

**Online Master of Science in Nursing
Leadership and Administration
Student Handbook for Nursing Majors**



*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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SOUTHERN UTAH UNIVERSITY Department of Nursing
Online Master of Science in Nursing Leadership and Administration
Student Handbook for Nursing Majors

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MSN Programs - Overview

Notice to Students:

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

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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 throughout your professional life.

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

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. In addition, this handbook contains other useful information such as suggestions for coping with stress and achieving success in nursing school.

Other resources important to role development as a nurse are American Association of Colleges of Nursing (AACN, 2011) *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 course 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.

Selwyn D. Layton, Chair Department of Nursing

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Department of Nursing Faculty and Staff

| | |
|--------------------------------------|--------------------------|
| Department Chair: | Suzie Campbell |
| Program Manager: | Teresa Higbee |
| Department Administrative Assistant: | Vikki Robertson |
| Nursing Lab Coordinator: | Erin Bryan, RN, BSN, BPH |

Professors:

Donna J.A. Lister - PhD, APRN, FNP-BC, CNE

Associate Professors:

Donna De Silva-MSN, APRN, FNP-C

Selwyn Layton-DNP, MSN, RN

SheriDawn Neilson-MSN, RN, CEN, CFRN

Bree Rayburn, MSN, RN

Kevin D. Tipton-PhD, MSN, RN, CLNC

Assistant Professors:

Janelle Brown-MSN, BSN, RN

Hayley Davis, MSN, CFNP

Suzie Campbell-Ph.D., RN

Tana Crookston-MSN, RN

Kelly Cross, MSN, RN

Sierra Chowen Lund, MSN, BSN, RN

Amanda Roundy-MSN, BSN, RN;

Mark Siemon, PhD, RN, PHNA-BC, CPH, CNE;

Shane Yardley, Ph.D., RN, NRP, CEN, CHSE, CNE, CNEcl, PCCN

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

The Master of Science in Nursing Leadership and Administration program designed for registered nurses with a bachelor's degree 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 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, 2011), and the American Organization for Nursing Leadership (AONL) Nurse Leader Core Competencies (AONL, 2022).

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SUBJECT: 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 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:

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.

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Accreditation

"The master's degree program in nursing and post-graduate APRN certificate program at Southern Utah University is pursuing initial accreditation by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>). Applying for accreditation does not guarantee that accreditation will be granted."

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SUBJECT: MSN in Leadership and Administration Curriculum Pattern

The **MSN in Leadership program** is 100% online. An 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 eight-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.

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*

*Need to provide valid RN license, background check and drug screen in the first course—NOT required for admission.

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

| <u>Example Pattern – (Full-Time)</u> | | | |
|--|---------|--|---------|
| <u>Semester 1 – Term A</u> | | <u>Semester 1 – Term B</u> | |
| Course | Credits | Course | Credits |
| NURS 6110 Nursing Leadership Theory | 3 | NURS 6320 Evidence-Base Practice in Nursing Leadership | 3 |
| BA 6000 Business Foundations | 3 | MGMT 6100 Managing People and Organizations | 3 |
| <u>Semester 2 – Term A</u> | | <u>Semester 2 – Term B</u> | |
| 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 |
| <u>Semester 3 – Term A</u> | | | |
| Course | | Credits | |
| NURS 6510 Innovation & Information in Nursing Leadership | | 3 | |
| NURS 6520 Leadership Capstone* | | 3 | |
| Total Major Hours: | | 30 | |

* 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. Accreditation requires every MSN program to have some face-to-face clinical experiences. **Clinical Schedules are worked out individually with the Clinical Instructor.**

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SUBJECT: RN to MSN in Leadership and Administration Curriculum Pattern

The RN to MSN in Leadership program is 100% online. An 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 eight-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.

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 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.

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

| <u>Semester 1 – Term A (RN-BSN)</u> | | <u>Semester 1 – Term B (RN-BSN)</u> | |
|--|-----------|---|---------|
| 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 | |
| <u>Semester 2 – Term A (RN-BSN)</u> | | <u>Semester 2 – Term B (RN-BSN)</u> | |
| 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 |
| <u>Semester 3 – Term A (RN-BSN)</u> | | <u>Semester 3 – Term B (MSN)</u> | |
| 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 |
| <u>Semester 4 – Term A (MSN)</u> | | <u>Semester 4 – Term B (MSN)</u> | |
| 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 |
| <u>Semester 5 – Term A (MSN)</u> | | <u>Semester 5 – Term B (MSN)</u> | |
| 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 | | |

* 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. Accreditation requires every MSN program to have some face-to-face clinical experiences. **Clinical Schedules are worked out individually with the Clinical Instructor.**

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SUBJECT: MSN in Leadership and Administration with a CSIA Emphasis Curriculum Pattern

The MSN in Leadership program with a CSIA Emphasis is 100% online. An 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 eight-week courses .

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.

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*

*Need to provide valid RN license, background check and drug screen in the first course—NOT required for admission.

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 | | |

* 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.

Accreditation requires every MSN program to have some face-to-face clinical experiences. **Clinical Schedules are worked out individually with the Clinical Instructor.**

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

The **MSN in Leadership and Administration and Master of Business Administration (MSN/MBA)** program is 100% online. An 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 five semester in by taking advantage of six starts a year and accelerated eight-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*

*Need to provide valid RN license, background check and drug screen in the first course.

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 | | | | |

* 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. Accreditation requires every MSN program to have some face-to-face clinical experiences. **Clinical Schedules are worked out individually with the Clinical Instructor**

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

| Semester 1 – Term A (FNP) | | Semester 1 – Term B (FNP) | |
|--|----------------|---|----------------|
| 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 | |
| Semester 2 – Term A (FNP) | | Semester 2 – Term B (FNP) | |
| 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 |
| Semester 3 – Term A (FNP) | | Semester 3 – Term B (FNP) | |
| Course | Credits | Course | Credits |
| NURS 6661 On Campus Clinical Intensive | 1 | NURS Adult Primary Care Clinical II | 3 |
| NURS 6710 Adult Primary Care Clinical I | 3 | BA 6670 Primary Care Management – Pediatric & Reproductive Health | 3 |
| Semester 4 – Term A (FNP) | | Semester 4 – Term B (FNP) | |
| Course | Credits | Course | Credits |
| NURS 6720 Pediatric & Reproductive Health Primary Care Clinical I | 3 | NURS 6840FNP Capstone I | 3 |
| MGMT 6721 Pediatric & Reproductive Health Primary Care Clinical II | 3 | NURS 6680 Primary Care Management- Special Populations and Genetics | 3 |
| Semester 5 – Term A (FNP) | | | |
| Course | Credits | | |
| NURS 6690 Transition to Practice and Certification Review | 3 | | |
| HCA 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. Accreditation requires every MSN program to have some face-to-face clinical experiences. **Clinical Schedules are worked out individually with the Clinical Instructor.**

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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 an NLNAC or CCNE accredited program. Depending on course work completed for the MSN and current advanced practice status (as applicable), an individualized certificate degree plan will be developed based on a gap analysis of the applicant's MSN transcript and experience. Post-Master's Certificates are offered in the MSN in Leadership and Administration program at this time. Additional information is available at: Post Masters Certificate Program Information.

Outcomes:

The Post MSN Certificate Program graduate is provided a background to:

1. Demonstrate competence in an Leadership and Administration
2. Provide leadership in professional nursing and interdisciplinary health care

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 except for NURS 6520 Leadership Capstone 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 members 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.

Purchase of broadband internet connection and home computer is required. A working computer microphone and camera is required and 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

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Monday - Friday 7:00 A.M. – 7:00 P.M.
Email: support@suu.edu

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Online Master of Science in Nursing Leadership and Administration
Student Handbook for Nursing Majors

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

LATE ASSIGNMENTS

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

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SUBJECT: Policies and Procedures 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.

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.

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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 (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 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
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 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 who fall below the 3.0 standard will be contacted each semester and asked to develop a plan to improve their GPA. Students who do not meet the 3.0 requirement within two semesters of coursework may be dismissed from the program.

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

PROGRESSION GUIDELINES:

To progress in the program, students must maintain a term grade point average of B- (GPA 2.70 on a 4.0 scale) and no failing courses. 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- (2.70) 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.
 - 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 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.
 - 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.

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 within the first half of each term for a general check-in.
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. 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 in Leadership and Administration 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 in Leadership and Administration Program Coordinator 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.

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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: _____

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SUBJECT: Course Scheduling

MSN and Post MSN Certificate Programs are offered in an off campus/accelerated online format. The MSN FNP program is mainly offered in the online off campus/accelerated format with minimal campus presence required except for a one week 7 day hands on clinical intensive before clinical courses to assure competence before students hands on clinical courses.

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 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.

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 via (?) no later than 5pm MST on the respective drop deadline. Drop requests received after 5pm MST will not be processed.

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SUBJECT: 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".

SUBJECT: 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.

SUBJECT: Disruption in Clinical Coursework (Family Nurse Practitioner Program)

Degree plans are developed so that once Family Nurse Practitioner students begin courses with clinical practice requirements the student is expected to enroll in a clinical course each semester. Nurse Practitioner Program students who have a disruption in required clinical courses and are not enrolled in a clinical course during a semester (Fall, Spring, or Summer) may be required to enroll in a one hour (minimum) Independent Study that focuses on clinical practice prior to enrolling in a clinical course. The decision regarding the Independent Study requirement will be made by the Program Director in consultation with the FNP Clinical Faculty.

The number of clinical hours (generally 45-60 per Independent Study semester hour credit), other learning activities, evaluation criteria, and evidence of completion for the Independent Study will be individually negotiated with a faculty member identified by the student. Requirements will be specified in a written Independent Study contract. Potential causes for disruptions include but are not limited to change in degree plan, student withdrawal from a course, unresolved incomplete grade in a prerequisite course, and/or academic probation.

SUBJECT: 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 in the University Catalog. 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.

SUBJECT: 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

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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 Leadership & Administration 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 Leadership & Administration 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 Leadership & Administration 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 Leadership & Administrations 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.
- d. 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.

SUBJECT: 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.

SUBJECT: 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 states' board of nursing regulations. It is important that every student understand and acknowledge 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 per program at the following link: SUU State Authorization Disclosure (? Needs to be created).

Graduate nursing students must understand the following:

1. States in which SUU graduate programs are approved to operate may change without prior notice. This may adversely affect progression in the program as described below.
2. Approved states may change their laws and regulations at any point without prior notice to SUU DON. This may adversely affect progression in the program as described below.
3. Living in, moving to, or working (temporary or permanent assignments) in a state in which SUU DON graduate nursing programs are not approved to operate may result in one or more of the following:

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- a. a delay in graduation
- b. not graduating
- c. withdrawal from a course
- d. withdrawal from the program
- e. may require students to come to Utah to complete clinical and/or any portion of the graduate program
- f. a denied clinical placement
- g. a delay in clinical placement

Due to the constraints of international law the nurse practitioner programs do not operate outside of the United States. Requests received from a student to attend or continue in a non-nurse practitioner program from an international location are reviewed on an individual basis. Travel assignments are subject to the details of this policy and may not occur without prior approval. Any student who lives near the border with another state are also subject to this policy if they want to complete clinical outside their state of residence. Prior to accepting a travel assignment, seeking a preceptor in another state, or moving, students are required to email nursing@suu.edu to discuss the implications on their progression to graduation and clinical placements. Students who are admitted to the program and live or work, a temporary or permanent assignment, in a state which is not approved for the MSN programs to operate must contact their advisor immediately by sending an email to (?). All students are required to review the SUU State Authorization Disclosure to determine if the program in which they are enrolled leads to licensure and if the curriculum leads to licensure in their respective state.

Clinical Policies and Procedures

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

- Submit to MSN in Leadership and Administration Program Leader marksiemon@suu.edu
- Requirements for badge photo: Head Shot, No Hats.
- Include mailing address when emailing license and photo to MSN in Leadership and Administration Program Leader marksiemon@suu.edu

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

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

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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 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.

The entire background check process, including the DON review of background check results, which may take up to 30 days, must be complete 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.

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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 Administrative Assistant in the Department of Nursing at robertsonv@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. We will help students to meet HIPPA 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.



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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 – MSN in Leadership and Administration**
 - 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 StudentCheck@PreCheck.com.
 - You will be provided with a receipt and confirmation page when your order is placed.
-

DRUG TESTING

If there is not a collection site instantly available near your location, you will be contacted and a chain of custody form will be mailed to you. 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 | \$39.50 |
| Drug Screening | \$49.00 |

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.**
Please email StudentCheck@PreCheck.com 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 email StudentCheck@PreCheck.com to receive 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.
-

SOUTHERN UTAH UNIVERSITY
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. Effective January 1, 2005, 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 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 in 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 DON Director 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. 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 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.

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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 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 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 DON Department Director or their proxy 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 DON Department Director 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 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 progra

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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: _____

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SUBJECT: Standardized Clinical Project Agreement

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. Accreditation requires every Master of Science in Nursing program to have some face-to-face clinical 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.

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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 _____
Date _____

Student Name _____

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

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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. Hair must be well- groomed and neat and no extreme, unnatural color. Extreme styles which may distract from providing exceptional care should be avoided. Visible body piercing is not permitted except for one pair of earrings. Fingernails should be trimmed as to not be visible when viewed from the palmar side. Nails are to be clean without polish, artificial nails, wraps or any other nail adornment. Tattoos need to be covered per facility policies. Institutional requirements for specific clinical agencies that may further define dress codes will be adhered to; such as hair pulled back from face, tattoos covered, etc.

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 member 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 member will need to work with the nursing staff and policies in the agency or facility where exposure occurred to facilitate this step.)
 - a. Seek to determine the source individual's HBV and HIV status.
 - b. Results of the source individual's testing shall be made available to the exposed student with information about confidentiality and identity protection laws.
- (6) Assistance to student to see their private care provider, an Instacare facility, or ER, ASAP with instructions to get tests for exposure to blood borne pathogens.
- (7) Inform department chair of incident and follow up ASAP. Submit SUU Department of Nursing forms to department chair within 24 hours of 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.

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

In the event of an unusual occurrence or possible exposure to blood or body fluids, during any clinical experience, the faculty or staff employee involved will report directly to Human Resources on SUU campus.

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

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.

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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

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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 PDAs and other devices employed for social media will be used only as authorized by faculty. If a PDA is combined with a cell phone, iPad or other electronic device, it is expected that the electronic device only be used in times as determined by the syllabus, course faculty or clinical faculty.
- No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom with respect and as quietly as possible and respond as deemed necessary.
- Use of computers (PDAs, Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Use otherwise, especially when viewing social media, is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
- No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped or photographed without written permission of the patient/client and of the facility.
- Be aware of your association with SUU's and the Department of Nursing's in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on SUU's or the Department of Nursing's behalf, unless you are authorized to do so in writing.
- HIPPA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.

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.
- Future employers hold you to a high standard of behavior. By identifying yourself as a Southern Utah University nursing student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
- Nursing students are preparing for a profession, which provides services to a public that also expects high standards of behavior.
- Respect your audience.
- Adhere to all applicable university privacy and confidentiality policies.
- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).
- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
- Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
- Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- You are responsible for regularly reviewing the terms of this policy.

Consequences

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

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

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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 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. Exception to this policy will require faculty approval.

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| TERM PROGRAM OUTCOME EVALUATION | | |
|--|---|--|
| Master of Science in Nursing Leadership and Administration Program Learning Outcomes | COURSE/ OUTCOMES ALIGNMENT | <u># OF STUDENTS MET OUTCOMES</u> |
| 1. Development of leadership skills to advance health equity and promote population health outcomes. | 6110, 6210, 6310, 6320, 6410, 6510, 6520 | |
| 2. Development of leadership skills to help organizations and governments improve quality and value in healthcare. | 6110, 6210, 6310, 6320, 6410, 6510, 6520, BA6000, MGMT6100, HCA6100 | |
| 3. Ability to lead teams to improve population health outcomes | 6110, 6320, 6410, 6510, 6520, BA6000, MGMT6100, HCA6100 | |
| 4. Ability to advocate for systems change and health policy and advance efforts to achieve health equity | 6110, 6310, 6410, 6510, MGMT6100, HCA6100 | |
| 5. Ability to work with collaborative multisector partnerships to address population health disparities. | 6110, 6310, 6510, MGMT6100, HCA6100 | |
| 6. Ability to understand how to effect change in organizations and communities, and promote innovation and adoption of programs and policies to improve population health outcomes and equity. | 6110, 6210, 6310, 6320, 6410, 6510, 6520, BA6000, MGMT6100, HCA6100 | |

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SUBJECT: Student Forms - Appendix

| | |
|---------|---|
| Page 43 | Acknowledgement of Student Policies |
| Page 44 | Student Non-Disclosure Agreement |
| Page 45 | Name Badge Agreement |
| Page 46 | Lost Name Badge Acknowledgement |
| Page 47 | Release form |
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| Page 49 | Student Understandings |
| Page 50 | Incomplete Contract |

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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

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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: _____

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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 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 nursing@suu.edu upon receipt of badge.

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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 volunteer from any liability.

Print Student Name

Student Signature

Date

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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. 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: _____

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Student Handbook for Nursing Majors

SUBJECT: 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.

SOUTHERN UTAH UNIVERSITY Department of Nursing
Online Master of Science in Nursing Leadership and Administration
Student Handbook for Nursing Majors

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 as well as 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 the nursing courses will focus on practice not on lecture.
7. I understand that if at any time in the semester I feel unsure about my “grade(s)”, I may request an assessment from the professor.
8. I understand that the course work of this program requires active participation.
9. I understand that I will be responsible to provide my own transportation to clinical sites.
10. I understand that I must maintain confidentiality of information I become aware of.
11. I understand that I will be required to complete a random drug screen and that this may occur at any time throughout the duration of the program.
12. I understand that I must act professionally and will show respect to my peers, faculty, and staff.
13. I understand that due to liability issues, I may not participate in NURS6520 Leadership Capstone prior to completing all of the required MSN in Leadership and Administration pre-requisite courses.
14. I agree to release Southern Utah University from any consequences for any negligent or careless acts committed by me.
15. A copy of the curriculum pattern has been given to me and I have read and understand the curriculum pattern and realize that failure to complete the courses as identified in the curriculum pattern will disqualify me from progressing in the program.

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

Student Signature_____ Date_____

Student Name (print) _____

Date:

SUBJECT: 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 <https://www.suu.edu/finaid/sappolicy.html> 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.

SUBJECT: 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.

SUBJECT: 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:

1. Remediation course grades cannot be used to improve the University GPA or program GPA. Students are required to achieve a 3.0 GPA independent of the remediation course grade(s) for program completion. Remediation course grades are subject to university policies and procedures.
2. A remediation course may only be taken in which a letter grade of “C” was earned. The remediation policy does not apply to courses in which a student earned a letter grade of “D” or “F”.
3. A remediation course may only be taken for courses required as part of the student’s MSN or PMC degree plan.
4. Each course in which the student has earned a letter grade of “C” may be repeated for remediation only once.

5. Students may withdraw from a remediation course only once. Subsequent enrollment in the remediation course must be completed.
6. Required remediation courses must be completed with a grade of “B” or better to satisfy a remediation requirement.
7. Optional remediation courses are subject to approval of the advisor and/or the program director.
8. Completion of remediation courses will be included in the academic summary information when reviewing petitions for continuation in the MSN and PMC programs.
9. Students may be required to remediate in one or more courses to continue in the program.
10. Remediation courses are not eligible for financial aid.
11. Students not in good academic standing will be required to complete clinicals in sites which do not require good academic standing as a pre-requisite for clinical practice.
12. Letters of good academic standing will not be issued to students or other parties on the student’s behalf based on a remediation course grade.
13. Students who have demonstrated unsafe clinical behaviors may be subject to a clinical practice performance remediation plan in addition to course remediation.

SUBJECT: Clinical Practice Performance Remediation

Students who have demonstrated unsafe clinical behaviors, as evaluated by the faculty, 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.

SUBJECT: 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 semester. 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 was 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.

SUBJECT: 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.

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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 advance nursing practice.

Progression Policy

Beginning Fall 2022 progression in the MSN, PMC, DNP, or PhD programs 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 program director they wish to transfer to 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.