



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

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**SUBJECT: Cover Sheet**

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Undergraduate  
Student Handbook  
for  
Nursing Majors



*Supplement*  
*To Southern Utah University*  
*Student Handbook*  
*and*  
*The SUU General Catalog*

*Updated Fall 2015 by*  
*SUU Department of Nursing Faculty and Staff*

**ALL students in the nursing program are responsible to read and understand and use the information contained in this handbook.**



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

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**SUBJECT: Table of Contents**

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	<u>PAGE</u>
WELCOME	1
STAFF & FACULTY	2
INTRODUCTION TO SUU AND THE NURSING PROGRAMS	3
MISSION, VISION, AND GOALS	4
ORGANIZATIONAL STRUCTURE, DEPARTMENT OF NURSING	5
SUGGESTIONS FOR SUCCESS IN HIGHER EDUCATION	8
CURRICULUM PATTERNS – PRELICENSURE & RN TO BSN	9
<b><u>POLICIES AND PROCEDURES FOR SUCCESS</u></b>	<b><u>10</u></b>
FINANCIAL ASSISTANCE	11
STUDENT USE OF EQUIPMENT, SUPPLIES, COPIES, PRINTER	12
UNUSUAL OCCURRENCE/BLOOD BORNE PATHOGEN EXPOSURE RISK POLICY	13
AUTOTUTORIAL LEARNING LAB POLICY	15
ACADEMIC ADVISING	19
ACHIEVEMENT TESTING	20
NCLEX-PN	22
RN TO BSN PRE-REQUISITE POLICY	23
HIGH ACUITY CREDIT BY EXPERIENCE	24
CREDIT BY EXAM	25
READINGS AND CONFERENCES	26
PROFESSIONAL PRACTICE OCCURANCE POLICY	27
STUDENT PROGRESSION IN THE NURSING PROGRAM	29
ACADEMIC INTEGRITY	32
GRADES	36
LATE ASSIGNMENTS	37
MAKE-UP WORK	38
ADA STATEMENT	39
UNIFORM & APPEARANCE	40
STUDENT CONDUCT	41
SOCIAL MEDIA POLICY	42
STUDENT MISCONDUCT	45
DUE PROCESS	46
ACTIONS PENDING UNDER AN LPN OR RN LICENSE	47
STUDENT NURSE ASSOCIATION REQUIREMENT	48
DONATIONS, FUNDRAISING AND STUDENT USE OF FUNDS	49
STUDENT OFFICERS AND REPRESENTATIVES	50
REQUIRED STUDENT DOCUMENTATION	51
LICENSURE PREPARATION	52
REQUEST FOR STUDENT VOLUNTEERS	53
LIABILITY INSURANCE	54
GENERAL STATEMENT OF RISKS	55
SAFETY IN THE LAB, CLASSROOM AND CLINICAL	56
INCLEMENT WEATHER ATTENDANCE POLICY FOR CLASS AND CLINICAL	57
EMERGENCY RESPONSE PLAN	58



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

---

**SUBJECT: Table of Contents**

---

PHOTOGRAPHS, AUDIO RECORDINGS AND WRITTEN MATERIAL IN CLASSROOMS, LABS, AND CLINICAL AGENCIES	59
CURRICULUM TOOLS	60
<b>STUDENT FORMS - APPENDICES</b>	<b>64</b>
ACKNOWLEDGEMENT OF STUDENT POLICIES	65
NAME BADGE AGREEMENT	66
LOST NAME BADGE ACKNOWLEDGEMENT	67
STUDENT NON-DISCLOSURE AGREEMENT	68
RELEASE FORM	69
UNUSUAL OCCURRENCE/BLOOD BORNE PATHOGEN EXPOSURE RISK FORM	70
SAFE PROFESSIONAL-PRACTICE OCCURANCE REPORT (POINT SHEET)	72
PETITION FOR ACADEMIC ADVISING CHANGE FORM	74
STUDENT PROGRESSION IN NURSING PROGRAM WITHDRAWAL FORM	75
STUDENT PROGRESSION IN NURSING PROGRAM READMISSION FORM	76
FUNCTIONAL REQUIREMENTS FOR STUDENT SUCCESS	77
STUDENT UNDERSTANDINGS	78
STUDENT OFFICE WORK REQUEST FORM (COPIES)	79
STUDENT SCHEDULING REQUEST FORM	80
ACADEMIC INTEGRITY HONOR CODE STATEMENT SAMPLE	81
INCOMPLETE CONTRACT	82
RN TO BSN READINGS AND CONFEENCES CONTRACT	83
RN TO BSN CREDIT BY EXAMINATION FORMS	84
RN TO BSN NURSING EDUCATION EXIT ASSESSMENT (GRAD SURVEY)	85
SUUSNA APPLICATION	92



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

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**SUBJECT: SOUTHERN UTAH UNIVERSITY (SUU) DEPARTMENT OF NURSING**

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**Welcome to Baccalaureate Nursing at Southern Utah University! Your educational experience will be challenging and bring you many opportunities to increase your knowledge and develop your skills.**

The faculty and staff are pleased to be able to learn and grow with you. Your course work is just a portion of the knowledge you need to excel within your profession. It is up to you to go **beyond** that course work by immersing yourself in professional literature, seeking new and challenging learning experiences, and involving yourself with student or professional organizations.

This Student Nurse Policy Handbook was developed to assist you in understanding your role and responsibilities in the SUU Nursing Program. The handbook is a resource that complements university student policies. The Department of Nursing student handbook provides nursing-specific policies that clarify policies in the SUU General Catalog ([www.suu.edu/academics/catalog](http://www.suu.edu/academics/catalog)) and the SUU Student Handbook (<http://help.suu.edu/handbook/>).

The handbook contains essential information about progression in the program. Nursing faculty and staff utilize the handbook as a guide in making retention and progression decisions. The handbook needs to be reviewed frequently for updates; you are held accountable for the most recent policies and procedures. In addition, this handbook contains other useful information such as suggestions for coping with stress and achieving success in nursing school.

Other resources important to role development as a nurse are *AACN's Essentials of Baccalaureate Education for Professional Nursing Practice*, *ANA's Standards of Clinical Nursing Practice*, *ANA's Code of Ethics for Nurses* and *ANA's Social Policy Statement*. These documents form the foundation of the nursing curriculum. Concepts from these four documents are used to design meaningful course and clinical experiences.

Once again, welcome! We are glad you are a part of SUU Nursing. Your success will be determined by your commitment to learning. We are committed to facilitating that success.

Donna J. A. Lister  
Department Chair  
Department of Nursing



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

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**SUBJECT: Faculty and Staff**

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**SUBJECT: HISTORICAL BACKGROUND: DEPARTMENT OF NURSING**

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***Introduction to Southern Utah University***

From its founding in 1897, Southern Utah University has evolved from a teacher training institution to now becoming Utah's designated liberal arts and Sciences University. SUU has always placed students first by fostering small, personalized classes led by supportive professors who are some of the nation's top scholars in their fields of study.

True to the University's academic core vision of becoming a nationally recognized institution of learning, SUU faculty, staff and administrators enable students to honor thought in all its finest forms, achieve excellence in their chosen field, and create positive change in the world. People throughout the state look to the University for major academic specialties, economic and business development opportunities and training, distinguished cultural programs, athletic activities, and regional archives.

Some of the nation's most acclaimed national parks and outdoor recreation opportunities surround Cedar City and provide the basis for a distinct educational partnership between the University and the National Park Service. A wider range of metropolitan activities is close at hand however, with Las Vegas, Nevada, just two-and-a-half hours south and Salt Lake City, Utah, just three hours north. <http://www.suu.edu/general/index.html>

**School Colors:** Red & White

**Mascot:** Thunderbirds



***Introduction to the Baccalaureate Nursing Program***

The Southern Utah University Department of Nursing established a baccalaureate nursing program in 2004. The first student class was admitted in August, 2004. The SUU Nursing Program was accredited by the Commission on Collegiate Nursing Education in April of 2006 with a reaffirmation of accreditation in 2011. From the beginning, the nursing program has prided itself on meeting the regional health care needs of Southern Utah through personalized, quality education provided by qualified, dedicated, and supportive faculty, staff, and administration.

The SUU Bachelor of Science in Nursing (BSN) curriculum prepares students for generalist positions in professional nursing practice. Graduates are prepared to provide nursing care across the lifespan to culturally diverse individuals and groups.

The program has two options for students. First, pre-licensure baccalaureate degree for students with no previous nursing degree. The Licensed Practical Nurse (LPN) is included with the pre-licensure student. These students are admitted fall and spring semesters. Second, for associate/diploma degree registered nurses seeking a baccalaureate nursing degree; students are admitted summer semester.

The BSN curriculum includes two phases: first, completion of general education core and required support courses; second, nursing course work consisting of classroom, laboratory, and clinical practice experiences.

Upon completion of the pre-licensure program, graduates are eligible to apply for licensure as registered nurses. The BSN degree provides flexibility in career choices as well as a foundation for continued formal study in graduate programs. Alumni have opportunities in hospitals, health departments, correctional facilities, home health, long-term care, educational institutions, and multiple other options, including international experience.



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**SUBJECT: VISION, MISSION, GOALS AND PROGRAM OUTCOMES OF SUU  
DEPARTMENT OF NURSING**

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**I. Vision**

The Southern Utah University (SUU) Department of Nursing will be a hallmark Baccalaureate Nursing Program, providing quality nursing education that efficiently and effectively meets the needs of students and the regional community.

**II. Mission**

The Department of Nursing is made up of academic programs that prepare individuals for professional nursing practice. A Bachelor of Science in Nursing is recommended for students preparing for entry into nursing practice. We offer a learning-centered education that meets the requirements for a baccalaureate degree at SUU and ensures that graduates have the abilities to be successful professional nurses. The purpose of the Department of Nursing is to provide learning opportunities that engage students in a comprehensive program of classroom and experiential learning that emphasizes caring, critical thinking, problem solving, ethical decision making, and communication.

**III. Goals**

The observable, measurable goals of the Department of Nursing and our objectives by which we will accomplish them are:

- **To prepare graduates to successfully enter nursing practice** by offering well-planned and pedagogically sound learning experiences in courses and in authentic, meaningful projects that develop skills in analysis, critical thinking, problem solving, and ethical decision making.
- **To develop technically proficient nurses** by offering students hands-on experiences with state-of-the-art health care equipment and providing coursework and clinical practicum opportunities.
- **To support faculty members as health care professionals who demonstrate excellence in teaching, scholarly endeavors, practice, and professional community service and who provide leadership in nursing practice** by rewarding good teaching, encouraging participation in clinical practice and professional service, and scholarly engagement.

**Student Learning Outcomes**

Upon completion of the Southern Utah University Baccalaureate Nursing Program, graduates will be able to do the following:

1. Provide quality professional nursing care based on a synthesis of theoretical and empirical knowledge from nursing, physical and social sciences, arts and humanities, and life experiences.
2. Use evidence as the basis for clinically competent contemporary nursing care.
3. Communicate effectively using various means in a variety of roles and settings.
4. Optimize health care to diverse individuals, families, groups and communities through collaboration with interdisciplinary health care teams.
5. Demonstrate intellectual curiosity, critical thinking, and motivation toward life-long learning.
6. Influence the quality of nursing and health care using leadership skills, management concepts, and a knowledge of the political system.
7. Be legally and ethically accountable for clinical nursing practice.
8. Assume the role of generalist nurse and become a responsible member of the profession.



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**SUBJECT: ORGANIZATIONAL STRUCTURE, DEPARTMENT OF NURSING**

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**I. Chair of the Department:** The Department of Nursing Chair is directly responsible for administrative interface with faculty and departmental programs and with lines of authority from the Dean through central administration. Department assignments requiring departmental level action automatically go to the department chair.

REFERENCES: SUU Policy and Procedures, 6.2, Academic Officers

**a. Standing Committees.** Standing Committees are permanent committees created to accomplish department goals.

**i. Level Work Groups:** Consists of all faculty who teach any course in any given level. The lab Specialist serves as resource when invited. Level Work Groups ensure smooth functioning, coordination, and implementation of each level of the four levels of the curriculum. The level group meets a minimum of two times per semester and is headed by a faculty member (Level Coordinator) selected by the group. Every faculty member who teaches on the level is a member of the level work group.

**ii. Level Coordinating Council:** The Level Coordinating Council (LCC), consisting of the department chair and level coordinators, ensures smooth functioning, coordination, and implementation of the curriculum within and between levels. The committee meets at least once a semester and is headed by the department chair.

**1. Responsibilities Include:**

- a.** Implement review and development of new and/or improvement of existing courses and other elements of the curriculum;
- b.** Receive and act on curriculum and program proposals submitted by other committees and faculty members.
- c.** Admission and Advancement Committee meeting for selection of students and to address admission and advancement needs and other times as deemed necessary by faculty or chair.

**b. Ad Hoc Committees:** Ad Hoc Committees are temporary committees created to accomplish department goals or to focus on examining a specific subject. Most are created with a deadline by which they must complete their work, or expire.

**II. Faculty:** SUU Department of Nursing Faculty is an academic employment status for those persons who have responsibility for the conduct of approved nursing courses, scholarship and service activities for the Department.

**a. Faculty Meetings**

- i.** Assure that department engages in annual curriculum review and analysis, receive reports of such analyses, and make recommendations to faculty.
- ii.** Assure that all components of the curriculum adhere to the standards and policies of the American Association of Colleges of Nursing.
- iii.** Serve as the Policies and Procedures Committee; ensuring smooth coordination, writing, approval, and implementation of the policies of the Department of Nursing.





**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 3.01**  
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**Date Approved: 8/20/2008**  
**Date Revised: 7/22/2014**

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**SUBJECT: ORGANIZATIONAL STRUCTURE, DEPARTMENT OF NURSING**

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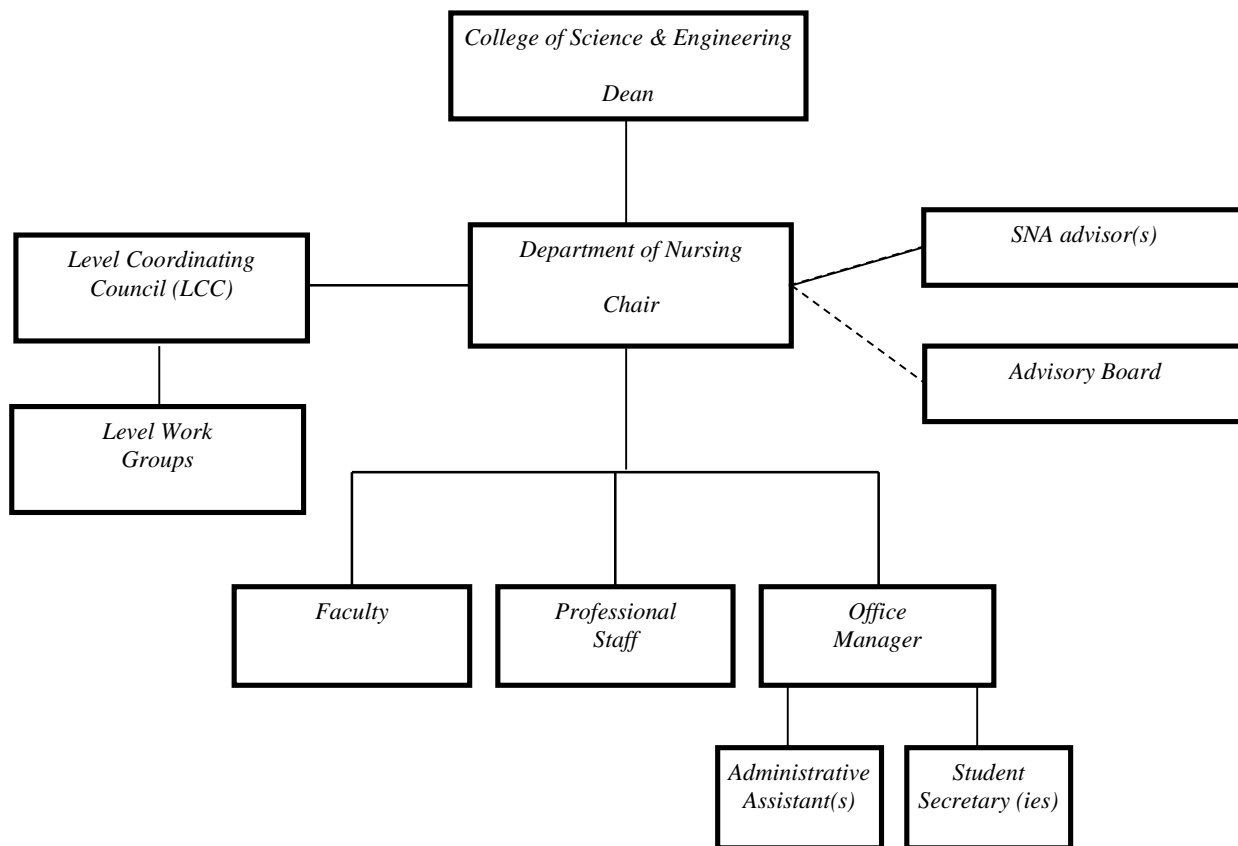
**III. Advisory Board:** The Department of Nursing Advisory Board meets at least annually to provide a forum for direct communication between the department and stakeholders. The advisory board serves to keep the community informed of department activities and provide community and stakeholder input to the department.

- 1. Definition of Community of Interest:** The following groups and individuals have an interest in the mission, goals, and expected outcomes of the SUU Department of Nursing and our effectiveness in achieving them:
  - a. Internal Stakeholders:** Current nursing students; SUU Department of Nursing faculty, staff, and administrators; SUU community.
  - b. External stakeholders:** Prospective students; alumni; community members served by alumni; contracted health care agencies; employers of alumni; Utah State Board of Nursing; Department of Nursing Advisory Board.



**SUBJECT: ORGANIZATIONAL STRUCTURE, DEPARTMENT OF NURSING**

**Organizational Chart, Department of Nursing**





**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

Date Originated: 8/2004  
Date Reviewed: 7/2014  
Date Amended: 1/05/2012

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**SUBJECT: Suggestions for Success in Higher Education**

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1. Attend class. Class activities will bring real world examples to concepts presented in the text. The course does involve work on the part of the student. Participation in classroom activities is important to making the class enjoyable.
2. Take responsibility for your own success. You are responsible for what you learn in any situation. If you choose not to attend a class session, take responsibility for getting the information from one of your peers. *If it was announced in class, you heard it.*
3. Your text comes with a study guide and ATI gives you other ancillaries-USE THEM! You will soon discover that in order to successfully complete courses you must be able to understand and quickly answer most problems in the ATTL/Clinical Settings.
4. Students who ask, "Will we be doing anything important in class today", or "Can I do something for extra credit" do not seem to grasp the purpose of higher education. Part of what you are paying for is the opportunity to learn responsibility for your own success (or lack of success). Don't cheat yourself.
5. Understand that differences in background equal differences in ability to grasp scientific concepts. If you have a weak background in science, math, or other pre-requisite courses, you will need to work harder to fill in the gaps. We do not all learn at the same rate; if it takes you more time, invest the time necessary to be successful.
6. Focus on the major concepts. Why are they important? Take time to think about the reading and classroom discussions often, not just the night before an exam. Spread your study out so that you are spending time with the material on a daily basis. Don't try to cram the material the night before an exam.
7. Work for academic independence. Out-of-class writing assignments and take-home exams are to be completed by individuals NOT committees. It is all right to discuss ideas with study groups or peers, but you need to be responsible for your own work and understanding of the material in the curriculum.
8. **The Professor's Role is to** clarify, illustrate, give examples, emphasize certain points or topics, assist the student in providing a framework for organizing information provided in the text and class, establish deadlines for various components of the course, provide you with opportunities to practice, sharpen, and present learned concepts and skills, give you feedback on your academic progress in the profession of nursing and help you, the student, answer questions pertaining to nursing.



**SOUTHERN UTAH UNIVERSITY**

**Department of Nursing**

**Policy and Procedures**

**SUBJECT: Curriculum Patterns**

**Pre-Licensure:**

**1<sup>st</sup> Semester**

<u>Course</u>	<u>Credits</u>
NURS 3120 Intro to Health Assessment	3
NURS 3130 Fundamentals of Nursing	4
NURS 3135 Level One Nursing Lab	4
NURS 3140 Found. of Professional Nsg.	3
NURS 3160 Essentials of Evidence Based Practice	2
<b>Total Credit Hours (semester 1)</b>	<b>16</b>

**2<sup>nd</sup> Semester**

<u>Course</u>	<u>Credits</u>
NURS 3220 Pharm & Therapeutic Interven	3
NURS 3230 Care of Adults	4
NURS 3235 Level Two Nursing Lab	4
NURS 3240 Concepts in Mental Health Nsg	2
<b>Total Credit Hours (semester 2)</b>	<b>14</b>

**3<sup>rd</sup> Semester**

<u>Course</u>	<u>Credits</u>
NURS 4320 Care of Family-Maternal NB	2
NURS 4330 Care of the Family-Peds	2
NURS 4335 Care of the Family Nsg Lab	3
NURS 4340 Concepts in Geriatric Nsg	2
NURS 4350 Population Care	4
NURS 4355 Comm. Health Nsg. Lab	2
<b>Total Credit Hours (semester 3)</b>	<b>15</b>

**4<sup>th</sup> Semester**

<u>Course</u>	<u>Credits</u>
NURS 4430 High Acuity Nursing	3
NURS 4435 High Acuity Nursing – Lab	2
NURS 4440 Contemporary Issues in Nsg	3
NURS 4550 Leadership & Management in Nsg	3
NURS 4555 Leadership – Lab	4
<b>Total Credit Hours (semester 4)</b>	<b>15</b>

**Total Credit Hours (Program total) 60**

**RN to BSN:**

**1<sup>st</sup> Semester**

**(Summer)**

<u>Course</u>	<u>Credits</u>
NURS 3141 Foundations of Prof. Nursing, RN to BSN	3
NURS 3261 Health Promotions for RN to BSN	3
NURS 4361 Nursing Theory & Research, RN to BSN	4
	<b>10</b>

**2<sup>nd</sup> Semester**

**(Fall)**

<u>Course</u>	<u>Credits</u>
NURS 3121 Health Assessment, RN to BSN	2
NURS 4341 Geriatric Nursing, RN to BSN	3
NURS 4351 Community Hlth Nursing, RN to BSN	1
NURS 4356 Community Hlth Lab, RN to BSN	3
	<b>9</b>

**3<sup>rd</sup> Semester**

**(Spring)**

<u>Course</u>	<u>Credits</u>
NURS 4431 High Acuity Nursing for the RN to BSN	3
NURS 4436 High Acuity Nursing Lab, RN to BSN	1
NURS 4441 Contemporary Issues, RN to BSN	3
NURS 4551 Leadership & Management, RN to BSN	4
NURS 4556 Leadership & Mangmnt Lab, RN to BSN	1
	<b>12</b>

**Total Major Hours: 31**



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 4.00**  
**Date Originated: 5/7/2007**  
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**Date Approved: 8/10/2010**  
**Date Revised: 7/22/2014**

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**SUBJECT: SPECIFIC POLICIES AND PROCEDURES FOR SUCCESS**

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This section outlines specific policies and procedures of the Department of Nursing. The purpose is to establish professional standards to govern your progression in the nursing program. You are responsible to know and abide by policies in this manual. Decisions on student requests to waive Department policies and procedures will be handled by the Department Chair. Students will submit a written petition providing rationale for the request. All decisions are final.



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 4.04**  
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**Date Reviewed: 7/2014**  
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**SUBJECT: FINANCIAL ASSISTANCE**

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**Financial Assistance**

Southern Utah University's Nursing Program offers several opportunities for scholarships. The Nursing Administrative Assistant can guide you through the process. General scholarship information at SUU is available on the internet. (<http://www.suu.edu/ss/financial/scholarships.html>) Financial Aid at SUU offers several types of financial assistance to students. (<http://www.suu.edu/ss/financial/>). The SUU/SNA officers can provide you with information about scholarships through the student nurses association.



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 5.01**  
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**Date Reviewed: 7/2014**  
**Date Amended: 12/12/2008**

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**SUBJECT: Student Use of Equipment, Supplies, Copies, Printer**

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- I. **PURPOSE:** To set boundaries and establish criteria for student use of Department of Nursing equipment and supplies. These include but are not limited to computers, laptops, projector, copy machine, printers, etc.
  
- II. **POLICY:** The copy machine(s) in the nursing office is for Department of Nursing faculty and staff use only. Student copies for presentations must be approved by the appropriate faculty by the faculty's signature on the *Office Work Request Form*. This form will be submitted to the office manager a minimum of 48 hours prior to the time needed. Cost of these copies will come out of student lab fees to be monitored by the office manager. Student copies for homework assignments, study guides, etc. will not be copied by the Department of Nursing. Students are not to operate any copy machine at any time for any reason.

Student use of any other equipment must be coordinated through the office manager using the *Office Work Request Form*, signed by the appropriate faculty and submitted a minimum of 48 hours prior to the date needed.

Students have 200 pages of printing available per semester through SUU. For students to utilize their printing pages account, they need to visit any open lab on campus (ELC, library, etc.).

Student use of classrooms or conference rooms anywhere on campus, for any reason (study groups, meetings, ceremonies, etc.), needs to be coordinated through the office manager using the *Scheduling Request Form*. Due to scheduling policies on campus this needs to be done at least two (2) weeks prior to event.

*NOTE:* Forms are available in the appendix of the Student Handbook.



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**SUBJECT: Unusual Occurrence/ Blood Borne Pathogen Exposure Risk Policy & Forms**

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*Student – Unusual Occurrence/Exposure Risk*

In the event of an unusual occurrence or possible exposure to blood or body fluids the student shall notify the supervising faculty member immediately.

The supervising clinical faculty member shall immediately, in person, discuss the incident with the involved student(s) to review the incident. If there is a risk of exposure to blood borne pathogens the student will be advised to first, assure that the exposure has been cleansed with soap and water (for a needle stick), or flush eyes, nose or mouth with copious amounts of tap water (for 20 minutes). Faculty member will then facilitate completion of appropriate forms and a medical evaluation. Any injury sustained by the student while participating in DON activities and subsequent medical treatment, with all costs associated with care will be the student's responsibility. Faculty will encourage a medical evaluation with appropriate testing and follow-up including at least the following elements:

- (1) To be in compliance with Intermountain Healthcare policies, a blood exposure will require an immediate baseline titer for Hepatitis B. Unless the exposed student has a blood test with "reactive results or (6) six Hepatitis B vaccinations with blood test results of "Not-Reactive" or "Non-responder".
- (2) Documentation of the unusual occurrence and/or routes of exposure, and the circumstances of the unusual occurrence/exposure.
- (3) Identification and completion of forms and procedures required by the facility where the incident occurred.
- (4) Completion of SUU Department of Nursing forms.
  - a. Unusual Occurrence/Exposure form
  - b. Post-Exposure follow up form (if an exposure)
- (5) In the case of exposure, identification of the source individual, unless not feasible or prohibited by law. (Faculty member will need to work with the nursing staff and policies in the agency or facility where exposure occurred to facilitate this step.)
  - a. Seek to determine the source individual's HBV and HIV status.
  - b. Results of the source individual's testing shall be made available to the exposed student with information about confidentiality and identity protection laws.
- (6) Assistance to student to see their private care provider, an Instacare facility, or ER, ASAP with instructions to get tests for exposure to blood borne pathogens.
- (7) Inform department chair of incident and follow up ASAP. Submit SUU Department of Nursing forms to department chair within 24 hours of incident.
- (8) If the occurrence takes place on SUU campus (i.e. the practice or validation lab) a copy of the form will be submitted to the lab specialist who will maintain a sharps/incident occurrence log for on campus events.





**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 5.02**  
**Date Originated: 10/2004**  
**Date Reviewed: 7/2014**  
**Date Amended: 7/22/2014**  
**Page 14 of 2**

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**SUBJECT: Unusual Occurrence/ Blood Borne Pathogen Exposure Risk Policy & Forms**

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*Faculty/Staff/Student Employee Unusual Occurrence/Blood Borne Pathogen Exposure Risk*

In the event of an unusual occurrence or possible exposure to blood or body fluids the individual involved will report directly to Human Resources on SUU campus.

In addition to forms and procedures initiated by Human Resources, faculty/staff and student employees are asked to inform department chair of incident and follow up.

If the occurrence takes place on SUU campus (i.e. the practice or validation lab) a copy of the form will be submitted to the lab specialist who will maintain a sharps/incident occurrence log for on campus events.



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**SUBJECT: LEARNING LAB POLICY**

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**POLICY**

The purpose of this policy is to provide general guidelines of safety and use of the Learning Lab. The Department of Nursing (DON) provides learning opportunities in the Learning Lab to practice the RN role in a safe environment.

- Nursing students are expected to perform activities in a safe and professional manner; the same quality performance as if the student was at a clinical site.
- This policy will be reviewed annually by the DON faculty in the final meetings of the academic year and revised as needed through each academic year.

**METHODS OF LEARNING**

- Autotutorial: defined as a learning method whereby students are self-motivated, active learners taking initiative for their own learning by organizing time and resources to complete activities outlined in course syllabus.
- Demonstration / Return Demonstration: defined as a learning method whereby students are able to see expert demonstration of skill/practice and then demonstrate proficient execution of skill.
- Peer Mentoring: defined as learning through guided activity/learning provided by student peers that have been selected by DON faculty.
- Validation: defined as an evaluation activity where student skills and clinical decision-making abilities are assessed by faculty with regard to meeting standards and criteria for course and program outcomes.
- Debriefing: defined as an activity that is post validation or simulation, guided by a faculty facilitator, where feedback is provided regarding participants' performance.

The Learning Lab (SCA 103/104) environment allows flexibility, within guidelines set forth by faculty in respective clinical courses; to accommodate individual learner styles, preferences, and timeframes.

Clear criteria, adequate preparation, and skills practice, followed by faculty assessment of competence, ensures students learn not only technical skills but also the role of the registered nurse in the performance, delegation, and supervision of skills.

**Individual student learning will be accommodated through students, faculty and staff working together. Methods of learning for each course will be defined within individual course syllabi.**

**LEARNING LAB SCHEDULES**

- Open practice labs will be coordinated by faculty and/or lab specialist to ensure students have quality practice time.
- Closed Lab is defined as the unavailability of the Learning Lab except for a designated course that has a scheduled activity, facilitated by faculty. Students involved in that course have priority to the lab.
- DON faculty and lab specialist will coordinate use of the Learning Lab with DON office manager to maintain a master schedule. The schedule is posted each semester electronically on the nursing website and hard copies placed on the Learning Lab bulletin board.
- Requests for use of the Learning Lab from **outside of the DON** may be scheduled through faculty/lab specialist and office manager, if there is no conflict with scheduled nursing activities. The lab specialist or other designated DON Representative will be physically present in the department of nursing throughout the time period that the Learning Lab is utilized to assure safe and professional conduct.



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**SUBJECT: LEARNING LAB POLICY**

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**LEARNING LAB EQUIPMENT**

- Individual faculty members are responsible for proper use of props and equipment within their respective courses. The Lab Specialist should be notified of any worn or malfunctioning equipment.
- Course syllabi will address student utilization of equipment (for example check-out, maintenance, etc.) All equipment checked out by students will be returned prior to end of the semester.
- References (Textbooks, handbooks, etc.) located in the Learning Lab are considered 'on reserve' for use in the Learning Lab, nursing classroom and/or in close proximity to the department of nursing.
- All reference material used in the Learning Lab must be approved by course faculty. Outdated reference material will be promptly removed. Reference material must reflect current practice.
- The primary source of reference material will be available on the Learning Lab computers. Limited availability of hardcopy resources will be determined by course faculty.
- Faculty/Lab Specialist are responsible to document Learning Lab equipment checked-out for use outside of department of nursing and/or overnight; record on Faculty Canvas site.
- Faculty/Lab Specialist are responsible for returning materials to the lab/storage area which have been used in areas outside of the lab.
- All equipment and supplies in the Learning Lab are considered property of the DON. Personal property should be housed in individual faculty/staff offices.
- New equipment and supplies are to be put away in a timely manner (stored in original shipping box longer than one week).
- Equipment not used during the academic year should be reviewed by DON and disposed of or donated to alleviate congestion for the upcoming year.
- Request for new equipment/supplies must be reviewed by level faculty prior to placing orders.
- A working inventory of all equipment/supplies will be maintained by the lab specialist and housed on Faculty Canvas site.

**PROCEDURES**

**Safety**

- Students enrolled in the nursing program and individuals approved by nursing faculty may be allowed to be in Learning Lab. Examples of approved individuals include but are not limited to: guest presenters, patient actors, family of students with faculty supervision, children and adults for assessment demonstration, etc.
- Faculty/Lab Specialist/Students are responsible for safeguarding equipment and the lab environment.
- Participants in the Learning Lab should apply safety and OSHA Standards in all activities to avoid accidents, injury and illness.
- All student nurses, faculty and professional staff will complete annual DON safety training to encompass safe practice in the Learning Lab and clinical settings and review SUU DON Exposure Control Plan.
- If a student is involved in an accident, injury, or body fluid exposure during any Learning Lab activity, he/she should notify faculty and/or lab specialist immediately.
- Food and drinks are to be avoided at immediate bedside stations, medication stations/carts, computers, or during validations.
- Invasive procedures on a consenting person are not allowed WITHOUT the direct supervision of faculty or lab specialist.
- No real medication or empty vials of real medication may be housed in the Learning Lab. Demi-dose type or faculty/lab specialist created label will be allowed for use.
- HIPPA guidelines will be followed according to donation of lab supply with patient identifiers.



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**SUBJECT: LEARNING LAB POLICY**

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**Learning Lab Practice & Validation Attire**

- Students should wear comfortable clothing that is appropriate and functional similar to expectations when in a clinical setting. The SUU student uniform may be required depending upon individual course requirements.
- Individual variances / allowances in attire may be made by course faculty.

**Professional Integrity**

- It is unacceptable behavior for students to copy, give or receive illicit help on assignments and quizzes.
- Students may not discuss validation scenarios or skills performed.
- Learning labs and computers are to be used for nursing department related activities.

**VALIDATIONS**

**Expectations of Student Performance**

- Only students or faculty approved individuals who are a part of the validation experience are allowed in the Learning Lab during the validation activity.
- Students should plan to sign-up based on the schedule in course syllabi.
- Students are responsible for reading and clarifying any criteria related to specific validation, modules, and general instructions of the Validation Tool with course faculty prior to validating.
- Students should review their course syllabus for Specific Validation Tool general instructions and criteria for grading prior to the validation.
- Students are responsible to follow the course syllabus or validation instructions for proper attire.
- Student use of notes is at the discretion of individual faculty syllabi or validation instructions.
- If paired/grouped with classmates for validation, effective & respectful communication techniques and health care team collaboration will be utilized.
- When a validation includes an invasive procedure (for example, IM injection or IV start) on a live person, a consent form is signed prior to the procedure

**Faculty Role / Expectations**

- The roles of the faculty/validator are facilitation, observation and evaluation.
- Instructions will be provided prior to validation/simulation by course faculty.
- Students will be informed of pass/fail status immediately following validation.
- Course syllabus will describe details of feedback/debriefing and other post validation activities.
- The validation may be video-recorded for detailed evaluation and/or used for student self-assessment.
- Faculty needing to obtain materials from the lab during validation should do so only when absolutely necessary to minimize disruption to the students and the validation process.

**GRADING**

Individual course syllabi will outline grading criteria for Learning Lab activities.



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**SUBJECT: LEARNING LAB POLICY**

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**References**

International Nursing Association for Clinical Simulation and Learning (INACSL). (2013). Standards of Best Practice: Simulation. *Clinical Simulation in Nursing*. Volume 9. Issue 6. Supplement. S1-S32. Elsevier <http://www.nursingsimulation.org/issue/S1876-1399%2813%29X0013-1>

SUU Department of Nursing Policies;  
Policy #5.5.2: *Unsafe/Unprofessional Clinical Practice* Policy #  
5.5.3: *Student Progression in the Nursing Program* Policy #  
5.5.4 *Academic Integrity*

Quality and Safety Education for Nurses (QSEN) project  
<http://qsen.org/about-qsen/project-overview>



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 5.1.2**  
**Date Originated: 01/02/2005**  
**Date Reviewed: 7/2014**  
**Date Approved: 4/15/2009**

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**SUBJECT: ACADEMIC ADVISING**

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**Purpose**

1. To facilitate student progress in meeting program outcomes and criteria for performance and behavior.
2. To develop retention and remediation plans aimed at reinforcing areas of strength and improving in areas needing development.
3. To provide each student a consistent nursing faculty resource throughout the nursing program.

**Process**

1. Upon admission to the nursing program each student will be assigned a nursing faculty advisor for the duration of the program.
2. A group meeting will be organized at the beginning of each semester for all students to meet with their advisor.
3. Advisors are available to the students by appointment throughout each semester and students are encouraged to meet with course faculty as needed regarding progress in the program.
4. Unresolved student concerns should be discussed with the department chair by the student and/or the faculty advisor.
5. Students, as well as Faculty have the option to petition for a change in assignment should the need arise. A formal request should be filed with the office manager (see form in the Nursing Program Student Handbook).

**Evidence**

1. Faculty will submit a record of all advisement sessions held throughout the semester.
2. To be given to the Office Manager, to be filed in the student's permanent file.



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 5.4.1**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 7/2014**  
**Date Amended: 1/2/2009**

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**SUBJECT: ACHIEVEMENT TESTING**

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- I. PURPOSE:** The purpose of this policy is to provide guidelines for incorporation of Achievement Testing into course grades.
- II. POLICY:** All pre-licensure students will take proctored assessment content area tests as scheduled each semester for which a content test exists. Achievement testing activities will be monitored by course faculty.
- III. PROCEDURE:**
  1. Responsibilities:
    - a. In coordination with faculty the Administrative Assistant will determine the places and times of exam administration.
    - b. The faculty of the nursing course to which the diagnostic exam is attached will alert the students of the date, time, and place of the proctored exam administration and proctors. Every syllabus will contain a table with level ATI exams.
    - c. The Office Manager will arrange to un-lock codes to give students access to practice exams.
    - d. At the close of the exam, the faculty proctor or course leader will make a report showing the student score of the exam. Reports will be shared with all level faculty and will be attached to the End of Semester Level Report.
    - e. To be admitted to the 1<sup>st</sup> test, students must produce proof that they have taken the online practice examination by bringing a copy of the examination results with at least a 90% score to the testing site.
    - f. Students must take all assigned exams by posted deadlines (Table #5.4.1 found on Current Student Resources website).
    - g. The 2<sup>nd</sup> proctored content test will be administered at the end of content and may be used as the course final exam. ATI exams will represent *at least* 20% of the course grade. (See syllabi for each course for details).
  2. Remediation
    - a. Remediation is encouraged on all content area tests for all students. Faculty may require remediation as part of requirements to successfully complete a course. Guidelines will be specified in course syllabi.
  3. For students taking Level 4 classes, the Comprehensive Predictor will be taken two times in connection with and be applied to the grade for NURS 4555.
    - a. See 4555 syllabus for details.
  4. Because the faculty believe that achievement testing activities are critical for developing thinking and test taking skills to pass NCLEX, students who miss or are unable to complete assigned tests within the scheduled time frame will be treated as follows:
    - a. If students plan an event (wedding, trip, pregnancy delivery date, etc.) during the exam time or were unable to begin or complete the exam because of unexpected injury, illness, or family crisis, the student will be assigned a failure to meet the Level 1 Proficiency score for the assigned test. If the student is late arriving at the testing center they will not be allowed to test and will be assigned a failure to meet the Level 1 Proficiency score for the assigned test.
    - b. A pattern of missing exams will be cause for review and possible course failure.



SOUTHERN UTAH UNIVERSITY  
 Department of Nursing  
 Policy and Procedures

Policy # 5.4.1  
 Date Originated: 5/7/2007  
 Date Reviewed: 7/2014  
 Date Amended: 1/2/2009

**SUBJECT: ACHIEVEMENT TESTING**

**Schedule of Tests by Level**

Level One	Level Two	Level Three	Level Four
<b><u>N 3140:</u></b> <b><u>Foundations</u></b> Critical Thinking Entrance Exam  <b><u>N 3130</u></b> <b><u>Fundamentals</u></b> Fundamentals	<b><u>N 3230/3235: Care of Adults</u></b> Medical-Surgical  <b><u>N 3240: Mental Health</u></b> <b><u>Nursing</u></b> Mental Health  <b><u>N 3220: Pharmacology &amp;</u></b> <b><u>Therapeutics</u></b> Pharmacology	<b><u>N 4350/55: Population</u></b> <b><u>Care</u></b> Community Health  <b><u>N 4320/4330/35: Care of</u></b> <b><u>the Family</u></b> Maternal/Newborn Care of Children	<b><u>N 4440 Contemporary</u></b> <b><u>Issues</u></b> Critical Thinking Exit Exam  <b><u>N 4550/55: Leadership &amp;</u></b> <b><u>Management</u></b> Leadership Comprehensive RN Predictor

- To maintain consistency with each exam at every level; proctoring Faculty will start every proctored exam with the following script:

*ATI Exam Script*

We are about to begin the \_\_\_\_\_ exam. If you are not here for  
*Exam Name*

this exam you have \_\_\_\_\_ minutes to leave the room.

Textbooks, notes, reference materials, as well as calculators and all other personal electronic devices are prohibited during the exam. Please, put away all reference materials, now. Cell phones and other electronic devices need to be turned off now. Cell phones and all other personal items, backpacks, textbooks, etc. need to be placed at the side of the room. Once the exam is started, no one is to enter the testing room. Late students will not be admitted by faculty and should not be admitted by fellow students. Those arriving late will receive a zero (0) for this exam. Any student who assists or aids students in entering the exam room after the exam has started, will also receive a zero (0).

*For Exemptions to this policy to be considered, they must be submitted in writing to the Nursing Department Chair within two working days of the scheduled test date.*

Please be respectful of fellow students who are still testing when you leave and do so in a quiet manner. Please help the door to close quietly behind you, so that it does not slam. You will now be approved to begin the exam. It may take a few minutes for your screen to refresh after you have been approved.

Do not click outside of the testing window at any time. Doing so will stop your assessment.

Any questions?





**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 5.4.2**  
**Date Originated: 4/28/2005**  
**Date Reviewed: 7/2014**  
**Date Amended: 1/16/2008**

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**SUBJECT: NCLEX-PN**

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- I. **PURPOSE:** To provide a process of certification/eligibility for SUU pre-licensure Nursing students who choose to sit for the NCLEX-PN examination after successful completion of level one and level two courses.
  
- II. **POLICY:**
  - a. Students will be eligible to receive their certification to test by an embossed, with the University Seal, and signed Letter of Eligibility after:
    - i. Successful completion of level one and level two courses.
    - ii. Successful completion of the PN predictor exam with a score of 70% or higher.
  - b. Students must be in good standing in the nursing program.
  - c. Once level two grades have been posted and the PN predictor exam has been passed, students may request their Letter of Eligibility from the Office Manager.
  - d. Students will need to go to the Department of Professional Licensing (DOPL) website ([www.dopl.utah.gov](http://www.dopl.utah.gov)) for information about the NCLEX-PN exam.
  - e. The PN predictor may be taken twice and only at the pre scheduled days and times.
    - i. The predictor can be repeated one time if the 70% benchmark is not reached. The repeat must be taken at the next scheduled test date.
  - f. The NCLEX-PN must be taken within two months following the receipt of their Letter of Eligibility.



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 5.4.21**  
**Date Originated: 7/1/2010**  
**Date Reviewed: 7/2014**  
**Date Amended: 7/28/2014**  
**Page 1 of 1**

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**SUBJECT: RN to BSN Pre-Requisite Policy**

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Policy: **TO GRADUATE WITH A BACCALAUREATE DEGREE IN THE STATE OF UTAH, the RN to BSN student** needs a minimum of 120 credits with 40 of those credits being upper division courses. Students must complete at least 30 credits at SUU and 16 of these must be in SUU nursing coursework.

In addition to nursing courses 9 credit hours of upper division credits (3000-4000 level) must be taken (totaling forty). Select Upper Division Credits from at least two disciplines, as defined in the General Education catalog requirements. Exceptions must receive prior approval from the Department Chair.

Upper Division Credit hours are defined as any 300, 400, 3000, or 4000 level course (i.e.: NURS 4361).

Policy: MATH 1040, Statistics, will be considered as a general education course rule where it doesn't expire. MATH 1040, Statistics, must be completed before any student can start in the RN to BSN program.



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**SUBJECT: High Acuity Credit by Experience for the RN to BSN**

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NURS 4436 - Nursing Experience in a High Acuity Setting

Often nurses pursuing a higher degree come into a High Acuity Clinical course having worked in a high acuity setting or many high acuity settings. The time spent in the high acuity setting/s help nurses gain experiences and knowledge not learned formally in school but have just as high, and in some cases a higher, impact on how much knowledge is gained. The experience and knowledge gained is known as “life experience” and is important as it helps a student be a safe practitioner. In recognition of this fact, a student may apply to use current/recent life experience to fill the required clinical time for the NURS 4436 High Acuity Clinical course and receive full credit by providing the following proof of experience and knowledge:

- A document signed by your employer stating you have worked in a High Acuity setting for two years or more (This course considers a high acuity setting to be ICU, NICU, ER, PACU, Progressive Care/Intermediate Care, and Cath Lab)

OR

- Proof of three current high acuity certifications including (ACLS, PALS, TNCC, CEN, CCRN, CFRN, CVNC, or other advanced certification that the NURS 4436 clinical instructor approves)

All applicable experiences to be considered must be in writing and approved by the 4436 clinical instructor.



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**SUBJECT: CREDIT BY EXAMINATION**

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- I. PURPOSE:** The purpose of this policy is to provide guidelines for credit by examination for the RN to BSN student.
- II. POLICY:** The opportunity to gain credit by examination is offered to the RN to BSN student who meets the following criteria:
1. Verification of clinical practice for an equivalent of three years full time in the past five (5) years in the specialty area of nursing (full time is defined as 1800 hours per year).
  2. Documentation that course outcomes have been met and content taught in the course has been acquired through experience and continuing education.
- III. PROCEDURE:** Individuals who believe they qualify for credit by exam should make an appointment with the Nursing Department Chair to discuss eligibility and start the application process as outlined below.
1. Submit the application for credit by exam to the department chair during summer semester. Credit by exam must be completed prior to the start of spring semester.
  2. Applicants who meet the criteria for credit by exam will receive notification of eligibility and will need to schedule an examination date with the department administrative assistant.
  3. Cost for credit by exam is \$6 per credit plus the cost of course specific exams. The cost of the course specific exam is due on notification of eligibility and prior to taking exam. Once the exam has been passed at the required pass rate, students will take a completed credit by exam form to the cashier's office and pay the \$6 per credit, and bring the form and a copy of their receipt back to the nursing department administrative assistant. Paying of this non-refundable fee does NOT guarantee credit for the class. Credit is based on performance of the exam and completed validation activities.
  4. Credit by exam will include a computer assessment exam and a validation of skills activity. You must pass the computer assessment exam prior to completing the validation activity.
    - a. Each exam and validation activity is based on knowledge you would gain in the course. Although you will document knowledge through experience and continuing education you have already acquired the knowledge and skills, you are being assessed of your knowledge so study guides are not supplied.
    - b. Exams are nationally standardized subject specific tests provided by ATI and are comparable to NCLEX exams. A passing score on these exams is based on a score of one standard deviation or more above the national average for BSN students. The exams are computer based and are normally in multiple-choice format.
    - c. Skills validation activities are designed by nursing faculty and based on validation projects designed for students in the specific courses. Validation activities require you to use knowledge and skills from the course. They must be passed at 75% or better.
  5. Passing level for test scores will vary with each exam as noted below.
  6. The following nursing courses are offered for credit by exam.
    - a. NURS 4551/4556 Leadership and Management in Nursing/Clinical (80%).
  7. The validation of skills activity is to be submitted to the assigned faculty member **90 days** from the date the computer assessment exam was successfully passed or before the start of Spring semester, whichever comes first.



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**SUBJECT: Readings and Conferences Definitions and Procedures**

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**Definition:** Individual guided reading and discussions of topics in nursing for the RN to BSN student. This optional, 1 to 3 credit, course is arranged by contract, listed in the official catalog and needs department permission to register.

**Description:** Students arrange Readings and Conferences through the Department of Nursing. Students complete a Registration Add/Drop Form (located in the department of nursing or the Registrar's Office), including the number of credits they want to attempt (1 to 3 credits) and attain the Admission's Administrative Assistant signature of approval. Students take the completed and signed form to the registrar's office to add the class to their schedule. The Department Chair will assign a faculty to teach the Readings and Conferences course within the faculty workload guidelines of SUU policy 6.27. A learning contract (attached) is developed by the student and approved by the faculty member assigned.

**Procedure for the Readings and Conferences Learning Contract:**

1. TO GRADUATE WITH A BACCALAUREATE DEGREE, the RN-BSN student needs a minimum of 120 credits with 40 of those credits being upper division courses. Students must complete at least 30 credits at SUU and at least 16 of these must be in SUU nursing coursework. In addition to nursing courses, 9 credit hours of upper division credits (3000-4000 level) must be taken. If a student desires to complete any Readings and Conferences credit hours to complete some of the 9 credit hours of coursework in the upper division category (3000-400 level) the student will obtain an add form for the desired credits.
2. The student will then take the signed add form to the registrar's office to register for the class.
3. The student will pay the course fees after registration takes place.
4. Upon adding the Readings and Conferences credit(s), students will obtain and complete a learning contract and submit the completed contract to the assigned faculty member (Forms available in Student Handbook, appendix).
5. The assigned faculty member will: (1) work with the student to develop an approved contract, (2) Both student and faculty will sign the contract and both will keep one copy of signed contract.
6. The student has one semester to complete the course.
7. The student will receive a pass or fail for this course, not a letter grade.



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**SUBJECT: PROFESSIONAL – PRACTICE OCCURANCE POLICY**

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- I. PURPOSE:** The student will demonstrate professionalism and safe practice at all times while in the Nursing Program.
- II. POLICY:** Any behaviors inconsistent with this expectation will be documented, discussed with the student, and remain a part of the student’s performance record throughout the nursing program.
- A.** Unacceptable behaviors may be classified as unprofessional/unsafe or critical unprofessional/unsafe.
- B.** Unprofessional/Unsafe behaviors will have a point value attached to them. **An accumulation of 4 points will result in a full review of the student’s performance record by the Review Panel and may result in action affecting the students’ standing in the program.**
- C. UNPROFESSIONAL/UNSAFE PRACTICES -** The following behaviors are considered **Unprofessional/Unsafe**. Each incident will be assigned 1 point.
1. Failure to meet the client and gather assessment initially in clinical.
  2. Failure to complete clinical preparation assignments, such as drug cards, forms or improper equipment/uniform.
  3. Failure to submit, to the office manager, proper documentation (including immunizations, drug screens, CPR, NSNA membership, forms, etc.) by deadline date.
  4. Failure to notify supervising faculty (and receive confirmation) and/or unit at least one hour **PRIOR** to assigned time of arrival for illness or tardiness.
  5. Tardiness
  6. Unexcused absence (no call, no show or leaving assigned area without proper communication with clinical instructor/staff/preceptor).
  7. Inadequate knowledge, before initiating care, of treatment, medications, or plan of care.
  8. Medication error.
  9. Treatment error.
  10. Error prevented from occurring by clinical faculty/staff intervention (Note: The student is not in error when consulting with faculty regarding dosage calculations or clinical judgments prior to initiation).
  11. Communication with staff, faculty, fellow students, or clients that is disrespectful or otherwise unprofessional.
  12. Inappropriate dress.
  13. Any behavior deemed Unprofessional/Unsafe, unsatisfactory by the faculty.
  14. Inappropriate use of clinical time.
    - a. The faculty member may send the student home or to the ATTL Lab for any of the above behaviors, particularly if client care or safety is compromised. **If it becomes necessary to dismiss the student from the clinical setting for the day, an additional point will be assigned and clinical hours must be made up.**
    - b. Level faculty members meet with the student to complete the Occurrence Report as soon as feasibly possible after the incident has occurred (preferably on the day of the incident). Faculty will meet with the student regarding the incident within 1 week unless it is the student’s 4th point and then the meeting should occur the next business day with the faculty member involved or another level faculty.
    - c. The student, faculty member involved and/or course faculty should all provide written comments on the Occurrence Report or document “no comment”. The level faculty will determine an appropriate action, related to the Unprofessional/Unsafe behavior demonstrated by the student. If student refuses to sign, the issue will be taken to the Department Chair.



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 5.5.2**  
**Date Originated: 12/20/06**  
**Date Reviewed: 10/2014**  
**Date Approved: 10/22/2014**

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**SUBJECT: PROFESSIONAL – PRACTICE OCCURANCE POLICY**

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- d. All Unprofessional/Unsafe incidents will be recorded and kept on file. Records must be maintained throughout clinical and/or course experiences for each student. Incidences are not confined to one course but are considered cumulative in evaluating the student's overall clinical performance.
- e. Accrued Professional-Practice Occurrence points will remain in effect on return of out-of-sequence students; the cumulative total will be carried throughout progression of program of study.

**D. CRITICAL UNPROFESSIONAL/UNSAFE PRACTICES** - The following behaviors are considered **critical Unprofessional/Unsafe behaviors** and can potentially place the client, self, or others in immediate danger. An incident involving any of these behaviors will result in consequences from the specific policy violated or result in immediate full occurrence review from the Professional-Practice Occurrence review panel and MAY result in termination from the nursing program.

- 1. Any life-threatening error or action by the student to client, staff, faculty, or others.
- 2. Implementing any action that is in violation of the course, school, or agency HIPAA policy (See Section 4 in Student Handbook <http://www.suu.edu/sci/nursing/handbook/section4.html>).
- 3. Impaired Performance regardless of cause including; drugs, chemicals, sleep deprivation or stress.

**E. PROFESSIONAL-PRACTICE OCCURRENCE REVIEW PANEL** - The Professional-Practice Occurrence Review Panel consists of another level student, Office Manager and one other faculty member from a different level or clinical associate designated by the Department Chair that is not assigned to the clinical course. The student will not be able to participate in further clinical activities until the Panel has made a recommendation and course faculty has made a final decision. The panel may call in the student and/or faculty member involved when considering concerns.

- 1. The panel will make one of the following recommendations to the course faculty:
  - a. Remediation.
  - b. Assign course failure(s).
  - c. Dismissal of student and possible termination of student from the program.
- 2. The level work group, with a student representative, will make the final decision regarding student progression based on recommendations of the Professional-Practice Occurrence Review Panel committee.

**F. EVALUATION OF PROFESSIONAL-PRACTICE PROGRESSION** - If a student's performance is consistently below expected level, although points may not have accrued under the Professional-Practice Occurrence Policy, the student will participate in an evaluation conference with the course faculty.



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**SUBJECT: STUDENT PROGRESSION IN NURSING PROGRAM**

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- I. **PURPOSE:** The purpose of this policy is to provide guidelines for successful progression of students through the nursing program.
- II. **POLICY:** It is the policy of the Department of Nursing that successful progression in the program requires a consistent demonstration of ability to master professional skills, apply these skills in clinical practice, and to adhere to professional nursing ethics and values.
  1. The faculty members believe students' mastery of the major concepts, frameworks, processes, and thinking abilities identified in the curriculum will demonstrate that students are qualified to practice as a professional baccalaureate nurse.
  2. A variety of assessment and validation methods will help students, the faculty, and outside mentors determine their consistency in meeting the ability based outcomes of the program.

REFERENCES: SUU Policies and Procedures, 6.13, Grading  
SUU Policies and Procedures, 6.19, Grade Appeal  
SUU Policies and Procedures, 6.31, Academic Standards  
SUU Policies and Procedures, 11.2, Student conduct code  
SUU Policies and Procedures, 11.4, Student Complaints  
SUU Registrar's Office, <http://www.suu.edu/ss/registrar/student-forms.html> Incomplete Contract  
SUU Department of Nursing Policies and Procedures, 5.4.1, Achievement Testing

**III. DEFINITIONS:**

1. **Assessment** is defined as a measurement of student activity that provides information for analyzing and evaluating student's progress towards meeting course and program outcomes.
  - a. Analysis of information is completed by faculty members, students, peers, and at times, an external evaluator.
  - b. After analysis, plans are made for improvement in subsequent assessments.
2. **Validation** is defined as a student activity that judges the competency of the student to meet the standards and criteria for course and program outcomes.
  - a. Validation judgments will be made by faculty members and professional staff.
  - b. Some validation activities will require self and peer judgments.





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**SUBJECT: STUDENT PROGRESSION IN NURSING PROGRAM**

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**IV. PROGRESSION GUIDELINES:**

1. To progress in the program, students must maintain a semester grade point average of B- (GPA 2.70 on a 4.0 scale) each semester enrolled and achieve a minimum of a C (2.00) in each required nursing course.
  - a. **If a student is not progressing in a clinical course:**
    1. If a student's clinical performance is consistently below expected level, although points may not have accrued under the Safe/Professional Practice Policy, the student will participate in an evaluation conference with the course faculty or level faculty.
    2. Student's progression in the clinical course may be halted before the student enters the clinical setting if course faculty members deem the student's performance as unsafe in the ATTL.
    3. Course faculty may assign a course grade based on evidence of clinical performance including ATTL Validations, observation of student in ATTL practice lab, Clinical Evaluation Forms, and clinical faculty input.
    4. If the student fails the clinical course they follow the procedure as outlined in policy; IV.1.b.
  - b. **If a student does not achieve a semester GPA of B- (2.70) or if a student receives less than a C (2.00) in a nursing class, and it is the first occurrence. The student will fail and can retake course, if it is a clinical course, student will need to wait for space to become available, before they can retake failed clinical course.**
    1. RN to BSN students will be required to wait for the next RN to BSN class.
    2. Students may repeat a nursing course only once.
    3. Costs incurred by fulfilling the requirements are the responsibility of the student.
  - c. **If a student is unsuccessful in the same or an additional course with the NURS prefix (in the same semester or later semesters) and it is the second occurrence:**
    1. The student will be terminated from the nursing program.



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 5.5.3**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 7/2014**  
**Date Amended: 8/20/2008**

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**SUBJECT: STUDENT PROGRESSION IN NURSING PROGRAM**

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- d. **Withdrawal from nursing classes**
  1. A pattern of withdrawal from nursing courses will affect a student's eligibility to progress in the nursing program.
  2. Withdrawal is to be negotiated with the course faculty and student's advisor.
  3. The academic calendar identifies the last day to drop a course.
  4. Withdrawal by a student who is not meeting course outcomes at the time of withdrawal will be interpreted as an unsuccessful course completion and will be handled as such.
  5. All prerequisites or co-requisites must be successfully completed prior to progression to any course scheduled in subsequent semesters.
  6. If a course in which the student was unsuccessful is a prerequisite or co-requisite to other nursing courses, as identified in the current catalog, the student will not be allowed to progress. All courses designated as part of a level must be successfully completed before taking any courses on a subsequent level.
  7. Students who withdraw voluntarily and if a student who has withdrawn wants to be readmitted to the nursing program, they must complete the form in the Student Forms - Appendix portion of the student handbook and submit it to the Administrative Assistant in the Department of Nursing Office. Application does not guarantee re-admission.
2. Readmission policy for the Nursing Program is as follows:
  - a. Consideration for readmission is based on the current application standards, and made by the Admissions and Advancement Committee on a space available basis, all decisions are final.
  - b. Each case is considered individually and students are not guaranteed readmission.
  - c. Readmission to a specific level of the nursing program is granted one time only.
  - d. The Pre-licensure program must be completed within five years of official acceptance to the program including withdrawals or readmission.
  - e. The RN to BSN program must be completed within three years of official acceptance to the program including withdrawals or readmission.
3. If terminated from the program, students will not be readmitted.



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**SUBJECT: Academic Integrity**

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- I. PURPOSE:** The purpose of this policy is to demonstrate the Department of Nursing's concern with academic integrity and to guarantee a fair procedure for resolving complaints of academic dishonesty.
- II. POLICY:** Academic integrity requires that all academic work be wholly the product of the submitting individual or individuals. Scholastic dishonesty will not be tolerated. Any violation of academic honesty is a serious offense and is therefore subject to an appropriate penalty.
- a.** Joint efforts are legitimate only when the assistance of others is explicitly acknowledged.
  - b.** Expectations of faculty members:
    - i.** Faculty members help promote academic integrity by making clear on their syllabi all expectations concerning homework assignments, collaborative student efforts, research papers, examinations, etc.
    - ii.** Efforts will be made to detect and to prevent cheating and plagiarism in all academic assignments.
    - iii.** If faculty members have evidence of academic dishonesty, they are expected to deal with evidence promptly and report such actions promptly to the department chair.
  - c.** Expectations of Students:
    - i.** Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course.
    - ii.** Students are also expected to report incidents of academic dishonesty to the instructor.
- REFERENCES: SUU Policies and Procedures, 11.2, Student conduct code.



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**SUBJECT: Academic Integrity**

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**III. Violations of Academic Integrity**

- a. The various ways in which academic honesty can be violated are discussed below. The comments and examples within each section provide explanations and illustrative material, but do not necessarily exhaust the scope of these violations.

**i. CHEATING**

1. Cheating is the use of inappropriate and/or unacknowledged materials, information, or study aids in any academic exercise.
2. The use of books, notes, calculators, computers, cell phones, and conversation with others is restricted or forbidden in certain academic exercises. Their use in these cases constitutes cheating.
3. Similarly, students must not request others (including commercial term paper companies) to conduct research or prepare any work for them.
4. Students may submit work or portions thereof for credit only once without prior approval of the instructor.

**ii. FABRICATION**

1. Fabrication is the falsification or invention of any information or citation in an academic exercise.
2. Lying is any action of deceit, deception or fraud.

**iii. Facilitating Academic Dishonesty**

1. Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity.
2. Such students are as guilty of intellectual dishonesty as the student who receives the material even though they may not themselves benefit academically from that dishonesty.

**iv. Plagiarism**

1. Plagiarism is the representation of the words or ideas of another as one's own in any academic exercise.
2. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be properly cited in the text or in a footnote (see APA publication guide or <http://www.apastyle.org/> ).
3. Acknowledgment is required when material from another source stored in print, electronic or other medium is paraphrased or summarized in whole or in part in one's own words. To acknowledge a paraphrase properly, one might state: "to paraphrase Plato's comment..." and conclude with a footnote identifying the exact reference.



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**SUBJECT: Academic Integrity**

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4. Information which is common knowledge such as names of leaders of prominent nations, basic scientific laws, etc., need not be footnoted; however, all facts or information obtained in reading or research that are not common knowledge among students in the course must be acknowledged.
5. Any questions about what constitutes plagiarism should be discussed with the faculty member.

**v. Denying others access to information or material**

1. It is a violation of academic integrity to deny others access to scholarly resources, or to deliberately impede the progress of another student or scholar. Examples of offenses of this type include: giving other students false or misleading information; making library material unavailable to others by stealing or defacing books or journals, or by deliberately misplacing or destroying reserve materials; or altering computer files that belong to another.

**IV. PROCEDURE:**

- a. Minor violations may occur because of inexperience or lack of knowledge of principles of academic integrity on the part of persons committing the violation. These violations are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment.
  - i. The following are examples:
    1. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
    2. Working with another student on a laboratory or other homework assignment when such work is prohibited.
    3. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.
  - ii. Possible sanctions for minor violations are listed below; one of these may be chosen in each case:
    1. Assigning of a paper or research project on a relevant topic.
    2. Assigning of a make-up assignment at a more difficult level than the original assignment.
    3. Not giving credit for the original assignment.
  - iii. Records of students who commit minor offenses will be maintained in the student's file.
- b. Major violations are those that include dishonesty that affects a major or essential portion of work done to meet course requirements, or involves premeditation, or is preceded by one or more academic integrity violations.



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**SUBJECT: Academic Integrity**

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- i.** Examples include:
  - 1.** Copying on unit tests or final examinations.
  - 2.** Plagiarizing major portions of a written assignment.
  - 3.** Acting to facilitate copying during an exam.
  - 4.** Using prohibited materials, e.g., books, notes, or calculators during an examination.
  - 5.** Collaborating before an exam to develop methods of exchanging information and implementation thereof.
  - 6.** Altering examinations for the purposes of re-grading.
  - 7.** Acquiring or distributing an examination from unauthorized sources prior to the examination.
  - 8.** Presenting the work of another as one's own.
  - 9.** Using purchased term paper or other materials.
  - 10.** Removing posted or reserved material, or preventing other students from having access to it.
  - 11.** Fabricating data by inventing or deliberately altering material (this includes lying about clinical experience hours).
- ii.** Possible Sanctions for major violations are listed below; one of these may be chosen in each case:
  - 1.** A failing grade on exam or other works.
  - 2.** Removal from the nursing program.
- iii.** Major offenses will be maintained in the student's file.

**V.** Consequences of Violating the Academic Integrity Policy

- a.** Students committing acts of academic dishonesty not only face university censure but run a serious risk of harming their future educational and employment opportunities. In addition to the notation for a specific sanction placed on the student's transcript and which remains for the term of the sanction, prospective employers and other educational institutions frequently use recommendation forms that ask for judgment and comment on an individual's moral or ethical behavior.
- b.** Except in cases of major offenses, responding to academic dishonesty is the responsibility of the instructor of the course in which the violation occurs. If a student is found responsible for academic dishonesty, the student may be dismissed from the class and may receive a failing grade. Other penalties may include suspension or expulsion from school. Such transgressions become part of the student's permanent University record.



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**SUBJECT: GRADES**

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**Grades**

Grades for all courses are determined in accordance with the policy of the Department of Nursing. **Final percentages of validation activities may be calculated and converted into whole numbers using the rounding rule of rounding up for 0.5 or more and rounding down for less than 0.5. Grades will be determined using the following grading scale:**

94-100% = A	77-79% = C+	60-63% = D-
90-93% = A-	74 -76% = C	59-below = F
87-89% = B+	70 -73% = C-	
84 -86% = B	67-69% = D+	
80-83% = B-	64 -66% = D	

A cumulative score of 74% or higher (C or better) is needed to successfully complete nursing courses with a passing grade. In addition, the lab and clinical portion of the course must be successfully passed.

Failure to meet the performance criteria for the auto-tutorial (ATTL) lab and clinical components of any course will constitute unsuccessful course completion (failure) of the course and will result in an “F” regardless of percentages or grades on theory assessment and validation activities.

Inability to pass at the designated level the ATI Comprehensive Predictor while enrolled in the NURS 4555 course will result in an “I” (incomplete-see SUU policy 6.13, Grading) until satisfactory remediation has been accomplished, documented and approved by the NURS 4555 faculty member who will convert the “I” to the earned grade (see incomplete contract form).

**Releasing grades**

Grades or other information concerning academic progress or standing cannot be released to any party by anyone other than the faculty and/or department chair. Support staff cannot release grades or other information about your progress in the nursing program.



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**SUBJECT: Late Assignments**

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**Late Assignments**

Papers/assignments are due at the time designated by faculty. If you know you will miss a class in advance of the due date submit materials early or ask a colleague to submit on the due date. With unforeseen circumstances, you may not be able to submit an assignment on the designated due date. It is your responsibility to notify the instructor and negotiate a reasonable alternate due date. *Faculty members retain the option of not accepting late papers/assignments and may deduct points for late work. Individual faculty maintains final determination in situations related to late work.*





**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 4.12**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 7/2014**  
**Date Approved: 8/10/2010**

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**SUBJECT: Make-up Work**

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**Make-up Work**

***Clinical:*** All missed clinical experiences must be made up. Individual clinical faculty will schedule the necessary times and experiences. *At no time are students to complete a clinical experience without the knowledge and supervision of clinical faculty.*

***Didactic:*** Make-up work for extra credit or in place of missed assignments for theory classes *will not be provided.*



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 4.13**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 7/2014**  
**Date Approved: 8/10/2010**

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**SUBJECT: ADA Statement**

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**ADA Statement**

Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact the Southern Utah University Coordinator of Services for Students with Disabilities (SSD), in Room 206 F of the Sharwan Smith Center or phone (435) 865-8022. SSD determines eligibility for and authorizes the provision of services.

The Department of Nursing strictly follows SUU Policy 11.9, Accommodations for Students with Disabilities.



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

Policy # 5.6.1  
Date Originated: 5/7/2007  
Date Reviewed: 9/2015  
Date Approved: 9/2/2015

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**SUBJECT: UNIFORM and APPEARANCE**

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- I. PURPOSE:** The purpose of this policy is to provide guidelines and expectations of Uniform and Appearance requirements.

**POLICY:** All pre-licensure students are required to purchase the regulation uniform and patch from the selected vendor(s). The Department of Nursing patch must be worn on the **LEFT** Center of Sleeve of the uniform and the left center of sleeve of the white lab coat, if applicable. All students are also **required** to wear a photo name badge which will state their first name followed by Student Nurse, Southern Utah University; this badge will be provided by the Department of Nursing. It must be worn **AT ALL TIMES YOU ARE IN A CLINICAL AREA.**

- II. PROCEDURE: The uniform is a tan/khaki-colored top and black scrub pants. A white lab coat is also recommended.** The uniform will be purchased from a faculty-selected vendor at their website, information on how to order will be distributed at Level 1 orientation. The white lab coat may be purchased from any vendor.

Shoes are to be a clean, solid color, closed toe, that matches uniform/scrubs; no open-toes or canvas type shoes or bright, fluorescent colors. If you have questions, consult with your clinical faculty provider. Students are allowed to wear a solid color black or white turtleneck or tee under their uniforms if desired. Depending on the clinical site, uniforms, or a white lab coat, must be worn whenever in the clinical area, community clinical site. Patches are available for purchase in the Department of Nursing Office.

- A. RN to BSN** students are not required to purchase clinical uniforms from the department-selected vendor, but must wear a solid-color uniform of a similar-style and same-colors of the designated uniform with the above described patch on the left shoulder and student name badge with RN to BSN as the current level.
- B. APPEARANCE** - You will be expected to dress and act professionally at all times when in the clinical area. Uniforms must be clean and neat. You are expected to manage personal hygiene habits to control cleanliness and avoid offensive body odor. Strong perfume, cologne or lotions that might interfere with those who are ill or allergic to such odors or fragrances should not be used. Hair must be well-groomed and neat. Extreme styles which may distract from providing exception care should be avoided. Visible body piercing is not permitted except for one pair of earrings. Fingernails should be trimmed as to not be visible when viewed from the palmar side. Nails are to be clean without polish, artificial nails, wraps or any other nail adornment. Tattoos need to be covered, as they can be unprofessional and distracting. Institutional requirements for specific clinical agencies that may further define dress codes will be adhered to; such as hair pulled back from face, tattoos covered, etc. This policy is available to review in the DON offices.



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 4.50**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 7/2014**  
**Date Approved: 8/10/2010**

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**SUBJECT: STUDENT CONDUCT**

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**Student Conduct**

Professional requirements and responsibilities are dictated to you not just as a student at SUU but also as a member of the nursing community. This puts an added responsibility on you to be familiar with the ethical and legal requirements and responsibilities addressed by SUU and by the nursing profession. The following links will provide you with the information you need to function ethically and legally in both roles.

SUU General Catalog ([www.suu.edu/academics/catalog](http://www.suu.edu/academics/catalog)) SUU Student Handbook, which is a publication of student government. (NSNA code [www.nsna.org](http://www.nsna.org); ANA code [www.nursingworld.org](http://www.nursingworld.org); Utah Nurse Practice Act [www.dopl.utah.gov](http://www.dopl.utah.gov) ).



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**SUBJECT: Social Media Policy**

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**Policy Statement**

The Southern Utah University Department of Nursing expects nursing students in the program participating in social media to be compliant with privacy and confidentiality policies and to communicate in a professional manner.

**Purpose**

The SUU Department of Nursing supports the use of social media to reach audiences important to the University such as students, prospective students, faculty and staff. The Department presence or participation on social media sites is guided by university policy. This policy applies to the SUU Department of Nursing students who engage in Internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities as well as non-school-related activities that would or possibly could reflect poorly on the Department or anyone it is affiliated with. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

**Definitions**

Social Media – Digital media based on social interaction and or created using highly accessible and scalable publishing techniques, in which messages are primarily disseminated and received among users on a peer-to-peer basis. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include Facebook, Twitter, Wikipedia, Second Life Flickr and networking services such as LinkedIn, blogs, Allnurses.com, etc.

**General Information**

Reference resources should be used to clarify the nurse's role and responsibilities. Please review the National Council State Boards of Nursing's (NCSBN) White Paper: A Nurse's Guide to Use of Social Media and the American Nurses Association's (ANA) Principles for Social Networking and 6 Tips for Nurses Using Social Media (1/2012).

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and university reputations.

As students you will want to represent the University and the Department in a fair, accurate and legal manner while protecting the brand and reputation of the institution.

When publishing information on social media sites remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others. As one person remarked, "If you wouldn't put it on a flier, carve it into cement in the quad or want it published on the front of the Wall Street Journal, do not broadcast it via social media channels."



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**SUBJECT: Social Media Policy**

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**Provisions/Policy**

- Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, faculty, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a SUU Department of Nursing student.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of the university. For guidance, see the Department of Nursing staff and visit the University's Information Technology site.
- Do not use SUU's and the Department of Nursing marks, such as logos and graphics, on personal social media sites. Do not use SUU's name to promote a product, cause, or political party or candidate.
- Use of the University's and Department of Nursing marks (logos and graphics) for School sanctioned events must be approved (posters, fliers, postings) by the Department's administration.
- It is expected that during clinical use of PDAs and other devices employed for social media will be used only as authorized by faculty. If a PDA is combined with a cell phone, iPad or other electronic device, it is expected that the electronic device only be used in times as determined by the syllabus, course faculty or clinical faculty.
- No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom with respect and as quietly as possible and respond as deemed necessary.
- Use of computers (PDAs, Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Use otherwise, especially when viewing social media, is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
- No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped or photographed without written permission of the patient/client and of the facility.
- Be aware of your association with SUU's and the Department of Nursing's in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on SUU's or the Department of Nursing's behalf, unless you are authorized to do so in writing.
- HIPPA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.



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**SUBJECT: Social Media Policy**


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**Procedure/Considerations**

- There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it’s wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
- Future employers hold you to a high standard of behavior. By identifying yourself as a Southern Utah University nursing student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
- Nursing students are preparing for a profession, which provides services to a public that also expects high standards of behavior.
- Respect your audience.
- Adhere to all applicable university privacy and confidentiality policies.
- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).
- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
- Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
- Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- You are responsible for regularly reviewing the terms of this policy.

**Consequences**

- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

Southern Utah University Department of Nursing Social Media Policy is adapted from [http://hilo.hawaii.edu/depts/nursing/social\\_media\\_policy.php](http://hilo.hawaii.edu/depts/nursing/social_media_policy.php) and from [Social Media Policy, Student Handbook of Purdue University School of Nursing](#) 



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 4.51**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 7/2014**  
**Date Approved: 8/10/2010**

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**SUBJECT: Student Misconduct**

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**Student Misconduct**

Student misconduct can result in suspension or dismissal from the SUU Department of Nursing program. Suspensions will be based on unsafe and/or unprofessional conduct. In addition to the observation of misconduct relative to the University Student Code, students in the department of nursing must act in a safe and professional manner. Unsafe or unprofessional behavior in clinical or classroom areas may be grounds for immediate suspension or dismissal from the nursing class or clinical, regardless of previous academic or clinical performance as described in the department General Professional Behaviors and Clinical Professional Behaviors.





**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 4.52**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 7/2014**  
**Date Approved: 8/10/2010**

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**SUBJECT: Due Process**

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**Due Process** (See SUU Policies 6.19, 11.2, 11.4 at [www.suu.edu/pub/policies/](http://www.suu.edu/pub/policies/))

Due process is a system of rules and guidelines designed to achieve fair and reasonable resolution to a dispute. Southern Utah University has developed procedures that apply to all disputes involving or regarding students. Problem resolution precedes due process. It is always preferable to resolve differences through informal means when possible before resorting to due process procedures. Informal resolution means going directly to the person with whom you have a conflict to work things out between the parties involved. The next phase of informal resolution will involve the immediate supervisor (department chair) to assist in resolution by functioning as an intermediary. If the problem cannot be resolved through these informal means, refer to the university due process policy for specific steps.



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 4.53**  
**Date Originated: 5/7/2007**  
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**SUBJECT: Actions Pending Under an LPN or RN License**

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**Actions Pending Under an LPN or RN License**

The State Boards of Nursing have final jurisdiction over LPN and RN licensure. Students are responsible for all interactions with state departments regulating RN and LPN licensure. For students entering the program with an LPN or RN license, the SUU Department of Nursing will be guided by disciplinary decisions of licensure regulating bodies. Any student holding an LPN or RN license who is under review for any reason should notify the department of nursing chair of such action immediately. Subsequently, the chair is to be informed of progress toward resolution.



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 4.20**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 8/2015**  
**Date Approved: 8/10/2010**

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**SUBJECT: Student Nurse Association Requirement**

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The purpose of the SUU Student Nurse Association (SUUSNA) is to provide students a forum for developing the roles and responsibilities of professional nurses.

**Southern Utah University Student Nurses' Association (SUU/SNA)**

The SUUSNA provides an opportunity for professional growth and development. The purposes of the organization include the following:

- Contribute ideas to nursing education,
- Encourage communication between nursing students at SUU and other students in the state and nation
- Provide programs representative of current professional interests and concerns, and
- Keep members updated on legislative issues.

The SUUSNA also provides an interface with other SUU student activities on campus

[www.suu.edu/suusa/](http://www.suu.edu/suusa/).

The Southern Utah University Student Nurses' Association is a chapter of the Utah and the National Student Nurses Associations. This organization represents all students majoring in nursing. The organization has elected officials and is advised by a designated faculty member. SUUSNA is a chartered organization on the SUU campus.

It is a program requirement that all pre-licensure students join the SUUSNA and NSNA. Membership is to remain current for the duration of each students' enrollment in the nursing program. There is a fee associated with membership; dues are your responsibility.

[https://secure.touchnet.net/C20196\\_ustores/web/product\\_detail.jsp?PRODUCTID=994&SINGLESTORE=true](https://secure.touchnet.net/C20196_ustores/web/product_detail.jsp?PRODUCTID=994&SINGLESTORE=true) (to pay for the SUUSNA on-line, click here)

[www.nsamembership.org](http://www.nsamembership.org). (to register and pay for the NSNA, click here. Sign up and pay for two years)

It is a program requirement that all RN to BSN students must join a professional nursing organization, providing a copy of membership to Office Manager prior to Fall semester.



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

Policy # 4.62  
Date Originated: 09/12/2012  
Date Reviewed: 05/12/2015  
Date Amended: 08/12/2015

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**SUBJECT: Donations, Fundraising and Student Use of these Funds**

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**Donations and Fundraising**

Students requesting donations for class or student activities will coordinate through the Faculty and Office Manager for approval. All monetary donations or gifts in excess of \$1,000.00 must be coordinated through the SUU Development/Advancement Office.

Classes are allowed to have fund raisers, usually in level 3, to raise funds for their Pinning Ceremony. Average costs of Pinning Ceremonies are \$200 - \$530, depending on extras.

Pinning Ceremony items are; programs, invitations, DVD and /or class picture for each student, class picture for department (8x10), and if desired; refreshments, thank you gifts for department (faculty/staff).

Other fundraisers are allowed, when approved prior to and for a specific event. An example would be, having a bake sale to raise money for Relay for Life.

Students must follow fund raising policies as found in the Department of Nursing Student Handbook and University policy #10.11.

All expenses (money spent) need to be paid for through the Nursing Administrative Assistant, Vikki Robertson. This way we stay in compliance with University tax exempt policies and others. Note: SUU is tax exempt, tax is never refunded in reimbursements.

SNA Socials/events

Each semester \$300 is allocated for socials, events, etc. The week prior to finals is Dead Week at SUU. No student social/events are to be scheduled during this week.

All planned events for the SNA need to be calendared with the SUU Nursing Staff (Teresa and Vikki) no less than three weeks before the event is to occur.

Department resources and time may not be available with less than a three week notice.

Soliciting Funds from Senate and Student Reimbursement

See current SUUSA policies for up to date information on requesting funds from the Senate. <http://www.suu.edu/suusa/>



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 4.30**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 7/2014**  
**Date Approved: 7/28/2014**

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**SUBJECT: Student Officers and Representatives**

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**Selection of Student Officers and Representatives**

**Class Officers**

Class officers are elected as part of the NURS 3140 or NURS 3141 course. Each class will determine the officers needed and conduct elections under the direction of faculty teaching the course. Those officers will stand throughout the program. When vacancies occur, replacement elections are conducted as needed.

**SUUSNA Officers**

SUUSNA officers are nominated and elected by class vote. Each level has representation with a class-designated officer on the SNA Board.

Level 3 Student Representative serves as the SUUSNA President.

Level 4 Student Representative serves as the SUUSNA Past President.

Level 2 Student Representative serves as the SUUSNA President Elect

Level 1 Student Representative serves as Level Representative

All other officers are elected.

These officers serve one semester as designated above. Assignments change on a rotating basis as students' progress through each semester.

**Selection of Students to Faculty Councils and Committees**

Student representation to faculty organization councils are chosen at the same time as class officers. Membership on faculty organization councils is as follows:

***Faculty Meetings:*** President of SUUSNA and Presidents of each class organization (or president's designee) are student representatives for faculty meetings.

***COSE Meetings:*** Department Representative, this is an application/acceptance process through the COSE and a one year position. Student representative will serve as the nursing department representative to the COSE SUU Student Senator.



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**SUBJECT: Required Student Documentation**

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**Documentation of Membership in a Professional Nursing Organization**

As a means of demonstrating commitment to the profession, documentation of membership is due with your nursing packet. Documentation must show current membership throughout the program. Pre-licensure students need to join the National Student Nurses Association (NSNA) and the SUU Student Nurse Association (SUUSNA) for two years. RN to BSN students can join any professional nursing organization as long as their membership remains current through May of the year they are graduating.

**Self-disclosure Health Record**

Students are required to provide documentation of personal health history and current health status.

**Documentation of Immunization and TB testing**

As a patient care provider, you are required to remain current with yearly TB test (initial test must be a two-step) or x-rays as recommended by health care provider and Tetanus, Diphtheria, Pertussis (Tdap), measles/mumps/rubella, and Hepatitis B immunizations. Documentation will be maintained in the nursing program files. Immunizations are available at the Southwest Utah Public Health Department Immunization Clinic or from your private health care provider.

**Documentation of Basic Life Support for Health Care Provider (BLS)**

To stay in compliance with clinical agency requirements, you are required to have current American Heart Association BLS for HCP certification on file in the department office (Beginning students will complete in their first semester).

**Documentation of OSHA and Department of Nursing Exposure Control Plan**

Before participating in procedures involving any risk of exposure to body secretions; and every semester you will receive training in OSHA exposure control guidelines and will be oriented to the department exposure control plan. Documentation of annual training will be maintained in nursing program files.

**Documentation of Drug Screen**

To stay in compliance with clinical agency requirements, students are required to participate in random drug screening.

**Documentation of Background Check**

To stay in compliance with clinical agency requirements, students are required to have approved background checks on file in the nursing office.

**Documentation of Health Insurance Coverage**

To stay in compliance with clinical agency requirements, students are required to provide proof of appropriate insurance coverage or a notarized waiver form must be completed.

**Documentation of Health Insurance Portability and Accountability Act (HIPAA)**

An important part of nursing ethics is maintaining the client's confidentiality. We will help you meet HIPAA training requirements of the clinical agency. Faculty will not accept written work containing full client name; client problems must not be discussed with family, friends, or others outside of the clinical setting and in the provision of care. Appropriate discussion of client cases and problems may occur in specialized settings as, for example, pre- and post-conferences without disclosing names. If confidentiality is violated, the student violating the confidence will be subject to disciplinary action. Obligation of the student to maintain confidentiality continues after completion of the program.



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 4.41**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 7/2014**  
**Date Approved: 8/10/2010**

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**SUBJECT: Licensure Preparation**

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**Licensure preparation** [www.dopl.utah.gov/](http://www.dopl.utah.gov/), [www.ncsbn.org/](http://www.ncsbn.org/), [www.vue.com/](http://www.vue.com/), [www.commerce.utah.gov](http://www.commerce.utah.gov)

Graduation from the SUU nursing program is not a guarantee of licensure. Meeting all licensure requirements, completing application and passing NCLEX-RN is your responsibility. However, faculty will help you prepare to be successful.



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 4.42**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 7/2014**  
**Date Approved: 8/10/2010**

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**SUBJECT: Request for Student Volunteers**

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**Requests for Student Volunteers**

When clinical agencies or other parties request student volunteers to assist with community events, independent of faculty coordinated events, students do not participate as representatives of the SUU Department of Nursing and should not wear clinical badges or SUU student uniforms. All liability is assumed by the clinical agency or community group, not by the university. When participation is planned and supervised by faculty as part of learning experiences, students represent the department and are covered by university policies and malpractice insurance.





**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 4.44**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 7/2014**  
**Date Approved: 8/10/2010**

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**SUBJECT: Liability Insurance**

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**Liability Insurance**

Liability insurance is provided by SUU only for students officially enrolled in courses. Students are not allowed to function as a student nurse in any clinical setting if you are not officially enrolled in the nursing course without clinical faculty present or available to monitor your clinical practice. Students should never present themselves as a student nurse without the knowledge of a clinical faculty member.



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 4.45**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 7/2014**  
**Date Approved: 8/10/2010**

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**SUBJECT: General Statement of Risks**

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**General Statement of Risks**

You are expected to manage your own transportation and assume your own risks when traveling to and from class, labs, or clinical experiences and when performing duties in class, labs, or clinical experiences. There are inherent risks involved in travel and in lab and clinical experiences. The most obvious risks are accidents, contracting infections or other communicable diseases or workplace violence. Please take precautions to avoid risks and provide for your safety.



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 4.46**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 7/2014**  
**Date Approved: 8/10/2010**

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**SUBJECT: Safety in the lab, classroom and clinical**

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**Safety in the lab and classroom and clinical**

You will be advised about specific safety measures for labs and clinical experiences. You are then responsible to apply the guidelines for safety in the labs, classrooms and clinical agencies. Faculty will monitor your behavior to assure compliance with the guidelines.



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 4.47**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 7/2014**  
**Date Approved: 8/10/2010**

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**SUBJECT: Inclement Weather Attendance Policy for Class and Clinical**

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**Inclement Weather Attendance Policy for Class and Clinical**

***Class Attendance:*** During inclement weather, faculty members will proceed with classroom instruction unless Southern Utah University is closed.

***Clinical Attendance:*** Clinical will proceed during inclement weather unless the roads are closed by local authorities. However, if you feel unsafe in commuting to a clinical site, we urge you to use your best judgment in making a decision regarding your personal safety. If you do not attend a regularly scheduled clinical due to inclement weather you may be required to make-up the time at a later date. If for any reason you cannot make it to a clinical experience you **MUST** notify the instructor **AND** the appropriate personnel at the clinical site.

***If faculty cancel a scheduled event; students and Department Chair need to be notified as soon as the decision is made. Ideally at least two hours before the scheduled event.***



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 4.60**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 7/2014**  
**Date Approved: 8/10/2010**

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**SUBJECT: Emergency Response Plan**

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**Emergency response plan**

You should be prepared to cope with hazards and disasters that may arise that have the potential to interfere with university function. In reporting an emergency, using a campus phone, dial 9-911, being aware that telephone lines may be damaged or overloaded. If you make contact, please stay on the line to present all necessary information to the dispatcher. Before taking any action, ensure you are not endangering yourself. Do not jeopardize your life or the lives of others in attempting to save personal or university property. Specific instructions for a variety of emergency situations are provided in the following link. <http://www.suu.edu/ad/em/>



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 4.61**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 7/2014**  
**Date Approved: 8/10/2010**

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**SUBJECT: Photographs, Audio Recordings, and Written Material in Classrooms, Labs and Clinical Agencies**

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**Photographs, Audio Recordings, and Written Material in Classrooms, Labs and Clinical Agencies**

Release forms (see Appendix B) must be signed prior to taking photographs, using any form of technology (camera, video, digital images, cell-phone cameras, etc.) of faculty, students, staff, clinical personnel, or clients. Audio and/or video recordings require signed release forms prior to such recordings being made. Students or faculty must not copy any documents from clinical agencies. Student work may not be copied or publicly displayed without written permission by the student. Patient information must not be obtained/stored using any technology.



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 5.5.5**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 7/2014**  
**Date Amended: 8/20/2008**

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**SUBJECT: Curriculum Tools**

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**Criteria for Determining the Credibility of Evidence in Nursing**

Critiquing Evidence:

1. Critique of Scientific Merit
  - a. Strength of the study design—studies that use random designs are usually the best evidence.
  - b. Representative of patients/clients—you must ask “Are the clients in the study similar to the ones cared for in my practice?” If the answer is “no” then the study is less credible for your situation but may be very valuable for other situations.
  - c. Are there other studies or pieces of evidence that have the same findings? If the answer is “yes” then all of the evidence has more credibility.
  - d. Credibility of the experts, authors, or researchers—do they have appropriate educational experience and credentials?
2. Critique of Applicability
  - a. Problem studied--does article or study address the current clinical problem/concern you or your facility is concerned about? Sometimes this is a trick question because you may not find any evidence that is directly related to the problem you are researching so you must find related evidence.
  - b. Are there any doubts that the intervention led to the outcomes? Unless the study has a lot of controls in place, it is hard to relate an outcome to an intervention - so don't just take the researcher or author's word that the intervention was what caused the outcome.
  - c. Would the new way of doing things be useful based on risk/benefits to clients/patient - is the new way safer than the old way and is the cost worth making a change?
3. Critique of Findings
  - a. Which findings are supported by more than one piece of evidence?
  - b. Which evidence is based on patients/setting similar to yours?
  - c. Which findings do you feel confident are supported by the evidence?
4. Making a decision about whether to change practice
  - a. What would I change in practice if I used the credible new evidence?
  - b. What degree of change would be needed—small medium or large. Does the system have the resources and will to make a large change?
  - c. Is there a risk or burden involved in making this change for the patients, staff and/or system?
  - d. Is the change feasible in terms of resources and economics? If not, why?
  - e. If I make the change, what will happen to patients? What will be an expected patient outcome?



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 5.5.5**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 8/20/2008**  
**Date Amended: 8/20/2008**

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**SUBJECT: Curriculum Tools**

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**Standard Criteria for Student Performance**

The nursing curriculum is abilities based, which means faculty members expect a certain level of analysis, critical thinking, and problem-solving as a foundation for your performance. The following standard criteria for professional and academic performance are essential to your success in the program. Faculty members expect these criteria will be routinely met.

**Writing** You need to follow these general writing criteria for all writing assignments:

1. Follow directions of faculty for individual writing assignments.
2. Use word choice, style and tone to show awareness of audience's knowledge, values, need for clarity, right to opinions, and expectations of interest.
3. Use Standard English forms of grammar, spelling, and syntax and appropriate conventions of format (APA for formal/structured papers unless otherwise indicated).
4. Use purposeful structure (usually introduction, development, and conclusion unless otherwise indicated) and provide focus for main points with major and minor connections.
5. Provide appropriate content as described by faculty, support for position and development of an idea.
6. Provide appropriate attribution of all sources both quoted and paraphrased.

**Speaking** You need to follow these general criteria for speaking for all oral presentations:

1. Connect with audience by speaking clearly without over-reliance on script or memorized input.
2. Establish and maintain context by clearly articulating relationships between ideas and concepts from nursing frameworks and from personal thinking.
3. Word choice, tone and style reflect awareness and respect of the audience's knowledge, values, need for clarity and their right to an opinion.
4. Delivery is effective because speaker projects voice with adequate volume, clearly articulates, has vocal variety, uses gestures and body language appropriately, makes eye contact and projects interest in topic and audience.

**Listening:** In order to respond analytically as you progress in the nursing program you need to demonstrate the following abilities in listening:

1. Relate your previous experiences and knowledge to the speaker's content and synthesizes the presented information with previous knowledge.
2. Analyze the simple and complex relationships being presented by relating the main points to basic concepts of nursing, and by comparing your own assumptions and perspectives to the speaker's.

**Reading:** In order to respond analytically as you progress in the nursing program you need to demonstrate the following abilities in reading.

1. Relate previous experience and knowledge to what you are reading and synthesize with the information provided.
2. Analyze the simple and complex relationships within the reading by relating main points of the reading to basic concepts of nursing and comparing your own assumptions and perspectives to the author's.

**Self-Assessment:** In order to gain insight and promote your personal growth in all aspects of the professional nursing role, you need to judge your performances and plan for remediation. Self-assessment is integrated in all nursing courses as a way to document your progress in meeting the course outcomes. Criteria and methods of feedback will be individualized to the course.





**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 5.5.5**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 8/20/2008**  
**Date Amended: 8/20/2008**

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**SUBJECT: Curriculum Tools**

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**Designing Visual Materials**

Four Important Design Concepts

1. Make it BIG
  - a. Use this rule of thumb: If it looks right on the computer screen, it is probably too small. If it looks BIG, it is probably still too small. Aim for outrageously LARGE!!
2. Keep it Simple--Less is Better
  - a. Visuals should only introduce essential elements
  - b. Audience should get the point within 5 seconds after visual appears.
  - c. During that time don't say anything—allow audience time to absorb the message.
  - d. When you have audience's attention, expound on what the visual has to say.
3. Make it Clear
  - a. Include only pertinent information.
  - b. Limit the amount of text on each visual.
  - c. Create useful not artistic visuals.
4. Be CONSISTANT
  - a. Your goal is to educate and inform: don't get sidetracked or confuse the audience.
  - b. Use the same visual at beginning and end of the presentation. At beginning to let audience know where you are going; at the end as a summery.
  - c. Don't switch formats. Once you have selected a general look for color scheme, fonts etc.

Final Rules

1. Begin preparing visuals early.
2. Make back-up copies.
3. Practice the presentation—A LOT!

**Producing Audio Materials**

1. Keep the message simple.
  - a. Use a script or at very least an outline.
  - b. Provide only essential information—more detailed information can be given in a handout.
  - c. Avoid using jargon unless it is part of making your point.
  - d. Use technical terms only when appropriate for the intended audience.
  - e. Most people have a limited attention span (depending on age and development) so script should be long enough to convey the message but not so long the audience loses interest.
  - f. Speaker should be clear and distinct in pronouncing words. Avoid using monotone speech but don't be overly dramatic unless it is part of making the point.
  - g. Use slides, charts, or illustrations as needed to clarify points.
2. Use high quality equipment for best results.
  - a. Be sure speaker speaks directly into the microphone.
  - b. Avoid unintended background noises when possible.
  - c. For videotapes adequate lighting is an important consideration.



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 5.5.5**  
**Date Originated: 5/7/2007**  
**Date Reviewed: 8/20/2008**  
**Date Amended: 8/20/2008**

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**SUBJECT: Curriculum Tools**

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**Guidelines for Presentations**

1. Oral Communication is different from written communication
  - a. Listeners have one chance to hear your talk and can't "re-read" when they get confused.
  - b. In many situations, they have or will hear several talks on the same day.
  - c. Being clear is particularly important if the audience can't ask questions during the talk.
  - d. There are two well-known ways to communicate your points effectively.
    - i. The first is to K.I.S.S. (keep it simple stupid). Focus on getting one to three key points across. Think about how much you remember from a talk last week.
    - ii. Second, repeat key insights: tell them what you're going to tell them (Forecast), tell them, and tell them what you told them (Summary).
2. Think about your audience
  - a. What should they gain from hearing you?
  - b. What level of information will best hold their interest?
  - c. What are the key points?
3. Think about your indirect goals
  - a. First, leave your audience with a clear picture of the gist of your knowledge.
  - b. Second, make them want to read more about the subject.
4. Practice in public
  - a. It is hard distilling work down to 20 or 30 minutes.
  - b. Usually have more material to present than time.
5. Prepare, prepare, prepare



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

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**SUBJECT: Student Forms - Appendix**

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Page 60	Acknowledgement of Student Policies
Page 61	Name Badge Agreement
Page 62	Lost Name Badge Acknowledgement
Page 63	Student Non-Disclosure Agreement
Page 64	Release form
Page 65	Unusual Occurrence/Blood Borne Pathogen Exposure Risk Form
Page 67	Safe Professional-Practice Occurance Report (point sheet)
Page 69	Petition for Academic Advising Change Form
Page 70	Student Progression in Nursing Program Withdrawal Form
Page 71	Student Progression in Nursing Program Readmission Form
Page 72	Functional Requirements for Student Success
Page 73	Student Understandings
Page 74	Student Office Work Request Form (copies)
Page 75	Student Scheduling Request Form
Page 76	Academic Integrity Honor Code Statement sample
Page 77	Incomplete Contract
Page 78	RN to BSN Readings and Conferences contract
Page 79	RN to BSN Credit by Examination forms
Page 81	RN to BSN Nursing Education Exit Assessment (grad survey)
Page 87	SUUSNA Application



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

Date Originated: 8/2004  
Date Reviewed: 7/2014  
Date Amended: 1/05/2012

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**SUBJECT: ACKNOWLEDGEMENT OF STUDENT POLICIES**

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I, \_\_\_\_\_, have read and reviewed the policies in the Nursing Student Handbook for the Nursing Program and have had the opportunity to have questions concerning said policies answered by a faculty member in the nursing department.

I understand that, as a student in this program, if I need further clarification of the policies, I am free to ask my Faculty Advisor or any faculty in the Department of Nursing.

I further certify that I agree to follow the standards and guidelines outlined within the Handbook. The Handbook is required reading and may be viewed on the Department of Nursing web site at [www.suu.edu/cose/nursing](http://www.suu.edu/cose/nursing).

By signing below I agree to the above statements and also agree that it is my responsibility to stay current with the Department of Nursing Student Policies. I have been advised that I should review the Student Handbook at least once a semester. It is agreed that if any significant changes are made by the Department of Nursing the changes will be reviewed at the Advisement Group Meeting at the beginning of said semester.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ LEVEL: \_\_\_\_\_



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

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**SUBJECT: NAME BADGE AGREEMENT**

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By signing this form I am acknowledging that I have received a Southern Utah University Nursing Program name/picture badge. I am aware that this badge is issued to me for use at clinical experience while I am in the nursing program. I am aware that this is a different badge than the one issued by Intermountain Health Care\*.

I am aware that if I lose the badge I will have to pay \$10.00 for a replacement. I will also assume any and all responsibility for problems that may arise if I lose or misplace my name badge. I hereby release, indemnify and hold harmless, Southern Utah University, its Board of Trustees, employees, agents and volunteers from any liability from unauthorized use of my name badge.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By \_\_\_\_\_  
Student Signature                                  Print Name

\*Intermountain Health Care badges are issued per semester for student clinical use only and must be returned to your clinical instructor at the end of each semester. Any badges not turned in at the end of the semester will be assessed a \$20.00 fee and grades will be held.



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

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**SUBJECT: LOST NAME BADGE ACKNOWLEDGEMENT**

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I hereby acknowledge that I have misplaced or lost my Southern Utah University Nursing Program name badge. I assume any and all responsibility for problems that may arise due to unauthorized use. I hereby release and hold harmless Southern Utah University, its Board of Trustees, employees, agents and volunteer from any liability.

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Print Student Name

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Student Signature

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Date

---

Witness



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

Date Originated: 8/2004  
Date Reviewed: 7/2014  
Date Amended: 1/05/2012

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**SUBJECT: Student Non-Disclosure Agreement**

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Southern Utah University has a legal and ethical responsibility to safeguard the privacy of all patients whose records are used for educational purposes and to protect the confidentiality of their health information. In the course of my assignments at Southern Utah University and during clinical experiences, I will come into contact with confidential patient information.

I understand that such information must be maintained in the strictest confidence. As a condition of being a student enrolled in the SUU Nursing Program, I hereby agree that, unless directed by my instructor, I will not at any time during or after my assignments, disclose any patient information to any person whatsoever.

When patient information must be discussed with others in my class during the course of my assignments, I will use discretion to ensure that such conversations cannot be overheard by others who are not involved with the class. I further agree to protect patient records from being seen by others in any setting.

I understand that the violation of this agreement may result in corrective action up to and including discharge from the SUU Nursing Program.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to:** Southern Utah University  
Department of Nursing  
351 West University Boulevard  
Cedar City, UT 84720



SOUTHERN UTAH UNIVERSITY
Department of Nursing
Policy and Procedures

Date Originated: 8/2004
Date Reviewed: 7/2014
Date Amended: 1/05/2012

SUBJECT: Release Form

I hereby give permission to the SUU Department of Nursing to use the following material:

- 1. Photographic, video, or digital images in which I appear:
2. Audio recordings of events in which I am a participant:
3. Written work and/or class assignments I have completed:
4. Other, please specify:

This material may be used or distributed for the following purposes:

- 1. In publications used for the purposes of education, information, promotion, public relations, and fund-raising:
2. Documentation of learning outcomes for purposes of accreditation or other reports:
3. Other, please specify:

I understand that I will receive no payment for the use of these materials. I understand that work I have completed will not be used by other parties without credit and attribution. The release of any other information about me will be governed by the Federal Educational Privacy Act.

Name:
Signature:
Date:

Return this form to: Southern Utah University
Department of Nursing
351 West University Boulevard
Cedar City, UT 84720





SOUTHERN UTAH UNIVERSITY  
Department of Nursing  
Policy and Procedures

Policy # 5.02  
Date Originated: 10/2004  
Date Reviewed: 7/2014  
Date Amended: 7/22/2014  
Page 65 of 2

**SUBJECT: Unusual Occurrence/ Blood Borne Pathogen Exposure Risk Policy & Forms**

*Student Post Potential Exposure Follow-up Form*

**To be completed by the supervising Clinical Faculty Member** with the involved student(s) at time of incident-*check circles as step is completed.*

- o 1. Discuss exposure, how it occurred, and how it could be prevented in the future.
- o 2. Discuss risk for blood borne pathogen exposure and recommend immediate follow up with private care provider or insta-care provider.
  - o Individuals who have been exposed to blood or body fluids are at risk for an infectious disease such as HIV, HCV and/or HBV infection. To assess risk, provide timely evaluation of current status, and a baseline for future evaluation and potential interventions it is recommended an exposed individual seeks immediate medical attention. An appointment with a private care provider if immediately available or an insta-care provider is strongly recommended. Any injury sustained by the student while participating in DON activities and subsequent medical treatment with all costs associated with care will be the student's responsibility.
- o 3. Facilitate student appointment for immediate follow-up.
- o 4. Complete the following with the student:
  - o Exposed individual's name \_\_\_\_\_
  - o Type of exposure\_\_\_\_\_
  - o Date and time of exposure\_\_\_\_\_
  - o I have been fully trained in SUU's exposure control plan and I understand I may have contracted an infectious disease such as HIV, HCV or HBV. I also understand the implications of contracting these diseases. I have been encouraged to seek immediate follow-up care by my faculty member to determine whether or not I have contracted an infectious disease.  
I will visit \_\_\_\_\_ provider.  
§ Date and time of visit\_\_\_\_\_
  - § Student Signature\_\_\_\_\_
  - § Faculty Signature\_\_\_\_\_
  - § Or
  - o I have been fully trained in SUU's exposure control plan and I understand I may have contracted an infectious disease such as HIV, HCV or HBV. I also understand the implications of contracting these diseases. I have been encouraged to seek immediate follow-up care by my faculty member to determine whether or not I have contracted an infectious disease. Despite all the information I have received, for personal reasons, I freely decline to seek a post-exposure evaluation and follow up.  
§ Student signature  
\_\_\_\_\_ Date\_\_\_\_\_
  - § Faculty signature\_\_\_\_\_ Date\_\_\_\_\_



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

**Policy # 5.02**  
**Date Originated: 10/2004**  
**Date Reviewed: 7/2014**  
**Date Amended: 7/22/2014**  
**Page 66 of 2**

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**SUBJECT: Unusual Occurrence/ Blood Borne Pathogen Exposure Risk Policy & Forms**

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*Unusual Occurrence/Exposure Report Form*  
*(To be completed by Clinical Faculty Member)*

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Date of incident/accident \_\_\_\_\_ Time incident occurred \_\_\_\_\_

Incident location \_\_\_\_\_

Describe the incident fully (route of exposure, circumstances; describe type of controls in a place at time of incident including person protective equipment worn, identify unsafe conditions and/or actions; relevant police reports) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe student's injury (body part/type of injury) \_\_\_\_\_

\_\_\_\_\_

SUU faculty/staff contacted about incident \_\_\_\_\_ Time of contact \_\_\_\_\_

Tell how this type of exposure can be prevented: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow up provided or scheduled \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**SOUTHERN UTAH UNIVERSITY - Department of Nursing  
Professional - Practice  
Occurrence Report**

Date Originated: 8/2004  
Date Reviewed: 10/2014  
Date Amended: 01/28/2015

Student Name _____	Report Date _____ Time _____
Course Number _____	Occurrence Date _____ Time _____
Faculty _____	Occurrence Location _____
And/or Supervising Faculty _____	Point(s) Assigned _____

**OCCURRENCE TYPE: Unprofessional/Unsafe (Check all that apply – 1 point value each)**

<u>Paperwork</u>	<u>Absence/Tardiness</u>	<u>Patient Care Issues</u>	<u>Unprofessional Behavior</u>
<ul style="list-style-type: none"> <li>* Failure to meet the client and gather assessment data, initially in clinical.</li> <li>* Failure to complete clinical preparation assignments, such as drug cards, forms or improper equipment/uniform.</li> <li>* Failure to submit, to the office manager, proper documentation (including immunizations, drug screens, CPR, NSNA membership, Forms, etc.) by deadline date.</li> </ul>	<ul style="list-style-type: none"> <li>* Failure to notify supervising faculty (and receive confirmation) and/or unit at least one hour <b>PRIOR</b> to assigned time of arrival for illness or tardiness.</li> <li>* Tardiness</li> <li>* Unexcused absence (no call, no show or leaving assigned area without proper communication with clinical instructor/staff/preceptor).</li> </ul>	<ul style="list-style-type: none"> <li>* Inadequate knowledge, before initiating care, of treatments, medications, or plan of care.</li> <li>* Medication error</li> <li>* Treatment error</li> <li>* Error prevented from occurring by clinical faculty/staff intervention. (Note: The student is <u>not</u> in error when consulting with faculty regarding dosage calculations or clinical decisions prior to initiation).</li> </ul>	<ul style="list-style-type: none"> <li>* Communication with staff, faculty, fellow students, or clients that is disrespectful or otherwise unprofessional.</li> <li>* Inappropriate dress.</li> <li>* Any behavior deemed Unprofessional/Unsafe, unsatisfactory by the faculty.</li> <li>* Inappropriate use of clinical or class time.</li> </ul>

**OCCURRENCE TYPE: Critical Unprofessional/Unsafe (Check all that apply). This will result in immediate review of the incident. \*Contact Department Chair ASAP.**

- \* Any life-threatening error or action by the student to client, staff, faculty, or others.
- \* Implementing any action that is in direct violation of the course, school, or Agency HIPPA Policy.
- \* Impaired Performance.

**Acknowledgement of Notification**

Student: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Faculty: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Office Manager: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**\*\* Office Manager will notify supervising faculty of any deficient documentation. Supervising faculty member will give student one (1) clinical point and not allow student to participate in clinicals until documentation is complete. Faculty will not arrange make up clinicals. Lack of participation in scheduled clinical will adversely affect student grade and may result in failure.**



**SOUTHERN UTAH UNIVERSITY - Department of Nursing**  
**Professional - Practice**  
**Occurrence Report**

Date Originated: 8/2004  
 Date Reviewed: 10/2014  
 Date Amended: 01/28/2015

Student comments related to occurrence: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Signature:** \_\_\_\_\_

*Signature indicates notification receipt ONLY.*

Faculty comment related to occurrence: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Signature:** \_\_\_\_\_

Date for follow-up evaluation conference: \_\_\_\_\_ Time: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>* DISMISSAL from clinical experience for day. Additional point assigned.</b>		
<b>STUDENT GOAL:</b>	<b>STUDENT PLAN:</b>	<b>STUDENT/FACULTY EVALUATION:</b>

*See SUU Nursing Policy #5.5.2 for more detailed information.*

I \_\_\_\_\_ have reviewed this form and request a copy. Initialed \_\_\_\_\_ Yes \_\_\_ No \_\_\_  
 (Student Name)



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

Date Originated: 8/2004  
Date Reviewed: 7/2014  
Date Amended: 1/05/2012

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**SUBJECT:   Petition for Academic Advising Change Form**

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Date Submitted: \_\_\_\_\_ Received by: \_\_\_\_\_

Student name: \_\_\_\_\_

Current Advisor Name: \_\_\_\_\_

Requested Advisor Name: \_\_\_\_\_

Reason for change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Signed: \_\_\_\_\_

Department Chair

Date: \_\_\_\_\_



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

Date Originated: 8/2004  
Date Reviewed: 7/2014  
Date Amended: 1/05/2012

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**SUBJECT: STUDENT WITHDRAWAL FROM NURSING PROGRAM FORM**

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**TO:** SUU DEPARTMENT OF NURSING ADMISSIONS COMMITTEE

**FROM:** \_\_\_\_\_

**SUBJECT:** WITHDRAWAL FROM NURSING PROGRAM

**DATE:** \_\_\_\_\_

I, \_\_\_\_\_, am requesting to withdraw from the Nursing Program for the following reason(s): \_\_\_\_\_

I understand the following:

- a. Withdrawing in good academic standing may grant me inactive status.
- b. I may be considered for readmission, based on the current application standards, by the Admissions and Advancement Committee on a space available basis.
- c. I must make a written application for readmission to the Admissions Committee prior to the semester I wish to start.
- d. Each case is considered individually and I will not be guaranteed readmission.
- e. Readmission to a specific nursing level of the nursing program is granted one time only.
- f. The Pre-licensure program must be completed within five years of official acceptance to the program including withdrawals or termination/readmission.
- g. The RN to BSN program must be completed within three years of official acceptance to the program including withdrawals or termination/readmission.

I (do) (do not) plan to request readmission to the nursing program.  
Circle one

My expected readmission request date will be \_\_\_\_\_.

Thank you,

\_\_\_\_\_  
Student signature and Date

Print name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

Date Originated: 8/2004  
Date Reviewed: 7/2014  
Date Amended: 1/05/2012

---

**SUBJECT: STUDENT READMISSION TO NURSING PROGRAM FORM**

---

**TO:** SUU DEPARTMENT OF NURSING ADMISSIONS COMMITTEE

**FROM:** \_\_\_\_\_

**SUBJECT:** READMISSION TO THE NURSING PROGRAM

**DATE:** \_\_\_\_\_

I, \_\_\_\_\_, am requesting readmission to the Nursing Program for the following reason(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I understand the following:

- a. I may be considered for readmission, based on the current application standards, by the Admissions and Advancement Committee on a space available basis.
- b. Each case is considered individually and I will not be guaranteed readmission.
- c. Readmission to a specific nursing level of the nursing program is granted one time only.
- d. The Pre-licensure program must be completed within five years of official acceptance to the program including withdrawals or termination/readmission.
- e. The RN to BSN program must be completed within three years of official acceptance to the program including withdrawals or termination/readmission.

My readmission request date is \_\_\_\_\_.

Thank you,

\_\_\_\_\_  
Student signature and Date

Print name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

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**SUBJECT: Functional Requirements for Student Success**

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Southern Utah University's Nursing Program values diversity in the students who wish to enter the profession of nursing. Students interested in entering the nursing program must be aware of functional requirements, environmental factors, and psycho social demands that must be met to be considered as a candidate for entry level into the nursing profession.

**Functional requirements include, but are not limited to:**

- Must be able to independently push, pull, and lift a medically fragile adult when positioning or transferring.
- Must have the ability to palpate body structures and be able to differentiate and report subtle variations in temperature, consistency, texture and structure.
- Must be able to identify and distinguish subtle variations in body sounds such as breathing.
- Must be able to read, understand, and apply printed material which may include instructions printed on medical devices, equipment and supplies.
- Must be able to visually distinguish subtle diagnostic variations in physical appearance of persons served. An example would be "pale color".
- Must be able to distinguish subtle olfactory changes in physical characteristics of persons served.
- Must be able to walk and stand for extended periods of time.
- Must possess the ability to simultaneously and rapidly coordinate mental and muscular coordination when performing nursing tasks.

**Environmental factors include:**

- Protracted or irregular hours of work.
- Ability to work in confined and/or crowded spaces.
- Ability to work independently as well as with coordinated teams.
- Potential exposure to harmful substances and/or hazards.

**Psycho social demands include:**

- Ability to maintain emotional stability during periods of high stress.
- Ability to work in an emotionally charged or stressful environment.

*I am aware of the functional requirements, environmental factors, and psycho social demands that must be met to be considered as a candidate for entry level into the nursing profession.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_





**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

Date Originated: 8/2004  
Date Reviewed: 7/2014  
Date Amended: 1/05/2012

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**SUBJECT: STUDENT UNDERSTANDINGS**

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Student Understandings

1. I understand that admission to the nursing program does not mean success.
2. I understand that I will be evaluated on academic as well as clinical skills and professional behaviors.
3. I understand that nursing requires honesty and personal integrity. If either come into question it will prompt faculty to review my standing in the nursing program.
4. I understand that it is my responsibility to keep my clinical documentation current and provide verification to the office manager.
5. I understand the standards for success in the nursing courses and that I am responsible for monitoring my own learning.
6. I understand that the nursing courses will focus on practice not on lecture.
7. I understand that if at any time in the semester I feel unsure about my “grade(s)”, I may request an assessment from the professor.
8. I understand that the course work of this program requires **CONSISTENT** classroom attendance and active participation.
9. I understand that I will be responsible to provide my own transportation to clinical.
10. I understand that I must maintain confidentiality of information I become aware of.
11. I understand that I will be required to complete a random drug screen and that this may occur at any time throughout the duration of the program.
12. I understand that I must act professionally and will show respect to my peers, faculty, and staff.
13. I understand that due to liability issues, I may not participate in hands-on clinical experiences prior to registering for theory courses with a clinical component.
14. I agree to release Southern Utah University from any consequences for any negligent or careless acts committed by **me**.
15. A copy of the curriculum pattern has been given to me and I have read and understand the curriculum pattern and realize that failure to complete the courses as identified in the curriculum pattern will disqualify me from progressing in the program.

My signature indicates that I have read, understand and will adhere to the above student understandings.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name (print) \_\_\_\_\_



SOUTHERN UTAH UNIVERSITY
Department of Nursing
Policy and Procedures

Date Originated: 8/2004
Date Reviewed: 7/2014
Date Amended: 1/05/2012

SUBJECT: Student Office Request Form

Date Submitted: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Student: \_\_\_\_\_

Class: \_\_\_\_\_ Instructor: \_\_\_\_\_

\* Copying

- Number of copies: \_\_\_\_\_
Single Sided
Double to Double (back to back)
Front to Back
Sorted
Stapled
White Paper
Color Paper \_\_\_\_\_ (specify which color from selection on book shelf)
Transparencies
Other: \_\_\_\_\_

\* Color Printer

- Number of Copies: \_\_\_\_\_

\* Other

Additional Instructions/Comments:

Instructors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Note: This form must be turned into the Office Manager 48 hours in advance. Incomplete forms will not be processed.

OFFICE USE ONLY (do not write in this space)

Date Received: \_\_\_\_\_

Approved: \_\_\_\_\_ Date copies completed: \_\_\_\_\_ Declined: \_\_\_\_\_ Reason: \_\_\_\_\_

Total Copies \_\_\_\_\_ x \$.07 = \_\_\_\_\_ Account Billed: \_\_\_\_\_ Date: \_\_\_\_\_

Account Manager Approval: \_\_\_\_\_



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

Date Originated: 8/2004  
Date Reviewed: 7/2014  
Date Amended: 1/05/2012

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**SUBJECT: Student Scheduling Request Form**

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*Scheduling forms must be submitted to Teresa Higbee, Nursing Office Manager, Two (2) weeks prior to event. Please type or print.*

Current Date: \_\_\_\_\_

Event Title: \_\_\_\_\_  
IE: Professional Pledge Ceremony, Pinning Ceremony, Study Group

Request Room(s): \_\_\_\_\_  
IE: Hunter Conference Center, Great Hall or Sharwin Smith Center, Starlight Room, Classroom

Event Date(s): \_\_\_\_\_

Time(s) Requested: Event Time From: \_\_\_\_\_ (AM/PM) To: \_\_\_\_\_ (AM/PM)

Set-up Time: From: \_\_\_\_\_ (AM/PM) To: \_\_\_\_\_ (AM/PM)

Access Time: \_\_\_\_\_ (AM/PM) (The time you expect to enter room)

Number of Participants: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person phone & email: \_\_\_\_\_

**SETUP SPECIFICATIONS**

Please specify room setups in the space provided below:

Room Configuration:  Theater  Hollow Conf  
 U-Shape  Classroom  
 Banquet  Boardroom  
 Other (shown in space below)

Equipment Needs:  White board & markers/eraser  
 Podium  w/ mike  
 Buffet Tables \_\_\_\_\_ # of tables  
 Served Meal  
 LCD Projector  
 Laptop

Students on stage:  yes  no

Students making grand entrance:  yes  no

No. of Speakers: \_\_\_\_\_

---

**OFFICE USE ONLY (do not write in this space)**

Date Received: \_\_\_\_\_

Approved: \_\_\_\_\_ Declined: \_\_\_\_\_ Reason: \_\_\_\_\_

Account Billed: \_\_\_\_\_ Amount (\$) Billed: \_\_\_\_\_ Date: \_\_\_\_\_

Account Manager Approval: \_\_\_\_\_

Office Manager Approval: \_\_\_\_\_



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

Date Originated: 8/2004  
Date Reviewed: 7/2014  
Date Amended: 1/05/2012

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**SUBJECT: Sample of Honor Code Statement**

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**HONOR CODE STATEMENT (MAY BE USED BY FACULTY)**

Scholastic dishonesty will not be tolerated. Students are expected to have read and understood the policy of SUU regarding student responsibilities and rights for information about procedures and about what constitutes acceptable on-campus behavior.

These behaviors are unacceptable and violate the honor code:

- **Lying:** Lying is any action of deceit, deception or fraud.
- **Cheating:** Cheating is giving or receiving illicit help in schoolwork. Examples include: deception, the use of illicit help on tests or assignments, including the use of electronic devices; illicit copying or illicit help on an assignment; providing or obtaining questions or answers before or during a test or quiz; altering and resubmitting graded assignments; using false excuses for extensions.
- **Plagiarism:** Plagiarizing is presenting the words or ideas of someone else as one's own without proper acknowledgement. Examples include: submitting someone else's work as one's own, failing to use proper documentation, reusing an assignment and presenting it as new work, making up data, citing nonexistent sources, downloading work directly from the Internet, violating copyright regulations.

**The following statement of academic integrity must be read and signed by the student for their test grade to be evaluated.** Detach this page from the exam. It must be returned to the professor with your scantron. **YOU MUST RETURN YOUR COPY OF EXAM QUESTIONS TO THE PROFESSOR AT THE SAME TIME.**

*"I choose to uphold the value of academic integrity in the Southern Utah University Nursing Program because I value my character and our community of trust. On my honor, I have neither given nor received illicit aid on this exam. To the best of my knowledge, students in this class have abided by the Southern Utah University honor code while taking this exam"*

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SOUTHERN UTAH UNIVERSITY**  
**Incomplete Grades**

The purpose of this form is to reduce to writing an agreement between an instructor and a student concerning an incomplete (I) grade submitted to the Registrar's Office. An incomplete grade should be granted only if the **student has completed the majority of the course and is passing the class at the time.**

Within one (1) year, as agreed in writing below by both the instructor and the student, the terms of the contract must be completed and letter grade assigned by the instructor. The grade can either be the grade agreed upon by virtue of the contract or the grade earned by making up the incomplete work.

Instructions:

**Instructor** - Complete this form, sign and obtain the student's signature. Keep a copy for your files. Give a copy to the student, the Registrar's Office, and submit the original to your department. **Upon completion of the contract, submit a change of grade form to the Registrar's Office.** This should not exceed one (1) year from the time the course was originally taken.

**Student** - You have the time prescribed by this contract to complete the work or accept the grade agreed to by you and your instructor. It is your responsibility to check with the Registrar's Office to be sure the proper grade has been recorded on your permanent record. **It is not required to re-register for this class in order to complete the grade.**

**Department** - File original contract for future reference.

**Registrar** - Accept an incomplete (I) only when a contract is submitted. After one (1) year, if a grade change form is not submitted, change the grade to F.

---

**CONTRACT TO REPLACE INCOMPLETE GRADE**

To be used to specify a grade to be given if course work is not completed within one (1) calendar year or as agreed in this contract.

\_\_\_\_\_ Name of Student (print) \_\_\_\_\_ Student T # \_\_\_\_\_

Incomplete received in:

\_\_\_\_\_ *CRN* \_\_\_\_\_ *SUBJ* \_\_\_\_\_ *Course #* \_\_\_\_\_ *Section* \_\_\_\_\_ *Semester* \_\_\_\_\_ *Year*

Course work remaining to be completed: \_\_\_\_\_

If the above work is not completed by \_\_\_\_\_, a grade of \_\_\_\_\_ will be **submitted** to the Registrar's Office. If no report is received by the Registrar's Office, the grade will be changed automatically to an "F". **The instructor is responsible for submission of a completed grade when the student's makeup work has been accomplished.**

Instructor's Name (Please print) \_\_\_\_\_

\_\_\_\_\_ Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Student's Signature \_\_\_\_\_ Date \_\_\_\_\_



SOUTHERN UTAH UNIVERSITY
Department of Nursing
Policy and Procedures

Date Originated: 8/2004
Date Reviewed: 7/2014
Date Amended: 1/05/2012

SUBJECT: Readings and Conferences Contract

This form constitutes a teaching/learning contract between a selected department of nursing faculty member and an SUU nursing student for a specific number of credit hours of upper division work. The contracting student is responsible for contacting the selected faculty, scheduling the negotiated number of contacts with faculty, and completing all work to the specifications of the contract. Responsibility for individualized learning and follow through with this course rests squarely with the contracting student. The faculty is responsible for supporting and guiding the student with learning needs, providing necessary feedback, and completing the grading process as per SUU policy 6.13.

To be filled out by the student:

Name: \_\_\_\_\_ T#: \_\_\_\_\_

Local Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone No: \_\_\_\_\_

Registered Semester: \_\_\_\_\_ (i.e. Fall 2008, Spring 2009, etc.)
The course must be completed by the end of said semester

Course Prefix & Number: NURS 4830-01 Credits (1 - 3): \_\_\_\_\_

Learning Outcomes: \_\_\_\_\_

Documentation Requirements: \_\_\_\_\_

Scheduled Appointments Dates (3 minimum): \_\_\_\_\_

Assignment Due Dates: \_\_\_\_\_

I understand the above commitment and will complete the requirements by the end of the semester.

Student Signature

Date Signed

Course Faculty: \_\_\_\_\_ Phone: \_\_\_\_\_

Faculty Email: \_\_\_\_\_

Faculty Signature

Date Signed



SOUTHERN UTAH UNIVERSITY
Department of Nursing
Policy and Procedures

Date Originated: 8/2004
Date Reviewed: 7/2014
Date Amended: 1/05/2012

SUBJECT: CREDIT BY EXAMINATION REQUEST FORM

1. Name: \_\_\_\_\_

2. Request to gain Credit by Examination for (list course) \_\_\_\_\_

3. E-Mail Address \_\_\_\_\_

4. Telephone Number(s) \_\_\_\_\_ Type \_\_\_\_\_

\_\_\_\_\_ Type \_\_\_\_\_

5. Mailing Address \_\_\_\_\_

6. Verify criteria are met by including the following:

\_\_\_\_\_ Document(s) from employer(s) confirming work history equivalent to three (3) full-time years in nursing within the past five (5) years for specialty area of credit by exam request.

\_\_\_\_\_ A one page self-assessment report with documentation of experience and education relevant to meeting outcomes and content of course.

.....

\_\_\_\_\_ Credit by Exam criteria has been met by the above RN to BSN student and applicant has been approved to complete process for credit by exam. Exam date is scheduled for: \_\_\_\_\_. See Department Secretary for specific testing details.

\_\_\_\_\_ Credit by Exam criteria has not been met by the above RN to BSN student; application denied.

Nursing Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Policy and Procedures**

Date Originated: 8/2004  
Date Reviewed: 7/2014  
Date Amended: 1/05/2012

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**SUBJECT: CREDIT BY EXAMINATION GRADE FORM**

---

**CREDIT BY EXAMINATION**

Student's Name: \_\_\_\_\_

Student's T-number: \_\_\_\_\_

Student's Campus Username (if applicable): \_\_\_\_\_

---

\_\_\_\_\_  
(course abbrev & number)                      (grade)                      (Instructor Signature)

The student must complete the following steps:

1. Fill out the Credit by Examination Form
2. Pay for the test at the SUU Cashier's Office
  - a. \$6.00 per credit hour
  - b. Maximum of \$96.00
3. Take form and proof of payment to the instructor
4. Take the test
5. The instructor will turn in the form with the grade on it to the Registrar's Office after the test has been graded.

*After passing computer assessment; take this form (filled out by department Administrative Assistant) to the Cashier's Office and pay \$6 per credit, and bring this form and a copy of your receipt back to the nursing department Administrative Assistant. A grade will be filled in and signed by the instructor after validation activities have been completed and graded. Then the department Administrative Assistant will hand carry to registrar's office to post grade.*





**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**

Date Originated: 8/2004  
Date Reviewed: 7/2014  
Date Amended: 1/05/2012

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**SUBJECT: RN to BSN Nursing Education Exit Assessment**

---

**Name:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

\_\_\_\_\_

**Permanent Email Address:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Employer City, State:** \_\_\_\_\_

**Specialty (i.e.: MedSurg, Critical Care, etc.):** \_\_\_\_\_

**Considering Grad School?:** YES NO **Area of Study:** \_\_\_\_\_

**Where Applying/Accepted:** \_\_\_\_\_

**Grad School City, State:** \_\_\_\_\_



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**

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**SUBJECT: RN to BSN Nursing Education Exit Assessment**

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**1) Years of full time health related work experiences before entering the program:**

- |  |  |
|--|--|
| <input type="radio"/> Less than 1 year | <input type="radio"/> 7 - 9.9 years    |
| <input type="radio"/> 1 - 3.9 years    | <input type="radio"/> 10 – 13.9 years  |
| <input type="radio"/> 4 – 6.9 years    | <input type="radio"/> 14 or more years |

**2) Graduate School Plans (Choose only one.)**

- Immediately pursue graduate nursing degree
- Pursue nursing graduate degree within 3 years
- Pursue a graduate degree in nursing after 4 years
- Pursue non-health related graduate degree
- Do not intend to pursue graduate degree
- Other \_\_\_\_\_

**3) Are you a first generation in your family to attend college?**

- Yes                       No

**4) Percentage of instructors in your Nursing courses you rate as excellent:**

- |                                |                                 |
|--------------------------------|---------------------------------|
| <input type="radio"/> None     | <input type="radio"/> 41 – 60%  |
| <input type="radio"/> 1 – 20%  | <input type="radio"/> 61 – 80%  |
| <input type="radio"/> 21 – 40% | <input type="radio"/> 81 – 100% |

**5) Percentage of instructors in your Nursing courses you rate as poor:**

- |                                |                                 |
|--------------------------------|---------------------------------|
| <input type="radio"/> None     | <input type="radio"/> 41 – 60%  |
| <input type="radio"/> 1 – 20%  | <input type="radio"/> 61 – 80%  |
| <input type="radio"/> 21 – 40% | <input type="radio"/> 81 – 100% |



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**

Date Originated: 8/2004  
 Date Reviewed: 7/2014  
 Date Amended: 1/05/2012

**SUBJECT: RN to BSN Nursing Education Exit Assessment**

<b>6) Rate the quality of the nursing Curriculum regarding:</b>				
	<b>Poor (1)</b>	<b>Good (2)</b>	<b>Excellent (3)</b>	<b>N/A</b>
<b>6a)</b> Teaching In your clinical courses.				
<b>6b)</b> Teaching in you classroom courses.				
<b>6c)</b> Feedback on assignments (other than grades) you received from instructors in your classroom courses.				
<b>6d)</b> Feedback on assignments (other than grades) you received from instructors in your clinical courses.				

<b>7) How satisfied are you with the school of nursing's:</b>				
	<b>Dissatisfied (1)</b>	<b>Neutral (2)</b>	<b>Satisfied (3)</b>	<b>N/A</b>
<b>7a)</b> Faculty responsiveness to student concerns.				
<b>7b)</b> Amount of work required of you in your classroom courses.				
<b>7c)</b> Amount of work required of you in your clinical courses				

<b>8) How satisfied are you with the faculty's ability to:</b>				
	<b>Dissatisfied (1)</b>	<b>Neutral (2)</b>	<b>Satisfied (3)</b>	<b>N/A</b>
<b>8a)</b> Relate concepts to the real world.				
<b>8b)</b> Draw on experience of students.				
<b>8c)</b> Engage in student discussions lecture effectively.				
<b>8d)</b> Effectively sequence content of courses.				
<b>8e)</b> Interact with students one-on-one				
<b>8f)</b> Act as effective role models in clinical practice.				



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**

Date Originated: 8/2004  
 Date Reviewed: 7/2014  
 Date Amended: 1/05/2012

**SUBJECT: RN to BSN Nursing Education Exit Assessment**

**CLASSMATES:**

<b>9) Satisfaction with these characteristics of your fellow students:</b>				
	<b>Dissatisfied (1)</b>	<b>Neutral (2)</b>	<b>Satisfied (3)</b>	<b>N/A</b>
<b>9a)</b> Amount of work experience.				
<b>9b)</b> Quality of work experience.				
<b>9c)</b> Academic ability.				
<b>9d)</b> Ability to work in study groups.				
<b>9e)</b> Level of camaraderie.				
<b>9f)</b> Academic Integrity.				

**LEARNING OUTCOMES:**

<b>10) To what degree did your non-nursing courses enhance your ability to:</b>				
	<b>Not at all (1)</b>	<b>Moderately (2)</b>	<b>Extremely (3)</b>	<b>N/A</b>
<b>10a)</b> Integrate theories and concepts from liberal education nursing practice.				
<b>10b)</b> Value the ideal of lifelong learning to support excellence in nursing practice.				

**OVERALL PROGRAM EFFECTIVENESS:**

<b>11) To what extent did your nursing programs fulfill your expectations?</b>	<b>Below Expectations (1)</b>	<b>Met Expectations (2)</b>	<b>Above Expectations (3)</b>	<b>N/A</b>
<b>12)</b> When you compare the expense to the quality of education, how do you rate the value of the investment you made in your nursing program?	<b>Poor (1)</b>	<b>Good (2)</b>	<b>Excellent (3)</b>	<b>N/A</b>
<b>13)</b> How inclined are you to recommend your nursing program to a close friend?	<b>Not at All (1)</b>	<b>Moderately (2)</b>	<b>Extremely (3)</b>	<b>N/A</b>



**SOUTHERN UTAH UNIVERSITY**  
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**SUBJECT: RN to BSN Nursing Education Exit Assessment**

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**14) How well did the SUU Nursing Program meet your expectations for nursing education?**

**15) Considering your education preparation at this point, how well did the SUU Nursing Program achieve their educational outcomes?**

**16) Please describe your most meaningful learning experience or moment in the SUU Nursing Program.**

**17) Please briefly state your plans for the next 3 years (i.e. Graduate school?, where?, employment?, where?).**



**SOUTHERN UTAH UNIVERSITY**  
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**18) How did the staff nurses facilitate your learning?**

**19) Is there anything you would like the SUU Nursing Faculty to know about your experience that has not been covered in this survey?**

**20) Describe the most valuable learning experience that prepared you for future nursing practice?**

**21) How do you see this BSN degree benefitting your professional practice?**

# Southern Utah University Student Nurse Association (SUUSNA) Application



As students in the SUU Nursing Program, you become a member of the chapter of the SUUSNA. This organization represents all students majoring in nursing. SUUSNA has elected officials and is advised by a designated faculty member. SUUSNA is a chartered organization on the SUU campus. To maintain a working fund for service projects & other club activities there will be a minimal one-time fee of \$15. Please pay by check or money order to the SUU cashier's office using the attached form and include your receipt with this application or use U-Pay located on the SUU Nursing website.

## Contact Information

Name	
T #	
Street Address	
City ST ZIP Code	
Home Phone	
Alternate Phone	
E-Mail Address	

## Club Officers

Check interest in Serving Below.

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> No Interest  |  |
| <input type="checkbox"/> President    | <input type="checkbox"/> Vice President          |
| <input type="checkbox"/> Secretary    | <input type="checkbox"/> Treasurer               |
| <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Breakthrough to Nursing |
| <input type="checkbox"/> Web Master   | <input type="checkbox"/> Class Representative    |

## Involvement

Tell us how much involvement you are willing to have with the SUUSNA. How you can help and/or organize?

- |   |  |
|---|--|
| <input type="checkbox"/> Service Projects | <input type="checkbox"/> SUU Activities  |
| <input type="checkbox"/> Fund Raising     | <input type="checkbox"/> Parades         |
| <input type="checkbox"/> SUUSA Meetings   | <input type="checkbox"/> Street Fairs    |
|   | <input type="checkbox"/> Club Activities |

## Agreement and Signature

I understand that by signing below, I agree that I am a member of the Southern Utah University Student Nurse Association, and will participate in club activities and meetings as time allows.

Name (printed)	
Signature	
Date	

# SUU Department of Nursing

## Deposit Disbursement

*Students: Complete and take to SUU Cashier's Office with payment, or use U-Pay.*

<b>Date</b>		<b>Student Name</b>			
<b>Department</b>	Nursing	<b>Amount of Deposit</b>	\$15.00		
<b>Description</b>	SUUSNA Dues				
<b>Deposit To Account</b>	Index	Fund	Org	Account	Prog
	<b>SUSNA</b>			<b>5575</b>	

*The U-Pay option is available on the SUU Nursing website; go to <http://suu.edu/cose/nursing/>, select "SUUSNA Online Payment Option" and follow instructions.*