



The University of Utah

College of Nursing

UNIVERSITY OF UTAH COLLEGE OF NURSING

RN-BS STUDENT HANDBOOK 2007 - 2008

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

Revised 12/2007

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Dear Student:

Welcome to the University of Utah College of Nursing. The faculty, staff and I extend congratulations to you upon admission to the college. As you become oriented to the College of Nursing, it is important that you acquaint yourself with policies, procedures, and resources. We trust that this manual will be helpful to you as you progress through your program of study.

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

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

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

Sincerely,



Maureen R. Keefe, RN, PhD, FAAN
Dean and Presidential Endowed Professor

MRK/cjg

Welcome to the College of Nursing RN-BS Program

Your faculty advisor throughout the program will be:

Sue Chase Cantarini MS, RN
RN-BS Program Coordinator
Phone: (801) 585-9642
FAX: (801) 581-4642
E-mail: susan.cantarini@nurs.utah.edu

Academic advising is also available in the office of Academic Affairs and Student Services:

Cindy Weatbrook
Academic Advisor
College of Nursing, Room 428
Phone: (801) 581-8794
FAX: (801) 585-9705
E-mail: cynthia.weatbrook@nurs.utah.edu

We have carefully planned your schedule to meet the major requirements for the BS in Nursing. However, you should thoroughly review your admission letter from the University of Utah regarding the meeting of general education requirements. The University College Advisor at 581-8146 can assist you in determining your graduation status.

Your planned date of graduation is *December 2008*. Since the University only celebrates graduation in May of each year, you will be invited participate in the Commencement and Convocation Ceremonies in *May of 2009*.

The faculty and staff of the College of Nursing are committed to providing the best experience possible as you complete your bachelor's degree. Don't hesitate to seek any assistance that you may need.

COLLEGE OF NURSING ADMISSION & ADVANCEMENT POLICIES AND PROCEDURES

I. ADMISSION

A. General Information

1. Cumulative GPA required - 2.80
2. Required pre-nursing courses GPA - 2.80
3. Completion of all required pre-nursing courses with a letter grade of "C" or better ("C-" grades are not acceptable and must be repeated) PRIOR to beginning the nursing program. We highly recommend repeating Anatomy and Physiology if it is over 7 years old from the time you would start the RN-BS program.
4. General Education, Math and American Institutions courses must be taken as required by the University of Utah. Refer to the University of Utah General Catalog Bulletin <http://www.acs.utah.edu/GenCatalog/deptdesc/ugs.html> for complete information on graduation requirements.

B. Application

1. RN-BS students have the same admission criteria, prerequisite requirements, general education requirements and graduation requirements as noted in A and B above. They should possess an Associate Degree in Nursing from an accredited institution.
2. Applicants may apply to the RN-BS program, or to the RN-BS Geriatric Nursing Leadership program (GNL).
3. RN-BS students must show proof of current RN licensure to practice in the State of Utah.
4. RN students apply for Fall term admission only.

C. Requesting Transfer of Nursing Credit from a Different Institution

1. Students must be transferring from an accredited baccalaureate program.
2. The baccalaureate application packet must be submitted to the Office of Academic Affairs and Student Services, Room 425, College of Nursing.
3. A letter of good standing from the Dean or Chair of the previous nursing program is required.
4. Students must complete the same pre-requisite, general education and graduation requirements as noted in A. & B. above.

5. Course outlines of previously completed nursing courses must be submitted by the applicant, and will be reviewed by faculty of courses which may be equivalent. Recommendations by reviewing faculty will be submitted to the Chair of the Baccalaureate Admissions and Advancement Committee.
6. The Baccalaureate Admissions and Advancement Committee will determine appropriate placement of the student based on qualifications, recommendations, and space available. A personal interview may be requested by the student or the evaluating faculty for purposes of clarification.
7. The Baccalaureate Admissions and Advancement Committee may require the student to document prior learning by passing a written and/or clinical examination.

D. International Students

1. Applicants must meet all University of Utah admission requirements for international students (see the University of Utah General Catalog).
2. Applicants must submit the same requirements as noted in A. and B. above.
3. In addition to the application packet, students for whom English is a second language must submit results of the Test of Spoken English (TSE) showing a score of 50 or better.
4. International students who are graduate nurses in their countries are required to complete the *Council on Graduates of Foreign Nursing Schools* (COGFNS) requirements and be licensed to practice as a Registered Nurse in the State of Utah in order to apply to the RN-BS Program.

II. PROGRESSION

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

A. Criteria for Progression

1. Letter grades of "C" or better are required in all nursing courses, including non-nursing electives ("C-" grades are not acceptable).
2. A minimum 2.00 cumulative GPA is required for graduation from the University of Utah.
3. Didactic and clinical courses must be completed satisfactorily

before advancement to the next level. Alterations in the printed program of study must be pre-approved by relevant faculty and the BAAC.

4. Incomplete (“I”) grades in clinical and accompanying didactic courses may not be carried over from one level to the next. This policy supersedes the University policy regarding incomplete grades.

5. Students in the nursing major are required to complete all General Education requirements for the BS degree at the University of Utah and all nursing courses prior to registering for NURS 4400 - Capstone. Exceptions to this policy must receive prior approval by the BAAC.

B. Academic Action / Academic Misconduct / Academic Sanction:

“Academic action” means the recording of a final grade (including credit/no credit and pass/fail) in a course. 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.

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

“Academic sanction” means a sanction imposed on a student for engaging in academic or professional misconduct. It may include, but is not limited to, requiring a student to retake an exam(s) or rewrite a paper(s), a grade reduction, a failing grade, probation, suspension or dismissal from the program or the University, or revocation of a student’s degree or certification.

Refer to the University of Utah Student Code for a further detailed discussion. (University Regulations: Policy 8-10 Rev 4: Chapter X, Sections I - VI).

C. Students are placed on academic probation for:

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

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

D. Grade Appeal

If a student fails a course and files a formal grade appeal, eligibility for continued enrollment for nursing clinical courses depends on BAAC approval. (See the College of Nursing Coordinator for Student Affairs for procedures for filing an appeal.)

E. Suspension / Dismissal

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

1. Receiving a grade of "C-" or less in the same nursing course twice
2. Receiving grades of "C-" or less in 2 nursing courses during the student's enrollment in the nursing program
3. Failure to maintain a cumulative GPA of 2.0
4. Unsafe clinical practice
5. Unprofessional behavior.

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

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

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

F. Assessment Technologies Institute Examinations for RN-BSN Students

Thirty hours of upper division academic credit is earned by RN students successfully completing four Assessment Technologies Institute (ATI) exams. Examinations cover the following topics: Pediatric Nursing, Maternity Nursing, Medical-Surgical Nursing and Psychiatric Nursing. The credits earned for each of these exams will be valid for only three years. If a student does not complete the RN-BS degree within that three year period, the credits become invalid. As such, the student will then need to retake the pertinent exams.

The established fee for each exam must be paid in advance of the exam administration. The exam dates will be determined by the Office of Academic Affairs and Student Services.

If a student does not pass a specific topic area, the exam(s) may be rescheduled for a second and last time. If a student fails any portion of the ATI examinations a second time, the student must consult with the Coordinator of the RN-BS Program to plan a program of remediation.

In consultation with the Coordinator of the RN-BS Program, if the student wishes to take the course pertaining to the relevant content material missed on the ATI exam(s), the student must submit such a petition to the Baccalaureate Admissions and Advancement Committee (BAAC). At the discretion of the BAAC and on a space available basis, the student may have the opportunity to earn credit for the failed ATI exam by taking and passing the relevant nursing course. Graduation and awarding of the BS degree is contingent upon successful completion of all university requirements, required nursing course work and/or passing the required ATI examinations.

G. Program Modification

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

Criteria for program modification are:

1. Any student with a modified program must meet all prerequisites to the involved course.
2. Application (in writing) for program modification should be

initiated by the student and submitted to the BAAC. Such requests need to be submitted to BAAC before the end of the semester preceding the semester for which the request pertains. If the request is made after this deadline, BAAC will consider whether it will accept the request or not.

3. Planning for the program modification will be developed by the student in consultation with the Baccalaureate Advisor in the office of Academic Affairs and Student Services. BAAC must be involved in all program changes involving academic status and progression.

4. Final approval of the student's program modification by BAAC is required before program modification may be implemented and it is dependent on space available.

H. Interrupted/Readmission/Withdrawal

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

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

Withdrawal from individual courses is according to University policy. Withdrawal from the nursing program must be made in writing to BAAC.

I. Graduation

Students must apply for graduation at least two semesters prior to the anticipated date of graduation. Forms are available electronically or in the Registrar's Office, 250 Student Services Building. University graduation requirements and application can be found at <http://www.sa.utah.edu/regist/>.

PROFESSIONAL BEHAVIOR

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

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

Nursing is a profession which has earned the public's trust. The importance of student integrity, trustworthiness and honesty are very serious concerns due to the implications to patient safety. A faculty member may refuse to have a student continue in their course, and the college may dismiss a student from the program, if the student's character does not uphold the professionalism of nursing. This is a serious matter for both the college and the student. Dismissal due to the lack of professional behavior is an academic dismissal.

Unprofessional behavior is also defined in Section 58-1-501 (Part 5) of the Utah Nurse Practice Act. The ANA Code for Nurses also defines professionalism, as follows:

ANA CODE FOR NURSES

1. The nurse provides services with respect for human dignity and the uniqueness of the client, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature.
3. The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
4. The nurse assumes responsibility and accountability for individual nursing judgments and actions.
5. The nurse maintains competence in nursing.
6. The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
7. The nurse participates in activities that contribute to the ongoing development of the profession's body of knowledge.

8. The nurse participates in the profession's efforts to implement and improve standards of nursing.
9. The nurse participates in the profession's efforts to establish and maintain conditions of employment conducive to high quality nursing care.
10. The nurse participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
11. The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

COLLEGE OF NURSING GUIDELINES

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

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

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

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

The following are expectations and professional standards for classroom and clinical behaviors for both students and faculty.

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

CONSEQUENCES OF UNPROFESSIONAL BEHAVIOR

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

1. Counsel the student on the unacceptable behavior and indicate what type of behavioral change is expected and within what time frame. The student's unacceptable behavior and the specific counseling will be documented by the faculty in the student's file; the Executive Director for Undergraduate Programs, BAAC, and the Manager of Academic Affairs and Student Services will be informed. The student is given a copy of the documentation which was submitted to his/her file. If the behavior is a **major** infraction, the student will be counseled, referred to the Semester Team Leaders, the Manager of Academic Affairs and Student Services, and BAAC; documentation will be placed in the student's file. The BAAC will ultimately evaluate the student's situation. Dismissal is a possibility.

If the student violates the University of Utah Student Code, he/she will be counseled and documentation will be placed in the student's file. The Executive Director for Undergraduate Programs, BAAC, and the Manager of Academic Programs & Student Services will be notified. BAAC may either refer to the University of Utah Academic Misconduct Committee (refer to <http://www.admin.utah.edu/ppmanual/8/8-10R3.html>) or make a recommendation to the Associate Dean for Academic Affairs and Student Services.

2. If the behavior from the minor infraction does not change within the given time frame, the faculty member will document the incidents and the attempted interventions. The documentation will be reviewed with the Semester Team Leader, the Executive Director for Undergraduate Programs, the Manager of Academic Affairs and Student Services, and BAAC. The documentation will be placed in the student's permanent file at the College of Nursing.

3. If the behavior occurs a third time, the faculty has the right to fail the student with further documentation being completed and placed in the student's file. BAAC will ultimately evaluate the student's situation. Dismissal is also a possibility. BAAC may make a referral to the University of Utah Academic Misconduct Committee.

Students are held responsible for content presented in class or clinical. Students whose behavior is unprofessional will receive sanctions, which may include: class or clinical grade being lowered, failing a course, or probation, suspension or dismissal from the class or program.

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

1. If a student receives a failing grade in a course, initially the student must discuss the situation with the involved faculty. If the student wishes to address the situation further, he/she may then contact the coordinator of the course. If the outcome is unsatisfactory, the student may then meet with the Executive Director for Undergraduate Programs. The student may also write a letter to BAAC stating his/her position. Also, lastly, the student may meet with the Associate Dean of Academic Affairs and Student Services to discuss the matter.

2. BAAC is responsible for evaluating a student's progression status once the student has failed a grade and/or demonstrated unsatisfactory behavior.

3. The student may appeal a grade by following the procedures outlined in the University Student Code.

POLICIES RELATED TO CHEATING AND PLAGIARISM

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

- B. Academic dishonesty 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 dishonesty by intentionally helping or attempting to help another to commit an act of academic dishonesty.
1. "Cheating" involves the unauthorized possession or use of information, materials, notes, study aids, or other devices in any academic exercise, or the unauthorized communication with another person during such an exercise. Common examples of cheating include, but are not limited to, copying from another student's exam; 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; violating any rules relating to academic conduct of a course or program.
 2. Misrepresenting one's work includes, but is not limited to, representing material prepared by another as one's own work; submitting the same work in more than one course without prior permission of both faculty members.
 3. "Plagiarism" means the 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 person's words, phrasing, ideas, sequence of ideas, information or any other mode or content of expression. It does not include honest error.
 4. "Fabrication or falsification" includes reporting experiments or measurements or statistical analyses never performed; manipulating or altering data or other manifestations of research to achieve a desired result; falsifying or misrepresenting background information, credentials or other academically relevant information; and selective reporting, including the deliberate suppression of conflicting or unwanted data. It does not include honest error or honest differences in interpretations or judgments of data and/or results.

The complete University of Utah Code of Student Rights can be found on the University web site, at <http://www.admin.utah.edu/ppmanual/8/8-10.html>.

ACADEMIC MISCONDUCT AND APPEALS COMMITTEE

The Academic Misconduct and Appeals Committee of the University of Utah College of Nursing provides students and faculty with a vehicle for the making of decisions relative to student contested academic actions, academic sanctions for misconduct, and dismissals from participating in class. The Committee functions in accordance with the directives outlined in the University of Utah Code of Student Rights at <http://www.admin.utah.edu/ppmanual/8/8-10.html>.

AMERICANS WITH DISABILITIES ACT OF 1990

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

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

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

SEXUAL HARASSMENT

The University of Utah expects members of the University community to treat one another with respect. Sexual harassment is a violation of Title IX of the Educational Amendments of 1972, and is a violation of University policy. For further information go to <http://www.hr.utah.edu/oeo/policies/> or contact the Office of Equal Opportunity and Affirmative Action at 581-8365 or 135 Park Building. All questions or concerns will be treated with complete confidentiality.

PRIVACY RIGHTS OF STUDENTS

The University of Utah and the College of Nursing are committed to protecting the privacy rights of students. In general, student records, files or general information are NOT released to anyone other than the student. The College of Nursing will not give out scholastic or personal information about students.

This can sometimes create difficulties with student families. 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 personally need to tell them.

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

All students in the College of Nursing (baccalaureate, master's and doctoral) are required to show proof of having completed a federally mandated, web-based training session on the Health Insurance Portability and Accountability Act (HIPAA Regulations).

The training program is available through HealthStream. It contains module content and quizzes. Following successful completion of the quizzes you will be asked to print a certificate of completion. A copy of this certificate needs to be given to the Office of Student Affairs in the College of Nursing. It should take approximately 30 minutes to complete the training and quizzes.

- HIPAA TRAINING (Health Insurance Portability and Accountability Act of 1996) You are required to complete HIPAA training prior to the first day of class and then renew it every year you are in the program. Please print a certificate of completion and bring a copy of it with you to your orientation for clinical or class. (The orientation time will be specified in the relevant course syllabus).

HEALTH & SAFETY REQUIREMENTS FOR NURSING STUDENTS

CPR CERTIFICATION:

All students in the College of Nursing are required to be CPR Certified (Adult and Infant) prior to their first semester in a nursing program. The CPR Certification must be renewed when it becomes due. At the time of entrance, students must provide a copy of the CPR Certification card for filing in the Office of Academic Affairs and Student Services. Copies of all renewals must also be provided. ONLINE CPR certifications will not be accepted.

OSHA TRAINING:

Prior to beginning clinical courses in the nursing program, students are required to complete OSHA instruction on fire safety, handling of hazardous materials, electrical safety, and preventing spread of disease.

- You are required to complete OSHA training prior to the first day of a clinical course. You will need a HealthStream account to access this training. Once the training has been completed, please print a certificate of completion and bring a copy to Academic Affairs and Student Services, Room 425, College of Nursing. OSHA trainings completed in your place of employment are also acceptable as long as the above mentioned topic areas are included.

The above requirements are designed to protect the student, as well as the patients, and staff with whom students have contact. Therefore, all the above are MANDATORY. Students will NOT be allowed in clinical agencies without the appropriate verification.

- You are required to be CPR certified prior to the first day of class. Please complete CPR certification training and bring a copy of your CPR card to orientation.

IMMUNIZATION POLICY:

1. Students enrolled in a nursing course with a clinical component must have on file in the Office of Academic Affairs and Student Services:
 - a. A report of a chest x-ray or tuberculin intradermal test (Mantoux test) within one year. Students must have a TB test each year. If the intradermal tuberculin test is positive, a chest x-ray must be taken and the report submitted. Once a negative chest x-ray report has been submitted, no further TB testing is required unless medically indicated.
 - b. Current (within ten years) tetanus/diphtheria/pertussis immunizations.

c. Evidence of two measles, mumps and rubella (MMR) immunizations is required. A clinical diagnosis of rubella is not considered reliable as evidence of immunity. Rubella vaccine is not necessary if a physician's statement indicates that the rubella titer is eight or greater. A physician's written statement indicating the individual has had the clinical disease(s) is acceptable evidence of immunity for measles and/or mumps.

d. Evidence of two varicella (chicken pox) immunizations is required. A clinical diagnosis of chicken pox IS considered reliable as evidence of immunity. Varicella vaccine is not necessary if a physician's statement indicates that a titer indicates immunity. A physician's written statement indicating the individual has had the clinical disease(s) is acceptable evidence of immunity for varicella.

e. The entire Hepatitis B series is required to be complete before attending clinicals. Documentation must be provided to the Office of Academic Affairs and Student Services.

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

3. Neither the University of Utah nor the College of Nursing is responsible for the payment of expenses incurred by the student for laboratory tests, immunizations, hospitalizations, or other health care expenses.

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

Where to Obtain Immunizations:

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

1. From a private physician.

2. Salt Lake County Health Department:

610 South 200 East 801-534-4575

2001 South State Street 801-468-2720

9340 South 700 East 801-255-7144

3. University of Utah Student Health Service - 555 Foothill Blvd, Madsen Health Center, 581-6431, basement level, free parking, accessible by Campus Shuttle

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

DRUG SCREENING:

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

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

Student drug screening may be required as the University of Utah College of Nursing places students in appropriate clinical education facilities. The drug screen is a Urine Screen (5 Panel). This test is a basic drug screen for illegal drugs and may be required by clinical agency 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.

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
801-585-6949
<http://www.studenthealth.utah.edu/>

ACADEMICS

REGISTERING FOR CLASSES & TUITION INFORMATION

University Class Schedule information is available at <http://www.utah.edu/students/catalog.html>.

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

COLLEGE OF NURSING SCHOLARSHIPS

Students who have been officially admitted to the nursing program are eligible to apply for College of Nursing scholarships. The College offers approximately 15-25 scholarships per semester. Application forms may be downloaded from <http://www.nurs.utah.edu/students/scholarship.htm>. Application deadlines are:

| | |
|-----------------|------------|
| Fall Semester | May 15 |
| Spring Semester | October 15 |
| Summer Semester | March 15 |

All applications must be submitted by 5:00 p.m. to the Coordinator for Recruitment and Financial Aid, Room 426, in the Office of Academic Affairs and Student Services. In the event a deadline falls on a weekend or holiday, applications must be submitted by 5:00 p.m. the following business day. Criteria for these scholarships vary, but most are offered on the basis of a minimum 3.0 cumulative GPA and demonstration of financial need.

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

Contact the Coordinator for Recruitment and Financial Aid office, Room 426.

RN-BS PROGRAM OF STUDY

First Semester

- NURS 3003 Individual and Family Assessment (3)
NURS 4100 Nursing Research (3)

Second Semester

- NURS 4050 Nursing History/Health Policy (3)
NURS 4280 Advanced Concepts in Pathophysiology (3)
UUHSC 5500 CCMR (1)

Third Semester

- NURS 3005 Global and Community Epidemiology (3)
NURS 3530 Family and Community Focused Care (4)
Elective (upper division) (3)

Fourth Semester

- NURS 4410 Integrated Nursing Practice (5)
NURS 4202 Professional Leadership in Health Care (3)

Note: RN-BS students in the Geriatric Nurse Leadership Track program of study can be found at:

http://www.nurs.utah.edu/programs/rnbs/rn_bs_ger_program.html

OFFICE OF ACADEMIC AFFAIRS AND STUDENT SERVICES

| | |
|--|--|
| Manager: Carrie Radmall 801-581-8798 Carrie.Radmall@nurs.utah.edu | Undergraduate Academic Advisor: Cynthia Weatbrook 801-581-8794 Cynthia.Weatbrook@nurs.utah.edu |
| Graduate Academic Advisor: Lara Kandolin 801-585-6658 Lara.Kandolin@nurs.utah.edu | Coordinator of Financial Aid/Recruitment: Tony Shirley 801-581-8487 Tony.Shirley@nurs.utah.edu |
| Academic Course Support Specialist: Shayla DeGooyer 801-581-7729 Shayla.Degooyer@nurs.utah.edu | Executive Secretary: Lorraine Houskeeper 801-581-3414 Lorraine.Houskeeper@nurs.utah.edu |

APPLYING FOR GRADUATION

Students must apply for graduation at least two semesters prior to the anticipated date of graduation. Procedures for applying for graduation can be found <http://www.sa.utah.edu/regist/graduation/applying.htm> or by calling the graduation office at 581-7852. Please note that the application needs to be signed by the Undergraduate Academic Advisor before turning it in to the Graduation Office. After the application has been turned in, you will receive a postcard from the Graduation Office giving you more instructions. Completion of all nursing requirements does not automatically make you a graduate; all University requirements must be completed as well. So it is important to follow the instructions provided to you from the Graduation Office.

Please note that your date of graduation will be the semester you complete all requirements, regardless of the time you participate in Commencement activities. Students who graduate in Summer semesters are invited to participate in the Spring Commencement of that year. However, summer graduates will not be "official" until the end of Summer Semester. Therefore, when filling out the graduation application please be sure to note the August graduation date.

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

ADMINISTRATIVE DETAILS

Getting U - Connected

The first thing that you will need in order to access your online resources is a UNID (University Network ID), Password and U of U Email Account. Go to <http://www.netcom.utah.edu/helpdesk/gettingUconnected/students.html>. This webpage will provide you with step by step instructions on setting up your ID, Password and email account.

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

UCARD

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

A. Ray Olpin Student Union
200 South Central Campus Drive #225
Salt Lake City, Utah 84112
Office Hours: M-F 8:00 am - 6:00 pm

UUHSC - Hospital Cafeteria
Office Hours: M-F 9:00 am - 5:00 pm

EMAIL

An Email account through the University is required. Faculty and staff will contact you through your University email for course assignments, registration information and general announcements. It is important that you set up your University email account soon. We recommend checking your email everyday as this will be a frequent means of communication we will have with you.

The majority of correspondence from your faculty and the Office of Academic Affairs and Student Services will be conducted through WebCT Virtual Advising. It is your responsibility to check Virtual Advising daily.

STUDENT SERVICES

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

ADDITIONAL LINKS TO STUDENT RESOURCES

ACADEMIC CALENDAR

<http://www.sa.utah.edu/regist/pages/Deadlines.html>

BOOKSTORE

<http://www.ubs.utah.edu/>

STUDENT LIFE

<http://www.sa.utah.edu/>

TUITION & FEES

<http://www.acs.utah.edu/tuition/>

INTERNATIONAL CENTER

<http://www.sa.utah.edu/inter/>

STUDENT INVOLVEMENT CENTER

<http://www.sa.utah.edu/sic/>

PRINTING SERVICES:

<http://www.copycenter.utah.edu/>

Online Course Schedule:

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

UNIVERSITY CALENDAR & EVENTS

The University Calendar will provide you with information regarding registration dates and various deadlines. Check the calendar regularly for important dates to remember

<http://www.sa.utah.edu/regist/pages/Deadlines.html>

OPPORTUNITIES FOR STUDENTS AT THE COLLEGE OF NURSING

OPPORTUNITIES FOR STUDENTS ON COLLEGE OF NURSING COMMITTEES

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

- Baccalaureate Admission and Advancement Committee
- Baccalaureate Curriculum Committee

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

Interested students are asked to contact Carrie Radmall, Manager of Academic Affairs and Student Services at 581-8798 or carrie.radmall@nurs.utah.edu to volunteer for Committee membership.

STUDENT ADVISORY COUNCIL (SAC)

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

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

SIGMA THETA TAU (GAMMA RHO)

Gamma Rho Chapter serves the needs of members from the College of Nursing at the University of Utah Health Sciences Center (UUHSC). Check out the Gamma Rho website at <http://www.nurs.utah.edu/sigmathetatau/index.html> for detailed information.