



Baccalaureate Student
Policy and Progression Manual 2021-2022

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

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Welcome to the Bachelor of Science in Nursing program at the University of Utah College of Nursing! I am delighted that you chose to study nursing or further your career. 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. Our programs focus 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

SPECIALTY TRACK DIRECTOR

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

SPECIALTY TRACK DIRECTOR

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ACADEMIC PROGRAM MANAGER

Students have a designated program manager in the College of Nursing Student Services and Academic Programs Office (<https://nursing.utah.edu/student-services>). The program manager will help to navigate University of Utah policies and procedures, and connect students to College of Nursing and University of Utah resources. Program managers keep students informed of important information related to progression and graduation. Virtual Advising, found on the Canvas homepage, is an information resource hub for timely announcements, forms, and deadlines.

ACADEMIC PROGRAM MANAGER

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COLLEGE OF NURSING MISSION AND VISION

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

MISSION STATEMENT

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

VISION STATEMENT

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

ACCREDITATION

- The Northwest Commission on Colleges and Universities (NWCCU) accredits the University of Utah, including the degree programs it offers (<https://nwccu.org/>).
- The Commission on Collegiate Nursing Education (CCNE) also accredits the College of Nursing's baccalaureate, master and doctor of nursing practice programs (<https://www.aacnnursing.org/CCNE>).
 - The Baccalaureate programs have received accreditation through December 2031
 - The Doctor of Nursing Practice program has received accreditation through December 31, 2026.
- The Nurse-Midwifery specialty track has additional accreditation from Accreditation Commission for Midwifery Education (ACME) through 2026 (<https://www.midwife.org/accreditation>).
- 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 (<https://www.wiche.edu/>).

GENERAL INFORMATION

PROFESSIONALISM

Nursing students must recognize the privileged position nurses hold in society, as the most trusted profession. Students at the College of Nursing are expected to develop and uphold the following Core Values of Professionalism: Respect for Others, Integrity, Accountability, and Excellence in Patient Care.

College of Nursing students will be expected to uphold these Core Values in building patient and public trust. They will also embody professional behaviors in all relationships and interactions with their peers, faculty, staff, patients and patient's families both within the classroom and during clinical rotations.

The College of Nursing identifies unprofessional behavior as a cause for an academic dismissal. 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), students are agreeing to uphold all the standards of academic behavior and honesty as identified in this handbook and the University of Utah student code. Unprofessional behavior is also defined in Section R156-31b-502 of the Utah Nurse Practice Act.

CORE VALUES OF PROFESSIONALISM

Respect for Others/Caring

The humanistic values of healthcare, such as altruism, compassion and empathy inform the capacity of nurses to treat others with respect that is free from discrimination. The duty of the nursing profession is a commitment to service which cannot exist without these traits. In all interactions and settings, students will treat peers, faculty, staff, patients and patient's families with consideration, compassion, dignity and respect. Students will uphold this regardless of differences in identity, values, beliefs and/or experiences.

Integrity

Integrity requires consistent adherence to the highest personal standards outlined by a student as an individual and by the profession of nursing. When encountering challenging situations, integrity must inform the decision-making, attitudes and behaviors of a nurse. In all interactions, including team settings and patient encounters, students will exhibit honesty and integrity in alignment with the Code of Ethics for Nurses, while maintaining control amidst adverse circumstances.

Accountability

Providing excellent patient care requires a foundation of trust that nurses are meeting their professional expectations. Responsibility and accountability for one's actions are a cornerstone of the nursing profession.

Excellence in Patient Care

Professionalism in nursing requires that nurses recognize the limits of their knowledge and continually aspire to excellence. Students should demonstrate a life-long commitment to learning and self-improvement.

PROFESSIONALISM BEHAVIORS

Students at the College of Nursing understand the great responsibility nurses carry as holders of the public trust. Over the course of their training, students will share responsibility for the health and well-being of others. This requires that they uphold the highest standards of ethical and compassionate behavior. Accordingly, every student will adopt the following professionalism behaviors to guide them throughout their academic and clinical work. Students will strive to uphold both the spirit and the letter of these professionalism commitments in their program, and throughout their professional career.

Respect for others

- Students will demonstrate sensitivity and responsiveness to diverse patient populations and not tolerate discrimination on the basis of color, race, ethnicity, national origin, age, religion, disability, veteran's status, sex, sexual orientation, gender identity, gender expression, genetic information, socioeconomic status or health status.
- Students will demonstrate an unselfish regard, compassion and devotion to caring for the physical and emotional wellness of others and self.
- Students will uphold a classroom atmosphere conducive to learning. They will interact with instructors and peers in a considerate and cooperative manner. Patients and families will also be treated with respect and dignity both in their presence and in discussions with other members of the health care team.
- Students will interact with patients in a way that ensures their privacy and respects their modesty.
- Students will interact with all members of the health care team in a considerate and cooperative manner, and will judge their colleagues fairly. Every attempt will be made to resolve conflicts in a manner that respects the dignity of every person involved.

Integrity

- Students will uphold integrity in all academic and scholarly activities through a principled dedication to the values and beliefs of nursing. They will always seek to reflect ethical standards and do the right thing, regardless of circumstances.
- Students will uphold professional relationship boundaries and will maintain professional demeanor when working with preceptors.
- Students will recognize errors and impairments in peers and report these to appropriate entities.
- Students will maintain the highest standards of academic honesty.
- Students will neither give nor receive aid in examinations or assignments unless such cooperation is expressly permitted by the instructor.
- Students will truthfully represent themselves as a nursing student at all times to patients and healthcare providers.
- Students will be truthful with patients, and will report accurately all historical and physical findings, test results, and other information pertinent to the care of the patient.
- Students will regard patient privacy and autonomy as a central obligation of patient care.
- Students will limit discussion of patients to faculty and members of the health care team in settings removed from the public ear (e.g. not in elevators, hallways, cafeterias, etc.).

- Students will not divulge patient information or breach patient confidentiality in any venue, including social media.
- Students will not engage in romantic or sexual relationships with preceptors, patients, or member of patient's families.

Accountability

- Students will hold themselves accountable for fulfilling responsibilities, expectations and obligations as a learner and colleague, while maintaining effective time management.
- Students will demonstrate the ability to communicate in a clear and forthright manner with peers, faculty, staff, patients and families.
- Students will conduct themselves professionally in their demeanor, use of language and appearance, in the classroom, in the presence of patients and in health care settings.
- Students will recognize their own limitations and seek help when their level of experience is inadequate to handle a situation on their own.
- Students will demonstrate a commitment to ethical principles pertaining to provision or withholding of care, confidentiality, informed consent and compliance with relevant laws, policies and/or regulations.
- Students will not use alcohol or drugs in any way that could interfere with their clinical responsibilities.

Excellence in Patient Care

- Students will demonstrate self-awareness of performance and subsequent areas of opportunity and a dedication to excellence by continual improvement of knowledge, skills, and attitudes.
- Students will willingly acknowledge weaknesses, errors and awareness of their own perspectives/biases and integrate constructive feedback to improve.
- Students will effectively balance obligations to others with obligations to self and personal well-being, as well as an understanding of when it is necessary to ask for help in either academics or other obligations.
- Students will set patient care and the safety of patients as the highest priority in the clinical setting.

TECHNICAL STANDARDS FOR NURSING

ESSENTIAL STANDARDS TO MEET TECHNICAL REQUIREMENTS

The College of Nursing supports a model of technical standards inclusive of all students with and without disabilities, and strives to provide accommodations in the learning environment, as appropriate. The College has a responsibility to educate competent nurses who care for their patients with clinical judgment, broadly based knowledge and well-honed technical skills. While the College condemns the denial without cause of admission to individuals with disability, the program does recognize that there are certain minimum technical standards which must be examined and enforced in the admissions and advancement processes.

RN licensure signifies that the holder has the knowledge and skills to function in a broad variety of clinical situations, and is able to render a wide spectrum of patient care. The examples of technical standards provided below are meant to inform prospective and enrolled students of the requirements

for completing their nursing science curriculum. For further information, please see the [AACN website](#) and the following white paper's [Appendix A: A Model Technical Standard for Nursing Education Programs](#), by Beth Marks and Sarah Ailey

These standards reflect a sample of the required performance abilities and characteristics which a student must be able to meet with or without a reasonable accommodation, but are not requirements for admission into the program, and are not all inclusive.

Key areas for technical standards in nursing include having abilities and skills in the areas of:

- ***Acquiring fundamental knowledge***
 - Students must have the ability to learn in classroom and educational settings that include lecture, online coursework, small group activities, seminars, simulation sessions and immersive clinical experiences.
 - Students must be able to acquire information from demonstrations, skills practice sessions and simulation, in addition to classroom settings. Observation requires the functional use of vision, hearing and somatic sensation or the functional equivalent.
 - Student should have sufficient motor function to elicit (or direct collection of) information from patients through auscultation, palpation and other diagnostic maneuvers. They must be able to perform or direct interventions and interpret the patient response. The student should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients.

- ***Developing communication skills***
 - Communication abilities for sensitive and effective interactions with patients, families and other members of the health care team require that the student be able to speak, to hear and to observe, using a variety of means, in order to elicit information, describe changes in mood, activity and general appearance, and be able to perceive non-verbal communication. Social intelligence, the ability to connect with others and the ability to process and make sense of information gathered are key elements of communication.
 - Communication includes not only speech but reading and writing. The student must be able to communicate effectively and efficiently in oral and written form with their peers, faculty, and all members of the health care team.

- ***Interpreting data***
 - Data interpretation includes measurement, calculation, reasoning, trend analysis and synthesis of information from a variety of sources. In addition to these skills, students should be able to comprehend three dimensional relationships and understand the spatial relationships of structures.
 - The ability to assess and comprehend the condition of all patients assigned is essential. Students must be able to obtain and interpret information from assessment maneuvers, (such as assessing respiratory and cardiac function, blood pressure, blood glucose, neurological status, etc.), and to interpret information from diagnostic representations of physiologic phenomena during comprehensive patient assessment.

- ***Integrating knowledge to establish clinical judgment***
 - Problem solving and critical thinking necessary for RNs requires the intellectual and conceptual ability to accomplish, direct or interpret assessment of patients, families and/or communities, implement (or direct implementation) and evaluate the plan of care.
 - Students must be literate in and have the ability to understand concepts across health-related disciplines, and be able to practice from an interprofessional perspective. Conceptual understanding of the processes of health care systems supports development of appropriate plans of care for patients.

- ***Incorporating appropriate professional attitudes and behaviors into nursing practice***
 - Students must display integrity, ethical conduct, accountability, interest and motivation. It is important to maintain effective, mature and sensitive relationships with student peers, faculty, staff, patients and other professionals under all circumstances.
 - Students must acquire interpersonal skills for professional interactions with a diverse population of individuals, regardless of race/ethnicity, gender, sexual orientation, religion or disability. The concepts of cultural humility relate to peers, faculty, patients and other members of the health care team.
 - Students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities in both the academic and clinical setting. They must be capable of developing effective relationships with patients, and performing in their professional role while being observed by faculty, preceptors, patients and families.
 - Students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to unpredictable environments, display flexibility and learn to function in the face of the dynamic, uncertain circumstances common to the clinical problems of many patients.

CURRICULUM

CURRICULUM OVERVIEW

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 an 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 entry level focus on the competencies and skills professional nurses will need in the 21st century.

PROGRAM OF STUDY

Semester 1	Semester 3
NURS 3300 Professional Roles I: Foundations of Professionalism (3)	NURS 4500 Professional Roles III: Care Transitions Across the Lifespan (3)
NURS 3305 Foundations of Clinical Care (4)	NURS 4510 Global Public Health (3)
NURS 3315 Maternal/Infant Health Nursing (4)	NURS 4512 Community-based Practicum (3)
NURS 3350 Principles of Clinical Management I (5)	NURS 4530 Mental & Behavioral Health Nursing (3)
NURS 5255 Foundations of Interprofessional Education (0.5)	NURS 4550 Principles of Clinical Management III (4)
Semester 2	Semester 4
NURS 3400 Professional Roles II: Policy, Advocacy & Collaboration in Healthcare (4)	NURS 4600 Professional Roles IV: Leadership and Management (3)
NURS 3410 Acute Care Practicum (5)	NURS 4605 Applications of Evidence in Nursing Practice (3)
NURS 3450 Principles of Clinical Management II (4)	NURS 4650 Capstone Clinical (8)
	NURS 5276 Disaster Preparedness (<i>for Fall start cohorts</i>) (0.5)
	NURS 5265 Ambulatory Care (<i>for Spring start cohorts</i>) (0.5)* -OR-
	NURS 5270 Telemedicine (<i>for Spring start cohorts</i>)

*Students will choose a specific course. Do not take both.

Students will take each course in sequence in the semesters listed.

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.

ACADEMIC PROGRAM INFORMATION

DEGREE REQUIREMENTS

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.

ATTENDANCE GOALS & EXPECTATIONS

Nursing students are expected to participate fully in the curriculum.

- Teamwork is an essential characteristic in health care. Attendance and participation facilitate a culture of collaboration and teamwork.
- The College of Nursing is a professional school. Professionals are concerned about their colleagues and strive to ensure they are successful and practicing to the highest possible standards. Students of the profession should also be interested in their colleague's success and should be the first line of support and assistance during times of struggle. This is hard to do if students do not know who their colleagues are, or how they are doing.
- Diversity is a driver of excellence, and facilitates critical thinking and decision-making, but only when people of diverse backgrounds have contact with one another.
- Nursing school requires students to master a significant amount of content, in addition to developing critical thinking and teamwork skills. Unless a student is too sick, or has an emergency, s/he should be present for all activities. It is the student's professional responsibility to participate. Lack of participation can be considered a professionalism violation.

Consistent with the University of Utah (UU) policy, the College of Nursing (CON) follows the Guidelines for Accommodating Absences for Explicitly Listed and Other Compelling Reasons Policy 1-001.II.E, Version 1.0.

The College of Nursing defines "compelling reasons" as a personal or family emergency or significant illness. This policy refers to absences that occur in classroom, clinical and simulation lab settings. Faculty members acknowledge that emergencies occur and will work with students on an individual basis.

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.

In case of true emergency, requesting a deadline extension or excused absence prior to or as soon as possible requires written notification of extenuating circumstances and request to the course instructor. Faculty are not obligated to grant approval of deadline extensions or excused absence.

Faculty Responsibilities:

1. Instructors must communicate any particular course attendance requirements to students in writing on or before the first-class meeting. This is outlined in course syllabi throughout the program.
2. In cases of sudden illness or emergency, and, where possible, instructors should make reasonable adjustments, modifications or adaptations and students should be given the opportunity to make up requirements, unless doing so would constitute an undue burden on the instructor and/or clinical site.
3. Faculty are to communicate required elements (such as simulation lab and clinical rotations) and consequences for absences.
 - a. For the purpose of understanding what constitutes “reasonable adjustments, modifications or adaptations, “reasonable” does not mean “the same”.

Student Responsibilities

1. Students are responsible for acquainting themselves with and satisfying the entire range of academic objectives and requirements as defined by faculty in the College of Nursing. These are outlined in the course syllabus (Per UU Policy 6-100.III.O.)
2. It is the student's responsibility to duly document/notify course faculty about absences due to a family, personal emergency or illness. If the reason for the absence is not documented in a timely manner, the student will not be able to make up the course requirements. Consequences for failing to document absences/notify faculty in a timely manner can result in a grade drop and/or lost points in the course. In the case of excessive absences, the result may include failure of or dismissal from the course.
3. Should disagreement arise over what constitutes an undue burden for an instructor, or should a student object to the adjustment or alternative element offered to them by the instructor, the instructor's action constitutes an "Academic Action" as set out in Policy 6400 (Code of Student Rights and Responsibilities, Sec I.B.1.
4. If a student wishes to appeal such a decision, detailed procedures are set out below.

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.

- 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.

GRADING CRITERIA

Criteria for assigning grades reside with the individual course faculty. Each course syllabus includes grading criteria.

The following is the official College of Nursing grading scale:

Percentage of Total Possible	Letter Grade
94 - 100%	A
90 - <94%	A-
87 - <90%	B+
83 - <87%	B
80 - <83%	B-
77 - <80%	C+
73 - <77%	C

REQUIREMENTS FOR PARTICIPATION IN CLINICAL ACTIVITIES

All students in the College of Nursing must meet certain 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, and considered a professional responsibility. It is the student’s responsibility to monitor records and remain current on the requirements. Any student who fails to maintain current certifications, screening, or immunizations will be immediately barred from attending clinical and may receive a failing grade for the course.

Additionally, any student who fails to attend appropriate orientations, or submit required clinical placement paperwork by the identified due date will not be allowed in the clinical setting. This may also result in a failing grade in the course.

SCREENING

Drug Screening

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

Student drug screening is a requirement as the University of Utah College of Nursing places students in appropriate clinical educational facilities. The drug screen is a Urine Screen (10 Panel). This test is a basic

drug screen for illegal drugs and is required of all students prior to placement into clinical learning experiences and sites. If an agency requires a different panel, it is still the student's responsibility to obtain the designated panel.

Confidential test results are sent to the College of Nursing from a secured website or via an encrypted email attachment.

Background Check

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

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. Please review the "Technical Standards" section above to be sure all mental and physical health requirements are met.

MANDATORY TRAINING FOR COMPLIANCE WITH FEDERAL HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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. This training will be provided via Canvas.

MANDATORY TRAINING FOR COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION REQUIREMENTS (OSHA)

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. This training will be provided via Canvas.

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. Students must provide a copy of AHA CPR card to the tracking profile for verification prior to the first day of class. No online certifications are acceptable.

TUBERCULOSIS SCREENING REQUIREMENTS

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

- 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.
- One QuantiFERON Gold blood test with a negative result
- One T-SPOT blood test with a negative result

After completion of this initial requirement, screening must be renewed 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 previous test expires.***

A positive test result while completing one of the tests above, or any previous positive to any TB test, requires submission of proof of a clear chest x-ray to the tracking profile. The x-ray must be read by a radiologist. Thereafter, students must submit a symptom checklist annually. An abnormal checklist or development of symptoms indicative of active TB, requires that student be cleared by personal physician or the local health department before participation in clinical activities.

IMMUNIZATION REQUIREMENTS

Nursing is an evidence-based profession, and, as such, nurses have a responsibility to stay current with recommended vaccines. Immunization promotes optimal health and protects patients and the community from vaccine-preventable diseases. While state laws vary regarding exemptions from immunization, health care organizations are legally allowed to set the requirements for employees and students who seek clinical placement in the facilities.

Students should not anticipate exemptions for required immunizations, as clinical placements may be limited for students who are not vaccinated. Students with health or religious-oriented concerns related to immunization should discuss the issue with Student Services prior to accepting entry offer from the College, to ensure sufficient clinical placement can be obtained for the student to progress through the program.

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

1. Tetanus / Diphtheria / Pertussis

- known as Tdap
- current if received within the last 10 years.
- accepted proof: record 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 the 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 will be considered “non-responder” 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

6. COVID-19

- vaccinations and boosters are required per current CDC guidelines

ADDITIONAL INFORMATION REGARDING IMMUNIZATIONS, TRAINING AND TESTING OBLIGATIONS

- 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.
- If clinical agencies have additional health specifications, students who are assigned to those agencies will be required to meet them.
- 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.
- Compliance with health/immunization requirements is necessary to maintain clinical placement. **Failure to do so will result in removal from the clinical practicum.**
- If the student has a medical condition that prohibits ability to receive an immunization, documentation must be provided and a formal accommodation obtained from the University of Utah Center for Disability and Access (<https://disability.utah.edu/>). The University Health system will attempt to accommodate clinical placement needs; however, this is not guaranteed and may affect your ability to successfully progress in the nursing program.

HEALTH 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/>

FACULTY RIGHT TO REQUEST MEDICAL CLEARANCE

College of Nursing faculty, especially those who teach students in clinical or laboratory settings, have the right to refer students to the Center for Disability and Access (<https://disability.utah.edu/>) for formal evaluation and potential accommodation 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 of an appropriate accommodation is received from the CDA.

REGISTERING FOR CLASSES AND 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/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 officially admitted to the nursing program are eligible to apply for College of Nursing scholarships. The application is entirely electronic. 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 11:59 pm 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 via email or Canvas announcement. 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.

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 by either the Specialty Track Director or the Program Manager. Such requests need to be submitted to the BAAC before the end of the semester preceding the semester for which the request pertains.
2. Planning for the program modification will be developed by the student in consultation with the Academic Program Manager in Student Services.
3. Final approval of the student's program modification by the AAC is required before program implementation and is dependent on space available.

STUDENT FEEDBACK

Student feedback is an important aspect of curriculum quality improvement. The College gathers feedback through end-of-course surveys, instructor surveys, town hall meetings with the Dean and through exit and alumni surveys.

GRADUATION

Students who successfully complete their program of study are eligible for graduation. To officially graduate from the University of Utah, all general education requirements must be met, in addition to completion of the College of Nursing program of study.

Graduation applications are required to be submitted by the student by the deadlines established by the University. It is the student's 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 submitted, personal graduation information will be updated on the Campus Information System (CIS).

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.

ACADEMIC POLICIES AND GUIDELINES

The University of Utah 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 is at <https://regulations.utah.edu/academics/6-400.php>.

RIGHTS AND RESPONSIBILITIES

The University of Utah is fully committed to policies of equal opportunity and nondiscrimination. University policy prohibits any form of discrimination, harassment or prejudicial treatment on the basis of age, race, sex, sexual orientation, gender identity/expression, color, national origin, religion, status as a person with a disability or status as a veteran.

The University of Utah College of Nursing will provide an educational environment that facilitates and enforces behaviors and attitudes of mutual respect between faculty and student learners.

Students have a right to support and assistance from the College in maintaining an environment conducive to thinking and learning. University teaching reflects considerations for the dignity of students and their rights as persons. Mistreatment in the course of teacher-learner environments will not be tolerated. Examples of behaviors or situations that are unacceptable include, but are not limited to:

- Discrimination based on race, color, national origin, religion, sex, sexual orientation, gender/identity expression, protected veteran status, genetic information, age, or disability
- Sexual harassment
- Unwanted physical contact
- Verbal abuse, profanity or demeaning comments
- Inappropriate or unprofessional criticism which belittles, embarrasses, or humiliates a student
- Unreasonable requests for a student to perform personal services
- Grading used to punish or reward a student for non-academic activities rather than to evaluate performance

- Requiring students to perform tasks beyond their level of competency without adequate supervision

Feedback is a necessary part of the educational process. When students fail to meet educational standards, appropriate constructive comments are necessary. An evaluation that is corrective is not, by definition, abusive. However, feedback should be given in such a way as to promote learning and avoid humiliation.

PROCEDURES TO ADDRESS DISCRIMINATION OR MISTREATMENT:

Any student who feels that s/he may have been subjected to abuse, illegal discrimination, harassment or mistreatment of any kind has the right to seek remedy through any one of multiple options. The University of Utah will ensure that this process shall be free of retaliation. The student has both informal and formal options available. Whenever possible, the student is encouraged, but not required, to seek remedy at the most informal level that will adequately and appropriately address the student's concerns.

Students may report their concerns about mistreatment to any course faculty, faculty mentor, Student Services program manager, or Executive Director, Specialty Track Director or Assistant Dean. In addition, students may alternately report concerns of mistreatment to the ombudsman's office (<https://academic-affairs.utah.edu/office-for-faculty/facultyombuds/>). These individuals will coordinate the mistreatment report and investigation with the Office of Student Services, who centrally monitors all reports of mistreatment.

Students may meet with the individual involved in the complaint and come to an informal, mutually agreed upon resolution of the problem. The student may wish to bring a representative of the College (Student Services, Specialty Track Director, Assistant Dean) to aid in dispute resolution. Unless required by law or University policy, there will not be a written record made concerning a matter that is resolved directly between the complainant and the alleged offender.

Allegations of illegal discrimination or sexual harassment must be referred to the Office of Equal Opportunities and Affirmative Action (OEO/AA) (<https://oeo.utah.edu/>). In all other incidents, once the student or student advocate has coordinated with the Office of Student Services with a formal written claim of mistreatment, the Assistant Dean will conduct a timely investigation of the facts, and will assist in any intervention deemed necessary for resolution of the problem. If so desired, the Assistant Dean may form an ad hoc advisory board consisting of faculty, residents and students who are not involved in the incident. The majority of complaints against faculty and clinical preceptors can be dealt with on a departmental basis, with feedback to the individual. Most complaints against a staff member can be handled with feedback from the Dean's office to the individual from their supervisor.

DISABILITY, INCLUSION AND ACCOMODATION

The College of Nursing wishes to ensure that access to its facilities, programs and services is available to all students, including students with disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008). Reasonable accommodations are provided to all students on a non-discriminatory basis consistent with

the legal requirements as outlined in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) or 1990 and the ADA Amendments Act of 2008.

A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the nursing program. IT IS THE RESPONSIBILITY OF THE STUDENT TO DISCLOSE THE DISABILITY. Learning disabilities are included in this Act.

To be eligible for accommodations, a student must follow the processes outlined below:

PROCEDURES TO SEEK ACCOMMODATION:

- In order to establish the existence of a disability and to request a reasonable accommodation, students must contact the University's Center for Disability and Access (CDA) (<https://disability.utah.edu/>). The student must then follow the procedures of the CDA to document the existence and nature of the disability. The CDA will interact with the College of Nursing regarding possible accommodations, but will not share the student's medical information with the College faculty or administration.
- Once the need for reasonable accommodation has been established, the CDA, in consultation with the student and identified faculty from the College, will determine the appropriate accommodations and these will be specified in a written document, signed by all parties. Accommodations must be appropriate to the setting and, in the clinical environment, must respect the requirements of the facility as well as the ability to meet technical standards and course objectives. Documents relating to the student's disability will be placed in a confidential file, separate from his/her academic records.
- If the student refuses a reasonable accommodation that is offered through this procedure and subsequently experiences academic difficulty, the student will be treated as any other student who experiences academic difficulty.
- A student may seek to establish a disability and request reasonable accommodation at any time before or after matriculation. The student should claim and establish the existence of a disability prior to the onset of academic problems. The College of Nursing has no obligation to remediate an academic failure from a claimed disability that was not brought to the attention of the College and addressed in a timely fashion.
- All claims and proceedings under this provision will be kept confidential to the extent provided by law and University policies. Dissemination of information related to the existence of a disability will be restricted to University administrators and faculty with a legitimate need to know this information; except as provided by law, no mention of the student's disability will appear in any correspondence with external agencies unless the student specifically requests such disclosure in writing.
- The University of Utah has designated the following as its ADA/Section 504 Coordinator:
 - Director, Office of Equal Opportunity and Affirmative Action
201 S Presidents Circle, Rm 135
Salt Lake City, UT 84112
(801) 581-8365
oeo@uemail.utah.edu

The College of Nursing has designated as onsite OEO liaison:
Carrie Radmall, Executive Director of Student Services
801.587.3194
Carrie.radmall@nurs.utah.edu

PROGRAM INTERRUPTION/LEAVE OF ABSENCE

Students in good standing who interrupt their program of study for the reasons listed below shall notify, in writing, the appropriate program manager of their intent to withdraw and anticipated date of return. Notification 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.

Withdrawal from individual courses is according to University policy. To withdraw from the program, notification should be made in writing to the program manager. Students withdrawing from the program must meet with the program manager in Student Services prior to withdrawal.

PROCEDURES TO SEEK LEAVE OF ABSENCE:

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.

A Leave of Absence (LOA) is a period of non-enrollment when a student is not required to pay tuition and fees, and is not considered to be working towards the degree. The decision to grant a LOA is at the discretion of the Assistant Dean. The duration of a LOA may vary, but may not exceed one year.

Students not returning to full-time status at the end of their LOA must reapply.

Possible reasons for requesting a LOA may include:

- financial challenges
- health issues
- personal issues
- military service

Prior to a LOA being granted, students must meet with the specialty track director and the program manager and receive instruction on how to go through the process. When the process has been completed, the student will meet with the Program Manager and Executive Director of Student Services to confirm understanding of the parameters of the leave, and expectations for return to the program of study.

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 Admissions and Advancement Committee. The readmission application must be submitted to the Student Services program manager who will bring it to Committee prior to the intended date of re-entry. Eligibility for readmission is determined by the Committee.

A formal leave of absence is not required in the case of Automatic Actions, defined below. If a student has failed a course, for example, and will be repeating the course at the next opportunity, with the

intent to petition for re-entry after successful completion of the course, the student would be considered to be on internal leave. This would include specific expectations that will be outlined in the form of a letter to the student.

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.

PREGNANCY AND PARENTAL LEAVE

Recognizing that combining childrearing and nursing education is a unique challenge, the College of Nursing is committed to supporting pregnant and parenting students. The College of Nursing complies with Title IX of the Education Amendments Act of 1972 and does not discriminate against students on the basis of sex, which includes pregnancy or pregnancy-related conditions and parental status.

Reasonable accommodations will be made to allow pregnant and parenting students to fully participate in classes and clinicals throughout pregnancy or a pregnancy-related condition. 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.

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 confirmation from a medical provider.

The College of Nursing will accommodate limited “excused” absences for a medical issue due to pregnancy, childbirth or pregnancy-related conditions as specified in a provider’s note. Reasonable accommodations for a pregnancy, childbirth or pregnancy-related condition 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 course or clinical experience cannot be maintained due to the limitations set forth by the provider’s note. The student may not, for example, exceed the limitations of excused absences in a clinical course.

Students may request a formal Leave of Absence for a variety of reasons, including parental leave. A LOA is a period of non-enrollment when the student is not required to pay tuition and is not considered to be working towards the BSN degree. The duration of the LOA may vary, but may not exceed one year.

The approach to accommodating parental leave outside the use of a limited “excused” absence or LOA will vary depending on where the student is in the curriculum when a birth or adoption occurs. Courses in the program of study are constructed in an integrated, longitudinal fashion with each course building upon the prior course. It is not possible for students to miss fundamental portions of a course and be prepared for subsequent curricular activities. For this reason, extended parental leave should be limited to the use of a leave of absence, as described above.

The College of Nursing will allow a student who has been on a medical leave of absence due to pregnancy, childbirth or pregnancy-related condition to return to the same academic status before the medical leave of absence began.

ACADEMIC ACTIONS AND PERFORMANCE REQUIREMENTS

Students in good standing will automatically advance to the next level of the program. Good standing is defined as having passed all courses to date, successfully completed all academic requirements, achieved required levels of competency, and passed appropriate clinical evaluations, as well as demonstrating professional behavior and upholding the American Nurses Association Code of Ethics.

In addition to course faculty, the Admissions and Advancement Committee has the authority to impose an academic action based on a student's performance in a course, delayed course completion and/or failures in attitude, failure to uphold the code of ethics and/or lapses in professionalism.

"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 project, 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 to commit an act of academic misconduct. The University of Utah policies on plagiarism and cheating are clear (<https://regulations.utah.edu/academics/6-400.php> Section V).

"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.

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.

"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.

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

- Copying and pasting from the internet without a citation or appropriate documentation.
- Copying and pasting from another student's work.
- Copying and pasting any work that you did not create and claim it as your own.

- Copying and pasting another care provider’s clinical notes or documentation.
- Submitting the same work from a previous course to receive credit in a subsequent course without prior approval from faculty (this is self- plagiarism).

“**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.

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

- Grade reduction
- Failing grade for assignment and/or course
- Probation
- Suspension or dismissal from the program or the College of Nursing
- Suspension or dismissal from the University
- Revocation of the student's degree or certificate

Please note: Sanctions may also include 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.

ACADEMIC PROBATION

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

- academic misconduct (as defined above)
- receiving a grade below “C” in a required nursing course
- inappropriate or unsafe clinical performance
- 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 program manager to plan a continued course of study. The plan shall be submitted to the AAC for approval. Nursing courses may only be retaken once.

SUSPENSION/DISMISSAL

A recommendation for suspension or dismissal from the program may be made to the Dean of the College of Nursing by the Baccalaureate Admissions and Advancement Committee (BAAC) for undergraduate programs, or the Master’s or DNP Program Committee (for graduate programs) based on academic performance, as defined in the “Student Code” (<https://regulations.utah.edu/academics/6-400.php> Section IV) when the student:

- fails to meet academic requirements of a course
 - receives a grade of “C-” or lower in the same nursing course twice
 - receives grades of “C-” or lower in two nursing courses during the student’s enrollment in the program
- fails to meet academic requirements of the program

- fails to maintain a cumulative GPA of 2.0
- engages in academic misconduct (defined above)

Students may also be recommended for suspension or dismissal based on behavioral misconduct, as defined in the “Student Code” (<https://regulations.utah.edu/academics/6-400.php> Section III), which includes but is not limited to:

- acts of dishonesty
- physical assault
- unauthorized use of equipment
- disruptive behavior
- violation of federal, state or local civil or criminal law

Professional misconduct, defined in the “Student Code” (<https://regulations.utah.edu/academics/6-400.php> Section I.B) may also result in recommendation for suspension or dismissal. This recommendation may result when a student:

- violates professional or ethical standards of the profession of nursing (defined above)
- has demonstrated character, personality or behavior unsuitable for the practice of nursing, lacks motivation or is emotionally unstable. This includes but is not limited to substance abuse, aggression, abusiveness, cheating, dishonesty, etc.
- has additional automatic actions after being placed on probation

AUTOMATIC ACTIONS

The following academic actions are automatic and shall be imposed after confirming that the facts that serve as the basis for the automatic action actually occurred, (e.g. a student did in fact fail a course).

Trigger	Situation	Consequence
Inadequate GPA	Cumulative GPA <2.0	<ul style="list-style-type: none"> ● Academic probation ● One semester allowed to increase GPA, or recommendation for dismissal will be made
Academic misconduct	See definitions below	<ul style="list-style-type: none"> ● Academic probation ● Further incidence will result in recommendation for dismissal
Patient safety issue	Inappropriate or unsafe clinical performance	<ul style="list-style-type: none"> ● Academic probation ● Further incidence will result in recommendation for dismissal
Unprofessional behavior	See professionalism expectations	<ul style="list-style-type: none"> ● Academic probation

		<ul style="list-style-type: none"> • Further incidence will result in recommendation for dismissal
One failed course	Course grade < “C” in a any nursing course at any level of the program	<ul style="list-style-type: none"> • Student will cease progression through the program • Student must re-take the course, when available • On successful completion of the course, student may petition for re-entry into the program • If approved, student will enter the program at the next level
Two failed courses	Any courses at any level of the program	<ul style="list-style-type: none"> • Student will be recommended for dismissal from the program

ACADEMIC DUE PROCESS

All students have the right to appeal an academic action, including a final grade in a course, a decision by the BAAC or Program Committee to place a student on academic probation, documented reprimand or recommendation for suspension or dismissal. Students are notified as soon as possible after a grade or other academic action is imposed, and have the right to appeal on the grounds that the action was arbitrary or capricious, following the guidelines outlined by the College of Nursing Academic Appeals and University policies. A recommendation for suspension or dismissal from a program is automatically referred to the ACC, and subsequently to the Dean and to the Academic Appeals Committee, which will conduct a formal hearing on the matter (<https://regulations.utah.edu/academics/6-400.php>).

For the purpose of these policies, arbitrary and capricious means that there was no principled basis for the academic action or sanction, and it was not in accordance with applicable policies. With regard to course grades, arbitrary and capricious means:

- The assignment of a course grade on some basis other than performance in the course;
or
- The assignment of a course grade by unreasonable application of standards different than those applied to other students in the same course;
or
- The assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor’s previously announced standards

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

STUDENT RIGHTS REGARDING ACADEMIC ACTIONS

Students have the right to access their academic files as provided by the University of Utah Student Code (<https://regulations.utah.edu/academics/6-400.php>, Section VII). Students with complaints, inquiries or requests for review of official records should address them to the Office of Student Services and Academic Affairs. Access to the student's official file in the Office of Student Services is subject to the following limitations:

- Reasonable and non-discriminatory rules and regulations may be made as to time, place and supervision
- Restrictions may be imposed with respect to materials furnished by others to which the student has waived rights of access (such as letters of reference and recommendations)

APPEAL OF ACADEMIC ACTIONS

The College of Nursing follows the appeals policies of the University of Utah Code of Student Rights and Responsibilities. All references to "days" are understood to mean business days.

Appealing an Academic Action Related to Final Failing Grade in a Course

Students who wish to appeal any academic action should first review the University of Utah Student Handbook (<http://registrar.utah.edu/handbook>). The process for grade appeal can be found in Appendix A.

Appeal an Academic Action Related to Recommendation for Suspension or Dismissal

All recommendations for suspension or dismissal in the College of Nursing are submitted to the BAAC (for undergraduates), the Master's or DNP program committee (for Master's or DNP students), who will review the circumstances and forward a recommendation to the Dean. Students who wish to appeal an academic action resulting in suspension or dismissal should review the University of Utah Student Handbook (<http://registrar.utah.edu/handbook>). The process for appealing a recommendation for suspension or dismissal can be found in Appendix B.

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 recommendations for dismissals from an academic program. The Committee functions in accordance with the directives outlined in the University of Utah Code of Student Rights at <https://regulations.utah.edu/academics/6-400.php>.

COLLEGE OF NURSING POLICIES

LATE WORK POLICY

No late work will be accepted. It is the student's responsibility to ensure that all work is submitted SUCCESSFULLY in the correct format by the identified due date and time. 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.

DRESS CODE/UNIFORM POLICY

Students 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. Professional dress and actions are expected at all times in clinical areas.

General considerations are listed below. Institutional requirements for specific clinical agencies that may further define dress codes will be adhered to in those institution.

Requirements:

- White scrub tops (described below) that fit appropriately, look professional and are wrinkle-free
- Closed toe shoes that are in good condition, and are conservative in style
- Jewelry, including necklace, rings and earrings that are conservative in size, style and color
- Limit two earrings per lobe in conservative colors and size
- Ear gauges should be plugged closed with plugs matching skin tones

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; neon or distracting nail colors are not acceptable
- Artificial nails may not be worn in clinical areas (infection risk)

Uniform:

Students are required to purchase black scrub pants and white scrub tops. The College of Nursing patch will be available for 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. A University ID card which includes name and “Student Nurse” is required to be worn on the LEFT chest. It must be worn AT ALL TIMES IN CLINICAL AREAS. ID badges will be available at orientation.

Shoes must be closed toe and made of a 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. Uniforms are required in all clinical areas, including the Simulation Learning Center in the College of Nursing.

There are a number of companies that sell nursing uniforms. It is recommended that students compare brand names and shop for quality and the best value. The complete uniform is required by the first day of class. The Health Sciences Bookstore typically offers discounts on scrubs to nursing students.

POLICY ON 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, or preceptors.

Your status as a student nurse does not allow you to perform nursing interventions, including invasive

procedures, in any circumstance other than pre-arranged immersive clinical experiences. The exemption in state law that allows prelicensure students to participate in patient care does not extend to time outside your educational program.

POLICY ON ABSENCES DUE TO UNIVERSITY CLOSURE

University of Utah Policy:

Unexpected closure of University facilities due to weather, emergency or disaster may occur from time to time. Students may be required to complete course work missed due to these or other class cancellations; however, instructors requiring mandatory make-up sessions may not penalize students if they are unable to attend due to time conflicts, etc.

College of Nursing Didactic Policy:

During official University closures, all on-campus and synchronous distance-delivery didactic classes are cancelled. However, any and all assigned learning activities associated with the missed class session must be completed by the scheduled due date. Students should plan to resume their usual class schedule when the University re-opens.

On-line asynchronous classes are not cancelled, and all assigned learning activities must be completed according to the course schedule. Depending on the nature of the University closure, however, assignment due dates may be extended at the discretion of the faculty. Students will be notified through Canvas of any change to the course schedule.

College of Nursing Policy for Clinical Courses:

During official University unexpected closures, most clinical classes are cancelled.

Cancelled classes include all those in which a student is not in an on-going, one-to-one precepted experience, i.e. prelicensure capstone. For all other clinical courses, students should stay home and wait for further instructions from their clinical instructors via text, University email or Canvas. Because make-up clinical sessions are nearly impossible to arrange, instructors may require an alternative make-up assignment, or may expect completion of assignments as they are scheduled in the course syllabus.

If a student has arrived at the clinical facility prior to the official announcement of the closure, they must not be in patient care areas, and should go to public areas (such as cafeteria or library) until it is safe for them to travel home. An exception may be made when a prelicensure capstone student is already at the facility working with their preceptor and want to remain at the clinical site. In such cases, faculty should be notified that students plan to continue their scheduled shift. If the student is not already at the facility, they should not travel, and should reschedule the hours with preceptor and faculty.

SOCIAL MEDIA POLICY

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 in today's society, including among students. Students should be aware that unwise or inappropriate use of social media can negatively impact educational and career opportunities. Social media includes group platforms primarily used for communications within a student cohort. To avoid these negative impacts, students should consider the following:

- Post content that reflects positively on you and the University of Utah College of Nursing. 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 (such as a student cohort or professional group), 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.
- You should convey a professional and ethical presence to all who might view your online information. Employers and others may use social media to evaluate applicants. Choosing to post distasteful, immature or offensive content may negatively impact 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 or the College of Nursing, make it clear that you do not represent the University or the College, and that the content you are posting does not represent the views of the University or the College.
- Make sure that content you post is in harmony with the professional standards and ethical 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 of the University.
- Nursing students must be cognizant of standards of patient privacy and confidentiality that must be maintained in all environments, including online, and must refrain from posting identifiable patient information online.
- If they interact with patients on the internet, students must maintain appropriate boundaries in accordance with professional ethical guidelines just as they would in any other context. To maintain appropriate professional boundaries, students should separate personal and professional content online.
- When students see content posted by colleagues that appears unprofessional, they have a responsibility to bring that content to the attention of the individual, so that s/he can remove it and/or take other appropriate actions. If the behavior significantly violates professional norms

and the individual does not take appropriate action to resolve the situation, the student should report the matter to the Assistant Dean of Undergraduate Programs.

- Students must recognize that actions online and content posted may negatively affect their reputations among patients and colleagues, have consequences for their careers, and can undermine public trust in the nursing profession.

INTERACTIVE VIDEOCONFERENCING

Any dialogue you engage in on interactive video conferencing sites that the University of Utah supports, such as ZOOM, is publicly available. This is true even in “private” chat rooms or while “instant messaging.” Professional dialogue and behavior are expected at all times.

BREAST FEEDING AND BREAST PUMPING POLICY

University Student Code protects the rights of all groups of 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 the baby
 - The College 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 College 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.

EDUCATIONAL RECORDS AND PRIVACY RIGHTS

The University of Utah College of Nursing student records are governed by the Family Educational Rights and Privacy Act (FERPA). FERPA grants to all University students the following basic rights:

- The right to request access to your education records
- The right to have your education records protected from disclosure except in certain limited circumstances
- The right to designate basic directory information (e.g. name, address, telephone number, dates of attendance, etc.) as part of your private education records
- The right to seek an amendment to education records that are inaccurate, misleading or in violation of your privacy rights
- The right to complain to the U.S. Department of Education should your FERPA rights be violated

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.

For more information about each of these rights and about the processes for exercising these rights, please refer to the website of the University's Registrar at <http://registrar.utah.edu/handbook/ferpa.php>

INFORMATION SECURITY POLICY

The University of Utah Health Sciences has adopted a policy of using only encrypted devices for students. Steps to encrypt your laptop are included in the Pre-Orientation Canvas course. Additional information is available at <http://encryption.uucon.org/>

Under normal circumstances students will not keep Protected Health Information (PHI) 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 PHI 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.

TECHNICAL REQUIREMENTS FOR COMPUTERS

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

- Encryption is required (<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 BG available hard drive space
- Wireless NIC (Network Interface Card)
- Webcam, microphone and speakers

COLLEGE GOVERNANCE

COLLEGE OF NURSING COMMITTEES

Students are invited and encouraged to become student representatives on 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 (RPT)
- Awards and Recognition Committee
- Program Committees (Baccalaureate, Mater's Doctoral, PhD)
- Outreach and Inclusion Committee
- 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.

COLLEGE STUDENT COUNCIL

This student organization is designed to:

- Promote and encourage involvement of student in nursing activities, to broaden their perspective of nursing and to develop more interest, responsibility and commitment to nursing as a profession.
- 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).
- Provide for official representation of the U or U CON students at national, state and local conventions or gatherings related to nursing, specifically or generally.
- Coordinate student activities within the College of Nursing
- Represent the U of U CON students' opinions and to initiate action upon issues arising in the College and within the community.
- Ensure representation and participation of students in academic and administrative policy formation within the U of U CON.
- Provide communication and interaction between students, administration, and faculty.
- Influence health care, nursing education and practice through legislative and other activities as appropriate.
- Represent all U or 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 the Gamma Rho website (<http://nursing.utah.edu/sigma-theta-tau/index.php>) or one of the officers for more information.

STUDENT LIFE RESOURCES

GETTING U-CONNECTED

To access online resources at the University, students must have a UNID (University Network ID), password and U or U email account. Step-by-step instructions for setting up ID, password and email can be found at <http://undergradbulletin.utah.edu/resources/tech-info.php>.

For students new to the University, the UNID can be found on the official acceptance notification from the U. Initial password is the student's birthday; month, day and year (00/00/00). This will be changed on the first entry into the system. Former University of Utah students are able to continue using the existing UNID. Contact Campus Helpdesk at 801-581-4000 for assistance.

Check your Umail regularly as this is the official and only communication format of the University of Utah. All correspondence from your faculty and the Office of Student Services will be conducted through Canvas and Umail. Do not use personal or industry email addresses (such as Gmail, yahoo, imail, etc) for any University-related communication. Email sent to our central server can also be forwarded to any other existing email accounts on or off campus, if you choose. However, do not forward emails with "Protected Health Information." For step-by-step instructions visit www.it.utah.edu and follow the appropriate links.

UCARD

Students are required to have a U Identification Card. Two locations exist that furnish the UCard. (<http://www.ucard.utah.edu>):

- Ray Olpin Student Union Building
200 South Central Campus Drive #225
Office hours: Mon-Fri, 8:00 am-6:00 pm
- UUHSC – School of Medicine, Room AC143C
Office hours: Mon-Fri, 9:00 am-5:00 pm

UNIVERSITY SAFETY STATEMENT

The University of Utah values the safety of all campus community members. In an emergency, dial 911 or seek a nearby emergency phone (located throughout campus). To report suspicious activity or to request a courtesy escort, call campus police at 801-585-COPS (801-585-2677). Important emergency alerts and safety messages regarding campus safety can be received via text message.

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>. For more information regarding safety and to view available training resources, including helpful videos, visit safeu.utah.edu. Personal well-being is key to personal safety. For crisis, call 801-587-3000 for help.

The University has additional 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 students to other resources to address a

range of issues, including substance abuse and addiction.

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. All questions or concerns will be treated with complete confidentiality. For further information contact the Office of Equal Opportunity and Affirmative Action at 801-581-8365 or visit <https://regulations.utah.edu/general/1-012.php>.

ADDRESSING SEXUAL MISCONDUCT

Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, 135 Park Building, 801-581-8365 (<https://oeo.utah.edu/>), or the Office of the Dean of Students, 270 Union Building, 801-581-7066. For support and confidential consultation, contact the Center for Student Wellness, 426 SSB, 801-581-7776. To report to the police, contact the Department of Public Safety, 801-585-2677(COPS).

MARRIOTT WRITING CENTER

The University Writing Center provides writing consultations for students inside the Marriott Library, Room 1180B. Funded by the Graduate School of the University of Utah and staffed by expert writing fellows, the new Graduate Writing Center is ready to help graduate students in all disciplines with their writing projects. Our goal is to help you become a more confident writer. <https://writingcenter.utah.edu/grad-student-services.php>

COUNSELING CENTER

The [University Counseling Center](#) (UCC) provides developmental, preventive, and therapeutic services and programs that promote the intellectual, emotional, cultural, and social development of University of Utah students. The Center helps students resolve existing problems, prevent potential problems, and develop new skills that will enrich their lives. Call 801-581-6826 during business hours and the 24/7 Crisis line at 801-587-3000 after hours.

CENTER FOR STUDENT WELLNESS

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

VETERANS CENTER

The University has a Veterans Support Center on campus. They are located in the Olpin Union Building, Room 161; hours Mon-Fri 8-5 pm. Please visit <https://veteranscenter.utah.edu/> for more information about the support they offer, a list of ongoing events and links to outside resources.

LGBTQ RESOURCE CENTER

The University of Utah offers support for members of the LGBTQ Community through its Resource Center, located in the Olpin Union Building, Room 409; hours Mon-Fri 8-5 pm. Visit <https://lgbt.utah.edu/> for additional information about the support they offer, a list of events through the Center, and links to additional resources.

LEARNERS OF ENGLISH AS AN ADDITIONAL/ SECOND LANGUAGE

Several resources are available on campus offering support for language development and writing for those new to the English language. 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>), and the English Language Institute (<http://continue.utah.edu/eli>).

Appendix A: Appealing an academic action related to failing grade

A student who believes that an academic action was 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 notification of the action.

The faculty has ten (10) 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, ME, DNP) or Program Director (Gerontology Interdisciplinary Program) for resolution.

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 Associate Dean for Academic Programs at the College of Nursing within forty (40) days of notification of the academic action.

Within fifteen (15) days of consultation with the student, the Associate Dean of Academic Programs will 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 College of Nursing Academic Appeals Committee within fifteen (15) 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 will 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) days prior to 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 Committee receives a written appeal by the student, the faculty members involved can respond to the written appeal within five (5) days after the appeal is received.

To overturn the original action, the Academic Appeals Committee must find that the academic action was arbitrary and/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 College of Nursing within ten (10) days after the conclusion of the hearing.



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



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



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 shall be notified of the decision.

Appendix B: Appealing an academic action related to a recommendation for dismissal

Upon receipt of a recommendation, the Dean will notify the department or program director, and, within a reasonable time, discuss the alleged misconduct with the accused student, giving the student the opportunity to respond.

The Dean, or the Dean's designee, may interview the complaining party and any other persons believed to have pertinent factual knowledge of the allegations. The Dean may also review any other relevant evidence. The Dean shall determine if there is a reasonable basis to believe the student engaged in academic, behavioral or professional misconduct.



If the Dean determines that there is no reasonable basis to believe the student has engaged in professional misconduct, the Dean will notify the student within twenty (20) days of receipt of the complaint, and the matter will be dismissed



If the Dean determines that there is a reasonable basis for believing that the student engaged in misconduct, h/she will determine whether efforts at informal resolution are appropriate and, if so, will take whatever steps are useful to that end within twenty (20) days of receipt of the complaint. If an informal resolution is reached and the responding student complies with the terms and conditions of the resolution, no further action against the student will be taken and the matter will be closed.



If informal resolution is inappropriate, or if efforts at informal resolution are not successful, the Dean shall, within twenty (20) days of receipt of the complaint, refer the complaint, including his or her recommendations for sanctions, to the Academic Appeals Committee, and so notify the student in writing.



The student responding to the complaint and recommendations may deliver his/her response to the chair of the Academic Appeals Committee, with a copy to the Dean, no later than five (5) days after receipt of the complaint and recommendations. The Committee chair will schedule a hearing following the guidelines in the University of Utah Student Code (<https://regulations.utah.edu/academics/6-400.php> Section VI)

