THE UNIVERSITY OF TEXAS AT EL PASO

COLLEGE OF NURSING



MASTER OF SCIENCE IN NURSING & POST-GRADUATE CERTIFICATES STUDENT HANDBOOK 2025-2026

Master of Science in Nursing Handbook

THE UNIVERSITY OF TEXAS AT EL PASO
COLLEGE OF NURSING

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College of Nursing, Masters of Science
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A Message from the Dean



Greetings!

It is my pleasure to welcome you to the College of Nursing at the University of Texas at El Paso. I am confident that, with our support and your dedication, you will acquire the critical skills required for today's growing demands in the healthcare system.

For nearly 50 years, the UTEP College of Nursing has been preparing the best and the brightest nurses MSN prepared nurses in our community, our state and nationwide. Our faculty have developed a robust and innovative curriculum designed with the latest industry expectations in mind. Our academic standards are high, but the faculty and I are committed to providing you with the knowledge and tools necessary to ensure your success and enhance your skills and clinical experience.

We prepared this handbook for you to use as a road map to the College of Nursing. The handbook is filled with information that will assist you in navigating graduate school and the classroom. Please review it carefully and contact your advisor/program coordinator if you have any questions.

We are proud to have you as our student.

Go Miners!

Dr. Leslie Robbins

Leslie Robbins, PhD, APRN, PMHCNS-BC, PMHNP-BC (NM Only), FAANP, ANEF
Dean and Professor
Charles H. and Shirley T. Leavell Endowed Chair in Nursing
Associate Editor, *Research and Theory for Nursing Practice: An International Journal*

Accreditation

The Nursing Graduate Program (Masters of Science in Nursing) has national accreditation through the Commission on Collegiate Nursing Education (CCNE), the agency that accredits the majority of baccalaureate and higher nursing degree programs.

The baccalaureate degree in nursing program and master's degree in nursing program at The University of Texas at El Paso are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750. Washington, DC 20001, (202) 887-6791.

College of Nursing Mission and Vision

Mission:
The mission of the College of Nursing at the University of Texas at El Paso is to prepare baccalaureate, masters, and doctoral-level nurses to meet the diverse and complex needs of a competitive healthcare environment. We inspire evidence -based lifelong learning and utilization of advanced technologies by providing progressive research environment where students, faculty and researcher investigate our community's healthcare needs by implementing accountability, human dignity, and ethics. We seek to improve healthcare and quality of life in our diverse, multicultural, underserved local communities by empowering nursing graduates to become transformative leaders in the dynamic healthcare environment.

Vision:
The UTEP College of Nursing will prepare nursing leaders by providing student-centered nursing programs with academic rigor, integrating evidence-based knowledge in nursing education and clinical practice, and expanding nursing knowledge through healthcare research locally and binationally.

Guiding principles

- Access
- Excellence
- Impact
- Diversity

Our Values

CON Values: The core values of our college are accountability, civic engagement, collaboration, ethics, human dignity, inclusion, and innovation.

Master of Science in Nursing (MSN)

The Master of Science in Nursing (MSN) degree prepares professional nurses for roles in a variety of advanced practice and specialty areas. Graduates have increased autonomy and independence in their practice and are eligible to apply for national certification as nurse educators, executives, or practitioners. All programs/concentrations are offered with online didactic courses. Scheduled clinical experiences occur in the students' local communities, if possible. On-campus experiences vary with each individual major (program/concentration).

MSN applicants have the choice of three majors (programs): a) Nursing Administration and Management b) Nursing Education; and c) Nurse Practitioner with concentrations in Adult Gerontology Acute Care, Family Primary Care, Neonatal, Pediatric Acute Care, Pediatric Primary Care, and Psychiatric Mental Health Across the Lifespan.

In addition, the College of Nursing offers post-graduate certificates in the following nurse practitioner concentrations: a) Adult Gerontology Acute Care Nurse Practitioner (AGACNP) with APRN and without APRN, b) Family Nurse Practitioner with Primary Care Focus (FNP) with APRN and without APRN c) with Neonatal Nurse Practitioner with APRN an without, d) Pediatric Nurse Practitioner Acute Care (PNP-AC) with APRN and without APRN, e) Pediatric Nurse Practitioner Primary Care (PNP-PC) with APRN and without APRN, and f) Psychiatric Mental Health Across the Lifespan (PMHNP) with APRN and without APRN.

Total required semester hours vary from 33 to 49.

MSN Program Learning Outcomes

Graduates of the MSN and Post-Graduate Certificate program will be prepared to:

1. Apply theoretical perspectives, scientific evidence, and visionary thinking to critically analyze and lead complex organizational systems and implement innovative change.
2. Use interpersonal, inter-professional and organizational communication and relationship building skills to create and lead highly functioning, reliable and healthy inter professional teams.
3. Combine business skills and principles, evidence-based practice, informatics, quality and safety strategies and metrics to lead care systems for improvement of processes and outcomes to improve health outcomes.
4. Employ state, federal and global health policy(ies) to advocate for healthcare reform and improve health outcomes for all.
5. Model professionalism, integrity, ethical decision making, respect for differing points of view in diverse populations and promoting social justice in the development of the advanced practice role.
6. Utilize research for the improvement of nursing practice and the advancement of nursing as an academic discipline.
7. Ascertain the knowledge, skills, and attitudes necessary to continuously improve the quality and safety of the health care systems in which they practice through lifelong learning.

Admission Requirements (for all MSN programs/concentrations)

1. Proof of a current unencumbered license to practice as a registered nurse (RN).
2. Licensure where clinical or practicum coursework will be completed. Texas or another state in which we meet SARA requirements.
3. Evidence of an earned bachelor's degree in nursing from an accredited college or university in the United States or equivalent education at a foreign institution.
4. Completed UTEP Graduate School application.
5. Satisfactory score on TOEFL as defined by the Graduate School for international applicants whose first language is not English or who have not completed a university degree in the U.S.
6. Demonstration of academic achievement as indicated in undergraduate and/or graduate coursework.
7. Current resume or CV
8. Formal Letter of Intent – the letter should identify the program or NP concentration you are applying to and tell us why you are applying to that specific program/NP concentration. Please include relevant RN or APRN experience (specific to the program/NP concentration you are applying for) and provide the names of all schools/universities that you have attended. Please include future career goals/plans you have after obtaining your degree or NP certification. Be sure that your one page, business formatted, formal, Letter of Intent is free of typographical, grammar or punctuation errors, as well as misspellings. The content should be organized in a logical manner.

No Graduate Record Examinations (GRE) are required. **Additional Specific Program Requirements for Admission**

Adult Gerontology Acute Care Nurse Practitioner
Two - three years of critical care experience (ICU, CCU). Emergency Department experience does not meet the critical care experience requirement.

Family Nurse Practitioner with Primary Care Focus
Two years of general medical-surgical experience with patients of all ages. ICU or Emergency Department experience does
not meet the medical-surgical experience requirements.

Neonatal Nurse Practitioner
Two years RN nursing experience working with critically ill neonates and infants.

Pediatric Acute Care Nurse Practitioner
Two years RN experience. Recommended at least 2 years RN experience in acute/inpatient pediatrics or pediatric ICU or
pediatric ED.

Pediatric Primary Care Nurse Practitioner
Two years RN experience. Recommended one-two years of general pediatric nursing experience.

Psychiatric Mental Health Nurse Practitioner (Across the Lifespan)
One to two years nursing experience (psychiatric nursing experience preferred, not required)

Application Deadlines

Interested applicants apply online through the Graduate School website (https://www.utep.edu/graduate/)and send official transcripts for all schools attended directly to the Graduate School. Applications are considered on an individual basis and reviewed initially by the appropriate program/concentration director. Nursing Administration and Management and Nursing Education Programs have open, rolling admissions twice a year (fall and spring) for applicants who meet the MSN admission requirements. For current application deadline dates visit https://www.utep.edu/nursing/academic- programs/graduate/how-to-apply.html.

Nurse Practitioner concentrations are allowed twice a year (fall and spring). Due to the limited number of applicants, we are able to accept into the NP concentrations, interviews are required (in person, video conference, or phone).

Recommendations for admission to the MSN programs/concentrations are submitted by the appropriate program/concentration director to the Dean of the Graduate School who makes the final decision regarding admission to the specific College of Nursing program/concentration.

MSN Student Requirements

Online Learning Requirements

To be successful, students must purchase or have accessible a computer with reliable internet access, most current Microsoft
Office and other software essential for online learning. (UTEP helpdesk)

Compliance Requirements

Compliance must remain current throughout the semester in which the student is enrolled, or the student risks being dropped
from courses. Once admitted, students provide compliance documentation to the Graduate Compliance Coordinator. All MSN students must complete the following requirements: Criminal Background Check, Drug Screen, RN License Verification, CPR Card, proof of Current Health Insurance, Vaccine Titers for Tdap, MMR, Varicella, Hepatitis B, PPD Skin Test, and Influenza Vaccine. Students are responsible to meet the individual agency specific compliance requirements of clinical sites.

Compliance Requirements Checklist

Verified Credentials:

- Criminal Background Check - If a discrepancy appears and it is not you, please contact Verified Credentials at 800-938-6090 to correct.
- Drug Screen - To be completed within 28 days from the date of payment.
- RN License Verification

All of the below documentation MUST be submitted to Verified Credentials:

- CPR Card (front and back of card with signature)
- Proof of Current Health Insurance

Medical Lab Documentation Required:

- Tdap (required every 10 years)
- MMR (Mumps, Measles(Rubeola), and Rubella) - TITERS ONLY (Immunity IgG). If one of the MMR titers is negative or equivocal, re-immunization is required
- Varicella (Chickenpox, Immunity IgG) - TITER ONLY. If Varicella titer is negative, re-immunization by 2 dose series is required
- Hepatitis B - 3 primary immunization series and TITER (HBsAb). If Hepatitis B titer is negative, re-immunization of 3 vaccines and a 2nd titer
- PPD Skin Test (TB-Tuberculin testing) (yearly requirement). If TB-Tuberculin is positive a Chest X-ray is required and a completed Absence of Tuberculosis Symptoms Form
- Influenza Vaccine - completed required every Fall semester until March 31st of the following year. Waivers WILL NOT be permitted unless documentation from a physician indicates allergic reaction to vaccine.

NOTE: Additional vaccines may be required depending on specific circumstances or at the request of the clinical agencies. It is the student's responsibility to submit all the requirements prior to the deadline.

New Student Orientation

The graduate (MSN & PMSN) new student face-to-face orientation occurs on the UTEP campus prior to the start of each semester (fall and spring). Attendance is strongly encouraged and may be mandatory for all graduate nursing students.

Travel Requirements

Nurse practitioner students are required to travel to UTEP's campus up to a maximum of three times during the semesters in which they are enrolled in clinical courses. The number of on campus times varies according to the NP concentration. This time is used for faculty evaluation of clinical competencies.

Due to the limited number of appropriate clinical placements, nurse practitioner students may be required to travel 200 miles or more to fulfill clinical requirements.

Student Employment

Student employment is a personal decision; however, it is the student's responsibility to arrange work obligations to support the required education commitments for classes and clinical experiences. We strongly encouraged NP students in the last three semesters of study to immerse themselves in the role and to limit outside employment.

TUITION AND FEES

Tuition and fees are set by the university and approved by The University of Texas System Board of Regents. See the
Student Business Service's (https://www.utep.edu/vpba/student-business-services/tuitition-fees-schedule/spring2025/)

MSN PROGRAM INFORMATION

Nursing Administration and Management (NAM)

This degree is designed to prepare professional nurses for roles in nursing administration across a variety of health care settings. The curriculum integrates masters' essential areas as described by the American Association of Colleges of Nursing (2011), graduate level advanced practice core courses, and administration-focused specialty courses. The program focuses on the development of administrative skills based on theory and evidence-based practice. Key concepts include managing human resources, managing financial resources, and managing quality. The program culminates in a project- based residency course in which students address a systems level management issue by developing and implementing a summative evidence-based solution.

Career Opportunities
Program graduates will be prepared to assume leadership and administrative positions in inpatient, outpatient, community-based and academic settings. Potential workplaces include hospitals, clinics, medical centers, home health agencies and academic health clinics.

Additional Requirements for Admission: None

Total coursework credit hours: 33

Required Coursework
Graduate Core (9 SCH)
- NURS 5310 Nursing Theory
- NURS 5370 Research Appraisal & Application
- NURS 5338 Health Policy & Advocacy

Specialty Courses (24 SCH)
- NURS 5300 Organizational Theory and Culture in Health Care
- NURS 5304 Communication and Conflict Management for Managers and Administrators
- NURS 5335 Nursing Administration Roles and Operations
- NURS 5337 Financial Management for Nurse Managers and Administrators I
- NURS 5339 Nursing Management Residency
- NURS 5349 Financial Management for Nurse Managers and Administrators II
- NURS 5365 Managing Quality in Nursing Practice
- NURS 5366 Managing Diverse Work Teams in Nursing Settings

To access the degree plans use the hyper link below

https://www.utep.edu/nursing/academic-programs/degree-plans.html

Nursing Education (NE)

This degree is designed to prepare professional nurses for the nurse educator role in academic or clinical settings. The curriculum integrates masters' essential areas as described by the American Association of Colleges of Nursing (2011), graduate level advanced practice core courses, and education-focused specialty courses.

The curriculum is distinctively different from other nurse educator programs in several aspects. Graduate level advanced practice courses are taught specifically for educators, and there is a focus on integration of best practices in simulation pedagogy throughout the curriculum. Additionally, during the two final mentored experience courses, students have the opportunity to work closely with professionals who have expertise in improving health outcomes for specific clinical populations, and with expert nurse educators.

Career Opportunities
Program graduates will be prepared to assume faculty or clinical instructor positions in schools of nursing or staff development positions in health care institutions. Potential workplaces include academic settings, hospitals, and other healthcare institutions.

Additional Requirements for Admission: None

Total credit coursework hours: 33
Required Coursework
Graduate Core (9 SCH)
- NURS 5310 Nursing Theory
- NURS 5370 Research Appraisal & Application
- NURS 5338 Health Policy & Advocacy

Educational Advanced Practice Core (9 SCH)
- NURS 5319 Advanced Pathophysiology
- NURS 5362 Advanced Pharmacotherapeutics
- NURS 5220 Advanced Health Assessment
- NURS 5221 Advanced Health Assessment Practicum

Specialty Courses (15 SCH)
- NURS 5345 Curriculum Development in Nursing Education
- NURS 5347 Effective Teaching Strategies in Nursing Education
- NURS 5348 Evaluation of Learning in Nursing Education
- NURS 5369 Population Health Outcomes
- NURS 5374 Nursing Education Mentored Experience (Educator Role)

To access the degree plans, use the hyper link below

https://www.utep.edu/nursing/academic-programs/degree-plans.html

Nurse Practitioner (NP)

The College of Nursing Graduate Program offers the Nurse Practitioner Degree (NP) with a choice of six concentrations. The concentration area chosen defines the population and role you are academically preparing for. There is not a generic Nurse Practitioner designation, you must identify both population and advanced practice role. After you have taken and passed your national board certification exam you will use the official title designated by both the state BON where you practice and the certifying body for your accreditation. The NP degree allows you to sit for the specific concentration advanced practice board certification exam. Upon passing the exam you are then eligible to apply to the state BON where you practice for advanced practice status. The MSN NP Degree is issued by UTEP and the specific NP Certification is issued by the specific certificating agency.

The nurse practitioner major offers a choice of six individual concentrations. Available concentrations include: a) Adult Gerontology Acute Care Nurse Practitioner (AGACNP), b) Family Nurse Practitioner with Primary Care Focus (FNP), c) Neonatal Nurse Practitioner, d) Pediatric Nurse Practitioner Acute Care (PNP-AC), e) Pediatric Nurse Practitioner Primary Care (PNP-PC), and f) Psychiatric Mental Health Nurse Practitioner (Across the Lifespan) (PMHNP).

The total semester credit hours for the specific NP concentration ranges from 46 to 54 credits. Clinical practicum times vary from 675-775 clock hours based on the concentration and the student's acquisition of competencies essential to practice. All nurse practitioner majors must complete the three core and four advanced practice core courses prior to starting clinical courses.

Due to the competitiveness of the major and limited clinical slots, students who deviate from their established degree plan for any reason will be dropped from the specific NP concentration cohort and must reapply to the specific NP concentration.

Concentrations

Adult Gerontology Acute Care NP (AGACNP)

The focus of the AGACNP is the comprehensive, specialized care of adult-gerontology patients with complex acute,
chronic and critical conditions both in the hospital and clinics.
The AGACNP provides complex monitoring, orders and interprets diagnostic tests, and develops complex treatment plans based on current evidence-based practice to stabilize patients and maximize their overall health. The adult- gerontology patient population includes young adults, older adults and frail elderly. The term "acute" is an umbrella term meant to differentiate the role from primary care practitioners.

Functions Performed by AG-ACNP

- Assist with obtaining operative/procedures consents
- Write pre-admission orders
- Order and monitor patients' responses to cardiac, vasoactive and anticoagulant drugs and other

drugs that are specialty specific

- Interpret dysrhythmias based on continuous ECG monitoring/12-Lead ECG
- Participate in discharge planning, including writing prescriptions
- Monitor patients' hemodynamic status and order appropriate therapy
- In collaboration with the physician, provide initial evaluation/diagnosis of patients with acute and chronic health care problems
- Provide long-term evaluation/management of patients with acute and chronic health problems both in the hospital as well as outside the hospital setting

Career Opportunities

- Hospital Settings
  - Hospitalist (both tertiary and community hospitals)
  - ICU/Sub-acute Units
  - Trauma Units/Emergency Departments
  - Cardiology (hypertension, heart failure, MI)
  - Nephrology (end-stage renal disease)
  - Pulmonology (COPD, ARDS)
  - Oncology
  - Neurosurgery
  - Neurology (CVA)
  - Endocrinology (diabetes)
  - Transplantation
  - Rehabilitation
- Specialized Clinics
- Specialty Physicians' Offices

Our program prepares students to sit for either the American Nurses Credentialing Center (ANCC) Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) or the American Association of Critical-Care Nurses (AACN) Adult-Gerontology Acute Care Nurse Practitioner (ACNPC-AG) examinations.

Additional Requirements for Admission
Two - three years of critical care experience (ICU, CCU). Emergency Department experience does not meet the critical care
experience requirement.

Total coursework credit hours: 49

Required Coursework

Graduate Core (9 SCH)
- NURS 5310 Nursing Theory
- NURS 5370 Research Appraisal & Application

- NURS 5338 Health Policy & Advocacy

Advanced Practice Core (11 SCH)

- NURS 5220 Advanced Health Assessment
- NURS 5121 Advanced Health Assessment Practicum
- NURS 5362 Pharmacotherapeutics
- NURS 5319 Advanced Pathophysiology
- NURS 5254 Advanced Practice Nursing Role

Specialty Courses (29 SCH)

NURS 5209 Advanced Acute Care Diagnostics (Lab & Lecture) NURS 5228 Advanced Acute Care Skills (Lab & Lecture)
NURS 5324 AGACNP Adult & Geriatric Health I
NURS 5101 AGACNP Adult/Geri Health Clin Practicum I NURS 5223 AGACNP Acute Care Adult/Geri Health II NURS 5224 AGACNP Acute Care Adult/Geri Practicum II NURS 5329 AGACNP Acute & Critical Illness I
NURS 5225 AGACNP Acute & Critical Illness Pract I
NURS 5226 AGACNP Acute & Critical Illness II NURS
5227 AGACNP Acute & Critical Illness Pract II
NURS 5401 AGACNP Advanced Clinical Practicum I NURS 5402 AGACNP Advanced Clinical Practicum II

To access the degree plans, use the hyper link below

https://www.utep.edu/nursing/academic-programs/degree-plans.html

Family Nurse Practitioner with Primary Care Focus (FNP)

The focus of care for the FNP is the medically stable patient across the lifespan, in the context of the family and community. The FNP is educated to provide continual and comprehensive wellness and illness care to children and adults through disease management, health promotion, health education and preventive health services. Family nurse practitioners demonstrate a commitment to family-centered care and understand the relevance of the family's identified community in the delivery of family-centered care (NONPF, 2013).

Functions Performed by the FNP

- Preconception and prenatal care
- Well-women and illness care
- Well-child and illness care
- Episodic care for acute illnesses for all ages, including minor acute injuries
- Management of chronic conditions such as hypertension, diabetes, asthma
- Monitoring and co-management of primary care conditions with a specialist for potentially unstable conditions such as cardiac diseases and neuromuscular conditions
- Case management for any long-term illness or condition

Career Opportunities

- Ambulatory Care Centers
- Medical Offices
- Nurse-Managed Clinics
- Private Practices
- Health Departments
- Rural Health Clinics
- Worksite Based Clinics
- Migrant Clinics
- Indian Health Services
- Correctional Facilities

Our program prepares students to sit for either the American Nurses Credentialing Center (ANCC) Family Nurse Practitioner (FNP-BC) or the American Association of Nurse Practitioners (AANP) Family Nurse Practitioner (FNP-C) examinations.

Additional Requirements for Admission

Two years of general medical-surgical experience with patients of all ages. ICU or Emergency Department experience does not meet the medical-surgical experience requirements.

Total coursework credit hours: 49

Required Coursework

Graduate Core (9 SCH)

- NURS 5310 Nursing Theory
- NURS 5370 Research Appraisal & Application
- NURS 5338 Health Policy & Advocacy

Advanced Practice Core (11 SCH)

- NURS 5220 Advanced Health Assessment
- NURS 5121 Advanced Health Assessment Practicum

- NURS 5362 Pharmacotherapeutics
- NURS 5319 Advanced Pathophysiology
- NURS 5254 Advanced Practice Nursing Role

Specialty Courses (29 SCH)

- NURS 5130 Advanced FNP Skills
- NURS 5210 Developing Human
- NURS 5229 Advanced FNP Diagnostics
- NURS 5230 FNP Adult Health
- NURS 5231 FNP Adult Health Practicum
- NURS 5236 FNP Geriatric Health
- NURS 5237 FNP Geriatric Health Practicum
- NURS 5240 FNP Pediatric Health
- NURS 5244 FNP Women's Health
- NURS 5245 FNP Women's Health Practicum
- NURS 5441 FNP Pediatric Health Practicum
- NURS 5672 Advanced Clinical Practicum

To access the degree plans, use the hyper link below

https://www.utep.edu/nursing/academic-programs/degree-plans.html

Neonatal Nurse Practitioner Concentration

The Neonatal Nurse Practitioner (NNP) concentration is designed to prepare nurses at an advanced practice entry level to deliver high-quality care in acute care neonatal intensive care units (NICUs), delivery rooms, and neonatal transport teams. Population focus is preterm neonates (<37 weeks), term neonates, infants, and children up to the age of 2 years and their families

- Graduates are academically prepared to sit for national certification exam through the National Certification Corporation NCC.

Graduate Core (9 SCH)

- NURS 5310 Nursing Theory
- NURS 5370 Research Appraisal & Application
- NURS 5338 Health Policy & Advocacy

Advanced Practice Core (11 SCH)

- NURS 5220 Advanced Health Assessment
- NURS 5121 Advanced Health Assessment Practicum
- NURS 5362 Pharmacotherapeutics
- NURS 5319 Advanced Pathophysiology
- NURS 5254 Advanced Practice Nursing Role

Specialty Courses (28 SCH)

- NURS 5253 Neonatal Advanced Assessment
- NURS 5255 NNP Advanced Diagnostics and Skills
- NURS 5256 Neonatal IA
- NURS 5257 Neonatal IA Practicum
- NURS 5258 Neonatal IB
- NURS 5259 Neonatal IB Practicum
- NURS 5261 Neonatal IIA
- NURS 5262 Neonatal IIA Practicum
- NURS 5263 Neonatal IIB (2-0-0)
- NURS 5377 Neonatal IIB Practicum
- NURS 5378 Neonatal Advanced Practicum A
- NURS 5410 Neonatal Advanced Practicum B

To access the degree plans, use the hyper link below

https://www.utep.edu/nursing/academic-programs/degree-plans.html

Pediatric Nurse Practitioner - Acute Care (PNP-AC)

The focus for the PNP-AC is providing family-centered care for hospitalized pediatric patients up to the age of 21 with chronic, acute, or critical illnesses. The focus of care includes complex monitoring and ongoing management of intensive therapies.

Functions Performed by PNP-AC

- Diagnose and treat acute, critical, and chronic illness in children
- Care for and counsel children with common, identified chronic conditions
- Coordinates inter/multidisciplinary team models in terms of referral, professional relationships, ethical concerns, conflict resolution and the delivery of services to children with complex medical problems
- Work with children and their families in anticipation of developmental milestones, and life event cycles
- Integrate ethical principles into complex plans of care working closely with patients, families, health care workers, and interdisciplinary teams

Career Opportunities

- Community Agencies Caring for Technology-Dependent Children
- Pediatric Emergency Departments
- Pediatric Hospitalist Service
- Pediatric Sedation Services
- Pediatric Cardio-Vascular ICU
- Pediatric ICU
- Inpatient Management for Various Sub-Specialty Clinics
  - Cardiology
  - Pulmonology
  - Nephology
  - Hematology-Oncology
  - Trauma

Our program prepares students to sit for the Pediatric Nursing Certification Board (PNCB) Certified Pediatric Nurse Practitioner- Acute Care (CPNP-AC) examination

Additional Requirements for Admission

Two years RN experience. Recommended at least 2 years RN experience in acute/inpatient pediatrics or pediatric ICU or pediatric ED.

Total coursework credit hours: 54

Required Coursework
Graduate Core (9 SCH)

- NURS 5310 Nursing Theory
- NURS 5370 Research Appraisal & Application
- NURS 5338 Health Policy & Advocacy

Advanced Practice Core (11 SCH)

- NURS 5220 Advanced Health Assessment
- NURS 5121 Advanced Health Assessment Practicum
- NURS 5362 Pharmacotherapeutics
- NURS 5319 Advanced Pathophysiology
- NURS 5254 Advanced Practice Nursing Role

Specialty Courses (34 SCH)

- NURS 5210 Developing Human
- NURS 5211 PNP Acute Care Advanced Diagnostics & Skills
- NURS 5202 Pediatric IA
    - NURS 5247 Pediatric IA Practicum
- NURS 5203 Pediatric IB
- NURS 5248 Pediatric IB Practicum
- NURS 5212 Pediatric Acute Care IA
- NURS 5216 Pediatric Acute Practicum
- NURS 5213 Pediatric Acute Care IB
- NURS 5217 Pediatric Acute Care IB Practicum
- NURS 5214 Pediatric Acute Care IIA
- NURS 5221 Pediatric Acute Care IIA Practicum
- NURS 5215 Pediatric Acute Care IIB
- NURS 5222 Pediatric Acute Care IIB Practicum
- NURS 5316 Pediatric Acute Care I Advanced Practicum
- NURS 5317 Pediatric Acute Care II Advanced Practicum

To access the degree plans, use the hyper link below

https://www.utep.edu/nursing/academic-programs/degree-plans.html

Pediatric Nurse Practitioner- Primary Care (PNP-PC)

The focus of care for the PNP-PC is to provide compassionate, evidence-based health care in a variety of settings to children from birth through young adult (21 years of age) with an in-depth knowledge and experience in pediatric primary health care including well childcare and prevention/management of common pediatric acute illnesses and chronic conditions. This care is provided to support optimal health of children within the context of their family, community and environmental setting (NONPF, 2013). The PNP-PC emphasizes health care management, disease prevention, and health promotion. The PNP-PC plays a key role in involving and educating family members to support the patient's plan of care.

Functions Performed by PNP-PC

- Empower children and families
- Promote wellness oriented self-care
- Provide comprehensive health education
- Work with children and their families in anticipation of developmental milestones, life cycle events
- Perform or recommend age-appropriate screening procedures
- Diagnose and treat common acute health problems, illnesses, and minor trauma
- Care for and counsel children with common identified, stable, chronic conditions
- Coordinate and integrate multidisciplinary services for children with complex, medical problems.

Career Opportunities

- Outpatient Pediatric Clinics
- Health Department
- Preschools and Elementary Schools
- Private Pediatric Practices
- Community Agencies

Our program prepares students to sit for either the American Nurses Credentialing Center (ANCC) Pediatric Primary Care Nurse Practitioner (PPCNP) or Pediatric Nursing Certification Board (PNCB) Certified Pediatric Nurse Practitioner – Primary Care (CPNP-PC) examinations

Additional Requirements for Admission

Two years RN experience. Recommended one-two years of general pediatric nursing experience.

Total coursework credit hours: 46

Required Coursework

Graduate Core (9 SCH)

- NURS 5310 Nursing Theory
- NURS 5370 Research Appraisal & Application
- NURS 5338 Health Policy & Advocacy

Advanced Practice Core (11 SCH)

- NURS 5220 Advanced Health Assessment
- NURS 5121 Advanced Health Assessment Practicum
- NURS 5362 Pharmacotherapeutics
- NURS 5319 Advanced Pathophysiology

- NURS 5254 Advanced Practice Nursing Role

Specialty Courses (26 SCH)

- NURS 5202 Pediatric IA
- NURS 5203 Pediatrics IB
- NURS 5210 Developing Human
- NURS 5246 PNP Advanced Diagnostics and Skills
- NURS 5247 Pediatrics Practicum IA
- NURS 5248 Pediatrics Practicum IB
- NURS 5249 Pediatrics IIA
- NURS 5250 Pediatric IIB
- NURS 5251 Pediatrics Practicum IIA
- NURS 5252 Pediatrics Practicum IIB
- NURS 5375 Pediatric Advanced Practicum A
- NURS 5376 Pediatric Advanced Practicum B

To access the degree plans, use the hyper link below
https://www.utep.edu/nursing/academic-programs/degree-plans.html

Psychiatric Mental Health Nurse Practitioner (Across the Lifespan)

The Psychiatric Mental Health Nurse Practitioner focuses on the assessment, diagnosis, and treatment of psychiatric conditions for children, adolescents, and adults. ren, adolescents, and adults. Treatments include both prescribing medications and providing appropriate therapeutic interventions including psychotherapy.
Graduates are eligible to take the American Nurses Credentialing Center's Psychiatric-Mental Health Nurse Practitioner examination for the Psychiatric-Mental Health NP (Across the Lifespan) national certification.

- The Psychiatric Mental Health Nurse Practitioner (PMHNP) track is conducted as a hybrid program. Courses are delivered both through the traditional face-to-face classroom and through the online format. Face-to-face classroom time is scheduled on alternating weekends beginning in the second year of the program.

Required Coursework
Graduate Core (9 SCH)

- NURS 5310 Nursing Theory
- NURS 5370 Research Appraisal & Application
- NURS 5338 Health Policy & Advocacy

Advanced Practice Core (11 SCH)

- NURS 5220 Advanced Health Assessment
- NURS 5121 Advanced Health Assessment Practicum
- NURS 5362 Pharmacotherapeutics
- NURS 5319 Advanced Pathophysiology
- NURS 5254 Advanced Practice Nursing Role
-

Specialty Courses (29 SCH)

- NURS 5122 Advanced Clinical Psychopharmacology
- NURS 5219 Neuroscience Across the Lifespan
- NURS 5232 Differential Diagnosis of Mental Disorders Across the Lifespan
- NURS 5233 Theoretical Foundations of PMH Nursing with Individuals
- NURS 5234 Theoretical Foundations of PMH Nursing with Groups and Families
- NURS 5128 Telehealth and Rural Service Delivery for PMH- NP
- NURS 5235 Child and Adolescent Psychiatric Mental Health for PMH NP
- NURS 5238 Child and Adolescent Psychiatric Mental Health Practicum
- NURS 5239 Adult and Older Adult Psychiatric Mental Health for PMH NP
- NURS 5330 Adult and Older Adult Psychiatric Mental Health Practicum I
- NURS 5123 Diagnosis and Management of Substance Use Disorders
- NURS 5333 Adult and Older Adult Psychiatric Mental Health Practicum II
- NURS 5344 Advanced Psychiatric Mental Health Practicum I
- NURS 5346 Advanced Psychiatric Mental Health Practicum II

To access the degree plans, use the hyper link below
https://www.utep.edu/nursing/academic-programs/degree-plans.html

POST-MASTER'S NURSE PRACTITIONER CERTIFICATES

The College of Nursing offers a post-masters Nurse Practitioner (NP) certificate for nurses holding a Master of Science in nursing degree in a different nursing specialty. The specialty concentrations offered are:

Post-Master's with Advanced Practice Registered Nurse (APRN) Recognition

- Adult Gerontology Acute Care Nurse Practitioner
- Family Nurse Practitioner with Primary Care Focus
- Neonatal Nurse Practitioner
- Pediatric Acute Care Nurse Practitioner
- Pediatric Primary Care Nurse Practitioner
- Psychiatric Mental Health Nurse Practitioner (Across the Lifespan)

Post-Master's without Advanced Practice Registered Nurse (APRN) Recognition

- Adult Gerontology Acute Care Nurse Practitioner
- Family Nurse Practitioner with Primary Care Focus
- Neonatal Nurse Practitioner
- Pediatric Acute Care Nurse Practitioner
- Pediatric Primary Care Nurse Practitioner
- Psychiatric Mental Health Nurse Practitioner (Across the Lifespan)

The total semester credit hours for the specific NP concentration ranges from 28 to 40 credits. Clinical practicum times vary from 630-775 clock hours based on the concentration and the student's acquisition of competencies essential to practice.

ADMISSION CRITERIA

Master of Science in Nursing with Advanced Practice Registered Nurse

- Proof of a current unencumbered license to practice as a Nurse Practitioner, Certified Nurse Midwife, Certified Nurse Specialist, and/or Certified Registered Nurse Anesthetist.
- Evidence of an earned master's degree in nursing from an accredited College or University in the United States or equivalent education at a foreign institution.

Master of Science in Nursing without Advanced Practice Registered Nurse

- Evidence of an earned master's degree in nursing from an accredited College or University in the United States or equivalent education at a foreign institution

To access the degree plans, use the hyper link below

https://www.utep.edu/nursing/academic-programs/degree-plans.html

PROCESS FOR CLINICAL SITES, PRECEPTORS, CLINICAL CLEARANCE, & TYPHON

The following is the Process for Clinical Sites, Preceptors, Clinical Clearance & Typhon:

1. Student needs to find clinical SITE and PRECEPTOR
2. Student checks UTEP's Affiliation Agreement Database
3. Student speaks to facility and preceptor to get contact information and COMPLETE: Clinical Site Request and Preceptor Approval forms
4. Student sends these forms to DIRECTOR for approval, copy Graduate Clinical Coordinator
5. Once director approves
   - Graduate Clinical Coordinator will verify if AA is active
     1. If AA is active, Graduate Clinical Coordinator will inform director and director will notify student
     2. If AA is not active, Graduate Clinical Coordinator will inform director and will proceed with new AA request
6. Once agreement is confirmed, student will send Clinical Clearance Request to the Graduate Compliance Director
   - Three weeks before practicum begins
   - Students will be cleared in the order received
7. The Graduate Clinical Coordinator will enter information into Typhon 1-2 weeks prior to semester start date

Affiliation Agreements Database

The link below will take you directly to the database. In the search box enter the name of the facility or city you are in. If you find a facility, please write down the IRB Net Number (located in the far left column) on the Clinical Site Request form. Please don't pay attention to the college or expiration date, often they are incorrect.

http://orspapps.utep.edu/aa/

The University of Texas at El Paso
College of Nursing Graduate Program

MSN Student Clinical Site Request

Students Name: _____ Date: _____
Student's program of study (circle): AGACNP PNP-PC PNP-AC FNP PMHNP NNP

Semester for this clinical site: Fall 20_____ Spring 20_____ Summer 20_____

For hospitals, clinics, offices, other agencies, and/or preceptors we need the following information:

NAME OF FACILITY /PRACTICE/AGENCY:

_____

Type of site (e.g., rural clinic, private practice, public health):

_____

Characteristics of patients (e.g., gender, age, ethnicity):

_____

Experiences available (e.g., acute, chronic, in-hospital):

_____

Facility/practice/agency physical address (including city, state, zip code):

_____

Mailing address (if different from physical);

_____

Facility/practice/agency phone number (including area code): _____

Fax number (including area code): _____

Preceptor's Name: _____

N**ame of Administrative contact person for the facility:** _____

Title of contact person for the facility: _____

Contact's phone number (including area code, extension): _____

Contact's fax number (including area code): _____

Contact's email address: _____

Approved by NP Director: Yes No Initial: _____ Date: _____

MSN Student Preceptor Approval

I,_____, agree to precept student,_____, in his/her clinical
Preceptor Student

rotation at _____
Clinical Site

For the_____semester. I understand that prior to him/her starting his/her clinical rotation, we need to establish an Affiliation Agreement between the school and facility and need to be granted approval by program director. By signing at the bottom of this form I acknowledge to the best of my knowledge that the following information is correct.

Preceptor Name: _____

Population/Specialty focus area of practice: _____

Years of practice in this population/specialty: _____

Number of students precepting concurrently: _____

Preceptor Credentials and Certifications: _____

Preceptor Professional License: State, Number and Expiration Date*:

_____

Preceptor Phone Number: _____

Preceptor Email: _____

*Attached are a copy of Preceptor's: CV and Professional License (If available)

Preceptors Signature:_____Date: _____

Approved by NP Director: Yes, No Initials:_____ Date: _____

Typhon

Group's NPST System

- Typhon Log In and Password
  - Graduate Clinical Coordinator will send login e-mail
  - Students will receive individual e-mail with link to site, user login, and temporary password (save link as favorite on web browser)
  - User login is the same as UTEP username (cannot be changed)
  - Temporary password will expire after 7 days, if it has expired request new password by clicking on
    "Forgot login or password?", an e-mail will be sent with new temporary password
  - User login: _____ Password: _____
- Student Responsibilities
  - Sign in and change password
  - Pay $80 fee with credit card
  - System will direct student to Modify Account Information
    - Student will accept End User License Agreement
- Default Choices for Case Logs
  - Elections must be made before a case log is entered
  - Can be changed at beginning of every course
  - If Clinical Site or Preceptor are not on drop down list do not submit "Request Addition"
    - "Request Addition" will not be completed
    - Proper forms need to be filled and submitted to student's director, once approved and verified
      Graduate Clinical Coordinator will automatically enter into Typhon system
- Blank Case Log Worksheet
  - Can be printed as Pdf for student reference
- Add New Case Log
  - Always must enter date first
  - Red arrows indicate Required information
- Add Time Logs
  - Go to My Time Logs
  - Click on Add a Daily Time Log
  - To view total hours use Filters
- Video Tutorial
  - https://vimeo.com/184745717

**Additional Typhon resources under Help: Instructions, Video Tutorials, Support Tickets, and FAQs. LHR11/29/2016

COURSE DESCRIPTIONS

Nursing courses are delivered fall, spring and summer and are taught in 7- and 15-week terms depending on the course. The nursing parts-of-term differ from the university calendar. See Goldmine for start and stop dates of all courses. Numbers in parentheses following course titles are based on full 15-week semesters and are to be interpreted as follows:
First digit= number of didactic contact hours averaged per week
Second digit= number of on-campus laboratory contact hours averaged per week
Third digit=number of off-campus practicum contact hours averaged per week.

One credit in a didactic course is equal to 1 hour of class time per week; 1 credit in a practicum course is multiplied by 3 to obtain the number of practicum hours per week. Courses taught in 7-week terms must meet the same number of total hours as if offered in the standard 15-week semester. Actual time spent per week will vary.

To access the current catalog see the hyperlink below
https://catalog.utep.edu/grad/

The University of Texas at El Paso- College of Nursing
Ethical and Responsible Use of Social Media Technologies

The College of Nursing's Social Media Standards are in alignment with the University of Texas at El Paso Social Media Standards.

The University of Texas at El Paso Social Media Standards can be accessed at:
https://admin.utep.edu/Portals/1805/PDF/UTEP%20Social%20Media%20Standards.pdf

The College of Nursing recognizes that social networks and other electronic media can be beneficial to the delivery of quality healthcare. However, inappropriate use of electronic media such as social networks, chat rooms, forums, etc., violate a patient's rights to confidentiality and privacy. It may also cross the professional boundary between a student and his/her patient. Therefore, the College of Nursing has adopted the following guidelines to minimize the risks associated with use of social networks and all other electronic media.

First and foremost, any undergraduate & graduate student enrolled in the UTEP College of Nursing must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.

- Students enrolled in the UTEP College of Nursing must not transmit or place online individually identifiable patient information.
    - Do not identify patients by name or post or publish information that may lead to the identification of a patient.
    - It is not acceptable to post any information about a patient even if their name is not identified.
- Students enrolled in the UTEP College of Nursing must observe ethically prescribed professional patient—nurse boundaries.
    - Like in-person relationships, the student nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment.
    - Use caution when having online social contact with patients or former patients.
    - Online contact with patients or former patients blurs the distinction between a professional and personal relationship.
    - The fact that a patient may initiate contact with the student nurse does not permit the student nurse to engage in a personal relationship with the patient.

- Students enrolled in the UTEP College of Nursing should understand that patients, colleagues, institutions, and employers may view postings.

- Do not share, post or otherwise disseminate any information, including images, about a patient or information gained in the student nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.

- Do not take photos or videos of patients on personal devices, including cell phones. Follow facility policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices (i. e. wound photos).
    - Students are strictly prohibited from transmitting by way of any electronic media any patient-related image.
    - No photos or videos of patients may be taken on a personal device, including cell phones.
    - In addition, students are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy or otherwise degrade or embarrass the patient.

- Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
    - However, limiting access to postings through privacy settings is not sufficient to ensure privacy.

- Students enrolled in the UTEP College of Nursing should not make disparaging remarks about patients, instructors, other students enrolled in the UTEP College of Nursing or clinical partner facilities, even if they are not expressly identified.Students enrolled in the UTEP College of Nursing should not make threatening, harassing, sexually explicit, or derogatory statements regarding any person's race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices.

- Students enrolled in the UTEP College of Nursing have a responsibility to promptly report an identified breach of confidentiality or privacy to a school authority—including, but not limited to, an instructor, staff person, or dean.

- Students enrolled in the UTEP College of Nursing must practice and behave in a manner that protects clients by exercising reasonable judgment when using social media technologies whether in their personal life or in their professional life. Inappropriate use of Electronic/Social Media can lead to disciplinary action including but not limited to formal reprimand, suspension or dismissal from the program which is contingent upon the nature of the infraction. Students enrolled in the UTEP College of Nursing can also be held personally liable. Such violations may result in civil and criminal penalties including fines or possible jail time in accordance with state and federal laws.

Revision History

Original: 06/01/2015
Revised: 08/20/2018
Reviewed: 10/29/2018 Approved: 11/12/2018 CONFO

MSN Student Progression Policy

All MSN students are expected to progress in the Master of Science in Nursing (MSN) program according to the degree plan developed upon admission. The following policy addresses instances when the degree plan is interrupted or terminated.

Students should be aware that placement in the desired courses after experiencing an interruption in their degree plan is not guaranteed. Placement is at the discretion of the coordinator of the applicable MSN major or concentration. **It is highly recommended that the student discuss this policy with the coordinator prior to a decision being made.**

A. Interruption in Degree Plan

To remain in good academic standing, graduate nursing students must follow and be continuously enrolled in graduate nursing courses as indicated in their degree plan and maintain a minimum of a "B" in all courses. If a student experiences unforeseen circumstances resulting in a degree plan interruption, the student must request for a "Leave of Absence" to their program/concentration coordinator, and the program coordinator submits a Leave of Absence request to the graduate school. Students not enrolled in courses for over one year must reapply for admission to the Graduate School and College of Nursing. Reasons for experiencing an interruption in the degree plan include, but are not limited to:

- Personal illness or injury which results in the student's inability to complete the required course work.
- Family illness or injury that precludes the student from completing the required course work.
- Military activation or deployment.
- Changes in a student's employment setting or state of residence that preclude the student from completing the required course work.
- Personal issues of such magnitude that completion of required course work is not possible.

To begin the process of possibly resuming course work, the student must contact and set up an appointment with the appropriate MSN program or concentration coordinator to develop a Plan of Success, an updated/revised degree plan and a timeline. A final decision/approval will be determined by the program coordinator in consultation with the Associate Dean. The student returning from an approved Leave of Absence must check in with the Graduate School and College of Nursing to reactivate records.

- **Reinstatement after Experiencing an Interruption in Degree Plan**

A student who fails to enroll for twelve or more months must reapply to the Graduate School for admission through the normal procedures. Admission fees are assessed for every application submitted to the Graduate School. At the discretion of the MSN program/concentration coordinator,

admission documents such as Letters of Recommendation or Letters of Intent may be waived.

A copy of a current resume and unencumbered RN license must be submitted with every application.

B. Unsuccessful and/or Course Failure/ /Course Repeat

MSN Core Courses (5310, 5319, 5362, 5370, 5338, 5220, 5221) :

- A student earning a "C" in an MSN Core Course is required to repeat the course and achieve a grade of "B" or better to remain in academic good standing and receive a revised degree plan. Failure to pass the repeated core course on the second attempt will result in academic dismissal from the graduate program.
- A student failing to earn a minimum of a B in a subsequent MSN Core Course will be academically dismissed from the graduate program.
- Student earning a "D" or "F" in any MSN core course will be academically dismissed from the MSN program. No opportunities to repeat the course will be allowed.

Specialty Courses:

- Students failing to earn a minimum of a B in any specialty course (didactic and/ or practicum) course will be academically dismissed from the MSN program. No opportunities to repeat the course will be allowed.

Course Withdrawals and Course Drop:

Each MSN academic track is developed to meet the AACN Essentials, which outline the curriculum and expected competencies. A deviation in a set degree plan (course cycles) puts learning and new knowledge application at risk.

Definitions:

1. Course Drop: a single course is dropped by the student, but the student continues to remain active in the remaining course(s) within the same semester.
2. Withdrawal: a student withdraws from all courses in the semester.

- Students may withdraw only one time. Notify the program coordinator for advising and for an updated degree plan.
- A student may drop only 2 MSN courses. If the student is approved to return to the program, the dropped course and required prerequisite courses must be passed successfully, as detailed in the revised degree plan, to continue in the program. Failure to successfully pass a dropped course on the second attempt will result in academic dismissal.

- Should a student exceed the maximum number of course withdrawals for their major or concentration, the student will be academically dismissed from the MSN program.
- Students academically dismissed from any MSN program are not eligible to apply to any MSN program.
- Students unable to complete practicum hours due to affiliation agreements and/ or preceptor placement will be reviewed on a case-by-case basis.

C Program Dismissal for Unprofessional Conduct

A student will be dismissed from a program because of unprofessional conduct that violates the national standards of a professional Registered Nurse or the Code of Ethics for Nurses. These violations include, but are not limited to, falsification of patient information, HIPAA violations, and acts of lateral violence (verbal, written, or physical) toward other student's patients, preceptors, university staff and faculty. Additional student conduct violations are described in the Handbook of Operating Procedures:
https://www.utep.edu/hoop/section-2/student-conduct-and-discipline.html

Unprofessional conduct should be reported as soon as possible to the student's program or concentration coordinator and the Associate Dean of Graduate Programs. A written formal report should cite specific details of the alleged unprofessional conduct and provide supporting documentation. The coordinator and Associate Dean will conduct a formal review of the report and complete an investigation of the alleged conduct, including obtaining statements from the named student, witnesses, and, when applicable, others involved. Upon conclusion of the review/investigation, the coordinator and Associate Dean will present the case summary and disposition to the MSN and DNP program coordinators. The program coordinators will conduct a formal review of the information and request clarification if additional information is needed. After completing their review, the program coordinators will submit a written recommendation to the Associate Dean for Graduate Programs, who will make and communicate the final decision to the student and if applicable submit the formal dismissal to the graduate school. The timeline for completion of this process should not exceed seven weeks from the date of the initial report.

D. Registered Nurse License Compliance:

Students are expected to maintain an unencumbered and active Registered Nurse license in their State of Practice (or equivalent eNLC multi-state license in their home state) for the duration of the MSN program. The student is responsible for notifying their corresponding program coordinator as soon as possible about an encumbered license. Any student whose license becomes non-active, encumbered, suspended, or revoked by a Board of Nursing will be automatically dismissed from the program.

Revised and Approved: 06/2025

Grading Policy and Structure

Rigorous study is required to succeed in the Graduate Program. Multiple hours of preparation are required beyond the classroom periods and clinical experiences. Students must be willing to accept this as a condition of succeeding in the program.

Graduate nursing students must meet or exceed the following minimum requirements for each course in the program to pass that course:

1. All Graduate Courses:

    a. **Students must maintain a minimum average of 80%. Achieving less than a minimum average of 80% results in course failure. There is no rounding of grades and fractional points will be dropped for final course grade.**
    b. **Extra credit is not permitted.**
    c. **Completion of all course assignments is mandatory.**
    d. **Failure to complete an assignment will result in a failing grade at the course faculty's discretion.**

2. The College of Nursing Graduate Program grading scale is:

A	900-1000	90%-100%
B	800-899	80%-89%
C	700-799	70%-79%
D	600-699	60%-69%
F	<600	<60%

3. Incomplete Grades: See UTEP policy regarding incomplete grades.

4. Grievances: Challenges to grades may be pursued only on the basis of malice, bias, arbitrary or capricious grade determination or impermissible discrimination. In no event shall a challenge be pursued only on the basis of the standards employed in setting grades, so long as those standards are employed impartially. Grievances **MUST be in WRITING** and filed through the College of Nursing chain of command. If the student is not satisfied with the outcome after using the chain of command, the student may consult with and/or file a challenge with the Chairperson of the University Student Welfare and Grievance Committee.

Revision History

Original: 5/29/2024
Approved by College of Nursing Graduate Studies Committee on 06/17/24
Approved by College of Nursing Faculty Organization on 08/12/24

Student- Requested Transfers between MSN Majors/Nurse Practitioner Concentrations Policy

MSN students are STRONGLY ADVISED to complete the program of study for the MSN major or concentration to which they were originally admitted. If they wish to pursue a different major or concentration, they may do so via a post graduate certificate option.
In special situations, Nurse Practitioner (NP) MSN majors are granted permission to transfer between NP concentrations. The following policy addresses transfers between MSN majors and NP concentrations.

A. Transfers between MSN Majors

Students are advised that the College of Nursing does not have a mechanism for student requested transfers between majors (i.e. between Nurse Practitioner, Nursing Education, and/or Nursing Administration and Management) as this is not allowed in the MSN program.

Should a student wish to change his or her MSN major the student will:

1. Notify his or her current program/concentration coordinator to discuss the request to change MSN majors.
2. Apply to the Graduate School for the new MSN major.
3. Have the new application considered according to the normal application process and timeline for that major.

B. Transfers between Nurse Practitioner Concentrations.

Transfers between the Nurse Practitioner concentrations will be determined on a case-by-case basis. Students wishing to transfer between NP concentrations will adhere to the following procedure:

1. Contact his or her current NP concentration coordinator to discuss the request to change the NP program concentration.
2. Submit a written request to the coordinator of the NP concentration to which he or she wishes to transfer. The coordinator of the requested concentration will evaluate the student's request and notify the student of the decision. If the decision is made to accept the student into the requested NP concentration, a copy of the written request and approval will be forwarded to the current NP concentration coordinator and the Graduate School.

Approved by School of Nursing GSC: 5/2014 Presented to UTEP Graduate Council: 7/2014 Adopted: Fall 2014
Revised: Spring 2018
Revised and Approved: February 27, 2023.

THE UNIVERSITY OF TEXAS AT EL PASO
College of Nursing

Filing a Student Complaint Policy

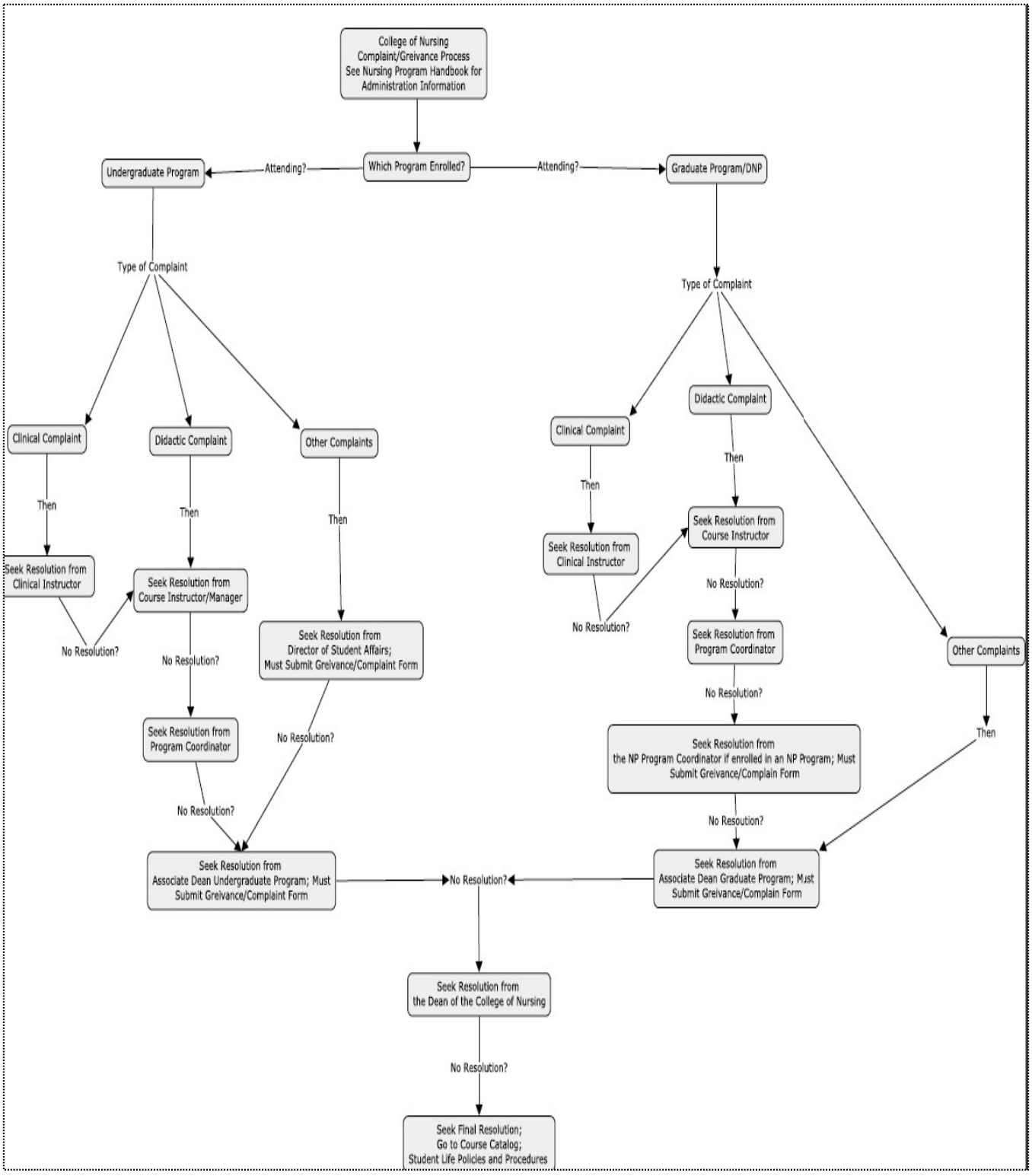
In order for the College of Nursing to initiate an investigation of a student complaint, the following must be true:

1. The student must be (or have been) enrolled in Phases 2 or 3 of the undergraduate nursing program, the graduate nursing program, or the Doctor of Nursing Practice program;
2. The complaint must be in writing and submitted electronically to the appropriate Assistant Dean of the College of Nursing;
3. The student must have exhausted all available grievance procedures established by the College of Nursing;
4. The student did not receive satisfactory resolution;
5. The student has submitted the complaint to the College of Nursing using the College Of Nursing's Student Complaint Form;
6. The student complaint contains detailed description of the claim, including dates, times, and full names of all involved, as well as the actions taken by both the student and the College of Nursing to resolve the matter;
7. The student has signed the form attesting to the truth and accuracy of the complaint;
8. The student recognizes that the College of Nursing will not investigate anonymous complaints and that by signing the form, the student acknowledges that the College of Nursing may share the information provided with the University in order to help resolve the dispute. The College of Nursing does not guarantee a resolution from this submission or its investigation into the allegation.

The student complaint must be received within one calendar year of the occurrence. Upon receiving a student complaint, the College of Nursing will facilitate an investigation if the matter being disputed falls within its jurisdiction. If the complaint is outside of the School of Nursing's jurisdiction, it may be directed to another department on campus that is authorized to address the concerns, if appropriate.

The College of Nursing may contact the student to submit further details or documented evidence of the allegation(s). Student should not submit original documents as they may not be returned. Student complaints will be examined to determine factual basis.

Depending on the nature of the complaint, investigation and facilitation could require several weeks to months to complete.


College of Nursing
Complaint/Greivance Process
See Nursing Program Handbook for
Administration Information
Which Program Enrolled?
Attending?
Undergraduate Program
Attending?
Graduate Program/DNP
Type of Complaint
Clinical Complaint
Didactic Complaint
Other Complaints
Then
Then
Then
Seek Resolution from
Clinical Instructor
Seek Resolution from
Course Instructor/Manager
Seek Resolution from
Director of Student Affairs;
Must Submit Greivance/Complaint Form
No Resolution?
No Resolution?
No Resolution?
Seek Resolution from
Program Coordinator
Seek Resolution from
Associate Dean Undergraduate Program; Must
Submit Greivance/Complaint Form
Type of Complaint
Clinical Complaint
Didactic Complaint
Other Complaints
Then
Then
Then
Seek Resolution from
Clinical Instructor
Seek Resolution from
Course Instructor
Seek Resolution from
Program Coordinator
Seek Resolution from
the NP Program Coordinator if enrolled in an NP Program; Must
Submit Greivance/Complain Form
Seek Resolution from
Associate Dean Graduate Program; Must
Submit Greivance/Complain Form
No Resolution?
No Resolution?
No Resolution?
No Resolution?
No Resolution?
No Resolution?
Seek Resolution from
the Dean of the College of Nursing
No Resolution?
Seek Final Resolution;
Go to Course Catalog;
Student Life Policies and Procedures

THE UNIVERSITY OF TEXAS AT EL PASO

College of Nursing

Student Complaint Form

Student Information

Full Name _____ Student ID#_____

Daytime Phone Number_____ Date:_____

College Information
Name of Program_____

Program Start Date _____ Program End Date _____

Degree Level (Check) ____Baccalaureate _____Master _____ DNP

Current Status (check) ___Attending ___Graduated ___Dismissed ___Withdrawn

Last Date of Attendance: _____

Complaint Information: Please provide a detailed explanation of your complaint and what steps, if any, you have taken to resolve the complaint. Attach additional page, if necessary, along with legible copies of relevant documentation. Indicate how you would like to see your complaint resolved.

_____

_____

_____

_____

Date of Occurrence:_____

Did you follow the College of Nursing's grievance procedures to resolve the complaint? ___Yes ___No

Whom did you contact?_____

_____

Signature Date

The University of Texas at El Paso
College of Nursing
Master of Science in Nursing Program

End of Program Summative Outcomes Evaluation Policy

Policy: The Summative Outcomes Evaluation is the culminating ref2404lective learning and program evaluation activity of the non-thesis Master of Science in Nursing (MSN) degree and the Post Graduate Nurse Practitioner certificates. The central component of the Summative Outcomes Evaluation is the Graduate Nursing Competencies Matrix (attachment A). The purpose of this document is twofold. First, it serves to demonstrate student mastery of the MSN level competencies as determined by the American Association of Colleges of Nursing (AACN) Essentials of Master's Education in Nursing (2021), and the major/concentration specific professional competencies. Second, the completion of this matrix will assist the MSN/Post-Master's program/concentration coordinators and faculty in the evaluation of the curriculum and program outcomes. This activity typically occurs in the final semester of the students' MSN/Post-Master's program.

Students' performance on all Summative Outcomes Evaluation documents is evaluated on a Pass/Fail basis using the following, equally weighted criteria.

1. Demonstrates integration and synthesis of literature and practice competencies to the student's MSN level practice role.

2. Integrates appropriate theoretical concepts in the context of the student's MSN level practice role.

3. Clearly and coherently communicates the student's point of view in the supporting documentation.

4. Demonstrates graduate level writing skills.

Procedure: Students are provided with the following directions:

1. Visit the following websites and review the explanation of the AACN Essentials of Master's Education in Nursing (2011) as well as the AACN Graduate-Level QSEN Competencies *Knowledge, Skills and Attitudes* (2012) and the program specific competencies. You will want to keep these documents open and refer to them as you complete the matrix.

https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2021.pdf

Program specific competencies website or document

2. Review the chart on pages 2 and 3 of the Graduate Nursing Competencies Matrix document (provided by the students' faculty in their final MSN/Post-Masters course). Note that the AACN MSN Essentials, the corresponding program specific competencies are listed across the top of the chart (columns) and the MSN/Post-Masters courses you have taken are listed down the side of the chart (rows).

3. Indicate the points at which the assignments and/or content from a given class (as listed in the left hand column) intersect with one (or more) of the Essentials, and/or program specific competencies (as listed in the first 3 rows) by placing an "X" in the appropriate box. Ideally, you should be able to identify assignments from the MSN/Post-Master's program/concentration that address each of the MSN Essentials as well as each of the program specific competencies. This is a self-assessment for you to review all the work you have done in the major.

Be advised that not every class meets every competency so please do not simply put an "X" in every box. This is an exercise which requires significant thought and reflection on the MSN curriculum you are completing.

4. After completing the chart, return it as directed to your MSN/Post-Master's program/concentration coordinator or final course faculty, along with a copy of the **two** assignments you believe to be the most illustrative of achieving any of the MSN essentials, any of the program/concentration competencies.

5. Write a 500-750 word scholarly composition which explains why you believe the two assignments you submitted are illustrative of the MSN essentials, and/or competencies you cited. Submit this composition as directed by your program/concentration director or faculty.

5. Write a 500-750 word scholarly reflective summary which addresses the current MSN program outcomes and how you view them in relation to what you have learned over the course of your studies. Submit this composition as directed by your program/concentration director or faculty.

A. Program/Concentration Coordinators and/or appropriate faculty will:

1. Review the submitted documents and communicate any suggestions or revisions to you for re-submission. Students may be given an Incomplete (I) in their final course should the required revisions not be submitted before the end of the semester. Should this occur, the University Policy for Incomplete Grades will be followed.

2. Conduct an exit interview via an electronic survey in which the graduation/completion processes (EBI survey, alumni contact forms, attendance at commencement ceremonies, etc.) are confirmed as complete and the students are provided an opportunity to discuss their suggestions for program improvement.

3. Analyze the aggregate student responses from both the Graduate Nursing Competency Matrix and the exit interviews to ensure that students are indicating that all AACN MSN Essentials and major/concentration specific competencies are being met in the MSN/Post-Master's program/concentration curriculum.

4 . In the event that specific competencies are consistently identified by students as not being met, and/or a recurring theme for program improvement is identified via the exit interviews, the Assistant Dean for Graduate Education, appropriate program/concentration coordinator and /or faculty will conduct a review of the

Program/concentration curriculum, course descriptions, objectives and content to determine where the missed competencies should be addressed, revise courses as Indicated, and submit revisions through the normal approval processes.

Note: These are the minimum requirements for all MSN/POST-MASTER'S students. MSN program/concentration directors may list additional requirements which are specific to a particular MSN/Post-Master's program/concentration.

Approved:

SoN GSC 4/19/2016

Reviewed/Revised/Approved 11/26/2018

Reviewed/Revised/Approved 07/28/2025

GRADUATE SCHOOL POLICIES

UTEP Easy Pay Installment Plan

Tuition can also be paid via the UTEP Easy Pay Installment Plan. To use the UTEP Easy Pay Installment Plan contact the
UTEP Student Business Services. The UTEP Easy Pay Installment Plan **allows students to pay 20% of the tuition and fees**
at the beginning of the semester. The remainder is billed in four equal monthly payments. **There is a convenience fee.**

Emergency Tuition Loan

An Emergency Tuition Loan can be requested via the UTEP Student Business Services. The Emergency Tuition Loan can be
used for academic-related expenses. Payments are due in four (4) installments of 20% each, each month of the long semester starting on September or February, respectively. To be eligible for the Emergency Tuition Loan, a student must be enrolled for the current term, with no past due balances. Current tuition and fees, parking decal, health insurance, and meal plan that are assessed at the time of enrollment are included in this option. https://loans.utep.edu. **There is a convenience fee and an interest rate calculated. The amount of the loan is equal to 20% of the total tuition and fees charged**, as well as parking decal, health insurance, and meal plan (which is paid separately). For more information contact the UTEP Student Business Services.

Paydirt Emergency Loan

If a student is facing a financial challenge or unexpected situations (e.g., car repairs, daycare expenses, job loss) and is need of immediate assistant the UTEP Paydirt Loan is a short-term loan that can help a student stay enrolled at UTEP and continue their education.

Transfer of Credit

Except for shared/co-operative programs, the majority of credit for a graduate degree must be taken at the University. For a master's degree, up to fourteen (14) semester hours of graduate work can be transferred from another accredited institution with the approval of the program. Doctoral students are advised to consult their respective doctoral program for information on transfer of credit. All coursework transferred from other accredited institutions requires both the approval of the committee on graduate studies in the student's major area and the Dean of the Graduate School. When such transfer is approved, the student must still meet the residence requirements of two full semesters or the equivalent, and coursework must fall within the six-year time period.

- Only credit hours transfer; grade points earned at other institutions do not transfer.
- Only graduate-level courses can be transferred for credit.
- Only earned credit hours transfer; institutional grade point average does not transfer.
- Courses used to fulfill other degree requirements cannot be transferred.
- Courses for which a grade of C or lower was earned cannot be transferred.
- Correspondence courses are not accepted for graduate credit.

All documents submitted to the University for transfer purposes become part of the official files of the University and cannot be released or returned to the student or to another institution.

UTEP POLICIES

Academic Integrity

The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit,UTEP faculty and students must strive to achieve excellence based on the quality of work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. It is imperative, therefore, that the members of this academic community understand the regulations pertaining to academic integrity and that all faculty members insist on adherence to these standards.

Scholastic Integrity:

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Community Standards for possible disciplinary action. To learn more, please visit HOOP: Student Conduct and Discipline.

FERPA Policy Statement

It is the policy of The University of Texas at El Paso to protect the privacy and records access rights that apply to records maintained by or for the University about its current and former students of its institutions by complying with the Family Educational Rights and Privacy Act (FERPA) at all times. For more information regarding your rights under FERPA, please see https://www.utep.edu/hoop/

Non-Discrimination Policy Statement

The University is committed to providing equal opportunity to all employees and individuals seeking employment or access to its programs, facilities or services, and will not discriminate against these persons on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran's status, sexual orientation, or gender identity.
The full policy can be viewed at the UTEP Handbook of Operating Procedures.To file a complaint, please follow the procedure outlined in the handbook https://www.utep.edu/hoop/.

Accommodations for Students with Disabilities Policy Statement

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections

503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the UTEP Center for Accommodations and Support Services (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the CASS portal.

CASS' Staff are the only individuals who can validate and if need be, authorize accommodation for students with disabilities.

Sexual Harassment & Sexual Misconduct Policy Statement

The University of Texas at El Paso is committed to maintaining a learning and working Ac that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. As stated in the definition, sexual misconduct includes sexual harassment, sexual violence, sexual assault, stalking, domestic violence and/or dating violence. Individuals who engage in sexual misconduct and other inappropriate sexual conduct will be subject to disciplinary action.
For a full description of the policy please see the https://www.utep.edu/hoop/ . To file a complaint or report a violation, please follow the outlined procedures in the https://www.utep.edu/hoop/

Concealed Handguns & Weapons Policy

Pursuant to Subchapter H, Chapter 411 of the Texas Government Code, individuals licensed by the State to carry a concealed handgun (License Holder) may carry a concealed handgun in approved areas on the University Campus beginning August 1, 2016.
The use, possession, display or storage of all other weapons, simulated weapons, explosives, or fireworks on the UniversityCampus is prohibited and subject to appropriate disciplinary and/or criminal sanctions. 10.1.3 individuals who observe a violation of this policy are required to report the incident immediately to the UniversityPolice Department (UTEPPD) at 915-747-5611 or 911. UTEPPD will investigate the incident and when applicable forward potential violations to the University's Office of Human Resources or Office of Community Standards. For the full policy, please see the UTEP Handbook of Operating Procedures, Section IX, Chapter 10 Concealed Handguns and Weapons Policy https://www.utep.edu/hoop/section-9/ch-10.html

For additional current policies, please see:

The University of Texas at El Paso Graduate & Professional Catalog at http://catalog.utep.edu/grad/ The University of Texas System at http://www.utsystem.edu/board-of-regents/rules

THE UNIVERSITY OF TEXAS AT EL PASO STUDENT RESOURCES

RESOURCES: Where you can go for assistance UTEP provides a variety of student services and support. Please refer to the QR code below for a listing of campus resources or visit https://www.utep.edu/advising/student_resources/student-success-resource-hub.html

Lactation Room Policy

The University of Texas at El Paso recognizes the importance and benefits of breastfeeding. We believe in providing a place on campus for nursing mothers to express milk or nurse their child in a private, comfortable and quiet space. In support, the University has created convenient locations on campus to provide University employees and students the opportunity to maintain this benefit relationship for mom and baby.

Lactation Room Locations

- Lactation Station 1
  Union Building West Room 112
  Hours of Operation 8 a.m. – 5 p.m. Monday – Friday

- Lactation Station 2
  Health Sciences and Nursing Building Room 400
  Hours of Operation 8 a.m. – 5 p.m. Monday – Friday

- Lactation Station 3
  University Towers Room
  208
  Hours of Operation 8 a.m. – 5 p.m. Monday – Friday