

**SOUTHERN UTAH UNIVERSITY  
Department of Nursing Pre-licensure  
& Health Professionals  
Policies and Procedures**

**SUBJECT: Cover Sheet**  
Undergraduate Student Handbook for  
PreLicensure and Health Professional Nursing Students



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

*Updated 2024-2025 Academic Year by  
SUU Department of Nursing Faculty and Staff*

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

*This handbook will be reviewed annually by the DON faculty and staff in the opening meeting of the academic year and revised as needed throughout each academic year.*



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Pre-licensure & Health Professionals**  
**Policies and Procedures**

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**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
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**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Pre-licensure & Health Professionals**  
**Policies and Procedures**

**Policy # F2F3**  
**Date Originated: 09/12/2012**  
**Date Reviewed: 8/2024**  
**Date Amended: 8/2024**

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

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

The faculty and staff are pleased to be able to learn and grow with you. 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](http://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 AACN's The Essentials: Core Competencies for Professional Nursing Education, ANA's Standards of Clinical Nursing Practice, ANA's Code of Ethics for Nurses and ANA's Social Policy Statement. These documents form the foundation of the nursing curriculum. Concepts from these four documents are used to design meaningful course and clinical experiences.

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

Suzie Campbell, Chair  
Department of Nursing



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Pre-licensure & Health Professionals**  
**Policies and Procedures**

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Date Amended: 8/2024

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**SUBJECT: Faculty and Staff**

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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 engage in while obtaining your degree will affect you for the rest of your life.

This year marks Southern Utah University’s 125th anniversary. It is a commemoration of the positive impact this institution has had on many generations of the past and a celebration of the present. Our university has one of the most storied foundings of any school in America. I encourage you to read our fascinating story, or view the historical re-enactment, [Back Up The Mountain](#). The spirit of SUU’s founders to support education and foster student success remains evident even on today’s campus.

Here at SUU, enriching and diverse majors are offered through our seven outstanding colleges and schools. With more than 150 undergraduate programs, 32 graduate and certificate programs, and a professional doctorate degree, SUU has created its niche as an institution focused on innovation and personalized learning experiences. All of Southern Utah University’s programs are fully accredited.

True to SUU’s mission, faculty, staff, and administrators are interested in helping to build your character as well as contribute to your knowledge. We have some of the most dynamic extracurricular activities, including a roster of nearly 120 clubs and organizations, the Utah Summer Games, the Utah Shakespeare Festival, and 17 NCAA Division I athletic teams within the Western Athletic Conference.

In reflecting on this milestone of 125 years, we have the opportunity to focus on the future as we cultivate tomorrow’s leaders among current students and witness alumni leave lasting impressions on society.

We look forward to being part of your success!

Mindy Benson, President, Southern Utah University

**School Colors:** Red, Black, White & Gray

**Mascot:** Thunderbird



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

The Southern Utah University Department of Nursing established a baccalaureate nursing program in 2004. The first student class was admitted in August, 2004. The SUU Nursing Program was accredited by the Commission on Collegiate Nursing Education in April of 2006 with a reaffirmation of accreditation in 2011 and 2020. 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 SUU Bachelor of Science in Nursing (BSN) curriculum prepares students for generalist positions in professional nursing practice. Graduates are prepared to provide nursing care across the lifespan to culturally diverse individuals and groups.

*The program has several options for students. The pre-licensure baccalaureate degree for students with no previous nursing degree. These students are admitted in the fall and spring semesters. The Health Professional (HP) to BSN program is for students with an LPN license, paramedic certificate, etc. These students are admitted once a year, during the summer semester. The RN to BSN, for associate/diploma degree registered nurses seeking a baccalaureate nursing degree; this is a fully on-line program with rolling acceptance.*

The Pre Licensure BSN curriculum includes two phases: first, completion of general education core and required support courses; second, nursing course work consisting of classroom, laboratory, and clinical practice experiences. Similarly, the HP to BSN curriculum has three phases; completion of general education; completion of LPN, Paramedic certification, etc. (may be completed before or after general ed. classes) and then nursing course work.

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



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**SUBJECT: VISION, MISSION, GOALS AND PROGRAM OUTCOMES OF SUU NURSING  
PRELICENSURE AND HEALTH PROFESSIONAL PROGRAMS**

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**I. Vision**

The Southern Utah University (SUU) Department of Nursing will be 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**

The Department of Nursing is made up of academic programs that prepare individuals for professional nursing practice. A Bachelor of Science in Nursing is recommended for students preparing for entry into nursing practice. We offer a learning-centered education that meets the requirements for a baccalaureate degree at SUU and ensures that graduates have the abilities to be successful, *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, communication, civic responsibility and professional excellence.

**III. Goals**

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

- **To prepare graduates to successfully enter professional nursing practice and graduate school** by offering well-planned and pedagogically sound learning experiences that explore diverse cultures and ideas. Courses are focused on authentic, meaningful engagements that develop skills in analysis, critical thinking, problem solving, and ethical decision making.
- **To develop technically proficient nurses** by offering students hands-on experiences with state-of-the-art health care equipment, one-on-one instructional experiences and varied hands-on clinical practicum opportunities that include intentional and transformative learning experiences.
- **To excel in its commitment to high-quality outcomes and student achievements** by supporting faculty members as health care professionals. Faculty will demonstrate excellence in teaching, scholarly endeavors, practice, and professional community service and provide leadership in nursing practice by fostering good teaching, encouraging participation in clinical practice, professional service, and scholarly engagement.

**Student Learning Outcomes**

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

1. Provide quality professional nursing care based on a synthesis of theoretical and empirical knowledge from nursing, physical and social sciences, arts and humanities, and life experiences.
2. Use evidence as the basis for clinically competent contemporary nursing care.
3. Communicate effectively using various means in a variety of roles and settings.



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**SUBJECT: VISION, MISSION, GOALS AND PROGRAM OUTCOMES OF SUU NURSING  
PRELICENSURE AND HEALTH PROFESSIONAL PROGRAMS**

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4. Optimize health care to diverse individuals, families, groups and communities through collaboration with interdisciplinary health care teams.
5. Demonstrate intellectual curiosity, critical thinking, and motivation toward life-long learning.
6. Influence the quality of nursing and health care using leadership skills, management concepts, and a knowledge of the political system.
7. Be legally and ethically accountable for clinical nursing practice.
8. Assume the role of generalist nurse and become a responsible member of the profession.





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

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- I. Chair of the Department:** The Department of Nursing Chair is directly responsible for administrative interface with faculty and departmental programs and with lines of authority from the Dean through central administration. Department assignments requiring departmental level action automatically go to the department chair.
- II. Faculty:** SUU Department of Nursing Faculty is an academic employment status for those persons who have responsibility for the conduct of approved nursing courses, scholarship and service activities for the Department.

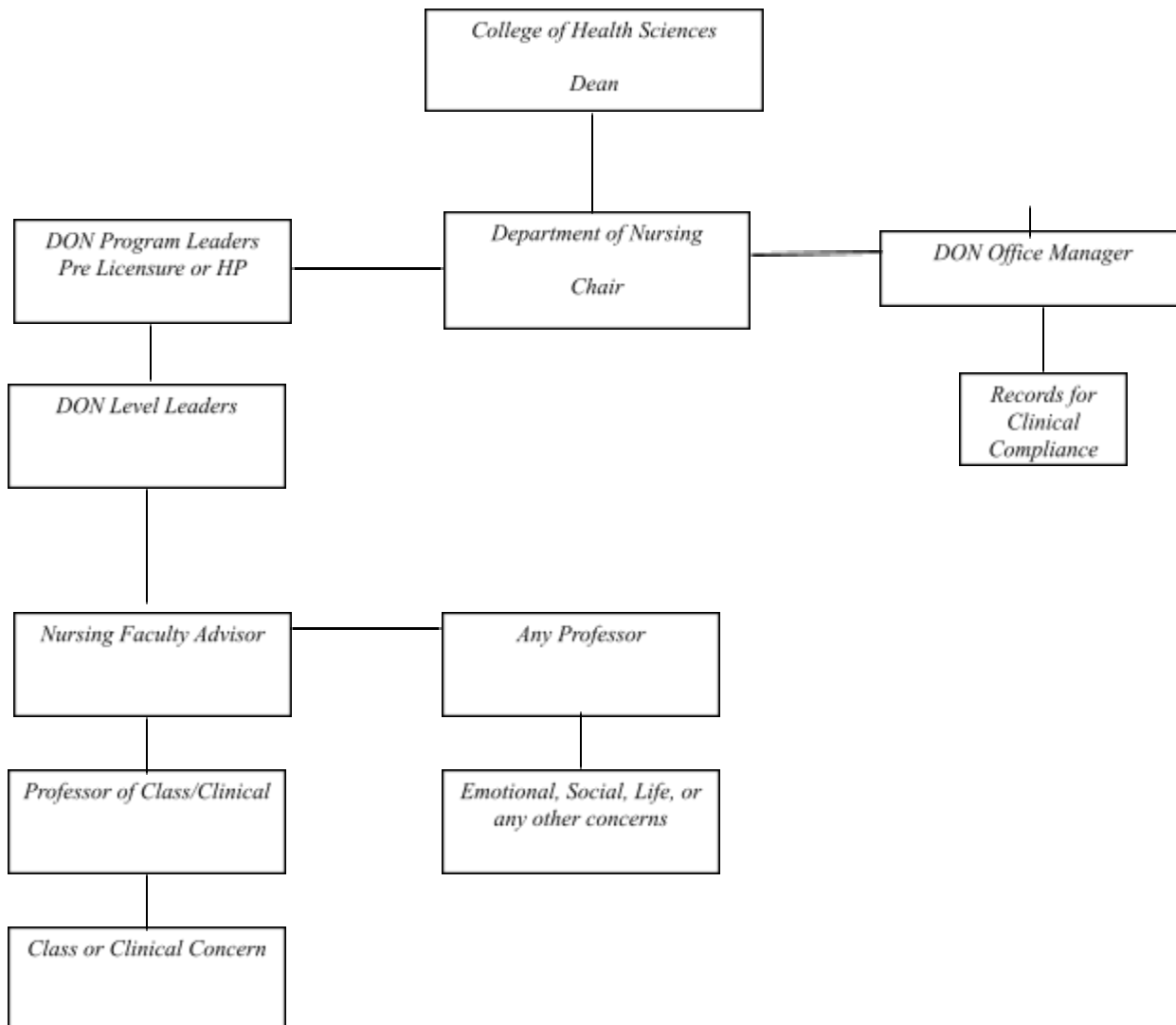


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**SUBJECT: ORGANIZATIONAL STRUCTURE, DEPARTMENT OF NURSING**

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**Nursing Students Chain of Command**





**SUBJECT: Curriculum Patterns**

**Pre-Licensure:**

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

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

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

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

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

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

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

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

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

**LPN/Paramedic/Health Professional to BSN**

**1st Summer**

<u>Course</u>	<u>Credits</u>
NURS 3111 Found. of Professional Nursing for the HP	2
NURS 3152-Professional Transition and Inquiry	3
NURS 3172-Health Assessment for the HP	2
NURS 3182-Care of the Adult for the HP	4
NURS 3187-Level One Clinical	4
<b>Total Credit Hours</b>	<b>15</b>

**2nd Fall/Spring (½ of HP students each semester)**

<u>Course</u>	<u>Credits</u>
NURS 3212-Pharmacology for the HP	2
NURS 4322 Care of Family-Maternal Newborn	2
NURS 4332 Care of the Family-Pediatric	2
NURS 4342 Nursing for Wellness in Older Adults	2
NURS 4352 Population Care	4
NURS 4367 Level Two Clinical	3
<b>Total Credit Hours</b>	<b>15</b>

**3rd Summer**

<u>Course</u>	<u>Credits</u>
NURS 3242 Mental Health Nursing	2
NURS 4432 Critical Care Nursing	3
NURS 4437 Critical Care Nursing Lab	2
NURS 4462 Contemporary Issues for the HP	3
NURS 4557 Leadership & Management Capstone	2
NURS 4552 Leadership & Managemt. in Nsg.	3
<b>Total Credit Hours</b>	<b>15</b>

**Total Credit Hours (Program total) 45**



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**SUBJECT: NURSING FACULTY ADVISING**

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**Purpose**

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

**Process**

1. Upon admission to the nursing program each student will be assigned a nursing faculty advisor for the duration of the program.
2. A group meeting will be organized and mandatory at the beginning of each semester for all students to meet with their advisor.
3. A second contact will be made about week five via email. A third contact will be made about week twelve, again via email.
4. Individual advising can occur as needed, initiated either by the faculty advisor or at student request. Students will meet with their faculty adviser to create individual plans that can 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 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 Department Chair.

**Evidence**

1. Faculty will submit a record of all advisory 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: Student Use of Equipment, Supplies, Copies, Printer**

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- I. **PURPOSE:** To set boundaries and establish criteria for student use of Department of Nursing equipment and supplies. These include but are not limited to workroom (SCA 108p) and supplies within, conference room (SCA 108o) and supplies within, microwaves, computers, laptops, projector, copy machine, printers, etc.
- II. **POLICY:** The copy machine(s) in the nursing office is for Department of Nursing faculty and staff use only. Student copies for presentations must be approved by the appropriate faculty member by the faculty's signature on the *Office Work Request Form*. This form will be submitted to the office staff a minimum of 48 hours prior to the time needed. Student copies for homework assignments, study guides, etc. will not be copied or printed by the Department of Nursing. Students are not to operate any copy machine at any time for any reason.

Students are not to use the Workroom and Conference room appliances or supplies without permission from a staff member. Students are encouraged to use the microwave in SCA 011 as it has been provided for student use.

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

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

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

*NOTE:* Forms are available in the appendix of the Student Handbook or from office staff.



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**SUBJECT: Unusual Occurrence/ Potential Pathogen Exposure Risk Policy**

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*Student – Unusual Occurrence/Exposure Risk*

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

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



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**SUBJECT: ACHIEVEMENT TESTING AND COMPUTER LAB USE**

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- I. **PURPOSE:** The purpose of this policy is to provide guidelines for incorporation of Achievement Testing into course grades.
- II. **POLICY:** All pre-licensure and health professional students will take proctored assessment content area tests as scheduled each semester for which a content test exists. Achievement testing activities will be monitored by course faculty.
- III. **PROCEDURE:**
  1. Responsibilities:
    - a. In coordination with faculty the Administrative Assistant will determine the places and times of exam administration.
    - b. The faculty of the nursing course to which the diagnostic exam is attached will alert the students of the date, time, and place of the proctored exam administration and proctors. Every syllabus will contain information with level ATI exams.
    - c. Faculty members will unlock codes to give students access to practice exams, as appropriate.
    - d. At the close of the exam, office staff will close the completed exam and create a group report showing each individual student scores. Reports will be shared with course faculty and will be stored in a binder in the Administrative Assistant's office.
    - e. To be admitted to the test, students must produce proof that they have taken the online practice examination with at least a 90% score. Practice tests will be turned in per the faculty instructions.
    - f. Students must take all assigned exams on the dates and times scheduled (schedule found on Current Student Resources website), unless prior approval has been obtained from exam faculty.
    - g. The 2<sup>nd</sup> proctored content test will be administered at the end of course and may be used as the course final exam.
    - h. The ATI exams will represent *at least* 20% of the course grade. (See syllabi for each course for details).
  2. Remediation
    - a. Remediation is encouraged on all content area tests for all students. Faculty may require remediation as part of requirements to successfully complete a course. Guidelines will be specified in course syllabi.
3. For students taking Level 4 classes, the Comprehensive Predictor will be taken two times in connection with and be applied to the grade for NURS 4555/4547.
  - a. See 4555/4547 syllabus for details.
4. Achievement testing activities are critical for developing thinking and test taking skills to pass NCLEX, students who miss or are unable to complete assigned tests will be treated as follows:
  - b. If for any reason a student is, on the scheduled date, unable to begin or complete the exam, the student will be assigned a failure. Any exception will be dealt with on an individual case by case basis. If the student is late arriving at the testing center, and the door is closed, they will not be admitted. Do not knock on or try to open the door.
    - i. Student must contact and reschedule with the faculty.
    - ii. Student's grade will be affected, by 10-15%, if scheduled time is missed.
    - iii. A student late to the Comprehensive Predictor: students are to text the faculty and quietly wait for admission (do not knock or try and open door).



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Pre-licensure & Health Professionals**  
**Policies and Procedures**

**Policy # F2F12**  
**Date Originated: 5/2007**  
**Date Reviewed: 8/2024**  
**Date Amended: 8/2022**

**SUBJECT: ACHIEVEMENT TESTING AND COMPUTER LAB USE**

**Schedule of Tests by Level**

**Prelicensure:**

Level One	Level Two	Level Three	Level Four
<u><b>N 3130/3132</b></u> <b>Fundamentals</b> Fundamentals	<u><b>N 3230/3232: Care of Adults</b></u> Medical-Surgical <u><b>N 3240/3242: Mental Health</b></u> <b>Nursing</b> Mental Health <u><b>N 3220/3222: Pharmacology</b></u> <b>&amp; Therapeutics</b> Pharmacology	<u><b>N 4350/4352: Population</b></u> <b>Care</b> Community Health <u><b>N 4320/4322/4330/4332:</b></u> <b>Care of the Family</b> Maternal/Newborn Care of Children	<u><b>N 4550: Leadership &amp; Management</b></u> Leadership <u><b>N 4555: Capstone</b></u> Comprehensive RN Predictor

**HP**

Level 1	Level 2	Level 3
<u><b>N 3182: Care of the Adult</b></u> Medical-Surgical <u><b>N 3187: Level One Clinical</b></u> Foundations	<u><b>N 3212: Pharmacology</b></u> Pharmacology <u><b>N 4322/4332 Care of the Family</b></u> Maternal/Newborn Care of Children <u><b>N 4352: Population Care</b></u> Community Health	<u><b>N 3242: Mental Health Nursing</b></u> Mental Health <u><b>N 4552: Leadership &amp; Management</b></u> Leadership <u><b>N 4547: Capstone</b></u> Comprehensive RN Predictor

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

*ATI Exam Script*

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

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

Textbooks, notes, reference materials, as well as calculators and all other personal electronic devices are prohibited during the exam. Please, put away all reference materials, now. Cell phones and other electronic devices need to be turned off now. Cell phones and all other personal items, backpacks, textbooks, etc. need to be placed at the side of the room.

Once the exam is started, no one is to enter the testing room. Late students will not be admitted by faculty and should not be admitted by fellow students. Those arriving late, grades will be effected. Any student who assists or aids students in entering the exam room after the exam has started, will be penalized.

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

Please be respectful of fellow students who are still testing when you leave and do so in a quiet manner. Please help the door to close quietly behind you, so that it does not slam.

You will now be approved to begin the exam. It may take a few minutes for your screen to refresh after you have been approved.





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**SUBJECT: ACHIEVEMENT TESTING AND COMPUTER LAB USE**

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

Any questions?

6. Normal computer etiquette will be followed, with no food or drink on or around computers, while they are in use.

A "Computer Lab Start-Up Process" card will be posted on the Teacher Station:

⇒ No Food or Drinks!

⇒ Bring 90% or better practice test score for admission to ATI exams.

⇒ Test will start on time. Late students will NOT be admitted.

⇒ Leave backpacks at front of room or where directed by proctor.

⇒ For ATI tests - Mozilla Firefox must be used!

⇒ Log-in to computers with your SUU User Name and Password. Type over any user name shown on screen.

⇒ Be respectful of other testers - leave quietly.

⇒ Do not discuss the test.

⇒ All cell phones, smart watches, electronics, etc. need to be turned OFF and left in backpacks at front of room until test is completed. Absolutely NO use of cell phone/electronics on breaks or during exam!

Any computer issues and/or malfunction, please contact Nursing Administrative Assistant first, then Computer Help Desk.

Power plugs and external mice are available in the labeled drawers under the microwave.

SCA 011, also serves as a regular classroom and SUUSNA meeting area. Students need to be courteous of any testing posted and not enter during testing or class time.

Although there is a microwave in SCA 011, available for student use, students are not to enter during any class or testing time. Clean up all messes. Cleaning supplies are available in the marked cabinet above the sink.



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**SUBJECT: NCLEX-PN**

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- I. **PURPOSE:** To provide a process of certification/eligibility for SUU pre-licensure Nursing students who choose to sit for the NCLEX-PN examination after successful completion of level one and level two courses.
- II. **POLICY:**
- a. Students will be eligible to receive their certification to test by an embossed, with the University Seal, and signed Letter of Eligibility after:
    - i. Successful completion of level one and level two courses.
  - b. Students must be in good standing in the nursing program.
  - c. Students must request a letter of equivalency via SUU Department of Nursing Request for Letter of Equivalency form.
    - i. The form will be available in the nursing office beginning November and March 15th of each semester and is due by noon on the last day of classes (prior to finals week).
    - ii. The form will only be valid the semester that it is filled out. All forms will be shredded after the letters are completed. If a new letter is required the next semester a new form must be completed.
    - iii. Letters are issued only once at the end of Fall and Spring semesters. Failure to fill out a request form, pick up the letter or register with DOPL in the required time frame will not qualify a student for a new letter until the next cycle.
  - d. Information about the NCLEX-PN exam is found on the Department of Professional Licensing (DOPL) website ([www.dopl.utah.gov](http://www.dopl.utah.gov))
  - e. The Letter of Equivalency must be submitted to DOPL within 30 days of the date it is dated to be accepted by DOPL. It is usually dated the day that grades are officially posted. (currently, this is getting through step 7 in the “Steps for LPN licensure” document within 30 days)
    - i. Letters will only be reissued after the 30 days for circumstances outside the student’s control, ie. DOPL does not receive the letter that has been mailed and tracking shows it was delivered on time.
- III. **LICENSING:**
- a. Application Process
    - i. The Letter of Equivalency will be available for me to pick up in person (unless the student has filled out a mailing envelope by the deadline) from the SUU DON main office (SCA 108) as instructed on the request for letter form. The letter will be enclosed with your application to DOPL
    - ii. Register and pay Pearson Vue.
    - iii. Once PN-Letter of Equivalency is obtained, send to The Department of Occupational and Professional Licensing (DOPL) with the completed application to test.
    - iv. When notified that you have passed the NCLEX-PN. Apply to DOPL with application, fee and fingerprint cards.

<http://www.dopl.utah.gov/> click on Apply for a License  
[www.vue.com/nclex](http://www.vue.com/nclex) NCLEX Examination Registration

*LPN by equivalency test school code: US38909700*



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**SUBJECT: STUDENT PROFESSIONAL EXPECTATIONS**

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**Timeliness**-arrive on time to clinical, lab experiences, and class. If a student will not be on time, they should notify the appropriate faculty before the start time stating the reason for the delay. An unexcused absence (no call/no show) is 30 minutes after the scheduled arrival time of a clinical or the start time of class.

**Engagement in class/clinical**- students should be attentive to what is occurring and be actively engaged. They should exhibit intellectual curiosity by asking questions, and show interest in the subject. Utilize time wisely. Look for opportunities that are new and be ready to work.

**Respect towards others**- Be supportive by listening to what others have to say by not interrupting, being kind about what they are saying even if you don't agree, and being polite to others. Treat others how you want to be treated. Reflected in attitude towards others by punctuality, cooperative attitude, honesty and courtesy.

**Provide person-centered care**- relates to others using compassion, care, empathy and respect in a way that is meaningful.

**Integrity**- Integrity in the workplace comes in many forms, but above all refers to having upstanding character traits and work ethics including sound judgment, honesty, dependability, and loyalty. Uphold the standards and expectations of the clinical facilities and the university.

**Uniforms**- Should be clean, free from stains, free from wrinkles, and fit appropriately. You should also have the correct badge and supplies to succeed during the clinical or lab experience. General appearance should be neat and clean with low body odors. While wearing the uniform of the SUU DON the students will exhibit the utmost professionalism whether in the clinical/classroom setting or in the community.

**Provide safe care**- Patient safety includes prevention of diagnostic errors, medical errors, injury, or other preventable harm to a patient during the process of health care and reduction of risk of unnecessary harm associated with patient care. Report actual or potentially unsafe situations or persons to faculty or staff of the facility.

**Teamwork**- Work well with others. Willingly engage in activities with others using each team member's unique strengths and skills to promote the delivery of high-quality, effective nursing care and promote positive healthcare outcomes for all patients. Follow directions. Establish rapport with other individuals on a team. Give and receive constructive feedback.

**Confidentiality**- Confidentiality in the medical setting refers to “the principle of keeping secure and secret from others, the information given by or about an individual in the course of a professional relationship, unless the information is necessary for patient treatment” and it is the right of every patient, even after death. Use social media judiciously.

**Attendance**- This is a face-to-face program and the student is expected to be present and on time for all classes, lab and clinical experiences. Appointments, work obligations, vacations, and other personal matters are not to



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**SUBJECT: STUDENT PROFESSIONAL EXPECTATIONS**

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be scheduled when the student is committed to the classroom, lab and clinical experiences. Attendance for each class will be designated per the instructor.

**Accountability-** Each student is accountable for their actions, behaviors and the choices they make. Accountability as a student means to stay committed to learning and growing. Accountability as a student nurse means to adhere to the high standards of the nursing practice, and to be held accountable for any deviation from those standards.

**Personal phone use-** cell phones are not to be used during a clinical for personal purposes. If you need to use one, please go into a break room or bathroom to use them. Personal phones may be used to look up things related to patient care if appropriate.

Example of Professional Conduct in the clinical setting: Keeping voice down, speaking respectfully to the nurses and other healthcare staff, do not talk about patients or their conditions outside of patient care (this means not in the halls, at lunch, on the elevator, etc.), do not tell a nurse, doctor or other healthcare provider they are wrong in front of the patient, be actively engaged, no cell phone out, etc.

Refer to the Professional Practice Occurrence Report.

My signature indicates that I have read, understand, and will adhere to the above Professional Expectations Policy.

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

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



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**SUBJECT: UNPROFESSIONAL OCCURRENCE**

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- I. **PURPOSE:** The student will demonstrate professionalism and safe practice at all times while in the Nursing Program. See Professional Expectations Policy for definitions of professionalism expectations.
- II. **POLICY:** Any behaviors inconsistent with this expectation will be documented, discussed with the student, and remain a part of the student's performance record throughout the nursing program.
  - A. Unacceptable behaviors may be classified as unprofessional/unsafe or critical unprofessional/unsafe.
  - B. Unprofessional/Unsafe behaviors will have a point value attached to them. **An accumulation of 4 points will result in a full review of the student's performance record by the Review Panel and may result in action affecting the students' standing in the program.**
  - C. **UNPROFESSIONAL/UNSAFE PRACTICES** - The following behaviors are considered **Unprofessional/Unsafe**. Each incident will be assigned 1 point.
    1. Failure to prepare for clinicals or contact clinical site for availability/arrival time.
    2. Failure to complete clinical preparation assignments, as set per clinical course.
    3. Failure to submit, to the office manager, proper documentation (including immunizations, drug screens, CPR, NSNA membership, forms, etc.) by deadline date.
    4. Failure to notify supervising faculty (and receive confirmation) and/or unit at least 90 minutes **PRIOR** to assigned time of arrival for illness or weather.
    5. Tardiness
    6. Unexcused absence (no call, no show or leaving assigned area without proper communication with clinical instructor/staff/preceptor).
    7. Inadequate knowledge, before initiating care, of treatment, medications, or plan of care.
    8. Medication error.
    9. Treatment error.
    10. Error prevented from occurring by clinical faculty/staff intervention (Note: The student is not in error when consulting with faculty regarding dosage calculations or clinical judgments prior to initiation).
    11. Communication with staff, faculty, fellow students, or clients that is disrespectful or otherwise unprofessional.
    12. Inappropriate dress.
    13. Any behavior deemed Unprofessional/Unsafe/Unsatisfactory by the faculty.
    14. Inappropriate use of clinical time.
      - a. The faculty member may send the student home or to the Nursing Learning Lab for any of the above behaviors, particularly if client care or safety is compromised. **If it becomes necessary to dismiss the student from the clinical setting for the day, an additional point will be assigned and clinical hours must be made up.**
      - b. Level faculty members meet with the student to complete the Occurrence Report as soon as feasibly possible after the incident has occurred (preferably on the day of the incident). Faculty will meet with the student regarding the incident within 1 week unless it is the student's 4th point and then the meeting should occur the next business day with the faculty member involved or another level faculty.



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**SUBJECT: UNPROFESSIONAL OCCURRENCE**

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- c. The student, faculty member involved and/or course faculty should all provide written comments on the Occurrence Report or document “no comment”. The level faculty will determine an appropriate action, related to the Unprofessional/Unsafe behavior demonstrated by the student. If the student refuses to sign, the issue will be taken to the Department Chair.
- d. All Unprofessional/Unsafe incidents will be recorded and kept on file. Records must be maintained throughout clinical and/or course experiences for each student. Incidences are not confined to one course but are considered cumulative in evaluating the student’s overall clinical performance.
- e. Accrued Professional-Practice Occurrence points will remain in effect on return of out-of-sequence students; the cumulative total will be carried throughout progression of program of study.

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

1. Any life-threatening error or action by the student to client, staff, faculty, or others.
2. Implementing any action that is in violation of the course, school, or agency HIPAA policy (See Health and Safety in Student Handbook [https://www.suu.edu/nursing/resources/Nursing\\_Student\\_Handbooks.html](https://www.suu.edu/nursing/resources/Nursing_Student_Handbooks.html)).
3. Impaired Performance regardless of cause including; drugs, chemicals, sleep deprivation or stress.

**E. UNPROFESSIONAL-PRACTICE OCCURRENCE REVIEW PANEL** - The Unprofessional-Practice Occurrence Review Panel consists of another level student, Program Manager and one other faculty member from a different level or clinical associate designated by the Department Chair that is not assigned to the clinical course. The department chair and/or program lead may also be present. The student will not be able to participate in further clinical activities until the Panel has met and a decision has been reached regarding progress of the student. The panel may call in the student and/or faculty member involved when considering concerns. The student may bring into the panel another individual for emotional support, upon request and approval by the department chair.

1. The panel will make one of the following decisions:
  - a. Remediation.
  - b. Assign course failure(s).
  - c. Dismissal of student and possible termination of student from the program.
2. The Unprofessional-Practice Occurrence Review Panel will make the final decision regarding student progression.

All clinical points will remain with a student who has deferred or is retaking a course or level, including students who have started the program and then deferred their place until a subsequent cohort space is available

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





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**SUBJECT: TECHNOLOGY IN THE CLASSROOM/CLINICAL SETTING**

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1. **PURPOSE:** To maintain the academic integrity of courses in the Department of Nursing through appropriate student use of technology in the classroom.

The Department of Nursing views the use of personal electronics as affecting everyone involved with a learning experience. Therefore, the use of these devices shall be dictated by the Department's Appropriate Use of Technology in the Classroom policy and is not solely an individual student's choice.

For purposes of this policy, "personal electronic device" means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to phones, smart watches, tablets, laptop computers, etc.

The use of any personal electronic devices in the classroom, not otherwise governed by the University or course policies, is subject to the approval of the instructor. The use of such devices without permission of the instructor may be considered disruptive behavior.

## II. POLICY:

1. All electronic devices are not to be used during class unless the professor authorizes their usage for a class-related purpose.
  - a. In particular, cell phones are to be turned off or silenced and are not to be used during a class.
  - b. If the instructor gives permission for the use of a personal electronic device and/or digital recorder for note-taking that is the sole purpose for which these devices should be used.
2. The use of any electronic devices during examinations, other than those sanctioned by the professor in charge of the testing, is strictly prohibited.
  - a. If the professor allows the use of calculators, a basic calculator may be used.
  - b. No lending/borrowing of calculators is allowed during quizzes and exams.
3. Cell phones are to be turned off and not used during any testing or examination periods. During testing cell phones are to be stored in a bag and may not be placed on the table, desktop, or individual's lap. A cell phone may not be used as a calculator. Earphones/buds may not be worn during quizzes and/or exams. Ear plugs are okay.
4. Students with disabilities, who require electronic devices for their day-to-day functioning in the academic setting, are to coordinate the use of electronics during class sessions with the Disability Resource Center (DRC) who will notify their course professor of needs.
5. Faculty members have the right to instruct students to turn off laptops and other devices, and to stow those devices in secure places during any class.
6. All tests are designed to assess the students' ability to apply the language you have learned to a specific task. The Southern Utah University Department of Nursing forbids the use of electronic devices for the purpose of translation on any test. It is suggested that as you read and study for



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**SUBJECT: TECHNOLOGY IN THE CLASSROOM/CLINICAL SETTING**

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exams that you seek help from your professor, go to the Tutoring Center, consult your textbook, or use a bilingual dictionary to help you learn the discipline-specific language.

Students who violate this policy may be asked to leave the room, and may not be allowed to complete the exams, thus incurring a failing grade for the test. Students may also be liable for additional disciplinary sanctions under this policy. The final decision on the acceptability of a resource lies with the course instructor.





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**SUBJECT: Clinical Expectations, Uniform and Appearance**

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

**POLICY:** All pre-licensure students are required to adhere to the following clinical expectations. All students are required to purchase the regulation uniform and patch from the selected vendor(s). The Department of Nursing patch must be worn on the **LEFT** center of the sleeve of the uniform. All students are also **required** to wear a photo name badge which will state their first name followed by Student Nurse, Southern Utah University; this badge will be provided by the Department of Nursing. It must be worn **AT ALL TIMES YOU ARE IN A CLINICAL SETTING**, unless a clinical site requires a different badge.

- II. PROCEDURE:** Clinical Expectations of students at clinical sites are as follows:

- a. Students are at clinical sites as a student and shall not be deemed an employee of the clinical site for purposes of compensations, fringe benefits, worker's compensation, unemployment compensations, malpractice/professional liability coverage, licensure, certification, etc.
- b. Professional Conduct obligations of the nursing students are that students must maintain confidentiality of patient information. It is the student's obligation to comply with SUU's and clinical sites rules and regulations while attending clinical at said site. It is the student's responsibility to be aware of health and safety standards set by HIPAA and/or OSHA, Exposure Control Plan, and any other applicable law. Students are to arrive early and professionally dressed to every clinical. Students will not work in the six-hour period prior to their clinical start time.
- c. It is the student's responsibility to seek and receive health care at the time of exposure to infectious agents while in the clinical setting and provide any copies of medical records of these services to the clinical site and SUU. The student is responsible for the cost of such health care and or testing including follow-up testing.
- d. It is the student's obligation to obtain prior written approval from SUU and clinical sites before publishing any material relating to a clinical experience, to remain in compliance with the regulations found at 42 C.F.R. part 2, and with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

- III. PROCEDURE: The uniform is a tan/khaki-colored top and black scrub pants.** The uniform will be purchased from a designated vendor at their website, information on how to order will be distributed at Level 1 orientation. Tennis shoes/soles need to be clean solid colors black, gray, or white and can have subtle accent colors. They should match the uniforms and be closed toe.

If you have questions, consult with your clinical faculty member. Students are allowed to wear a solid color black or white long or short sleeve tee under their uniforms if desired. Depending on the clinical site, uniforms, or other as determined by faculty must be worn whenever in the clinical area. Patches are available for purchase in the Department of Nursing Office.

- A. APPEARANCE** - You will be expected to dress and act professionally at all times when in the clinical area. Uniforms must be clean and neat. You are expected to manage personal hygiene habits to control cleanliness and avoid offensive body odor. Perfume, cologne or lotions that might interfere with those who are ill or allergic to such odors or fragrances should not be used. Hair, including facial hair, must be well groomed and neat and no extreme colors. Extreme styles which may distract from providing exceptional care should be avoided. Visible body piercing is not permitted except for two pairs (total of four ear piercings) of earrings. Fingernails should be trimmed so 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 may need to be covered, per facility or department direction. Institutional requirements for specific clinical agencies that may further define dress codes will be adhered to; such as hair pulled back from face.



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**SUBJECT: Academic Integrity/Due Process**

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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.

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**Academic Integrity**

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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.

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**Student Conduct**

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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](http://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](http://www.nsna.org); ANA code [www.nursingworld.org](http://www.nursingworld.org); Utah Nurse Practice Act [www.dopl.utah.gov](http://www.dopl.utah.gov) ).

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**Student Misconduct**

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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.

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**Due Process**

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Due process is a system of rules and guidelines designed to achieve fair and reasonable resolution to a dispute. Southern Utah University has developed procedures that apply to all disputes involving or regarding students. Problem resolution precedes due process. It is always preferable to resolve differences through informal means when possible before resorting to due process procedures. Informal resolution means going directly to the person with whom you have a conflict to work things out between the parties involved. The next phase of informal resolution will involve the immediate supervisor (department chair) to assist in resolution by functioning as an intermediary. If the problem cannot be resolved through these informal means, the concern is elevated to a formal complaint as the student submits a written explanation of the complaint to the department chair. Refer to the university due process policy for specific steps (SUU Policies and Procedures 6.22).



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**SUBJECT: SOCIAL MEDIA POLICY**

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**Policy Statement**

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

**Purpose**

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

**Definitions**

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

**General Information**

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.”



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**SUBJECT: SOCIAL MEDIA POLICY**

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**Provisions/Policy**

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



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**SUBJECT: SOCIAL MEDIA POLICY**

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**Procedure/Considerations**

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

**Consequences**

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

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



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**SUBJECT: STUDENT NURSE ASSOCIATION REQUIREMENT**

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

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

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

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

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

It is a program requirement that all pre-licensure and Health Professional students join the SUUSNA and NSNA. Membership is to remain current for the duration of each students' enrollment in the nursing program. There is a fee associated with membership; dues are your responsibility. (to pay for the SUUSNA on-line, click here)

[https://secure.touchnet.net/C20196\\_ustores/web/product\\_detail.jsp?PRODUCTID=994&SINGLESTOR E=true](https://secure.touchnet.net/C20196_ustores/web/product_detail.jsp?PRODUCTID=994&SINGLESTOR E=true)

To join NSNA click here: <http://www.nsnamembership.org> to register and pay for the NSNA (Sign up and pay for two years).





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**SUBJECT: DONATIONS, FUNDRAISING AND STUDENT USE OF THESE FUNDS**

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**Donations and Fundraising**

Students requesting donations for class or student activities will coordinate through the Faculty Advisor and Program Manager for approval. All monetary donations or gifts in excess of \$1,000.00 must be coordinated through the SUU Development/Advancement Office, SUU Policy #10.11.

SUU/SNA groups are allowed to have fundraisers, for a specific group or cause and or club needs, activities, etc. See Nursing Gear/Custom Print policy.

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

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

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

SNA Socials/events

Each semester \$300 is allocated for socials, events, etc.

SUUSNA account will be managed by the SUUSNA President and Treasurer.

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

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

Soliciting Funds from Senate and Student Reimbursement

See current SUUSA policies for up to date information on requesting funds from the Senate.

<http://www.suu.edu/suusa/>



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**SUBJECT: NURSING GEAR - CUSTOM PRINTING POLICY**

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**Nursing Gear/Swag w/Custom Print Fundraisers (Shirts/Decals/Hats/Jackets/Etc.)**

SNA is allowed to do one Nursing Custom Print Gear/Swag Fundraiser a semester; fall, spring, and summer. SNA committee will design merchandise using the approved Department Form, approved SUU Logos and have approval from SNA Advisor. Monies earned from said fundraiser can be donated to the charity(ies) of their choice with approval of SNA Advisor.





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**SUBJECT: Student Officers and Representatives**

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**Selection of Student Officers and Representatives**

**Class Officers**

Class officers are elected as part of the NURS 3140 or NURS 3142 course. Each class will determine the officers needed and conduct elections under the direction of faculty teaching the course. Those officers will stand throughout the program. When vacancies occur, replacement elections are conducted as needed.

**SUUSNA Officers**

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

Level 3 Student Representative serves as the SUUSNA President.

Level 4 Student Representative serves as the SUUSNA Past President.

Level 2 Student Representative serves as the SUUSNA President Elect

Level 1 Student Representative serves as the SUUSNA Secretary

All other officers are elected.

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

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

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

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

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



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**SUBJECT: Required Student Documentation**  
**Documentation of Membership in a Professional Nursing Organization**

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**Purpose:**

As a means of demonstrating commitment to the profession, documentation of membership is due with the nursing packet. Documentation must show current membership throughout the program. Pre-licensure and Health Professional students need to join the National Student Nurses Association (NSNA) and the SUU Student Nurse Association (SUUSNA) for two years.

**Self-disclosure Health Record**

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

**Documentation of Immunization and TB testing**

As a patient care provider, students are required to remain current with documented proof of the following: Annual TB test (initial test must be a two-step) or x-rays (for positive TB and current health history by a healthcare provider), Tetanus, Diphtheria, Pertussis (Tdap) proof of one Tdap vaccination after age ten (good for 10 years and then a tetanus vaccine is required), Measles/Mumps/Rubella immunization (proof of two MMR vaccinations or proof of immunity to Measles (Rubeola), Mumps, Rubella through blood tests), Varicella/Chicken Pox immunization (proof of two Varicella vaccinations or proof of immunity to Varicella through a blood test), Hepatitis B (Documentation of three Hepatitis B Vaccinations and/or blood test with “Reactive” result. If the Hepatitis B series has not been completed 8 weeks prior to the start of the program, a Titer is also required, proof of current annual influenza vaccination, current COVID vaccination or two doses of the original vaccination for Moderna and Pfizer or one dose of J&J. Students can request a medical or religious exemption (this must be submitted and approved). Documentation for all of the above must be provided to the office manager by the date specified. Documentation will be maintained in the nursing program files. Immunizations are available at the Southwest Utah Public Health Department Immunization Clinic or from a private health care provider. Copies of student documentation will be provided to clinical facilities upon request.

**Documentation of Basic Life Support for Healthcare Provider (BLS)**

To stay in compliance with clinical agency requirements, students are required to have current American Heart Association BLS for HCP certification on file in the department office (Beginning students will complete the online portion by the first day of the semester. Hands-on-training will be scheduled through the SUU Nursing Lab Coordinator the first few weeks of the semester). BLS must be current throughout the program.

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

students will receive training in OSHA exposure control guidelines and will be oriented to the department exposure control plan. Documentation of annual training will be maintained in nursing program files.

**Documentation of Drug Screen**

To stay in compliance with clinical agency requirements, students are required to participate in random drug screening. Students must provide a current prescription and also a letter (for certain drugs) from a licensed health care provider on letterhead stating that the student is under their care for that specific drug. Students cannot participate in any rotations impaired. Recreational drugs (while legal in some states) are not legal in Utah and students testing positive will be removed from



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**SUBJECT: Required Student Documentation**  
**Documentation of Membership in a Professional Nursing Organization**

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the program.

**Documentation of Background Check**

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

**Documentation of Health Insurance Coverage**

To stay in compliance with clinical agency requirements, students are required to provide proof of appropriate insurance coverage or a notarized waiver form must be completed. Please note: students who do not have health insurance may not be able to participate in some clinical rotations.

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

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

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

***Clinical Attendance:*** Students must attend all nursing lab activities and clinicals. Student safety is always a concern. With that being said, you also have to complete your clinical hours to pass. You are welcome to cancel a clinical, due to driving in inclement weather, with the understanding that you need to notify your professor 90 minutes prior to the scheduled clinical time. That clinical will be rescheduled at the discretion of the instructor based on availability, if that clinical cannot be rescheduled, you will receive an incomplete for the class and have to finish this class at a later time

***If faculty cancel/change a scheduled event (including class or clinical); students and Department Chair need to be notified as soon as the decision is made. Ideally at least two hours before the scheduled event.***



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**SUBJECT: Student Medical Leave**

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- I. Purpose: To provide the Department of Nursing (DON) a process and guidance for students, or their immediate family members who are diagnosed with a serious health condition that prevents the student from attending classes and/or clinicals for an extended period of time.
  - A. Immediate family member: For purposes of this policy, Immediate Family Members include only the student's spouse, child (natural, adopted, step, or foster), parent, and parent-in-law.
  - B. Serious Health Condition: A Serious Health Condition is (1) a condition which requires an overnight stay in a hospital, hospice, or residential medical facility; (2) a condition requiring absence from school for more than seven (7) calendar days, and which requires Continuing Treatment for a chronic or long-term health condition which, if not treated, would result in an absence of more than seven (7) days.

- II. Policy:
  - Application for Leave

In all cases, a student requesting leave must complete a DON Leave Authorization Form and return it to the DON Office. The completed application must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.

Level Faculty will meet to discuss the student's situation and provide guidance and deadlines for continuing vs deferring.

1. Emergent or new illnesses that arise during the semester may be eligible for incompletes or withdrawal from courses.
2. Decisions for serious health conditions that arise prior to the start of the semester should be final before the first day of the semester.

■ Notification to Student

1. After Level Faculty meet, guidelines will be given to help the student choose a modified schedule or deferral/leave.
  - a. Student may attend didactic classes via zoom while they or their families are hospitalized. They are otherwise required to attend class in person. It is up to the discretion of the professor if they can zoom class when not hospitalized but the student will lose attendance/participation points for not attending in person.



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**SUBJECT: Student Medical Leave**

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- b. The student must attend all lab and clinical classes/dates. Clinical dates may be arranged to accommodate the student at the discretion of the professor and related to availability of clinical dates and sites.
  - i) If at the time of illness/injury the student has completed 75% of their clinical and are in good standing they may opt to take an incomplete for clinical and complete the clinical during the next semester. If they progress to the next level during the next semester they will have to complete both their incomplete hours as well as their current clinical requirements.
- c. If the student is unable to meet the above expectations they will be given the opportunity to defer and be readmitted per the “student progression in nursing program” policy.
  - i) Students will be guaranteed readmission and will be considered for the class that meets their needs and/or has space available (pre-licensure or HP program)
    - 1. Level faculty will submit their recommendations to the department chair.
    - 2. Final decision will be granted by the department chair in writing.

**🏠 Release to Return to School**

A doctor's release is required for a student who returns from a medical leave of one (1) week or longer.

Students continuing in the nursing program, either modified schedule or deferral will need to report on their status/progress.

Note: This is for DON purposes only. Students must also meet all SUU’s policies for Emergency Withdrawal Requests, including registration, scholarship, financial aid, etc.

**Leave for use to create form: Certification**

Certification of the need for leave to care for the student's own illness or injury or that of a Family Member is required. The student must obtain the following information from a responsible health care provider and make it available to the DON:

- 1. The date the Serious Health Condition began;
- 2. The duration of the condition;



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**SUBJECT: Student Medical Leave**

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3. A statement that the student needs to care for the ill person and the estimated length of the leave or a statement that the student cannot perform the functional requirements for student's success in nursing school (page 64 in the Nursing Student Handbook).
4. If applicable, the medical reasons verifying the need for intermittent leave or a reduced work schedule, such as scheduled dates for treatment(s).





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**SUBJECT: Learning lab**

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**PURPOSE**

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

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

**METHODS OF LEARNING**

- Autotutorial: defined as a learning method whereby students are self-motivated, active learners taking initiative for their own learning by organizing time and resources to complete activities outlined in course syllabus.
  - Demonstration / Return Demonstration: defined as a learning method whereby students are able to see expert demonstration of skill/practice and then demonstrate proficient execution of skill.
  - Peer Mentoring: defined as learning through guided activity/learning provided by student peers that have been selected by DON faculty.
  - Simulation: defined as an educational strategy in which conditions are created to resemble authentic situations that are possible in real life. Simulation experiences allow participants to develop or enhance knowledge, skills and/or attitudes and provide an opportunity to analyze and respond to realistic situations in a simulated environment.
  - Validation: defined as an evaluation activity where student skills and clinical decision-making abilities are assessed by faculty with regard to meeting standards and criteria for course and program outcomes.
  - Debriefing: defined as an activity that is post validation or simulation, guided by a faculty facilitator. Involves evaluator feedback regarding participants' performance and includes student reflection.

The Learning Lab (SCA 103/104) environment allows flexibility, within guidelines set forth by faculty in respective clinical courses; to accommodate individual learner styles, preferences, and timeframes. Clear criteria, adequate preparation, and skills practice, followed by faculty assessment of competence, ensures students learn not only technical skills but also the role of the registered nurse in the performance, delegation, and supervision of skills.

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

**LEARNING LAB SCHEDULES**

- Open practice labs will be coordinated by faculty and/or Lab Coordinator to ensure students have quality practice time.
- Closed lab is defined as the unavailability of the Learning Lab except for a designated course that has a scheduled activity, facilitated by faculty. Students involved in that course have priority to the lab.
- DON faculty and Lab Coordinator will coordinate use of the Learning Lab with DON program manager to maintain a master schedule. The schedule is posted each semester electronically on the nursing



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**SUBJECT: Learning lab**

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website and hard copies placed on the Learning Lab bulletin board.

- Requests for use of the Learning Lab from **outside of the DON** may be scheduled through faculty/lab coordinator and program manager, if there is no conflict with scheduled nursing activities. The lab coordinator or other designated DON representative will be physically present in the department of nursing throughout the time that the Learning Lab is utilized to assure safe and professional conduct.

### **LEARNING LAB EQUIPMENT**

- Individual faculty members are responsible for proper use of props and equipment within their respective courses. The Lab Coordinator should be notified of any worn or malfunctioning equipment.
- Course syllabi will address student utilization of equipment (for example check-out, maintenance, etc.) All equipment checked out by students will be returned prior to end of the semester.
- References (Textbooks, handbooks, etc.) located in the Learning Lab are considered ‘on reserve’ for use in the Learning Lab, nursing classroom and/or in close proximity to the department of nursing.
- Hard copy reference materials used in the Learning Lab are approved by course faculty. Learning Lab computers are utilized as a resource for reference materials. Reference materials reflect current practice.
- All equipment and supplies in the Learning Lab are considered property of the DON.
- Faculty/Lab Coordinator are responsible to document Learning Lab equipment checked-out for use outside of department of nursing and/or overnight; record on clipboard in Learning Lab 103. Faculty may review list of equipment available for checkout in DON Shared Drive>Learning Lab folder.
- Faculty/Lab Coordinator are responsible for returning materials to the lab/storage area which have been used in areas outside of the lab.
- Requests for new equipment are discussed by faculty during Level meetings then items are added to DON ongoing Equipment Wish List. Annual durable equipment purchases are prioritized by faculty from wish list and submitted to DON chair for approval to purchase.
- An electronic working inventory of all equipment/supplies will be maintained by the Lab Coordinator.

### **PROCEDURES**

#### **Safety**

- Students will comply with University protocols for Safety on campus  
<https://www.suu.edu/safety/> <https://www.suu.edu/ad/em/pdf/campus-emergency-procedures.pdf>  
<https://www.suu.edu/coronavirus/>
- All student nurses, faculty and professional staff will complete annual DON safety training to encompass safe practice in the Learning Lab and clinical settings and review SUU DON Exposure Control Plan.
- Students, Faculty and Staff will participate in frequent cleaning and disinfecting of surfaces and equipment.



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**SUBJECT: Learning lab**

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- Participants in the Learning Lab should apply safety and OSHA Standards in all activities to avoid accidents, injury and illness. Participants will handwash with soap and water for 20 seconds upon entry to Learning Lab, prior to ‘hands on’ experiences. Repeat hand hygiene frequently as appropriate with hand sanitizer or soap and water.
- Food and drinks are to be avoided at immediate bedside stations, medication stations/carts, computers, or during validations.
- Invasive procedures on a consenting person are not allowed without the direct supervision of DON faculty.
- If a student is involved in an unusual occurrence/incident during any Learning Lab activity, he/she should notify faculty and/or lab coordinator immediately. Examples of incidents include but are not limited to: sharps injury, falls, pathogen exposure, allergic-type reaction.
- Faculty/Lab Coordinator/Students are responsible for safeguarding equipment and the lab environment.
- Simulated medications and medication labels are used in the Learning Lab. Faculty/lab specialist create labels and utilize marketed products like *Demo Dose<sup>R</sup>*. Real medications are not housed in the Learning Lab except for Normal Saline (NS) products used for live IV starts and live injections (*Carpujet* NS, NS flush syringes, NS vials) and expired IV infusion bags donated from various health care agencies.
- Students enrolled in the nursing program and individuals approved by nursing faculty may be allowed to be in Learning Lab. Examples of approved individuals include but are not limited to: guest presenters, patient actors, family of students with faculty supervision, children and adults for assessment demonstration, etc.
- HIPPA guidelines will be followed in reference to patient identifiers on donated equipment to the learning lab.

**Learning Lab Practice & Validation Attire**

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

**Professional Integrity**

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

**VALIDATIONS/SIMULATIONS**

**Expectations of Student Performance**

- Only students or faculty approved individuals who are a part of the learning lab experience are allowed in the learning lab during the validation/simulation activity.
- Students should plan to sign-up based on the schedule in course syllabi.
- To prepare for a successful validation/simulation, students are responsible for reading performance criteria and general instructions, located in course syllabus and/or on CANVAS.



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**SUBJECT: Learning lab**

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- Students should clarify any criteria for grading of a validation/simulation with course faculty prior to the experience.
- Students are responsible to follow the course instructions for proper attire during validation/simulation.
- Student use of notes during simulation/validation is at the discretion of individual faculty and/or clarified in course syllabi and/or in LL experience instructions.
- When paired/grouped with classmates for validation/simulation; effective & respectful communication techniques and health care team collaboration will be utilized.
- When a Learning Lab activity includes an invasive procedure (for example, IM injection or IV start) on a live person, a consent form is signed by person prior to the procedure and is directly supervised by DON faculty.

**Faculty Role / Expectations**

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

**GRADING**

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

**REFERENCES**

Healthcare Simulations Standards of Best Practice™ (revised 2021)  
<https://www.inacsl.org/healthcare-simulation-standards>

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

Quality and Safety Education for Nurses (QSEN) competencies.  
<https://qsen.org/competencies/pre-licensure-ksas/>



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**SUBJECT: STUDENT PROGRESSION**

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**I. PURPOSE:** The purpose of this policy is to provide guidelines for successful progression of students through the nursing program.

**II. POLICY:** Successful progression in the program requires a consistent demonstration of ability to master professional skills, apply these skills in clinical practice, and to adhere to professional nursing ethics and values.

1. The faculty members believe students' mastery of the major concepts, frameworks, processes, and thinking abilities identified in the curriculum will demonstrate that students are prepared to practice as a professional baccalaureate nurse.
2. A variety of assessment and validation methods will help students, the faculty, and outside mentors determine their consistency in meeting the ability based outcomes of the program.

**REFERENCES:**

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

**III. DEFINITIONS:**

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



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**SUBJECT: STUDENT PROGRESSION**

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3. **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)
77-79%	= C+ (2.3)
74-76%	= C (2.0)
73.9% or below	= Fail

**IV: PROCEDURE** To progress in the program, students must pass each course with a C minimum.

1. If a student's clinical performance is consistently below expected level, although points may not have accrued under the Safe/Professional Practice Policy, the student will participate in an evaluation conference with the course faculty or level faculty.
2. Student's progression in the clinical course may be halted before the student enters the clinical setting if course faculty members deem the student's performance as unsafe in the Nursing Learning Lab.
3. Course faculty will assign a course grade based on evidence of clinical performance including Nursing Learning Lab Validations, observation of students in Nursing Learning Lab, off-campus clinical settings, Clinical Evaluation Forms, and clinical faculty input.
4. If the student fails, the clinical course they follow the procedure as outlined in policy; IV.1.b.
  - a. **If a student does not achieve a C in each course and it is the first occurrence, the student will fail and can retake the course. The student will also be required to take the 3 credit hour remediation course. If it is a clinical course the student will need to wait for space to become available, before they can retake failed clinical courses.**
  - b. Students may repeat a nursing course only once.
  - c. Costs incurred by fulfilling the requirements are the responsibility of the student.
  - d. If a student is unsuccessful in the same or an additional course with the





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**SUBJECT: STUDENT PROGRESSION**

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**NURS prefix (in the same semester or later semesters) and it is the second occurrence:** The student will be terminated from the nursing program.

**b. 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. The "Student Withdrawal/Deferral Form" must be filled out and turned into the nursing office
2. The SUU academic calendar identifies the last day to drop a course without a UW.
3. Withdrawal by a student who is not meeting course outcomes at the time of withdrawal will be interpreted as an unsuccessful course completion and will be handled as such. As per SUU policy number, 6.31.
4. All prerequisites or corequisites must be successfully completed prior to progression to any course scheduled in subsequent semesters.
5. All courses designated as part of a level must be successfully completed before taking any courses on a subsequent level.
6. If a student who has withdrawn voluntarily wants to be readmitted to the nursing program, they must complete the "Student Readmission To Nursing Dept Form" in the Student Forms - Appendix portion of the student handbook and submit it to the Administrative Assistant in the Department of Nursing Office. Application does not guarantee re-admission.

**c. Readmission policy for the Nursing program is as follows:**

- a. Readmission submission requests must be submitted no later than the application due date of the semester student wishes to return (Fall semester, last Friday of February. Spring semester, last Friday of September).
  - b. Consideration for readmission is based on the current application standards, and made by the Admissions and Advancement Committee on a space available basis, all decisions are final.
  - c. Each case is considered individually and students are not guaranteed readmission.
  - d. Readmission to a specific level of the nursing program is granted one time only.
  - e. The Pre-licensure/HP program must be completed within five years of official acceptance to the program including withdrawals or readmission.
- 3. If terminated from the program, students will not be readmitted.**





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**SUBJECT: FINANCIAL ASSISTANCE**

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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.

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**SUBJECT: LATE ASSIGNMENTS**

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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.*

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**SUBJECT: MAKE-UP WORK**

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

***Didactic:*** Make-up work for extra credit or in place of missed assignments for theory classes *is at the discretion of each faculty member.*

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**SUBJECT: ADA STATEMENT**

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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>).

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**SUBJECT: Class Ceremony(ies) Guidelines**

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Pinning and Pledge Ceremonies are standardized to minimize costs. Costs will be funded by the Department since they will be minimal.

**Standardized Pledge Ceremony:**

One Video Presentation, Choice of Cupcakes (per form) and water for refreshments (if pricing changes for the cupcakes we will go back to sheet cakes), Class Committee will design invitation and program (to be approved by one faculty member and one staff member), Department will print using the resources available in the Department and/or Print Shop on Campus. Program shouldn't exceed one hour.



### **Standardized Pinning Ceremony:**

One Video Presentation, No Refreshments, Class will design the invitation and program (to be approved by one faculty member and one staff member), Department will print the invitation using the resources available in the Department and/or Print Shop on Campus. Students can use their print account/balance for the programs. Department to provide one PST Certificate per graduate and one Graduation Stole per graduate (stole will replace the roses). Pins will be attached to the Stole (no need for ribbons or corsage pins). Department will print one 8x10 graduation class picture to use at pinning and in the office. Program shouldn't exceed one hour. Any parties and or meals/celebrations will be the responsibility of the class and not the Department.

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### **SUBJECT: MANDATORY STUDENT ATTENDANCE**

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The nursing department schedules student events for which attendance is mandatory. These events include:

- opening celebration, each semester for all students enrolled in current semester
- Hurst Review for the HP Level 3 and Pre-Licensure Level 4 students

Prior to the event, students must submit a written request to the department chair asking to be excused. Valid reasons for excusal may include a family death or presence of contagious illness. Non-valid reasons for excusal are conflicting work schedules or family vacations. The department chair will consider each request on an individual basis. Students whose requests are deemed valid will be notified that they are excused. Students whose requests are deemed not valid will be notified that they are not excused. A clinical point will be issued to any student who is not present at a mandatory event and has not been excused.

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### **SUBJECT: LICENSURE PREPARATION**

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

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

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### **SUBJECT: ACTIONS PENDING UNDER AN LPN LICENSE**

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

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### **SUBJECT: LIABILITY INSURANCE**

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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 without clinical faculty present or available to monitor your clinical practice. Students should never present themselves as a student nurse without the knowledge of a clinical faculty member.



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**SUBJECT: GENERAL STATEMENT OF RISKS**

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

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**SUBJECT: SAFETY IN THE LAB, CLASSROOM AND CLINICAL**

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

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**SUBJECT: EMERGENCY RESPONSE PLAN**

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

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**SUBJECT: PHOTOGRAPHS, AUDIO RECORDINGS, AND WRITTEN MATERIAL IN CLASSROOMS, LABS AND CLINICAL AGENCIES**

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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, take pictures of, or video any patient or facility 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.

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**SUBJECT: REQUESTS FOR STUDENT VOLUNTEERS**

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



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**SUBJECT: Student Complaints**

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**Process for Student Complaints**

This process includes and is in accordance with SUU Policy #11.4 (Student Complaints)

1. Students who have a concern about a faculty or staff member should first try to discuss the concern with the individual. If this approach does not lead to resolution of the matter or, if for some reason, the student cannot take the matter directly to the employee, the student should follow the DON Chain of Command to discuss their concern with the next faculty or staff member. In the case of a complaint regarding a faculty member, this would be the student's faculty advisor. The faculty advisor may assist the student to bring the concern to the level or program lead (see below for Chain of Command)
2. If the concern is not resolved, the concern should be brought to the attention of the department chair.
3. If the complaint is still not resolved, the department chair will ask the student to draft a formal letter of complaint and submit it to them within 30 calendar days. The department chair hearing the initial concern can, in consultation with the student, take one of several formal courses of action.
  - a. Meet with the faculty or staff member to discuss the concerns while protecting the student's identity per student's request.
  - b. Meet with the faculty or staff member to discuss the concerns to include sharing the source of the complaint.
  - c. Meet with the faculty or staff member and the student to address the complaint and determine a course of action (as appropriate) to reach resolution.

For any of the actions outlined above to occur, the concern must be formalized into a written complaint signed by the student and submitted to the department chair. No formal action will be taken without written documentation.

4. If resolution is reached, a letter from department chair to the student and the faculty or staff member will be provided. The letter will outline the resolution that was reached and a copy, signed by both parties, will be retained by the department chair and copied to the dean of the College of Health Sciences.



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**SUBJECT: Student Complaints**

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5. If the complaint remains unresolved, the written complaint, along with a narrative of the actions taken, will be forwarded to the appropriate next level of supervision for investigation. This investigation may include informal conversations with individuals who may have knowledge that supports or refutes the allegations. If resolved, a letter of resolution will be provided to the faculty or staff member, the student and the department chair or appropriate director. A copy signed by all parties involved will be retained by the Dean.

6. If it is determined that a complaint against a faculty member warrants a formal hearing, the matter will be referred to the Provost who will follow appropriate University policy to resolve the matter. If, in the case of a staff member, a more formal process is warranted, the supervisor will consult with the Director of Human Resources who will follow the appropriate University policies to resolve the matter.

7. Students in need of guidance during this process can find assistance in the Office of the Vice President for Student Affairs.

8. Public denigration of faculty members through media such as social media and petitions is not an acceptable substitute for the steps outlined above. In fact, such actions will dilute the effectiveness of the procedures outlined in representing the best interest of all involved and may result in Unprofessional Practice points being issued or the student being dismissed from the nursing program.



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**SUBJECT: ACKNOWLEDGEMENT OF STUDENT POLICIES**

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I, \_\_\_\_\_, have read and reviewed the policies in the Nursing Student Handbook for the Nursing Program and have had the opportunity to have questions concerning said policies answered by a faculty member in the 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 [www.suu.edu/nursing](http://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 reviewed at the Advisement Group Meeting at the beginning of said semester.

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

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



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Pre-licensure & Health Professionals**  
**Policies and Procedures**

**Appendix: F2F-A2**  
**Date Originated: 8/2004**  
**Date Reviewed: 8/2024**  
**Date Amended: 1/2012**

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**SUBJECT: NAME BADGE AGREEMENT**

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

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

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

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

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





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**SUBJECT: LOST NAME BADGE ACKNOWLEDGEMENT**

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I hereby acknowledge that I have misplaced or lost my (select one or both):

\_\_\_\_\_ Southern Utah University Nursing Program name badge (\$10 replacement fee).

\_\_\_\_\_ Intermountain Healthcare badge (\$10 replacement fee).

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

\_\_\_\_\_  
Witness

Intermountain Healthcare badges are issued per semester for student clinical use only and must be returned to your clinical instructor at the end of each semester. Any badges not turned in at the end of the semester will be assessed a \$10.00 fee and grades will be held, until fee is paid, or ID badge returned.



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**SUBJECT: Student Non-Disclosure Agreement**

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

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

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

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

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

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

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

*This form is signed upon acceptance to the nursing program within the clinical documentation/forms packet distributed at orientation and maintained within your permanent nursing file.*



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Pre-licensure & Health Professionals**  
**Policies and Procedures**

**Policy # F2F-A5**  
**Date Originated: 8/2004**  
**Date Reviewed: 8/2024**  
**Date Amended: 1/2012**

**SUBJECT: Release Form**

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

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

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

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

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

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

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

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

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



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Pre-licensure & Health Professionals**  
**Policies and Procedures**

**Policy # F2F-A6**  
**Date Originated: 2/2020**  
**Date Reviewed: 8/2024**  
**Date Amended: 2/2020**

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**SUBJECT: Student Authorization to Share Clinical Documentation Policy and Form**

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On behalf of Southern Utah University (SUU) Department of Nursing (DON), I acknowledge that the SUU DON has my BLS, Immunization Records, TB Documentation, Drug Screen and Background check in their possession for clinical purposes and that all efforts are made to maintain confidentiality. I give the SUU DON permission to share my clinical documentation as required with clinical sites, if needed for me to participate in clinical rotations and/or for auditing purposes. I give the SUU DON permission to share this documentation when necessary with clinical sites via fax, email or regular mail and hold SUU and its employees harmless and indemnify them from all liabilities, losses, claims, judgements, suits, fines, penalties, demands or expenses that may result from sharing of my clinical documentation.

The undersigned has read, understands and accepts this agreement, and by signing this Agreement agrees to all of the aforementioned terms, conditions and policies.

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

\_\_\_\_\_  
 Printed Name

SUU Department of Nursing  
 [Name of Organization]

\_\_\_\_\_  
 Date

*This form is signed upon acceptance to the nursing program within the clinical documentation/forms packet distributed at orientation and maintained within your permanent nursing file.*



**SUBJECT: Unusual Occurrence/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.*

- o 1. Discuss exposure, how it occurred, and how it could be prevented in the future.
- o 2. Discuss risk for pathogen exposure and recommend immediate follow up with private care provider or insta-care provider.
- o 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 pathogen. 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/Pathogen Exposure Risk Policy & Forms**

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*Unusual Occurrence/Exposure Report Form*

*(To be completed by Clinical Faculty Member)*

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Follow up: Date: \_\_\_\_\_ Discussion: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_



**UNPROFESSIONAL PRACTICE OCCURRENCE FORM**

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

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

<b><u>Preparation/Paperwork</u></b>	<b><u>Absence/Tardiness</u></b>	<b><u>Patient Care Issues</u></b>	<b><u>Unprofessional Behavior</u></b>
<input type="checkbox"/> Failure to prepare for clinicals or contact clinical sites for availability/arrival time. <input type="checkbox"/> Failure to complete clinical preparation assignments, as per clinical course. <input type="checkbox"/> Failure to submit, to the office manager, proper documentation (including immunizations, drug screens, CPR, NSNA membership, Forms, etc.) by deadline date.	<input type="checkbox"/> Failure to notify supervising faculty (and receive confirmation) and/or unit at least 90 minutes <b>PRIOR</b> to assigned time of arrival for illness or weather. <input type="checkbox"/> Tardiness <input type="checkbox"/> Unexcused absence (no call, no show or leaving assigned area without proper communication with clinical instructor/staff/preceptor).	<input type="checkbox"/> Inadequate knowledge, before initiating care, of treatments, medications, or plan of care. <input type="checkbox"/> Medication error <input type="checkbox"/> Treatment error <input type="checkbox"/> Error prevented from occurring by clinical faculty/staff intervention. (Note: The student is <u>not</u> in error when consulting with faculty regarding dosage calculations or clinical decisions prior to initiation).	<input type="checkbox"/> Communication with staff, faculty, fellow students, or clients that is disrespectful or otherwise unprofessional. <input type="checkbox"/> Inappropriate dress. <input type="checkbox"/> Any behavior deemed Unprofessional/Unsafe, unsatisfactory by the faculty. <input type="checkbox"/> Inappropriate use of clinical or class time.

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

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

**Acknowledgement of Notification**

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

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

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

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

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





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

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

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

*Signature indicates notification receipt ONLY.*

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

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

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

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

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

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

<input type="checkbox"/> <b>DISMISSAL from clinical experience for day. Additional point assigned.</b>		
<b>STUDENT GOAL:</b>	<b>STUDENT PLAN:</b>	<b>STUDENT/FACULTY EVALUATION:</b>

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

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



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Pre-licensure & Health Professionals**  
**Policies and Procedures**

**Policy # F2F-A9**  
**Date Originated: 8/2004**  
**Date Reviewed: 8/2024**  
**Date Amended: 8/2024**

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**SUBJECT:   Petition for Nursing Faculty Advising Change Form**

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

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

Current Nursing Faculty Advisor Name: \_\_\_\_\_

Requested Nursing Faculty Advisor Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Signed: \_\_\_\_\_  
Department Chair

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



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Pre-licensure & Health Professionals**  
**Policies and Procedures**

**Policy # F2F-A10**  
**Date Originated: 8/2004**  
**Date Reviewed: 8/2024**  
**Date Amended: 9/2022**

**SUBJECT: STUDENT WITHDRAWAL/DEFERRAL FROM NURSING PROGRAM - FORM**

TO: SUU DEPARTMENT OF NURSING ADMISSIONS COMMITTEE

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

SUBJECT: WITHDRAWAL/DEFERRAL FROM NURSING PROGRAM

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

I, \_\_\_\_\_, am requesting to withdraw/defer from the Nursing Program for the

following reason(s): \_\_\_\_\_

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

If you are requesting deferral after being accepted but prior to starting the program complete the following:

I have been accepted for \_\_\_\_\_ and would like to defer to \_\_\_\_\_.

Semester Accepted Semester would like to start/return

I understand the following:

- a. Withdrawing/deferring in good academic standing may grant me inactive status.
- b. I may be considered for readmission, based on the current application standards, by the Admissions and Advancement Committee on a space available basis.
- c. I must make a written application, using the “Readmission to Nursing Program Form”, to the Admissions Committee by the application deadline date of the semester I wish to reenter.
  - i. Fall semester applications are due the second Friday in February.
  - ii. Spring semester applications are due the second Friday in September.
  - iii. RN to BSN applications are due the second Friday in December.
- d. Each case is considered individually and I will not be guaranteed readmission.
- e. Readmission to a specific nursing level of the nursing program is granted one time only.
- f. The Pre-licensure/HP to BSN program must be completed within five years of official acceptance to the program including withdrawals or termination/readmission.

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

Circle one

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

Thank you,

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

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

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

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

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




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**SUBJECT: STUDENT REQUEST FOR READMISSION TO NURSING PROGRAM - FORM**

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**TO:** SUU DEPARTMENT OF NURSING ADMISSIONS COMMITTEE  
**FROM:** \_\_\_\_\_  
**SUBJECT:** REQUEST FOR RE-ADMISSION TO THE NURSING PROGRAM  
**DATE:** \_\_\_\_\_

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

I understand the following:

- a. I may be considered for readmission, based on the current application standards, by the Admissions and Advancement Committee on a space available basis.
- b. I must make a written application, using this readmission form, to the Admissions Committee by the application deadline date of the semester I wish to reenter.
  - i. Fall semester applications are due the second Friday in February.
  - ii. Spring semester applications are due the second Friday in September.
  - iii. HP to BSN applications are due the first Friday in December.
- c. Each case is considered individually and I will not be guaranteed readmission.
- d. Readmission to a specific nursing level of the nursing program is granted one time only.
- e. The Pre-licensure/HP to BSN program must be completed within five years of official acceptance to the program including withdrawals or termination/readmission.

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

Thank you,

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

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

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

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

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



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**SUBJECT: Functional Requirements for Student Success**

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

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

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

**Environmental factors include:**

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

**Psycho social demands include:**

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

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

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

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



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**SUBJECT: STUDENT UNDERSTANDINGS**

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Student Understandings

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

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

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

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

*This form is signed upon acceptance to the nursing program within the clinical documentation/forms packet distributed at orientation and maintained within your permanent nursing file.*



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Pre-licensure & Health Professionals**  
**Policies and Procedures**

**Policy # F2F-A14**  
**Date Originated: 8/2004**  
**Date Reviewed: 8/2024**  
**Date Amended: 8/2020**

**SUBJECT: Student Office Request Form**

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

Date & Time Needed: \_\_\_\_\_

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

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

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

Copying

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

Color Printer

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

Other

Additional Instructions/Comments:

\_\_\_\_\_

\_\_\_\_\_

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

*By signing this form the instructor agrees that the attached document has been reviewed and approved.*

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

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

Date/Time Received: \_\_\_\_\_

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

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

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



# Southern Utah University Student Nurse Association (SUUSNA) Application



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

## Contact Information

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

## Club Officers

Check interest in Serving Below.

No Interest

President

Vice President

Secretary

Treasurer

Fund Raising

Breakthrough to Nursing

Web Master

Class Representative

## Involvement

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

Service Projects

SUU Activities

Fund Raising

Parades

SUUSA Meetings

Street Fairs

Club Activities

## Agreement and Signature

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

Name (printed)	
Signature	
Date	

# SUU Department of Nursing

## Deposit Disbursement

*(Take this form, completed to SUU Cashier's Office (ST 165) with payment or use QR code below or pay on-line from link on Current Student Resources; include a copy of your receipt to the nursing department.)*

**Students: Complete and take to SUU Cashier's Office with payment or use QR code below.**

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

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





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**SUBJECT: INVASIVE PROCEDURE CONSENT FORM**

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SUU Department of Nursing  
Learning Lab  
Invasive Procedures Consent Form (#5.03d)

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

*By signing below for a specific type of invasive procedure, I hereby give consent to allow a nursing student (as indicated below) to perform said procedure on me. I hereby release Southern Utah University and its nursing students/faculty from any and all liability resulting from or in any way connected to the specific invasive procedure(s).*

Invasive procedures may include the following: Injections of normal saline by intradermal, subcutaneous, intramuscular routes; intravenous catheter insertion and removal; venipuncture for blood draw; fingerstick for blood glucose test and hematocrit.

**Type of Invasive Procedure** \_\_\_\_\_

Signature of Person Giving Consent \_\_\_\_\_

Date of Consent \_\_\_\_\_ Date of Procedure \_\_\_\_\_

Witness Signature \_\_\_\_\_

**Type of Invasive Procedure** \_\_\_\_\_

Signature of Person Giving Consent \_\_\_\_\_

Date of Consent \_\_\_\_\_ Date of Procedure \_\_\_\_\_

Witness Signature \_\_\_\_\_



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**SUBJECT: INVASIVE PROCEDURE CONSENT FORM**

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**Type of Invasive Procedure** \_\_\_\_\_

Signature of Person Giving Consent \_\_\_\_\_

Date of Consent \_\_\_\_\_ Date of Procedure \_\_\_\_\_

Witness Signature \_\_\_\_\_

**Type of Invasive Procedure** \_\_\_\_\_

Signature of Person Giving Consent \_\_\_\_\_

Date of Consent \_\_\_\_\_ Date of Procedure \_\_\_\_\_

Witness Signature \_\_\_\_\_

**Type of Invasive Procedure** \_\_\_\_\_

Signature of Person Giving Consent \_\_\_\_\_

Date of Consent \_\_\_\_\_ Date of Procedure \_\_\_\_\_

Witness Signature \_\_\_\_\_

**Type of Invasive Procedure** \_\_\_\_\_

Signature of Person Giving Consent \_\_\_\_\_

Date of Consent \_\_\_\_\_ Date of Procedure \_\_\_\_\_

Witness Signature \_\_\_\_\_



**SUBJECT: NURSING STUDENT DRUG SCREEN SUBSTANCE RESULT POLICY & CONTRACT**

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

*SUU Nursing Student Substance Contract*

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

Drug Identified in Drug Screen: \_\_\_\_\_

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

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

\_\_\_\_\_ Student signature

\_\_\_\_\_ Date Signed

\_\_\_\_\_ SUU Nursing Program Manager Signature

\_\_\_\_\_ Date Signed

\_\_\_\_\_ SUU Nursing Program Manager Printed Name

\_\_\_\_\_ Date Form Received



**SOUTHERN UTAH UNIVERSITY**  
**Department of Nursing**  
**Pre-licensure & Health Professionals**  
**Policies and Procedures**

**Policy # F2F-A18**  
**Date Originated: 8/2022**  
**Date Reviewed: 8/2024**  
**Date Amended: 8/2023**

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**SUBJECT: Student Learning Contract**

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Student \_\_\_\_\_

Objectives (including target date)	Learning Strategies	Evaluation (including professor signature for completed meetings)	Completion Date
1. Achieve passing level on Final/Midterm ATI at Level _____  2. Improve average quiz/exam score in class to _____ %  3.	1. Meet with professor in person weekly until desired objective(s) are achieved  2. ATI activities _____ _____ _____ _____  3.		

I have reviewed this contract and agree to the terms.

Signed \_\_\_\_\_

Date \_\_\_\_\_



**SUBJECT: Medical Insurance Waiver Form**

*Release and General Indemnity Agreement*

**PLEASE COMPLETE THIS FORM ONLY IF YOU ARE DECLINING HEALTH INSURANCE.**

I, \_\_\_\_\_, a student enrolled in the Southern Utah University Nursing Program have chosen:

\_\_\_\_\_ Not to carry medical insurance  
*initials*

**I do hereby release, indemnify and hold harmless, Southern Utah University, its Board of Trustees, employees, agents and the State of Utah from any liability for personal injury, illness, accident, (including damage to other persons or property) which I may acquire as a result of being enrolled in the Southern Utah University Nursing Program. I am aware that not having health insurance may affect my eligibility to participate in some clinical experiences.**

**IF NOT ACTUALLY SIGNED IN THE PRESENCE OF A NOTARY, THIS FORM IS NULL AND VOID.**

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

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Public: \_\_\_\_\_

(Seal)

Notary

Residing

At: \_\_\_\_\_

My Commission

Expires: \_\_\_\_\_

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

*higbeet@suu.edu Teresa Higbee*  
*robertsonv@suu.edu Vikki Robertson*



**SUBJECT: STUDENT SCHEDULING REQUEST FORM**

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

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

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

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

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

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

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

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

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

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

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

**SETUP SPECIFICATIONS**

Please specify room setups in the space provided below:

Room Configuration:  Theater

Hollow Conf

U-Shape

Banquet

Boardroom

Classroom

Other (shown in space below)

Equipment Needs:  Podium  w/ mike

White board & markers/eraser

Buffet Tables \_\_\_\_\_ # of tables

Served Meal

LCD Projector

Laptop

Students on stage:  yes  no

Students making grand entrance:  yes  no

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

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

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

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

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

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

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