

**Online Master of Science Family
Nurse Practitioner Student Handbook**



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

Created by

*SUU Department of Nursing Master of
Science in Nursing Faculty and Staff
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MSN FNP Program

Notice to Students:

All students in the Master of Science **Family Nurse Practitioner** (MSN **FNP**) program have the responsibility to read, understand, and use the information contained in this handbook. Failure to comply with any of the policies and procedures contained herein may result in disciplinary action up to, and including, dismissal or termination from the program. Students will be responsible for any tuition or fees that are not refundable as the result of dismissal or termination due to non-compliance.



Welcome to the Masters of Science Family Nurse Practitioner program

Welcome to the Masters of Science Family Nurse Practitioner program 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. I encourage you to fully engage in the reading, course work and clinical experiences provided to you while in this program. If you commit to full participation you will graduate with a strong foundation that will serve you well throughout your professional life.

This Student Nurse Policy Handbook was developed to assist you in understanding your role and responsibilities in the SUU FNP Nursing Program. The handbook is a resource that complements university student policies. The Department of Nursing student handbook provides nursing specific policies that clarify SUU's institutional policies (<https://www.suu.edu/policies/>), including those in the SUU General Catalog (<https://catalog.suu.edu/>).

This handbook contains essential information about your role and responsibilities in the program. Nursing faculty and staff utilize the handbook as a guide in making decisions when questions arise. The handbook should be reviewed frequently for updates; students are held accountable for the most recent policies and procedures.

Other resources important to role development as a nurse are American Association of Colleges of Nursing (AACN, 2021) *The Essentials of Master's Education in Nursing*, National Academies of Science, Engineering, and Medicine (NASEM, 2021) *The Future of Nursing 2020-2030: Charting a Path to Achieve Health Equity*, and the American Organization for Nursing Leadership (AONL, 2022) *Nurse Leaders Core Competencies*. These documents form the foundation of the nursing curriculum. Concepts from these three documents are used to design meaningful courses and learning 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.

Suzie Campbell, Chair of the SUU Department of Nursing

Selwyn Layton, Director of Graduate Programs



Department of Nursing Faculty and Staff Administration

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SheriDawn Neilson; MSN, RN, CEN, CFRN
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Shane Yardley; PhD, RN, NREMT-P, CEN, CHSE, CNEcl, PCCN



Historical Background: Department of Nursing

Introduction to Southern Utah University

Welcome to Southern Utah University in Cedar City, Utah — located among five breathtaking national parks — where learning is our primary focus. What you learn and experience while obtaining your degree will affect you — and those around you — for the rest of your life.

SUU was launched over 115 years ago. The story of how this institution began is inspirational; I encourage you to read our fascinating history, or view the historical re-enactment, [Back Up The Mountain](#). The spirit of the founders of SUU to support education and to foster student success remains evident even on today's campus. At SUU students are our first priority in all that we do.

Explore the numerous and diverse majors offered through our seven outstanding colleges and schools. There are more than 85 undergraduate programs at the associate and bachelor's degree levels. SUU also offers several graduate programs. All of Southern Utah University's programs are fully accredited by the Northwest Commission on Colleges and Universities (NWCCU)

At SUU, we're interested in contributing to your character as well as your intellect. Besides the excellent personalized training you will receive in the classroom with an 18:1 student/faculty ratio, we have some of the most enriching, extracurricular activities, including a roster of nearly 100 clubs and organizations, the Utah Summer Games and the Utah Shakespeare Festival. SUU is the region's cultural center.

For all of these reasons, and many more, a degree from SUU is a valuable investment in your future. Our graduates enjoy a 94 percent job placement rate, and 87 percent of them are working in the field of their choice. We are driven to fulfill the charge in our Vision Statement — that is, to "promote personalized learning, and academic integrity (to) enable students and graduates to honor thought in all its finest forms and to excel in life." [President's Office - SUU](#)

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. 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 and staff.

The Master of Science Family Nurse Practitioner (FNP) program is designed for registered nurses with a bachelor's degree or higher nursing degree interested in learning and developing practitioner skills to advance health equity, promote population health outcomes, and help organizations and governments improve quality and value in healthcare. The 52-credit program includes courses in leadership theory, leadership ethics, evidence-based practice in leadership, innovation and informatics, health policy for nurse leaders, advanced pathophysiology, advanced pharmacology, and advanced health assessment. The MSN FNP also includes a week-long hands-on clinical intensive and 550 hands-on clinical hours spread out through five clinical courses and the one-week intensive. The MSN FNP meets the requirements established by the Commission on Collegiate Nursing Education (CCNE) Standards for Accreditation (2018) and the American Association of Colleges of Nursing Essentials of Master's Education in Nursing (AACN, 2011), and the American Organization for Nursing Leadership (AONL) Nurse Leader Core Competencies (AONL, 2022). The program is accredited.



Vision, Mission, Goals and Program Outcomes of SUU Department of Nursing

I. Vision

The Southern Utah University Department of Nursing is a *nationally recognized* Baccalaureate Nursing Program, providing quality innovative nursing education that efficiently and effectively meets the needs of students and the regional community.

II. Mission

We offer a learning-centered education that meets the requirements for baccalaureate and graduate degrees at SUU and ensures that graduates have the abilities to be successful, excellent, 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, patient safety, ethical decision making, and communication, civic responsibility and professional excellence.

III. Goals

The SUU DON program goals are clearly differentiated by level, baccalaureate and master's degree.

MSN Family Nurse Practitioner Program Goals

1. To prepare graduates to become successful in critical thinking, interpersonal skills, and technical skills as advanced practice nurses.
2. To develop technically proficient advanced practice nurses with an academic foundation necessary to pursue doctoral education.
3. To prepare graduates for advanced nursing roles in practice, education, clinical, research, and leadership.

FNP Program Learning Outcomes

Upon completion of the Southern Utah University Master of Science in Nursing–Family Nurse Practitioner (MSN-FNP) Program, graduates will be able to:

1. **Apply leadership skills** to transform health care by preparing caring and competent advanced practice nurses who espouse holistic perspectives.
 2. **Demonstrate effective interprofessional and interdisciplinary collaboration** by communicating and engaging in partnerships with health care teams and community resources.
 3. **Apply nursing science** to improve health outcomes and reshape health systems through transformative research, with an emphasis on aging, rural health, and diverse communities.
 4. **Provide developmentally appropriate, whole-person, evidence-based care** that is respectful, compassionate, ethical, and patient-centered.
 5. **Practice cultural inclusiveness** across research, clinical practice, leadership, and community engagement.
 6. **Integrate innovative technology** to create engaged and interactive approaches to nursing education, research, and advanced practice.
 7. **Assume the advanced practice nurse role** through ongoing self-reflection that fosters personal health, resilience, well-being, lifelong learning, and leadership expertise.
-



Accreditation

The Master of Science in Nursing (MSN) Family Nurse Practitioner Program at Southern Utah University is accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street NW, Suite 750, Washington, DC 20001, (202) 887-6791.

The program curriculum is designed in alignment with nationally recognized professional standards, including the American Association of Colleges of Nursing (AACN) Essentials for Graduate Education in Nursing and relevant professional competencies that support advanced practice nursing preparation.

Graduation from a CCNE-accredited program is required for eligibility to sit for national Family Nurse Practitioner certification examinations through the American Nurses Credentialing Center (ANCC) and the American Academy of Nurse Practitioners Certification Board (AANPCB), and for licensure as an Advanced Practice Registered Nurse (APRN) in most states.

[NWCCU - Approval for MSN FNP - November 2023.pdf](#)



MSN Family Nurse Practitioner Curriculum Pattern

The **MSN Family Nurse Practitioner (MSN FNP)** program is primarily delivered online, offering flexibility for working professionals. The program includes a required one-week on-campus clinical intensive, distinct from the ongoing clinical practicum courses. Throughout the program, students participate in a series of clinical practicum courses, ensuring comprehensive hands-on training and real-world experience. Clinical hour requirements are thoroughly outlined in the curriculum tables, providing a clear and detailed structure. Additionally, students may petition for part-time enrollment, which is considered by the Director of Graduate Nursing Programs and the FNP faculty. Students opting for part-time enrollment should be aware that it may impact financial aid, including scholarships and tuition waivers, and are encouraged to consult the SUU Financial Aid Office for guidance.

Degree Requirements:

To Graduate with a Master's degree in the state of Utah, the Master of Science Family Nurse Practitioner student needs a minimum of 30 credits.

Minimum requirements to apply for admission include the following:

- Bachelor's degree in nursing from an accredited institution (e.g., ACEN, CCNE, or CNEA)
- Minimum 3.0 overall undergraduate GPA
- Official transcripts from the accredited college/university that granted the nursing degree
- Two years work experience as an RN
- Prior undergraduate statistics course with a minimum grade of "C"
- Three references* (an employer within the past five years, healthcare professional or colleague)
- Personal statement*
- Valid RN license*
- Background Check*
- Drug Screen*

*The three references and personal statement will be collected in the admission application. Students need to provide the valid RN license, background check and drug screen in the first course—**NOT** required for admission.

Students will order their background check and drug screen during their first course from the DON approved companies. Students will be responsible for all costs associated with on campus clinical intensive hands-on clinicals (including but not limited to hotel, transportation costs, food, etc.).



MSN Family Nurse Practitioner Example Pattern – (Full-Time)

<u>Semester 1 – Term A (FNP)</u>		<u>Semester 1 – Term B (FNP)</u>	
Course	Credits	Course	Credits
NURS 6110 Nursing Leadership	3	NURS 6510 Innovation & Information in Nursing Leadership	3
NURS Evidence-based Practice in Nursing Leadership	3	NURS 6640 Health Promotion and Population Care for APRNs	3
<u>Semester 2 – Term A (FNP)</u>		<u>Semester 2 – Term B (FNP)</u>	
Course	Credits	Course	Credits
NURS 6610 Advanced Phys/Pathophys	3	NURS 6630 Advanced Physical and Health Assessment	3
NURS 6620 Advanced Pharm	3	NURS 6650 Primary Care Management – Adult and Women’s Health	3
<u>Semester 3 – Term A (FNP)</u>		<u>Semester 3 – Term B (FNP)</u>	
Course	Credits	Course	Credits
NURS 6661 On Campus Clinical Intensive (CC)	1	NURS 6711 Adult Primary Care Clinical II (CC)	3
NURS 6710 Adult Primary Care Clinical I (CC)	3	NURS 6670 Primary Care Management – Pediatric & Reproductive Health	3
<u>Semester 4 – Term A (FNP)</u>		<u>Semester 4 – Term B (FNP)</u>	
Course	Credits	Course	Credits
NURS 6720 Pediatric & Reproductive Health Primary Care Clinical I (CC)	3	NURS 6840 FNP Capstone I (CC)	3
NURS 6721 Specialty Clinical Course (CC)	3	NURS 6680 Primary Care Management- Special Populations and Genetics	3
<u>Semester 5 – Term A (FNP)</u>			
Course	Credits		
NURS 6690 Transition to Practice and Certification Review	3		
NURS 6841 FNP Capstone II	3		
Total Credit Hours	52		

* The courses with a clinical component (CC) require face-to-face interactions with live patients, groups, or communities. The details of the clinical activities are developed by the student with direction from the faculty member. Clinical schedules are worked out individually with the Clinical Instructor. A total of 100 face-to-face clinical hours are required for each of the five clinical courses. The intensive is worth 50 clinical hours, for a total of 550 face-to-face clinical hours in the MSN FNP program.



Technology Requirements

Southern Utah University and the SUU DON recommend that students have the following (minimum) technology competencies. The University publishes yearly Student Computer Hardware Recommendations.

All students must have access to a computer, and be proficient in word processing, e-mail, file transfer and literary searches. Registration is done by computer. All of the nursing courses in the MSN FNP program track are online (except for the face-to-face NURS Intensive course, but it does have online components) and program communications are ALL sent via the SUU e-mail server. Specifically, the student must be able to:

1. Access course and program material through CANVAS, selected publishers sites, and other online materials and sites as noted in each faculty member's syllabi.
2. Use email and post assignments to course discussion forums and Dropbox.
3. Complete, send, and receive assignments to faculty or other students using email and attachments/files.
4. Read/print email and attachments/files from students, staff, and faculty.
5. Use the SUU Gerald R. Sherratt Library online services for research and completion of course assignments.
6. Create and upload PowerPoint presentations.
7. Use appropriate software for the course/School (standard Microsoft products include MS Word, MS Excel, MS PowerPoint).
8. Submit word documents in the following file formats ONLY: .doc .docx .pdf
9. Use an appropriate anti-virus application to ensure the files transmitted and received are virus-free
10. Navigate and evaluate websites (such as Typhon and APEA, etc.)
11. Have the ability to watch and create videos and also to use a live format application such as Zoom.
12. Purchase of broadband internet connection and home computer is required.
13. A working computer microphone and camera is required and other technology as required by individual faculty per course syllabi.
14. Other technology as required by individual faculty per course syllabi.

The SUU IT Help Center is your point of contact for all technology issues. The SUU Help Center provides technical support to SUU students, faculty, and staff on a variety of university technology services.

Answering your SUU technology questions.

[SUU Help Center](#)

Call: (435)-865-8200

Monday - Friday 7:00 A.M. – 7:00 P.M.

Email: support@suu.edu

Policies and Procedures for Master of Science and Post Master's Certificate In Nursing Programs

Financial Assistance

Southern Utah University's Nursing Program offers several opportunities for scholarships. The Nursing Program Coordinator can guide students through the process. General scholarship information at SUU is available on the internet. ([Financial Aid & Scholarships](#)) Financial Aid at SUU offers several types of financial assistance to students.



Late Assignments

Papers and assignments are due at the time designated by faculty. Students are responsible for submitting all work by the assigned deadline. In the event of unforeseen circumstances, it is the student's responsibility to notify the instructor before the due date to discuss and negotiate a reasonable alternate due date.

Faculty members retain the option of not accepting late papers or assignments and may deduct points for late work. As much as 30% of the assignment grade may be deducted for each day the assignment is late. Individual faculty members maintain final determination in all situations related to late work.

Early communication with faculty is encouraged regarding difficulties completing an assignment or extenuating circumstances. Requests made after the assignment due date to make up or extend an assignment are not acceptable and will not be granted.

ADA Statement

Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact the SUU Disability Resource Center (DRC) for students. They are located in Room 206 of the Sharwan Smith Center or phone (435) 865-8042. DRC determines eligibility for and authorizes the provision of services. The Disability Resource Center is committed to providing reasonable accommodations as directed by Federal and State Law (this includes pregnancy, DM and illnesses such as POTS).

The Department of Nursing strictly follows SUU Policy 11.9, Accommodations for Students with Disabilities ([ADA - Americans with Disabilities Act \(Student Affairs\) - SUU](#)).

Photographs, Audio Recordings, and Written Material in Online Classrooms and Clinical Agencies

Release forms (see Appendix) 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.

Safety in the Clinical Environment

If applicable, students will be advised about specific safety measures for clinical experiences. It is the student's responsibility to know the policies and procedures for each clinic site they attend. Students are responsible for adhering to said policies and procedures. It is the student's responsibility to reach out to the assigned course faculty if there are questions or concerns regarding safety in the clinical environment.



General Statement of Risks

Students are expected to manage their own transportation and assume their own risks when traveling to and from clinical experiences and when performing duties for class and clinical experiences. There are inherent risks involved in travel and in 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. Students should notify an instructor as soon as possible if a situation arises.

Policies and Procedures Liability

Liability Insurance and Clinical Participation:

Liability insurance is provided by Southern Utah University only for students who are officially enrolled in nursing courses. Students are not permitted to function as a student nurse in any clinical setting unless they are officially enrolled in the corresponding nursing course and participating in approved clinical experiences.

Students must adhere strictly to the designated, scheduled clinical times approved for the course and may not attend or participate in clinical activities outside of these scheduled times without the prior knowledge and approval of the course instructor. Students should never present themselves as a student nurse in any clinical setting without the knowledge and authorization of a faculty member.

Malpractice Insurance

Proof of malpractice insurance is required before beginning clinicals. Students must upload proof of malpractice to their Typhon profile no later than four weeks before their first clinical (NURS 6661). Failure to do so by the stated deadline may affect a student's progression in the FNP program.



Academic Integrity, Student Conduct, and Due Process

The Southern Utah University Department of Nursing holds students to high standards of academic integrity, professional conduct, and ethical behavior. Students are expected to comply with all university policies related to academic honesty, conduct, misconduct, and due process.

The Department of Nursing adheres to the policies of the SUU Division of Student Affairs regarding Academic Integrity, including the SUU Academic Integrity Policy (Policy 6.33). Additional expectations related to academic integrity may be outlined in individual course syllabi.

Professional conduct is an essential expectation of all nursing students and reflects the ethical and legal responsibilities of the nursing profession. Students are responsible for familiarizing themselves with applicable university policies and professional standards, including:

- **SUU General Catalog:** <https://www.suu.edu/academics/catalog>
- **SUU Student Handbook – Student Conduct:** <https://www.suu.edu/studentaffairs/conduct>
- **SUU Academic Integrity Policy (Policy 6.33):** <https://www.suu.edu/policies/6.33>
- **National Student Nurses’ Association (NSNA) Code of Ethics:** <https://www.nsna.org>
- **American Nurses Association (ANA) Code of Ethics:** <https://www.nursingworld.org>
- **Utah Nurse Practice Act:** <https://dopl.utah.gov>

Student Misconduct

Student misconduct can result in suspension or dismissal from the SUU 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 may be grounds for immediate suspension or dismissal from the nursing class or clinical, regardless of previous academic or clinical performance.

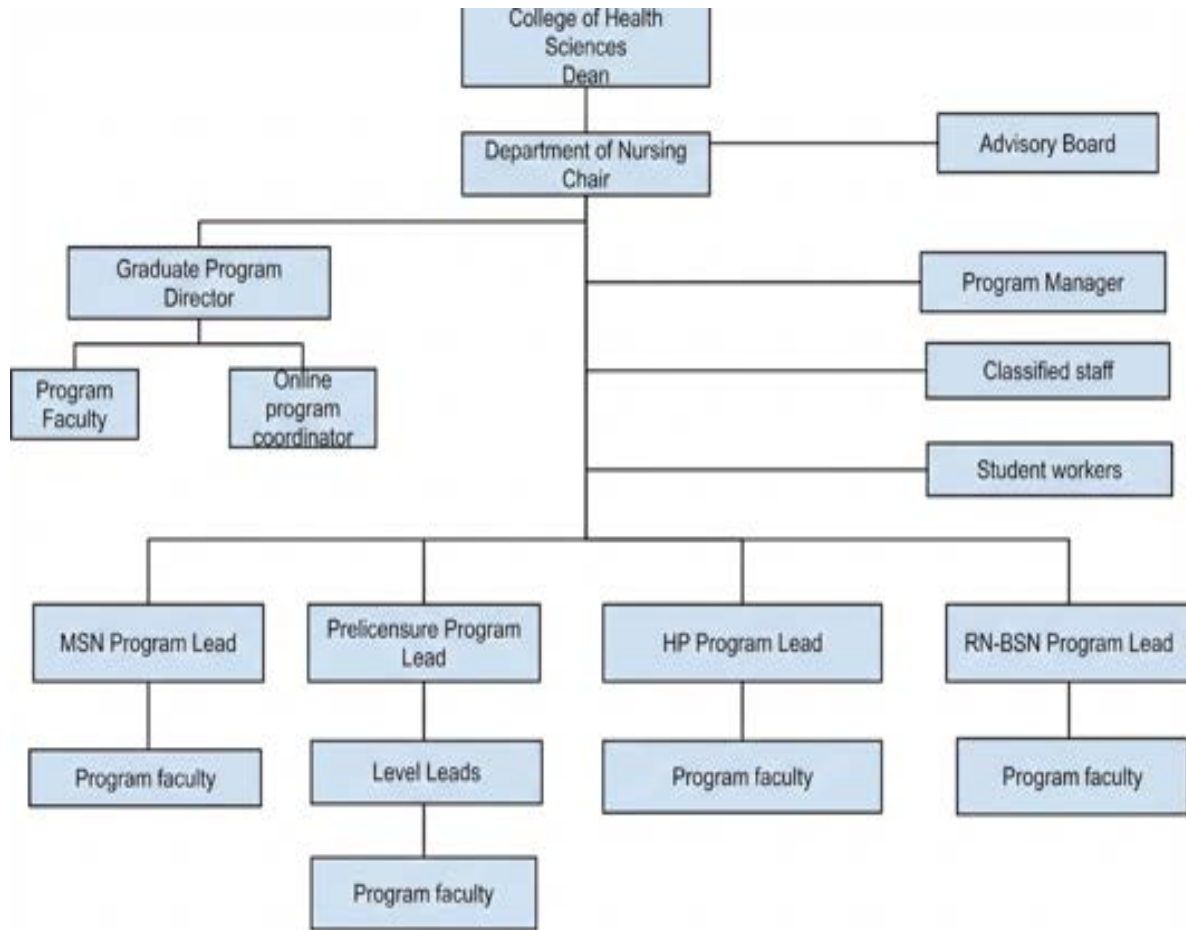
Due Process

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, the concern is elevated to a formal complaint as the student submits a written explanation of the complaint to the department chair. Refer to the university due process policy for specific steps. [SUU Policy 11.4 - Student Complaints](#)



Organizational Chart

The organizational structure of the Southern Utah University Department of Nursing is led by the Dean of the College of Health Sciences. Reporting directly to the Dean is the Department Chair of Nursing, who oversees the Graduate Program Director, the Program Manager, and various classified staff and student workers. The Graduate Program Director collaborates closely with the MSN Program Lead, Pre-licensure Program Lead, Health Professions (HP) Program Lead, and the RN-to-BSN Program Lead, each of whom supervises their respective program faculty. Additionally, an Advisory Board provides valuable guidance, ensuring that the department’s academic programs remain aligned with professional standards and industry needs.





Student Progression in MSN Family Nurse Practitioner Program (Grades)

1. **PURPOSE:** The purpose of this policy is to provide guidelines for successful progression of students through the
2. **POLICY:** Successful progression in the program requires a consistent demonstration of ability to master professional leadership skills, apply these skills in 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 prepared to practice as a **masters advanced-level nurses**.
 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 [SUUPolicy 6.13 - Grading](#)
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 [Registrar's Office Student Forms](#)

Definitions:

3. **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.
4. **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.
5. **Grades:** Grades for all courses are determined in accordance with the policy of the Department of Nursing. Final percentages 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. This determination is up to each individual course instructor.

Grades will be determined using the following grading scale:

94-100% = A

90-93% = A-

87-89% = B+

84 -86% = B

80%-83% = B-

Less than 80% = F



Student in MSN Family Nurse Practitioner Program (Grades) Progression Guidelines

Students are strongly encouraged to take a minimum of one course per calendar year in order to stay active in the system. Students who elect not to take at least one course per calendar year are jeopardizing the program requirement to finish within the five-year deadline from program admission to degree completion.

- a. If a student does not engage in a course by the time specified by the SUU Registrar's Office: The SUU Registrar's Office will contact the student regarding continued enrollment in the course.
- b. If a student does not achieve a semester GPA of B (3.0) or if a student fails a nursing class (at the discretion of the level team), and it is the first occurrence, the student will fail and can retake the course.
 1. Students may repeat a nursing course only once. Failure to successfully complete the course after a second attempt may result in dismissal from the nursing program.
 2. Any costs associated with meeting course or program 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 third occurrence:
 1. The student will be terminated from the nursing program.
- d. Withdrawal from nursing classes
 1. If withdrawal from the nursing program becomes necessary, withdrawal is to be negotiated with the course faculty and student's advisor. This must be done before the university's due date.
 2. The SUU academic calendar identifies the last day to withdraw from a course.
 3. 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. As per SUU policy number, 6.31.
 4. All prerequisites or corequisites must be successfully completed prior to progression to any course scheduled in subsequent semesters. Exceptions may be made on an individual basis and must be approved by the director of the program.
 5. The fixed first course (NURS 6110) must be completed in the student's first term.

Readmission policy for the MSN Family Nurse Practitioner program is as follows:

- a. The MSN Family Nurse Practitioner program must be completed within five years of official acceptance to the program including withdrawals, breaks, or readmission.
- b. If terminated from the program, students will not be readmitted. If dismissed due to non-compliance of clinical documentation, students will be readmitted when compliance is achieved and outlined requirements are met in full.



ACADEMIC ADVISING POLICIES

ACADEMIC ADVISING

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. Each student will be contacted by their assigned adviser within the first half of each term for a general check-in.
3. Individual advisement is available as needed and may be initiated by either the student or the instructor.
4. Students may meet with a faculty adviser to create individual plans that include their adviser, course instructor, plus others as needed. Struggling students will meet on a weekly, monthly or as needed basis with their adviser.
5. Unresolved student concerns will be discussed with the MSN FNP Program Coordinator and/or department chair by the student and/or the faculty advisor.
6. 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 MSN FNP Coordinator and/or department chair.

Evidence

1. Faculty will submit a record of all advisory sessions held throughout the semester.
2. These records will be given to the Program Manager to be filed in the student's permanent file which is held in the DON.
3. To be given to the Program Manager, to be filed in the student's permanent file.



Petition for Academic Advising Change Form

Date Submitted: _____ Received by: _____

Student name: _____

Current Advisor Name: _____

Requested Advisor Name:

Reason for change:

Approved: _____

Denied: _____

Signed: _____

Date: _____



Course Scheduling

The MSN and Post-MSN Certificate programs are offered in an off-campus, accelerated online format. The MSN Family Nurse Practitioner (FNP) program is primarily online, with minimal on-campus requirements, including a required one-week (seven-day) hands-on clinical intensive completed prior to clinical coursework.

Courses are delivered in seven-week terms (Term A or Term B). Students may enroll full-time (minimum of six credit hours per term) or part-time and must complete the degree within five years. Courses are offered in Fall, Spring, and Summer semesters, with offerings varying by term.

Transfer Course Credit

A maximum of 10 credits may be accepted for transfer credit with the approval of the graduate nursing faculty. Only courses completed with grades of A or B are accepted for transfer credit. Courses submitted for transfer credit must have been completed no more than 6 years before completion of the MSN graduate program at SUU. Students should also be aware that course grades in transfer courses are not included in calculating a student's GPA in any SUU MSN program.

Transfer of courses from another university requires the submission of a course syllabus. The syllabus is reviewed by the MSN faculty in SUU program the student is enrolling in and they determine whether the course taken at another university has comparable course outcomes, content, and assignments. Students requesting transfer credit must complete and submit the online Course Transfer Credit Form (Transfer Credit Form) to their Academic Advisor and an official transcript with the course grade posted must be sent to SUU's Admissions Office to receive transfer credit.

Course Adds, Dops and Withdrawals

Graduate students who wish to change their course schedule by adding or dropping/withdrawing from a course must first consult with an online Graduate academic advisor. Students are encouraged to consult the academic calendar for the first and final withdrawal dates for each academic semester with the dates on the academic calendar that are applicable to the specific start date and week format of enrollment for accelerated online students. Click on the accelerated online academic calendar to locate all related important dates. Adds and drops may be made through late registration and the student should check with their online Graduate academic advisor on how to do this.

Drops/withdrawals can continue through a point two-thirds of the way through the enrollment period. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Students with questions regarding financial aid should contact the Office of Financial Aid and Scholarships for more information.

Please note:

- A student may not add a course after the end of late registration.
- A student dropping a graduate course after the Census Date but on or before the last day to drop will receive a grade of W. Students must submit a drop request form via (?) no later than 5pm MST on the respective drop deadline. Drop requests received after 5pm MST will not be processed.



Dropping or Withdrawing after the Last Day to Drop

Dropping a course after the Last Drop/Withdrawal Date requires the permission of the SUU Department Chair of the Nursing Programs. Students seeking this permission must first contact an academic advisor. The academic advisor will work with the student to submit a "Graduate Withdrawal and Drop Policy Exception Form".

Repeated Course Withdrawal

A student may withdraw from the same course a maximum of 2 times. "Withdrawal" is defined as dropping a course after census date and is indicated by a "W" on the student's academic transcript. The third time the student enrolls in the course they will not be permitted to withdraw from the course after census date. Students with extenuating circumstances may petition the program director for permission to withdraw.

Disruption in Clinical Coursework (Family Nurse Practitioner Program)

If a student is unable to complete the clinical course within the stipulated term, they may receive an incomplete grade, subject to instructor approval. An incomplete grade allows the student additional time to fulfill course requirements. However, receiving an incomplete may lead to delays in subsequent courses, since the program is structured in a linear sequence. Therefore, timely completion of each course is crucial for maintaining steady progression. Students must also coordinate with their SUU academic advisor to rearrange their schedules accordingly.

Leave of Absence

For a graduate student to continue as an active/enrolled student, the student must be enrolled in a minimum of one semester credit hour each semester (Fall, Spring, and Summer). A student may request a Leave of Absence to respond to unusual circumstances that prevent them from meeting the continuous enrollment requirement. A leave of absence may be granted for "good cause" (e.g., pregnancy, health related issues, significant family concerns) that would interfere with the student's ability to participate in graduate study. Leaves are granted for a maximum of two semesters during the student's graduate study. Only students in good academic standing (minimum GPA 3.0) may be granted Leave. The Continuous Enrollment and Leave of Absence Policies are available [Deferment \(Leave of Absence\) for Students - SUU](#). Prior to requesting a Leave of Absence, the student should discuss the request with an Academic Advisor and develop a revised degree plan. A student requesting a Leave of Absence must complete the SUU Leave of Absence Request form. The request for the Leave of Absence is submitted to the Academic Advisor who will forward the request to the SUU Department of Nursing Chair for action.

Change of Program/ Student Movement between Programs, Off-campus Accelerated Online Programs, and/or Major Areas of Study or Specialty

1. Movement between programs and/or major areas or specialty area of study is not allowed until students have completed 9 hours in the program or major to which they were admitted.
2. To qualify to switch from one program/major to another, a student must have a current and admission GPA equal to or higher than the lowest GPA admitted to the 'new' program in that semester and there are seats available in the program the student is switching to.

For example, an MSN FNP student with a current GPA of 3.2 and an admission GPA of 3.1

will not be allowed to switch to the FNP program if the lowest admission GPA in the FNP program that semester



was 3.5. However, if a MSN FNP student with an admission and current GPA of 3.5 may be allowed to switch to the FNP program if the lowest admission GPA in the education program that semester was 3.2. Also, if an MSN FNP student wants to switch to the FNP program and is qualified and there are already 10 students in the cohort and only 10 seats available the MSN FNP student will not be allowed to switch to the FNP program.

3. Students who are qualified may only make one move during their MSN program. This includes moving between:

- a. One off-campus major and another off-campus major.
- b.. One specialty area of study and another specialty area.

For example, this applies to a student in the MSN in FNP program moving to the MSN Leadership and Administration program and then wanting to move back to the MSN in FNP program.

4. The deadline for submitting a request to change programs or majors is 05:00 pm MST on the graduate course drop date for the Term A and Term B semester sessions.

5. Changes become effective at the beginning of the next Term.

6. Exceptions to this policy may be made for extenuating circumstances and with either the permission of the Graduate Programs Director or Department Chair of Nursing Programs.

GAP Analysis

As part of the application process into the Post- Master's certificate program, each applicant's transcripts are reviewed by the respective Program Director. This review determines which courses will be required to complete the certificate. Applicants are required to complete the GAP Analysis Request Form to identify which courses they want evaluated as equivalent to the required certificate program's courses. Upon completing this form, the applicant is required to return it along with the respective course syllabus to the Admission Advisor. Syllabi must be from the semester and year the student took the course. Any requests submitted without the correct syllabus and/or inadequate documentation will be denied. Appeals will not be considered without submitting the correct documentation. When the Program Director has completed their review, the GAP Analysis Request Form will be returned to the Admission Advisor who will return it to the applicant. The applicant must sign and return the document to the Admission Advisor. Applicants will not be assigned a degree plan unless they have signed and returned this form. Changing this form after the Program Director has signed it, submitting false records or falsifying any records is unprofessional conduct and academic dishonesty. Anyone guilty of this will be reported to the Office of Community Standards.

State Authorizations

Southern Utah University's (SUU's) Department of Nursing (DON) offers several programs in the online format. To do so, the Department of Nursing must follow federal and state laws for the operation of programs in states outside of Utah. SUU's ability to offer programs outside of the State of Utah is variable and highly dependent upon the program, federal laws, and state laws including each state's Board of Nursing (BON) regulations. It is important that every student understands and acknowledges that the completion of a graduate nursing program may only occur in a state in which SUU can operate. Students are required to review the list of approved states [APRN Program Authorization by State](#)

Graduate nursing students should be aware of the following:

1. States in which Southern Utah University (SUU) graduate nursing programs are authorized to operate may change without prior notice. Such changes may affect student progression in the program.
2. State laws and regulations governing graduate nursing education may change at any time without prior notice to the SUU Department of Nursing (DON), which may also impact program progression.
3. Living in, relocating to, or working (temporary or permanent assignments) in a state where SUU DON



graduate nursing programs are not authorized may result in one or more of the following:

- delayed graduation
- inability to complete the program
- withdrawal from a course
- withdrawal from the program
- a requirement to travel to Utah to complete clinical or other program requirements
- denial of clinical placement
- delayed clinical placement

Travel and State Authorization Policy

- Nurse Practitioner programs do not operate outside the United States. Requests to attend or continue a program from an international location are reviewed individually.
- Travel assignments or completing clinical in another state require prior approval. This applies to students living near state borders as well.
- Before accepting a travel assignment, seeking a preceptor in another state, or relocating, students must email nursing@suu.edu to discuss potential impacts on graduation and clinical placement.
- Students living or working in a state where the MSN program is not approved must contact their advisor immediately.
- All students must review the SUU State Authorization Disclosure to ensure their program and curriculum meet licensure requirements in their state.

Clinical Policies and Procedures

Required Student Documentation

Students are expected to complete and order a clean background check and drug screen from the DON approved vendor (PreCheck) during their first class (NURS 6110 Nursing Leadership Theory) in the MSN FNP program with the SUU assigned vendor, PreCheck, Inc. Students who do not submit all required documentation by the end of Week 7 of their first term of enrollment in the MSN FNP program, as instructed in NURS 6110 Nursing Leadership Theory, will not be permitted to continue in the program until they have submitted all required documentation.

Nursing License + Photo for Badge

- Submit to MSN FNP Program Coordinator Amber Lopez
- Requirements for badge photo: Head Shot, No Hats.
- Include mailing address when emailing license and photo to MSN FNP Program Coordinator Amber Lopez.

Documentation of Current/Active Licensure

Students in the MSN FNP program must hold a current, active, and unencumbered RN license. If a student's RN license lapses at any point during the program, they will not be permitted to continue until the license is reinstated. All students must maintain their RN license in good standing for the entire duration of the program. Students will also be required to sign an attestation confirming their commitment to maintaining their license. Should a student fail to maintain their license, a hold will be placed on their account, preventing enrollment in further courses. Students may re-enroll in the next term once they have fulfilled all documentation requirements.



Documentation of Drug Screen

To stay in compliance with SUU and clinical agency requirements, students are required to participate in an initial drug screen scheduled through PreCheck during their first term of enrollment and random drug screening as requested thereafter. Failure to complete drug screens when assigned will result in expulsion from the program. All students must maintain a clean drug screen, or be in compliance with restrictions set forth by the DON, throughout the entirety of the program.

Documentation of Background Check

To stay in compliance with SUU and clinical agency requirements, students are required to have approved background checks, completed through Pre-Check, on file in the nursing office. An applicant to the

Southern Utah University MSN FNP program must submit to a criminal background check as a condition of the MSN FNP program. The student must initiate the background check process during the first week of their first term of enrollment, following the instructions found in NURS 6110. Upon completion of the student's criminal background check, if any issue is identified (drug or abuse convictions) the student will not be able to participate in clinical rotations.

The entire background check process, including the DON review of background check results, which may take up to 30 days, must be completed by the end of the student's first term of enrollment. The DON will not be responsible if the background review process is not completed by the end of the student's first term of enrollment if the student failed to initiate the background check request in a timely manner. All students must maintain a clear background check, or be in compliance with restrictions set forth by the DON, throughout the entirety of the program. The DON is not responsible for any lost tuition costs resulting from dismissal due to a finding on a resulted background check.

Maintaining Current Documentation

All students must ensure that all documentation remains up to date throughout the duration of the MSN FNP program. Changes in license status, address, and contact information must be submitted to the Program Coordinator in the Department of Nursing at as soon as possible.

Students will be required to sign an attestation that they will maintain currency throughout the program. If documentation currency lapses at any point during the MSN FNP program, a hold will be placed on their account at the end of that term prohibiting enrollment in further courses. Students may re-enroll in the next term if documentation requirements are fulfilled.

Documentation of Health Insurance Portability and Accountability Act (HIPAA)

An important part of nursing ethics is maintaining the client's confidentiality. We will help students to 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.



StudentCheck

SOUTHERN UTAH UNIVERSITY - FNP PROGRAM

STUDENT INSTRUCTIONS

Background checks and drug tests are required to ensure the safety of patients treated by students in the clinical education program. The reports are typically completed within 3-5 business days; however, you must submit your order in sufficient time for the report to be reviewed by the program coordinator or associated clinical site prior to starting the rotation. The background check is conducted by PreCheck, Inc., a firm specializing in the healthcare industry.

Getting Started

Follow this link to [MyStudentCheck](#)

If you are unable to access the link, you may type in the web address located at the bottom of this page.

- Confirm the school name matches: **Southern Utah University- FNP Program**
 - Select your program from the drop down menu, and then select the required services.
 - Log in with your username and password. If you do not have an existing profile, please create a new account.
 - Enter the required information, provide authorization, and continue to enter payment information.
 - If you need further assistance, please contact PreCheck at 877-214-5496.
 - You will be provided with a receipt and confirmation page when your order is placed.
-

DRUG TESTING

Pre-registration does not set an appointment time, we recommend calling your chosen collection site ahead of time to set up an appointment.

PRICING

Background Check **\$71.50**
Drug Screening **\$65.00**

Applicable state sales tax will be collected based on your residential location.

FREQUENTLY ASKED QUESTIONS

What does PreCheck do with my information?

Your information will only be used for the services ordered. Your credit will not be investigated and your name will not be given out to any businesses.

2. I selected the wrong school, program or incorrect information.

Call the StudentCheck Team at 877-214-5496 with the details.

3. Do I get a copy of the background report?

Yes, go to www.mystudentcheck.com, log in, and select Check Status.

4. How do I obtain a copy of the drug test report?

Please call the StudentCheck Team at 877-214-5496 to request a copy of the report.

5. I was denied entry into a program because of information on the report, who can I contact?

Call PreCheck's Adverse Action hotline at 800-203-1654.



Department of Nursing Policy and Procedure

NURSING STUDENT DRUG SCREEN SUBSTANCE RESULT POLICY & CONTRACT

- I. **PURPOSE:** In response to regulations set by governing bodies, healthcare agencies and nursing education programs share the responsibility to ensure all personnel, including nursing students, do not pose a potential risk to patients. All nursing students will be required to document a random drug screen. In response to this mandate and effective immediately, The SUU Department of Nursing will require at least one documented, clean, random drug screen as assigned within the first semester/term of the program. SUU Department of Nursing can also request a random drug screen of students at any time while enrolled in the SUU Nursing Program.
- II. **POLICY:** All SUU Nursing students are required to receive and document a clean drug screen test result. A positive drug screen test result will require documentation of a valid, current prescription. Any psychoactive drugs that appear on said results will also require the signed attestation below.

SUU Nursing Student Substance Contract

T#: _____ Name: _____

Drug Identified in Drug Screen: _____

- 1. I understand that because of the positive drug screen result of a psychoactive drug, it is my responsibility to provide documentation of a valid, current prescription for the drug listed above.
- 2. I understand that any illegal (Utah law) positive drug screen result, without a valid prescription dated previous to the positive drug screen, will result in my removal from the program.
- 3. I understand that it is my responsibility to use my drug/substance listed above only as prescribed and be free from any effects of this medication when enrolled in the SUU Nursing Program.
- 4. I understand that I may be asked to participate in a random drug screen at any time while enrolled in the SUU Nursing Program and the cost for said drug screen is my responsibility.
- 5. I understand it is my responsibility to be clear of mind with no intoxicating substances when participating in SUU Nursing clinical activities.
- 6. I understand that if I am found to show behavior that suggests intoxication or be under the influence of drugs, during a clinical, I will be under review and be subject to removal from the SUU Nursing program.
- 7. I understand that if I am removed from the SUU Nursing program, I will be responsible for any cost of tuition or other fees associated with the program.

By signing this contract, I understand and agree that I am responsible to attend clinicals only when I am totally free from effects of intoxicating substances.

Student signature

Date Signed

SUU MSN Program Leader Signature

Date Signed

SUU Nursing Program Manager Printed Name

Date Form Received



MSN FNP Criminal Background Review Policy and Procedure

The purpose of this policy and procedure is to outline the steps for reviewing criminal background checks for applicants to the Southern Utah University MSN FNP program. The SUU Department of Nursing has an obligation to patients, families, and community partners to ensure that its students meet the highest level of ethical and moral standards as Licensed Registered Nurses and students enrolled in the MSN FNP program.

Students admitted to the SUU MSN FNP program must have an active and unrestricted license to practice as a Registered Nurse (RN). In addition, students are required to complete a criminal background check and provide information to the SUU Department of Nursing (DON) about any findings on that report. Continued enrollment in the MSN FNP program shall be conditional, pending completion and review of the criminal background check. Upon completion of the student's criminal background check, if any issue is identified the student shall be required to provide a written explanation of the problem, provide information on the steps that they have taken to correct the problem, and explain any requirements for monitoring or ongoing care to address the problem. A Background Review Committee consisting of three DON faculty members shall review all of the documents and provide a recommendation to the DON Director as to whether the student should be allowed to continue in the MSN FNP program. Often this decision will be determined upon state laws where the student will be attending their clinical rotations and upon clinical facility requirements. The committee may also choose to recommend that the student be allowed to continue in the program with restrictions or conditions.

Background Review Procedures

1. An applicant to the Southern Utah University MSN FNP program must submit to a criminal background check as a condition of their admission to the MSN FNP program. This shall be completed no later than the end of the second week of the first term of enrollment. If the background check is not submitted by the end of the second week the student will be removed from the program; the student can re-enroll in the next term. Students are responsible for all tuition and fees that are not refundable due to non-compliance.
2. An initial review of the student's background check will be completed by the DON administrative staff.
3. If the DON administrative faculty and staff identifies a problem(s) in the student's background check, the student shall then be asked to provide a written explanation of the problem(s).
4. The student's written response to the problem(s) identified on the background check may take the form of dispute and/or explanation, explained as follows. 1) If the student disagrees with the accuracy of any information in the report they may dispute the findings and the DON shall provide reasonable opportunity to address the information contained in the report. 2) If the problem(s) identified in the report are reported accurately, the student **MUST** provide an explanation of the problem(s). The student's written response to the information received as a result of the criminal background check shall include an explanation of the problem identified, information on the steps that they have taken to correct the problem, and an explanation of any requirements for monitoring or ongoing care to address the problem. In either case, any problems identified in the background report must be addressed in writing by the student with either a dispute or an explanation. The student must submit the requested information within 10 business days of the request from the DON.



5. The background check report and the student's letter of explanation shall be forwarded to the Background Review Committee within 5 business days of the receipt of the student's letter of explanation. All identifying information on the report and letter will be removed and/or blacked out by the DON administrative staff before forwarding to the Background Review Committee.
6. The faculty Background Review Committee will review the student's background check and their written response. The Background Review Committee will assess the overall risk to persons and property in allowing the student to continue to be enrolled in the MSN FNP program. That risk assessment will include: (a) the number of crimes committed, (b) the nature and severity of those crimes, (c) the length of time since they were committed, (d) the likelihood of recidivism, and (e) other factors that may be relevant.
7. Where the known facts and circumstances are sufficient to warrant a person of reasonable prudence to believe that the MSN FNP student poses an unreasonable risk to persons or property, the Committee will recommend that the student's acceptance to the MSN FNP program be withdrawn immediately.
8. The faculty Background Review Committee will submit a written recommendation to the DON Department Director or their proxy within 10 calendar days of receiving the material. The recommendation to the DON Department Director or their proxy should include a recommendation on whether to allow the student to continue in the MSN FNP program without restrictions, continue in the program with restrictions/conditions, or be removed from the program. The report will also include an explanation for their decision based on the review criteria outlined in Item 6 above.
9. The DON Department Director of Graduate Programs or their proxy will make the final decision about the student's continued enrollment in the MSN FNP program and/or steps that the student must complete to address the problem(s) identified. If the student is to be removed from the program, the DON Department Director of Graduate Programs will communicate the decision to the DON administrative staff. The DON administrative staff will then communicate that decision to PreCheck, the company contracted by SUU to monitor student compliance, who will notify the student of the decision. If the student is to be allowed to remain in the program, the DON Department Director of Graduate Programs will notify the student of the conditions (if any) of their continued enrollment. In either case, the DON Department Director's decision will be communicated to the appropriate party within 5 business days of receiving the recommendation from the Background Review Committee.
10. The student has the Right of Appeal per the Southern Utah University Policies and Procedures #11.2 Student Conduct Code. To learn more about this process, see [SUU Policy 11.2 - Student Conduct Code](#)
11. Record Keeping - documentation associated with criminal background checks will be kept secure and protected in the DON Administrative staff office.
12. Limitations on the Use of Information - the information contained in the criminal history background check will be available only to those persons involved in making decisions regarding the student's application to the MSN FNP program, and the information will be used only for the purpose of making a decision on whether the student can continue in the MSN FNP program.



NURS 6110 Attestation – Program Compliance Agreement

Agreement to Maintain MSN FNP Program Compliance

I, _____, agree to maintain compliance to the Southern Utah University (SUU) MSN FNP program requirements at all times while enrolled in the program. I have access to these requirements through my PreCheck student account. I understand that I must notify SUU of any of the following:

- Changes in address (physical or mailing)
- Changes in nursing license status
- Potential or known exposure to infectious diseases
- Changes in the status of RN license
- Changes that would affect background reports (i.e., recent arrests, convictions, etc.)

I understand that failure to remain in compliance with the SUU MSN FNP program requirements, or failing to notify SUU of any changes in my address, license, or disease exposure status may result in being denied entry into courses with a clinical component. I acknowledge that I will not be admitted back into the program until I am in compliance with the above requirements.

Student Name (printed): _____

Student Signature: _____ Date: _____



FNP Clinical Preparation Policy

To ensure a smooth and successful clinical experience, all FNP students must complete the following requirements at least four weeks prior to the start of each clinical course:

1. **Affiliation Agreement:** Ensure that a valid affiliation agreement is in place between the academic institution and the clinical site.
2. **Preceptor Documentation:** Provide all required documentation for the preceptor, make sure it is legible, signed and uploaded into Typhon in the appropriate course.
3. **Onboarding Completion:** Complete all onboarding processes required by the clinical site, such as training modules, background checks, and have the Nursing Program Coordinator's final approval

Important Note: Failure to complete these requirements by the specified deadline will result in deferral of the clinical course to the next available term.

Purpose: These policies are designed to help students achieve success in their clinical experiences by ensuring that all prerequisites are met in a timely manner, thereby promoting a smooth transition into clinical practice.

Policy: Clinical Rotation Schedule and Term Limits To ensure compliance with University liability coverage and Affiliation Agreements with our clinical partners, students are strictly prohibited from performing clinical hours or rotations outside of the official dates of the term in which they are registered. Any clinical activity performed outside of the designated academic term is unauthorized and carries significant legal risk.

Exceptions for Incompletes: This policy does not apply to students who have been formally granted a grade of "Incomplete" (I) or an approved extension to fulfill missing clinical hours from the immediate prior term. However, students working to resolve an Incomplete may not progress to the next level of clinical coursework until the Incomplete is fully resolved and a passing grade is recorded. Students must still have clinic site approval and need to communicate with Amber Lopez to make sure this is in place.



Uniform and Appearance

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

POLICY: All MSN FNP students are expected to dress professionally during clinical activities for the SUU MSN FNP program. At minimum, dress should adhere to the policies of the clinical instructor/preceptor/mentor and their place of work. All students are **required** to wear an SUU photo name badge which will state their first name followed by MSN Family Nurse Practitioner Student, Southern Utah University; this badge will be provided by the Department of Nursing. It must be worn **AT ALL TIMES WHEN YOU ARE ENGAGED IN CLINICAL ACTIVITIES FOR THE MSN FNP PROGRAM**. Some facilities may also require their own badge in which case students will be required to wear both badges. Students must submit their picture in their first fixed course in the FNP program for their badge/s. Badge requirements: white background, color recent headshot w/no hats, School Name, Title (FNP Student), no other object or person in the picture, look straight into the camera, head must not be tilted or at an angle, photo must be submitted with a .jpg or .jpeg extension. Some clinical sites may require the student to go to the site to have their photo taken.

APPEARANCE - Students will be expected to dress and act professionally at all times when in the clinical area. They are expected to manage personal hygiene habits to control cleanliness and avoid offensive body odor. Perfume, cologne or lotions that might interfere with those who are ill or allergic to such odors or fragrances should not be used. Students are responsible for knowing and adhering to uniform and appearance policies where they complete their experience-based learning. Students will be expected to wear the required SUU uniform for FNP students (black scrubs with SUU patch on left arm).



Student – Unusual Occurrence/Exposure Risk

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

The supervising clinical faculty member shall immediately, upon notification, 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 members will then facilitate completion of appropriate forms and a medical evaluation. Any injury sustained by the student while participating in Department of Nursing 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 clinical partner 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 (located in appendix).
 - 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 members 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 students 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 the incident and follow up ASAP. Submit SUU Department of Nursing forms to the department chair within 24 hours of notification.
- (8) If the occurrence takes place on SUU campus (i.e. the SN learning 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.



Unusual Occurrence/ Potential 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 notification-*check circles as step is completed.*

1. Discuss exposure, how it occurred, and how it could be prevented in the future.
2. Discuss risk for pathogen exposure and recommend immediate follow up with a private care provider or insta- care provider. Individuals who have been exposed to infectious pathogens are at risk for an infectious disease. 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 Department of Nursing activities and subsequent medical treatment with all costs associated with care will be the student’s responsibility.
3. Facilitate student appointment for immediate follow-up.
4. Complete the following with the student

Exposed individual’s name _____

Type of exposure _____

Date and time of exposure _____

I have been oriented to SUU’s exposure control plan and I understand I may have been exposed to infectious pathogens. 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

I have been oriented to SUU’s exposure control plan and I understand I may have been exposed to infectious pathogens. 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



Unusual Occurrence/ Potential Pathogen Exposure Risk Policy & Forms

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:

Discussion:

Student Comments:

Faculty Signature: _____

Date: _____

Student Signature: _____

Date: _____



Social Media Policy 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, InstaGram, 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.

Students 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, remember, 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."



Social Media Policy

- **Protect confidential, sensitive, and proprietary information:** Students must not post confidential or proprietary information about the university, faculty, staff, students, clinical facilities, patients/clients, or others with whom the student has contact in the role of an SUU Department of Nursing student.
- **Respect copyright and fair use:** When posting, students must be mindful of copyright and intellectual property rights of others and of the university. For guidance, students should consult Department of Nursing staff and the University's Information Technology website.
- **Use of university marks:** Students may not use SUU or Department of Nursing marks, including logos and graphics, on personal social media sites. Students may not use SUU's name to promote a product, cause, political party, or candidate.
- **Approved use of marks:** Use of University or Department of Nursing marks (logos and graphics) for school-sanctioned events (e.g., posters, fliers, postings) must be approved by the Department's administration.
- **Electronic device use in clinical settings:** During clinical experiences, the use of cell phones and other devices for social media is permitted only as authorized by faculty. Electronic devices may only be used during times specified in the syllabus or by course or clinical faculty.
- **Recording restrictions:** No student may videotape professors or fellow students for personal or social media use without express written permission. At no time may patients/clients be videotaped or photographed without written permission from both the patient/client and the facility.
- **Online identity and representation:** Students should be aware of their association with SUU and the Department of Nursing on social media platforms. If a student identifies themselves as an SUU nursing student, their profile and content should reflect professional standards. Students must clearly state that opinions expressed are their own and must not claim or imply representation of SUU or the Department of Nursing unless authorized in writing.
- **HIPAA compliance:** HIPAA guidelines must be followed at all times. Identifiable information related to patients/clients or experiential learning opportunities must not be posted in any online forum or webpage.
- **Responsibility for content:** Students are solely responsible for content they post online and must take appropriate steps to protect their own privacy and the privacy and confidentiality of others.



Social Media Policy

Procedure/Considerations

- There is no such thing as a “private” social media site. Search engines can retrieve posts years after they are published. Content may be forwarded, copied, or archived, including posts that have been deleted. Students are encouraged to pause before posting, particularly when feeling angry or emotionally charged. If there is uncertainty about posting or responding to a comment, students should consult faculty and review this policy before proceeding.
- Future employers hold nursing students to high professional standards. When a student identifies themselves as a Southern Utah University nursing student through social media posts or personal websites, they are publicly associated with the University, colleagues, clinical agencies, and patients/clients. Students must ensure that online content aligns with professional values and career goals.
- FNP Nursing students are preparing for a profession that serves the public and is held to high standards of conduct. Students are expected to respect their audience and adhere to all applicable university privacy and confidentiality policies.
- Students are legally responsible for all content they post on their own sites and on the sites of others. Individuals have been held legally liable for commentary that is proprietary, copyrighted, defamatory, libelous, or obscene, as determined by the courts.
- Employers increasingly conduct online searches of job candidates. Students should consider whether content posted today could negatively impact future employment opportunities.
- Students are encouraged to monitor comments on personal sites by using available settings to review and approve comments before they are posted. This allows for timely responses, removal of spam, and blocking of individuals who repeatedly post offensive or inappropriate content.
- The use of ethnic slurs, personal insults, obscenity, pornographic images, or any conduct that would be unacceptable in a professional workplace is prohibited.
- Students are responsible for reviewing and complying with the terms of this policy on a regular basis.

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 [Social Media Policy](#) and from [Social Media Policy, Student Handbook of Purdue University School of Nursing](#)



Faculty/Student Communication

Professional communication between faculty and students is of utmost importance in this program. If the student has any questions about a course assignment, the student should not hesitate to contact the faculty via email or phone. Each nursing faculty has designed office hours which are included in the course syllabi and the CANVAS course home page. Faculty will provide preferred contact email and telephone numbers at the beginning of each course for students. Students are expected to communicate through their CANVAS email and with the expected communication avenues set forth in each faculty member's syllabi.

E-Mail

Communication between faculty and students via e-mail is essential for successful completion of course work. Students have a SUU E-mail address through CANVAS. This is the only address the faculty and advisors will use and it is the students' responsibility to forward mail to a preferred provider. The E-mail address will be made available to other students within the CANVAS course under the Inbox tab on the left side of the CANVAS screen in which the student is enrolled. Exceptions to this policy will require faculty approval.



TERM PROGRAM OUTCOME EVALUATION		
Master of Science Family Nurse Practitioner Program Learning Outcomes	COURSE/ OUTCOMES ALIGNMENT	# OF STUDENTS MET OUTCOMES
1. Be able to apply leadership skills to transform health care by preparing caring and competent advanced practice nurses who espouse holistic perspectives.	6110, 6610, 6620, 6630, 6640, 6661, 6680, 6670, 6710, 6711, 6720, 6721, 6640, 6841, 6690	
2. Demonstrate the ability to use multiple interprofessional and interdisciplinary perspectives to work and communicate by engaging in partnership with interprofessional teams and community resources.	6110, 6610, 6620, 6630, 6640, 6661, 6680, 6670, 6710, 6711, 6720, 6721, 6640, 6841, 6690	
3. Be able to apply nursing science to improve health and reshape health systems through transformative research with an emphasis on aging, rural health, and diverse communities.	6110, 6610, 6620, 6630, 6640, 6661, 6680, 6670, 6710, 6711, 6720, 6721, 6640, 6841, 6690	
4. Demonstrates the ability to provide developmentally appropriate whole person, evidence-based care that is respectful, compassionate, and ethical.	6110, 6610, 6620, 6630, 6640, 6661, 6680, 6670, 6710, 6711, 6720, 6721, 6640, 6841, 6690	
5. Practice cultural inclusiveness in research, practice, leadership, and community engagement.	6110, 6610, 6620, 6630, 6640, 6661, 6680, 6670, 6710, 6711, 6720, 6721, 6640, 6841, 6690	
6. Be able to create engaged and interactive approaches to nursing education, research, and practice using innovative technology.	6110, 6610, 6620, 6630, 6640, 6661, 6680, 6670, 6710, 6711, 6720, 6721, 6640, 6841, 6690	
7. Assume the advanced nurse practitioner role through self-reflection that fosters personal health, resilience, and well-being, lifelong learning, and the expertise in leadership skills.	6110, 6610, 6620, 6630, 6640, 6661, 6680, 6670, 6710, 6711, 6720, 6721, 6640, 6841, 6690	



Student Forms - Appendix

Page 41.....	Acknowledgement of Student Policies
Page 42.....	Student Non-Disclosure Agreement
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Page 47.....	Student Understandings



Acknowledgement of Student Policies

I, _____, have read and reviewed the policies in the Nursing Student Handbook for the MSN Family Nurse Practitioner Program and have had the opportunity to have questions concerning said policies answered by a faculty member in the Department of Nursing.

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 [Nursing Program | Degrees & Resources - SUU](#).

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 Handbook. 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 e-mailed upon approval.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ LEVEL: MSN/FN



Student Non-Disclosure Agreement

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 MSN Family Nurse Practitioner 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 or other confidential 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: _____



Name Badge Agreement

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 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 _____
(date) (Month, Year)

By _____
Student Signature Print Name

Please sign, scan and email to amberlopez@suu.edu upon receipt of badge.



Lost Name Badge Acknowledgement

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 volunteers from any liability.

Print Student Name

Student Signature

Date



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: | Yes | No |
| 2. Audio recordings of events in which I am a participant: | Yes | No |
| 3. Written work and/or class assignments I have completed: | Yes | No |
| 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: | Yes | No |
| 2. Documentation of learning outcomes for purposes of accreditation or other reports: | Yes | No |
| 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: _____



Functional Requirements for Student Success

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: _____

This form is kept within your permanent nursing file.



Student Understandings

1. I understand that admission to the MSN Family Nurse Practitioner program does not mean success.
2. I understand that I will be evaluated on academic as well as leadership skills and professional behaviors.
3. I understand that nursing requires honesty and personal integrity. If either comes 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 required source as noted in NURS 6110 Nursing Leadership Theory for the MSN Family Nurse Practitioner.
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 if at any time in the semester I feel unsure about my “grade(s)”, I may request an assessment from the professor.
7. I understand that the course work of this program requires active participation.
8. I understand that I will be responsible to provide my own transportation to experiential learning opportunities.
9. I understand that I must maintain confidentiality of information I become aware of.
10. 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.
11. I understand that I must act professionally and will show respect to my peers, faculty, and staff.
12. I agree to release Southern Utah University from any consequences for any negligent or careless acts committed by **me**.
13. A copy of the curriculum pattern has been given to me and I have read and understood 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.
14. I understand that I have access to an online advisor to assist as needed in my degree planning and course registration.

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

Student Signature _____ Date _____

Student Name (print) _____



Academic Standing and Progression

Academic Standing

Policies and procedures for academic standing and progression in the MSN and Post MSN Certificate Programs are consistent with SUU Graduate policies. Click on the [Satisfactory Academic Progress Policy - SUU](#) for more information on the university policies.

Graduate students are considered to be in good academic standing and making satisfactory progress in a degree program if they 1) meet all admission conditions within the time required 2) have a B (3.0) or better grade-point average on all coursework undertaken while in Graduate School and 3) have a B (3.0) or better grade-point average in courses needed to satisfy degree requirements by the end of the semester in which they intend to graduate. Students must be in good academic standing by the end of their final semester in order to receive an advanced degree from Southern Utah University.

Incomplete Grades

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.

If the below work is not completed by the given date, the fallback grade will be automatically rolled to the Registrar's Office. **The instructor is responsible for submission of a completed grade when the student's makeup work has been accomplished.**

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.

Incomplete Grade Contract

Academic Probation

Per the Graduate Policy, "A graduate student whose cumulative grade point average falls below a 3.00 in all graduate courses, be they graduate or undergraduate level taken while enrolled as a Southern Utah University as a graduate student, will be placed on academic probation. The student must attain a grade point average of at least 3.00 in the next semester he or she is enrolled or be subject to dismissal. Undergraduate courses or graduate courses graded or W or courses that do not provide graduate credit cannot be used to remove the condition of academic probation." Courses that are not part of the student's degree plan do not contribute to GPA.

Graduate nursing students placed on academic probation are required to meet with an academic advisor to discuss plans for improvement and potential revision of their degree plan. Students may meet with an academic advisor electronically, via telephone, or in person. Students on academic probation will not be able to register for a following semester until cleared by the academic advisor (an advising hold will be placed in the Banner System).

Students who do not gain good academic standing in the semester following completion of the probation semester will be academically dismissed. A student who has been dismissed for failure to maintain a GPA 3.0 may petition the program director to continue in the program.



Master of Science in Nursing and Post Masters Certificate Programs Remediation Policy

The purpose of this policy is to provide an opportunity for remediation to MSN and Post Masters Certificate (PCM) Programs students to facilitate academic success and degree completion. Master of Science in Nursing and Post Masters Certificate students who require remediation prior to or during clinical practice have the option to or may be required to retake a course(s) as remediation.

Courses taken as remediation are subject to the following stipulations:

Remediation Course Policy

1. Remediation course grades cannot be used to improve a student's University GPA or program GPA. Students must achieve a minimum 3.0 GPA independent of remediation course grades to complete the program. Remediation course grades remain subject to university policies and procedures.
2. A remediation course may only be taken for courses required as part of the student's MSN or PMC degree plan.
3. Each course in which a student earns a letter grade of "C" or below (less than 80%), may be repeated for remediation only once.
4. Students may withdraw from a remediation course only once. Any subsequent enrollment in the remediation course must be completed.
5. Required remediation courses must be completed with a grade of "B" or better to satisfy remediation requirements.
6. Optional remediation courses require approval from the advisor and/or program director.
7. Completion of remediation courses will be included in the academic summary when reviewing petitions for continuation in the MSN and PMC programs.
8. Students may be required to complete remediation in one or more courses as a condition of program continuation.
9. Remediation courses are not eligible for financial aid.
10. Students who are not in good academic standing may be required to complete clinical experiences at sites that do not require good academic standing as a prerequisite.
11. Letters of good academic standing will not be issued to students or third parties based on remediation course grades.
12. Students who demonstrate unsafe clinical behaviors may be required to complete a clinical performance remediation plan in addition to course remediation.



Clinical Practice Performance Remediation

Students who have demonstrated unsafe clinical behaviors, as evaluated by the faculty or preceptors, may be required to complete a formal, individualized remediation plan. The plan will be developed by the program director in consultation with the clinical course lead faculty and clinical faculty.

Remediation plan shall be:

- in writing,
- signed by the program director and the student,
- kept in the student's permanent record.

The remediation plan may include but is not limited to remediating one or more courses in which the student earned a grade of C; enrolling in one or more independent studies to remediate identified deficiencies in didactic content and clinical performance and completing simulation activities. Students must successfully pass all aspects of the remediation plan to pass the clinical course.

Students who have failed a clinical course and are unable to achieve a GPA of 3.0 prior to graduation are not eligible to be placed on a clinical remediation plan.

Petitions to Continue in the Graduate Nursing Program

Students who wish to submit a petition to continue in the Graduate Nursing Program must meet with an Academic Advisor. During that meeting, students should be prepared to discuss how/why plans to regain good academic standing during the probation semester were not successful and develop a specific plan for improvement. The student is responsible for submitting a written letter of petition electronically to the academic advisor for action by the graduate faculty. Students are also strongly encouraged to meet with the student success faculty (see information in following section) to develop plans to support academic success.

The student's petition to continue in the Graduate Nursing Program will be reviewed by the program director. If the program director approves the student's petition to continue, the academic advisor will work with the student to review/revise the student's degree plan and assist with clearing the student for enrollment. If the program director does not approve the petition, the student can submit a petition to the Chair of Graduate Nursing. Students should also be aware they may need to submit a "readmission form" if they experience an enrollment gap that includes a Fall or Spring or Summer. To apply for readmission, click on the readmission form link.

In some cases, a student may need/wish to submit a second petition to continue. If the conditions of the first petition were met, the program director will review the petition. As above, if the program director approves the student's petition to continue, the academic advisor will work with the student to review/revise the student's degree plan and assist with clearing the student for enrollment.

Students whose petitions to continue are approved by the program director may enroll as stipulated in the requirements of the approved petition. If a student's petition is not approved, dismissal from the University will stand. The student is not eligible for readmission to the Graduate Nursing Program.

A student who wishes to appeal the decision of the program director must submit the appeal in writing to their academic advisor who will then forward it to the Graduate Nursing Department Chair for review.



Graduate Nursing Student Course Failure Policy

The Department of Graduate Nursing is committed to maintaining a high-quality academic experience, high academic standards, and preparing graduates to practice the art and science of advanced nursing practice safely and to the full extent of their education. Advanced nursing practice requires the registered nurse to apply graduate level education to serve as leaders in health policy, leaders of health care systems and to improve the health and outcomes for individuals, families, and populations.

Student academic performance represents the level of mastery of the content taught in their respective program. Course grades of D and F represent a severe knowledge deficit and are the antithesis of safe advanced nursing practice.

Progression Policy

Beginning Fall 2024 progression in the MSN FNP program will not be permitted nor will a student be able to enroll in additional nursing courses if they:

1. receive a grade of D or F in more than one graduate level course or
2. receive any combination of grades D or F on two attempts of the same course

Special Considerations

1. Students who meet the above criteria will be dismissed from their respective program.
2. Students who desire to transfer programs and meet the above criteria but remain in good academic standing must petition the SUU Graduate Program Director of Nursing if they wish to transfer for approval.
3. Grades of D or F earned in remediation courses will not be considered in the two failure policy; however, earned failing grades in remediation courses will impact the overall GPA.
4. Students who are inactive and reapply for admission will be subject to the terms of this policy upon application for readmission. An inactive student who reapplies for admission and has two failing grades, as defined by this policy, and has a GPA of 3.0 or higher, must petition the program director for readmission.
5. For continuing students who currently have one or more failures, any subsequent failures will result in dismissal from the program.

Grade Replacement Policy

Southern Utah University allows grade replacement in the graduate college. A student may retake up to 2 courses during their graduate study and replace their grade. The same course cannot be taken more than once for grade replacement. Please refer to the university catalog for the full grade replacement policy.



GRADUATION

Degree Requirements

Graduate students must complete degree requirements in accordance with the Catalog in force at the time they entered the graduate program in which the degree will be awarded or, at the student’s option, the catalog of any subsequent year in which the student was in residence. If students choose to complete degree requirements in accordance with the catalog of a year subsequent to that in which they entered the graduate program, their graduate advisor must submit an online request form to Graduate Studies. The graduate advisor may contact the Office of Graduate Studies graduation desk for access to the required form. For additional information click on “How to Apply to Graduate” on the SUU website.

Degree Completion

Coursework initiated in fulfillment of an MSN or a Post MSN Certificate program must be completed within six (6) years. All courses six (6) or more years old will expire and will need to be repeated to fulfill the requirements towards the degree or certificate program. Re-enrollment in completed courses are subject to financial penalties.

Students who exceed the published time limits for completing the graduate degree or certificate, but wish to graduate, must repeat courses six (6) or more years old and petition the program director for an exception to the time limit policy. A student who wishes to appeal the decision of the program director must submit the appeal in writing to their academic advisor who will then forward it to the program director.

Application for Graduation

Students who have completed all degree requirements or who will complete degree requirements must submit an application for graduation by the deadline for graduation for the next available graduation date. They must also pay the appropriate graduation fees. Enrolled students who do not complete all requirements by the beginning of the next long semester must enroll to complete remaining requirements. Please refer to the SUU Catalog for complete graduation information.

Certification and Licensure as an Advanced Practice Registered Nurse

SUU DON prepares registered nurses to become Nurse Practitioners through an MSN degree program or a formal Post-Master’s Certificate (PMC) program. Graduates from the MSN/PMC Nurse Practitioner programs are prepared to complete national certification and obtain state licensure. Students may review the Nursing State Authorization website to determine if the MSN/PMC Nurse Practitioner program meets licensure requirements in their state. MSN/PMC students who graduate from a nurse practitioner specialty track are eligible to take the national certification that aligns with their educational preparation.

Nurse Practitioner Specialty Track	Certifying Body	Certification Exam
Family Nurse Practitioner	American Academy of Nurse Practitioners (AANP) American Nurses Credentialing Center (ANCC)	Family Nurse Practitioner
Family Nurse Practitioner Post Master’s Certificate (PMC)	American Academy of Nurse Practitioners (AANP) American Nurses Credentialing Center (ANCC)	Family Nurse Practitioner



- All individuals prepared as Nurse Practitioners must obtain national certification in their area of specialization.
- Individuals completing Nurse Practitioner preparation must also be licensed as an Advanced Practice Registered Nurse (APRN) by their respective Board of Nursing (BON) prior to practicing as a Nurse Practitioner.
- Students are responsible for completing and submitting all required national certification and Board of Nursing applications.
- Students are also responsible for obtaining and maintaining APRN licensure status.

MSN FNP Verification of Education for Certification and Licensure

1. The SUU DON is committed to the appropriate and timely completion of verification of education (VOE) forms for nurse practitioner students' licensure or certification. These forms require the school to attest to the completion of each student's education. The school will only attest to the completion of education after the semester has ended and after the degree conferral date. Each semester VOEs will be sent to the respective licensing board and/or certification board on the first business day after the degree conferral date.
2. Students should communicate with their respective program director regarding any questions about the licensure and certification process.
3. The SUU DON will automatically send the verification of education forms to the Utah Board of Nursing, Department of Licensure, and ANCC/AANP. Requests for other verifications should be sent to BONpaperwork@suu.edu.
4. Students applying for licensure in Texas will need to complete the release of information form on the APRN application and email it to BONpaperwork@suu.edu. This form is located on (....).
5. Out of state students applying for licensure in a state other than Utah are required to review their state licensure application, determine which forms need to be completed by the school and email those forms to BONpaperwork@suu.edu.

Academic Integrity and Professional Conduct

The Southern Utah University Department of Nursing (SUU DON) adheres to Southern Utah University's Student Conduct Code and academic regulations governing academic integrity. Graduate nursing students are expected to uphold the highest standards of academic honesty, ethical conduct, and professional accountability consistent with the expectations of the nursing profession and accreditation standards.

Students are responsible for knowing, understanding, and complying with all provisions of the University Student Conduct Code, the Academic Misconduct Policy, and Department of Nursing policies. These standards reflect the professional values required for safe, ethical, and competent nursing practice.

Academic Integrity Expectations

Graduate nursing students must submit academic work that is original and reflects their own effort. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, falsification of records, and misrepresentation of work or data. Violations of academic integrity compromise professional development and may pose a risk to public safety.



In addition to University-wide expectations, the following standards apply:

- Collaboration on assignments, quizzes, examinations, or other academic work is permitted only when explicitly authorized by the instructor.
- Students may not resubmit any assignment or portion of an assignment (written, audio, or video) for which a grade has previously been received. This includes work from courses that were withdrawn from or completed with a failing grade.
- Students may not submit the same assignment, or any portion thereof, to more than one course unless expressly authorized by the instructor. This applies to both graded and non-graded work.
- Students may not submit work previously used for academic credit at another institution without prior written approval from both the current course instructor and the instructor of the original course.
- Students may not copy, share, distribute, or post course materials, assignments, or examination content on social media or any publicly accessible platform.
- Students may not seek, receive, provide, or use unauthorized assistance or materials for any examination, quiz, or assignment, including the purchase or distribution of unauthorized course content.

Clinical and Data Integrity

Professional accountability extends to all clinical and experiential learning activities:

- Students must accurately and completely document clinical practice hours and patient/client care activities. Falsification of clinical documentation, including misrepresentation of hours or patient encounters, constitutes academic dishonesty.
- Students must accurately collect, analyze, and submit data required for course and program completion. Falsification of data or data collection methods violates academic integrity standards.
- Students must comply with all HIPAA and privacy regulations. Protected Health Information (PHI) may not be removed from the clinical setting in any form. Students employed by a clinical facility may not access medical records using employee credentials unless explicitly authorized. Violations may result in referral to the Office of Community Standards and/or reporting to the appropriate Board of Nursing.

Sanctions and Professional Implications

Students suspected of academic dishonesty will be referred to the SUU Dean of Students. Students found responsible are subject to academic penalties, which may include assignment failure, course failure, or dismissal from the program. Additional sanctions, as outlined in the University Catalog and Student Conduct Code, may include probation, suspension, or expulsion from the University.

Academic integrity violations may also impact clinical eligibility, progression in the program, and professional licensure, consistent with accreditation standards emphasizing ethical practice and protection of the public.



Student Complaint and Grievance Procedures

The policies and procedures for Student Complaints, including grade and non-grade grievances are located on the Southern Utah University website and may be accessed by clicking on the links below:

- [Academic Standards: Grade Appeal](#)
- [Student Complaints](#)

A confidential log of student complaints is maintained in the DON Office and SUU Dean of Students Office.

Student Complaints

Student complaints related to issues or concerns in the graduate nursing program should be submitted in writing and may include grade and non-grade complaints. If a student has a complaint regarding the conduct of a course, a concern about a faculty member's feedback, or a grade on an individual assignment in a course, it is the student's responsibility to first make a serious effort to resolve their concern with the faculty member involved. When the complaint is not resolved following discussion with the individual faculty member, the student should contact the SUU Nursing Graduate Programs Director. Other complaints (for example, issues regarding clinical placements and/or policies and procedures of the graduate nursing program) should first be addressed by contacting the SUU Nursing Graduate Programs Director. If a complaint remains unresolved, the student should contact the SUU DON Chair for their academic program for further assistance.

Students are encouraged to maintain a record of their efforts to resolve the complaint which may include emails, names of individuals contacted, and any meetings that occurred to resolve the complaint. At each step of the complaint process, if the student's complaint is not resolved, the student will be informed of the next step in pursuing their complaint. If the complaint or concern is still not resolved AND the student has evidence that they were treated differently than their peers and/or the institution processes or policies were not followed, the student may submit a formal appeal to the Dean of Students.

Course Grade Grievance Procedures

In an attempt to resolve a complaint, the student must first make a serious effort to resolve the matter with the individual with whom the grievance originated. Faculty of the course has the primary responsibility for assigning grades. Appeals of the official grade assigned to a student for a course will not, therefore, be considered at levels above the faculty unless a student offers evidence of:

- Differential treatment – examples might be providing benefits such as extra time for assignments to some but not all students in the class; excluding some students from attendance or other course requirements, OR
- Procedural irregularities – examples might be adding a new requirement that was not listed in the class syllabus; using criteria for grades not made available to the student ahead of time.



RESPONSIBILITIES OF THE FACULTY

At the outset of a course, the faculty will provide students with an overview of the expectations related to the course (e.g., assignments, grading, absences and academic dishonesty). The faculty will ensure that the grading policies are uniformly applied to all students in the class.

If an appeal process begins and if additional documentation is requested from the faculty, then the faculty must provide the documentation requested within 10 business days. Failure to supply the requested material may be considered as a cause for a finding in the student's favor.

RESPONSIBILITIES OF THE STUDENT

Step 1. The student must first discuss the issue or grade with the faculty involved. (If a clinical

grade, this would be the Clinical Faculty. If the issue cannot be successfully resolved, then the student will discuss the matter with the Lead Teacher/Faculty of Record).

Step 2. In the event the student and the faculty are unable to reach agreement, or the faculty is unavailable, the student may request a meeting with the Lead Teacher/Faculty of Record's supervisor. (Chair of the Department/SUU DON Director of Graduate Programs as an example.) At this meeting, the student must present evidence of either Differential treatment or Procedural irregularities. Disagreement with the faculty's assignment of a grade is not grievable.

Step 3. In the event the student and the Associate Chair/SUU DON Director of Graduate Programs are unable to reach agreement, the student must complete the Student Academic Grievance Form. The form is available from the College of Health Sciences (COHS) Dean's Office.

PROCEDURES

1. Before a student appeals to the Department Chair, the student must attempt to resolve the complaint with the DON Director of Graduate Programs.
2. An appointment with the Department Chair of the involved Graduate program may be scheduled to review the grievance procedures. This is not an interview to review the details of the grievance.
3. Students will complete the Student Academic Grievance Form using additional sheets of paper as necessary. The form can be obtained from the COHS Dean's Office.
4. Once complete, the student should return the completed form to the COHS Dean's Office in person or via email.
5. The SUU DON Department Chair will appoint a committee of neutral faculty from within the Department to review the grade grievance. The Committee shall be composed of at least 3 faculty who are unrelated to the issues or people involved. The Committee's Chair will be designated by the Department Chair at the time of appointment. The Chair of the Committee will contact all members, provide information, and establish a meeting within 5 business days.
6. The Committee will review the appeal and all supporting documentation that has been submitted. The Committee may request an interview with the faculty and/or the student. The student may request the opportunity to meet with the Committee.
7. After gathering and reviewing all information, the Committee will make a recommendation to the Department Chair within 10 business days of completion of deliberation.
8. The Department Chair will review all information and make a final decision. The Chair will communicate the final decision to the student.
9. The Chair will notify the Dean of the decision.
10. If a student is dissatisfied with the decision, they may appeal to the Dean of the College of Nursing and Health Innovation. The Dean's decision is final.
11. Students have one year from the day grades are posted to initiate a grievance.



SOUTHERN UTAH UNIVERSITY

Student Professional Expectations Policy

Department of Nursing
Master of Science in Nursing – Family Nurse Practitioner (FNP) Program
Policies and Procedures

SUBJECT: Student Professional Expectations Policy

Program: Master of Science in Nursing – Family Nurse Practitioner (FNP) Online Program

I. PURPOSE

The purpose of this policy is to establish clear professional expectations for students enrolled in the Southern Utah University (SUU) Master of Science in Nursing – Family Nurse Practitioner (FNP) Program.

As advanced practice nursing students, individuals **represent Southern Utah University, the Department of Nursing, their clinical agencies, and the nursing profession at all times**. Professional conduct is expected across all educational and clinical environments, including:

- Academic coursework (online and on-campus)
- Synchronous virtual sessions
- Laboratory and simulation experiences
- Clinical practicum placements
- Professional communication platforms (SUU email, Canvas, Typhon, telehealth platforms, etc.)
- Community and professional settings where students represent SUU

This policy provides guidance to ensure that students demonstrate the **highest standards of integrity, accountability, communication, and professionalism** throughout the program.

II. SCOPE

This policy applies to all FNP students enrolled in the program, across **all modes of learning and clinical experiences**, including:

- Online didactic coursework
- Synchronous virtual sessions
- On-campus intensives
- Simulation and laboratory experiences
- Clinical practicum placements
- Professional communication platforms (SUU email, Canvas, Typhon, telehealth platforms, etc.)
- Community and professional environments where students represent SUU

All students are expected to adhere to these standards consistently. Compliance ensures **safe, ethical, and effective learning and clinical practice**, and protects the integrity of the program, the University, and the nursing profession.



III. PROFESSIONAL EXPECTATIONS

Graduate FNP students are held to the standards of advanced nursing practice and represent the University, the Department of Nursing, and the profession at all times. These expectations apply across **in-person, clinical, simulation, and online environments**.

1. Timeliness and Attendance

Graduate FNP students are expected to demonstrate professional responsibility through consistent punctuality, preparation, and attendance in all required program activities, including online sessions.

Students must:

- Arrive on time and prepared for all clinical experiences, simulations, intensives, proctored examinations, and synchronous sessions.
- Log in to required virtual sessions on time and be prepared to participate, including completing any pre-session readings or activities.
- Submit assignments and required coursework by designated deadlines.
- Submit required clinical documentation by established deadlines to maintain eligibility for clinical participation.

If a student anticipates being late or absent:

- The student must notify the appropriate faculty member and, when applicable, the clinical preceptor **before the scheduled start time**, clearly communicating the reason.

A “no call/no show” is defined as failure to notify faculty/preceptor and/or failure to arrive within 30 minutes of the scheduled start time.

Students may not schedule employment, vacations, travel, personal appointments, or conferences during required clinical experiences, simulations, intensives, or synchronous and asynchronous sessions.

All required clinical hours must be completed in accordance with program, certification, and accreditation standards. Missed hours must be remediated per program policy and may delay course or program progression.

Repeated tardiness, unexcused absences, or failure to meet deadlines may result in a Professional Practice Occurrence Report and/or disciplinary action, including course failure.

[Unprofessional Practice Occurrence Form](#)

2. Engagement in Class, Clinical, and Online Learning

Graduate study requires **active intellectual engagement**. Passive attendance does not constitute engagement.

Students are expected to:

- Participate meaningfully in discussions (online and in person).
- Demonstrate intellectual curiosity and preparation.
- Ask thoughtful, evidence-based questions.
- Contribute substantively to case analyses.
- Prepare thoroughly for simulation and clinical experiences.
- Utilize clinical time effectively and seek new learning opportunities.



- Engage in scholarly dialogue in **online discussion boards, virtual case conferences, and live synchronous sessions.**
- Maintain professional online presence, using appropriate language, tone, and netiquette.

Engagement reflects readiness for advanced clinical reasoning and professional practice.

3. Professional Communication, Respect, and Teamwork

Professional communication is foundational to safe and effective healthcare delivery and to **learning in online and in-person environments.**

Graduate FNP students must demonstrate professional respect toward faculty, peers, preceptors, healthcare team members, staff, patients, and families.

Professional behavior includes:

- **Clear, professional verbal and written communication** in all settings, including emails, discussion boards, and virtual sessions.
- Active listening without interruption during class, clinical, and online activities.
- Civil discourse, even in disagreement, and timely, courteous responses.
- Constructive participation in interprofessional collaboration and case discussions.
- Respect for the scope and expertise of all disciplines.
- Providing and receiving feedback professionally.
- Maintaining a professional online presence, following discussion etiquette, and timely engagement in virtual activities.
- Students are expected to follow the appropriate professional chain of command when addressing questions, concerns, or issues related to the program and/or a course they are in. Communication should begin with the individual most directly involved (e.g., course instructor or clinical faculty). If the concern is not resolved, the student may then escalate the issue to the next appropriate level within the program. Following the established chain of command supports respectful, efficient problem resolution and promotes professional communication practices expected in clinical and academic settings.

Chain of Command

- **Course Instructor** – The instructor should be the first point of contact for course-related questions or concerns.
- **FNP Program Lead** – If the issue cannot be resolved with the instructor, the student may escalate the concern to the FNP Program Lead.
- **Program Director** – If further resolution is needed, the concern may be brought to the Program Director.
- **Department Chair** – If the issue remains unresolved after discussion with the Program Director, the student may contact the Department Chair.

Effective communication and teamwork, both in-person and online, directly impact patient safety, clinical outcomes, and the quality of the learning environment.



4. Safe, Ethical, and Person-Centered Care

Patient safety is foundational to advanced nursing practice.

Students must:

- Practice within the scope of the student role.
- Safety within the clinical setting.
- Deliver evidence-based, individualized care.
- Demonstrate compassion, empathy, and cultural responsiveness.
- Engage in shared decision-making and patient advocacy.
- Exercise sound clinical judgment.
- Seek supervision appropriately.
- Immediately report unsafe situations or potential errors.

Failure to maintain safe practice standards and to meet established expectations may result in a Professional Practice Occurrence Report and/or disciplinary action, which may include course failure.

5. Integrity and Ethical Practice

Integrity is essential to advanced nursing practice.

Students must demonstrate:

- Academic honesty.
- Accurate and complete documentation in Typhon and clinical logs.
- Honest reporting of clinical hours and patient encounters.
- Ethical decision-making.
- Dependability and professional accountability.

Students must adhere to University policies, independent clinical agency standards, state Boards of Nursing (such as DOPL in Utah), federal regulations, and professional nursing codes of conduct as per ANA.

Falsification of documentation or misrepresentation of clinical experiences and to meet established expectations may result in a Professional Practice Occurrence Report and/or disciplinary action, which may include course failure.

6. Confidentiality and HIPAA Compliance

Students must maintain strict confidentiality in accordance with HIPAA regulations and ethical standards.

This includes:

- No discussion of patient information outside appropriate clinical or educational settings.
- No inclusion of identifying information in assignments (e.g. Typhon).
- No discussion of patient cases in public spaces.



- Responsible and professional use of social media and online communication platforms.

Confidentiality obligations extend beyond patient death. Violations may result in a Professional Practice Occurrence Report and/or disciplinary action, which may include course failure.

7. Professional Appearance and Clinical Conduct

Students represent the University and the profession while in clinical or simulation settings.

During clinical experiences, simulations, or intensives:

- Required uniforms must be clean, wrinkle-free, and appropriately fitted.
- University identification must be visible at all times.
- Professional hygiene and grooming standards must be maintained.
- Fragrance should be minimal.
- Personal phone use for non-clinical purposes is prohibited.
- Electronic devices may be used for patient-care-related references only with preceptor approval and must not distract from clinical engagement.

Students are expected to model advanced practice professionalism at all times, including virtual or online clinical-related activities. Failure to meet established expectations may result in a Professional Practice Occurrence Report and/or disciplinary action, which may include course failure.

8. Professional Responsibility in Securing Clinical Sites and Preceptors

Securing clinical placements is a professional responsibility of the FNP student.

Students must:

- Represent the program accurately and professionally.
- Provide accurate information regarding program requirements.
- Submit all required clinical documentation at least four (4) weeks prior to the clinical term start date and proactively communicate with the Program Coordinator (Amber Lopez) to confirm all onboarding requirements.
- Students may use either their university email or a personal email as their preferred email for course and program communication, provided it has been designated for the program. The preferred email on file will be used for all official correspondence. Students are responsible for ensuring the preferred email is accurate, actively monitored, and able to receive program communications. Failure to regularly check the preferred email does not excuse missed information, deadlines, or program requirements. Professional communication is expected when corresponding with faculty and program staff.

Required documentation includes, but is not limited to:

- Preceptor agreement and credentials
- Clinical site agreement (if applicable)
- Verification of licensure and certification
- Student compliance documentation
- Site-specific onboarding requirements



Failure to meet the four-week deadline may result in:

- Delayed clinical start
- Inability to begin clinical hours
- Program progression delay

Students must work directly with the designated Program Coordinator to complete all onboarding and may not attempt to circumvent established procedures. Adherence to these timelines and processes protects students, preceptors, clinical agencies, the University, and accreditation standards. Failure to meet established expectations may result in a Professional Practice Occurrence Report and/or disciplinary action, which may include course failure.

9. Accountability

Graduate FNP students are accountable for their actions, behaviors, clinical decisions, communication, and adherence to program policies.

Accountability includes:

- Ownership of errors and willingness to remediate.
- Commitment to professional growth.
- Compliance with structured program processes.
- Maintenance of advanced practice standards.

Failure to meet established expectations may result in a Professional Practice Occurrence Report and/or disciplinary action, which may include course failure.

IV. FAILURE TO MEET PROFESSIONAL EXPECTATIONS

Failure to adhere to professional standards may result in progressive or immediate disciplinary action, including:

- Verbal warning
- Written warning
- Professional Practice Occurrence Report
- Referral to Review Panel
- Remediation plan
- Clinical removal
- Course failure
- Program dismissal

Professional conduct is evaluated continuously throughout the program, and any Professional Practice Occurrence Report will follow the student throughout the program.

The program reserves the right to implement disciplinary measures proportionate to the severity and frequency of the concern.

Referral to a Review Panel may occur at any time faculty feels it is warranted. A Review Panel may consist of Director of Graduate Nursing Program or Department Chair, two-three core FNP faculty members (not directly related to incident if possible) and/or Program Coordinator. [Unprofessional Practice Occurrence Form](#)



V. STUDENT ACKNOWLEDGMENT

My signature indicates that I have read, understand, and agree to adhere to the Graduate FNP Online Program Professional Expectations Policy. Students should keep a copy of this legal document and refer back to it as necessary.

Student Signature _____

Date _____

Student Name (Printed) _____

Here is the link to the [Professional Expectations Policy](#)



MSN-FNP Unprofessional / Unsafe Practice Occurrence Form

Southern Utah University | Department of Nursing

STUDENT INFORMATION

Student Name: _____	Student ID: _____
Course Number: _____	Clinical Course: _____
Faculty: _____	Supervising Faculty: _____
Clinical Preceptor: _____	

OCCURRENCE INFORMATION

- Report Date/Time: _____
- Occurrence Date/Time: _____
- Occurrence Location: _____
- Points Assigned / Total Points: _____

OCCURRENCE TYPE

Check all that apply. Standard occurrences are 1 point each.

1. Timeliness and Attendance

- c. Tardiness to required activity
- d. Unexcused absence
- e. No call/no show
- f. Late or incomplete assignment or documentation
- g. Failure to notify faculty/preceptor

2. Engagement in Class, Clinical, and Online Learning

- 3. Lack of preparation
- 4. Lack of meaningful participation
- 5. Passive attendance
- 6. Ineffective use of time
- 7. Unprofessional online presence



3. Professional Communication, Respect, and Teamwork

5. Unprofessional communication
6. Disrespectful behavior
7. Failure of civil discourse
8. Poor teamwork/collaboration
9. Failure to follow chain of command

4. Safe, Ethical, and Person-Centered Care

15. Unsafe clinical practice
16. Outside student scope
17. Poor clinical judgment
18. Failure to seek supervision
19. Failure to report concerns

5. Integrity and Ethical Practice

- Academic dishonesty
- Falsification of documentation (Typhon)
- Misrepresentation of hours
- Inaccurate documentation

6. Confidentiality and HIPAA Compliance

- II. Improper sharing of patient information
- III. Identifiable patient info in assignments
- IV. HIPAA violation

7. Professional Appearance and Clinical Conduct

1. Dress/hygiene/ID violations
2. Inappropriate phone/device use
3. Disruptive behavior in clinical environment

8. Professional Responsibility (Clinical & Program Requirements)

- Late onboarding documentation
- Inaccurate preceptor/site documentation
- Failure to follow program processes
- Failure to communicate appropriately
- Circumventing program procedures

9. Accountability

- IV. Failure to take responsibility
- V. Failure to engage in remediation
- VI. Pattern of unprofessional behavior



CRITICAL UNPROFESSIONAL / UNSAFE (Immediate Review Required)

- 4. Life-threatening error or action
- 5. Practicing/prescribing outside scope
- 6. HIPAA violation or breach of confidentiality
- 7. Falsification of records or documentation
- 8. Academic dishonesty in clinical practice
- 9. Impaired performance (substance use, etc.)
- 10. Initiating clinical without program clearance

POINT THRESHOLD GUIDELINE

- Points are **cumulative** across the program.
- Accumulation of **4 total points** results in automatic referral to the Review Panel.

ACTION TAKEN

- Student dismissed from clinical
- Additional point assigned
- Remediation plan initiated
- Referred to Review Panel
- Course failure recommended
- Program dismissal recommended

FACULTY COMMENTS

STUDENT COMMENTS



ACKNOWLEDGEMENT OF NOTIFICATION

Signature indicates receipt of notification only, not agreement.

Role	Signature	Date	Time
Student			
Faculty			
Preceptor			
Program Manager			
Program Lead/Chair			

Here is the link to the [Unprofessional Practice Occurrence Form](#)



Clinical Placement Policies and Procedures

Students are responsible for reading and following the clinical policies and procedures in the clinical management system. The clinical management system guides students through clinical placement and clearance processes. The following policies are posted in the clinical management system:

- SUU MSN Clinical Practicum Acknowledgement
- Graduate Student Clinical Placement Policy and Procedure
- Graduate Student Clinical Performance Policy
- Graduate Student Clinical Site and Preceptor Policy
- Students Experiencing Difficulties with Clinical Placements
- Graduate Nursing Clinical Clearance Requirements Policy

Nurse Practitioner Program Clinical Experiences

Clinical hours required in the nurse practitioner tracks are experiential learning encounters designed to provide patient care practice that prepares students in the diagnosis, evaluation and management of their population focus. National nursing organizations, national certifying bodies and program accreditation agencies require nurse practitioner programs to provide a minimum of 500 clinical hours to 700 clinical hours. The SUU MSN FNP program requires a minimum of 550 clinical hours. 50 clinic hours will be awarded at the attendance of the one week intensive held at SUU. This is a mandatory live clinical. The other 500 hours must be direct patient care experiences. Nonpatient care clinical activities (including simulation and observational activities) may not be used to satisfy the established minimum clinical hour requirements and may only be used for clinical hours which exceed the minimal requirements. Simulation hours may not be used to replace population specific clinical hours required by any FNP track even if the student has met the minimum 500 direct patient care hours. Students must have direct patient care hours in all categories of population specific requirements, required by their FNP track, in addition to meeting the minimal direct patient care hour requirement.

While the requirements establish the minimum number of hours an FNP program must provide, they do not preclude universities from requiring more hours as part of their curriculum. SUU's FNP program has incorporated more than the minimal number of clinical hours to facilitate student learning, to ensure that students are able to transition to the workforce as seamlessly as possible, and ensure that students receive the foundational knowledge required to practice safely. The completion of a degree implies that students have met all the requirements of the curriculum, and thus can practice safely upon graduation. Students are unable to graduate without completing all program required clinical hours. This includes hours above the minimum threshold as defined by the appropriate national certifying body for the degree. Completion of a graduate level education is required to sit for national certification and state licensure; therefore, failure to complete all program required clinical hours will result in a failure to graduate, become certified and become licensed. The graduate nursing faculty have designed the curriculum to align with certification, licensure, and accreditation requirements and are committed to high academic standards. As such, waiving any amount of clinical hours required in any NP track is not appropriate nor does it align with professional, ethical, and legal standards that require the department to validate students' competency and ability to practice safely upon graduation.



Clinical Performance Requirements and Evidence of Clinical Competence

Nursing is a practice profession in which patient and family safety must be protected. MSN and PMC students enrolled in a nurse practitioner track are responsible for demonstrating clinical competence. The faculty will investigate all allegations and concerns of all unsafe clinical behavior. If faculty deem a student's clinical performance as unsafe, students may not drop or withdraw from the clinical course regardless of the drop or withdrawal date. The student will be immediately removed from the clinical setting, will be prohibited from completing any additional clinical hours for the course in question, and receive a grade of F.

Any of the following behaviors constitute a clinical failure:

1. Fails to follow standards of professional practice as detailed by the Utah Nursing Practice Act1 (available at [Nursing Laws and Rules - commerce.utah.gov](http://commerce.utah.gov) /) or the student's respective Board of Nursing or state licensing agency.
2. Inability to accept and/or act on constructive feedback.
3. Need continuous, specific, and detailed supervision for the expected course performance.
4. Inability to implement advanced clinical behaviors required by the course.
5. Failure to complete required clinical assignments.
6. Falsification of clinical hours.
7. Violation of the student confidentiality agreement.
8. Falsification of clinical logs, clinical assignments, patient documentation.
9. Knowledge deficits which increases the risk of or causes injury to a patient.
10. Dismissal from the clinical setting by the preceptor, or their designee, for unsafe clinical behavior, knowledge deficits, or incivility with the patient, family, preceptor or other employees of the clinical agency.

Students should also be aware that violation of the Nursing Practice Act is a “reportable offense” to the Utah Board of Nursing or their State’s Board of Nursing or state licensing agency.

The following program requirements are also associated with patient safety and will result in clinical failure without regard to the drop or withdrawal time frames. Clinical failures related to the items below will be reviewed by the Department Chair and/or the Associate Chair.

1. Non-compliance with clinical clearance requirements.
2. Non-compliance with Drug and Alcohol policy
3. Unlawful behavior prohibiting sufficient background check required for clinical participation

Student Resources and Information

Student Success Faculty

Faculty members who work specifically with graduate students are available to assist graduate nursing students who are at academic risk or who need academic support. The goal of the student success faculty is to support student achievement in masters and doctoral level coursework so students can reach their educational goals. Students may contact a student success faculty member directly, or a course instructor may encourage the student to contact a student success faculty member. Contact information for the graduate student success faculty can be found in each course syllabus or by clicking on Student Success Faculty. University level student support may be found by clicking on the Student Services link.



Technical Support

Banner, the online system for registration and payment, gives students access to their course grades and a record of all courses completed through what is called “My Portal”. Students’ net IDs and passwords provide them with secure access to “My Portal” and other electronic support programs the library and Canvas courses. If students have trouble with electronic access, they should contact the university Help Desk ([SUU Information Technology](#)).

Library Support

The DON has a subject librarian who works closely with faculty. Information about how to contact the library is available in each course syllabus or you can click the link [Library](#).

Student Commitments Outside of the Classroom

Graduate nursing education requires a significant commitment of time and effort. Students enrolled in the MSN/PMC program are expected to prioritize their academic, clinical, and professional responsibilities associated with the program, including studying, completing assignments, preparing for and participating in clinical experiences, and meeting all course requirements.

Students are responsible for evaluating outside employment and personal commitments and making necessary adjustments to ensure adequate time and focus are devoted to program expectations. Commitments that compete with graduate study may adversely affect academic and clinical performance and may place the student at risk for academic jeopardy or progression delays.