Department of Nursing

Student Handbook:
RN-BSN Program
2017-2018
The purpose of this handbook is to acquaint students with curricular design, program objectives, expected student outcomes, and program procedures. The handbook also is intended to provide students with information and resources that are helpful to their transition into and through the nursing program. The faculty believes students successfully attain educational goals through an understanding of their responsibility and adherence to established policies.

Procedures are subject to change as needed. Students, by serving on committees and working with the student organization, have input for change and modification of existing policies. This handbook is for information purposes only and is subject to change. Students will be informed in writing of any changes.

The Dixie State University Bachelor of Science in Nursing Program has been approved by the Utah State Board of Nursing. The Bachelor of Science in Nursing Program has been accredited by the Accreditation Commission for Education in Nursing (ACEN) since October of 2010.

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DSU MISSION, INSTITUTIONAL LEARNING OUTCOMES, CORE THEMES & VALUES

Mission
(Approved by the Board of Trustees on November 6, 2015)

Dixie State University is a public comprehensive university dedicated to rigorous learning and the enrichment of the professional and personal lives of its students and community by providing opportunities that engage the unique Southern Utah environment and resources.

Institutional Learning Outcomes (ILO)
(Approved by the Board of Trustees on April 28, 2017)

SKILLS
Develop discipline-specific skills and foundational skills in information literacy, quantitative reasoning, critical and creative thinking, inquiry and analysis, teamwork, leadership, and varied modes of communication.

KNOWLEDGE
Achieve comprehensive knowledge of discipline-specific area(s) of study and of human cultures and the physical and natural world, through engagement with contemporary and enduring questions.

INNOVATION
Synthesize and collaborate across general and discipline-specific studies for creative resolution of complex and unscripted problems within and beyond the university campus.

RESPONSIBILITY
Acquire civic, community, and intercultural knowledge and develop social competence while engaging as a responsible, global citizen.

GRIT (under development)
Develop passion and perseverance towards long-term goals despite significant obstacles.

Core Themes (L.E.O.)

Learning
Delivering excellent teaching, preparing knowledgeable and competent students

Engagement
Maintaining active involvement and positive collaboration with students, faculty, staff, and the community to foster economic and community development, facilitating educational, cultural recreational enrichment.
**Opportunity**
Valuing inclusion, access, diversity, equity, service and citizenship.

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**Values**

**Student-centered success:** providing an affordable education with experiences that develop the academic, professional, and personal lives of all students.

**Academic excellence:** stimulating learning and critical thinking through rigor, student empowerment, and practical application.

**Equity and Inclusion:** creating a community of diverse individuals, ideas, and beliefs; practicing open discourse and collaboration.

**Accountability:** working with honesty, transparency, and respect for others while holding ourselves accountable for our actions.

**Service leadership:** emphasizing civic, economic, and cultural engagement with the community.

**Creative and innovation:** problem solving in learning, teaching, fostering new ways of thinking, and researching.

**Local and global resources:** incorporating a variety of resources into the educational experience with a special emphasis on the unique local resources.
Mission: The mission of the Dixie State University nursing programs is the education of nurses at the associates and baccalaureate level through rigorous learning who will provide dedicated and excellent healthcare.

Philosophy: The nursing program promotes a student-centered learning environment to facilitate active learning and acquisition of skills, knowledge, and attitudes consistent with the practice of a professional nurse.

Our goals are to:
1. Provide an innovative and collaborative learning environment.
2. Prepare generalist nurses who can practice in various health care settings.
3. Prepare students to apply evidence-based practice in educational and clinical settings.
4. Develop students who enhance the quality of life of diverse individuals, families, groups, communities, and society.
5. Promote responsibility, the spirit of inquiry, and commitment to lifelong learning in our students.

Terms: The nursing faculty has defined the following terms as part of their philosophical beliefs regarding nursing and nursing education.

Healthcare: The maintenance or improvement of physical, mental, or emotional well-being of those cared for by the professional nurse.

Student-Centered: Learning experiences, instructional approaches, and strategies intended to address the distinct learning needs of individual students and groups of students.

Learning Environment: Diverse physical locations and cultures in which students learn.

Active Learning: An instructional methodology to engage students in exploring concepts to facilitate analysis, synthesis, and critical thinking leading to competent, safe patient care.

Skills: An ability and capacity acquired through deliberate, systematic, and sustained effort to smoothly and adaptively carryout complex activities or job functions involving ideas (cognitive skills), things (technical skills), and/or people (interpersonal skills).

Knowledge: Facts, information, and skills acquired by a person through experience or education.
*Attitudes:* A settled way of thinking or feeling about someone or something reflected in a person's behavior.

*Bachelor of Science Degree Nurses* (BSN) are professional nurses who have more extensive opportunities for practice than Associate Degree Nurses. The BSN practices in the role of provider, manager, and coordinator of care as well as functioning as a leader of care teams. RN-BSN graduates use research, information technology, ethical frameworks, political advocacy, and policy making in the provision of care with individuals, families, groups and communities across the lifespan and across the continuum of healthcare environments. The RN-BSN graduate is accountable for his or her own practice and care delegated to others. The BSN is generally a prerequisite for graduate nursing education.
STUDENT LEARNING OUTCOMES

THE RN-BSN GRADUATE WILL:

1. Apply leadership concepts, skills, and decision making in order to provide oversight and accountability for the delivery of safe, quality care in a variety of healthcare settings.

2. Integrate reliable evidence from multiple perspectives to inform practice and make reasonable clinical judgments.

3. Demonstrate skills in using patient care technologies, information systems, and communication devices that support safe nursing practice in a variety of healthcare settings.

4. Demonstrate basic knowledge of healthcare policy, finance, and regulatory environments including local, state, national, and global healthcare trends.

5. Communicate, collaborate, and negotiate as a member and leader within interdisciplinary healthcare teams to improve patient health outcomes.

6. Manage the direct and indirect care of individuals, families, groups, communities, and populations to promote, maintain, and restore health.

7. Integrate professional standards of moral, ethical, and legal conduct into the care of persons, families, groups, communities, and populations.
Nursing program outcomes are benchmarks that assist nursing faculty in determining if the RN-BSN program has been effective in achieving identified outcomes consistent with the Dixie State University mission, nursing program mission/philosophy, and professional standards of baccalaureate level nursing. Nursing program outcomes include measures of graduation rates, program satisfaction, and job placement. The following table indicates the specific program outcomes for the RN-BSN program.

<table>
<thead>
<tr>
<th>Program Completion Rates</th>
<th>Over 70% of full-time students complete the program within 150% of program length (5 semesters) and at least 70% of part-time students complete the program within 5 years.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Satisfaction</td>
<td>85% of employers verbalize that the RN-BSN meet or exceed expectations</td>
</tr>
<tr>
<td></td>
<td>85% of employers verbalize that the overall satisfaction with education graduates received</td>
</tr>
<tr>
<td></td>
<td>85% of graduates verbalize that the overall satisfaction with education received</td>
</tr>
<tr>
<td>Job Placement</td>
<td>85% of graduates are employed as an RN or are enrolled in a graduate nursing education program</td>
</tr>
</tbody>
</table>
In 1956, Benjamin Bloom developed a classification of levels of intellectual behavior important in learning. During the 1990s a new group of cognitive psychologists updated the taxonomy to reflect relevance to 21st century work.

Bloom’s taxonomy originally was created to aid instructors in classifying educational goals and objectives as well in writing differing levels of questions for text and exams. Bloom's taxonomy also can be used by students as a guide to what they need to know in a simple to complex format. Research indicates that students remember more if they have learned at the higher levels.

In guiding textbook reading and facilitating critical thinking as students’ progress from remembering, understanding and applying to analyzing, evaluating and creating.

Reference
FACULTY & STUDENT EXPECTATIONS

FACULTY RESPONSIBILITIES TO STUDENTS

The faculty recognizes their responsibility as facilitators of learning and will abide by the policy as stated in the Dixie State University Policies and Procedures Manual at: https://dixie.edu/policylibrary/

STUDENT RESPONSIBILITIES

Students will be expected to abide by the Dixie State University's Students Rights and Responsibilities Code Policy 552.

Dixie State University Online Policy
DSU policy requires that a minimum of 2 proctored assignments/tests be given to online students to provide identity verification. Proctored assignments/tests means that the student must be visually seen by the proctor with a picture ID to ensure that the person doing the assignment or test is indeed the person enrolled in the class. Failure to complete the proctored assignments or submitting work that is not compatible with coursework submitted throughout the semester will result in receiving an F in the course.

GRADE EXPECTATIONS
Grading performance constitutes a complex and difficult process. Grades reflect a student’s achievement on the various assignments. If you do not achieve the grade you desire, contact the instructor to find out how your performance can be improved, the reasons for the evaluation and ways to attain a better understanding of the issues. Take advantage of Dixie State University services and your instructors’ expertise to learn how to work more effectively to produce better results. Your instructor wants you to succeed as much as you want to succeed. Be open to suggestions.
## STUDENT & FACULTY EXPECTATIONS

<table>
<thead>
<tr>
<th>As a student I will...</th>
<th>As a faculty I will...</th>
</tr>
</thead>
<tbody>
<tr>
<td>I will review the class objectives, the readings, and any other required materials/activities and be prepared to discuss, question and apply them.</td>
<td>Use a variety of teaching strategies, and invite questions and discussions.</td>
</tr>
<tr>
<td>Be an active participant in all assigned activities: questions, group discussion and projects, and simulations</td>
<td>Facilitate active participation in activities, questions, group discussion and projects, and simulations.</td>
</tr>
<tr>
<td>Identify my own learning needs, communicate these appropriately, initiate clarification, and be self-motivated and directed.</td>
<td>Welcome identification of individual student learning needs and their appropriate communication and clarification.</td>
</tr>
<tr>
<td>Complete tests and assignments by the assigned dates.</td>
<td>Communicate expected times and/or dates that tests and assignments will be returned.</td>
</tr>
<tr>
<td>Conduct myself in accordance with the Dixie State University Code of Conduct and the Department of Nursing Code of Conduct and refrain from any non-respectful or disruptive behaviors.</td>
<td>Conduct myself in accordance with the Dixie State University Code of Conduct and the Department of Nursing Code of Conduct and address any non-respectful or disruptive behaviors that may occur.</td>
</tr>
<tr>
<td>Recognize that lectures, lecture notes, handouts, gaming materials, and any other verbal or written materials made available for this class are copyrighted, and they may not be recorded, copied, marketed, or sold without consent of the professor.</td>
<td>Recognize that students’ work is their own and will not be recorded, copied, marketed, or sold without their consent.</td>
</tr>
</tbody>
</table>
PROGRAM CURRICULUM

BACHELOR OF SCIENCE IN NURSING (RN-BSN)

Prerequisites
- Completion of an AAS, AS, or equivalent degree in Nursing
- Current Registered Nurse license or recent AD graduate may take first semester classes but must pass NCLEX before continuing with the program

General Education & Institutional Requirements

All DSU General Education and Institutional requirements must be fulfilled. A previously earned degree may fulfill those requirements, but courses must be equivalent to DSU’s minimum General Education standards in American Institutions, English, and Mathematics.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institutional Requirement in Computer Literacy</strong></td>
<td></td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>0-6</td>
</tr>
<tr>
<td><strong>General Education Core Requirements</strong></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>3-7</td>
</tr>
<tr>
<td>Information Literacy</td>
<td>0-1</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3-5</td>
</tr>
<tr>
<td>American Institutions</td>
<td>3-6</td>
</tr>
<tr>
<td>Life Sciences</td>
<td>3-10</td>
</tr>
<tr>
<td>Physical Sciences</td>
<td>3-5</td>
</tr>
<tr>
<td>Laboratory Science</td>
<td>0-1</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Literature/Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Exploration</td>
<td>3-5</td>
</tr>
<tr>
<td>Two (2) Global &amp; Cultural Perspectives Courses</td>
<td>0-6</td>
</tr>
</tbody>
</table>

*NOTE: Students who have completed BIOL 2320, BIOL 2325, BIOL 2420, and BIOL 2425 can fulfill GE Life Science and GE Laboratory Science by taking BIOL 1300 Evolution & Ecology (1 hour)*
### Discipline Core Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BIOL 4400 Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1040 Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3100 Professional Nursing Roles</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3200 Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3300 Transcultural Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3400 Nursing Informatics</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3600 Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3700 Gerontological Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4020 Community Health Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NURS 4030 Nursing Policy &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4040 Nursing Leadership Management</td>
<td>5</td>
</tr>
<tr>
<td>NURS 4600 Senior Capstone</td>
<td>6</td>
</tr>
</tbody>
</table>

### Graduation Requirements

1. Complete a minimum of 120 college-level credits (1000 and above).
2. Complete at least 40 upper-division credits (3000 and above).
3. Complete at least 30 upper-division credits at DSU for institutional residency.
4. Cumulative GPA 2.0 or higher.
5. Grade C or higher in each Discipline Core Requirement course.
PRACTICAL EXPERIENCES

PRACTICAL EXPERIENCES EXPECTATIONS

Preparation for practical experience includes, but is not limited to:

- Proper uniform or professional attire and DSU Student Nursing badge
- Maintain current immunizations, BLS certification, TB testing, drug screen, and background check requirements
- Further requirements as listed in course syllabus

Please refer to the Rules Governing Conduct of Nurses section in this handbook.
PROTECTING PATIENT HEALTH INFORMATION

Overview: The first-ever federal privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals and other health care providers took effect on April 14, 2003. Developed by the Department of Health and Human Services (HHS), these new standards provide patients with access to their medical records and more control over how their personal health information is used and disclosed. They represent a uniform, federal floor of privacy protections for consumers across the country. State laws providing additional protections to consumers are not affected by this new rule.

Congress called on HHS to issue patient privacy protections as part of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA included provisions designed to encourage electronic transactions and also required new safeguards to protect the security and confidentiality of health information. The final regulation covers health plans, health care clearinghouses, and those health care providers who conduct certain financial and administrative transactions (e.g., enrollment, billing and eligibility verification) electronically. Most health insurers, pharmacies, doctors and other health care providers were required to comply with these federal standards beginning April 14, 2003. As provided by Congress, certain small health plans have an additional year to comply. HHS has conducted extensive outreach and provided guidance and technical assistant to these providers and businesses to make it as easy as possible for them to implement the new privacy protections. These efforts include answers to hundreds of common questions about the rule, as well as explanations and descriptions about key elements of the rule.

PATIENT PROTECTIONS

The new privacy regulations ensure a national floor of privacy protections for patients by limiting the ways that health plans, pharmacies, hospitals and other covered entities can use patients' personal medical information. The regulations protect medical records and other individually identifiable health information, whether it is on paper, in computers or communicated orally. Key provisions of these new standards include:

- **Access to Medical Records.** Patients generally should be able to see and obtain copies of their medical records and request corrections if they identify errors and mistakes. Health plans, doctors, hospitals, clinics, nursing homes and other covered entities generally should provide access these records within 30 days and may charge patients for the cost of copying and sending the records.

- **Notice of Privacy Practices.** Covered health plans, doctors and other health care providers must provide a notice to their patients how they may use personal medical information and their rights under the new privacy regulation. Doctors, hospitals and other direct-care providers generally will provide the notice on the patient’s first visit following the April 14, 2003, compliance date and upon request. Patients generally will be asked to sign, initial or otherwise acknowledge that they received this notice. Health plans generally must mail the notice to their enrollees by April 14 and again if the notice changes significantly. Patients also may ask covered entities to restrict the use or disclosure of their information beyond the practices included in the notice, but the covered entities would not have to agree to the changes.
• **Limits on Use of Personal Medical Information.** The privacy rule sets limits on how health plans and covered providers may use individually identifiable health information. To promote the best quality care for patients, the rule does not restrict the ability of doctors, nurses and other providers to share information needed to treat their patients. In other situations, though, personal health information generally may not be used for purposes not related to health care, and covered entities may use or share only the minimum amount of protected information needed for a particular purpose. In addition, patients would have to sign a specific authorization before a covered entity could release their medical information to a life insurer, a bank, a marketing firm or another outside business for purposes not related to their health care.

• **Prohibition on Marketing.** The final privacy rule sets new restrictions and limits on the use of patient information for marketing purposes. Pharmacies, health plans and other covered entities must first obtain an individual's specific authorization before disclosing their patient information for marketing. At the same time, the rule permits doctors and other covered entities to communicate freely with patients about treatment options and other health-related information, including disease-management programs.

• **Stronger State Laws.** The new federal privacy standards do not affect state laws that provide additional privacy protections for patients. The confidentiality protections are cumulative; the privacy rule will set a national "floor" of privacy standards that protect all Americans, and any state law providing additional protections would continue to apply. When a state law requires a certain disclosure -- such as reporting an infectious disease outbreak to the public health authorities -- the federal privacy regulations would not preempt the state law.

• **Confidential communications.** Under the privacy rule, patients can request that their doctors, health plans and other covered entities take reasonable steps to ensure that their communications with the patient are confidential. For example, a patient could ask a doctor to call his or her office rather than home, and the doctor's office should comply with that request if it can be reasonably accommodated.

• **Complaints.** Consumers may file a formal complaint regarding the privacy practices of a covered health plan or provider. Such complaints can be made directly to the covered provider or health plan or to HHS' Office for Civil Rights (OCR), which is charged with investigating complaints and enforcing the privacy regulation. Information about filing complaints should be included in each covered entity's notice of privacy practices. Consumers can find out more information about [filing a complaint online](http://hhs.gov) or by calling 866-627-7748.

**CONFIDENTIALITY & PRIVACY RULES**

The privacy rule requires health plans, pharmacies, doctors and other covered entities to establish policies and procedures to protect the confidentiality of protected health information about their patients. These requirements are flexible and scalable to allow different covered entities to implement them as appropriate for their businesses or practices. Covered entities must provide all the protections for patients cited above, such as providing a notice of their privacy practices and limiting the use and disclosure of information as required under the rule. In addition, covered entities must take some additional steps to protect patient privacy:
• **Written Privacy Procedures.** The rule requires covered entities to have written privacy procedures, including a description of staff that has access to protected information, how it will be used and when it may be disclosed. Covered entities generally must take steps to ensure that any business associates who have access to protected information agree to the same limitations on the use and disclosure of that information.

• **Employee Training and Privacy Officer.** Covered entities must train their employees in their privacy procedures and must designate an individual to be responsible for ensuring the procedures are followed. If covered entities learn an employee failed to follow these procedures, they must take appropriate disciplinary action.

• **Public Responsibilities.** In limited circumstances, the final rule permits -- but does not require -- covered entities to continue certain existing disclosures of health information for specific public responsibilities. These permitted disclosures include: emergency circumstances; identification of the body of a deceased person, or the cause of death; public health needs; research that involves limited data or has been independently approved by an Institutional Review Board or privacy board; oversight of the health care system; judicial and administrative proceedings; limited law enforcement activities; and activities related to national defense and security. The privacy rule generally establishes new safeguards and limits on these disclosures. Where no other law requires disclosures in these situations, covered entities may continue to use their professional judgment to decide whether to make such disclosures based on their own policies and ethical principles.

• **Equivalent Requirements for Government.** The provisions of the final rule generally apply equally to private sector and public sector covered entities. For example, private hospitals and government-run hospitals covered by the rule have to comply with the full range of requirements.

**OUTREACH & ENFORCEMENT**

HHS’ Office for Civil Rights (OCR) oversees and enforces the new federal privacy regulations. Led by OCR, HHS has issued extensive guidance and technical assistance materials to make it as easy as possible for covered entities to comply with the new requirements. Key elements of OCR’s outreach and enforcement efforts include:

• **Guidance and technical assistance materials.** HHS has issued extensive guidance and technical assistance materials to explain the privacy rule, including an extensive, searchable collection of frequently asked questions that address major aspects of the rule. HHS will continue to expand and update these materials to further assist covered entities in complying.

• **Conferences and seminars.** HHS has participated in hundreds of conferences, trade association meetings and conference calls to explain and clarify the provisions of the privacy regulation. These included a series of regional conferences sponsored by HHS, as well as many held by professional associations and trade groups. HHS will continue these outreach efforts to encourage compliance with the privacy requirements.

• **Information line.** To help covered entities find out information about the privacy regulation and other administrative simplification provisions of the Health Insurance Portability and Accountability Act of 1996, OCR and HHS’ Centers for Medicare & Medicaid Services have established a toll-free information line. The number is (866) 627-7748.
• **Complaint investigations.** Enforcement will be primarily complaint-driven. OCR will investigate complaints and work to make sure that consumers receive the privacy rights and protections required under the new regulations. When appropriate, OCR can impose civil monetary penalties for violations of the privacy rule provisions. Potential criminal violations of the law would be referred to the U.S. Department of Justice for further investigation and appropriate action.

• **Civil and Criminal Penalties.** Congress provided civil and criminal penalties for covered entities that misuse personal health information. For civil violations of the standards, OCR may impose monetary penalties up to $100 per violation, up to $25,000 per year, for each requirement or prohibition violated. Criminal penalties apply for certain actions such as knowingly obtaining protected health information in violation of the law. Criminal penalties can range up to $50,000 and one year in prison for certain offenses; up to $100,000 and up to five years in prison if the offenses are committed under "false pretenses"; and up to $250,000 and up to 10 years in prison if the offenses are committed with the intent to sell, transfer or use protected health information for commercial advantage, personal gain or malicious harm.

• **Confidentiality in Nursing Program.** "Confidential Information" includes but is not limited to:

  - Patient information whether personal, medical, financial, or statistical
  - Written or computerized patient records
  - Conversations about patients that may be overheard by others
  - Information relating to physicians and their office operations
  - Co-worker/student personal information, such as home phone numbers and addresses
  - Fellow students' test scores, disciplinary or investigatory actions

Confidential information is a valuable tool that helps in teaching nursing practice and standards. It contains very sensitive information and is protected by law and by the facilities within which you serve. The intent of those laws and policies are to assure that this information remains confidential and is only used for the purpose in which learning will occur. All students must abide/adhere to HIPAA instructions and each facility will provide orientation relating to this standard.

Under no circumstances may confidential information be divulged to anyone except those authorized to receive information in the lines of duty. Openly discussed patient care issues in public areas outside the department and/or facility is not appropriate. Inappropriate release of confidential information is considered a breach of confidentiality and will result in disciplinary action including possible program termination and the filing of criminal charges. All students will read and familiarize themselves with Dixie State University and health care facilities confidentiality policies and may be required to sign confidentiality agreements.
PROFESSIONAL CONDUCT

Professional conduct is nursing behavior (acts, knowledge, and practices), which through professional experience, has become established by practicing nurses as conduct which is reasonably necessary for the protection of the public interest. Guidance in what constitutes professional conduct can be found in the Nurse Practice Act of Utah as well as the ANA Code for Nurses.

1. The nurse provides services with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse safeguards the client’s right to privacy by judiciously protecting information of a confidential nature.

3. The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.

4. The nurse assumes responsibility and accountability for individual nursing judgments and actions.

5. The nurse maintains competence in nursing.

6. The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.

7. The nurse participates in activities that contribute to the ongoing development of the profession’s body of knowledge.

8. The nurse participates in the profession’s efforts to implement and improve standards of nursing.

9. The nurse participates in the profession’s efforts to establish and maintain conditions of employment conducive to high quality nursing.

10. The nurse participates in the profession’s effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.

11. The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.
UNPROFESSIONAL CONDUCT

Nursing behavior (acts, knowledge, and practices) which fail to conform to the accepted standards of the nursing profession and which could jeopardize the health and welfare of the people shall constitute unprofessional conduct and shall include but not be limited to the documentation found in the "Nurse Practice Act", and “Division of Occupational and Professional Licensing Act”.

Unprofessional Conduct also includes but is not limited to:

1. Failing to utilize appropriate judgment in administering safe nursing practice based upon the level of nursing for which the individual is licensed.
2. Failing to exercise technical competence in carrying out nursing care.
3. Failing to follow policies or procedures defined in the practice situation to safeguard client care.
4. Failing to safeguard the client’s dignity and right to privacy.
5. Violating the confidentiality of information or knowledge concerning the client.
6. Verbally or physically abusing clients.
7. Performing any nursing techniques or procedures without proper education and preparation.
8. Performing procedures beyond the authorized scope of the level of nursing and/or health care for which the individual is licensed as defined by Nursing Rules and Regulations.
9. Being unfit to perform because of physical or psychological impairment.
10. Using alcohol or other drugs, and/or sleep deprivation.
11. Intentional misuse or manipulation of drug supplies, narcotics, or clients’ records.
12. Falsifying client records or intentionally charting incorrectly.
13. Appropriating medications, supplies or other personal items of the client or agency.
14. Violating state or federal laws relative to drugs.
15. Falsifying records submitted to the Division.
16. Intentionally committing any act that adversely affects the physical or psychosocial welfare of the client.
17. Delegating nursing care, functions, tasks, and or responsibilities to others contrary to the Utah laws governing Nursing and/or to the detriment of client safety.
18. Failing to exercise appropriate supervision over persons who are authorized to practice only under the supervision of the licensed professional.
19. Leaving a nursing assignment without properly notifying appropriate personnel.
20. Resorting to fraud, misrepresentation or deceit in taking the licensing examination or in obtaining a license.
21. Practicing professional or practical nursing as a registered or licensed practical nurse in this state without a current active Utah license or permit shall be grounds for refusing to license that individual if application is made subsequent to such conduct.
22. Aiding, abetting, assisting, or hiring an individual person to violate or circumvent any law or duly promulgated rule or regulation intended to guide the conduct of a nurse or any other licensed healthcare provider.
23. Permitting or allowing another person to use his/her nursing license or permit for any purpose.
24. Failing to report, through the proper channels, facts known to the individual regarding the incompetent, unethical, or illegal practice of any licensed health care professional unless exempt under the laws related to client confidentiality.
25. Having a nursing licensed denied, revoked or suspended in another state for any one or more of the above.
26. Having a license or certificate in a related health care discipline in Utah or another state denied, revoked, or suspended for any one or more of the above.
PROGRAM DISMISSAL FOR UNPROFESSIONAL CONDUCT

Students who exhibit unprofessional conduct may be subject to dismissal from the nursing program. Evidence of unsafe nursing practice can result in the removal of the student from a practice area temporarily or permanently. Removal from the practice area on the basis of unsafe practice is considered grounds for failure of a course.

Students who exhibit the following behaviors will receive a verbal warning and may be dismissed from the nursing program without the option to apply for readmission.

1. Attendance at practice area while under the influence of alcohol or drugs
2. Verbally or physically abusing clients
3. Failure to take nursing action when such action is necessary to the life and health of the client
4. Lying or deliberating falsifying information regarding nursing care in writing or by verbal report
5. Failure to recognize the need for assistance when unprepared for nursing action
6. Performing nursing activities which are detrimental to the health and safety of the client
7. Incivility

Nursing faculty are committed to student success and will provide support and assistance to students for correction of behaviors before they become behavior patterns. However, if behaviors are not corrected and become repetitive in nature, the student will be dismissed from the nursing program and may apply for readmission after one year following dismissal.

Students who exhibit the following as a consistent pattern of behavior may be dismissed from the nursing program.

1. Fails to maintain communication with faculty and staff
2. Has a lack of understanding of his/her limitations
3. Cannot transfer theory into practice
4. Fails to exercise competence in carrying out nursing care
5. Is unfit to perform because of sleep deprivation

Students may be dismissed from the Nursing Program if they are unable to fulfill program expectations because of a criminal arrest or conviction. Refer to appendices for more details.

The DSU RN-BSN Nursing Program also follows the DSU Student Rights and Responsibilities Code 552: Student Professional Conduct in its entirety included but not limited to the professional misconduct process, standards of student professional conduct, administrative suspension, and appeals process that is available to students and complainants including faculty.
PROCEDURES RELATING TO STUDENTS

STUDENT RIGHTS & RESPONSIBILITIES

The Dixie State University Nursing Program subscribes to the policies and procedures of Dixie State University as outlined in the policies and procedures. Violations of the student rights and responsibilities are serious and will be handled quickly and judiciously by campus authorities. The nursing faculty feels strongly about the student rights and responsibilities, sexual harassment, discrimination, and ethical behavior. Not only are the nursing faculty supportive of these behavior guidelines as stated by the university, but they have adopted specific guidelines that deal with each of the above listed behaviors due to the exposure and participation with off campus institutions. Please see non-discrimination, ethical behavior, and the student rights and responsibilities disciplinary process listed below. Students found in violation of the Student Rights and responsibilities listed in the student section of the policy and procedures manual, may be subject to probation, suspension, dismissal, warning, or exoneration. **Any violations to, or misconduct of the Dixie State University policies and procedures, or the additional nursing program rules and responsibilities can be immediately filed with the Vice President of Student Services or Vice President of Academics depending upon the nature of the infraction.** This information can be found in the policies and procedures manual at DSU Student Rights and Responsibilities.

Other violations will be subject to, but not limited to, the following:
1. First offense will receive a verbal warning, which will be documented and placed in the student file.
2. Second offense will be in writing with one copy given to the student and one copy put in the student file.
3. Third offense will warrant a written contract** between the student and the necessary faculty/chairperson. The written contract signifies the beginning of a probationary period and terms thereof will be identified in the contract. Failure to keep the conditions outlined in the contract may lead to dismissal from the program and/or other sanctions as allowed by DSU policy.

**Disclaimer: Depending upon individual circumstances, the instructor has the discretion to take any or all of these steps or initiate action at any of the steps.**
DRUG & ALCOHOL TESTING PROCEDURE

This procedure applies to all students enrolled in health science programs at Dixie State University.

Applicant Testing:
1. All applicants accepted into a health science program are required to submit to an initial 9-Panel urine drug screen upon acceptance into a program.
2. All costs associated with drug testing are the responsibility of the student.
3. Refusal to complete the testing process will prohibit the student from entering any health science program.
4. At a minimum, students must be tested using the 9-Panel Non-Rapid urine drug screen.
5. A copy of the test results must be sent directly from the testing agency to CastleBranch.
6. Positive tests will be confirmed by the testing laboratory if the urine creatinine is within normal limits. If the urine creatinine is not within normal limits, the student may submit a second urine specimen. However, two separate dilute urine samples will be considered a positive drug test. Students should review the attached campus drug testing procedure to avoid a dilute sample.
7. A positive test will necessitate proof of a prescription written by a licensed health care provider. The student must submit documentation of a prescription filled prior to the date of urine drug screen testing date to designated program representative’s office within five business days of receiving the positive test results.
8. Students with a confirmed positive drug test that is not explained by a licensed healthcare provider’s prescription will be ineligible for admission to the program.
9. If the student seeks to challenge a positive drug screen the following test(s) are required:
   a. A Sample with normal creatinine: a second test will be run on the current sample.
   b. Sample creatinine out of normal range: a hair follicle sample must be submitted for testing at the student’s expense.

Reasonable Suspicion Testing:
1. Students may be required to submit to reasonable suspicion testing for drugs and alcohol while participating in class, lab, or clinical experiences. Testing must include one of the following: a 10-Panel drug and alcohol screen; or a 9-Panel drug screen with either breathalyzer test or blood alcohol level drawn. Reasonable suspicion may be based on but not limited to observable phenomena/direct observation of substance or alcohol abuse and/or the physical symptoms or manifestations of substance abuse such as:
   a. Speech – incoherent, confused, rapid slow, slurred, rambling, shouting, profanity, or change in speech.
   b. Coordination – swaying, staggering, lack of coordination, grasping for support, slowed reflexes.
   c. Demeanor—change in personality, excited, combative, agitated, aggressive, violent, argumentative, indifferent, threatening, antagonistic, mood swings, irritability, restlessness.
   d. Alertness—change in alertness, sleepiness, drowsiness, confused.
Physical—bloodshot eyes, teeth grinding, nasal redness, dry mouth, flushed face, tremors, pupillary changes, odor of substance and/or alcohol.

Appearance—dirty clothing, disheveled.

Performance—unsafe practice, unsatisfactory work, excessive absenteeism, excessive tardiness, or a significant decline in performance.

Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs.

2. If a faculty member or clinical agency staff member observes behaviors listed above, the student will be removed from the educational setting and the department chair will be notified immediately.

3. The student must report to WorkMed or the DSU Health Center for drug and alcohol testing within 2 hours of the request, regardless of the student’s admission to substance use. If this occurs during an evening clinical, the student must report to Instacare, and WorkMed will be called in to perform the drug test. In the case of suspected alcohol abuse, a blood alcohol or breathalyzer test must be performed.

4. The student will be responsible for obtaining transportation to the designated testing facility; the student will not be allowed to drive to the facility if any of the criteria in (a through f) apply.

5. The student will be responsible for the cost of the testing.

6. If the results of the drug/alcohol test are positive, the student will be dismissed from the program.

7. If the student fails to report for a drug test within 2 hours after being notified of the requirement or refuses testing, it will be treated as a positive test and the student will be dismissed from the program.

Post-Incident Testing:

1. Any student involved in an on-campus or clinical site incident which injures the student, another student or a patient under circumstances that suggest possible use or influence of drugs and/or alcohol in the incident will be asked to submit to a drug test and alcohol test.

Readmission:

1. A student who has been dismissed from a program due to a positive drug/alcohol test or refusal of reasonable suspicion testing may or may not be eligible to apply for readmission to the program, depending on the program’s established procedures. Contact the program director or chair for specific program information regarding eligibility for readmission.

2. To be considered for readmission after a positive drug/alcohol test the student must:
   a. Participate in a substance abuse treatment program.
   b. Sign a HIPAA release form authorizing the substance abuse program manager to release treatment information to the student’s respective program’s department chair. Have the substance abuse program manager submit a letter to the student’s respective program’s department chair verifying successful participation in a substance abuse treatment program.
   c. Submit to an unannounced urine drug/alcohol test at the student’s expense prior to readmission. A positive test will result in ineligibility for readmission.
Submit Urine Screen

You MUST bring a valid state issued photo ID.

In the clinic testing area, the collector will have you:
1. Remove outer clothing (e.g. coveralls, jackets, coat, hat)
2. Empty your pockets
3. Wash and dry your hands

Next, you will be directed to the restroom and asked to provide a urine specimen. YOU MUST:
4. Provide at least 45 mL (this is the equivalent of 3 tablespoons)
5. Return the specimen to the collector ASAP
6. DO NOT flush the toilet
7. DO NOT wash your hands

Please be aware that two dilute samples will be considered a positive result. This can result from drinking too much water. Drink enough water to produce a 45 mL sample, but not so much that you have a dilute sample. If the result is dilute, you will need to provide another sample and pay the additional fee.

FITNESS FOR DUTY PROCEDURE

It is the procedure of the Dixie State University Nursing Program to protect the health and safety of students, patients, faculty, and staff while in class and at the various facilities that we serve by providing an environment where students are “fit for duty” when performing on campus or at a clinical site. When there is a concern expressed by faculty, staff, patient, or another student that a student is not able to perform safely and effectively, she/he will not be permitted to stay on site and will be sent home immediately until “fitness” is determined. In determining “fitness,” students may be required to have a random urine drug screen done at the student’s expense before being allowed in clinical. Pending faculty review, and in accordance to Dixie State University Student Policy 5.33, the student will be subject to disciplinary action up to and could include university or program dismissal. All other contracted facility policies will be strictly adhered to.

“Fit for duty” means that a student is able to perform the standards related to a nurse as outlined in the student handbook in a safe and effective manner, unimpaired by some medical conditions, personal problems, medications, sleep deprivation, alcohol, and / or drugs. In relation to sleep deprivation: a student will be required to have a minimum of a four-hour break before attending class, lab or clinical (direct patient care). This applies especially to students who have worked a shift prior to their scheduled school responsibility. This required break would provide the student with time to move toward the standard, which deems them “Fit for Duty”. Any student who is not compliant to this requirement may be dismissed from their assignment or class and be considered absent for that time period.
INTEGRITY STATEMENT & HONOR CODE

A fundamental quality of all successful nurses is integrity and a genuine concern for the well-being of the patient. Quality professional patient care requires a relationship built on trust, trust requires honesty, and honesty is the foundation of integrity.

Academic Integrity is expected of students and faculty at Dixie State University. Students are expected to abide by the DSU Student Rights and Responsibilities. Dixie State University takes a very serious view of violations of academic integrity. As members of the academic community, the University’s administration, faculty, staff, and students are dedicated to promoting integrity essential to the educational process. Inherent in this commitment is the belief that academic dishonesty in all forms violates the principles of integrity and impedes learning.

Students in DSU Nursing Programs have a responsibility to the public and to the nursing profession; thus, it reserves the privilege of retaining only those students who, in the judgment of the faculty, demonstrate high academic standards. These academic standards include honesty, accountability, and responsibility for one’s own work. Academic dishonesty is an unacceptable mode of conduct and will not be tolerated in any form. Academic dishonesty includes, but is not limited to, plagiarism, cheating, collusion, falsification, copying another student’s work, and soliciting unauthorized information about an exam. Students who know about any form of cheating or academic dishonesty and do not report it to appropriate individuals are equally guilty of academic dishonesty and may face the same consequences. Students who violate the student rights and responsibilities of academic integrity may be subject to any of the following sanctions:

- Faculty may require the work to be redone, an exam retaken or an alternate assignment substituted.
- Faculty may reduce the grade or issue a failing grade for the exam, paper, project, activity, assignment, lab, clinical or other academic activity for which the misconduct occurred.
- Faculty may also issue a failing grade for the course.

Expectations and responsibilities for all nursing students include, but are not limited to the following:

1. I commit myself to acting honestly, responsibly, and above all, with honor and integrity in all areas of the nursing program including classroom, lab, and clinical.
2. I am accountable for all that I say and write.
3. I am responsible for the academic integrity of my work.
4. I pledge that I will not misrepresent my work nor give or receive unauthorized aid.
5. I commit myself to behaving in a manner which demonstrates concern for the personal dignity, rights and freedoms of all members of the Dixie State University community.
6. Recognizing my responsibility to protect the integrity of the nursing profession, I will report other students’ dishonest behavior to faculty or the Dean of Health Sciences.
7. I accept responsibility to maintain the Dixie State University Student Rules and Responsibilities and Nursing Program Integrity Statement.

Note: A failing grade in any course is grounds for dismissal from the Nursing Program.
EXPECTED BEHAVIOR

Professional behavior is essential at all times. Behavior in nursing practice that reflects who you really are. Behavior will be evaluated at all times throughout the program in online discussions and practical environments. The areas to be evaluated include but are not limited to the following performance characteristics:

- Care of property
- Good work habits
- Cooperation with instructors
- Cooperation with other students
- Cooperation with affiliating agencies and staff
- Reliability
- Communication
- Online discussion and practical civility
- Receives constructive criticisms and makes appropriate changes

CIVILITY IN NURSING EDUCATION

Each individual in the nursing program—faculty, student, or staff member—is expected to contribute toward the creation and maintenance of a civil and collaborative learning environment. Teaching and learning happen best within such an environment.

Civility is defined as the authentic respect for others requiring time, presence, engagement, and an intention to seek common ground. Incivility is defined as disregard and insolence of others, causing an atmosphere of disrespect, conflict, and stress.

Standards and guidelines for nursing education and practice emphasize the importance of civility:

- The ANA Code of Ethics requires nurses to treat colleagues, students, and patients with dignity and respect and that any form of harassment, disrespect, or threatening action should not be tolerated.
- The Essentials of Baccalaureate Education for Professional Nursing Practice state that inherent in professionalism is accountability and responsibility for individual actions and behaviors, including civility. Civility must be present for professionalism to occur.
- The Quality and Safety Education for Nurses (QSEN) teamwork and collaboration competency addresses that open communication, mutual respect, and shared decision-making among nursing and inter-professional teams are necessary to achieve quality patient care.

As members of the Dixie State University Nursing Programs learning community, we value academic excellence, caring, service, fairness, respect, trustworthiness, and accountability. As such, we are expected to be civil to others. The following are examples of how we can demonstrate civility to others:

- Assume goodwill
- Be honest and non-judgmental
- Be inclusive and collaborative
- Use open communication
- Be humble and fair
- Stand for something good
- Let things go and show forgiveness
- Assume personal responsibility
• Assist in co-creating threaded discussion and practical experiences norms
• Model respectful social discourse
• Discourage gossip
• Hold one another accountable
• Listen carefully
• Respect and celebrate diversity
• Take care of each other

Examples of incivility in student behavior include but are not limited to:

• Sarcastic remarks
• Challenging/arguing with the professor
• Academic dishonesty
  o Cheating on examinations
  o Cheating on online work
  o Plagiarism
  o Group work for individual projects
  o Falsifying practical experience information
  o Bullying
  o Badmouthing professors
  o Inappropriate, hostile, nasty, or rude behaviors
  o Cursing and swearing
  o Belittling or humiliating behaviors

Examples of incivility in faculty behavior are:

• Loss of patience
• Incompetence
• Rude, condescending remarks
• Poor teaching style
• Poor communication
• Being unprepared
• Showing disinterest in students
• Challenging other faculty’s knowledge and credibility

The nursing program has adopted and will enforce a zero-tolerance procedure for incivility. Possible consequences for students who demonstrate uncivil behaviors whether in or out of the classroom, include but are not limited to academic sanctions; dismissal from the program; reporting and referral to the RN-BSN Program Coordinator, the Nursing Department Chair, Dean of Health Sciences or the Dean of Students; and dismissal from the university.
TECHNOLOGY REQUIREMENTS for RN-BSN STUDENTS

To determine the computer requirements for taking online courses go to the following link: http://academics.dixie.edu/academic-community-outreach/computerSpecifications/.

Participation in course assignments/discussions in an online course:
It is important to communicate well and professionally in your threaded discussions not only for your grade but also for the perception you wish to convey to your fellow students and instructor. Generally, do not say or do anything in a threaded discussion that you would not say or do in a classroom discussion.

1. **Be friendly, positive and self-reflective.** When people cannot see you, and also do not know you, feelings can be hurt if you are not careful in how you express yourself. The old saying, think before you speak is important here. Think before you write. When you feel a critique is necessary, say it in a positive tone. Reread what you have written to be sure it is positive.

2. **Use proper language and titles.** Do not use slang or even profane words in an online education environment, even if they are words you consider, "not so bad," as they will sound offensive to the reader. Do not refer to your professor as "Doc" or by his or her first name, unless it is acceptable with him or her to do so.

3. **Use effective communication.** This takes practice and thoughtful writing. Try to speak and write clearly at all times. Again, reread before you respond. Define and restate your words when necessary. Correct a misunderstanding right away. Chances are, if one person felt a certain way about what you said, and then another may also. Likewise, be mindful of chosen words and joking. For example, the slang term "get out!" can be interpreted in several ways, either positively or negatively.

4. **Professionalism.** Leave the characters like smiley faces, and instant message abbreviations out. Your friends may like it, but chances are your professor will not. Save it for personal conversations or definitely ask for permission before using them. They may be interpreted as childish or too casual. Last, always say please and thank you.

5. **Ask for clarification.** If you are unsure of what was said, or the instructor’s directive, or are trying to interpret a person’s expressions, then ask again. Do not sit in silence either misunderstanding or feeling offended. Your instructor will appreciate your responsiveness and maturity. A simple way to do this is to say (or write), "I did not understand...” always keeping the onus for the misunderstanding on yourself.

NON-DISCRIMINATION

The Dixie State University Nursing Program is committed to providing equal educational opportunities for all qualified students without prejudice or discrimination.
STUDENT COMPLAINTS / GRIEVANCES

As noted above, the nursing department subscribes to the Student Rights and Responsibilities Code 5-33 which specified grievance procedures for students. In order to be fair and equitable to students in the nursing program we have identified a procedure for resolution of grievances that is in harmony with the philosophy of the university.

A student may file a complaint against a faculty or staff member for violating the student’s rights as delineated in the DSU Student Rights and Responsibilities. If at any time, a formal complaint about an academic action is filed, the matter shall be processed through the Academic Appeal process also described within the Student Rights and Responsibilities. All complaints that can be handled between the parties involved are encouraged to be resolved at this level. The student should seek to resolve the complaint with the involved faculty/staff member if possible. If resolution is not possible, the student may seek redress with Nursing Department Chair. If the concern cannot be resolved at that level, the student has the option to enter the grievance process where other university administration is involved depending upon whether the complaint is academically or non-academically related.

To be considered a formal complaint, the Formal Complaint Form (See Appendices) must be submitted to the nursing program administrator. All complaints that are not on a formal complaint form are not considered formal complaints and will be handled individually by those involved, or they will be encouraged to enter the formal complaint process. Until these complaints enter the formal process, there is no audit trail to show resolution. Complaints that involve the Nursing Department Chair or Dean of Health Sciences will follow the same process except it will be filed with the Vice President of Academics or Dean of Students. E-mail is not considered a written complaint.
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<th>GRIEVANCE PROCEDURE</th>
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| 1. The student should first discuss the issue with the other member involved. If a meeting is needed, it should be requested by the student within 7 working days from the time the student identified the unfair or unjust treatment. | This meeting should take place within 7 working days from the date of the occurrence that precipitated the complaint. | Faculty/Staff Member  
Student |
| 2. If the complaint is not resolved by the above step, the student may continue the process by discussing the issue with the RN-BSN Program Coordinator. | This discussion should take place within 10 working days from the meeting with the faculty member. | RN-BSN Program Coordinator  
Student |
| 3. If the complaint is not resolved by the above step, the student may continue the process by filing a written complaint with the Nursing Department Chair. The student should complete the nursing program Formal Complaint form shown in the appendices in the student handbook. | Written complaint should be filed within 10 working days of the discussion with the program coordinator. | Nursing Department Chair  
Student |
| 4. Upon receipt of a written complaint, the Nursing Department Chair will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. The written complaint will be given to the faculty/staff member by the Nursing Department Chair at least 5 working days before any official meeting. A faculty member will not be required to respond to any complaint which is not in writing and follows the appropriate documentation as outlined above. | An official meeting should take place within 7 working days of the date of the written complaint to the Nursing Department chair. | Nursing Department Chair  
Faculty member  
Student |
| 5. If the grievance has not been resolved by the above process, the student may submit a written grievance to the Dean of Health Sciences. | An official meeting should take place within 7 working days of the date of the written complaint to the Dean of Health Sciences. | Dean of Health Sciences  
Student |
| 6. If the grievance still has not been resolved by the above process, the student may enter DSU’s grievance procedure. | See the campus policy | See the campus policy |
The DSU Ombuds Office provides assistance in resolving problems and conflicts. It is an independent, impartial, informal, and confidential resource available to all members of the Dixie State University (DSU) community including faculty, staff and students. The Office is staffed by one or more professionally trained Ombuds who act as the University’s designated third-party neutral and who practice in accordance to accepted professional standards set by the International Ombudsman Association.

DSU Ombuds can assist you with the following:

- Colleague/faculty disagreements, concerns
- Policy and procedure questions
- Coaching for difficult, potentially hostile conversations
- Problems with supervisors
- Need objective perspective about a troubling situation
- Need advice about where to go for help/direction
- Request informal, mediation or shuttle diplomacy
- Desire on informal solution to a problem
- Need to know options for problems that have no other clear path for resolution
ADA STATEMENT

Dixie State University adheres to the Americans with Disabilities Act (ADA). Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact the Dixie State University Disability Resource Center.

ADMISSIONS/READMISSIONS

The Nursing Admissions Committee oversees student admissions into the nursing program as well as reviews and evaluates student applications for readmission after dismissal or voluntary withdrawal from the nursing program. The procedure that a student must adhere to in order to be considered for readmission after dismissal or withdrawal is as follows:

1. The student writes a letter to the Nursing Department chair stating why the student feels he or she should be readmitted to the nursing program.
2. The Nursing Admissions Committee reviews the letter and makes a decision for or against readmissions taking into consideration such occurrences as any extenuating circumstances, likelihood of the student successfully completing the program, violations of ethical behavior or code of student conduct, unacceptable or unsafe performance, failure to fulfill probationary status requirements, and/or space availability in the nursing program.
3. Recommendations of the committee including any recommendations for probationary status or corrective action will be reviewed with the student, made in writing, and signed by the student indicating compliance with the recommendations. Signed copies will be distributed as follows: one copy to the student, one copy to the Nursing Department Chair, and one copy in the student’s file.
4. Any appeals over and above the action of the committee may be taken first to the Dean of Health Sciences.
5. Any appeals over and above the action of the Dean of Health Sciences may be taken to the Vice President of Academic Services.

If a student has not enrolled in any RN-BSN course after three consecutive semesters, they will be withdrawn from the program and need to reapply for readmission.

ADVISEMENT

The nursing faculty is available to assist you at any time during your course of study. Office hours are set aside for faculty to be available for student consultation and advisement. If time is needed outside of the scheduled office hours, appointments can be made individually with the faculty.

Nursing Advisors: Alice Clegg, Room 372 Taylor Health Sciences Building, 435-879-4813
Kaylie Romney, Room 306 Taylor Health Sciences Building, 435-879-4803
CAREER INFORMATION

The DSU Career Center provides up-to-date resources and services. The services are free and available to students and members of the community. The center offers a wide variety of printed and computer-based career exploration materials and assessments. Both group and individual counseling services are provided, including workshops on career-related subjects. Vocational licensing testing in several areas is also available. Information on the Nursing Work Co-op program is available in the Career Center.

COURSE PARTICIPATION

You must log into the course within the first 3 days of the semester or you may be dropped from the class at the discretion of the instructor. Additionally, if you do not regularly participate in the course you may be dropped from the class at the end of the 3rd week at the discretion of the instructor.

Students may be withdrawn from classes by the instructors for lack of participation and/or failure to complete assignments. It is the student's responsibility to notify the instructor and the Nursing Department Chair if a situation requires moderation of the rules.

COMPUTER ACCESS

There are two on-campus computer labs: Holland Centennial Commons & Smith Computer Center. For Canvas and other computer help, please call 435-879-HELP or student IT support.

EXPENSES RELATED to INJURY or ILLNESS

The student is responsible for any expenses she/he incurs while acting in the capacity of a student, except for exposure to a blood borne pathogen.

GENERAL ANNOUNCEMENTS & PROGRAM INFORMATION

All DSU students are automatically assigned a Dmail email account. Important university announcements and updates from the nursing department will come to you through your Dmail including your DSU bill, financial aid/scholarship notices, and notification of dropped classes, reminders of important dates/events, and other information critical to your success at DSU. If you don’t know your user name and password, contact the IT Helpdesk for complete instructions. You will be held responsible for information sent to your Dmail, so please check it often.

GENERAL STATEMENT of RISKS

Students are expected to manage their own transportation and assume their own risks when traveling to and from practical experiences and when performing duties during practical experiences. There are inherent risks involved in travel and in practical experiences. The most obvious risks are accidents, contracting infections or other communicable diseases or workplace violence. Please take precautions to prevent accidents, infections and violence.
HEALTH REQUIREMENTS for ADMISSION

Students are required to adhere to specific immunization and health requirements in accordance with clinical site contracts and continued program accreditation requirements including but not limited to Tdap, MMR, Varicella, Hepatitis B, Tuberculosis, annual influenza, drug screen, background screen, BLS/CPR with AED certification. Some documents will need to be provided only once during the program while other items must be periodically renewed.

HEALTH & COUNSELING CENTER

The mission of the DSU Health and Counseling Center is to promote a climate where faculty/staff/students can become more engaged in healthy lifestyle behaviors through health and counseling resources, information and services. This program encourages the campus community to strengthen their health and well-being through educational opportunities, and self-improvement with a staff of nurse practitioners and therapists available for appointments as needed. Taking responsibility for one’s health and well-being is an essential part of a person’s ability to contribute to the work and mission of DSU. They have resources full of the latest health information regarding sexual responsibility, alcohol and other drugs, tobacco cessation, nutrition, and other basic health issues. Condoms are also available for those choosing to be sexually active.

Address, Hours, and Appointments
- The Health and Counseling Center is located next to campus at 1037 East 100 South, St George
- For appointments call 435-652-7756

Cost and Payment
- Students: $20 per visit – this includes the cost of most basic testing
- Faculty/Staff: $20 per visit – this includes the cost of most basic testing

In addition to treatment for acute and minor illnesses, the clinic does well-women exams, TB testing, Urine Drug Screen, Hepatitis B, MMR and Varicella immunizations, along with testing for immunity after receiving injections. Student health insurance is available to all students at Dixie State University. Application forms may be obtained from the cashier or the Vice President of Student Services. If students are not covered under a health and accident insurance plan with their parents, they are strongly encouraged to obtain coverage. Student health and accident coverage, however, is not mandatory. Student health insurance provided by United Healthcare is available if a student is a member of the DSNA. Further information can be found at www.nsna.org.

HELPDESK / IT

The Helpdesk is for your technological needs at Dixie State University including assistance for Canvas, Dmail, Student Services, Trailblazer wireless configuration, laptop assistance, and any other technical troubleshooting you may need help with. The Helpdesk can be reached at (435) 879-HELP (4357) and through email at: helpdesk@dixie.edu Email is the preferred method and is easier for techs to check regularly. Please include your full name, student ID number, and phone number when contacting the Helpdesk.
LATE ASSIGNMENT PROCEDURE

All assignments must be submitted to the instructor on or before the due date unless the student has negotiated a different due date with the instructor at least 24 hours before the assignment is due. The student must take the initiative to negotiate with the instructor with regard to the revised date for submission as well as the consequences of failure to submit the assignment by that revised date. If no negotiation is made with the instructor at least 24 hours before the assignment is due, late assignments will receive a 10% deduction in score for each day late up to 4 business days beyond the due date. Late assignments will not be accepted after 4 business days beyond the due date.

LIBRARY

The DSU Library is located inside the Holland Centennial Commons but many of the same resources are also available on their website. Your BankMobile card will give you access to any academic library in the state. You will be expected to adhere to rules concerning book loans, reserve library, and periodicals. A hold will be placed on your transcripts and/or graduation degree if you have an unpaid fine or any unreturned books in any library at the time of graduation. Since these services are a courtesy extended to all of us, it is expected that you will not mark books or remove pages. Copiers are available in the library for your use.

NURSING ORGANIZATIONS & OTHER PROFESSIONAL ACTIVITIES

Students are strongly encouraged to participate in their professional organizations. The faculty recommends and encourages student participation in DSU Nursing Student Association (DSNA) as a way to enhance professional growth and development. More information can be obtained from the Utah Student Nurses Association website.

PROCEDURE CREATION & REVISION

New procedures or revisions will be presented, discussed, and approved at faculty meeting. Discussions will include congruency with DSU policies. Procedures will be included in the minutes and dispersed to all faculty and staff for review prior to next faculty meeting. In faculty meeting, corrections and additions will be made to arrive at a consensus concerning the procedure. Once approved in faculty meeting, the new or revised procedure will be included in the Department of Nursing handbook by the department secretary and sent to students via Dmail if necessary.

PROCTORED ASSIGNMENTS/TESTS

DSU policy requires that a minimum of 2 proctored assignments/tests be given to online students to provide identity verification. Proctored assignments/tests means that the student must be visually seen by the proctor with a picture ID to ensure that the person doing the assignment or test is indeed the person enrolled in the class. The student will receive an F in the course if these proctored assignments are not completed or are not compatible with coursework submitted throughout the semester.

READMISSIONS

See Admissions/Readmissions section of this handbook.
SCHOLARSHIPS & GRANTS

Members of the community have graciously contributed money to Dixie State University with the request that it be used specifically for nursing education. This endowment money is used to award grants and scholarships to nursing students based on financial need and academic achievement. Health Sciences student scholarship opportunities are available through the DSU Financial Aid Office. Service scholarships such as AmeriCorps, student loans and loan repayment programs for nurses at all levels are also available.

SOCIAL MEDIA

Benefits of Online Social Networking for University Students

Online social networking sites like Facebook, Twitter, LinkedIn, and Classmates.com can be helpful to students by assisting them in making connections with classmates with similar interests and goals, formulating study groups, and providing a way to meet and get better acquainted with others. These sites also offer students the opportunity to create an image or a profile. Profiles often contain information about the user as well as photos, blog entries, and a section dedicated to communication exchanges with friends and other users. To a certain extent, profiles reveal what students care about and provide a window into a student’s interests and lifestyle.

Purpose and Issues to Consider

The purpose of this protocol is to inform students about the appropriate use of online social networking sites as it relates to professional conduct expected of nursing students at Dixie State University (DSU). Online social networking postings in relation to students, faculty, administrators, and future employers must be evaluated in accordance with codes of conduct and standards of professional behavior expected of nursing students. Bear in mind that people have been denied employment because of information posted on social networking sites. In some cases, legal charges have been filed against a student for defamation of character and/or invasion of privacy.

While the DSU Department of Nursing cannot prevent reference to students, faculty, administrators, and other persons associated with the DSU nursing program on social networking sites, the Department of Nursing may however, provide guidance regarding postings associated in any way with the Department of Nursing and its constituents.

Students are asked to refrain from posting insulting, disrespectful, or disparaging comments about any member of the Dixie State University campus community. Nursing students are expected to adhere to:

- DSU Student Rights and Responsibilities Code
- American Nurses Association Code of Ethics includes:
  - “The principle of respect for all persons extends to all individuals with whom the nurse interacts. The nurse maintains compassionate and caring relationships with colleagues and others with a commitment to the fair treatment of individuals, to integrity-preserving compromise and to resolving conflict. The nurse treats colleagues, employees, assistants, and students with respect and compassion. This precludes any and all prejudicial actions, any form of harassment or threatening behavior, or disregard for the effect of one’s actions on others. The nurse values the distinct contribution of individuals or groups, and collaborates to meet shared goals.”
- Utah Nurse Practice Act outlines guidelines for professional conduct
- National Council State Boards of Nursing White Paper: A Nurse’s Guide to the Use of Social Media
• HIPAA regulations for the protection of patient confidentiality in that students are bound to comply with all privacy requirements when they are not at the clinical rotation, including in conversations with family, friends, and peers; in emails; and in postings on social media sites.*

*These codes and standards can be applied to virtual learning environments, text messaging, emailing, and all other forms of communication among individuals as well as online social networking sites.

In exchange for the educational opportunities provided by the practical experiences, nursing students must comply with all state, local, and federal requirements governing the privacy of medical information. Students are bound to comply with all privacy requirements when not at practical experience, including in conversations with family, friends, and peers. Students are held accountable for maintaining the privacy of any information they obtain, see, or are given during practical experiences. In addition, to uphold the privacy of such information, do not post or discuss any clinical experience or information regarding involvement with the practical experience agency, its staff, or its clients/patients on any internet social media (Facebook, Twitter, emails, LinkedIn, and any others not mentioned). Nursing faculty periodically search the internet for breaches in privacy policies. Students are prohibited from returning to the practical experience site for a violation of any privacy requirement in any regard. Such violation may also result in a delay in completing degree requirements or in further disciplinary action against the offender by Dixie State University.

Remember, we all are representing the nursing profession, DSU Nursing Programs, and Dixie State University.

STUDENT RECORDS

A digital file is kept for each student in the nursing program. This record contains original application, copies of grades, evaluations, clinical information, progress reports, and other pertinent information that reflects student performance. Students seeking access to the cumulative file may do so to inspect any and all entries (except for criminal records and letters of recommendation with waived rights).

According to Family Educational Rights and Privacy Act (FERPA) policy, student records are open only to the student, appropriate university personnel, and are not available to friends, parents, or others. In the event that a student wishes to open their records to others, they must present a signed FERPA Release Form to the DSU Registrar’s Office and/or the department chair.

STUDENT REPRESENTATION

Nursing students have several opportunities for representation in program governance. For example, membership in the Dixie State University Student Nursing Association (DSNA) is strongly encouraged. Additionally, students elect class representatives at the beginning of the RN-BSN program. The responsibilities of a class representative are as follows:

• Act as a liaison between faculty and classmates for any general student concerns
• Attend monthly faculty meetings on an as-needed basis (conference calls available)
• Represent nursing students to DSUSA Academic Senate representative
• Coordinate planning for graduation celebration, if desired
STUDENT SERVICES

Nursing students at DSU have access to online support services whether they are living locally or at a distance with the exception of access to the Health and Counseling Center. All support services are administered by qualified individuals thus ensuring students have the most successful educational experience possible. Students are able to access services in-person, by telephone, email, and online. Student Services at DSU include but are not limited to:

- **Academic Advisement**
  - Skilled academic advisors assist students in a variety of ways including: selecting your course schedule; mapping out your educational plan; improving your study skills; referring you to helpful university services; and applying for graduation.
  - The nursing program has two designated advisors who assist nursing students.
    - Alice Clegg, MHEd BS, (435) 879-4813, clegg@dixie.edu
    - Kaylie Romney, BS, (435) 879-4803, romney@dixie.edu

- **Academic & Community Outreach**
  - Provides information and resources for students enrolled in online education courses.

- **Campus Bookstore**
  - Online and in-store provider of textbooks, course materials, computers, software, office supplies, apparel, and memorabilia.

- **Career Center**
  - Offers comprehensive career services to students, alumni, and the community when choosing a major, identifying a career and/or seeking employment. Specializes in career assessment, defining career goals, resume and cover letter review, interview skills, preparing for employment, and creating and implementing job search plans. The Center also provides students with graduate school information. Additionally, the Career Center works with employers to develop internships and job opportunities.

- **Disability Resource Center**
  - Designated office on the DSU campus to evaluate disability documentation and to determine eligibility and implement reasonable accommodations for students enrolled at DSU.

- **Financial Aid & Scholarships**
  - Administers comprehensive financial assistance programs that include scholarships, federal student grants and loan programs, as well as State of Utah grant and work programs.

- **Health & Counseling Center**
  - Offers medical services, mental health therapy, and alcohol and other drug programs to promote a climate where students/faculty/staff can become more engaged in healthy lifestyle behaviors through health and counseling resources, information, and services; provides resources full of the latest health information regarding sexual responsibility, alcohol and other drugs, tobacco cessation, nutrition, and other basic health issues. Distant students are not able to access this service because of the location of the center, near the DSU campus.

- **Library**
  - Offers a variety of learning and reference resources including off-campus access to library databases, E-books, interlibrary loan with an online request form, reference assistance, internet resources, online catalog, and Lib Guides which include research paper help, APA style, and online encyclopedias.

- **Registrar’s Office**
- Responsible for transcripts, admissions, scheduling, registration, placements, VA benefits application, grade reports, transfer credit evaluations, adding and dropping classes.

- **Testing Center**
  - Comprised of 3 separate testing operations: a Classroom Testing Center, a Prometric Center, and an additional Professional Testing Center. Centrally located facility for course examinations.

- **Writing Center**
  - Free service to DSU students; staffed by peer tutors who offer suggestions, instruction, and tips to help students improve their individual skills. Face-to-face sessions and online tutoring services are available; includes an online writing lab (OWL).

Further information regarding specific services can be found on the individual service’s website.

**TESTING PROCEDURE**

Exams must be taken on the specific day(s) and/or class period. Any exception to taking an exam on its scheduled date(s) will be at the discretion of the nursing faculty administering the test. It will be the responsibility of the student to contact the faculty member who is administering the exam about necessary exceptions. This exception may result in an automatic reduction of points. The course instructor and Nursing Chair have the authority to allow students to take a final exam at an alternate time.

The students must give prior notice if they will miss a test. If a student is absent from any test, it will be the responsibility of the student to contact the faculty member who is administering the exam about an exception. The test must be taken in a time frame at the discretion of the instructor. Any exception may result in an automatic reduction of points. The Dean of Health Sciences is the only person with authority to allow students to take a final exam at an alternate time.

Without acceptable cause for missing an exam, the late policy of a deduction of 10% per day from the total points of the exam. The 10% deduction will not be applied if the test is complete within the same school day that the exam is scheduled. Acceptable causes for missing an exam will include documented illness, sanctioned school activity and/or family emergency. It is the student’s responsibility to make arrangements with the instructor to take the exam.

Students who believe that a test item (question) has a correct answer that is different from the instructor’s keyed correct answer may fill out the Test Item Inquiry Form (see appendices). The student will provide a rationale with documentation from a course textbook or other scholarly resource. Submit the form to the course instructor within 24 hours of the end of the exam review. The instructor will respond to you within 48 hours.

Final exams are scheduled according to university policy. Students with scheduling conflicts during finals must use the Early/Late Final Exam Permission Form and follow directions on the form. This form must be submitted to each course instructor.
TEXTBOOKS

Textbooks are available in the DSU bookstore for all classes and may be purchased in the bookstore or ordered online by the Textbook Search feature.

TITLE IX CLERY ACT

The DSU Office of Title IX Clery Act & Compliance exists to educate and prevent gender inequity, sexual discrimination, sexual harassment, sexual abuse, and sexual assault. If you feel your rights have been violated or you witness any of the aforementioned, please visit their website.

TRAVEL

Each student is expected to provide or arrange for their own transportation. The cost of travel is assumed by the student. Students will release Dixie State University and its employees from any liability for accident or injury sustained during any travel using private or college provided vehicles.

TURNITIN

Turnitin detects unoriginal content in student written work. Turnitin improves the student writing cycle by preventing plagiarism and providing feedback to students. The results can be used to identify similarities to existing sources or can be used in formative assessment to help students learn how to avoid plagiarism and improve their writing. Assignments will be processed through Turnitin where a similarity index is checked as a deterrent to plagiarism. This similarity score must be less than 15% on the final Turnitin index including quotes unless otherwise identified by the instructor.

To submit assignments using Turnitin, refer to this Turnitin tutorial.
Grade reports are issued at the end of each semester and are recorded on the student’s permanent record. The following are examples of evaluation methods that are used to grade your theory, and/or practical performance:

- Quizzes
- Unit, midterm, & final exams
- Self-evaluation
- Worksheets
- Student conferences
- Course assignments
- Preceptor evaluations
- Reflective journals
- Group assignments
- Online discussion boards
- Portfolios
- Written assignments
- Presentations
- Capstone Project

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<th>PERFORMANCE</th>
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<td>Excellent</td>
<td>A</td>
<td>93.5-100</td>
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<tr>
<td>Excellent</td>
<td>A-</td>
<td>89.5-93.4</td>
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<tr>
<td>Above Average</td>
<td>B+</td>
<td>86.5-89.4</td>
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<tr>
<td>Above Average</td>
<td>B</td>
<td>82.5-86.4</td>
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<tr>
<td>Above Average</td>
<td>B-</td>
<td>79.5-82.4</td>
</tr>
<tr>
<td>Average</td>
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<td>76.5-79.4</td>
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<tr>
<td>Incomplete</td>
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</table>

A 74% or “C” grade or above in all required nursing courses is necessary to remain in the RN-BSN programs. Failure of a nursing course may be grounds for dismissal from the nursing program and if dismissed, a student is eligible for one re-entry through the readmission process. RN-BSN students may repeat an RN-BSN discipline core requirement course one time only. Second failure of an RN-BSN discipline core requirement course results in dismissal from the RN-BSN program, however, students may apply for readmission.

**Assignment Grading Turnaround:** All course work—threaded discussions, assignments, and exams—will be graded within seven days after the due date.
## ESTIMATED COSTS

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<td>Dixie State University Application Fee</td>
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<td>Nursing Program Application Fee</td>
<td>$50</td>
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<td>Drug Screen &amp; Background Check</td>
<td>$98</td>
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<td><strong>Tuition</strong> —</td>
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<td>Full Time Resident ($2540 each semester for 3 semesters)</td>
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<td>Online Delivery Fee</td>
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<td>$30/credit; maximum fees at 12 credits/semester</td>
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<td>Textbooks (estimated)</td>
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<td><strong>APPROXIMATE TOTAL:</strong></td>
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APPENDIX A

CONSENT FOR DRUG & ALCOHOL TESTING

I understand that as a requirement to entering a health science program with an associated clinical component at Dixie State University (DSU), I must submit to a urine drug test. The testing facility must provide results of the test to the Program Chair for the department the student is attempting to enter. I understand that if the substance test result is positive, the program chair will follow the guidelines listed in the College of Health Sciences (CHS) Drug and Alcohol Testing Procedure, which may include denial of entrance to the program.

I authorize DSU to conduct all related alcohol and drug tests that are subject to the policy. I further authorize and give full permission to have the University and/or its personnel to send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to the University and/or to any governmental entity involved in a legal proceeding or investigation connected with the test.

I also authorize the release of information concerning the results of such tests to designated University personnel, its clinical partners, to any assistance program to which I may be referred, and to the appropriate licensing boards, if applicable.

I will hold harmless DSU, its personnel and any testing laboratory the University might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of right to participating in the academic program, ineligibility to test for a certification exam, employment or any other kind of adverse action that might arise as a result of the drug or alcohol test, even if a DSU or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results. I will further hold harmless DSU, its personnel and any testing laboratory the University might use for any alleged harm to me that might result from the release or use of information or documentation relating to the drug and/or alcohol test, as long as the release or use of the information is within the scope of this policy and the procedures as explained in the paragraph above.

I understand refusal to complete the drug and/or alcohol testing process will prohibit me from entering the desired program in the CHS at DSU as stated in the CHS Drug and Alcohol Testing Procedure. I consent to urine drug and/or alcohol testing for the purpose of admission to a program with a clinical component in the College of Health Sciences at Dixie State University. I understand that this consent form remains in effect during my enrollment in a CHS program with a clinical component at DSU.
APPENDIX B

DISCLOSURE OF LEGAL CONVICTIONS & ARRESTS

Students who are enrolled in the Dixie State University College of Health Sciences programs must report any arrests or legal convictions including, but not limited to, misdemeanors, felonies, sexual offender convictions or governmental sanctions. The College of Health Sciences reserves the right to release relevant information regarding a student’s criminal history to appropriate clinical agency representatives. Failure to report arrests or legal convictions to the Dean of Health Sciences and program director/coordinator within 48 hours of the arrest or conviction will result in dismissal from the program.

Students enrolled in the College of Health Sciences programs are subject to background checks prior to placement in clinical agencies and/or before enrollment in the program. Certain arrests or convictions that could jeopardize the health and safety of patients and/or agency employees may render students ineligible for placement in a clinical agency. Ineligibility for placement in a clinical agency will result in course failure and dismissal from the health science program.

At such time a health science student is arrested, the student has 48 hours to report this arrest to the appropriate program director and the Dean of Health Sciences. Failure to report the arrest will result in automatic dismissal from the health science program. Students may not report to clinical or be present in clinical agencies until the issue is resolved and a determination has been made by the Dean of Health Sciences regarding the risk to patients and/or clinical agency employees as indicated by the nature and circumstances of the arrest. The Dean of Health Sciences will review the student's status in the health science program. A possible outcome of the review may be the student’s inability to continue in the program. It may be necessary to release the student’s disclosure of a legal conviction and/or arrest to an appropriate representative of the clinical agency for the sole purpose of determining eligibility to participate in clinical activities within the agency.

Students in the College of Health Sciences programs must comply with the legal, moral, and legislative standards in accordance with the Utah State Division of Professional Licensing laws and rules as well as professional and ethical codes of conduct. A student may be denied eligibility for licensure or certification if convicted of a felony and/or certain misdemeanors.

By participating in a DSU College of Health Sciences Program, students agree to the following:

- I understand that I have 48 hours to report any arrest, criminal conviction, or governmental sanction while enrolled in a Dixie State University Health Sciences program to the appropriate program director and the Dean of Health Sciences.
- I understand that I will be unable to participate in clinical activities until the issue is resolved.
- I further agree to, and hereby authorize, the release of my disclosure of a legal conviction and/or arrest to an appropriate representative of the clinical agency for the sole purpose of determining eligibility to participate in clinical activities within the agency.
- I understand that failure to report any arrests, convictions, or governmental sanctions within 48 hours will result in my dismissal from the health science program.
- I do hereby swear or affirm that I have read and understand the requirements of this procedure. I will comply with the requirements of this procedure.
APPENDIX C

TEST ITEM INQUIRY FORM

Complete this form when you believe a test item (question) has a correct answer that is different from the instructor's keyed correct answer. Provide a rationale with documentation from a course textbook or other scholarly resource. Identify the textbook with a page number, or provide the citation of alternate resources, where you found the rationale. When complete, submit the form to the course instructor within 24 hours of the end of the exam review. The instructor will respond to you within 48 hours.

Class____________________________  Professor ____________________________________________

Student_____________________________  Date______________________________

Test #_____________________________  Item #_______________________________

Rationale_________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Scholarly Source _________________________________________________________

____________________________________________________________________
It is the purpose of Dixie State University Nursing Department to establish a method whereby complaints may be filed in a formal manner to assure fair and effective resolution. The filing of such complaint will in no way prejudice the status of such individual. Please refer to the Grievance Procedure in the Nursing Student Handbook for a description of this process. Submit the form to the Dean of Health Sciences.

<table>
<thead>
<tr>
<th>Name of Person Filing Complaint:</th>
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<tbody>
<tr>
<td><strong>Status:</strong> □ Student □ Staff □ Faculty □ Other</td>
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<tr>
<td>Contact Telephone Number:</td>
</tr>
<tr>
<td><strong>Organization:</strong> (School or Institution)</td>
</tr>
<tr>
<td><strong>Nature of complaint:</strong> (Background, activity, events leading up to, names, and actual issue; including significant dates and times) Use back of form for more documentation.</td>
</tr>
</tbody>
</table>

Requested/Suggested Remedy:

Signature of Person Filing Complaint:

Date Complaint Form was Received:

Chair’s Signature:
Directions: Circle the correct answer.

1. The purpose of the student handbook is to acquaint students with the nursing program:
   A. Curriculum
   B. Objectives
   C. Policies and procedures
   D. All of the above

2. In the nursing program mission and philosophy, a BSN is defined as a professional nurse who practices in the role of provider, manager, and coordinator of care as well as functioning as a leader of care teams.
   A. True
   B. False

3. The nursing program conceptual framework includes 7 learning outcomes that students are expected to achieve. They include leadership, evidence-based practice, skills, knowledge, communication, managing patient care to restore health, and:
   A. Lifelong learning
   B. High-acuity nursing processes
   C. Integrating professional standards
   D. Scientific reasoning

4. Nursing students' assumption of responsibility for their own learning is a component of which program outcomes?
   A. Time management/organization
   B. Professional behavior
   C. Leadership/management
   D. Critical thinking

   A. True
   B. False

   A. True
   B. False

7. In the RN-BSN program, late assignments will receive a 10% deduction in points for each business day beyond the due date and will be not accepted after 4 business days beyond the due date unless students have negotiated with the instructor at least 24 hours before the assignment due date.
   A. True
   B. False

8. Faculty and students can contribute to a civil teaching-learning environment by:
   A. Being honest
B. Assuming goodwill
C. Assuming personal responsibility
D. Listening carefully
E. All of the above

9. Students can be dismissed from the nursing program for cheating; for example, taking an exam then telling other students what questions were on the exam.
   A. True
   B. False

10. Students who wish to make a formal complaint against the nursing program must submit in writing the Formal Complaint Form (found in this Handbook) to the Nursing Department Chair.
    A. True
    B. False

11. If a student formal complaint has been addressed by the Dean of Health Sciences and it cannot be resolved at that level, it may enter the grievance process where other college administration is involved such as the Vice President of Academics and/or Dean of Students.
    A. True
    B. False

12. A desired RN-BSN program outcome is that 90% of students complete the program within 10 years.
    A. True
    B. False

13. RN-BSN _________________are statements that specify what nursing faculty want students to learn or be able to do as a result of successfully completing the RN-BSN program.
    A. Goals
    B. Objectives
    C. Student Learning Outcomes

14. Netiquette as it applies to behavior within an internet network such as online threaded discussions or use of email for communication includes but is not limited to the following:
    A. Ask permission from the original sender to forward messages that have been sent to you.
    B. Avoid emotional language and the use of emoticons.
    C. Ask for clarification if you are not sure how to interpret what was written.
    D. Do not initiate or respond to an email when you are angry.
    E. All of the above.

15. Second failure of an RN-BSN discipline core requirement course results in dismissal from the RN-BSN program, however, students may apply for readmission.
    A. True
    B. False
## STUDENT RESOURCES

<table>
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<tr>
<th>WHAT</th>
<th>WHO</th>
<th>WHERE</th>
<th>PHONE area code 435</th>
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<tbody>
<tr>
<td>Dean of Health Sciences</td>
<td>Eliezer Bermudez</td>
<td>Taylor 308</td>
<td>879-4817</td>
<td>eliezer.bermudez</td>
</tr>
<tr>
<td>Nursing Dept Chair</td>
<td>Vicky O'Neil</td>
<td>Taylor 304</td>
<td>879-4808</td>
<td>oneil</td>
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<tr>
<td>Admin Specialist to the</td>
<td>Merilee Gustafson</td>
<td>Taylor 303</td>
<td>879-4800</td>
<td>merilee.gustafson</td>
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<tr>
<td>Nursing Department</td>
<td>Julie Chew</td>
<td>Taylor 363</td>
<td>879-4851</td>
<td>julie.chew</td>
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<tr>
<td>Program Coordinators</td>
<td>Michelle McDermott</td>
<td>Taylor 305</td>
<td>879-4815</td>
<td>mcdermott</td>
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<tr>
<td>Nursing Secretary</td>
<td>Rachel Christ</td>
<td>Taylor 302</td>
<td>879-4810</td>
<td>rach.christ</td>
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<tr>
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<td>Alice Clegg</td>
<td>Taylor 372</td>
<td>879-4813</td>
<td>clegg</td>
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<tr>
<td></td>
<td>Kaylie Romney</td>
<td>Taylor 306</td>
<td>879-4803</td>
<td>romney</td>
</tr>
<tr>
<td>Library</td>
<td>Dianne Aldrich</td>
<td>Holland 245</td>
<td>652-7723</td>
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<td>DSU Public Safety</td>
<td>Interim Chief of Police:</td>
<td>Burns North</td>
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<td>Tamron Lee</td>
<td>North Plaza 148</td>
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<td>Tutoring Center</td>
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<td>Helpdesk</td>
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<td>Dylan Matsumori</td>
<td>1037 E 100 S</td>
<td>652-7756</td>
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<tr>
<td>Bookstore</td>
<td>Staff</td>
<td>Gardner 2nd Floor</td>
<td>652-7644</td>
<td>Use Contact Form on website</td>
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