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Online Master of Science in Nursing Leadership and Administration 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

Date of Last Review: July 2025

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Notice to Students:

All students in the Master of Science in Nursing Leadership and Administration (MSN-Leadership & Administration) 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 Master of Science in Nursing in Leadership and Administration 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.

This Student Nurse Policy Handbook was developed to assist you in understanding your role and responsibilities in the SUU Nursing Program. The handbook is a resource that complements university student policies. The Department of Nursing student handbook provides nursing- specific policies that clarify 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; you 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 Department of Nursing
Selwyn Layton, Director of Graduate Programs

Department of Nursing Faculty and Staff

Department Chair:	Suzie Campbell
Graduate Program Director:	Selwyn Layton
Program Manager:	Teresa Higbee
Department Administrative Assistant:	Vikki Robertson
Program Coordinator:	Amber Lopez
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Associate Professors:

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SUBJECT: 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." https://www.suu.edu/president/

The Southern Utah University Department of Nursing established a baccalaureate nursing program in 2004. The first student class was admitted in August, 2004. 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.

Introduction to the Master of Science Leadership and Administration Program
The Master of Science in Nursing Leadership and Administration program designed for registered nurses interested in learning and developing leadership skills to advance health equity, promote population health outcomes, and help organizations and governments improve quality and value in healthcare. The 30-credit program includes courses in leadership theory, leadership ethics, evidence-based practice in leadership, innovation and informatics, health policy for nurse leaders, and practice-based clinical experience. The MSN Leadership & Administration program 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, 2021), and the American Organization for Nursing Leadership (AONL) Nurse Leader Core Competencies (AONL, 2022). The MSN Leadership & Administration Program was initially accredited by CCNE on February 5th, 2024.

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

I. Vision

The Southern Utah University Department of Nursing has nationally recognized Nursing Programs that deliver high-quality, innovative education to meet students' needs and prepare them to make a meaningful contribution to the health and wellness of their communities.

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 didactic 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 in Leadership and Administration Program Goals

1. To prepare graduates to become successful in critical thinking, interpersonal skills, and decision- making abilities of a nurse leader with an advanced degree.

2. To prepare graduates for advanced nursing roles in leadership and healthcare.

3. To develop proficient nurse leaders with an academic foundation necessary to pursue doctoral education.

Student Learning Outcomes

Upon completion of the Southern Utah University Master of Science in Nursing Leadership and Administration Program, graduates will be able to do the following:

Master of Science in Nursing Leadership and Administration Outcomes

1. Synthesize knowledge from nursing and other health-related sciences as the foundation for nursing leadership.
2. Lead change through interprofessional care teams to improve quality outcomes.
3. Demonstrate leadership to advance a culture of excellence through lifelong learning.
4. Navigate and integrate care services across the healthcare system.
5. Design innovative nursing practices and translate evidence into practice.
6. Demonstrate ethical and culturally responsive leadership.

Nursing Leadership and Administration Certificate Outcomes

1. Synthesize knowledge from nursing and other health-related sciences as the foundation for nursing leadership.
2. Lead change through interprofessional care teams to improve quality outcomes.
3. Demonstrate leadership to advance a culture of excellence through lifelong learning.
4. Navigate and integrate care services across the healthcare system.
5. Design innovative nursing practices and translate evidence into practice.
6. Demonstrate ethical and culturally responsive leadership.

Master of Science in Nursing in Leadership and Administration/RN to BSN

MSN

1. Synthesize knowledge from nursing and other health-related sciences as the foundation for nursing leadership.
2. Lead change through interprofessional care teams to improve quality outcomes.
3. Demonstrate leadership to advance a culture of excellence through lifelong learning.
4. Navigate and integrate care services across the healthcare system.
5. Design innovative nursing practices and translate evidence into practice.
6. Demonstrate ethical and culturally responsive leadership.

BSN

7. Students will integrate, translate and apply nursing knowledge as well as knowledge from other disciplines in nursing practice.
8. Students will demonstrate respect for a client's beliefs, values, and knowledge while providing holistic, individualized care.
9. Students will demonstrate an understanding of the population healthcare delivery continuum from public health prevention to disease management of populations.
10. Students will describe collaborative activities with both traditional and non-traditional partnerships to promote the improvement of equitable population health outcomes.
11. Students will participate in the scholarship of nursing, integrate best evidence into nursing practice, and promote the ethical conduct of scholarly activities.
12. Students will analyze system effectiveness and individual performance to enhance quality and minimize risk of harm to patients and providers.
13. Employ intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.
14. Students will effectively and proactively coordinate community resources to provide safe, quality, and equitable care to diverse populations within complex systems of health and social care.
15. Students will utilize information technology and communication tools to deliver and document safe, effective nursing care to diverse populations in a variety of settings.
16. Students will formulate and cultivate a professional nursing identity that reflects the characteristics and values of the nursing profession.
17. Students will engage in learning and activities which foster personal wellness, growth, and promote lifelong learning.
18. Students will demonstrate professional maturity through practice to show the acquisition of professional behaviors and development and enhancement of effective leadership skills.

Master of Science in Nursing Leadership and Administration/Master of Business Administration

MSN

1. Synthesize knowledge from nursing and other health-related sciences as the foundation for nursing leadership.
2. Lead change through interprofessional care teams to improve quality outcomes.
3. Demonstrate leadership to advance a culture of excellence through lifelong learning.
4. Navigate and integrate care services across the healthcare system.
5. Design innovative nursing practices and translate evidence into practice.
6. Demonstrate ethical and culturally responsive leadership.

MBA

7. Demonstrate a basic knowledge of each major functional area of business, including accounting, economics, finance, management, and marketing.
8. Demonstrate a basic proficiency in fundamental professional skills, including written communication, oral communication, critical thinking, analytical skills, and ethical decision making.

Master of Science in Nursing in Leadership and Administration - Cybersecurity with Information Assurance Emphasis

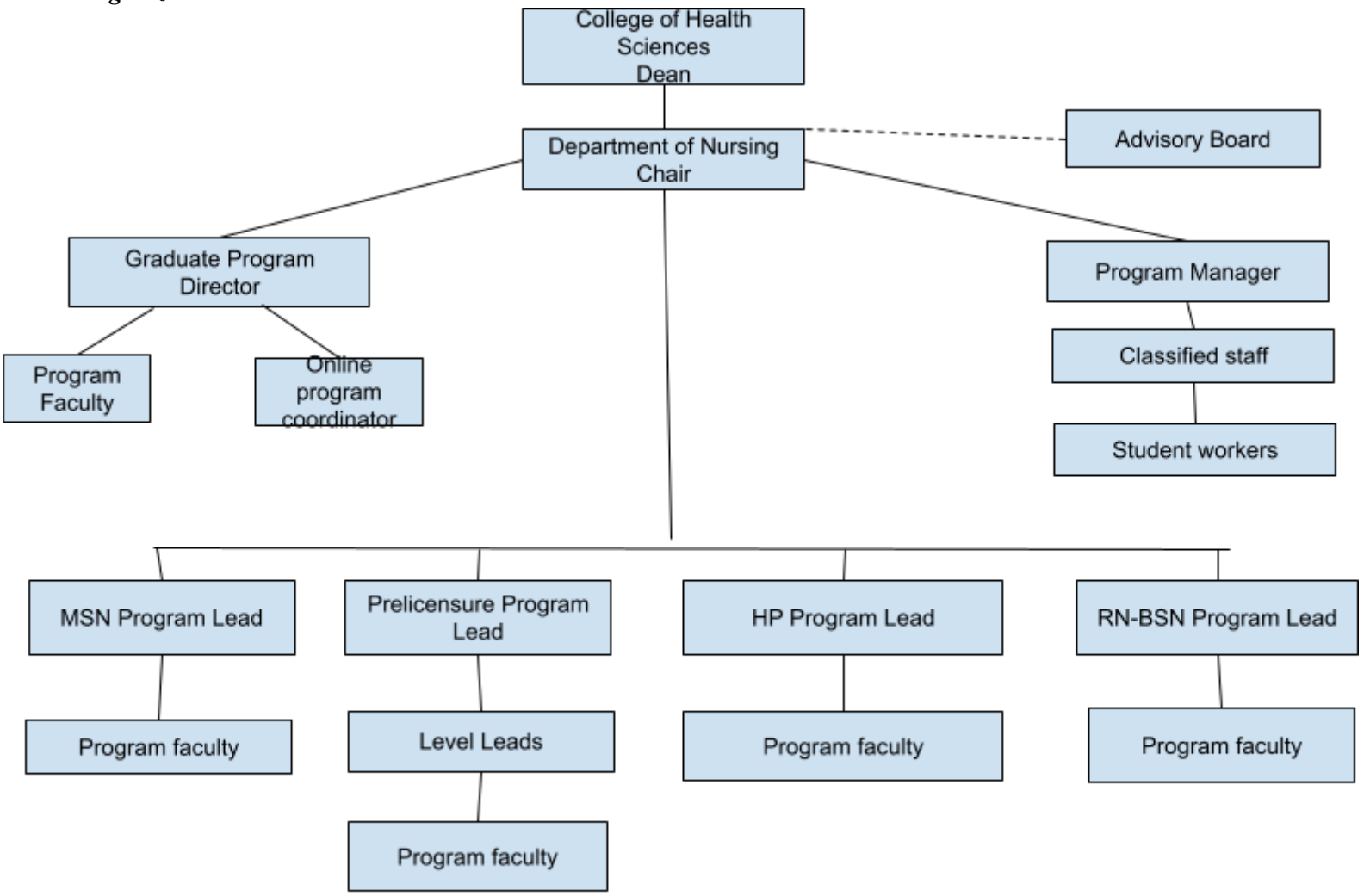
MSN

1. Synthesize knowledge from nursing and other health-related sciences as the foundation for nursing leadership.
2. Lead change through interprofessional care teams to improve quality outcomes.
3. Demonstrate leadership to advance a culture of excellence through lifelong learning.
4. Navigate and integrate care services across the healthcare system.
5. Design innovative nursing practices and translate evidence into practice.
6. Demonstrate ethical and culturally responsive leadership.

Cybersecurity

7. Examine, analyze, and interpret legal and ethical aspects of global cybersecurity law.
8. Develop, apply, and institutionalize cybersecurity practices and assessments in different contexts.
9. Examine interrelated changes in healthcare administration, ethical and legal expectations, and the organization of healthcare and health policy.
10. Analyze and recommend cybersecurity solutions to threats in a medical environment.

Organizational Chart



SUBJECT: MSN in Leadership and Administration Suggested Curriculum Pattern

The MSN in Leadership program is online with some experiential learning opportunities which are arranged by the student. A CCNE accredited, affordable program that is delivered in an online format and designed for working students. Begin when you are ready and complete your Master of Science in Nursing in as few as ten-months by taking advantage of six starts a year and accelerated seven-week courses.

DEGREE REQUIREMENTS:

TO GRADUATE WITH A MASTERS DEGREE IN THE STATE OF UTAH, the Master of Science in Nursing Leadership and Administration student needs a minimum of 30 credits of graduate level coursework.

Minimum requirements to apply for admission include the following:

- Bachelor's degree in nursing from an accredited institution
- Minimum 2.5 overall undergraduate GPA
- Official transcripts from the accredited college/university that granted the nursing degree
- Valid RN license*
- Background Check*
- Drug Screen*

Applicants will be required to do a drug-screen and background check through PreCheck and submit their current unencumbered RN license and headshot photo no later than the conclusion of the first course - NURS 6101. These can be completed immediately following admission or during NURS 6101. Students cannot progress any further until these have been completed.

MSN in Leadership and Administration Example Pattern – (Full-Time)

Example Pattern – (Full-Time)

Semester 1 – Term A		Semester 1 – Term B	
Course	**Credits**	**Course**	**Credits**
NURS 6110 Nursing Leadership Theory	3	NURS 6320 Evidence-Base Practice in Nursing	3
Leadership BA 6000 Business Foundations	3	MGMT 6100 Managing People and Organizations	3

Semester 2 – Term A		Semester 2 – Term B	
Course	**Credits**	**Course**	**Credits**
NURS 6310 Health Policy for Nurse Leaders	3	NURS 6410 Ethics in Nursing Leadership	3
NURS 6210 Integrated Pharm, Patho & Assessment	3	HCA 6100 Introduction to Healthcare Administration	3

Semester 3 – Term A	
Course	**Credits**
NURS 6510 Innovation & Information in Nursing Leadership	3
NURS 6520 Leadership Capstone*	3

Total Major Hours: 30

*This course requires face-to-face interactions with live patients, groups, or communities. The details of the experiential learning activities are developed by the student with direction from the faculty member. Accreditation requires every MSN program to have some face-to-face experiential learning experiences embedded into the curriculum.

Clinical Schedules are worked out individually with the Clinical Instructor.

SUBJECT: RN to MSN in Leadership and Administration Suggested Curriculum Pattern

The RN to MSN in Leadership program is 100% online. A CCNE Accredited, affordable program that is delivered in an online format and designed for working students. Students entering the RN to BSN program can complete their BSN degree and transition into the Master of Science in Nursing in Leadership and Administration program without applying for admission to the SUU Graduate Studies Program. Students can complete their BSN and MSN in as few as five semesters by taking advantage of six starts a year and accelerated seven-week courses.

Students need to complete all requirements for their Bachelor of Science in Nursing before they are eligible to begin Master of Science in Nursing Leadership and Administration courses. Upon completion of the BSN requirements, students will be awarded a BSN degree.

DEGREE REQUIREMENTS:

Minimum requirements to apply for admission include the following:

- Undergraduate cumulative GPA of at least 2.5 on a 4.0 scale (or 2.5 in the last 60 hours)
- Submit all official transcripts to SUU
- A valid, unencumbered RN license

  Applicants will be required to do a drug-screen and background check through PreCheck and submit their current unencumbered RN license and headshot photo no later than the conclusion of the first course - NURS 3141. These can be completed immediately following admission or during NURS 3141. Students cannot progress any further until these have been completed.

  Please also see the RN-BSN Handbook for additional information.

RN to MSN in Leadership and Administration Example Pattern – (Full-Time)

Semester 1 – Term A (RN-BSN)		**Semester 1 – Term B (RN-BSN)**	
Course	**Credits**	**Course**	**Credits**
NURS 3141 Foundations of Prof. Nursing, RN to BSN	3	NURS 4361 Nursing Theory & Research RN to BSN	3
NURS 3261 Health Promotion for RN to BSN	3	NURS 4341 Nursing for Wellness in Older Adults	
Semester 2 – Term A (RN-BSN)		**Semester 2 – Term B (RN-BSN)**	
Course	**Credits**	**Course**	**Credits**
NURS 3121 Health Assessment RN to BSN	3	NURS 4421 Influencing Quality Within Healthcare	3
NURS 4351 Community Health Nursing	3	NURS 4471 Management of the Complex Patient	3
Semester 3 – Term A (RN-BSN)		**Semester 3 – Term B (MSN)**	
Course	**Credits**	**Course**	**Credits**
NURS 4441 Contemporary Issues	3	NURS 6110 Nursing Leadership Theory	3
NURS 4551 Leadership & Management	3	BA 6000 Business Foundations	3
Semester 4 – Term A (MSN)		**Semester 4 – Term B (MSN)**	
Course	**Credits**	**Course**	**Credits**
NURS 6210 Integrated Pharm, Patho & Assessment	3	NURS 6310 Health Policy for Nurse Leaders	3
MGMT 6100 Managing People and Organizations	3	NURS 6320 EBP in Nursing Leadership	3
Semester 5 – Term A (MSN)		**Semester 5 – Term B (MSN)**	
Course	**Credits**	**Course**	**Credits**
NURS 6410 Ethics in Nursing Leadership	3	NURS 6510 Innovation & Information…	3
HCA 6100 Introduction to Healthcare Administration	3	NURS 6520 Leadership Capstone*	3
Total Credit Hours	**60**		

*This course requires face-to-face interactions with live patients, groups, or communities. The details of the

experiential learning activities are developed by the student with direction from the faculty member.

Accreditation requires every MSN program to have some face-to-face experiential learning experiences embedded into the curriculum.

SUBJECT: MSN in Leadership and Administration with a Cybersecurity Information Assurance (CSIA) Emphasis Suggested Curriculum Pattern

The MSN in Leadership program with a CSIA Emphasis is 100% online. A CCNE accredited, affordable program that is delivered in an online format and designed for working students. Begin when you are ready and complete your Master of Science in Nursing in as few as ten-months plus your CSIA emphasis in as few as 1 & ½ terms by taking advantage of six starts a year and accelerated seven-week courses .

TO GRADUATE WITH A MASTERS DEGREE, the Master of Science in Nursing Leadership and Administration student needs a minimum of 30 credits.

DEGREE REQUIREMENTS:

Minimum requirements to apply for admission include the following:

- Bachelor's degree in nursing from an accredited institution
- Minimum 2.5 overall undergraduate GPA
- Official transcripts from the accredited college/university that granted the nursing degree
- Valid RN license*
- Background Check*
- Drug Screen*

Applicants will be required to do a drug-screen and background check through PreCheck and submit their current unencumbered RN license no later than the conclusion of the first course - NURS 6101. These can be completed immediately following admission or during NURS 6101. Students cannot progress any further until these have been completed.

MSN in Leadership and Administration Example Pattern with CSIA Emphasis – (Full-Time)

Semester 1 – Term A (MSN-CSIA)		**Semester 1 – Term B (MSN-CSIA)**	
Course	**Credits**	**Course**	**Credits**
NURS 6110 Nursing Leadership Theory	3	NURS 6210 Integrated Pharm, Patho, & Assessment	3
BA 6000 Business Foundations	3	MGMT 6100 Managing People and Organizations	3
Semester 2 – Term A (MSN-CSIA)		**Semester 2 – Term B (MSN-CSIA)**	
Course	**Credits**	**Course**	**Credits**
NURS 6310 Health Policy for Nurse Leaders	3	NURS 6410 Ethics in Nursing Leadership	3
NURS 6320 Evidence-base Practice in Nursing Leadership	3	HCA 6100 Introduction to Healthcare Administration	3
Semester 3 – Term A (MSN-CSIA)		**Semester 3 – Term B (MSN-CSIA)**	
Course	**Credits**	**Course**	**Credits**
NURS 6510 Innovation & Information in Nursing Leadership	3	CSIA 6300 Cyber Law and Investigations	3
NURS 6520 Leadership Capstone*	3	CSIA 6310 Cybersecurity Policies and Compliance	3
Semester 4 – Term A (MSN-CSIA)		**Semester 4 – Term B (MSN-CSIA)**	
Course	**Credits**	**Course**	**Credits**
CSIA 6040 Cybersecurity Project Management	3	CSIA 6850 Special Topics in Cybersecurity	3
CSIA 6320 Cybersecurity and Enterprise Frameworks	3		
Total Credit Hours	**45**		

*This course requires face-to-face interactions with live patients, groups, or communities. The details of the experiential

learning activities are developed by the student with direction from the faculty member.

Accreditation requires every MSN program to have some face-to-face experiential learning experiences embedded into the curriculum.

SUBJECT: MSN in Leadership and Administration & Master of Business Administration Suggested Curriculum Pattern

The MSN in Leadership and Administration and Master of Business Administration (MSN/MBA) program is 100% online. A CCNE accredited affordable program that is delivered in an online format and designed for working students. Students entering the MSN/MBA program can complete their MSN degree and transition into the Master of Business Administration program without applying for admission to the MBA program. Students can complete their MSN in as few as three semesters and their MSN/MBA in five semesters by taking advantage of six starts a year and accelerated seven-week courses.

Students are encouraged to complete all of the MSN in Leadership courses before they begin Master of Business Administration courses. This will ensure students are eligible to receive their MSN in Leadership before moving on to the MBA courses.

DEGREE REQUIREMENTS:

- Bachelor's degree in nursing from an accredited institution
- Minimum 2.5 overall undergraduate GPA
- Official transcripts from the accredited college/university that granted the nursing degree
- Valid RN license*
- Background Check*
- Drug Screen*

Applicants will be required to do a drug-screen and background check through PreCheck and submit their current unencumbered RN license and headshot photo no later than the conclusion of the first course - NURS 6101. These can be completed immediately following admission or during NURS 6101. Students cannot progress any further until these have been completed.

MSN/MBA Example Pattern – (Full-Time)

	Semester 1 - Term A (MSN)	**Credits**		**Semester 1 - Term B (MSN)**	**Credits**
NURS 6110	Nursing Leadership Theory	3	NURS 6210	Integrated Pharm, Patho & Assessment	3
BA 6000	Business Foundations	3	MGMT 6100	Managing People and Organizations	3
	Semester 2 - Term A (MSN)	**Credits**		**Semester 2 - Term B (MSN)**	**Credits**
NURS 6310	Health Policy for Nurse Leaders	3	NURS	Ethics in Nursing Leadership	3
NURS 6320	Evidence-Base Practice in Nursing Leadership	3	HCA	Introduction to Healthcare Administration	3
	Semester 3 - Term A (MSN)	**Credits**		**Semester 3 - Term B (MBA)**	**Credits**
NURS 6510	Innovation & Information in Nursing Leadership	3	ACCT 6100	Advanced Managerial Accounting	3
NURS 6520	Leadership Capstone*	3	MKTG 6200	Marketing	3
	Semester 4 - Term A (MBA)	**Credits**		**Semester 4 - Term B (MBA)**	**Credits**
ECON 6200	Managerial Economics	3	MGMT 6140	Operations and Supply Chain Management	3
MGMT 6150	Leadership	3	FIN 6100	Managerial Finance	3
	Semester 5 - Term A (MBA	**Credits**			
MGMT 6400	Strategy	3			
	TOTAL	**51**			
	Nursing Credits	21			
	MBA Credits	30			

*This course requires face-to-face interactions with live patients, groups, or communities. The details of the experiential learning activities are developed by the student with direction from the faculty member.

Accreditation requires every MSN program to have some face-to-face experiential learning experiences embedded into the curriculum.

SUBJECT: Post-Master's Certificates

The SUU Department of Nursing offers a Post-Master's Certificate program for MSN in Leadership and Administration. Students seeking a Post-Master's Certificate must have completed an MSN from a program that has national nursing accreditation (CCNE, ACEN, etc.). Post-master's certificate students must complete the certificate within five (5) years of matriculation. This certificate program may be completed independently and does not require enrollment in or completion of any degree program to be awarded.

BA 6000 - Business Foundations 3 Credit(s)
HCA 6100 - Introduction to Healthcare Administration 3 Credit(s)
MGMT 6100 - Managing People and Organizations 3 Credit(s)
NURS 6320 - Evidence-based Practice in Nursing Leadership 3 Credit(s)
NURS 6520 - MSN Nursing Capstone 3 Credit(s)

SUBJECT: 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 in Leadership program track are online. However, NURS 6520 Leadership capstone requires face-to-face interactions with live patients, groups, or communities. The details of the experiential learning activities are developed by the student with direction from the faculty member. Accreditation requires every MSN program to have some face-to-face experiential learning opportunities. Clinical schedules are worked out individually with the clinical instructor. Most program communications are electronic. 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/download 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.
11. Purchase of broadband internet connection and home computer is strongly recommended.
12. A working computer with a microphone and camera is strongly recommended
13. 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.

SUU Help Center
Answering your SUU technology questions.
https://help.suu.edu
Call: (435)-865-8200, Monday-Friday 7:00 A.M. - 7:00 P.M. Email: support@suu.edu

FINANCIAL ASSISTANCE

General scholarship information at SUU is available on the internet. (http://www.suu.edu/ss/financial/scholarships.html) Financial Aid at SUU offers several types of financial assistance to students. (http://www.suu.edu/ss/financial/).

LATE ASSIGNMENTS

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

ADA STATEMENT

Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact the Southern Utah University Coordinator of Services for Students with Disabilities (SSD), in Room 206 of the Sharwan Smith Center or phone (435) 865-8235. SSD determines eligibility for and authorizes the provision of services.

The Department of Nursing strictly follows SUU Policy 11.9, Accommodations for Students with Disabilities (https://www.suu.edu/studentaffairs/ada.html).

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, you will be advised about specific safety measures for clinical experiences. You are then responsible to apply the guidelines for safety when completing clinical requirements. It is your responsibility to reach out to the assigned course faculty if you have any questions or concerns regarding safety in the clinical environment.

General Statement of Risks

You are expected to manage your own transportation and assume your 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.

SUBJECT: Policies and Procedures Liability

Liability Insurance

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

Malpractice Insurance

Students may wish to purchase malpractice insurance on their own. However, if the student elects to participate in an experiential learning opportunity at a clinical site that requires malpractice insurance, they will be responsible for acquiring this on their own, as SUU does not provide malpractice insurance for MSN students.

SUBJECT: Academic Integrity/Due Process

The SUU Department of Nursing holds their students to the highest of standards and take very seriously items of Academic Integrity, Conduct, Misconduct, and the rules of Due Process.

Academic Integrity

The Department of Nursing will follow the policies of the Division of Student Affairs on Academic Honesty (https://www.suu.edu/studentaffairs/academichonesty.html) and the SUU Academic Integrity Policy, Policy # 6.33 (https://help.suu.edu/uploads/attachments/PP633Academic.pdf).

Syllabi will also include faculty policies on Academic Integrity.

Student Conduct

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

SUU General Catalog, www.suu.edu/academics/catalog; SUU Student Handbook, https://help.suu.edu/handbook/, which is a publication of student government; NSNA code www.nsna.org; ANA code www.nursingworld.org; Utah Nurse Practice Act www.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 as described in the department General Professional Behaviors and Clinical Professional Behaviors.

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 (director of graduate programs and/or 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 students submits a written explanation of the complaint to the director of graduate programs and/or department chair. Refer to the university due process policy for specific steps (SUU Policies and Procedures 6.22)

SUBJECT: Student Progression in MSN in Leadership and Administration Program (Grades)

1. **PURPOSE:** The purpose of this policy is to provide guidelines for successful progression of students through the MSN program.
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 master's level nurse.
    2. A variety of assessment and validation methods will help students, the faculty, and outside mentors determine their consistency in meeting the ability based outcomes of the program.

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

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 of validation activities may be calculated and converted into whole numbers using the rounding rule of rounding up for 0.5 or more and rounding down for less than 0.5. Grades will be determined using the following grading scale:

    94-100% = A (4.0); 90-93% = A- (3.7); 87-89% = B+ (3.3); 84 -86% = B (3.0);
    80-83% = B- (2.7); Less than 80%= Fail (0.0).

- A minimum cumulative grade point average (CGPA) of 3.0 is required on all work completed in a graduate program.
    - Please recognize that students who consistently earn a B- will not meet this standard. Students need to understand that if they enter the program with a 2.5 cumulative GPA and consistently get B-s throughout their coursework they are at risk of not having the required 3.0 cumulative GPA to graduate.

SUBJECT: Student Progression in MSN in Leadership and Administration 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 fails a nursing class and it is the first occurrence, the student will fail and can retake the course.**
    1. Students may repeat each nursing course only once.
    2. Costs incurred by fulfilling the requirements are the responsibility of the student.
c. **If a student is *unsuccessful* in the same or an additional course with the NURS prefix (in the same term or later terms) 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.
    2. The SUU academic calendar identifies the last day to drop 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 co-requisites must be successfully completed prior to progression to any course scheduled in subsequent semesters.
    5. The fixed first course (NURS 6110) must be completed in the student's first term and students must pass this course prior to enrolling in any NURS course with an experiential learning component.
    6. The fixed last course (NURS 6520) must be completed in the student's last term.

Readmission policy for the MSN in Leadership and Administration program is as follows:

a. The MSN in Leadership and Administration 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

SUBJECT: 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 twice per term for a general check-in (once within the first half of each term and once in the second part of each term).
3. Individual advisement, as needed, should be initiated by the student.
4. Students may meet with a faculty adviser to create individual plans that include their adviser, course instructor, plus others as needed.
5. Unresolved student concerns will be discussed with the MSN in Leadership and Administration Program Lead and/or graduate program director and/or department chair by the student.
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 graduate program director and/or department chair.

Evidence

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

SUBJECT: 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: _____

SUBJECT: Course Scheduling

MSN and Post MSN Certificate Programs are offered in an off campus/accelerated online format.

Courses offered in the off-campus/accelerated online format are scheduled to be completed in 7 week time frames (Term A and Term B, depending on the course). Students have the option to complete their MSN with full-time (minimum 6 credit hours per Term for a total of 12 credit hours per semester) or part-time (less than 12 semester credit hours per semester) study. The degree must be completed within a 5-year time frame. Courses are offered during Fall, Spring, and Summer semesters (individual course offerings will vary by semester).

SUBJECT: Transfer Course Credit

A maximum of 25% of a program's required semester hours may be accepted for transfer credit with the approval of the graduate nursing graduate program director and/or department chair. 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 graduate program director and/or department chair 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.

SUBJECT: 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.
no later than 5pm MST on the respective drop deadline. Drop requests received after 5pm MST will not be processed.

SUBJECT: Dropping or Withdrawing after the Last Day to Drop

Dropping a course after the Last Drop/Withdrawal Date requires the permission of the graduate program director and/or nursing department chair.. 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".

SUBJECT: Required Student Documentation

Students are expected to complete and submit a clean background check and drug screen during their first term of enrollment in the MSN in Leadership and Administration 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 in Leadership and Administration program, as instructed in NURS 6110, will not be permitted to continue in the program until they have submitted all required documentation.

Nursing License + Photo for Badge

- A current unencumbered Registered Nurse license will be submitted in the student's first course.
- Requirements for badge photo: Head Shot, No Hats.
- Include mailing address when emailing license and photo.

Documentation of Current/Active Licensure

A student in the MSN in Leadership program must have a current, active, unencumbered, RN license. A student who is scheduled to take the NCLEX-RN may be admitted to the program on a provisional basis, but must provide proof of successful completion by the end of the first term. Students are not permitted to continue in the program after the first term until an active RN license is on file. All students must maintain currency throughout the duration of the program. Students will be required to sign an attestation that they will maintain currency throughout the program. If students do not maintain currency a hold will be placed on their account prohibiting enrollment in further courses; students may re-enroll in the next term if documentation requirements are fulfilled.

Documentation of Drug Screen

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

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 in Leadership and Administration program must submit to a criminal background check as a condition of the MSN in Leadership and Administration 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 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. Positive results and corresponding documentation will be reviewed by a background review committee within the DON.

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 in Leadership and Administration program. Changes in license status, address, and contact information must be submitted to the Program Coordinator in the Department of Nursing at amberlopez@suu.edu 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 in Leadership and Administration 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. Students must maintain confidentiality in regards to all client/patient information. Client problems must not be discussed with family, friends, or others outside of the clinical setting and in the provision of care. 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 MSN
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's name matches: **Southern Utah University MSN**
- 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	**$ 43.45**
Drug Screening	**$ 53.90**

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

FREQUENTLY ASKED QUESTIONS

1. **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.

MyStudentCheck Web Address: https://candidate.precheck.com/StudentCheck?schoolId=18054

Version: 09/2021

Department of Nursing
Policy and Procedure

SUBJECT: 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 are 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 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.

3. 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.

4. I understand it is my responsibility to be clear of mind with no intoxicating substances when participating is SUU Nursing clinical activities.

5. 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.

6. 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

SUBJECT: MSN in Leadership 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 in Leadership and Administration program. The Southern Utah University (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 in Leadership program.

Students admitted to the SUU MSN in Leadership and Administration 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 in Leadership and Administration 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 graduate program director and/or department chair as to whether the student should be allowed to continue in the MSN in Leadership and Administration program. 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 in Leadership and Administration program must submit to a criminal background check as a condition of their admission to the MSN in Leadership program. Students who do not successfully complete their cleared background check and drug screen as part of the first course are unable to progress in the program. 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 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 in Leadership and Administration 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 in Leadership and Administration student poses an unreasonable risk to persons or property, the Committee will recommend that the student's acceptance to the MSN in Leadership program be withdrawn immediately.
8. The faculty Background Review Committee will submit a written recommendation to the graduate program director and/or department chair or their proxy within 10 calendar days of receiving the material. The recommendation to the graduate program director and/or department chair should include a recommendation on whether to allow the student to continue in the MSN in Leadership and Administration 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 graduate program director and/or department chair will make the final decision about the student's continued enrollment in the MSN in Leadership 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 graduate program director and/or department chair 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 graduate program director and/or department chair 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 https://help.suu.edu/uploads/attachments/PP112Student.pdf
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 in Leadership and Administration program, and the information will be used only for the purpose of making a decision on whether the student can continue in the MSN in Leadership program.

SUU DEPARTMENT OF Nursing

Southern Utah University
College of Health Sciences
Department of Nursing
351 W University Blvd. SCA 108
Cedar City, UT, 84720
amberlopez@suu.edu

Preliminary Notice of Adverse Action

April 15, 2025

Name
Address
State

Dear Student Name,

We were notified of a sanction reported on your background report and checked DOPL'S or nursys's website to verify the current status of your RN license. You can review this information on DOPL (https://secure.utah.gov/llv/search/search.html) or nursys website (https://www.nursys.com/LQC/LQCSearch.aspx) under your name. Per SUU Department of Nursing, MSN Policy, Documentation of Current/Active Licensure, "a student in the MSN in Leadership program must have a current, active, unencumbered RN License." The enclosed document shows that the status of your RN license is currently "Active On Probation." Due, in part, to the encumbrance of your RN license, a decision is pending regarding your enrollment in the MSN (Online) Program. This letter will serve as notice to you in advance of any adverse action being taken. You have the opportunity to dispute the accuracy of the information or to provide any additional information you would like considered. If you would like to dispute the information or provide additional information, you may do so by contacting Amber Lopez, Program Coordinator, via email within five (5) business days of the date of this letter.

Sincerely,

Amber Lopez
Program Coordinator
SUU Department of Nursing
amberlopez@suu.edu

Enclosure:
Utah DOPL Licensee Lookup & Verification System
or
Nursys License Lookup, Verification & Disciplinary database

SUBJECT: NURS 6110 Attestation – Program Compliance Agreement

Agreement to Maintain MSN in Leadership and Administration Program Compliance

I, _____, agree to maintain compliance to the Southern Utah University (SUU) MSN in Leadership and Administration 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

I understand that failure to remain in compliance with the SUU RN-to-BSN 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: _____

SUBJECT: Standardized Clinical Project Agreement

The courses with an experiential learning component require face-to-face interactions with live patients, groups, or communities. The details of the experiential learning activities are developed by the student with direction from the faculty member. Accreditation requires every Master of Science in Nursing program to have some face-to-face experiential learning experiences.

The following course has clinical hours embedded into the course NURS 6520 Leadership Capstone. A "Standardized Clinical Project Agreement Form" (please see appendices) must be completed in its entirety, including signatures, and submitted to course faculty before starting any clinical projects or participating in any clinical experiences.

SUBJECT: Clinical Project Agreement

Today's Date: _____

The purpose of this letter is to grant _____, a student at Southern Utah University, permission to implement a clinical project at/with _____.

Title of self-designed clinical project_____.

Briefly describe project

I understand that this project as stated above will take place from _____ to _____.

Clinical Supervisor Signature _____

Printed Name _____ Date _____

Student Signature _____ Date _____

Student Name _____ Date _____

Expected Project Outcomes

1. _____
2. _____
3. _____
4. _____
5. _____

Clinical Project Goals (SMART format) - Must have 3-5 goals

1. _____
2. _____
3. _____
4. _____
5. _____

Project approval SUU Faculty

Name of Faculty _____ Date _____

Signature of Faculty _____

Form must be completed in its entirety, including all signatures, prior to starting the project

SUBJECT: Uniform and Appearance

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

POLICY: All MSN in Leadership and Administration students are expected to dress professionally during clinical activities for the SUU MSN in Leadership and Administration 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 a photo name badge which will state their first name followed by MSN in Leadership and Administration 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 in Leadership and Administration PROGRAM.**

APPEARANCE - You will be expected to dress and act professionally at all times when in the clinical area. You 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.

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. SUU maintains workers compensation insurance to cover students who are injured during clinical experiences, however there is no guarantee that the insurance will cover any injury. Students will be referred to the appropriate site for evaluation for an injury sustained by the student while participating in the Department of Nursing clinical experience. Clinical faculty will work with the student to receive care following the injury.

SUBJECT: 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 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 an 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 an 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

SUBJECT: 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:_____

SUBJECT: 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."

SUBJECT: Social Media Policy

Provisions/Policy

- Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, faculty, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a SUU Department of Nursing student.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of the university. For guidance, see the Department of Nursing staff and visit the University's Information Technology site.
- Do not use SUU's and the Department of Nursing marks, such as logos and graphics, on personal social media sites. Do not use SUU's name to promote a product, cause, or political party or candidate.
- Use of the University's and Department of Nursing marks (logos and graphics) for School sanctioned events must be approved (posters, fliers, postings) by the Department's administration.
- It is expected that during clinical use of cell phones and other devices employed for social media will be used only as authorized by faculty. All cell phones and other electronic devices are expected only to be used in times as determined by the syllabus, course faculty or clinical faculty.
- No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped or photographed without written permission of the patient/client and of the facility.
- Be aware of your association with SUU's and the Department of Nursing's in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on SUU's or the Department of Nursing's behalf, unless you are authorized to do so in writing.
- HIPPA guidelines must be followed at all times. Identifiable information concerning clients experiential learning opportunities must not be posted in any online forum or webpage.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.

SUBJECT: Social Media Policy

Procedure/Considerations

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

Consequences

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

Southern Utah University Department of Nursing Social Media Policy is adapted from http://hilo.hawaii.edu/depts/nursing/social_media_policy.php and from Social Media Policy, Student Handbook of Purdue University School of Nursing

SUBJECT: 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 the method designated in the syllabus Each nursing faculty has designed office hours which are included in the course syllabi. Faculty will provide preferred contact information 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 an SUU E-mail address through CANVAS. 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.

TERM PROGRAM OUTCOME EVALUATION		
Master of Science in Nursing Leadership and Administration Program Learning Outcomes	**COURSE/ OUTCOMES ALIGNMENT**	**# OF STUDENTS MET OUTCOMES**
1. Synthesize knowledge from nursing and other health-related sciences as the foundation for nursing leadership.	6110, 6210, 6310, 6320, 6410, 6510	
2. Lead change through interprofessional care teams to improve quality outcomes.	6110, 6210, 6310, 6320, 6410, 6520	
3. Demonstrate leadership to advance a culture of excellence through lifelong learning.	6110, 6210, 6320, 6520	
4. Navigate and integrate care services across the healthcare system.	6210, 6310, 6320, 6410, 6510	
5. Design innovative nursing practices and translate evidence into practice.	6210, 6310, 6320, 6510, 6410, 6520	
6. Demonstrate ethical and culturally responsive leadership.	6110, 6210, 6310, 6320, 6410, 6510, 6520	

SUBJECT: Student Forms - Appendices

Page 46 Acknowledgement of Student Policies
Page 47 Student Non-Disclosure Agreement
Page 48 Name Badge Agreement
Page 49 Lost Name Badge Acknowledgement
Page 50 Release form
Page 51 Student Understandings

SUBJECT: Acknowledgement of Student Policies

I, _____, have read and reviewed the policies in the Nursing Student Handbook for the MSN in Leadership and Administration 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 https://www.suu.edu/nursing/.

By signing below I agree to the above statements and also agree that it is my responsibility to stay current with the Department of Nursing Student Policies 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

SUBJECT: 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 in Leadership and Administration 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:_____

SUBJECT: 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 experiential learning opportunities 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 or as otherwise instructed by program faculty.

SUBJECT: 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

SUBJECT: Release Form

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

1. Photographic, video, or digital images in which I appear: 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. Other, please specify: Yes No

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. I understand that my work will be used to document the achievement of learning outcomes. I also understand that my work may be used for purposes of accreditation or other reports. The release of any other information about me will be governed by the Federal Educational Privacy Act.

Name: _____

Signature: _____Date: _____

SUBJECT: Student Understandings

Student Understandings

1. I understand that admission to the MSN in Leadership and Administration program does not mean success.
2. I understand that I will be evaluated on academic performance, experiential learning opportunities, leadership skills, and professional behaviors.
3. I understand that nursing requires honesty and personal integrity. If either come into question it will prompt faculty to review my standing in the nursing program.
4. I understand that it is my responsibility to keep my clinical documentation current and provide verification to the required source as noted in NURS 6110 Nursing Leadership Theory for the MSN in Leadership and Administration.
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 understand that due to liability issues, I may not participate in NURS6520 Leadership Capstone prior to completing NURS 6110 Nursing Leadership Theory.
13. I agree to release Southern Utah University from any consequences for any negligent or careless acts committed by **me**.
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 understandings.

Student Signature_____ Date_____

Student Name (print) _____