



UNIVERSITY OF UTAH
COLLEGE ^{OF} NURSING

*DOCTOR OF NURSING PRACTICE
PROGRAM*

*POLICY AND PROGRESSION MANUAL
2016-2017*

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

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TABLE OF CONTENTS

Welcome	4
College of Nursing Mission and Vision	4
Accreditation	4
DNP Program Outcomes	5
Degree Requirements	5
Progression in the Graduate Program	6
Advisement	6
Supervisory Committee.....	6
Credits per Semester	7
Transfer of Credit	7
Credit Limitations	7
Grading Scale	8
Credit/No Credit	8
Incomplete Grades	8
Course Work	8
Grade Requirements	9
Assessment	9
Academic Records.....	9
Specialty Examinations.....	10
Absences.....	10
Scholarly Project	10
Graduation	11
Consequences of Failure To Progress	11
Probation	11
Dismissal	11
Appeals	11
Registration	12
Minimum Continuous Registration	12
Withdrawal from the University	12
Leave of Absence.....	12
College of Nursing Professional Guidelines	12
Professional Behavior	12
ANA Code for Nurses	13
Classroom and Clinical Professional Behavior.....	14
Expectations and Professional Standards.....	14
Breast Feeding and Breast Pumping Policy	15
Consequences of Unprofessional Behavior	15
Statement Regarding Social Media	16
Guidelines for use of Social Media.....	16
Policies Related to Cheating and Plagiarism	17
Academic Policies and Guidelines	18

Academic Misconduct and Appeals Committee	18
Hardware and Software Recommendations	19
Additional University of Utah Policies	20
University Communication (UMAIL).....	20
Information Security Policy	20
Americans with Disabilities Act of 1990	21
Sexual Harassment	21
Privacy Rights of Students	21
Health and Safety Requirements for Nursing Students.....	22
Mandatory Training for Compliance with HIPPA	22
Mandatory Training for compliance with Occupations Safety	22
CPR Resuscitation Certification	22
TB Screening Requirements.....	22
Immunization Requirements	23
Where to Obtain Immunizations	24
Faculty Right to Request Medical Clearance	24
Drug Screening	25
Background Check.....	25
Insurance Coverage	25
Invasive Procedures	25
College of Nursing Opportunities	26
College of Nursing Committees	26
College of Nursing Outreach.....	26
University of Utah Counseling Center.....	27
Other College of Nursing Requirements	27
Appendix A: Appeal of Grades and other Academic Actions	28

Welcome

On behalf of the Dean, administration, faculty and staff at the College of Nursing we congratulate you on your choice to study at the University of Utah and wish you every success in your career. This handbook, along with the Graduate Catalog and specialty information will help you progress through your program. Please bookmark these sites and refer to them regularly as information may change.

This Policy and Progression manual is specific to the DNP graduate program in the College of Nursing. The information has been prepared to assist you while pursuing your graduate degree in nursing at the University of Utah. In addition to becoming familiar with this manual, you should also consult additional sources of information and resources available to graduate students at the University of Utah to help make your experience successful. Each specialty track may have a manual for you to reference as well. Please note that the University of Utah language states that sub-specialties within a program are considered emphasis areas. For the DNP program, emphasis areas in this document are designated as specialty tracks.

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

ACCREDITATION

The Northwest Commission on Colleges and Universities (NWCCU) accredits the University of Utah, including the degree programs it offers. The Commission on Collegiate Nursing Education (CCNE) also accredits the College of Nursing's baccalaureate, master and doctor of nursing practice programs. The baccalaureate and master's programs have received full accreditation extending to December 31, 2021. The doctor of nursing practice program has been given initial accreditation extending to December 31, 2016. An accreditation review was conducted by CCNE in March 2011. The Nurse-Midwifery specialty track has additional accreditation from Accreditation Commission for Midwifery Education (ACME) through 2016. The College of Nursing is a participant of Western Interstate Commission for Higher Education (WICHE) in Nursing and the American Association of Colleges of Nursing.

Within the Master of Science degree, the College of Nursing prepares individuals for advanced

nursing roles in a variety of specialty tracks.

In addition, graduates of nursing specialty tracks will demonstrate that they meet additional objectives specific to their track. Please ask the individual specialty track directors for information about the track's specific objectives and Core Competencies.

DNP PROGRAM OUTCOMES

Graduates from the Doctor of Nursing Practice program will:

- Integrate nursing science with knowledge from ethics, the biophysical, psychosocial, analytical, and organizational sciences to provide the basis for advanced nursing practice.
- Provide, manage and evaluate care of individuals and populations using evidence-based concepts related to physiology, pathophysiology, pharmacology, as well as community, environmental, cultural and socioeconomic dimensions of health.
- Demonstrate advanced levels of clinical judgment and decision-making, systems thinking, and accountability in designing, delivering, and evaluating evidence-based care.
- Develop and evaluate initiatives that will improve the quality of care delivery
- Analyze and communicate critical elements necessary to the selection, use, and evaluation of healthcare information systems and patient care technology.
- Actively engage in interdisciplinary collaborations aimed at improving healthcare delivery, care coordination, and policy.
- Demonstrate professionalism, value lifelong learning and recognize the need to adapt practice to changing social, political, and global healthcare environments.

DEGREE REQUIREMENTS

The College of Nursing graduate programs of study include all the didactic and clinical requirements necessary for the awarding of the graduate degree and eligibility for certification and licensing (where applicable). Course work must be completed within seven years. Baccalaureate prepared nurses who are candidates for graduate degrees in the College of Nursing must accumulate the minimum number of credits specified in the plan of study for their specialty concentration. Please refer to your specific specialty track for information about additional requirements.

Graduate students who have a nursing degree must be licensed to practice as a registered nurse or advanced practice registered nurse in one of the National Council of State Boards of Nursing (NCSBN) jurisdictions. The MS and DNP and Curriculum Committee must approve any exceptions to the licensure requirement.

PROGRESSION IN THE GRADUATE PROGRAM

ADVISEMENT

Students have a faculty academic advisor, who is generally the specialty Track Director or faculty designee. The advisor will meet with the student at regular intervals to review progress; tailor the plan of study, if necessary; and assist in selection of electives. You will be enrolled in a Virtual Advising Classroom by academic degree (BS-DNP or MS-DNP). This classroom is found through your CIS homepage. Virtual Advising is an information resource hub for timely announcements, forms, and deadlines.

Students also have a designated graduate academic advisor in the College of Nursing Student Services and Academic Programs Office. This office will help you to navigate the University of Utah policies and procedures, connect you to College of Nursing and University of Utah resources, and keep you informed of important information related to progression and graduation. You will be enrolled in a Virtual Advising Classroom by academic degree (Masters of Nursing). This classroom is found through your CIS homepage. Virtual Advising is an information resource hub for timely announcements, forms, and deadlines. Contact information for the Student Services and Academic Programs Office can be found at: <http://nursing.utah.edu/contact-us.php>
A supervisory committee monitors the general progression of graduate students.

SUPERVISORY COMMITTEE

A supervisory committee monitors the general progression of graduate students. The supervisory committee consists of the Specialty Track Director, the Executive Director for Nurse Practitioner Education, and scholarly project chair. In the event that two of these members are the same, the Associate Dean for Academic Programs will be the third member. Supervision of the student's progress in the sp is the responsibility of the Specialty Track Director and the student's faculty advisor.

Supervisory committees are responsible for ensuring that the student meets the expectations of scholarship and clinical preparation and is approved to graduate with appropriate degree. This committee is responsible for all administrative approvals and signatures for the University. If a graduate student's preliminary work is deficient, supplementary undergraduate courses for which no graduate credit is granted may be required to proceed in the program. The supervisory committee may require additional coursework during the graduate program, if deemed necessary to the student's of study. For example, if a student in the Post-MS to DNP specialty track has not accumulated sufficient hours to satisfy the CON requirements in advanced practice, additional clinical hours may be required.

CREDIT PER SEMESTER

Candidates for a graduate degree will not be permitted to register for more than sixteen (16) credit hours in any one semester. A minimum of nine (9) credit hours per semester is needed

for full-time standing, except during the summer semester. All graduate students must maintain minimum continuous enrollment of at least one credit hour of graduate level course work, from the time of formal admission through completion of all requirements, for the degree. Refer to the University of Utah General Catalog for more details on applying for an official leave of absence.

Students must register for a minimum of three (3) credit hours at the graduate level (6000 or higher) during the semester that they complete their scholarly projects. Students who fail to complete their project in the semester they defend will need to develop individual plans of study with their specialty track director.

TRANSFER OF CREDIT

Per University of Utah policy, no more than six (6) semester hours may be transferred from other institutions for graduate credit. The Specialty Track Director must approve transfer credits. Credit may be applied toward fulfillment of graduate degree requirements, provided the transferred courses are passed with a B or higher grade, are graduate level courses, and are taken within five (5) years. Courses taken for credit/no credit are not transferable.

Candidates for a graduate degree will not be permitted to register for more than sixteen (16) credit hours in any one semester. A minimum of nine (9) credit hours per semester is needed for full-time standing, except during the summer semester. All graduate students must maintain minimum continuous enrollment of at least one credit hour of graduate level course work, from the time of formal admission through completion of all requirements, for the degree. Refer to the University of Utah General Catalog for more details on applying for an official leave of absence.

Students must register for a minimum of three (3) credit hours at the graduate level (6000 or higher) during the semester that they complete their scholarly projects. Students who fail to complete their project in the semester they defend will need to develop individual plans of study with their specialty track director.

The supervisory committee may advise the student to pursue studies for a period of time at another institution, related to availability of special facilities or learning experiences. This study may be considered work in residence, provided that arrangement has been approved in advance by the Associate Dean for Academic Programs and Student Services and the Dean of the Graduate School.

CREDIT LIMITATIONS

University of Utah regulations specify that a student may not apply more than nine (9) credit hours of non-matriculated credit toward any graduate degree unless specifically approved in advance by the Dean of the Graduate School. Specific courses may be considered based upon relevancy to their graduate program. Courses taken via distance education are considered in-residence courses, provided they are a part of the student's approved plan of study. Courses taken by correspondence or home study are not eligible for graduate credit. Online courses from accredited universities may be eligible for graduate credit.

GRADING

GRADING SCALE

The following is the official College of Nursing grading scale used in the DNP program.

Percentage of Total Possible	Letter Grade
95-100%	A
90-94%	A-
87-89%	B+
84-86%	B
80-83%	B-

CREDIT/NO CREDIT

Some courses are graded as credit/no credit, and other courses have options for credit/no credit grading. In considering the option of credit/no credit, graduate students are reminded that it is often important to receive letter grades to build their GPA. This is especially important if the student applies for fellowships or traineeships on a competitive basis or transfers to another institution. See the University of Utah General Catalog for more information on credit/no credit courses

INCOMPLETE GRADES

A grade of Incomplete (I) may be given for work not completed because of circumstances beyond the student's control, providing the student is passing the course and has completed at least 80% of the work required for the course. Arrangements must be made between the student and the faculty concerning completion of the work. If incomplete work has not been finished and a grade has not been reported within the calendar year after the incomplete (I) grade was given, the incomplete (I) grade is changed to a failing (E) grade by the Registrar's Office. Students on a Leave of Absence must adhere to this timeline. Scholarly project credit hours may receive grades of T (work-in-progress) until the final project is completed.

COURSE WORK

Course work includes core courses in the College of Nursing, specialty courses for the track, and electives offered in the College of Nursing or other departments. Electives must be graduate-level courses or equivalent, and must be approved by the student's Specialty Track Director, advisor, or scholarly project chair.

Elective courses may include independent study. Students who wish to register for

independent study must identify a faculty member to supervise and provide the earned grade for the independent study. The student and faculty must develop a list of objectives and outcomes for the project. A request form for independent study can be obtained from your graduate academic advisor.

Students may use elective credits to obtain certification in a sub-specialty area relevant to their practice; the student's supervisory committee must approve such requests. Students have 7 years to complete their plan of study.

GRADE REQUIREMENTS

To remain in good standing and progress in the graduate program, students must maintain a cumulative grade point average (CGPA) of 3.0 or better in all courses applied to the degree. In addition, The College of Nursing requirement is a B- minimum for all courses that are required to complete the approved plan of study. Up to two courses that have had a grade below a B- may be repeated once, however the cumulative grade point average must remain above 3.0 at all times.

ASSESSMENT

Regular, formative assessment is the responsibility of the graduate student, Specialty Track Director and faculty. Students are expected to keep all of their written assignments for review during and at the end of the program, and to comply with all requirements, such as keeping records of student practicum hours.

Graduate Specialty Track Directors will ensure that each student in their specialty track has a formative evaluation at least once per academic year. The Specialty Track Director, or faculty designee, will meet with the student for this evaluation. The student is responsible for bringing a copy of the most current grade transcript or DARS report to the meeting for review. Specialty Track Directors, or designees, will review the transcript and summaries of the student's clinical performance (if appropriate), and complete the Formative Evaluation Form. Keeping copies of your syllabi and other official documents after graduation is strongly recommended. Syllabi are often needed as part of the certification verification process.

A copy of the completed form will be placed in the student's file in the College of Nursing Student Services and Academic Programs Office, and the student may request a copy from their graduate academic advisor.

ACADEMIC RECORDS

Students may have access to their academic records maintained in the College of Nursing Student Services and Academic Programs Office. Students may request access to their file by making an appointment with their Specialty Track Director or their graduate academic advisor.

SPECIALTY EXAMINATIONS

Specialty areas may require a progression examination as a component of the specialty track requirement. The examination is independent of the final synthesis/thesis and is given according to guidelines determined by specialty area faculty. This examination may be part of a required course or separate from any course.

ABSENCES

Do not plan vacations during the semester. If you must miss class or practicum, please notify the respective instructors and supervisors. If there are extenuating circumstances that require a prolonged absence (a week or more) please make arrangements with faculty instructors, supervisors, the Specialty Track Director and clinical agency supervisors. Advanced notification for planned absences is necessary to prepare clients and to arrange any backup coverage. It is at the discretion of the course faculty whether or not make-up work will be permitted.

SCHOLARLY PROJECT

Candidates for the Doctor of Nursing Practice degree must complete a scholarly project. This experience provides an opportunity for further synthesis and expansion of knowledge and advanced practice, and is intended to be the foundation for future practice and scholarship. By completing the project, students build and assimilate knowledge and skills necessary for an advanced practitioner with a doctoral degree.

The scholarly project must represent the results of scholarly inquiry and contribute to nursing in the areas of systems development, leadership, policy, or the application of evidence based practice. The project should provide evidence of an advanced understanding of relevant research and policy/practice issues. The project will be presented in a professional manner and must adhere to academic standards. Examples of projects will be available from your specialty track director.

A doctoral prepared faculty from the College of Nursing will chair the scholarly project. Two or more content experts will be selected by the student and approved by the project chair. The chair and content experts have the responsibility for assisting the student in developing and completing their project. In consultation with the content experts, the project chair approves the successful completion of the project.

Projects span three semesters (6 credit hours). Steps in the process include developing a concept, synthesizing the literature, developing a method, implementing the project, analyzing and summarizing the findings. Final projects will be presented at a poster session.

The supervisory committee approves the completed project prior to graduation. The complete project report or manuscript, on the basis of which the degree is awarded, must be provided in a specified format that will be retained both by the College of Nursing and the Eccles Health Sciences Library for public use.

Note: All students collecting data from human subjects must seek approval from The Institutional Review Board of the Health Science Center *BEFORE* collecting data. More information can be found at: <http://irb.utah.edu/submit-application/>

GRADUATION

Students who successfully complete their plan of study and scholarly project are eligible for graduation. Students apply for graduation with the assistance of their graduate academic advisor in the College of Nursing Student Services and Academic Programs Office.

To officially graduate from the University of Utah in May, all work must be completed according to the deadlines in the calendar on the University of Utah Graduate school website: www.gradschool.utah.edu. Exceptions may occur when courses are completed summer semester following convocation. The Specialty Track Director, the Executive Director for Nurse Practitioner Education, or the Associate Dean for Academic Affairs must approve exceptions.

CONSEQUENCES OF FAILURE TO PROGRESS

PROBATION

To remain in good standing in the DNP graduate program, students must maintain a cumulative grade point average (CGPA) of 3.0 or better in all courses applied to the degree. In addition, The College of Nursing DNP Program requirement is a B- minimum for all courses that are required to complete the approved plan of study. Up to two courses that have had a grade *below* a B- may be repeated once.

Students will automatically be placed on probation if their CGPA falls below 3.0 or if they have two course grades that fall *below* a B-. When a student's GPA falls below 3.0, they will have one semester to raise their GPA to 3.0 or above. Students who do not raise their GPA to a minimum of 3.0 will be dismissed from the program. More information about probation and dismissal can be found in the Student Code:

<http://www.regulations.utah.edu/academics/guides/students/studentRights.html>

DISMISSAL

Reasons for dismissal from the program include but are not limited to: failure to meet grade requirements or progress in the plan of study and academic or professional misconduct.

APPEALS

If you wish to appeal a grade and believe that the faculty member was 'arbitrary and capricious' in his/her assignment of your grade, please refer to Appendix A: Process for Grade

Appeal and other Academic Actions. The 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 document is in accordance with the directives outlined in the Student Code found at: <http://www.regulations.utah.edu/academics/6-400.html>

REGISTRATION

MINIMUM CONTINUOUS REGISTRATION

All graduate students must maintain continuous registration (1 credit minimum at the graduate level) from the time of formal admission through the completion of requirements for the degree they are seeking unless granted an official leave of absence. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, their supervisory committee is terminated and their records are inactivated. For more information refer to the University of Utah General Catalog under Minimum Continuing Registration. The regulations do not apply to summer term.

WITHDRAWAL FROM THE UNIVERSITY

If a student finds it necessary to withdraw from the University during any semester, an application to withdraw from school should be filed with the Registrar's Office. Failure to do so may jeopardize eligibility for readmission to the University.

LEAVE OF ABSENCE

A student wishing to discontinue study for one or more semesters must file a Request for Leave of Absence form available from the College of Nursing Student Services and Academic Programs Office. Leaves of Absence (LOA) are only granted for extenuating and unusual circumstances. Circumstances may include but are not limited to:

- *Family Leave*
 - *Serious health condition for you, your spouse, child, or parent*
 - *Chronic conditions that incapacitate you or your family member*
 - *Pregnancy*
 - *Expanding your family*
 - *childbirth*
 - *adoption*
- *Military service*
- *Conflict with outside work, especially if beneficial to your academic goals*

LOAs must be approved by the appropriate Specialty Track Director or faculty Designee or the supervisory committee chair (if different); the Executive Director for Nurse Practitioner Programs; and the Dean of the Graduate School. Leaves are granted for a maximum of one academic year at a time. In making a decision to grant a LOA to a student,

the College of Nursing will take into consideration if faculty resources will be available for students upon return to the College. The committee reserves the right to deny a LOA request. An LOA does NOT extend the time period for finishing an incomplete. The LOA is void if a student registers for classes in a semester for which a leave was granted.

COLLEGE OF NURSING PROFESSIONAL GUIDELINES

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.

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

CLASSROOM AND CLINICAL PROFESSIONAL BEHAVIOR

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.

Faculty members acknowledge that emergencies exist and will work with students in these situations as they arise. Note: 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

- Respect other’s space. No pagers or cell phones in class or clinical.
- Start and end class on time.
- Maintain a professional appearance and image.
- Assume accountability for preparation in class and clinical.
- Maintain constructive verbal and non-verbal behavior.
- Care for others in an empathetic manner.
- Display honest, open, respectful communication.
- Maintain confidentiality of all patient information.
- Promote teamwork and helping behavior for colleagues.
- Exhibit academic and personal honesty and integrity.
- Uphold personal and professional ethics.

- Respect all individuals' differences (i.e., culture, ethnicity, religion, work experience, gender, age, sexual orientation, etc.).

BREAST FEEDING AND BREAST PUMPING POLICY

University Student Code protects the rights of all students to have a classroom environment that is conducive to learning. Our college strongly supports breastfeeding and breastfeeding success, which includes pumping of breastmilk while students are separated from their babies.

- In accordance with University of Utah policy attendance in class is restricted to only those who are registered, or guests who have prior faculty approval.
- Students are allowed by all course instructors, without penalty, time to leave class to pump breastmilk or breastfeed their infant whenever they need to up to one year after the birth of their babies.
 - The College of Nursing provides a private, dedicated lactation room on the 3rd floor of the College of Nursing for breastfeeding and pumping.
- Students must communicate their needs for leaving the classroom to breastfeed or pump breast milk to the course instructor.
- Students are responsible to make alternative arrangements for obtaining missed content.
- For students needing accommodation in the clinical setting to express breast milk, students must contact their instructor or preceptor prior to leaving the clinical area for a mutually-agreeable, reasonable time. Flexible break time or meal time can be used for this accommodation. The University Of Utah College Of Nursing has no responsibility or control of the availability and/or quality of lactation facilities in a clinical area. The student is responsible for finding a location, bringing necessary supplies, and storing expressed breast milk.

CONSEQUENCES OF UNPROFESSIONAL BEHAVIOR

Students are held responsible for content presented in class or clinical settings. Students whose behavior is unprofessional will receive sanctions, which may include but are not limited to: class or clinical grade being lowered, failing a course, probation, suspension or dismissal from the class or program, and/or from the University of Utah.

When problem behaviors are identified, the involved faculty member will counsel the student on the unacceptable behavior and indicate what type of behavioral change is expected and within what time frame. Faculty or staff will document, in the student's file and/or in the ADVOCATE system, the unacceptable behavior and actions taken. In addition, the faculty will notify the appropriate specialty director(s). For DNP students, the Executive Director for Nurse Practitioner Education and the Assistant Dean for MS and DNP programs will be informed. If a decision regarding program progression needs to be made, the student's case may be brought forth to the Masters and DNP Program Committee. In all cases where an academic sanction is being considered, the Director of Student Services and the Associate Dean for Academic Programs will be notified. The student will be given a copy of the documentation submitted to his/her file.

If the student believes that the academic sanction taken against him/her was arbitrary or capricious, the student may appeal by following the policies and procedures set forth in the University of Utah Student Code

<http://regulations.utah.edu/academics/guides/students/studentRights.php>

STATEMENT REGARDING SOCIAL MEDIA

Many students use various forms of social media, including but not limited to wikis, blogs, listserves, websites, and social networking sites. Facebook, MySpace, 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 posts 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 the program. 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 academic sanctions by the college or 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, the college, or the University.

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:

B. 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.

A. Plagiarism has many forms and includes but is not limited to:

- I. Copying and pasting from the internet without a citation or appropriate documentation

- II. Copying and pasting from another student's work
- III. Copying and pasting any work that you did not create and claim it as your own
- IV. Copying and pasting another care provider's clinical notes or documentation
- V. Submitting the same work from a previous course to receive credit in a subsequent course without prior approval from faculty (this is self-plagiarism).

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.

5. Consequences of violating the student code include but are not limited to the following:

- A. Grade reduction
- B. Failing grade for assignment and/or course
- C. Probation
- D. Suspension or dismissal from the program or the College of Nursing
- E. Suspension or dismissal from the University
- F. Revocation of the student's degree or certificate

Please note: Sanctions may also include community service, a written reprimand, and/or a written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession or discipline for which the student is preparing.

Specialty Track Directors will be notified of any student code violations and will be involved in determining subsequent sanctions or consequences.

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>

ACADEMIC POLICIES AND GUIDELINES

The Code of Student Rights and Responsibilities (Student Code) has seven parts: General Provisions and Definitions, Student Bill of Rights, Student Behavior, Student Academic Performance, Student Academic Conduct, Student Professional and Ethical Conduct, and Student Records. The purposes of the Student Code are to set forth the specific authority and responsibility of the University to maintain social discipline, establish guidelines that facilitate a just and civil campus community, and outline the educational process for determining student and student organization responsibility for alleged violations of University regulations. University policies have been designed to protect individuals and the campus community and create an environment conducive to achieving the academic mission

of the institution. The Student Code can be found at:
<http://www.regulations.utah.edu/academics/guides/students/studentRights.html>

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 process 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>

HARDWARE AND SOFTWARE RECOMMENDATIONS

1. The following are the recommended specifications for any computer used in the MS and DNP programs. Familiarity and proficiency with technology is the student's responsibility. Hardware, software and network limitations or issues are not acceptable reasons for late, missing or incorrect assignments. *(Please note that there may be other hardware, software and network limitations or issues that are not identified in this document)*

2. Recommended System Hardware:

- Operating Systems:
 - Windows 10 *64bit*
 - Macintosh OSX 10.10 or higher
- Processor Speed:
 - Recommended Intel® Core i Series and above (example: Intel® Core i-5 or i-7)
 - Intel® Core M Processors are not recommended
- Memory:
 - 3 to 6 GB RAM
- Hard Drive:
 - Solid State Drive for Faster Performance
 - 50-100 GB of available hard drive space
- Accessories:
 - Wireless (for connecting to Wi-Fi)
 - Webcam
 - USB Mic/Headset

Encryption Requirements:

- All Student laptops must be encrypted with Whole Disk Encryption
 - For More information <http://encryption.uucon.org/>

Network Requirements:

- Broadband Home Internet:
 - (DSL or cable ISP);
 - Upload/Download speeds of at least **768Kbps up/1.5MB down** (Note this is the minimum bandwidth speeds acceptable and higher speeds are recommended)
 - Internet Service providers do not always deliver the speeds stated in your service agreement
 - Verify your actual broadband speed by running a speed test: <http://speedtest.uen.net/>

Software Requirements:

- **Microsoft Office Professional 2013** including Excel, Word, PowerPoint (Students receive MS Office for Free)
- Other software may be required for individual courses or programs (ie: SPSS, Endnote, etc...)
- An Anti-Virus Program

ADDITIONAL UNIVERSITY OF UTAH POLICIES

UNIVERSITY COMMUNICATION (UMAIL)

The University email system is the official communication venue for the University, College of Nursing and Specialty Programs. Faculty, staff, and students have an email account (UNID@utah.edu) on the University's centralized mail server. Web access to e-mail is available. Email sent to our central server can also be redirected to any other existing email accounts on or off campus. To get connected with step-by-step instructions go online to: www.it.utah.edu and follow the appropriate links.

INFORMATION SECURITY POLICY

Mandatory Encryption Requirement:

The University of Utah Health Sciences has adopted a policy of using only encrypted devices for students. **If Your Laptop Is Not Encrypted:**

If your laptop is not Whole Disk encrypted take steps to encrypt your laptop or seek help from a third party such as the Campus Book Store and other similar retailers (Best Buy, Office Max, etc.). They offer this service for a reasonable fee if you are not comfortable doing it yourself. Please refer to How to Encrypt your Laptop for information on encrypting and what encryption software to use. (Complete the Whole disk Encryption Process). The IT department at the College of Nursing will verify your computer is appropriately encrypted: Students will have scheduled drop in dates. Additional information is available at <http://encryption.uucon.org/>

Under normal circumstances students will not keep private health information on their personal computers or USB thumb drives. However, if it becomes necessary to do so, students must abide by the University of Utah's Information Technology Resource Security Policy and only keep Private Health Information on encrypted laptops or USB thumb drives (Policy 4-004 <http://www.regulations.utah.edu/it/4-004.html>).

Violation of the policy may result in disciplinary action in accordance with University policies. If you have any questions or concerns, you should contact the Office of Information Technology, IT_policy@utah.edu.

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.

HEALTH AND 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.

I. 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>)

II. 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>)

III. 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.

IV. 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.

V. 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. Tetnus / 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):

1. From a private physician.
2. 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>
3. 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.

IV. 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 statues.

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. The company, CertifiedBackground.com, is in charge of administrating the drug screening.

V. BACKGROUND CHECK:

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

VI. 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/>

VII. 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 from the course.

OUT-OF-STATE CLINICAL EXPERIENCES

Requests for consideration of clinical placement outside the state should be made through the appropriate graduate Specialty Track Director. Please review the liability and malpractice issues that pertain to out of state clinical experiences.

COLLEGE OF NURSING OPPORTUNITIES

COLLEGE OF NURSING COMMITTEES

When students are needed for College of Nursing committees they will be selected in accordance with the Student Selection Process for College of Nursing Committee Service as approved by College Council. In general, students may vote on policy and/or curricular issues. However, depending on the specific committee, certain restrictions may be imposed concerning the types of issues on which students may vote. Under no circumstances may students participate or vote on confidential issues regarding other students or potential students (e.g., admissions, re-admissions, scholarly integrity, etc.), except as stipulated when serving on the Academic Misconduct and Appeals Committee. Each program level (BS, MS and PhD) has one student vote.

Terms of service on committees shall begin and end in August of each year, at or near the time of Fall Retreat, unless determined otherwise in the College of Nursing Charter and College Council Committee Structure.

COLLEGE OF NURSING OUTREACH

The College of Nursing holds numerous outreach events and activities throughout the year designed to introduce K-12 students, undergraduate students, and members of the community to the field of nursing. Students' willingness to volunteer and share their passion for nursing, knowledge and skills is integral to these efforts.

Throughout the year, the graduate academic advisors will solicit students' participation in the College of Nursing's outreach activities. If you are interested in volunteering before you are solicited, please contact your graduate academic advisor and your name will be added to our volunteer list.

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>

OTHER COLLEGE OR UNIVERSITY REQUIREMENTS

The College of Nursing reserves the right to require students to meet additional College or University requirements that are mandated.

Appendix A
Appeal of Grades and Other Academic Actions
University of Utah College of Nursing (CON)

The student who is appealing a grade or other academic actions should first review the Student Handbook, University of Utah (<http://registrar.utah.edu/handbook/>)

A student who believes that an academic action is arbitrary or capricious should first discuss the action with the involved faculty member and attempt to resolve the disagreement. The student should notify the faculty within twenty (20) days of the occurrence.

The faculty has ten (10) business days to respond. If the student and faculty member are unable to resolve the disagreement, the student will take the appeal to the appropriate Assistant Dean (Undergraduate, Master's & DNP Programs, or PhD) for resolution. Students in the Gerontology Interdisciplinary Program (GIP) will take the appeal to GIP Program Director.

If the student and Assistant Dean / Program Director are unable to resolve the disagreement, the student shall appeal the academic action in writing to, and consult with, the CON Associate Dean of Academic Programs within forty (40) working days of notification of the academic action.

Within fifteen (15) working days of consultation with the student, the Associate Dean of Academic Programs shall notify the student and faculty member, in writing, of his/her determination whether the academic action was arbitrary or capricious and the basis for that decision. If the Associate Dean determines that the academic action was arbitrary or capricious, the Associate Dean will take appropriate action to implement his/her decision unless the faculty member appeals the decision.

If either party disagrees with the Associate Dean's decision, the party may appeal to the CON's Academic Appeals Committee within fifteen (15) working days of notification of the Associate Dean's decision. **When the Academic Appeals Committee is initiated, this constitutes a formal complaint.** If the Committee chair determines that a hearing is required, the chair shall schedule a hearing date and notify the parties in writing of the date of the hearing, the names of the Committee members, and the procedures as outlined in the University regulations (see "Student Code" - Policy 6-400 - Section IV) by at least fifteen (15) business days prior to the hearing. The chair of the Committee will work within a reasonable amount of time to organize the hearing such that the scheduling of a hearing is coordinated with all committee members (faculty and students, relevant staff, and committee advisors). Once the Chair of the Academic Appeals receives a written appeal by the student, the faculty member(s) involved can respond to the written appeal within five (5) business days after the written appeal is received.

(Continued on next page)

To overturn the original academic action, the Academic Appeals Committee must find that the academic action was arbitrary or capricious. The committee chair shall prepare a written report of the committee's findings and recommendations and present it to the Dean of the CON within ten (10) business days after the conclusion of the hearing.



The Dean of the College considers the documentation submitted and will, within ten (10) business days, take one of the following actions: a) accept the committee's findings; b) return the report to the Committee chair, requesting the committee reconvene to reconsider or clarify; or c) reject all or parts of the committee's finding. The Dean's decision is final within the CON. The student has a final option to appeal the Dean's decision to the Senior Vice President for Health Sciences within ten (10) business days after receipt of the decision.



The Vice President for Health Sciences will consider the appeal and response to the appeal, and will make a final determination. The decision of the Senior Vice President for Health Sciences is final. The student will be notified of the decision.



If the student wishes to appeal the decision, within ten (10) business days of receipt of the Dean's decision, the student must file a written notice of appeal with the Senior Vice President for Health Sciences.

Appeal Process: Registrar – Current Term Petitions
(Withdrawing after the deadline, change of credit / no credit status)

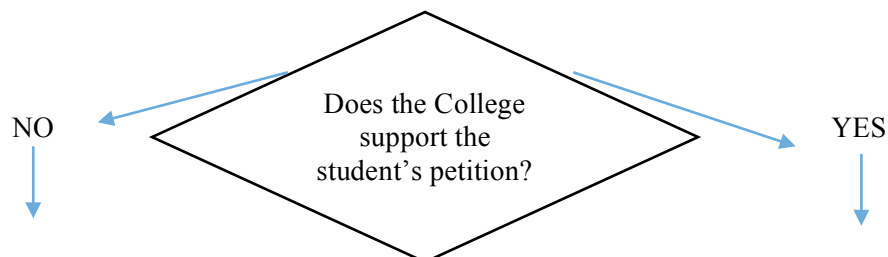
(For a W Delete, student should follow the procedure for a W Delete on the Past Term Petition Instructions)
University of Utah College of Nursing (CON)

Note: The University is obligated to insure the integrity of the transcript as an historical document. Therefore, the transcript must reflect the actual history of a student's experience at the University. An exception to university policy is warranted only in cases involving unusual or extenuating circumstances that normally would not be faced by other students.

- a. The student who is requesting an appeal / exception should discuss this option and implications with their College of Nursing Advisor in the Student Services Office.
- b. The student is expected to review the University of Utah petition guidelines @ <http://registrar.utah.edu/handbook/exception.php>.

The student must prepare a typed or hand written statement describing the request for exception to policy and attach all supporting letters or documents to the request. A student may obtain letters of support from whomever s/he want; however letters from CON faculty, program directors, or instructors do not constitute support from the CON. Students are encouraged to make copies for their personal files.

The student must submit their documentation by the last day of class to the Office of the Associate Dean of Academic Programs, CON. The Associate Dean has seven (7) calendar days to respond. The Associate Dean, in collaboration with the appropriate Assistant Dean (Undergraduate, Master's & DNP Programs, or PhD) or Program Director (Gerontology Interdisciplinary Program - GIP) will determine if the college supports the petition.



Student informed of decision via a letter from the Associate Dean of Academic Programs, with a copy to the CON Office of Student Services

1. Request for exception and letter of support / documentation will be submitted by the CON to the Registrar's Office, Main Campus.
2. The CON keeps the appropriate sections of the petition form for their own files.
3. Students on financial aid are advised to meet with their financial aid counselor to review the possible effect on financial aid if petition is approved.
4. Students will be notified of decision by Registration Division in Student Services, Main Campus at the University of Utah.

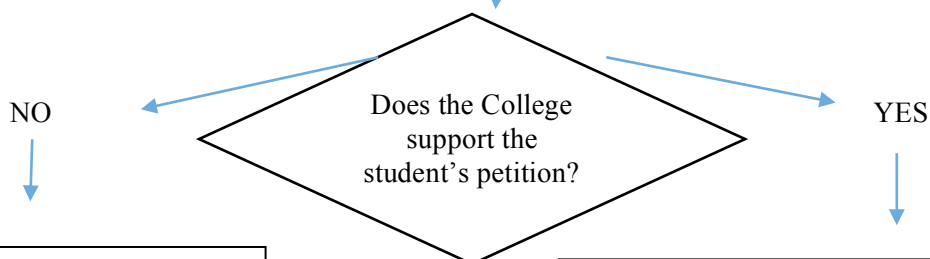
**Appeal Process: Registrar – Past Term Petitions or Deleting a Withdrawal
(Retroactive withdrawal, W delete (current or past term), Section change / Cross references courses)
University of Utah College of Nursing (CON)**

The student who is requesting an appeal / exception must:

- a. Visit <http://registrar.utah.edu/handbook/exception.php> to download a “Petition for Consideration of Exception to Policy” form.
- b. Print and complete the Petition for Consideration of Exception to Policy form
<http://registrar.utah.edu/pdf/exception-to-policy.pdf>

Deleting a Withdrawal (W) on a past term is not allowed unless student provides documentation that demonstrates administrative actions on the part of the university are the cause of the withdrawal. The student must prepare a typed or hand written statement describing how administrative actions on behalf of the university were the cause for the withdrawal; and attach all supporting letters or documents to the request. Students are encouraged to make copies for their personal files.

A student may obtain letters of support from whomever s/he wants; however letters from CON faculty, program directors, or instructors do not constitute support from the CON. Students are encouraged to make copies for their personal files. To obtain formal CON approval, undergraduate nursing students must obtain a letter of support from the Asst. Dean for the Baccalaureate Program. Master’s and DNP students must obtain a letter of support from the Asst. Dean for Master’s and DNP Programs; and PhD students must obtain a letter of support from the Asst. Dean for the PhD Program. Students in Gerontology Interdisciplinary Program (GIP) must obtain a letter of support from the Program Director. Students will provide all required and/or supporting documentation. The final decision will be made by the Associate Dean of Academic Programs and the Assist. Deans or Director of the perspective program.



Student will be informed of decision via a letter from the Associate Dean of Academic Programs, with a copy to the CON Office of Student Services.

1. Letter of support on CON letterhead received from the Associate Dean of Academic Programs and given to student.
2. Students on financial aid are advised to meet with CON financial aid counselor.
3. Students are expected to submit materials to Registration Division in Student Services Building, Main campus.
4. Student will be notified of decision by Registration Division, Main campus.

**Appeal Process: Income Accounting Petition to Exception Policy
University of Utah College of Nursing (CON)**

The student who is requesting an appeal / exception must:

- c. Review petition guidelines <http://registrar.utah.edu/handbook/exception.php>
- d. Print and complete the Petition for Consideration of Exception to Policy form http://registrar.utah.edu/_pdf/exception-to-policy.pdf

This petition does not require any action from the college. However, students may request a support letter from the college when the petition is based on non-medical or non-personal extenuating circumstances. This letter can be from any CON faculty member. If a letter of support is requested, the student is required to submit all supporting documentation with request to the faculty member.

If the student requests an official letter of support from the CON, the student is required to submit all supporting documentation with their petition to the Associate Dean of Academic Programs. The Associate Dean, in conjunction with the appropriate Assistant Dean (Baccalaureate, Master's and DNP, or PhD) or Program Director (for the Gerontology Interdisciplinary Program) will make the final decision.

