



BACCALAUREATE STUDENT POLICY
PRE-LICENSURE
PROGRESSION HANDBOOK

2020 -2021

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

Revised 09-2019

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Welcome to the Bachelor of Science in Nursing (BSN) program at the University of Utah College of Nursing! I am delighted that you chose to study nursing, and join the most trusted profession in America. With more than 100 specialties, you have many options for a fulfilling professional nursing career.

You will find that the College of Nursing is welcoming, dynamic, and dedicated to student success. The BSN program focuses on preparing nurses to deliver evidence-based, patient-centered, and professional nursing care; promote health and healthy behaviors, use information and technology, influence policy, and improve patient outcomes. Your program of study includes classroom courses, patient care simulations, inter-professional activities, and clinical experiences in a variety of settings. Nationally known for their expertise as educators, scholars, and clinicians, College of Nursing faculty are eager to facilitate your educational journey and help you achieve your educational goals.

It is important that you be familiar with College of Nursing policies, procedures, and resources. Accordingly, I trust that this handbook will be a comprehensive and useful reference as you progress through your program of study. In particular, I draw your attention to content related to criteria for progression, professional behavior, academic integrity, and student services and resources within the college and university.

College of Nursing faculty have planned an exceptional learning experience for you. All the best for a successful program of study!

Kind Regards,

A handwritten signature in black ink that reads 'Marla J. De Jong'.

Marla J. De Jong, PhD, RN, CCNS, FAAN
Dean, College of Nursing
Professor

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Contact Information

DIRECTOR OF THE PRE-LICENSURE PROGRAM

The role of the Program Director is to provide leadership for faculty, students, and staff who participate in the Pre-Licensure Program. The director assists recruitment and retention of students and oversees program implementation and evaluation including curriculum, policies, and procedures.

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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.

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

MISSION STATEMENT

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

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.

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 result 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 focus on the competencies and skills professional nurses will need in the 21st century.

Academic Integrity

- 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 & Progression Guidelines

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.

I. 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 2.0 cumulative GPA is required for graduation from the University of Utah.
3. All didactic and clinical courses must be completed satisfactorily before advancement to the next courses in sequence. Alterations in the set program of study must be pre-approved by 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.
6. 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).

II. ACADEMIC PROBATION

In the College of Nursing, students are placed on academic probation for:

1. Academic misconduct as defined above.
2. Receiving a grade below “C” in a required nursing course.
3. Inappropriate or unsafe clinical performance.
4. Unprofessional behavior, including but not limited to meeting clinical placement requirements (i.e. paperwork required by clinical practice partners).

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 placed on academic probation, the student is required to meet with the Pre-Licensure Academic Program Manager to plan a continued course of study. This plan shall then be submitted to the BAAC for approval. Nursing courses may only be retaken once (Refer to the Suspension/Dismissal section below).

III. GRADE APPEAL

If a student fails a course and files a formal grade appeal, eligibility for continued enrollment for nursing courses depends on BAAC approval (See the College of Pre-Licensure Academic Program Manager in Academic Programs and Student Services for filing an appeal and the University of Utah Regulations.)

IV. SUSPENSION/DISMISSAL

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

1. Receiving a grade of “C-” or lower in the same nursing course twice.
2. Receiving grades of “C-” or lower in 2 nursing courses during the student’s enrollment in the nursing program.
3. Failure to maintain a cumulative GPA of 2.0.
4. Two or more occurrences of academic misconduct.
5. Unsafe clinical practice.
Unprofessional behavior.

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

Suspended students must petition to re-enter the program. Students readmitted must meet program requirements in effect at that time. If a student fails a course after readmission, they 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.

V. PROGRAM MODIFICATION

Criteria for program modification are:

1. 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.

2. Planning for the program modification will be developed by the student in consultation the Pre-Licensure Academic Program Manager in the Student Services office.
3. Final approval of the student's program modification by the BAAC is required before program implementation and is dependent on space available.

VI. INTERRUPTED/READMISSION/WITHDRAWAL/LEAVE OF ABSENCE

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

Students who are not in good standing (i.e. on probationary status) 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 to the Student Services Program Manager who will bring it to BAAC prior to the intended date of re-entry. Eligibility for readmission is determined by the BAAC.

Withdrawal from individual courses is according to University policy. A withdrawal notification from the nursing program must be made in writing to the Student Services Program Manager who will submit the request to the BAAC. Students withdrawing from the program must meet with the Pre-Licensure Academic Program Manager in Student Services prior to withdrawal.

A student wishing to discontinue study for one or more semesters must file a Request for Leave of Absence through 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

Students who experience a medical condition associated with their pregnancy and need accommodations recommended by their medical provider, should contact the University's Title IX Coordinator, who will work with the student cognizant faculty, and administration to determine what accommodations are reasonable and effective.
 - Expanding your family
 - childbirth
 - adoption
- Military service
- Conflict with outside work, especially if beneficial to your academic goals

LOAs must be approved by the BAAC. 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 BAAC 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. A 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.

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. By signing the Student Honor Statement (available in the Virtual Advising Canvas Course), you are agreeing to uphold all the standards of academic behavior and honesty as identified in this handbook and the University of Utah student code.

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 behavior does not comply with professionalism standards. 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.

AMERICAN NURSES ASSOCIATION CODE OF ETHICS

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.
- Attending classes and clinical as scheduled.
- Adhering to the appropriate dress code when in clinical.
- Accepting responsibility for own actions.
- Giving prior notification in writing or voicemail 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 non-judgmental manner.

The faculty acknowledges that true life emergencies do exist and will work with students in accordance to the course syllabus in these situations as they arise.

EXPECTATIONS & PROFESSIONAL STANDARDS FOR CLINICAL EXPERIENCE

1. Respect other's space. Use cell phones appropriately and respectfully.
2. Arrive on time for simulation, clinical and class, and stay until it ends.
3. Maintain a professional appearance and image.
4. Prepare for class, clinical, and simulation.
5. Communicate honestly and respectfully and in a timely manner
6. Monitor non-verbal behavior.
7. Demonstrate empathetic caring for others.
8. Maintain confidentiality of all patient information.
9. Work collaboratively with peers.
10. Maintain academic and personal honesty and integrity.
11. Uphold personal and professional ethics.
12. Demonstrate respect all individuals' differences (i.e., culture, ethnicity, religion, work experience, gender, age, sexual orientation, etc.) in all interactions
13. Care for others in an empathetic manner.

CONSEQUENCES OF UNPROFESSIONAL BEHAVIOR

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 the unacceptable behavior and actions taken in the student's file. In addition, the faculty will notify the prelicensure track director(s) and the Assistant Dean for Undergraduate program. If a decision regarding program progression needs to be made, the student's case may be brought forth to the Baccalaureate Admissions and Advancement Committee. In all cases where an academic sanction is being considered, the Assistant Dean 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 them was arbitrary or capricious, the

student may appeal by following the policies and procedures set forth in the University of Utah Student Code <https://regulations.utah.edu/academics/guides/students/studentRights.php>

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

1. If a student receives a failing grade (C- or lower) the student must meet with the Pre-Licensure Academic Program Manager.
2. The student may appeal a grade by following the procedures outlined in the University Student Code. Section IV: Student Academic Performance <https://regulations.utah.edu/academics/6-400.php>.
3. 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, they may then contact the course instructor and the BSN Program Director. If the outcome is unsatisfactory, the student may then meet with the Assistant Dean for the Baccalaureate Program. The student may also write a letter to the BAAC stating their position. Lastly, the student may meet with the Associate Dean of Academic Programs to discuss the matter.
4. The BSN Program Director and BAAC are responsible for evaluating a student's progression status once the student has failed a course and/or demonstrated unsatisfactory behavior.
5. The student may appeal a grade by following the procedures outlined in the University Student Code.

POLICIES RELATED TO ACADEMIC 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 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, <http://regulations.utah.edu/academics/6-400.php>.

ACADEMIC MISCONDUCT & 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. The CON has a Title IX deputy coordinator. Contact the Student Services office for contact information.

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, listservs, fora, 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 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 nursing students must meet certain safety requirements to participate in clinical activities. These requirements are designed to protect the student, as well as the patients and staff with whom students have contact. All requirements are MANDATORY and a professional responsibility. The College of Nursing has partnered with Verified Credentials to collect and maintain the records of these safety requirements. **IT IS THE STUDENT'S RESPONSIBILITY TO MONITOR THEIR OWN RECORD AND REMAIN CURRENT ON THE REQUIREMENTS.** Any student who fails to maintain current certifications, screenings or vaccinations (ex: BLS, TB, flu, Hep B) will be immediately barred from attending clinical and receive a failing grade for the course.

Additionally, any student who fails to attend orientation or submit the required clinical placement paperwork by the identified due date not be allowed to attend clinical, resulting in a failing grade for the course.

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

All students in the College of Nursing are required to complete a federally mandated, web-based, training session on the Health and Insurance Portability and Accountability Act of 1996 (HIPAA). You are also required to renew this training annually for the duration of their program.

II. MANDATORY TRAINING FOR COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION REQUIREMENTS

All students in the College of Nursing 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.

III. CARDIOPULMONARY RESUSCITATION CERTIFICATION

All students in the College of Nursing 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 tracking profile for verification prior to the first day of class. No online certifications are acceptable.

IV. PHYSICAL SCREENING

All students in the College of Nursing must complete a physical examination with their healthcare provider to confirm they can safely participate in clinical activities.

V. TUBERCULOSIS SCREENING REQUIREMENTS

All students must be screened for TB annually. Initially, one of the following is required:

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

After completion of this initial requirement, 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.**

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 tracking 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.

VI. IMMUNIZATION REQUIREMENTS

All students in the College of Nursing must be current on the following immunizations and must provide documentation by uploading it to their immunization tracking profiles.

1. Tetanus / Diphtheria / Pertussis
 - known as Tdap
 - current if received within the last 10 years
 - accepted proof: record (documentation) of vaccination
2. Measles (Rubeola) / 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.
4. Hepatitis B
 - accepted proof: documentation of three (3) vaccinations **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. Immunization requirements are subject to change based upon the needs of the College of Nursing’s clinical partners. Students are obligated to meet any new or modified requirement.
2. If clinical agencies have additional health specifications, students who are assigned to those agencies will be required to meet them.
3. 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.
4. Compliance with health/immunization requirements is necessary to maintain clinical placement. If it expires when enrolled in a clinical course, it will need to be renewed in order to complete required clinical hours. **Failure to do so will result in removal from 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 healthcare provider
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

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.

VII. 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 third-party professional screening company via a secured website or encrypted email attachment.

VIII. 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. 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 are applying to or have been officially admitted to the nursing program are eligible to apply for College of Nursing scholarships. The application is entirely electronic, and College of Nursing scholarships are posted to <https://utah.academicworks.com/> two to three months prior to the deadline.

All applications must be submitted online by 11:59PM MST on the day specified as the deadline. Criteria for these scholarships vary, but most are offered based on merit and some are offered based on demonstration of financial need.

When other scholarships or financial aid opportunities become available, students will be advised through email or Canvas. Please keep your email current in the University of Utah Campus Information System.

Most financial aid on campus is distributed through the Office of Financial Aid and Scholarships, housed in the Student Services Building on main campus. For questions regarding federal and state student aid or university-wide scholarships, please contact financialaid@sa.utah.edu or 801-581-6211.

DRESS CODE/UNIFORMS

You will be required to wear a student name badge, appropriate attire, 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 visible 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.

- Scrub tops that fit appropriately, look professional, and are wrinkle-free
- Closed-toe shoes that are in good, polished condition and are conservative in style
- 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 below

Not Allowed at Any Time

- Sweatshirts or “hoodies” of any kind worn inside work areas
- Fleece jackets or vests are not allowed in clinical or patient care areas
- Open toe shoes of any kind (including sandals), slippers, or bare feet
- Exposed piercings on eyebrow, tongue, cheek, lip, nose (policy varies among organizations)
- Visible tattoos (policy varies among organizations)
- Extremely long nails and neon or distracting colors are not acceptable
- Artificial nails may not be worn in clinical areas

Uniform

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.

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 (recommended)
 - 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)
- Webcam, microphone, & speakers

BACHELOR OF SCIENCE IN NURSING PROGRAM OF STUDY

Semester 1

- NURS 3300 Professional Roles I: Foundations of Professionalism (4 credits)
- NURS 3305 Foundations of Clinical Nursing Care (4)
- NURS 3315 Maternal/Infant Health Nursing (4)

NURS 3350 Principles of Clinical Management I (4)
NURS 5255 IPE Foundations of Interprofessional Education (0.5)

Semester 2

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 Public Health (5)
NURS 4530 Mental & Behavior Health Nursing (4)
NURS 4550 Principals of Clinical Management III (3)

Semester 4

NURS 4600 Professional Roles IV: Leadership and Management (3)
NURS 4605 Applications of Evidence in Nursing Practice (3)
NURS 4650 Capstone Clinical (8)
NURS 5276 Disaster Preparedness (for Fall start cohorts) (0.5)
NURS 5265 Ambulatory Care (for Spring start cohorts) (0.5) –OR–
*NURS 5270 Telemedicine (for Spring start cohorts)**

BACCALAUREATE CURRICULUM SUMMARY

Semester 1

The first semester consists of 4 core courses and an on-line Interprofessional Education course for a total of 15.5 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. Students should plan on at least 44 hours per week of academic responsibilities.

Semester 2

The second semester is comprised of 3 core courses for a total of 13 semester credit hours. 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. Students 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. Students 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 an Interprofessional Education experience 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. Students should plan on at least 47 hours per week of academic responsibilities.

LATE WORK POLICY

No late work will be accepted in any course throughout the program. It is the student's responsibility to ensure that all work is submitted successfully in the correct format by the due date and time identified by faculty in each course. The student is responsible for contacting faculty prior to an extenuating circumstance or situation and it is the faculty's discretion to decide if make-up work will be given.

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. It is important to follow the instructions provided to you from the Graduation Office.

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)
- College Student Council (CSC) for 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 Madeline Marshall (Madeline.marshall@nurs.utah.edu) in Student Services.

COLLEGE STUDENT COUNCIL (CSC)

- 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 CSC, 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 Chapter)

Gamma Rho Chapter serves the needs of members from the College of Nursing at the University of Utah Health Sciences Center (UUHSC) and throughout the state. Check out the Gamma Rho website <http://nursing.utah.edu/sigma-theta-tau/index.php> or contact one of the officers for more information.

Administrative Details

GETTING U - CONNECTED

The first thing that you will need in order to access your online resources is a UNID (University Network ID), Password and U of U Email Account. This webpage/link below will provide you with step by step instructions on setting up your ID, Password and email account.

<http://undergradbulletin.utah.edu/resources/tech-info.php>

If you are a new student to the University of Utah, your student ID is on your official acceptance from the University. Your 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. 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: <http://www.ucard.utah.edu/>

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

EMAIL (Umail)

An 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. <http://undergradbulletin.utah.edu/resources/tech-info.php>. 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 AND RESOURCES

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.

COLLEGE OF NURSING PARENTAL LEAVE POLICY

The College of Nursing is committed to creating an inclusive and accessible environment for pregnant and parenting students. Pregnant and parenting students are not excluded from educational opportunities, programs or services and are treated as others who have temporary medical conditions.

Reasonable accommodations will be made to allow a pregnant and parenting student to fully participate in educational opportunities. A reasonable accommodation is one that does not cause undue hardship on the operation of the program, fundamentally alter the nature of the program, or cause significant expense for the department.

Pregnant and parenting students are encouraged to work directly with their instructors. If a student feels they have experienced discrimination because of pregnancy or a pregnancy related condition or feel they have been denied a reasonable accommodation, they may contact OEO/AA at <https://oee.utah.edu>

- The College of Nursing will provide pregnant students, upon request, reasonable accommodations such as classroom space, elevator access, or reasonable time away from class for restroom trips without requiring written confirmation from a medical provider.
- The College of Nursing will accommodate excused absences due to pregnancy, childbirth, or pregnancy-related conditions as specified in the healthcare provider's note detailing the duration of time needed for accommodations.

- Students who have a medically excused absence due to pregnancy, childbirth or pregnancy related conditions will be provided the same or equivalent resources provided to students with other temporary medical conditions.
- Reasonable accommodations for a pregnancy, childbirth or pregnancy-related conditions and any related medical illness, as with any other medical illness, may include a leave of absence if it is determined that the fundamental nature of the program cannot be maintained due to the limitations set forth by the provider's note.
- Partners/spouses of childbearing women may request reasonable accommodations deemed necessary to care for their partner/spouse with a medically excused absence due to pregnancy, childbirth, or pregnancy related conditions.

BREASTFEEDING 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 CON 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.

SAFETY AND WELLNESS

Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; dps.utah.edu). If at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — just give a call.

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support of this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found at <https://registrar.utah.edu/handbook/campussafety.php>

Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000; help is close.

The university has additional excellent resources to promote emotional and physical wellness, including the **Counseling Center** (<https://counselingcenter.utah.edu>), the **Wellness Center** (<https://wellness.utah.edu>), and the **Women's Resource Center** (<https://womenscenter.utah.edu>). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.

VETERANS CENTER

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 us know if you need any additional support for any reason.

LGBT RESOURCE CENTER

The U of Utah has an LGBT Resource Center on campus. They are located in Room 409 in the Olpin 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 let us know if there is any additional support you need.

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 EAS Program (<http://linguistics.utah.edu/eas-program/index.php>); 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/>

INTERNATIONAL CENTER

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

BENNION COMMUNITY SERVICE CENTER

<http://bennioncenter.org/>

LGBT RESOURCE CENTER

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

CERTIFIED BACKGROUND

<https://www.certifiedbackground.com/>

LIBRARY - ECCLES HEALTH SCIENCES

<http://library.med.utah.edu/index.php>

CENTER FOR DISABILITY SERVICES

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

OFFICE FOR EQUITY AND DIVERSITY

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

GENERAL CATALOG

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

REGISTRAR

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

HEALTH SCIENCE BOOKSTORE

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

STUDENT HEALTH CENTER

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

STUDENT LIFE

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

STUDENT LEADERSHIP & INVOLVEMENT

<https://leadership.utah.edu/>

STUDENT HANDBOOK - UNIVERSITY

<http://registrar.utah.edu/handbook/index.php>

TUITION & FEES/ INCOME AND ACCOUNTING

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

UNIVERSITY BOOKSTORE

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

UNIVERSITY PRINT & MAIL SERVICES

<https://printing.utah.edu/>

WOMEN'S RESOURCE CENTER

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

WRITING CENTER

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