMSU will provide reasonable academic and employment accommodations when requested and if medically necessary as a result of pregnancy, childbirth, adoption, false pregnancy, termination of pregnancy, or recovery from any of these conditions. All students with pregnancy and related conditions should contact the NMSU Office of Institutional Equity (“OIE”) at 575.646.3635 or visit OIE’s website at <https://equity.nmsu.edu/>.

DISCRIMINATION, SEXUAL HARRASSMENT AND SEXUAL VIOLENCE

NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans’ status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct, sexual violence, sexual harassment and retaliation. For more information on discrimination, Title IX or NMSU’s complaint process contact:

Office of Institutional Equity (OIE), O’Loughlin House

Phone: (575) 646-3635

E-mail: equity@nmsu.edu

Website: <https://equity.nmsu.edu>

OTHER NMSU RESOURCES

NMSU Police Department	(575)-646-3311
NMSU Police Victim Services	(575)-646-2731
Aggie Health & Wellness Center	(575)-646-1512
NMSU Counseling Services	(575)-646-1512
NMSU Dean of Students Office	(575)-646-1722
For any on campus emergencies	call 911

NMSU Writing Center

Students are encouraged to use the [Writing Center](#) to improve their writing skills and the quality of their papers. Currently, the Writing Center is only open for online consultations.

Student Services

NMSU offers a variety of support and services for students. A listing of services is available online at: <http://success.nmsu.edu/>.

CHILDREN IN THE ACADEMIC WORKPLACE

New Mexico State University is a thriving center of education and research which encourages supervised events on campus for children as well as adults. However, the ability to concentrate for extended periods of time is a prerequisite within a healthy academic environment. Students, staff, faculty, and administrators can expect to attend and teach class, or complete work or research in laboratories, libraries, offices, and other workplaces with a minimum of distractions or interruptions. Consequently, the following regulations have been established, and will be enforced by the appropriate dean or administrative supervisor, to ensure that an appropriate academic environment is maintained.

1. Children visiting campus must be closely supervised by an adult at all times.
2. Children will be prohibited from entering dangerous settings such as skills labs and equipment rooms without appropriate administrative approval.
3. Children may not attend a class in session without the prior approval of the class instructor. Children under the care of the instructor may not attend class without the prior approval of the immediate supervisor.
4. Children may, on rare occasions and with the approval of the supervisor, accompany a parent to the workplace. However, the expectation is that parents will make alternate arrangements for the care of their children during normal working hours.
5. Children taking part in programs and/or special events on campus are expected to abide by the rules and regulations established by the program or event sponsors.

For any questions related to content in this handbook, please contact the Associate Director for the Undergraduate Program, Dr. Teresa G. León at tleon@nmsu.edu