



**HEALTH**  
**UNIVERSITY OF UTAH**

**MASTERS OF SCIENCE NURSING PROGRAM**  
**POLICY AND PROGRESSION MANUAL 2020-2021**

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

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Table of Contents

WELCOME ..... 5

COLLEGE OF NURSING MISSION AND VISION ..... 5

    MISSION STATEMENT ..... 5

    VISION STATEMENT ..... 5

ACCREDITATION ..... 5

MASTERS OF SCIENCE IN NURSING DEGREE PROGRAM OUTCOMES ..... 5

PROGRESSION IN THE GRADUATE PROGRAM ..... 6

    DEGREE REQUIREMENTS ..... 6

    GRADE REQUIREMENTS ..... 6

    PROBATION ..... 7

    APPEALS ..... 7

    LEAVE OF ABSENCE ..... 7

    DISMISSAL ..... 7

ACADEMICS ..... 7

    ADVISING ..... 7

    ASSESSMENT ..... 9

    SPECIALTY EXAMINATIONS ..... 9

    SYNTHESIS/THESIS ..... 9

    SYNTHESIS OPTION ..... 9

    THESIS OPTION ..... 9

    GRADUATION ..... 10

    INCOMPLETE GRADES ..... 10

    ABSENCES ..... 10

    TRANSFER OF GRADUATE CREDIT ..... 10

    REQUEST TO CHANGE SPECIALTY TRACK ..... 11

    CREDIT/NO CREDIT ..... 11

COLLEGE OF NURSING PROFESSIONAL GUIDELINES ..... 11

    PROFESSIONAL BEHAVIOR ..... 11

    CLASSROOM AND CLINICAL PROFESSIONAL BEHAVIOR ..... 12

    EXPECTATIONS AND PROFESSIONAL STANDARDS ..... 12

    CONSEQUENCES OF UNPROFESSIONAL BEHAVIOR ..... 12

    STATEMENT REGARDING SOCIAL MEDIA ..... 13

GUIDELINES FOR USE OF SOCIAL MEDIA .....	13
INTERACTIVE VIDEOCONFERENCING .....	14
POLICIES RELATED TO CHEATING AND PLAGIARISM .....	14
ACADEMIC POLICIES AND GUIDELINES .....	15
ACADEMIC MISCONDUCT AND APPEALS COMMITTEE .....	15
ADMINISTRATIVE DETAILS .....	15
UNIVERSITY COMMUNICATION (UMAIL).....	15
INFORMATION SECURITY POLICY.....	16
AMERICANS WITH DISABILITIES ACT OF 1990 .....	16
SEXUAL HARASSMENT .....	16
ADDRESSING SEXUAL MISCONDUCT .....	16
UNIVERSITY SAFETY STATEMENT.....	17
PRIVACY RIGHTS OF STUDENTS .....	17
PARENTAL LEAVE POLICY .....	17
BREAST FEEDING AND BREAST PUMPING POLICY .....	17
REQUIREMENTS FOR PARTICIPATION IN CLINICAL ACTIVITIES .....	18
HEALTH AND SAFETY REQUIREMENTS FOR NURSING STUDENTS .....	18
MANDATORY TRAINING FOR COMPLIANCE WITH FEDERAL HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) .....	19
MANDATORY TRAINING FOR COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION REQUIREMENTS (OSHA).....	19
CARDIOPULMONARY RESUSCITATION CERTIFICATION .....	19
TUBERCULOSIS SCREENING REQUIREMENTS .....	19
IMMUNIZATION REQUIREMENTS.....	19
HEALTH INSURANCE COVERAGE.....	20
ADDITIONAL INFORMATION REGARDING IMMUNIZATIONS, TRAINING AND TESTING OBLIGATIONS .....	20
FACULTY RIGHT TO REQUEST MEDICAL CLEARANCE.....	20
UNIVERSITY OF UTAH STUDENT RESOURCES.....	21
GRADUATE WRITING CENTER.....	21
COUNSELING CENTER .....	21
CENTER FOR STUDENT WELLNESS .....	21
VETERANS CENTER.....	21
LGBTQ RESOURCE CENTER .....	21
APPENDIX A: APPEAL OF GRADES AND OTHER ACADEMIC ACTIONS.....	22



## **WELCOME**

On behalf of the Dean, administration, faculty, and staff at the College of Nursing we congratulate you on your choice to study at the University of Utah and wish you every success in your career. The MS Policy and Progression manual, along with the [Graduate Catalog](#), and specialty track information will help to make your graduate experience successful. Please refer to these resources regularly as information may change.

## **COLLEGE OF NURSING MISSION AND VISION**

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

### **MISSION STATEMENT**

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

### **VISION STATEMENT**

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

## **ACCREDITATION**

The Northwest Commission on Colleges and Universities (NWCCU) accredits the University of Utah, including the degree programs it offers. The Commission on Collegiate Nursing Education (CCNE) also accredits the College of Nursing's baccalaureate, master and doctor of nursing practice programs. The 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. 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.

## **MASTERS OF SCIENCE IN NURSING DEGREE PROGRAM OUTCOMES**

For the Master of Science degree, the College of Nursing prepares students for advanced nursing roles in the specialty tracks of Care Management, Nursing Education, and Nursing Informatics.

Nurses in advanced roles graduating from the College of Nursing recognize the master's prepared nurse:

- Expands on their knowledge of science and humanities gained in their undergraduate programs by integrating and applying scientific findings from a broad range of disciplines to practice.
- Works with individuals, families, and populations in diverse settings and healthcare systems to develop and lead initiatives promoting safe, high quality, culturally sensitive, and cost-effective patient care.
- Integrates advanced knowledge and skills to assure high quality outcomes for individuals, families, population groups and systems.

- Translates and applies evidence-based research outcomes to improve practice and associated health outcomes for patient aggregates.
- Delivers ethical healthcare using information and communication technologies to integrate and coordinate care.
- Exercises leadership and advocacy to positively shape the development, implementation, and evaluation of health policy and healthcare delivery.
- Leads and participates in interdisciplinary collaborations aimed at improving healthcare delivery and care coordination.
- Applies principles of social determinants of health to plan, deliver, manage and evaluate preventative care to diverse settings, individuals and populations.
- Demonstrates professionalism, values lifelong learning, and recognizes the need to adapt practice to changing social, political and global healthcare environments.

In addition, specialty track competencies/content prepare the MS graduate for those graduate and didactic learning experiences for a particular specialty. Competencies, content, and practical experiences needed for specific roles in specialty areas are delineated by national specialty nursing organizations. Please ask the specialty track directors for information about the specific objectives and Core Competencies for your specialty area.

## **PROGRESSION IN THE GRADUATE PROGRAM**

### **DEGREE REQUIREMENTS**

The College of Nursing graduate programs of study include all the didactic and clinical requirements necessary for the awarding of the graduate degree and eligibility for certification and licensing (where applicable). Course work must be completed within four (4) years. Baccalaureate prepared nurses who are candidates for graduate degrees in the College of Nursing must accumulate the minimum number of credits specified in the plan of study for their specialty concentration. Please refer to your specific specialty track for information about additional requirements.

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

### **GRADE REQUIREMENTS**

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

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

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

## **PROBATION**

Students will automatically be placed on probation if their cumulative GPA falls below 3.0 or if they have two course grades that fall below a B-. When a student's GPA falls below 3.0, they will have one semester to raise their GPA to 3.0 or above. Students who do not raise their GPA to a minimum of 3.0 will be recommended for dismissal from the MS program.

## **APPEALS**

If students wish to appeal a grade and believe that the faculty member was 'arbitrary and capricious' in the assignment of their grade, please refer to Appendix A: Process for Grade Appeal and other Academic Actions.

The College of Nursing provides students and faculty with a vehicle for the making of decisions relative to student-contested academic actions, academic sanctions for misconduct, and dismissals from participating in class. The document is in accordance with the directives outlined in the Student Code found at: <https://regulations.utah.edu/academics/6-400.php>

## **LEAVE OF ABSENCE**

A student wishing to discontinue study for one or more semesters must file a Request for Leave of Absence form available from the Office of Student Service or from the Registrar's Office <https://registrar.utah.edu/pdf/graduate-leave-absence.pdf>. Leaves are granted for a maximum of one academic year at a time. Leaves of Absence (LOA) are only granted for extenuating and unusual circumstances.

The College of Nursing reserves the right to deny a LOA request. An LOA does NOT extend the time period for finishing an incomplete. The LOA is void if a student registers for classes in a semester for which a leave was granted. LOAs must be approved by the appropriate Specialty Track Director or faculty Designee or the supervisory committee chair (if different) and the Department Chair or Director of Graduate Studies.

## **DISMISSAL**

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

## **ACADEMICS**

### **ADVISING**

Students have a faculty academic advisor, who is generally the Specialty Track Director or faculty designee. The advisor will meet with the student at regular intervals to review progress and tailor the

plan of study, if necessary.

Students also have a designated graduate program manager in the College of Nursing Student Services and Academic Programs Office. The program manager will help to navigate University of Utah policies and procedures, connect you to College of Nursing and University of Utah resources, and keep you informed of important information related to progression and graduation. The MS Lounge, found through your Canvas homepage, is an information resource hub for timely announcements, forms, and deadlines.

### **COURSE WORK**

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

Elective courses may include independent study. Students who wish to register for independent study must identify a faculty member to supervise and provide the earned grade for the independent study. The student and faculty must develop a list of objectives and outcomes for the project. A request form for independent study can be obtained from your graduate program manager.

Students may use elective credits to obtain certification in a sub-specialty area relevant to their practice; the student's supervisory committee must approve such requests

### **CREDITS PER SEMESTER**

Candidates for a graduate degree will not be permitted to register for more than sixteen (16) credit hours in any one semester. A minimum of nine (9) credit hours per semester is needed for full-time status, except during the summer semester.

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

### **MINIMUM CONTINUOUS REGISTRATION**

Graduate students must maintain continuous registration (1 credit minimum at the graduate level) from the time of formal admission through the completion of requirements for the degree they are seeking unless granted an official leave of absence. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, their records are inactivated. The regulations do not apply to summer term.

### **POLICY ON LATE WORK**

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.

### **SUPERVISORY COMMITTEE**

A supervisory committee monitors the general progression of graduate students. The supervisory

committee consists of the Specialty Track Director, the Assistant Dean of MS/DNP Programs, and scholarly project chair. In the event that two of these members are the same, the Associate Dean for Academic Programs will be the third member. Supervision of the student's progress is the responsibility of the Specialty Track Director.

### **ASSESSMENT**

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

Specialty Track Directors will ensure that each student in their specialty track has a formative evaluation at least once per academic year using the Academic Progress form. The Specialty Track Director, or faculty designee, will meet with the student for this evaluation. The student is responsible for bringing a copy of the most current grade transcript to the meeting for review. Specialty Track Directors, or designees, will review the transcript and summaries of the student's clinical performance (if appropriate), and complete the Academic Progress form.

### **SPECIALTY EXAMINATIONS**

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

### **SYNTHESIS/THESIS**

Graduate students are expected to complete a final project that demonstrates a synthesis of clinical and didactic learning and demonstrates achievement of the objectives of graduate education. Candidates for the Master of Science degree in the College of Nursing have the option of a Synthesis or Thesis.

### **SYNTHESIS OPTION**

Selection of the Master of Nursing Synthesis Option requires students to complete a specific course (NURS 6888) and may require specific elective courses to complement their career goals. Students should work with their Specialty Director to select appropriate courses for their area of study. Master of Nursing synthesis includes an oral comprehensive exam that covers nursing role, research, and theory. The final paper for the course is considered the final examination that covers breadth and integration of material in the field.

### **THESIS OPTION**

A Thesis Option is also available to Master of Nursing students. The purpose of the thesis is the generation of new knowledge or replication of previous knowledge. Students who select the thesis option should discuss the requirements with the Specialty Track director and graduate program manager, as there are specific University Graduate School requirements for this option. Information about these requirements and the formation of a separate thesis supervisory committee can be found at <https://gradschool.utah.edu/thesis/>

The Institutional Review Board of the Health Science Center must approve all research involving human subjects before they are implemented. More information can be found at <https://irb.utah.edu/submit-application/>

## **GRADUATION**

Students who successfully complete their plan of study and scholarly project are eligible for graduation. To officially graduate from the University of Utah, all work must be completed according to the deadlines in the calendar on the University of Utah Graduate school website: [www.gradschool.utah.edu](http://www.gradschool.utah.edu). Exceptions may occur when courses are completed summer semester following convocation. The Specialty Track Director, the Assistant Dean of MS/DNP Programs, or the Associate Dean for Academic Affairs must approve exceptions.

Graduation applications are required to be submitted by the student by the deadlines established by the University. Applications and additional information can be found at <https://registrar.utah.edu/handbook/graduategraduation.php>. After the application has been submitted, your personal graduation information section on the Campus Information System will be updated.

## **INCOMPLETE GRADES**

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

## **ABSENCES**

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

College or University sanctioned absences (such as attendance or presentation at an approved professional conference) may allow for "reasonable adjustments, modifications or adaptations" by course instructors, to allow the student the opportunity to make up missed course requirements, assignments and examinations. Such absences must follow the College of Nursing Co-Curricular Absence Policy and receive approved in advance by the Specialty Track Director and Assistant Dean for the MS & DNP Programs using the College of Nursing Sanctioned Co-Curricular Activity form (found on Pulse).

## **TRANSFER OF GRADUATE CREDIT**

Per University of Utah policy, no more than six (6) semester hours may be transferred from other institutions for graduate credit. The Specialty Track Director must approve transfer credits. Credit may

be applied toward fulfillment of graduate degree requirements, provided the transferred courses are passed with a B- or higher grade, are graduate level courses, and are taken within five (5) years. Courses taken for credit/no credit are not transferable.

### **REQUEST TO CHANGE SPECIALTY TRACK**

Students wishing to switch to a different specialty track must submit a completed application for admission to the College of Nursing for the next admission cycle. Students will be reviewed for admission to a different specialty track with the pool of incoming applicants.

### **CREDIT/NO CREDIT**

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

## **COLLEGE OF NURSING PROFESSIONAL GUIDELINES**

### **PROFESSIONAL BEHAVIOR**

The College of Nursing identifies unprofessional behavior as a cause for an academic dismissal. An academic action may be overturned on appeal only if the academic action was arbitrary or capricious (i.e., all of the important facts were not considered). The College believes that professional behavior is an integral part of each student's nursing education.

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

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

for shaping social policy.

### **CLASSROOM AND CLINICAL PROFESSIONAL BEHAVIOR**

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

- Attending orientations, class and clinical.
- Taking exams as scheduled.
- Arriving and leaving class and clinical as scheduled.
- Adhering to the appropriate dress code when in clinical.
- Accepting responsibility for own actions.
- Dealing with others (peers, faculty, patients and clients) in a respectful, sensitive and nonjudgmental manner.

Faculty members acknowledge that emergencies exist and will work with students in these situations as they arise. Note: emergencies do NOT include:

- Scheduling work or vacation during class or clinical or final exam times. (Missing class in order to work is not an excused absence.
- Non-emergent doctor or dental appointments.
- Being fatigued due to your own actions.
- Planning “special” events that interfere with class or clinical time.

### **EXPECTATIONS AND PROFESSIONAL STANDARDS**

- Respect other’s space. No pagers or cell phones in class or clinical.
- Start and end class on time.
- Maintain a professional appearance and image.
- Assume accountability for preparation in class and clinical.
- Maintain constructive verbal and non-verbal behavior.
- Care for others in an empathetic manner.
- Display honest, open, respectful communication.
- Maintain confidentiality of all patient information.
- Promote teamwork and helping behavior for colleagues.
- Exhibit academic and personal honesty and integrity.
- Uphold personal and professional ethics.
- Respect all individuals’ differences (i.e., culture, ethnicity, religion, work experience, gender, age, sexual orientation, etc.).

### **CONSEQUENCES OF UNPROFESSIONAL BEHAVIOR**

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

When problem behaviors are identified, the involved faculty member will counsel the student on the unacceptable behavior and indicate what type of behavioral change is expected and within what time frame. Faculty or staff will document the unacceptable behavior and actions taken in the student’s file.

In addition, the faculty will notify the appropriate specialty director(s), the Executive Director for Nurse Practitioner Education and the Assistant Dean for MS and DNP programs. If a decision regarding program progression needs to be made, the student's case may be brought forth to the Masters and DNP Program Committee. In all cases where an academic sanction is being considered, the Assistant Dean of Student Services and the Associate Dean for Academic Programs will be notified. The student will be given a copy of the documentation submitted to his/her file.

If the student believes that the academic sanction taken against them was arbitrary or capricious, the student may appeal by following the policies and procedures set forth in the University of Utah Student Code <https://regulations.utah.edu/academics/guides/students/studentRights.php>

### **STATEMENT REGARDING SOCIAL MEDIA**

When using social media, students are expected to act with courtesy and respect toward others. Regardless of where or when they make use of these media, students are responsible for the content they post or promote. Students may be subject to action by the University for posting or promoting content that substantially disrupts or materially interferes with University activities or that might lead University authorities to reasonably foresee substantial disruption or material interference with University activities. This action may be taken based on behavioral misconduct, and may range from a reprimand or failing grade to dismissal from a program or the University.

### **GUIDELINES FOR USE OF SOCIAL MEDIA**

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

- Post content that reflects positively on you and the University. Be aware not only of the content you post, but of any content that you host (e.g., comments posted by others on your site). Content you host can have the same effect as content you post.
- Though you may only intend a small group to see what you post, a much larger group may actually see your post. Be aware that your posts may be offensive to others, including classmates or faculty members who may read what you post.
- Employers and others may use social media to evaluate applicants. Choosing to post distasteful, immature, or offensive content may eliminate job or other opportunities.
- Once you have posted something via social media, it is out of your control. Others may see it, repost it, save it, forward it to others, etc. Retracting content after you have posted it is practically impossible.
- If you post content concerning the University, make it clear that you do not represent the University and that the content you are posting does not represent the views of the University.
- Make sure the content you post is in harmony with the ethical or other codes of the program. In certain circumstances, your program may have made these codes binding on you, and violations may result in action against you.
- If you are in a program that involves confidential information, do not disclose this information. The University may take action against you for disclosures of confidential information.

Realize that you may be subject to academic sanctions by the college or University for posting or promoting content that substantially disrupts or materially interferes with University activities; or that might lead University authorities to reasonably foresee substantial disruption or material interference with University activities. This action may be taken based on behavioral misconduct, academic

performance, academic misconduct, or professional misconduct, and may range from a reprimand or failing grade to dismissal from a program, the college, or the University.

### **INTERACTIVE VIDEOCONFERENCING**

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

### **POLICIES RELATED TO CHEATING AND PLAGIARISM**

The University of Utah policies on plagiarism and cheating are clear. The University of Utah Student Code defines academic misconduct as: Academic misconduct includes, but is not limited to, cheating, misrepresenting one’s work, inappropriately collaborating, plagiarism, and fabrication or falsification of information... It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct.

“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 community service, a written reprimand, and/or a written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession or discipline for which the student is preparing.

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

The complete University of Utah Code of Student Rights is on the University web site <https://regulations.utah.edu/academics/6-400.php>.

## **ACADEMIC POLICIES AND GUIDELINES**

The Code of Student Rights and Responsibilities (Student Code) has seven parts: General Provisions and Definitions, Student Bill of Rights, Student Behavior, Student Academic Performance, Student Academic Conduct, Student Professional and Ethical Conduct, and Student Records. The purposes of the Student Code are to set forth the specific authority and responsibility of the University to maintain social discipline, establish guidelines that facilitate a just and civil campus community, and outline the educational process for determining student and student organization responsibility for alleged violations of University regulations. University policies have been designed to protect individuals and the campus community and create an environment conducive to achieving the academic mission of the institution. The Student Code is at <https://regulations.utah.edu/academics/6-400.php>.

## **ACADEMIC MISCONDUCT AND APPEALS COMMITTEE**

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

## **ADMINISTRATIVE DETAILS**

### **UNIVERSITY COMMUNICATION (UMAIL)**

A Umail account through the University is required. You must set up your Umail account as soon as you are accepted to the University of Utah. 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](http://www.it.utah.edu) and follow the appropriate links.

## **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 Graduate Nursing 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](mailto:IT_policy@utah.edu).

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

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

Students are encouraged to contact the University Center for Disabled Student Services at 801-581-5020 with questions, concerns, or when they require assistance.

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

## **SEXUAL HARASSMENT**

The University of Utah expects members of the University community to treat one another with respect. Sexual harassment is a violation of Title IX of the Educational Amendments of 1972, and is a violation of University policy. 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, 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).

## **UNIVERSITY SAFETY STATEMENT**

The University of Utah values the safety of all campus community members. To report suspicious activity or to request a courtesy escort, call campus police at 801-585-COPS (801-585-2677). You will receive important emergency alerts and safety messages regarding campus safety via text message. For more information regarding safety and to view available training resources, including helpful videos, visit [safeu.utah.edu](https://safeu.utah.edu).

## **PRIVACY RIGHTS OF STUDENTS**

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

## **PARENTAL LEAVE POLICY**

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

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

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

- The College of Nursing will provide pregnant students, upon request, reasonable accommodations such as classroom space, elevator access, or reasonable time away from class for restroom trips without requiring written confirmation from a medical provider.
- The College of Nursing will accommodate excused absences due to pregnancy, childbirth, or pregnancy-related conditions as specified in the healthcare provider's note detailing the duration of time needed for accommodations.
- Students who have a medically excused absence due to pregnancy, childbirth or pregnancy related conditions will be provided the same or equivalent resources provided to students with other temporary medical conditions.
- Reasonable accommodations for a pregnancy, childbirth or pregnancy-related conditions and any related medical illness, as with any other medical illness, may include a leave of absence if it is determined that the fundamental nature of the program cannot be maintained due to the limitations set forth by the provider's note.
- Partners/spouses of childbearing women may request reasonable accommodations deemed necessary to care for their partner/spouse with a medically excused absence due to pregnancy, childbirth, or pregnancy related conditions.

## **BREAST FEEDING AND BREAST PUMPING POLICY**

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

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

## **REQUIREMENTS FOR PARTICIPATION IN CLINICAL ACTIVITIES**

### **HEALTH AND SAFETY REQUIREMENTS FOR NURSING STUDENTS**

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. You will NOT be allowed in clinical agencies without the appropriate verification.

**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.

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

### **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, you must renew your screening annually. This can be done with a single step PPD test, or a blood test such as QuantiFERON Gold or T-SPOT. The screening must be completed before your previous test expires.

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

### **IMMUNIZATION REQUIREMENTS**

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

- Tetanus / Diphtheria / Pertussis known as Tdap current if received within the last 10 years. Accepted proof: record of vaccination
- 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
- Varicella (Chicken Pox) (1) accepted proof: record of two (2) vaccinations or proof of immunity via blood test results
  - Hepatitis B accepted proof: documentation of three (3) vaccinations and a surface antibody titer proving immunity (result of “reactive”)
  - **Seasonal Influenza** must be renewed yearly, after September 1, with current season’s vaccination. Accepted proof: proof of vaccination

Students who are currently in process of receiving their vaccinations are allowed to begin their rotation. If the titer administered after the three (3) vaccinations does not prove immunity (result of “not reactive”), student must redo the series.

Students will be considered “non-responders” after documentation of completing the vaccination series twice (total of 6 vaccinations) followed by a “not reactive” titer result.

### **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/>

### **ADDITIONAL INFORMATION REGARDING IMMUNIZATIONS, TRAINING AND TESTING OBLIGATIONS**

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

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.

### **FACULTY RIGHT TO REQUEST MEDICAL CLEARANCE**

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

## **UNIVERSITY OF UTAH STUDENT RESOURCES**

### **GRADUATE WRITING CENTER**

The University Graduate Writing Center provides writing consultations for graduate students inside the Graduate Student Reading Room of 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](http://www.wellness.utah.edu) or 801-581-7776.

### **VETERANS CENTER**

The University has a Veterans Support Center located in the Olpin Union Building. Please visit <https://veteranscenter.utah.edu/> for more information.

### **LGBTQ RESOURCE CENTER**

The University of Utah offers support for members of the LGBTQ Community through its Resource Center. Visit <https://lgbt.utah.edu/> for additional information.

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

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

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

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

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

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

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

(Continued on page 23)

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

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

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

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