



UNIVERSITY OF UTAH  
COLLEGE <sup>OF</sup> NURSING

# BACCALAUREATE STUDENT POLICY AND PROGRESSION HANDBOOK

2016-2017

*Please Note: Information contained herein is subject to change without notice.*

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UNIVERSITY OF UTAH  
COLLEGE OF NURSING

Dear Student:

Congratulations on your admission to the University of Utah College of Nursing. The college is a dynamic and ever changing organization that prepares nurses for a variety of opportunities in healthcare. The undergraduate program focuses on the delivery of evidence-based, patient centered, and professional nursing care. The plan of study includes classroom courses, outstanding patient care simulations, inter-professional activities, and clinical experiences in a variety of settings. The faculty is nationally known for their areas of expertise and is eager to help you learn.

As you become oriented to the College of Nursing, it is important that you acquaint yourself with policies, procedures, and resources. We trust that this manual will be helpful to you as you progress through your program of study.

This manual is intended to serve as a guide and reference document for you. The major areas of importance to which we draw your attention include the policies and procedures related to baccalaureate admissions and advancement, professional behavior and expectations, and student services.

It is hoped that this manual will be helpful to you. If you have recommendations on how to improve its content or usefulness, please share your suggestions with the Office of Student Services and Academic Affairs.

Congratulations on your admission to the College of Nursing, and best wishes as you embark on the adventure that is nursing education!

Sincerely,

Patricia Gonce Morton, PhD, RN, FAAN Dean and Professor

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## COLLEGE OF NURSING Mission and Vision

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

### MISSION STATEMENT

To advance health through excellence in nursing, gerontology and interdisciplinary teaching, research, practice, and service.

### VISION STATEMENT

To develop leaders in nursing and health care whose actions, discoveries and voices strengthen and advance the health of individuals and communities worldwide.

## BACCALAUREATE PROGRAM OUTCOMES

The baccalaureate program at the University of Utah is designed to reflect the mission and philosophy of the University and the vision, mission, goals and expected outcomes of the College of Nursing.

Graduates of the baccalaureate program will achieve the following:

1. Deliver safe, evidence-based, patient-centered nursing care.
2. Advocate for the well-being of patients and the profession as leaders and managers.
3. Apply foundations of knowledge in humanities and sciences to professional nursing practice.
4. Collaborate and communicate effectively to improve patient outcomes.
5. Demonstrate professionalism consistent with standards of moral, ethical and legal nursing practice.
6. Utilize information management and technologies to lead safe, quality patient care.
7. Integrate theory and research into evidence-based practice.
8. Recognize that health care delivery and professional nursing practice occur within contexts of social, economic, and political environments.
9. Promote health and healthy behaviors through collaborative population-focused interventions.

\*across all settings

The College of Nursing understands that the preparation of professional nurses is grounded in a solid understanding of human behavior and pathophysiologic alterations affecting humans with emphasis on practices that results in increased health of the general population, including underrepresented and culturally and ethnically diverse groups, as well as cost-effective coordinated care.

The courses at the baccalaureate level, both for basic and RN-BS students, focus on the competencies and skills professional nurse will need in the 21st century.

## 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.

# POLICIES AND PROCEDURES

## PROGRESSION

The Baccalaureate Admissions and Advancement Committee (BAAC) has the responsibility to review student academic and professional records to determine eligibility for progression and readmission to the program.

### A. Criteria for Progression

1. Letter grades of “C” or better are required in all nursing courses (“C-” grades are not acceptable and are considered to be a failing grade).
2. A minimum 2.00 cumulative GPA is required for graduation from the University of Utah.
3. Didactic and clinical courses must be completed satisfactorily before advancement to the next courses in sequence. Alterations in the printed program of study must be pre-approved by the relevant faculty and the BAAC.
4. Incomplete (“I”) grades in clinical and the accompanying didactic course may not be carried over from one course to the next didactic or clinical course in the progression sequence. This policy supersedes the University policy regarding incomplete grades.
5. Students in the nursing major are required to complete all General Education requirements for the BS degree at the University of Utah prior to registering for NURS 4650 Capstone. Exceptions to this policy must receive prior approval by the BAAC.

### B. Academic Action / Academic Misconduct / Academic Sanction

“Academic action” means the recording of a final grade (including credit/no credit and pass/fail) in a course, on a comprehensive or qualifying examination, on a culminating project, or on a dissertation or thesis. It also includes a decision by the appropriate department or college committee to place a student on academic probation, or to suspend or dismiss a student from an academic program because the student failed to meet the relevant academic standards of the discipline or program. The term “academic action” does not include the decision by a department or program to refuse admission of a student into an academic program. Academic action also does not include academic sanctions imposed for academic misconduct or for professional misconduct.

“Academic misconduct” includes, but is not limited to, cheating, misrepresenting one’s work, inappropriately collaborating, plagiarism, and fabrication or falsification of information. It also includes facilitating academic misconduct by intentionally helping or attempting to help another commit an act of academic misconduct (for further discussion of this section “B”, refer to the “Policies Related to Cheating and Plagiarism” section in this document).

“Academic sanction” means a sanction imposed on a student for engaging in academic or professional misconduct. It may include, but is not limited to, requiring a student to retake an exam(s) or rewrite a paper(s), a grade reduction, a failing grade, probation, suspension or dismissal from the program or the University, or revocation of a student’s degree or certificate. Refer to the University of Utah Regulations (<http://www.regulations.utah.edu/academics/6-400.html>) for a further detailed discussion. (University Regulations: Policy 6-400 Rev 6: Chapter X, Sections I – VI).

### C. In the College of Nursing students are placed on academic probation for:

1. Receiving a grade below “C” in a required nursing course.
2. Inappropriate or unsafe clinical performance.

In order to remain in the program, a course receiving a “C-” or below must be retaken the next semester the course is offered, pending space availability. Once a student is placed on academic probation, the student is required to meet with the Baccalaureate Advisor in Academic Programs and Student Services to plan a continued course of study. This plan shall then be submitted to the BAAC for approval. Nursing courses may be retaken once. (Refer to the Suspension/Dismissal section below).

#### **D. Grade Appeal**

If a student fails a course and files a formal grade appeal, eligibility for continued enrollment for nursing clinical courses depends on BAAC approval. (See the College of Nursing Baccalaureate Advisor in Academic Programs and Student Services for procedures for filing an appeal and the University of Utah Regulations.)

#### **E. Suspension / Dismissal**

Students will be suspended or dismissed from the nursing program for any of the following:

1. Receiving a grade of “C-” or less in the same nursing course twice
2. Receiving grades of “C-” or less in 2 nursing courses during the student’s enrollment in the nursing program
3. Failure to maintain a cumulative GPA of 2.00
4. Unsafe clinical practice
5. Unprofessional behavior.

Instructors documenting student behavior as unsafe or unprofessional must submit written documentation to the BAAC.

Suspended students must remain out of the program for one calendar year. Students readmitted must meet program requirements in effect at that time. If a student fails a course after readmission, he/she will be dismissed from the program.

Dismissal from the nursing program is final. A student who is dismissed from the University for Behavioral Misconduct may not petition for reinstatement.

#### **G. Program Modification**

Program modification is designed to meet the individual needs of students who may find it necessary to modify program progression. Early preliminary planning is necessary to facilitate placement and increase the options available to students. Criteria for program modification are:

1. Any student with a modified program must meet all prerequisites to the involved course.
2. Application (in writing) for program modification should be initiated by the student and submitted to the BAAC. Such requests need to be submitted to the BAAC before the end of the semester preceding the semester for which the request pertains. If the request is made after this deadline, the BAAC will consider whether it will accept the request or not.
3. Planning for the program modification will be developed by the student in consultation with the Baccalaureate Advisor in Academic Programs and Student Services. The BAAC must be involved in all program changes involving academic status and progression.
4. Final approval of the student’s program modification by the BAAC is required before program implemented and it is dependent on space available.

#### **H. Interrupted/Readmission/Withdrawal**

Students in good standing who interrupt their program of study shall notify, in writing, the BAAC of their intent to withdraw and anticipated date of return. Notification to the BAAC is required a full semester prior to the intended semester of re-entry to assure proper placement. Re-entry to the program is not automatic and depends on space and availability of courses. Students must complete the program requirements in place at the time of re-entry or readmission.

Students who are not in good standing (i.e., on probationary status) and who interrupt their program of study shall be required to file a readmission application which will be evaluated by the BAAC. The readmission application must be submitted at least a full semester prior to the intended date of re-entry. Eligibility for readmission is determined by BAAC.

Withdrawal from individual courses is according to University policy. Withdrawal from the nursing program must be made in writing to the BAAC. Students who are withdrawing from the program must also meet with their cohort advisor prior to withdrawal.

## **I. Graduation**

Graduation applications are collected by the Office of Students Services and Academic Programs during new student orientation. Applications will be turned in to the Graduation Evaluation office by the Baccalaureate Advisor prior to the deadlines established by the University. Students who do not turn in a graduation application to Student Services must acquire necessary signatures and take it to the Graduation Evaluation office. Applications can be found at <http://registrar.utah.edu/handbook/undergradgraduation.php>. University graduation requirements can be found at <http://ugs.utah.edu/gen-ed-reqs/index.php>.

## **J. Licensure**

Eligibility for taking the licensing examination is dependent upon completing all graduation requirements of the College of Nursing and the University of Utah. Information regarding Licensure can be found at <http://www.dopl.utah.gov>. Passing the NCLEX exam is each student's responsibility.

## **PROFESSIONAL BEHAVIOR**

The College of Nursing identifies unprofessional behavior as a cause for an academic dismissal. 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). The College believes that professional behavior is an integral part of each student's nursing education. As such, each student is asked to read and sign the following statement at orientation:

I, the undersigned, acknowledge the importance of personal integrity in nursing, including the standard set by the University of Utah Student Code and the following commitment to the public trust made by the College of Nursing.

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. 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. Dismissal due to the lack of professional behavior is an academic dismissal.

Unprofessional behavior is also defined in Section R156-31b-502 of the Utah Nurse Practice Act. The ANA Code for Nurses also defines professionalism, as follows:



## ANA CODE FOR NURSES

1. The nurse in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health safety and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to the practice, education, administration and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

## COLLEGE OF NURSING GUIDELINES

All students in the College of Nursing are expected to maintain professional behavior in both the clinical and classroom settings. This professional behavior includes, but is not limited to:

- Attending orientations, class and clinical.
- Taking exams as scheduled.
- Arriving and leaving class and clinical as scheduled.
- Adhering to the appropriate dress code when in clinical.
- Accepting responsibility for own actions.
- Giving prior notification in writing or voice mail to the faculty when they are unable to meet commitments and detailing how and when they will make up requirements.
- Dealing with others (peers, faculty, patients and clients) in a respectful, sensitive and nonjudgmental manner.

The faculty acknowledges that true life emergencies do exist and will work with students in these situations as they arise. Note: True life emergencies do NOT include:

- Scheduling work or vacation during class or clinical or final exam times. (Missing class in order to work is not an excused absence.)
- Non-emergent doctor or dental appointments.
- Being fatigued due to your own actions.

- Planning “special” events that interfere with class or clinical time.

#### Expectations and Professional Standards for Classroom and Clinical

1. Respect other’s space. No pagers or cell phones in class or clinical.
2. Start and end class on time.
3. Maintain a professional appearance and image.
4. Accountability for preparation in class and clinical.
5. Constructive verbal and non-verbal behavior.
6. Care for others in an empathetic manner.
7. Honest, open, respectful communication.
8. Confidentiality of all patient information.
9. Teamwork and helping behavior for colleagues.
10. Academic and personal honesty and integrity.
11. Uphold personal and professional ethics.
12. Respecting all individuals’ differences (i.e., culture, ethnicity, religion, work experience, gender, age, sexual orientation, etc.).

## CONSEQUENCES OF UNPROFESSIONAL BEHAVIOR

When problem behaviors are identified, the involved faculty member will:

1. Counsel the student on the unacceptable behavior and indicate what type of behavioral change is expected and within what time frame. The student’s unacceptable behavior and the specific counseling will be documented by the faculty in the student’s file and 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 Assistant Dean of Undergraduate Programs, the Director of Clinical Graduate Programs, and the Director of the PhD program will have reading access to this database. The student is given a copy of the documentation which was submitted to his/her file. If the behavior is a major infraction, the student will be counseled, referred to the Course Coordinator, the Director of Academic Programs and Student Services, and the BAAC; documentation will be placed in the student’s file. The BAAC will ultimately evaluate the student’s situation. Dismissal is a possibility.

If the student violates the University of Utah Student Code, he/she will be counseled and documentation will be placed in the student’s file. The Assistant Dean for Undergraduate Programs, the BAAC, and the Director of Academic Programs and Student Services will be notified. The BAAC may either refer to the University of Utah Academic Misconduct Committee or make a recommendation to the Associate Dean for Academic Programs.

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

## POLICY RELATED TO A STUDENT RECEIVING AN ACADEMIC FAILURE IN GRADES /UNSATISFACTORY BEHAVIOR

1. If a student receives a failing grade (C- or lower) in a course, initially the student must discuss the situation with the involved faculty. If the student wishes to address the situation further, he/she may then contact the coordinator of the course. If the outcome is unsatisfactory, the student may then meet with the Assistant Dean for Undergraduate Programs. The student may also write a letter to the BAAC stating his/her position. Lastly, the student may meet with the Associate Dean for Academic Programs to discuss the matter.
2. The BAAC is responsible for evaluating a student's progression status once the student has failed a course and/or demonstrated unsatisfactory behavior.
3. The student may appeal a grade by following the procedures outlined in the University Student Code.

## POLICIES RELATED TO CHEATING AND PLAGIARISM

The University of Utah policies on plagiarism and cheating are clear. The University of Utah Student Code defines academic dishonesty as:

Academic misconduct includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information... It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct.

1. "Cheating" involves the unauthorized possession or use of information, materials, notes, study aids, or other devices in any academic exercise, or the unauthorized communication with another person during such an exercise. Common examples of cheating include, but are not limited to, copying from another student's examination, submitting work for an in-class exam that has been prepared in advance, violating rules governing the administration of exams, having another person take an exam, altering one's work after the work has been returned and before resubmitting it, or violating any rules relating to academic conduct of a course or program.
2. Misrepresenting one's work includes, but is not limited to, representing material prepared by another as one's own work; submitting the same work in more than one course without prior permission of both faculty members.
3. "Plagiarism" means the intentional unacknowledged use or incorporation of any other person's work in, or as the basis for, one's own work offered for academic consideration or credit, or for public presentation. Plagiarism includes, but is not limited to, representing as one's own, without attribution, any other individual's words, phrasing, ideas, sequence of ideas, information or any other mode or content of expression.
4. "Fabrication or falsification" includes reporting experiments or measurements or statistical analyses never performed; manipulating or altering data or other manifestations of research to achieve a desired result; falsifying or misrepresenting background information, credentials or other academically relevant information; or selective reporting, including the deliberate suppression of conflicting or unwanted data. It does not include honest error or honest differences in interpretations or judgments of data and/or results.

The complete University of Utah Code of Student Rights can be found on the University web site, at

<http://regulations.utah.edu/academics/6-400.php><http://regulations.utah.edu/academics/6-400.php>

## **ACADEMIC MISCONDUCT AND APPEALS COMMITTEE**

The Academic Misconduct and Appeals Committee of the University of Utah College of Nursing provides students and faculty with a vehicle for the making of decisions relative to student contested academic actions, academic sanctions for misconduct, and dismissals from participating in class. The Committee functions in accordance with the directives outlined in the University of Utah Code of Student Rights at <http://regulations.utah.edu/academics/6-400.php>

## **AMERICANS WITH DISABILITIES ACT OF 1990**

The University of Utah follows all regulations under the “Americans with Disabilities Act of 1990.” The College of Nursing, following ADA guidelines, will “provide reasonable accommodations for qualified students with disabilities unless it constitutes an undue hardship to do so. Learning disabilities are included in this Act. IT IS THE RESPONSIBILITY OF THE STUDENT TO DISCLOSE THE DISABILITY. Reasonable accommodations cannot be made unless the instructor receives documentation of the disability and, in some cases, instructions or suggestions for making necessary accommodations. For further information regarding disability services and student/faculty responsibilities go to <http://disability.utah.edu/>

The University Center for Disabled Student Services is located in 162 Olpin Union (801-581-5020). Students are encouraged to contact the Center with questions, concerns, or when they require assistance.

When any issues arise pertaining to ADA guidelines, the College of Nursing will refer the situation to the ADA office for evaluation and that office will issue a report.

## **SEXUAL HARASSMENT**

The University of Utah expects members of the University community to treat one another with respect. Sexual harassment is a violation of Title IX of the Educational Amendments of 1972, and is a violation of University policy. For further information go to <http://regulations.utah.edu/human-resources/5-210.php> or contact the Office of Equal Opportunity and Affirmative Action at 801-581-8365. All questions or concerns will be treated with complete confidentiality.

## **PRIVACY RIGHTS OF STUDENTS**

The University of Utah and the College of Nursing are committed to protecting the privacy rights of students. In general, student records, files or general information are NOT released to anyone other than the student. The College of Nursing will not give out scholastic or personal information about students. The College will take messages in an emergency situation, but will NOT provide families or friends with the means to contact the student. If you want people to know how to find you when you are in class or clinical, you need to inform them.

## **General Statement Regarding Social Media**

Many students use various forms of social media, including but not limited to wikis, blogs, list serves, fora, websites, and social networking sites. Facebook and Twitter are specific and frequently-used examples of these media. When using social media, students are expected to act with courtesy and respect toward others.

Regardless of where or when they make use of these media, students are responsible for the content

they post or promote. Students may be subject to action by the University for posting or promoting content that substantially disrupts or materially interferes with University activities or that might lead University authorities to reasonably foresee substantial disruption or material interference with University activities. This action may be taken based on behavioral misconduct, and may range from a reprimand or failing grade to dismissal from a program or the University.

## Guidelines for Use of Social Media

Use of social media is prevalent among students. Students should be aware that unwise or inappropriate use of social media can negatively impact educational and career opportunities. To avoid these negative impacts, students should consider the following:

- Post content that reflects positively on you and the University. Be aware not only of the content you post, but of any content that you host (e.g., comments posted by others on your site). Content you host can have the same effect as content you post.
- Though you may only intend a small group to see what you post, a much larger group may actually see your post. Be aware that your statements may be offensive to others, including classmates or faculty members who may read what you post.
- Employers and others may use social media to evaluate applicants. Choosing to post distasteful, immature, or offensive content may eliminate job or other opportunities.
- Once you have posted something via social media, it is out of your control. Others may see it, repost it, save it, forward it to others, etc. Retracting content after you have posted it is practically impossible.
- If you post content concerning the University, make it clear that you do not represent the University and that the content you are posting does not represent the views of the University.
- Make sure the content you post is in harmony with the ethical or other codes of your program and field. In certain circumstances, your program may have made these codes binding on you, and violations may result in action against you.
- If you are in a program that involves confidential information, do not disclose this information. The University may take action against you for disclosures of confidential information.
- Realize that you may be subject to action by the University for posting or promoting content that substantially disrupts or materially interferes with University activities or that might lead University authorities to reasonably foresee substantial disruption or material interference with University activities. This action may be taken based on behavioral misconduct, academic performance, academic misconduct, or professional misconduct, and may range from a reprimand or failing grade to dismissal from a program or the University.

## HEALTH & SAFETY REQUIREMENTS FOR NURSING STUDENTS

All students must meet the following requirements prior to beginning their experience at any health care facility in the state of Utah. These requirements are designed to protect the student, as well as the patients, and staff with whom students have contact. Therefore, all the requirements are MANDATORY. You will NOT be allowed in clinical agencies without the appropriate verification.

### MANDATORY TRAINING FOR COMPLIANCE WITH FEDERAL HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

All students in the College of Nursing (baccalaureate, masters, and doctoral) are required to complete a federally mandated, web-based, training session on the Health and Insurance Portability and Accountability Act of 1996 (HIPAA) prior to the first day of class. You are also required to renew this training annually for the duration of their program. The training is available through your Certified Background profile. It contains the module content and quizzes. (<http://www.certifiedbackground.com>)

### MANDATORY TRAINING FOR COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION REQUIREMENTS

Prior to the first day of class, all students in the College of Nursing (baccalaureate, masters, and doctoral) are required to complete a federally mandated, web-based, training OSHA training on: fire safety, handling of hazardous materials, electrical safety, and preventing the spread of disease. You are also required to renew this training annually for the duration of their program. The training is available through your Certified Background profile. It contains the module content and quizzes. (<http://www.certifiedbackground.com>)

### CARDIOPULMONARY RESUSCITATION CERTIFICATION

All students in the College of Nursing (baccalaureate, masters, and doctoral) must be Cardiopulmonary Resuscitation (CPR) certified before the first day of class. This certification must be from the American Heart Association (AHA) and it must cover both Adult and Infant CPR. Additionally, this certification must be renewed when it becomes due. You must provide a copy of your AHA CPR card to your Certified Background profile for verification prior to the first day of class. No online certifications are acceptable.

### TUBERCULOSIS SCREENING REQUIREMENTS

All students in the College of Nursing (baccalaureate, masters, and doctoral) must be screened for TB annually. When starting your program, one of the following is required to be complete and submitted to your Certified Background profile before the first day of class:

1. 2-step TST (two separate Tuberculin Skin Tests, aka PPD tests) within 12 months of each other with negative results.
2. One QuantiFERON Gold blood test with a negative result
3. One T-SPOT blood test with a negative result

After your initial TB test, you must renew your screening annually. This can be done with a single step

PPD test, or a blood test such as QuantiFERON Gold or T-SPOT. The screening must be completed before your previous test expires and a record must be uploaded to your Certified Background profile.

If you test positive while completing one of the tests above, or if you have previously tested positive to any TB test, you must submit proof of a clear chest x-ray to your Certified Background profile. The x-ray must be read by a radiologist. Thereafter, you must submit a symptom checklist annually. If your checklist is abnormal or you develop symptoms indicative of active TB, you must be cleared by your physician or the local health department before you can participate in clinical activities.

## IMMUNIZATION REQUIREMENTS:

All students in the College of Nursing (baccalaureate, masters, and doctoral) must be current on the following immunizations and must provide documentation of this to Certified Background by uploading it to their profiles.

1. Tetanus / Diphtheria / Pertussis (known as Tdap)
  - current if received within the last 10 years
  - accepted proof: record of vaccination
2. Measles (Rubella) / Mumps / Rubella (known as MMR)
  - accepted proof: record of two (2) vaccinations or proof of immunity to all three diseases via blood test results
3. Varicella (Chicken Pox)
  - accepted proof: record of two (2) vaccinations or proof of immunity via blood test results or healthcare provider documentation of varicella disease
4. Hepatitis B
  - accepted proof:
    - Documentation of three (3) vaccinations from health department and a titer proving immunity (result of “reactive”).
    - Students who are currently in process of receiving their vaccinations are allowed to begin their rotation.
    - If the titer administered after the three (3) vaccinations does not prove immunity (result of “not reactive”), student must redo the series. Students will be considered “non-responders” after documentation of completing the vaccination series twice (total of 6 vaccinations) followed by a “not reactive” titer result.
5. Seasonal Influenza
  - must be renewed yearly, after September 1, with current season’s vaccination
  - accepted proof: proof of vaccination

## Additional information regarding immunizations, training and testing obligations:

1. If clinical agencies have additional health specifications, students who are assigned to those agencies will be required to meet them.
2. 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.

3. Compliance with health/immunization requirements is necessary to maintain clinical placement. Failure to do so will result in removal from the clinical practicum.

## Where to Obtain Immunizations:

Required immunizations and tuberculin skin testing may be obtained in one of the following manners (all associated costs are the responsibility of the individual student):

- From a private physician.
- Salt Lake County Health Department:  
610 South 200 East, 801-534-4666  
2001 South State Street, 801-468-2813  
9340 South 700 East, 801-255-7114  
Additional Locations: <http://www.slcohealth.org/html/clinicLocations.html>
- University of Utah Student Health Service  
555 Foothill Blvd, Madsen Health Center, 801-581-6431  
Basement level, free parking, accessible by Campus Shuttle

These requirements must be completed in order to maintain clinical placement. Failure to do so will result in removal from clinical practicum.

## Faculty Right to Request Medical Clearance

College of Nursing faculty, especially those who teach students in clinical or laboratory settings, have the right to request written medical clearance from the student's health care provider if there is reason to believe that a known or suspected problem or illness (physical or emotional) may compromise patients, staff, faculty, peers or the student's own health, welfare and safety. The student will not be allowed in the clinical area and/or classroom until such documentation is obtained. A copy of the letter from the health care provider will be kept on file in the Office of Academic Programs and Student Services. All expenses related to the medical clearance are the sole responsibility of the student.

## DRUG SCREENING

The College of Nursing supports the University of Utah Health Sciences Drug Testing Policy.

The policy of the University of Utah Health Science Center is to maintain a drug-free workplace to establish, promote and maintain a safe and healthy environment for patients and a safe, healthy, working and learning environment for employees, students and volunteers. It shall be a violation of this policy for any covered individual to engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance at the work place, including being under the influence or impaired at the work place, while engaged in university business on or off campus, or in any manner that violates criminal drug statutes.



Student drug screening is a requirement as the University of Utah, College of Nursing places students in appropriate clinical educational facilities. The drug screen is a Urine Screen (10 Panel). This test is a basic drug screen for illegal drugs and is required of all students prior to placement into clinical learning experiences and sites. If an agency requires a different panel, it is still the student's responsibility to obtain the designated panel.

Confidential test results are sent to the College of Nursing from a secured website or via an encrypted email attachment. Testing will be administrated by Certified Background.

## **BACKGROUND CHECK**

Admission to the College of Nursing is pending satisfactory background check.

## **INSURANCE COVERAGE**

Nursing students are exposed to the usual risks of illness and accidents. The University of Utah and the College of Nursing expects that all students carry their own adequate health insurance. You are responsible for any expenses you incur, even if the accident or illness is related to your student role. Information regarding how to obtain student insurance can be found at:

Student Insurance Office Wasatch Clinic  
555 Foothill Blvd. Salt Lake City, Utah 84112

<http://studenthealth.utah.edu/services/shi/>

## **Invasive Procedures**

Students may practice skills that involve invasive procedures in the simulation learning center only on mannequins and task training equipment provided specifically for a simulated scenario or particular skill practice. Students may not practice invasive skills on each other, instructors or teaching assistants, preceptors, lab personnel, standardized patients (expect those specifically contracted for a specialized procedure) or anyone else under any circumstance. In clinical settings, students may perform invasive procedures under the supervision of a registered nurse on a patient who has a therapeutic need for the procedure. Violation of this policy will result in student failure of the involved nursing course.

# ACADEMICS

## REGISTERING FOR CLASSES & TUITION INFORMATION

University Class Schedule information is available at <http://www.utah.edu/students/catalog.php>. All students MUST be registered for courses PRIOR TO the first day of class. Students are expected to provide written verification of enrollment in each course. When you register, you can print a copy of your registration from the Web – this serves as your verification. No student will be allowed to remain in class, or to enter a clinical area, without this verification. Unlike some of the community colleges, you do not have to pay for courses on the day you register. Tuition bills are not sent out to students so it is important that you are familiar with the tuition policies and deadline dates. This information can be found at <http://fbs.admin.utah.edu/index.php/income/>. Tuition not paid by the deadline will result in cancellation of your class registration and interruption in your program of study.

## COLLEGE OF NURSING SCHOLARSHIPS

Students who have been officially admitted to the nursing program are eligible to apply for College of Nursing scholarships. Application forms may be downloaded from <http://nursing.utah.edu/students/scholarship/undergrad/index.php> three to four months prior to the deadline.

All applications must be submitted by 5:00 p.m. to the Coordinator for Recruitment and Financial Aid in the Office of Academic Programs and Student Services. In the event a deadline falls on a weekend or holiday, applications must be submitted by 5:00 p.m. the following business day. Criteria for these scholarships vary, but most are offered based on merit and demonstration of financial need.

When other scholarships or financial aid opportunities become available, students will be advised through posting on the scholarship bulletin boards in the Office of Academic Programs and Student Services, email or Canvas. Please keep your email current in the University of Utah Campus Information System.

## UNIFORMS

You will be required to wear a standard uniform and maintain appropriate hygiene and grooming while in clinical settings utilized by the College of Nursing. You will be expected to dress and act professionally at all times when in the clinical area. No body piercing besides earrings are allowed, and artificial nails are prohibited as they harbor bacteria. Tattoos should be covered. Institutional requirements for specific clinical agencies that may further define dress codes will be adhered to in those institutions.

You are required to purchase black scrub pants and white scrub tops. The College of Nursing patch will be available for you to purchase and must be worn on the LEFT shoulder of your white scrub shirt or lab coat. Additional patches can be purchased online from the Student Services Market found in Canvas. You will also be required to wear a University ID card, which states your name followed by Student Nurse. This name badge will be on the LEFT chest. It must be worn AT ALL TIMES YOU ARE IN A CLINICAL AREA. Your ID badge will be available at orientation.

Shoes must be closed-toe and made of material that can be wiped off (not cloth). Students are allowed to wear a white short or long-sleeved t-shirt under their uniforms if desired. Your uniform must be worn whenever you are in any clinical area, which includes the simulation learning center in the College of Nursing.

There are a number of companies that sell Nursing Uniforms. We recommend comparing brand names

and shopping for quality and best value. You are required to have your complete uniform by the first day of class. The Health Sciences Bookstore typically offers great discounts on scrubs to nursing students.

## Dress Code

These rules are in accordance with the University of Utah Hospital, IHC and the VA. Please use them as a guideline for all clinical rotations. Remember you are representatives of the College of Nursing while in these situations, whether you are there for clinical rotations or to gather patient information in preparation for clinical.

## Dress and Grooming Code for the University Hospital

- Scrub tops that fit appropriately, look professional, and are wrinkle-free
- Jewelry including necklace, rings and earrings that are conservative in style, size and color
- Limit two earrings per ear lobe in conservative colors and size
- Ear gages should be plugged close with plugs matching skin tone
- White scrub top which meets dress code standards as described above

## Not Allowed at Any Time

- Sweatshirts or “hoodies” of any kind worn inside work areas
- Denim, team, ski or gym jackets
- Fleece jackets or vests are not allowed in clinical or patient care areas
- Sleeveless tops of any kind including tube-tops, tank tops, spaghetti strap, halter tops and athletic tops. Bare shoulders or back are not permitted at any time
- Oversized baggy sweaters, denim shirts, flannel or pajama style tops
- Shirts with silkscreen logos or printing of any kind, excluding approved shirts with company logo
- Neon bright colored tops or wild, abstract prints
- Denim jeans of any kind or color
- Cargo pants, shorts of any length, cut-offs, overalls, yoga, aerobic or sweat pants
- Open toe shoes of any kind (including sandals), slippers, or bare feet
- Flip-flops of any kind including thong-style flip-flops, beachwear flip-flops, yoga flip-flops
- Platform or chunky rubber soled shoes
- Earrings worn on upper ear area
- Exposed eyebrow, tongue, cheek, lip, nose, chest, back or belly piercing is prohibited
- Visible tattoos on the body such as chest, neck, arm, abdomen, back and ankle tattoos
- Extreme trends such as dreadlocks, Mohawks and long spiked hair is not acceptable
- Non-natural hair colors such as pink, blue, etc. are not acceptable
- Frosted, bright colored eye shadow (i.e., bright green, purple, pink, etc.)
- Bright or excessively dark, thick eye liner worn under the eye or on top of the eyelid
- Extremely long nails and neon or distracting colors are not acceptable
- Artificial nails may not be worn in clinical areas

## Computer Requirements

Access to a laptop or PC is necessary for the nursing program. The following are recommended minimum requirements for your computer:

- Encrypted (<http://encryption.uucon.org/>)
  - Must adhere to current Health Sciences encryption policy
- Operating System
  - Windows 10 recommend
  - Mac OS X 10.9 or later
- Intel® Core i5 Processor (or better) (Intel M Processors are not recommended)
- 4 GB RAM
- 20 GB available hard drive space
- Wireless NIC (Network Interface Card)

# BACHELORS OF SCIENCE IN NURSING

## Program of Study

### Semester 1

NURS 3300 Professional Roles I: Foundations of Professionalism (3)  
NURS 3305 Foundations of Clinical Nursing Care (4)  
NURS 3310 Promoting Health in Individuals and Families (2)  
NURS 3315 Maternal/Infant health Nursing (3)  
NURS 3350 Principles of Clinical Management I (4)

### Semester 2

Approved Elective (3)  
NURS 3400 Professional Roles II: Policy, Advocacy & Collaboration (4)  
NURS 3410 Acute Care Nursing Practicum (5)  
NURS 3450 Principals of Clinical Management II (4)

### Semester 3

NURS 4500 Professional Roles III: Care Transitions Across the Lifespan (4)  
NURS 4510 Global Health Nursing (5)  
NURS 4550 Principals of Clinical Management III (3)  
NURS 4555 Mental & Behavioral Health Nursing (4)

### Semester 4

NURS 4600 Professional Roles IV: Leadership and Management (3)  
NURS 4605 Evidence-Based Practice (3)  
NURS 4650 Clinical Capstone (8)  
NURS 5X00 IPE Simulation Experience (.5)  
NURS 5X00 IPE Simulation Experience (.5)

## BACCALAUREATE CURRICULUM SUMMARY

### Semester 1

The first semester consists of 5 core courses with a total of 16 semester credit hours. The focus of the first semester is fundamental nursing skills, assessment, and introductory principles of pathophysiology, pharmacology, and genetics across the lifespan and health-illness continuum. Additionally, foundational concepts of professionalism, healthcare systems and the social context of health and healthcare delivery, ethics, and standards of practice are explored. Students will attend class, simulation and clinical activities for 28 hours per week. An additional 16-20 hours of study time per week is considered the minimal amount necessary for successful completion of the semester. Student should plan on at least 44 hours per week of academic responsibilities.

### Semester 2

The second semester is comprised of 3 core course, plus an additional 3 elective credits for a total of 16 semester credit hours. Students are encouraged to select an approved elective that expands their previous knowledge about nursing and related fields. Second semester courses build from first semester skill and knowledge acquisition to focus on clinical decision making in acute care across the lifespan. Quality, safety, and advocacy for diverse populations will be studied in relation to policy and interprofessional collaborative practice at the systems level. Students will attend class, simulation and clinical activities for 26 hours per week. An additional 16-20 hours of study time per week is considered the minimal amount necessary for successful completion of the semester. Student should plan on at least 42 hours per week of academic responsibilities.

### Semester 3

Four core courses, three of which have clinical components comprise the 3rd semester, for a total of 16 semester credit hours. The third semester continues to build on concepts studied in the first two semesters. Concepts covered include care coordination and transitional care, mental and behavioral health, and health promotion for populations at the local, national and global levels. Students will attend class, simulation and clinical activities for 24 hours per week. An additional 16-20 hours of study time per week is considered the minimal amount necessary for successful completion of the semester. Student should plan on at least 40 hours per week of academic responsibilities.

### Semester 4

The fourth and final semester consists of 3 core courses and 2 interprofessional courses for a total of 15 semester credit hours. This semester focuses on concepts associated with leadership, management, evidence-based practice and interprofessional collaboration. In addition to completing an evidence-based project that involves in-depth analysis of data, data trends, and current evidence, students will participate in a clinical practicum spending significant and concentrated time working with a nurse preceptor. Students will attend class and clinical activities for 27 hours per week. Students should plan on a minimum of 20 hours per week of study and project preparation time, to ensure successful completion of the semester in anticipation of graduation and professional licensure. Student should plan on at least 47 hours per week of academic responsibilities.

## Contact Information

### Assistant Dean for the Baccalaureate Program

Connie Madden, RN, PhD  
801-581-2588  
Connie.madden@nurs.utah.edu

The role of the director is to oversee the undergraduate program. The director is the liaison to upper administration regarding administration program/semester issues that impact student progression and performance.

## BACCALAUREATE Faculty Advisors

The role of the Cohort Advisor is to assist the class in helping them through the curriculum. The Cohort Advisor can help the students negotiate unique processes and transition smoothly from semester to semester. They can also assist students with individual issues.

Fall 2015  
Melody Krahulec  
801-585-1749  
Melody.krahulec@nurs.utah.edu

Spring 2016  
Nanci McLeskey  
801-585-9583  
Nanci.chase@nurs.utah.edu

## OFFICE OF UNDERGRADUATE STUDENT SERVICES

DIRECTOR  
Ruth Stubbs  
Phone: 801-585-6658  
Ruth.stubbs@nurs.utah.edu

ASSOCIATE DEAN OF ACADEMIC PROGRAMS  
Barbara Wilson, MS, RN, PhD  
801.585.9609  
barbara.wilson@nurs.utah.edu

## UNDERGRADUATE NURSING ADVISORS

Steve Carwile (A-L)  
Phone: 801-581-8794  
Steve.carwile@nurs.utah.edu

Sonja Jenson (M-Z)  
Phone: 801-587-7605  
Sonja.jenson@nurs.utah.edu

## SCHOLARSHIP COORDINATOR

Deidre Schoenfeld  
Phone: 801-5851671  
Deidre.schoenfeld@nurs.utah.edu

## APPLYING FOR GRADUATION

Graduation applications are required to be submitted by the student by the deadlines established by the University. It is the students' responsibility to acquire necessary signatures. Applications can be found at <http://registrar.utah.edu/handbook/undergradgraduation.php>. University graduation requirements can

be found at <http://registrar.utah.edu/graduation/requirements.php>.

After the application has been turned in, your personal graduation information section on the Campus Information System will be updated.

Completion of all nursing requirements does not automatically make you a graduate; all University requirements must be completed as well. So it is important to follow the instructions provided to you from the Graduation Office.

Please note that your date of graduation will be the semester you complete all requirements, regardless of the time you participate in Commencement activities. For example, students who graduate in Summer semester are invited to participate in the Spring Commencement of that year. However, summer graduates will not be “official” until the end of Summer Semester. Therefore, when filling out the graduation application make sure to note the appropriate graduation date.

Students are invited and encouraged to participate in Commencement planning activities. A Convocation Committee is generally formed in January of each year to plan that year’s event. The University holds a large Commencement ceremony for ALL students at the end of exam week. Your name is called and you individually cross the stage at the College of Nursing Convocation. It is a meaningful event, especially when students take part in the planning.



## ADMINISTRATIVE DETAILS

### Getting U - Connected

If you are a new student to the University of Utah, your student ID is on your official acceptance from the University. Your campus information system (CIS) password is your birthday, month, day and year (00/00/00) which you will be required to change once you enter the system. If you are a former University of Utah student, you are able to continue using your UNID already in existence. You will use the same ID and password to access Umail. If you have problems with your UNID or password, you can contact the Campus Helpdesk at 801-581-4000 for assistance.

### UCARD

As a student on the University of Utah Campus, you are required to have a U identification Card. There are two locations where you may go to obtain the UCard:

Ray Olpin Student Union Building  
200 South Central Campus Drive #225  
Salt Lake City, Utah 84112-9101  
Office hours: M-F, 8:00 am - 6:00 p.m.  
<http://www.ucard.utah.edu/>

UUHSC – School of Medicine, Room AC143C  
Office Hours: M-F, 9:00 am-5:00 p.m.

### EMAIL (Umail)

A Umail account through the University is required. It is important that you set up your Umail account as soon as you are accepted to the University of Utah. We recommend checking your Umail regularly as this is the official communication of the University of Utah.

The majority of correspondence from your faculty and the Office of Academic Programs and Student Services will be conducted through Canvas and Umail. Occasionally it becomes necessary to contact a student over the phone or through personal email addresses. Please keep your contact information current in the Campus Information System (CIS).

## STUDENT SERVICES

The University of Utah offers a number of services, which are provided free of charge or at minimal cost to the student. For a complete list of services go to <http://www.utah.edu/students/services.php> This site contains helpful and useful information as well as links. Take time to check these out.

### Wellness Statement

Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with a student's ability to succeed and thrive at the University of Utah. For helpful resources contact the Center for Student Wellness - <http://wellness.utah.edu/> 801-581-7776.

### University of Utah Counseling Center

The purpose of the University Counseling Center (UCC) is to facilitate and support the educational mission of the University of Utah. We provide developmental, preventive, and therapeutic services and programs that promote the intellectual, emotional, cultural, and social development of students, staff, and faculty. If you feel you are in need of more information or the Center's services, more information can be located on the following websites:

University Counseling Center Homepage: <http://counselingcenter.utah.edu/index.php>

General coping information and referral resources for students:

<http://counselingcenter.utah.edu/self-help/coping-stress/index.php>

## Veterans Center

If you are a student veteran, I want you to know that the U of Utah has a Veterans Support Center on campus. They are located in Room 161 in the Olpin Union Building. Hours: M-F 8-5pm. Please visit their website for more information about what support they offer, a list of ongoing events and links to outside resources: <http://veteranscenter.utah.edu/>. Please also let me know if you need any additional support in this class for any reason.

## LGBT Resource Center

Please know that the U of Utah has an LGBT Resource Center on campus. They are located in Room 409 in the Oplin Union Building. Hours: M-F 8-5pm. You can visit their website to find more information about the support they can offer, a list of events through the center and links to additional resources: <http://lgbt.utah.edu/>. Please also let me know if there is any additional support you need in this class.

## Learners of English as an Additional/Second Language

If you are an English language learner, please be aware of several resources on campus that will support you with your language development and writing. These resources include: the Department of Linguistics ESL Program (<http://linguistics.utah.edu/esl-program/>); the Writing Center (<http://writingcenter.utah.edu/>); the Writing Program (<http://writing-program.utah.edu/>); the English Language Institute (<http://continue.utah.edu/eli/>). Please let me know if there is any additional support you would like to discuss for this class.

## ADDITIONAL LINKS TO STUDENT RESOURCES

### ACADEMIC CALENDAR

<http://registrar.utah.edu/academic-calendars/>

### COUNSELING CENTER

<http://counselingcenter.utah.edu/>

<http://counselingcenter.utah.edu/self-help/coping-stress/index.php>

### BOOKSTORE

<http://www.hsstore.utah.edu/home.aspx>

### STUDENT LIFE

<http://studentaffairs.utah.edu/>

### TUITION & FEES

<http://fbs.admin.utah.edu/income/>

### INTERNATIONAL CENTER

<http://internationalcenter.utah.edu/>

### STUDENT INVOLVEMENT CENTER

[http://engagement.utah.edu/sponsored\\_students.php](http://engagement.utah.edu/sponsored_students.php)

PRINTING SERVICES  
<http://ukic.utah.edu/services/printMail.html>

## OPPORTUNITIES FOR STUDENTS AT THE COLLEGE OF NURSING COLLEGE OF NURSING COMMITTEES

Baccalaureate students are invited and encouraged to become members of various College of Nursing Committees. The work of each Committee is important and varied. Student membership is sought for the following standing committees:

College Council  
Retention, Promotion, and Tenure Oversight Committee (RPT)  
Awards & Recognition Committee  
Baccalaureate Program Committee (BPC)  
Outreach and Inclusion  
Academic Appeals Committee (Ad Hoc)  
Student Advisory Committee (SAC) for CoN  
CoN Emergency Preparedness Committee

In addition, students are often invited to participate in ad hoc committees that are formed to address specific short-term needs of the College.

Interested students are asked to contact Jenn Van Cott, Director of Academic Programs and Student Services at 801-585-6658 or [Jennifer.VanCott@nurs.utah.edu](mailto:Jennifer.VanCott@nurs.utah.edu) to volunteer for Committee membership.

## STUDENT ADVISORY COUNCIL (SAC)

The purpose and functions of the Student Advisory Council (SAC) are as follows:

- To promote and encourage involvement of students in nursing activities, to broaden their perspective of nursing and to develop more interest, responsibility, and commitment to nursing as a profession.
- To provide for official representation of the University of Utah, College of Nursing, students on committees, councils, commissions, and affiliated groups or organizations associated with the Associated Students of the University of Utah (ASUU).
- To provide for official representation of the U of U CoN students at national, state and local conventions or gatherings related to nursing, specifically or generally.
- To coordinate student activities with the College of Nursing.
- To represent the U of U CoN students' opinions and to initiate action upon issues arising in the College and within the community.
- To ensure representation and participation of students in academic and administrative policy formation with the U of U CoN.
- To provide communication and interaction between the students, administration, and faculty.
- To influence health care, nursing education, and practice through legislative and other activities as appropriate.
- To represent all U of U CoN students to consumers, institutions, and other organizations.
- Any nursing student may be a member of the SAC, provided the student is currently accepted to and enrolled in good standing in any U of U nursing program.

## SIGMA THETA TAU International Honor Society of Nursing (GAMMA RHO)

Gamma Rho Chapter serves the needs of members from the College of Nursing at the University of Utah Health Sciences Center (UUHSC). Check out the Gamma Rho Website <http://nursing.utah.edu/sigma-theta-tau/index.php> for detailed information.