



Office of Academic Affairs

POLICY AND PROGRESSION
for the

MASTER of SCIENCE
(MS) DEGREE

2009-2010

POLICY AND PROGRESSION

For The Master of Science (M.S.) Degree Program

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Our Mission and Vision

CORE VALUES

The University of Utah College of Nursing supports the mission and vision of the University, and is an integral part of the Health Sciences Center. We serve the public by improving health and quality of life through excellence in nursing education, research, and clinical care. We endorse the following values of the Health Sciences Center:

- Compassion
- Collaboration
- Diversity
- Integrity
- Responsibility
- Excellence

In addition, we support the values of innovation and caring.

VISION STATEMENT

As a College, our vision is to develop leaders in nursing and health care whose actions, discoveries, and voices strengthen and transform the health of individuals and communities worldwide.

MISSION STATEMENT

The College of Nursing is a dynamic and evolving organization where we prepare all levels of professional nurses and scholars for diverse health care delivery and leadership roles. We offer interactive education in both nursing and gerontology. The College provides exceptional clinical care through innovative practice models. We are committed to developing knowledge that leads to improved health and quality of life.

GUIDING PRINCIPLES

The College of Nursing is positioned within an environment that respects the individual, fosters diversity, promotes community, cultivates life-long learning, and makes excellence an imperative. The action plans for education, research, and practice are located within the context of three organizing principles: 1) scholarship, 2) service, and 3) inclusiveness. As foundational elements, these principles inform and guide all activities for faculty, students, and staff.

SCHOLARSHIP

The first organizing principle, scholarship, is defined in the broadest sense of the word, and includes the scholarship of analysis, critique, creation, and utilization. Scholarship is exemplified in excellent practice, inquiry based teaching, and the creation of new knowledge forms. Scholarly work includes publications, presentations, grant writing, and academic endeavors directed toward knowledge construction and distribution.

SERVICE

The second organizing principle that informs all activities in the College is service. Faculty, students, and staff participate in the life and organizational work of the College and University through committees and taskforces. Faculty participate in professional organizations, review panels, and service activities. As a form of service, faculty also engage in public presentations, public education, and volunteer work directed toward promoting health in individuals, families, and the community.

INCLUSIVENESS

The third principle is organized around the cultivation and implementation of diverse ideas, perspectives, and beliefs in the College. This orientation influences the policies and practices of the College and guides student, faculty, and staff recruitment.

The outcomes to be achieved and maintained by this organizing principle are:

1. The development of a culturally relevant and sensitive curriculum.
2. The delivery of culturally competent care.
3. The creation and maintenance of an inclusive community.

INTRODUCTION

These policy and guidelines have been prepared to assist you while pursuing the Master of Science Degree in Nursing at the University of Utah. We advise you to also consult additional sources of information available to help make your graduate experience successful. These resources include:

Graduate Catalog

<http://www.gradschool.utah.edu/catalog/index.php>

Important Dates

http://www.gradschool.utah.edu/students/masters_calendar.php

Online Forms

http://www.gradschool.utah.edu/students/masters_forms.php

Graduate Fellowship & Scholarships

<http://www.gradschool.utah.edu/tbp/index.php>

Tuition Expenses

<http://www.acs.utah.edu/tuition/>

Graduate Tuition Benefit Guidelines

<http://www.gradschool.utah.edu/tbp/guidelines.php>

Graduate Student Health Benefit Plan

<http://www.gradschool.utah.edu/tbp/insurance.php>

Registrars Office

<http://www.sa.utah.edu/regist/>

Degree Requirements

<http://www.gradschool.utah.edu/catalog/degree.php>

For students planning to pursue the thesis option for the Master of Science please obtain A Handbook for Theses and Dissertations available from the Thesis Office, Parks 302 (Parks Building, Lower Campus, 3rd floor).

<http://www.gradschool.utah.edu/catalog/thesis.php>

I. GENERAL REQUIREMENTS

General information regarding requirements for the Master's degree can be found at: <http://www.gradschool.utah.edu/students/index.php>

Candidates for the Master of Science Degree in the College of Nursing must accumulate a minimum of 30 semester hours of graduate courses. Doctoral courses may be included where appropriate. At least 24 semester hours must be in resident study at the University of Utah.

Candidates for the Master of Science Degree must complete either the Thesis or Master's Synthesis option:

- 1) Thesis, which requires 6—10 credit hours of thesis research, or
- 2) Master's Synthesis, which requires students to complete the course N6888 and may require a specific number of elective hours depending on their specialty area.

MS students are expected to maintain a minimum 3.0 cumulative grade point average (CGPA) (this corresponds to an average of B or higher; an average of B- or below is not acceptable). A grade of B- or higher must be earned in core courses in order to have the course applied toward graduation. In other words if a student receives a grade of C+ or lower in a core course, the course must be repeated. No grade of C- or below will be accepted for graduate credit.

To remain in good standing in the **MS** program, students must maintain a CGPA of 3.0 or better in all courses applied to the degree. Students will automatically be placed on probation if their CGPA falls below 3.0. If the student does not raise the CGPA to 3.0 or above during the next two semesters, or after completing the next 12 graduate credits (whichever comes first), the student will be recommended for dismissal from the program, per due process procedures as outlined in the Student Code. Per College of Nursing standards, students will be terminated from the program if they receive a non passing grade (C- or below) in two required courses or receive a non passing grade in the same course requirement twice.

Students may have access to their own academic records maintained in the Office of Academic Affairs and Students Services at the College of Nursing. Students may request access to their own file by making an appointment with their Academic Advisor and may review these records in the Office of Academic Affairs and Student Services.

Each student will be assigned a faculty advisor from among the specialty area faculty. Students are encouraged to use advisement consistently in their program planning. For students taking the Thesis option, once a Supervisory Committee is formed, the Chair of the Committee becomes the student's advisor. If the Chair is outside the student's area of specialization, the Chair must consult with the specialty area director.

II. Progression in the Master of Science Program

General progression of Master's students is monitored by the faculty in the student's specialty area and the Master's Program Directors and Curriculum Committee, which is made up of all MS and DNP Program Directors.

A. Course Work

1. Course work includes core courses and specialty courses in the College of Nursing or other departments on campus that support the student's program of study.
2. Master's students are expected to maintain a minimum 3.0 GPA (this corresponds to an average of B or higher; an average of B- or below is not acceptable). No grade below a C- will be accepted for graduate credit.
3. Specialty areas may further restrict minimum grade requirements.
4. Per College of Nursing standards, students will be terminated from the program if they receive a non passing grade in two required courses or receive a non passing grade in the same course requirement twice.
5. There is a time limit of 4 consecutive calendar years to complete the requirements for the Master's degree. Requests for exceptions due to extenuating circumstances should be addressed to the supervisory committee via the Program Director; if granted the exception must then be approved by the Dean of the Graduate School. This time limit is computed from the semester in which the student completes the first course which is to be applied toward the degree, whether or not the student has been officially admitted to the program.

B. Supervisory Committee

A supervisory committee is a critical component of each student's graduate study. In most cases, supervision of the student's progress in the Master's program is the responsibility of the Specialty Program director or faculty designee, in conjunction with the Master's Program and Curriculum Committee. If a graduate student's preliminary work is deficient, the supervisory committee may require supplementary undergraduate courses for which no graduate credit is granted. The supervisory committee may require additional coursework if deemed necessary for the student's program of study. For students choosing a thesis option, information on the thesis supervisory committee may be found below.

C. Specialty area examination

Specialty areas may require a progression examination as a component of the specialty area program requirement. Such an examination is independent of the comprehensive exam and is given according to guidelines determined by specialty area faculty. This exam must be separate from any course.

D: Assessment

Regular, formative assessment is the responsibility of the MS student, program director and faculty. Students are expected to keep all of their written assignments for review during and at the end of the program.

Graduate specialty program directors will ensure that each student in the program has a formative evaluation at least once per academic year.

The program director, or designee from faculty in the program, will meet with the student. The student is responsible for bringing a copy of the most current grade transcript or DARS report to the meeting for review.

Program directors (or designees) will review the transcript and summaries of the student's clinical performance (if appropriate), and complete the Formative Evaluation Form.

A copy of the form will be placed in the student's file in the Student Affairs Office; the student may request a copy as well.

E. Masters Synthesis (non-thesis option)

Students may select the Master's Synthesis option for their program of study. This requires students complete a specific course (N6888) and may require specific elective courses to complement their career goals. Students should work with their Specialty Director to select appropriate courses for their area of study.

Master's synthesis includes an oral Comprehensive Exam that includes role, research, and theory. The final paper for the course is considered the Final Examination that covers breadth and integration of material in the field. The synthesis committee of the student completing a non-thesis master's degree will sign and submit the Report of the Final Examination or Certification of Completion for the Nonthesis Master's Degree form to the Graduate Records Office. This form is due by the last day of the semester in which the student expects to graduate. Exceptions to these rules must be approved by the Graduate School. All department examination policies for the M.A. and M.S. degrees are on file with the Graduate School.

Students selecting the Masters Synthesis must file an "Application for Admission to Candidacy" by November 1 for Spring graduation; February 1 for Summer graduation; June 1 for Fall graduation. The candidacy form is initiated by the student and is available at

http://www.gradschool.utah.edu/students/masters_forms.php

The completed form is signed by the Specialty Director and then returned to the Manager of Academic Affairs and Student Services for signature from the Associate Dean for Academic Affairs and the Dean of the Graduate School.

F. Master's Thesis

a. General Information

A thesis option is available to students. The purpose of the thesis is the generation of new knowledge or replication of previous knowledge. The Thesis follows an established process of (e.g., scientific method, phenomenology, hermeneutics, etc.). The intent is to provide an experience in the conduct of research into a practical or clinical problem. The product of the Thesis is a comprehensive report consistent with the criteria in A Handbook for Theses and Dissertation or an accepted journal publication on the process

and results of the inquiry. A minimum of six (6) hours of thesis is required, no more than a maximum of ten (10) hours is allowed by the graduate school.

Students who select the thesis option must form a separate thesis supervisory committee. Information on the purpose, selection, and composition of the supervisory committee for the thesis can be found at

<http://www.gradschool.utah.edu/catalog/thesis.php>

The process of forming a thesis supervisory committee is completed by filing a *Request for Supervisory Committee* form found at

http://www.gradschool.utah.edu/students/masters_forms.php. Submit the completed form to the Manager of Academic affairs to obtain the Associate Dean signature and approval by the dean of The Graduate School.

Once the Supervisory Committee is approved, any change in the membership of that committee should be initiated by the student and put in the form of a memo to the Associate Dean of Academic Affairs requesting approval for the change. The memo needs signatures of member(s) leaving, new member(s) as well as the signature of the supervisory committee chair. From these memos the Associate Dean prepares correspondence to the Graduate School requesting approval for the change. Copies of previous theses may be reviewed by request from the Manager of Academic Affairs and Student Services. Theses are also located in the stacks on the second floor of Eccles Library.

b. Research involving Human Subjects

All theses involving human subjects must be approved by the Committee for Review of Research with Human Subjects of the Health Science Center before they are implemented. See <http://www.research.utah.edu/irb/> for more information. Instructions for proposal review are obtained from the College of Nursing, Office of Research. The student should also expect that approval will be required from the committee in the agency where data will be collected. The Research secretary has the forms for the major hospitals in Salt Lake City. Plan well in advance for this phase of your research.

c. Colloquium

The Colloquium is the presentation and defense of the thesis proposal. Students should have worked closely with their Supervisory Committee Chair in the development of the proposal and sought input from all Committee members. Usually the committee will have met at least once before to discuss the student's plans. It is customary for the student to present at the colloquium a proposal that, with a change of tense, becomes the first three chapters of the thesis: Introduction and Statement of the Problem, Review of the Literature, and Methods.

Following the Colloquium, at which the Supervisory Committee gives approval for the proposed thesis, a "Report of Colloquium" form and a copy of the proposal are filed with the Manager of Academic Affairs.

d. Application for Candidacy

The student must file an "Application for Admission to Candidacy" http://www.gradschool.utah.edu/students/masters_forms.php for the Master's Degree by November 1 for Spring graduation; February 1 for Summer graduation; June 1 for Fall graduation. Students completing the Thesis option for the Masters Degree must submit the completed form to their supervisory committee for approval and signatures then submit the form to the Manager of Academic Affairs for the Associate Dean and Dean of the Graduate School's approval. The application is due in the Graduate Records Office one semester before graduation and no earlier than one year before graduation.

e. Oral Defense

Before final approval of the Thesis, the candidate must satisfactorily defend the thesis. To do this, the candidate and the Supervisory Committee schedule a public Oral Examination in the College of Nursing. The room for the defense is scheduled by the student through the Front Desk Secretary on the 2nd Floor. The student then contacts the Graduate Program Coordinator regarding preparation and posting of the defense notice. Notice of the defense should be posted at least two weeks prior to the defense. At least three weeks before the scheduled thesis examination, the student should submit an acceptable draft of the thesis to the Chairperson of the Supervisory Committee, and at least two weeks before the examination date, the Committee members should receive copies from the student for evaluation.

Following successful defense of the thesis, a "Report of the Final Oral Examination and Thesis for the Master's Degree" is filed with the Graduate Program Coordinator by the Supervisory Committee Chairperson. The candidate must be registered for a minimum of 3 graduate credit hours the semester in which the thesis is defended. If the candidate is not otherwise registered, the student must enroll in NURS 6980, Faculty Consultation. This is a 3 credit hour course which is graded CR/NC.

f. Thesis Requirements

Further information on content, style, and process of the Thesis option, as well as information on the use of published scholarly works as the Thesis, can be found at <http://www.gradschool.utah.edu/catalog/thesis.php>

A Handbook for Theses and Dissertations is available from the Thesis Office, Parks 302 (Parks Building, Lower Campus, 3rd floor. The Handbook is posted at these locations. It is the student's responsibility to ensure they are using the most recent version.

<http://www.gradschool.utah.edu/catalog/thesis.php>

III Credit Policies

General information on credit hours, transfer of credit, credit/no credit grading, registration, and leave of absence can be found at:

<http://www.gradschool.utah.edu/catalog/grading.php>

Courses taken by correspondence or home study are not eligible for graduate credit. Any transfer credit must be earned within the four year time limit required to complete the Master of Science degree.

IV. Registration

General policies on registration, leaves of absence, and withdrawal can be found at <http://www.gradschool.utah.edu/catalog/grading.php>

All graduate students from the time of formal admission, unless granted an official leave of absence, must maintain minimum continuous registration until they complete all requirements for the degree. This requirement can be met as follows:

1. Registering and paying normal tuition and fees for at least three credit hours per semester during the academic year, **or**
2. During any semester in which the student is not otherwise enrolled, registering for three credit hours of NURS 6980-Faculty Consultation.

The above regulations do not apply to Summer Semester unless the Colloquium, Comprehensive examination, or Thesis Defense is done that term. Students who do not maintain continuous registration will be required to reapply for admission to the Graduate School in order to again register for courses. A decision regarding readmission will be based upon a review of the student's academic progress and the availability of faculty in the student's area of specialization. Policies in force at the time of readmission will apply to the student if readmitted.

During any semester, if a student finds it necessary to withdraw from the University, an application to withdraw from school should be filed in the Registrar's Office. Prior to withdrawal the student must meet with the faculty advisor or committee chair.

Otherwise, eligibility for readmission to the University may be jeopardized.

Note that a leave of absence extends the four year time limit required to complete the Master of Science degree by the length of the leave.

V. REQUIRED LICENSURE, TRAINING, CERTIFICATIONS AND TESTS/ IMMUNIZATIONS

Graduate students who are RN's **must be licensed** as a registered nurse in Utah or other Interstate Compact state. Evidence of licensure must be provided to the Student Affairs Office. Copies will be kept on file in the Office. The absence of this evidence will cause students to have a "hold" placed on their registration. Any change in licensure status must be reported to the Student Affairs Office.

All students in the College of Nursing are required to show proof of having completed a federally mandated, web-based training session on the Health Insurance Portability and Accountability Act (**HIPAA** Regulations). The University training program is available at <http://www.compliance.utah.edu/training/index.html>

Once completed, a copy of the certificate should be printed out and given to the Office of Student Affairs in the College of Nursing.

During the first semester of the nursing program, students are required to complete **OSHA** instruction on fire safety, handling of hazardous materials, electrical safety, and

preventing spread of disease. You are required to complete OSHA training prior to the first day of class and then renew it every year you are in the program. You will need a College of Nursing Computer Account to access the icon for this training.

All students in the College of Nursing are required to be **CPR** Certified prior to their first semester in a nursing program. The CPR Certification must be renewed when it becomes due. At the time of entrance, students must provide a copy of the CPR Certification card for filing in the Office of Academic Affairs and Student Services. Copies of all renewals must also be provided.

Students enrolled in a nursing course with a clinical component must have on file in the Office of Academic Affairs and Student Services:

a. A report of a **chest x-ray or tuberculin intradermal test** (Mantoux test) within one year. If the intradermal tuberculin test is positive, a chest x-ray must be taken and the report submitted. Once a negative chest x-ray report has been submitted, no further TB testing is required unless medically indicated.

b. Current (within ten years) **tetanus / diphtheria immunizations**.

c. Evidence of two measles, mumps and rubella (**MMR**) immunizations is required. A clinical diagnosis of rubella is not considered reliable as evidence of immunity. Rubella vaccine is not necessary if a physician's statement indicates that the rubella titer is eight or greater. A physician's written statement indicating the individual has had the clinical disease(s) is acceptable evidence of immunity for measles and/or mumps.

d. Evidence of two **varicella** (chicken pox) immunizations is required. A clinical diagnosis of chicken pox IS considered reliable as evidence of immunity. Varicella vaccine is not necessary if a physician's statement indicates that a titer indicates immunity. A physician's written statement indicating the individual has had the clinical disease(s) is acceptable evidence of immunity for varicella.

e. If clinical agencies have additional health specifications, students who are assigned to those agencies will be required to meet them.

Note: Neither the University of Utah nor the College of Nursing is responsible for the payment of expenses incurred by the student for laboratory tests, immunizations, hospitalizations, or other health care expenses.

VI. PROFESSIONAL BEHAVIOR AND ACADEMIC MISCONDUCT

The College of Nursing believes that professional behavior is an integral part of each student's nursing education and that nursing is a profession which has earned the public's trust. The importance of student integrity, trustworthiness and honesty are very serious concerns due to the implications to patient safety.

The College of Nursing identifies unprofessional behavior as a cause for an academic dismissal. A faculty member may refuse to have a student continue in their course, and the college may dismiss a student from the program, if the student's character does not uphold the professionalism of nursing. This is a serious matter for both the college and

the student. An academic action may be overturned on appeal only if the academic action was arbitrary or capricious (i.e., all of the important facts were not considered).

Professional behavior is defined and described in the following document on the CON website

(<http://www.nurs.utah.edu/pdf/professionalbehavior.pdf>).

Unprofessional behavior is also defined in Section 58-1-501 (Part 5) of the Utah Nurse Practice Act. The ANA Code for Nurses also defines professionalism in the ANA Code for Nurses

(<http://nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/EthicsStandards.aspx>). Some specialty organizations may also have a professional code of ethics.

The University of Utah Student Code has further information on professional behavior, academic actions, academic misconduct, academic sanctions, and probation: (<http://www.regulations.utah.edu/academics/guides/students/studentRights.html>)

The College of Nursing expects all students to be familiar with the "Statement of Beliefs about Academic Integrity" that can be found in the Appendix to this manual and on the College website. The College expects all students to be familiar with the Student Code (<http://www.regulations.utah.edu/academics/6-400.html>).

Any violation of academic or professional conduct may be entered into a secure database kept by the College, as a means of identifying repeated infractions. If an incident occurs, the faculty will inform the student that an entry has been made in the database. Only the Executive Director of Undergraduate Programs, the Executive Director of Clinical Graduate Programs, and the Director of the PhD program will have reading access to this database. Each director will only review records of infractions by students enrolled in their respective programs.

This database is in addition to any University policies regarding academic or professional misconduct. Students should be familiar with the Student Code (<http://www.regulations.utah.edu/academics/6-400.html>) and be aware that serious violations of University policies on Academic and Professional Misconduct may result in termination or dismissal.

VII. PROCEDURES FOR APPEALS

All graduate students have the right to have disputes regarding academic matters resolved in a fair, uniform and expeditious manner. It is the policy of the College and University to solve such problems at the level most closely related to the origin of the dispute. Graduate students who believe they have been mistreated in any way by a member of the faculty or by an administrator should discuss the problem directly with the person involved. If a student is not satisfied at this level, or if discussion of the problem seems inappropriate because of the nature of the student's complaint, the

student should seek advice from the Program Director, the Executive Director of Graduate Programs, the Associate Dean for Academic Affairs, and the Dean of the College of Nursing (in that order)

The University of Utah Student Code contains information on appeals (<http://www.regulations.utah.edu/academics/guides/students/studentRights.html>)

The College of Nursing Academic Misconduct and Appeals Committee functions to hear academic appeals. Graduate students who have complaints relating to degree requirements, comprehensive examinations, problems relating to theses or dismissal from graduate school should direct their appeals to the Program Director or Chair of their Supervisory committee, the Executive Director of Graduate Programs, the Associate Dean for Academic Affairs, and the Dean of the College of Nursing, in that order.

VIII. ACCIDENT REPORT PROCEDURE

Students who incur an injury (i.e., needle stick, fall, etc.) during clinical practicums in an affiliated agency should report to their supervising faculty and follow the accident procedure for the agency in which they are located. In addition, a form must be completed and submitted; this form can be obtained from the Business Affairs Officer on the 4th floor of the College of Nursing. Students who are injured during educational experiences in the College, University, or clinical agencies are not covered by University insurance workman's compensation. Students are responsible for assuming the costs of expenses as a consequence of the accident.

IX. OUT-OF-STATE CLINICAL EXPERIENCES

By state law and the State's malpractice insurance policy, there are restrictions on out-of-town experiences and students are not generally allowed to complete clinical learning experiences beyond state boundaries. All exceptions require approval through the Dean's Office and the University's Risk Management Office with six (6) to nine (9) months of processing time. The Risk Manager recommends that the out-of-state agency agree in writing to indemnify and defend the student and provide malpractice insurance coverage of at least \$1 million per occurrence. Requests for consideration of clinical placement outside the state should be made through the program coordinator for the student's area of specialization.

X. INSURANCE (Malpractice, Liability, Disability and Health)

Coverage for students is in the student role, and it is highly recommended that students carry individual malpractice coverage if they are enrolled in programs that have a major clinical emphasis. An annual fee for professional liability insurance is mandatory for all nurse practitioner students. Students who are employed must carry individual coverage as the College assumes no responsibility for student activities when they are employed by an agency. Students registered for nine or more credits will be assessed an additional fee on the tuition bill for disability insurance. Proof of health insurance needs to be provided to the University.

XI. GRADUATION POLICY

To officially graduate from the University of Utah in May of the academic year, all work must be completed according to the deadlines in the University Bulletin. <http://www.sa.utah.edu/regist/pages/graduation.htm> However, since the University holds only one graduation exercise a year, students may participate in the convocation exercise if they have successfully defended their Thesis or nonthesis option and received permission from the Associate Dean of Academic Affairs prior to the date of convocation.

In order to prepare and publish a reasonably accurate convocation program guide and to make the necessary plans for the convocation exercises, it will be helpful for you to get in touch with the Manager of Student Affairs by the middle of spring semester in the academic year you plan to graduate. If you graduated earlier in the year, please contact the Manager of Student Affairs and make your plans known as to whether or not you plan to attend convocation.

XII. DRUG TESTING POLICY

Clinical agencies may conduct random drug testing. The form needed to complete the test can be found at:

http://www.nurs.utah.edu/pdf/drug_screen_auth.pdf

University of Utah College Of Nursing
Statement of Beliefs About Academic Integrity

We believe that:

- Faculty and students are individually and mutually responsible for maintaining academic integrity to support a foundation of professional integrity.
- A professional code of conduct is an inherent component of academic integrity.
- Faculty members have a responsibility to model professional teaching and mentoring behaviors.
- Faculty and students are mutually accountable and responsible for maintaining a positive learning environment.
- Faculty and students have a reciprocal commitment and responsibility to identify and report behavior that is not consistent with academic integrity. Examples of reportable behaviors include, but are not limited to plagiarism, unprofessional behavior, cheating, unethical conduct of nursing research, and disruptive behavior.
- These beliefs about academic integrity apply in each and every learning environment, encompassing clinical, didactic, scholarly and research activities.

FORMATIVE EVALUATIONS

Graduate specialty program directors will ensure that each student in the program has a formative evaluation at least once per academic year.

The program director, or designee from faculty in the program, will meet with the student. The student is responsible for bringing a copy of the most current grade transcript or DARS report to the meeting for review. The student may obtain a DARS report from the Campus Information System. https://gate.acs.utah.edu/psp/plpr/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST

Program directors (or designees) will review the transcript and summaries of the student's clinical performance (if appropriate), and complete the attached form (Formative Evaluation Form).

A copy of the form will be placed in the student's file in the Student Affairs Office; the student may request a copy as well.



Review of academic progress for

STUDENT NAME _____

PROGRAM: _____

I have reviewed the student's progression and academic status to date.

ACADEMIC PERFORMANCE

- This student has satisfactory performance in course-work: grades and GPA are at or above the required minimum. This student's program plan requires no change from the last review.

- This student's academic record does not meet the required minimum grade or GPA. Attached is a written summary of the remediation plan agreed to by the student and the program director

CLINICAL PERFORMANCE

- This student shows satisfactory progress in clinical, with appropriate performance for this point in the program. This student is approved to proceed in the clinical program.

- This student's clinical performance does not meet the expected level for this point in the program. Attached is a written summary of the remediation plan agreed to by the student and the program director.

Name: _____

Title: _____

Date: _____