



SNOW COLLEGE

ASSOCIATE OF SCIENCE IN NURSING STUDENT HANDBOOK

Table of Contents

WELCOME.....	4
ASSOCIATE OF SCIENCE IN NURSING MISSION STATEMENT.....	6
NURSING DEPARTMENT MISSION STATEMENT.....	6
SNOW COLLEGE MISSION STATEMENT.....	6
END OF PROGRAM STUDENT LEARNING OUTCOMES.....	7
PROGRAM OUTCOMES.....	7
NCSBN CLINICAL JUDGEMENT MEASUREMENT MODEL.....	8
SUGGESTED COURSE OF STUDY FOR ASN PROGRAM.....	10
ASN COURSE SCHEDULE.....	11
POLICIES AND PROCEDURES.....	12
CLASSROOM ETIQUETTE.....	14
TESTING POLICY.....	15
TESTING RULES.....	16
GRADING POLICY.....	17
ASSIGNMENTS.....	18
ATTENDANCE AND ABSENCES.....	19
PERCENTAGE GRADE TO LETTER GRADE BREAKDOWN.....	20
COURSE CORRECTION FORM.....	22
MID-TERM STUDENT PROBATION NOTIFICATION.....	23
STUDENT HONOR CODE.....	24
TEXTBOOKS.....	25
CLINICAL POLICY.....	25
RULES FOR SKILLS LAB.....	25
INCIVILITY.....	26
UNPROFESSIONAL CONDUCT.....	27
UNIFORM AND GROOMING.....	28
DRUG AND ALCOHOL POLICY.....	30
IMMUNIZATIONS.....	32
CPR.....	33
STUDENT INSURANCE.....	33
TRAVEL.....	33
EMPLOYMENT POLICIES.....	33
EXPOSURE RISK POLICY.....	34
ASN CLASS OFFICERS.....	36
STUDENT ADVISEMENT, COUNSELING, AND EMPLOYMENT.....	37
FINANCIAL AID.....	37
AMERICANS WITH DISABILITIES ACT (ADA) LAW.....	38
LIBRARY.....	38
STUDENT RECORDS.....	39
PROCEDURE FOR RESOLVING STUDENT CONCERNS.....	39
SNOW COLLEGE ACADEMIC POLICIES.....	39
SNOW COLLEGE STUDENTS RIGHTS AND RESPONSIBILITIES.....	39

WELCOME

The Snow College Nursing Department faculty and staff are excited to offer RN training in a state-of-the-art facility. Training to become a healthcare provider is very rewarding and demanding. We congratulate you on your decision to pursue occupational training in this noble profession.

The Associate of Science in Nursing (ASN) Student Handbook is provided to assist you in understanding your role and responsibilities in the Snow College ASN program. The handbook is a resource that complements the Snow College student policies. The ASN Student Handbook provides nursing-specific policies that clarify policies in the Snow College Academic Catalog, www.snow.edu/catalog.

All policies are subject to change as needed. Should it become necessary to change a policy within an academic year, students will receive both written and verbal notification.

The Snow College ASN program is fully accreditation by the Accreditation Commission for Education in Nursing, Inc. (ACEN).

Accreditation Commission for Education in Nursing
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

Please feel free to contact us with any questions or concerns you may have. The Snow College Nursing Department faculty and staff want to assist you in reaching your goals. We are here to serve you and our community with health care and educational needs.

Amber Epling
Department Chair
Nursing Department

ASSOCIATE OF SCIENCE IN NURSING MISSION STATEMENT

The mission statement for the Associate of Science in Nursing program is three-fold:

1. To educate students in the registered nurse role to be competent, caring nurses.
2. Inspire students to commit to innovative lifelong learning.
3. Encourage students to serve the community and the patients they care for.

Core Theme #1: Tradition of Excellence

Goal: Nursing staff will educate students in the history of nursing and the advances of medicine that will empower students to achieve RN licensure and job placement in the medical field.

Core Theme #2: Culture of Innovation

Goal: Nursing Staff will encourage students to use innovative initiatives that will encourage critical thinking and a desire for life-long learning.

Core Them #3: Atmosphere of Engagement

Goal: Nursing staff will create opportunities locally or globally, to engage students in service to the surrounding community and their patients.

NURSING DEPARTMENT MISSION STATEMENT

The Mission of Snow College Nursing Department is three-fold:

1. To educate students for health care fields.
2. To inspire them to love learning.
3. To lead them to serve others.

Through quality instruction the Nursing Department will also facilitate the development of integrity, responsibility, the need of life-long learning, and community services as health care providers.

SNOW COLLEGE MISSION STATEMENT

Snow College continues a tradition of excellence, encourages a culture of innovation, and cultivates an atmosphere of engagement to advance students in the achievement of their educational goals.

Core Theme #1: Tradition of Excellence

Goal: Snow College honors its history and advances its rich traditions of learning by providing a vibrant learning environment that empowers students to achieve their educational goals.

Core Theme #2: Culture of Innovation

Goal: Snow College encourages and supports innovative initiatives that create dynamic learning experiences for the college community.

Core Theme #3: Atmosphere of Engagement

Goal: Snow College creates learning and service opportunities, locally and globally, to engage students, faculty, staff, and surrounding communities.

END OF PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the ASN program, students will be able to do the following:

1. The student will design and implement individualized patient centered care.
2. The student will promote collaborative clinical decision making with the inter-professional teams through implementation of effective communication skills.
3. The student will make clinical decisions substantiated with evidence that integrates knowledge of nursing science to provide competent care.
4. The student will incorporate patient safety principles into the plan of care for all individuals.
5. The student will use technology to document, manage knowledge, and support decision making.

PROGRAM OUTCOMES

Program outcomes are developed as performance indicators to provide evidence that the ASN program is meeting the mission and goals established by the nursing program. The Program outcomes are measured by NCLEX pass rates, program completion, and job placement. The ASN program utilizes the ACEN Standards and Criteria (2017 edition) to demonstrate evidence of achievement in meeting the program outcomes.

The program outcomes include the following:

Outcome 1: The Snow College NCLEX-RN pass rate for the ASN program will be reviewed annually from January 1 to December 31 following Utah's DOPL reporting process. The three most recent years must meet at least one of the following based on the total number of test-takers:

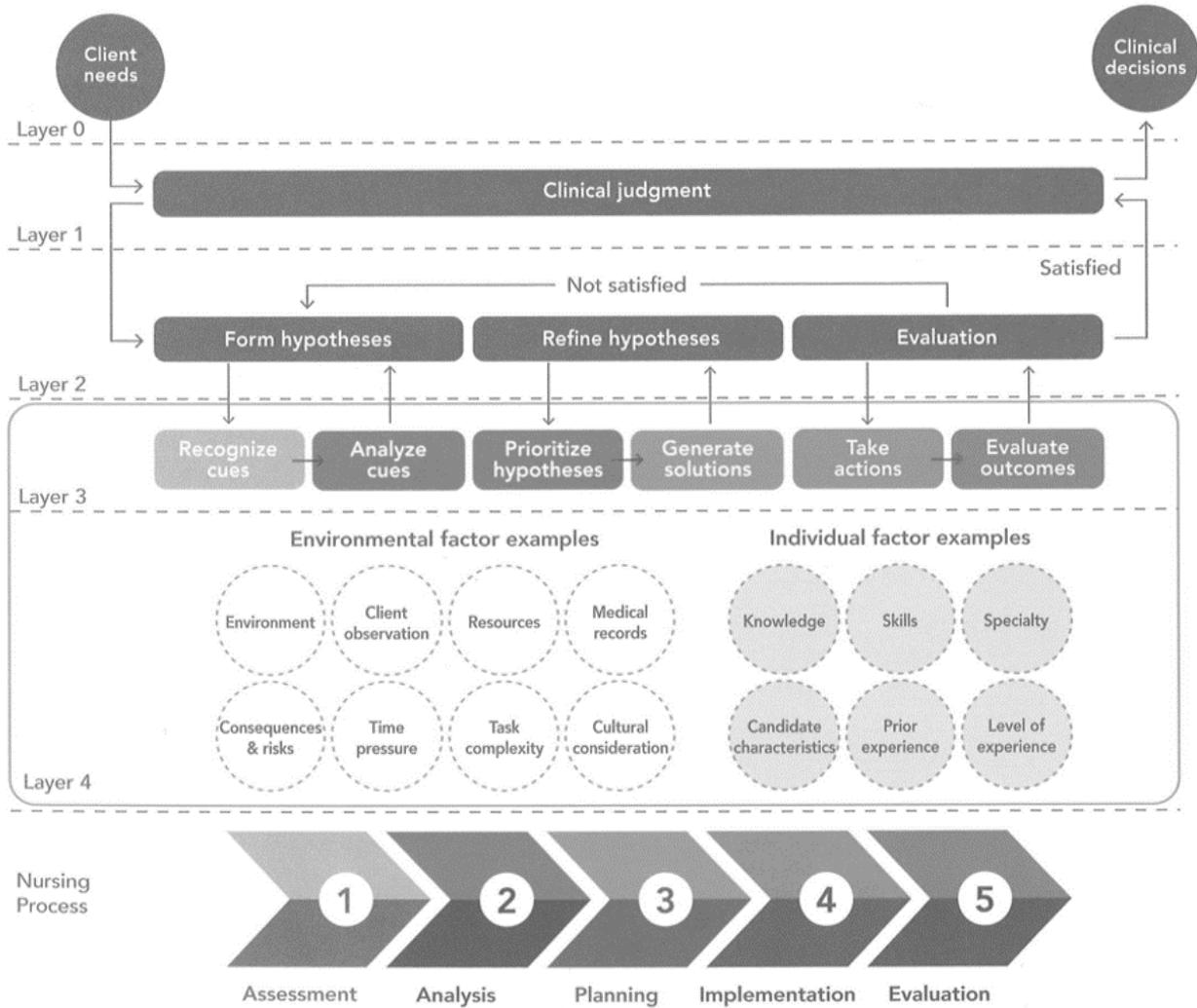
- 80% or greater for all first-time test-takers; or
- 80% or greater for all first-time test-takers and repeaters;
- Or at or above the national mean based on the nursing program type.

Outcome 2: A minimum of 80% of students will graduate from the Snow College ASN program 1½ times the length of the program.

Outcome 3: At least 80% of program graduates will be employed within six to twelve months after graduation.

NCSBN CLINICAL JUDGEMENT MEASUREMENT MODEL

We follow the NCSBN Clinical Judgement Measurement Model.



SUGGESTED COURSE OF STUDY FOR ASN PROGRAM

Pre-Application Requirements: Cumulative GPA of 3.0 or higher; GPA of 2.80 to 2.99 may be considered.
Math 0850, 1010, or higher math, or equivalent.

Prerequisite Courses		
Course		Credit
BIOL 2320, 2325	Human Anatomy with Lab	4
BIOL 2420, 2425	Human Physiology with Lab	4
CHEM 1110, 1115	Elementary Chemistry with Lab	5
ENGL 1010	Expository Composition	3
Current, Utah CNA license		
Credits		17

1 st Semester Courses		
Course		Credit
NURS 1102	Fundamentals of Nursing	3
NURS 1112	Fundamentals of Nursing Lab	1
NURS 1103	Mental Health Nursing	2
NURS 1113	Mental Health Nursing Clinical	1
NURS 1104	Medical Surgical Nursing Across the Lifespan	2
NURS 1114	Medical Surgical Nursing Across the Lifespan Lab/Clinical	1
PSY 1010 or HFST 1500*	General Psychology or Human Development	3
Credits		13

2 nd Semester Courses		
Course		Credit
NURS 1105	Adult Medical Surgical Nursing Care	2
NURS 1115	Adult Medical Surgical Nursing Care Lab	1
NURS 1125	Medical Surgical Nursing Care Clinical	2
NURS 1106	Intro to Pharmacology	3
NURS 1108	Maternity Nursing	2
NURS 1109	Pediatric Nursing	2
NURS 1117	Maternity/Pediatrics Nursing Lab	1
GE Course **	General Education Course	3
Credits		16

3 rd Semester Courses		
Course		Credit
NURS 2140	Advanced Medical Surgical Nursing	2
NURS 2145	Advanced Medical Surgical Nursing Lab	1
NURS 2240	Advanced Medical Surgical Nursing Clinical	3
NURS 2160	Advanced Pharmacology	2
ENGL 2010	Intermediate Research	3
GE Course **	General Education Course	3
Credits		14

4 th Semester Courses		
Course		Credit
NURS 2170	Transition to Professional Nursing	2
NURS 2180	Nursing Capstone Course	2
NURS 2280	Nursing Capstone Clinicals	3
Math 1030/1040**/1050	Introduction to Statistics	3
GE Course **	General Education Course	3
Credits		13

*PSY 1010 or HFST 1500 must be completed by the end of the 1st Semester

** GE Requirements: American Institutions, Fine Arts, and Humanities. Three (3) credits each.

*** Associate Degrees require a qualitative literacy course i.e. Math 1030 or higher; however, students transferring to a BSN or higher nursing program may need Math 1040.

LPN-RN Bridge: A current, Utah LPN license is required. You will complete the 3rd and 4th semester courses as well as all other ASN requirements.

ASN COURSE SCHEDULE

1ST SEMESTER

NURS 1102	Fundamentals of Nursing	3
NURS 1112	Fundamentals of Nursing Lab	1
NURS 1103	Mental Health Nursing	2
NURS 1113	Mental Health Nursing Clinical	1
NURS 1104	Medical Surgical Nursing Across the Lifespan	2
NURS 1114	Medical Surgical Nursing Across the Lifespan Lab/Clinical	1

Total credits: 10

2ND SEMESTER

NURS 1105	Adult Medical Surgical Nursing Care	2
NURS 1115	Adult Medical Surgical Nursing Care Lab	1
NURS 1125	Medical Surgical Nursing Care Clinical	2
NURS 1106	Intro to Pharmacology	3
NURS 1108	Maternity Nursing	2
NURS 1109	Pediatric Nursing	2
NURS 1117	Maternity/Pediatrics Nursing Lab	1

Total credits: 13

3RD SEMESTER

NURS 2140	Advanced Medical Surgical Nursing	2
NURS 2145	Advanced Medical Surgical Nursing Lab	1
NURS 2240	Advanced Medical Surgical Nursing Clinical	3
NURS 2160	Advanced Pharmacology	2

Total credits: 8

4TH SEMESTER

NURS 2170	Transition to Professional Nursing	2
NURS 2180	Nursing Capstone Course	2
NURS 2280	Nursing Capstone Clinicals	3

Total credits: 7

LPN-RN Bridge: You will complete the 3rd and 4th semester courses.

POLICIES AND PROCEDURES

The Snow College Nursing Department aims to support nursing students in the development of professional abilities and attributes through experiences in the clinical and academic settings. The ASN Student Handbook outlines specific policies and procedures of the ASN program to guide the student through his/her academic year of study. The purpose is to establish professional standards to govern your progression in the nursing program. You are responsible to know and abide by policies in this handbook.

CLASSROOM ETIQUETTE

1. Be on time.
2. Come to class prepared.
(read material, pen, sharpened pencil, books, homework ready to hand in)
3. Do not curse or use profanity.
4. Respect others (including other students, facilitators, and instructors) by not disturbing, thus allowing all to learn and teach.
5. Show respect in the lab and classroom by always cleaning up.
6. No cell phones or text messaging during class time or in clinicals. The instructor has the right to ask that the device be turned off.
7. Electronic devices, including an apple watch or other similar devices, may be used for learning purposes at the discretion of the class instructor. The instructor has the right to ask that the device be put away if not being used for learning purposes.

Electronic devices cannot be used while taking a test unless the teacher specifically states otherwise. Electronic devices need to be removed from the testing area. This includes the Testing Center as well as other approved proctor sites.

8. Use microphones appropriately during video conferencing classes.
9. Children are not to be brought to class, seminars, evaluations, or examinations.

Certain circumstances, such as a newborn infant, may be exempt. Prior arrangements need to be made with the Director of Nursing before the infant is brought to class. Child care for the infant will need to be made by the time the infant is six-weeks-old. If there are any extenuating circumstances, the student must meet with the Director of Nursing for these to be addressed.

10. To contact an instructor, please use their school email address or school phone number. They will respond to your inquiry during their office hours.

Do not contact instructors by their cell phone, by either calling or text messaging. The only exceptions will be if there is an emergency or you have permission from that instructor.

TESTING POLICY

1. Test will make up 60% of your final grade in each course. 40% will come from unit exams and 20% will be from the final exam.
2. All tests must be completed to receive a grade in the course.
3. Tests are never to be taken out of the testing area room.
4. There will be no retakes to receive higher grades.
5. Students who obtain less than an 80% on a test will need to remediate with the instructor. The student needs to remediate with the instructor until the instructor can validate 80% competency on the information tested. The original test score still stands and will not be changed to a higher score. It is the student's responsibility to initiate this meeting with the instructor.
6. Students will not help or assist with grading of tests.
7. All tests must be taken on the specific testing day and time period. Any exception to this will result in the following penalties:

Taking the examination on the same day after the regularly scheduled time or the next school day will result in a 10% reduction of the total percentage in the examination. A subsequent reduction of 10% per day will be assessed.

No student will be allowed to make up an examination date unless otherwise specified by the instructor after reviewing circumstances with the Director.

8. The Student Handbook will be followed for taking points off for late tests. If there are extenuating circumstances, then the student needs to contact the instructor and an extra day may or may not be granted to the student. This needs to be approved also by the Director. Consideration, and possible denial of an extra day, will be taken into account of a student who abuses this privilege.
9. Examinations for the nursing program may be administered in the Testing Centers or approved proctored sites.
10. Students are required to take a comprehensive predictor examination at the end of the program. A fee will be assessed for the examination.



TESTING RULES

- Backpacks are not allowed in the testing area.
- Cell phones are not allowed and must be turned OFF – not silent or vibrate. Any use of a cell phone after being admitted to the testing area will result in the immediate termination of the exam.
- Watches, of all makes and models, are banned from being worn by any test taker. Watches must be completely concealed from view and out of the test takers immediate use.
- You may not bring any personal items into the testing area. These include, but are not limited to: food, drinks (including water), pagers, purses, and any other electronic devices.
- You are not allowed to leave the testing area after your test has begun. If you leave the testing area this will indicate that you are finished with your test and you will not be allowed to reenter the testing area. Use the restroom before you start your test!
- Do not disturb other tests takers. Do not talk to other test-takers or refer to their screens, testing materials, or written notes in the testing area.
- Tests must be completed and turned in
- Test information must remain in the testing area – no outside discussion of test questions and content is allowed.
- Children are not allowed while testing.

If there are any blatant or suspected issues of academic dishonesty, you will be asked to leave and you will be report to your instructor for appropriate disciplinary action.

GRADING POLICY

1. Course work can consist of theory, skills, and clinicals. Competency in all course work will need to be demonstrated; failure to show competency in any area will result in failure of the course.
2. An 80% grade or higher must be achieved in all ASN courses for advancement in the ASN program.
3. A student receiving a grade lower than 80% at mid-term will be put on probation. If a student receives probation in two courses, they may be dismissed from the program.
4. A student who receives a final grade of 80% or lower will result in the student being put on probation with the option to repeat the failed course. The student must meet with the Nursing Director and sign a contract regarding their continual placement in the program. If the contract conditions are not met, dismissal from the program may result.

Students repeating a course will need to repeat all corequisite course(s). Possible exemption, from repeating a corequisite course, is based on the nursing instructor's discretion.

5. Students are allowed to repeat the same nursing course only once. Students who fail to pass the same nursing course the second time, with an 80% grade or higher, will be dismissed from the ASN program.
6. Students who do not pass two or more ASN courses with an 80% grade or higher, on their first attempt, may be dismissed from the Snow College ASN program.

The Nursing Committee will review all students who have failed more than two courses. Readmission to the program will be given on a case by case basis. Student who are permitted to continue on, will need to meet with the Nursing Director and sign a contract regarding their continual placement in the program. If the contract conditions are not met, dismissal from the program may result.

Any student who is dismissed from the Snow College ASN program will not be eligible to reapply in the future.

7. A student not passing course work is responsible for scheduling a time to meet with the appropriate instructor.
8. Any unacceptable behaviors, as documented in the ASN Student Handbook or course syllabi, will receive a Course Correction Form. If a student receives a Course Correction Form it may affect their grade. If a student receives three Course Corrections Forms in a course, then they may fail the course.
9. Please review the attendance and absentee policy. This will have an effect on your grade.
10. Costs incurred for readmission for any courses are the responsibility of the student.

An Associate Degree is required to take the National Council of State Boards of Nursing exam (NCLEX-RN). The total number of required credits for a Snow College Associate of Science in Nursing is 72 credits. All prerequisite courses and co-requisite courses taken to meet the ASN requirement from Snow College must be passed with a minimum grade of "C" (2.0).

ASSIGNMENTS

1. All written assignments are to be done on standard size paper, written legibly in ink or typed on one side. Title page and reference page, when appropriate, are to be included. Assignments may be submitted electronically with the instructor's approval.
2. Assignments are to be handed in on the assigned date. If assignments are handed in late, an initial 10% will be deducted. If more than one day late, 10% per day will be deducted. Instructor(s) reserve the right to impose additional late penalties as stated in the individual syllabi.
3. All clinical assignments need to be completed and turned in on the assigned date. If the assignment is turned in late, an initial 10% will be deducted. If more than one day late, 10% per day will be deducted. All clinical paperwork must be completed and turned in for a grade.
4. When Copyleaks is used for assignments, the Copyleaks percentage must be 15% or less unless otherwise specified by the instructor.
5. Electronically submitted assignments must be attached as a Microsoft Word Document, PDF, or as specified by the instructor.
6. Email: All students must be able to access their school e-mail account. Faculty will use this account to share information to the students.
7. You may also be evaluated on the following performance characteristics:
 - a. Care of property
 - b. Good work habits
 - c. Cooperation with instructors
 - d. Cooperation with students
 - e. Cooperation with affiliating agencies and staff
 - f. Effective use of time
 - g. Personal grooming
 - h. Working skills
 - i. Organization
 - j. Attendance and punctuality
8. Grade reports are issued at the end of each semester and are recorded in the students' permanent records.

ATTENDANCE AND ABSENCES

Because of the nature of nursing education, attendance at all times is essential in order to gain the knowledge and skills necessary to provide safe nursing care. Students will not be excused from class or clinical laboratory experiences. In case of unavoidable absence, the instructor must be notified prior to the scheduled learning experience. For clinical laboratories both the instructor and the health care agency must be notified. See policy related to weather conditions below.**

Absences from class may result in the following:

1. More than two absences from class per semester may result in the following grade reductions:
 - a. The third absence may be a one-third (1/3) grade reduction, i.e., if you are earning a "B" grade, the grade may be reduced to a "B-".
 - b. Any subsequent absence may result in a full grade reduction, i.e., if you are earning a "B" grade, the grade may be reduced to a "C".
2. Students are encouraged to be to class on time. Three tardies in any one class will equal one absence in that class.

Absences from clinicals may result in the following:

1. Nursing students must attend each clinical experience, except in cases of illness or untoward weather conditions. In either situation, the instructor must be notified personally prior to the student's scheduled time. It is strongly recommended that students try not to miss any clinical time.
2. If clinical time is missed, **clinical hours must be made up at the facility you were assigned if at all possible.** Hours will be assigned at the clinical instructor's discretion.
3. More than two clinical absences will be evaluated by the course instructor and program Director with the option of the student being placed on a probationary status. The decision of the faculty will be given to the student in writing.
4. A student with an extended medical problem must provide written documentation from the primary care provider. The documentation will be reviewed by the faculty and recommendations for retention or dismissal will be made by the faculty in written form and a copy given to the student.
5. Students must be on time for clinicals. If the student is one to 30 minutes late, they will have to make up one hour per instructor's discretion and lose their daily points. If the student is more than 30 minutes late, they will be sent home and will have to make up the whole day at the instructor's discretion and lose their daily points.
6. More than one absence from clinicals per semester may result in the following grade reduction:
 - a. The second absence may be a one-third grade reduction, i.e., if you are earning a "B" grade, the grade may be reduced to a "B-".
 - b. Any subsequent absence may result in a full grade reduction, i.e., if you are earning a "B" grade, the grade may be reduced to a "C".

**When the weather conditions are poor and the highway patrol has issued "major winter storm", the students will not be required to attend clinical or theory. Each student involved is required to notify their instructor prior to class and also the facility during clinicals.



All courses in the Snow College ASN program will use the following table to determine course grades. You will notice the higher expectation of grades differ slightly from the Snow College grade scale.

PERCENTAGE GRADE TO LETTER GRADE BREAKDOWN

Department Percentage	Letter Grade	Number Grade
95-100	A	4.0
90-94	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
74-76	C	2.0
71-73	C-	1.7
67-70	D+	1.3
64-66	D	1.0
61-63	D-	0.7
59-60	E	0.0

**SNOW COLLEGE
NURSING
COURSE CORRECTION FORM**

Student Name _____

Instructor Name _____

Course _____

A verbal warning was issued to the above-named student on (date) _____ by reason(s) of the following improper conduct, violation of an established rule, unsatisfactory work performance, or other cause as explained below.

- | | |
|---|---|
| <input type="checkbox"/> ABSENTEEISM | <input type="checkbox"/> ABUSIVE LANGUAGE |
| <input type="checkbox"/> MISCONDUCT/DISRUPTIVE BEHAVIOR | <input type="checkbox"/> IMPROPER DRESS |
| <input type="checkbox"/> TARDINESS | <input type="checkbox"/> IMPROPER USE OF EQUIPMENT |
| <input type="checkbox"/> INSUBORDINATION | |
| <input type="checkbox"/> UNSATISFACTORY CLINICAL PERFORMANCE | |
| <input type="checkbox"/> OTHER: _____ | |

Explanation of Violation: _____

Corrective Action Taken: _____

Additional Comments: _____

Student Signature _____ Date: _____

Instructor Signature _____ Date: _____

Nursing Director Signature _____ Date: _____

**SNOW COLLEGE
NURSING
MID-TERM STUDENT PROBATION NOTIFICATION**

Student Name _____

Instructor Name _____

Course _____

This document is to formally notify you that you have been placed on probation due to low grades. According to current documentation, your midterm grade in the class listed above has fallen below the 80% as outlined in, and required by, the Snow College ASN Student Handbook.

Student Action:

I am aware that I must complete the following items as part of the probation process:

- _____
- _____
- _____
- _____
- _____

I will comply with the above requirements to bring my grade up to 80% or higher. I understand that failure to raise my grade to 80% or higher will result in me repeating the course and possible dismissal from the Snow College ASN program. I understand that I am financially responsible for all expenses incurred by me for the present semester.

I understand, that if I have to repeat any course(s), I am financially responsible for the tuition and fees for the repeated course, as well as any required textbooks for the course(s). I understand that this includes any update in the edition of the current textbooks, any changes/additions to the textbooks, and if my textbook subscription will expire while I am repeating the course.

Student Signature _____ Date: _____

Instructor Signature _____ Date: _____

Nursing Director Signature _____ Date: _____

STUDENT HONOR CODE

All students are expected to conduct themselves in a manner which will bring credit to themselves and the college as stated in our Snow College catalog. In addition, the nursing department has certain codes of honor that must be met to demonstrate personal integrity. Any conduct listed below is considered a clear violation of the student honor code and may illicit immediate termination in the Nursing Program.

1. Using unauthorized materials during a test.
2. Copying from or collaborating with another student during testing time.
3. Plagiarism on any written assignment.
4. Furnishing false information to the college or duly authorized personnel with intent to deceive.
5. ANY FORM OF CHEATING! Cheating is prohibited and grounds for dismissal from the program. Cheating includes, but is not limited to:
 - using test bank questions, either current or previous editions
 - talking about a test before everyone has taken it
 - talking during tests
 - taking screen shots or photocopying tests
 - sharing information
 - printing a copy of a Canvas test
 - keeping tests or scratch paper that should be returned to the instructor
 - claiming another's work as your own
 - having someone else do your work
 - doing someone else's work

If you are aware of someone cheating and you do not report them, you are also guilty.

We follow the Snow College Academic Honesty Policy.

6. Tests are taken in the school testing centers or an approved proctored site. Students may not leave the computer area during testing. Leaving the computer area may be grounds for dismissal from the program.

All online resources, such as Quizlet etc., used for tests, quizzes and assignments, must be approved by course instructor and documented.

TEXTBOOKS

Students repeating a course, are financially responsible for the tuition and fees associated with the repeated course. This includes the costs associated with the required textbooks for the course.

Students are responsible for making sure you have the correct textbooks for the repeated course. This includes, but is not limited to: any updates in the edition of the textbooks, any textbook changes, additional textbooks, and renewing your textbook subscription if it will expire while you are repeating the course.

CLINICAL POLICY

PRECEPTORSHIP

Students can request their first choice of the facility and the department they would like to do their Preceptorship in. Keep in mind that this is a request, not a guarantee! Faculty will assess where the student lives and then make the final assignment based off of what the student requested and what the facility will allow. If a student makes any Preceptor arrangements on their own with anyone in the facility, including the nurse educator, they will fail the class. A full letter grade deduction may occur if the preceptorship takes longer than four weeks to complete.

CLINICAL POINTS

Clinical points may be adjusted if the instructor(s) receives additional information regarding the student's actions after the clinical day.

RULES FOR SKILLS LAB

During your nursing education, you will be spending time in the skills lab. Rules need to be followed to achieve the best learning environment for you. You will be divided into skill lab groups and will have various lab care assignments within that group.

1. Skills practice supplies are found in the lab. The lab coordinator or instructor will provide the supplies as needed.
2. All materials will be cleaned, re-wrapped or packaged, and stored in the correct designated area by the students using them.
3. Materials or supplies may not be taken out of the lab at any time.
4. All supplies and materials will be taken care of and respected.
5. All supplies and materials will be cleaned up and returned neatly to assigned shelves or areas.
6. All laundry soiled will be washed after used.
7. All needles and sharps are to be discarded in the sharps containers using Standard Precautions.
8. Skills lab can be used for practice after scheduled hours if all rules are obeyed and prior permission is obtained by a faculty member or lab coordinator.
9. Do not use beds or tables unless for procedures and practice.

INCIVILITY

Nursing academia ought to reflect and role model the core values of the profession, which include caring, compassion, nurturing of the other, and respect. To create a healthy academic culture, there must be a healthy relationship between both faculty and students. The principles that apply to healthy personal relationships are relevant and apply in academia. This includes the foundation of open/honest communication, working together, and establishing boundaries that are clearly defined and enforced.

Faculty Responsibilities

1. Model caring and respect in all that you do so your students can see what true professionalism looks like in practice!
2. Provide opportunities to dialogue with students in open formats. This can provide needed dialogue and understanding.
3. Establish clearly written policies or place expectations in student codes of conduct that address incivility and consequences. Enforce them consistently.
4. Listen carefully; give students positive feedback.
5. Time management/stress reduction/self-care will be supported and encouraged.

Student Responsibilities

As a student, hold yourself to the highest standards of professionalism, which includes:

1. Be prepared, respectful, and engaged in your learning.
2. Do not speak in a negative, derogatory manner openly about other students, faculty, or the nursing program.
3. Abide consistently by the standards of student conduct at Snow College. The Snow College Student Code of Conduct can be found at https://snow.edu/catalog/student_rights.html#studentcode
4. Communicate your needs, and what you need/expect from faculty.
5. Work toward a common goal of civility and respect.

UNPROFESSIONAL CONDUCT

Nursing behavior (acts, knowledge, and practices) which fails 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 following:

1. Failing to utilize appropriate judgment or exercise technical competence in administering safe nursing practices based upon the level of nursing for which the individual is prepared.
2. Failing to follow policies or procedures defined in the practice situation to safeguard patient care.
3. Failing to safeguard the patient's dignity and right to privacy.
4. Violating the confidentiality of information or knowledge concerning the patient.
5. Verbally or physically abusing patients.
6. Performing new nursing techniques or procedures without proper education and preparation and outside the RN scope of practice.
7. Being unfit to perform because of physical or psychological impairment.
8. Use of alcohol and/or drugs prior to, or during learning experience, is prohibited and is grounds for dismissal from the nursing program.
9. Manipulating drug supplies, narcotics, or patient's records.
10. Falsifying patient's records or intentionally charting incorrectly.
11. Appropriating medications, supplies, or personal items of the patient or agency
12. Violating state and federal laws relative to drugs.
13. Intentionally committing an act that adversely affects the physical or psychosocial welfare of the patient.
14. Delegating nursing care, functions, tasks, and/or responsibilities to others contrary to the Utah Laws Governing Nursing and/or to the detriment of the patient's safety.
15. Leaving a nursing assignment without properly notifying appropriate personnel.
16. Resorting to fraud, misrepresentation, or deceit in reference to licensing examination or in obtaining a license.
17. Aiding, abetting, or assisting 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 health care provider.

A student may be dismissed from the nursing program, or a full letter grade may be deducted, if you display any unprofessional conduct.

Adopted from: The Utah Nurse Practice Act and Rules

UNIFORM AND GROOMING

GENERAL GROOMING

1. Bathe daily. Use antiperspirant that controls your body odor.
2. Clean, brushed teeth. No halitosis.
3. No chewing gum.
4. Uniforms are to be washed every day. Students must have at least one complete uniform for clinicals/labs; we recommend two.

HAIR

1. Clean and neatly combed.
2. No extreme styles.
3. Hair, longer than shoulder length, must be securely tied back, above the shoulders.
4. Hair should never obstruct vision or require pushing aside.
5. No excessive hair ornaments, ribbons, or colored scarves.
6. Facial Hair
 - a. A closely shaved beard, ¼ inch or less, will be allowed if it is well groomed.
 - b. No extreme facial or beard styles.
 - c. Moustaches allowed, if neatly trimmed.
 - d. If a facility requires that you must be clean shaven, then you will have to follow the facility's policy.

UNIFORMS

Approved student uniform

1. Grey uniform top from Meridy's with Cherokee pewter pants.
2. No colored stitching or piping on uniform pants.
3. A solid white, snug fit, undershirt can be worn under the scrub top. The white shirt cannot have any logos or color.
4. No hoodies, sweatshirts, sweaters, or jackets etc. can be worn over the scrub top in the clinical/lab setting.
5. White or gray, closed toe shoes. Condition and care of shoes: clean, not frayed, no cracks, run down heels, and leather intact.
6. Student identification badge must be worn at all times in any clinical/lab area.
7. No hats.
8. A Course Correction Form will be used anytime the student is not in the correct uniform.

General information

1. Clean and wrinkle free.
2. Proper mending (use grey/pewter thread rather than safety pins and/or tape.)
3. No lab coats or patient gowns for student uniforms.
4. Appropriate uniforms in special care areas.
5. Uniform and name badge will be worn in clinical/lab area when obtaining patient information.
6. Stethoscope.

JEWELRY

1. Wedding and engagement rings are acceptable.
2. Watch with second hand. Band should be as simple as possible. Digital watches are not recommended.
3. One pair of post earrings may be worn, one in each ear. No dangling earrings.
4. No chains, bracelets, or anklets.
5. No visible body piercings - nose, eyebrows, tongue, etc.

TATTOOS

All tattoos must be covered.

1. A white, long sleeve undershirt may be used to cover the tattoos.
2. Band-Aids or other approved coverings may be used as well.

MAKE-UP

1. Should be conservative
2. **NO** perfume or cologne

FINGERNAILS

1. **NO ARTIFICIAL NAILS OF ANY KIND** in any clinical/lab setting
(this includes, but is not limited to: Acrylic, Crystal, Gel, Gel overlays, Press-on, etc.)
2. Fingernails must be clean and manicured, not passed your fingertips.
3. No fingernail polish.

APPROPRIATE STREET CLOTHES FOR SPECIFIC STUDENT EXPERIENCES.

1. Appropriate underclothes.
2. Appropriate skirt or dress length.
3. No tight clothing.
4. No sheer blouses or halter tops.
5. No bare feet, midriffs or short-shorts.

Students are required to abide by the uniform policy in the student ASN handbook during all clinical or lab settings. This includes when students may be allowed to wear street clothes to specific facilities, i.e. The State Hospital and Pathways.

DRUG AND ALCOHOL POLICY

The purpose of the Drug and Alcohol policy is to ensure a safe learning and working environment for classmates, instructors, patients, clients, and residents of clinical facilities.

Facilities, where students will be performing clinical hours throughout the ASN program, require a clean, accepted drug screen before students can be placed for any clinical assignment as found in the Clinical Training Affiliation Agreement.

The Snow College Nursing Department requires an initial drug screen for all student accepted into the ASN program; accepted students may be asked to complete random testing(s) while they are in the ASN program as well. Admission, and continuing status in the ASN program, are contingent upon clean, accepted drug screen results.

Accepted Students:

All students who are accepted into the ASN program are required to complete a drug and alcohol screen. Students will be responsible for all costs associated with the initial drug screen and any subsequent drug screen(s) they may be asked to complete.

Students are required to obtain a drug screen through WorkMed or site(s) that have been approved by the Director of Nursing. Students will be given the information on how to obtain the drug screen when accepted into the nursing program.

Drug screen results must be sent directly to the office manager.

Students must submit documentation, from a licensed health care provider, of any prescriptions they are taking to the office manager prior to the date of the drug screen. If there are any changes to your medication while you are in the ASN program, you are required to submit the documentation to the office manager. It is your responsibility to use the drug/substance as prescribed to lessen the adverse effects of the medication.

Students with a positive test result, which is not explained by a licensed health care provider's prescription, will be ineligible for admission into the program.

If a student has a result indicating a diluted sample, testing must be repeated at the student's expense. If the second test results come back, with a diluted result, this will be interpreted as a positive result and the student will not be allowed to enter the nursing program.

If a student refuses to submit to a drug screen, the student forfeits their spot in the nursing department.

Current Students:

The Nursing Department reserves the right to ask any current student to submit to random drug testing while in the ASN program. Students will be responsible for all costs associated with the drug screen(s) they are required to complete.

The drug screen will need to be completed at a site that has been approved by the Director of Nursing and within a specified time frame. Refusal or failure to complete the testing within the specified time frame may result in dismissal from the program.

Drug screen results must be sent directly to the office manager.

All positive test results will be reviewed by the Director of Nursing and the Dean of Students. The student will not be able to participate in any clinicals until the full review is completed. Once the review is finalized, disciplinary action, including possible dismissal from the nursing program, may be implemented.

If a student is allowed to stay in the program, a clean, approved drug screen result will be required before the student is allowed to participate in any further clinicals. Random drug tests will continue throughout the ASN program. A second positive drug screen will result in permanent dismissal from the ASN program.

If it is brought to the attention of the Director of Nursing that a student is impaired, intoxicated, or under the influence of any substance, they will be required to leave the classroom, lab, or clinical setting, in a safe manner, to avoid any potential risks, and will be required to complete a drug screen.

You are required to submit additional documentation to the office manager if your previous prescribed medication has changed, or you are prescribed new medication that would affect your drug screen results, while you are in the ASN program. It is your responsibility to use any drug/substance as prescribed to lessen the adverse effects of the medication.

If a student has a result indicating a diluted sample, testing must be repeated at the student's expense. If the second test results come back, with a diluted result, this will be interpreted as a positive result.

In addition to the above policies, the Nursing Department also follows Snow College's Drug and Alcohol Policy.

IMMUNIZATIONS

Immunizations are required since student nurses are at risk for exposure to, and possible transmission of, diseases because of their contact with patients. Compliance will be required of all students in the ASN program. Immunization requirements are subject to change based on facility requirements for participation in clinical sites.

Students will need the following immunizations:

TB: (one of the following)

1. 2-step TST test – This test requires that you have TB test within 1-3 weeks of each other.
2. If you have had a 2-step TST test previously, over 12 months ago, you will need to get a single TB test.
3. Proof of QuantiFERON Gold blood test with negative results.
4. Proof of T-Spot blood test with negative results.
5. If you have a positive TB test, you must have a chest x-ray with normal results.

Tdap:

1. Proof of one Tdap vaccination after age 10. If received your Tdap over 10 years ago, you will need to get either a Td booster or another Tdap vaccination. Tdap, which protects against pertussis in addition to tetanus and diphtheria, is sometimes recommended instead of the Td vaccine, ask your healthcare provider.

MMR: (one of the following)

1. Proof of two MMR vaccinations.
2. Proof of Immunity to Measles, Mumps, Rubella through a blood test.

Hepatitis B: (one of the following)

1. Documentation of three Hepatitis B vaccinations.
2. Blood test with “reactive” result.

Varicella (chickenpox): (one of the following)

1. Proof of two Varicella vaccinations.
2. Proof of Immunity to Varicella through a blood test.

Flu Shot:

1. Proof of current, annual influenza vaccination. This documentation will be required when the new flu vaccine becomes available for the current year.

Covid:

The Covid vaccine is no longer required. However, if you have received the Covid vaccine, we ask that you provide documentation. If there is an increase in Covid cases you will be required to follow the facilities' protocol and if you are unvaccinated it may hinder your ability to attend clinicals.

CPR

All students are required to be BLS/CPR certified and must maintain current certification throughout the ASN program to participate in any classes, labs, or clinicals. A copy of the certification card must be provided for your student records.

We only accept: American Heart Association: **Healthcare Professional, BLS** or
American Red Cross: **BLS/CPR for Healthcare.**

If your CPR certification expires prior to your graduation date, you will be required to attend another BLS/CPR course. The student assumes all costs associated with BLS/CPR certification and will be required to schedule a course on their own.

Snow College provides Healthcare BLS/CPR training, go to www.snow.edu/sbdc to find the locations, dates, and times if interested. Contact the Office Manager if you have questions regarding a BLS/CPR course, specifically any online options, to ensure it meets the ASN requirement.

STUDENT INSURANCE

1. Students must provide a copy, front and back, of their insurance card. If a student does not have insurance, they will need to inform the office manager.
2. Health care agencies view students as volunteers and do not include them under their Workman's Compensation. Therefore, students are strongly encouraged to be enrolled in a personal health insurance plan to cover any injury or illness that might occur related to clinical laboratory experiences.
3. Students are covered by accident insurance as stated in the Snow College Catalog, but the student needs to utilize their own insurance first.
4. Malpractice insurance which covers each student is also provided by Snow College. If any student wishes to purchase his or her own malpractice insurance, he/she is free to do so.

TRAVEL

Each student is expected to provide their own transportation to the campus, clinical areas, and workshops. These experiences are an integral part of the nursing program, therefore, they are mandatory. The cost of this travel is assumed by the student.

EMPLOYMENT POLICIES

It is strongly recommended by the faculty that students do not work the night shift (11-7) prior to class. Students **cannot** work the night shift (11-7) prior to clinicals. Students will be sent home if they have done so. A student must assess his/her own ability to handle employment along with the course of study in nursing.

EXPOSURE RISK POLICY

Students who have been exposed to blood or body fluids are at risk for infectious diseases. To assess risk, a baseline, done within a two-hour window, is optimal for medical intervention of an OSHA defined accident (such as a needle stick or body fluid exposure). The baseline is used for future evaluation and potential interventions if necessary.

Students must immediately report all on-the-job injuries or illnesses to a school instructor. If a life-threatening or serious injury occurs, report to the Emergency Department, your private care provider, if immediately available, or an insta-care provider for initial treatment. This must be done within two hours of the injury or illness.

Any injury sustained by the student while participating in clinical activities and subsequent medical treatment, with all costs associated with care, will be the student's responsibility.

The following steps must be followed:

1. Inform Clinical Instructor of exposure.
2. Student must receive a baseline for future evaluation within two hours.
3. Follow Clinical Facilities procedures.
4. Fill out Snow College Accident-Injury-Incident Report. This can be found at <https://snow.edu/offices/safety/incident.html>. This form must be submitted within 24 hours.
5. Follow-up as needed.

ASN CLASS OFFICERS

Class officers will be elected by the students during the first semester and serve for two semesters. Elections will be held again during the third semester. Class officers have the following duties:

Class Representatives:

- Works closely with the Nursing Director and keeps Director informed of class activities and concerns. If students have strong concerns the Class Representative(s) will gather information from them in a confidential and professional manner and present it to the Nursing Director; they will also relay information back to the class as needed.
- Prepares a schedule for the nursing lab cleanup and follows up with students to make sure that all participate and that the nursing lab meets cleanliness standards.
- Assists with fund raising for students and service projects. Keeps records of finances from fund raisers and activities and turns them in to the Nursing Director.
- Directs class officers and makes appropriate assignments.
- Completes any other assignments as deemed necessary by class officers and Nursing Director/instructors.
- Participate in Advisory Meetings held in the fall and spring to offer student input and suggestions.
- Pinning Ceremony, third and fourth semester only. Assists the Nursing Director in planning the ASN Pinning Ceremony

Historian/Social Media Relations:

- Takes photographs that will represent learning and accomplishments throughout the school year to be used in the graduation slide program. Pictures must represent proper ethics.
- Works with Administrative Assistant on the Ephraim campus to represent Snow College Nursing on their Facebook and Instagram page. Students will send information weekly regarding activities, labs, etc. to the Administrative Assistant to be posted.
- Works with the class officers in planning activities, etc.
- Completes any other assignments as deemed necessary by the class representatives and Nursing Director/instructors.

Activities Coordinator:

- Works under the direction of the class representatives in planning and funding class activities. All activities must be cleared through the class representatives and Nursing Director.
- Assists with all fund raisers.
- Recognize student's birthdays on a monthly basis.
- Decorate classroom, and classroom boards, for holidays in good taste.
- Plan holiday parties for Halloween, Christmas, and others as needed.
- Assist with community/service projects as planned.
- Assess when students are becoming overstressed and work with other class officers to relieve stress and tension.

STUDENT ADVISEMENT, COUNSELING, and EMPLOYMENT

ADVISEMENT

Students are strongly encouraged to meet with an Academic Advisor, on either the Richfield or Ephraim Campus, to ensure that all ASN requirements will be met by graduation. It is the responsibility of the student to schedule the time with an advisor.

Official transcripts from all colleges/universities you have attended need to be received by Snow College prior to receiving your degree.

Student Success - Academic Advisors
Richfield: 435-893-2211
Ephraim: 435-893-7325

COUNSELING

The Snow College Mental Health Counseling and Wellness Center offers numerous services to help students with the challenges of life that can occur while attending college. Among those challenges students often deal with: anxiety, depression, stress and other emotional, mental and situational issues. The faculty may refer a student to the Counseling and Wellness Center, or other professional counseling, if the faculty notices that there is a need. Students can also contact the Counseling and Wellness Center at 435-283-7136. Further contact information can be found at <https://snow.edu/offices/wellness/>.

EMPLOYMENT OPPORTUNITIES

The Snow College Career Center offers job opportunities while attending Snow College and also is a great resource after you graduate. You can find more information regarding student employment, help with resumes and cover letters, job posting etc. at: <https://snow.edu/offices/career/index.html>

FINANCIAL AID

The purpose of financial aid is to assist students in paying for their education. It is a need-based program, and eligibility is determined by completing the Free Application for Federal Student Aid, www.fafsa.ed.gov. Federal Student aid includes grants, work-study, and loans. Financial aid will not cover all educational expenses, but is designed to assist students in meeting those needs. No applicant will be discriminated against because of race, color, creed, religion, sex, or age.

Snow College Financial Aid Office
150 College Ave
Ephraim, UT 84627
Phone: 435-283-7129
Fax: 435-283-7134
financialaid@snow.edu

AMERICANS WITH DISABILITIES ACT (ADA) LAW

Snow College's responsibilities to individuals with disabilities are mandated by federal laws such as the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. Snow College has a responsibility to provide reasonable accommodations, academic adjustments, or auxiliary aids to qualified students with medical, psychological, learning or other disabilities who voluntarily disclose to the Disability Resource Center (DRC) that they have a disability, provide documentation of that disability, request an accommodation and meet the criteria for receipt of accommodations.

To apply for services, you must contact the ADA Coordinator or the Richfield Campus Coordinator to set up an in-person appointment. ADA Coordinators are located on the Ephraim and Richfield Campus.

Ephraim
Greenwood Student Center,
Room 241

Richfield
Sorenson Administration Building,
Student Success

Disability Services Director
Sidney Shinsel
(435) 283-7321

Asst. Coordinator of Disability Services
Cynthia Avery
(435) 893-2205

Asst. Director of Disability Services
Julie Erickson
(435) 283-7243

- If you will need special accommodations, it is your responsibility to contact the ADA coordinator as soon as possible. A letter from the ADA coordinator will need to be given to each of your instructors, each semester.
- Your instructor will keep disability-related information confidential, discussing it only with those who have valid, legal reasons to know.
- Instruction, advisement, counseling and other services will be offered in an accessible environment.

More information will be available on individual course syllabi.

LIBRARY

The Snow College libraries contain many nursing resources for you to use. The library has an extensive online collection of nursing journals, eBooks, and audio books. The online collection can be accessed from both on campus and off campus. The libraries also have over 10,000 print items available for your use. You are expected to adhere to all library policies concerning book loans, reserve items, and periodicals. A hold will be placed on your transcripts and/or graduation certificate 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. Your Snow College student activity card will give you access to any academic library in the state. Computers, study rooms, copiers, mobile whiteboards, 3-D printers, large-format printers, laminators and more are available in the Snow College libraries for your use.

STUDENT RECORDS

1. A cumulative record is kept on each student. This record contains grades, evaluations, and other pertinent information.
2. Evaluations of individual student clinical performance will be signed by the student and instructor prior to this record becoming a part of the students' cumulative record.
3. Students seeking access to the cumulative file are referred to the General Education Provisions Act, Sec. 438, Privacy Rights of Parents and Students.
4. Students may sign a form giving permission to the department of nursing to release information to prospective employers or other schools upon their request.

PROCEDURE FOR RESOLVING STUDENT CONCERNS

Steps for due process review:

- Step 1. Request an individual conference with the clinical or academic instructor.
- Step 2. If unsatisfactory progress is made, or no resolution can be reached, a referral to the program Director for review and resolution will be made.
- Step 3. If the findings by the program Director are not acceptable, an appeal may be made to the Snow College Dean of Business and Technical Education (BTE).

SNOW COLLEGE ACADEMIC POLICIES

The Academic Policies are:

- Academic Honesty
- Academic Standards Policy
- Academic Credit
- Academic Appeals

SNOW COLLEGE STUDENTS RIGHTS AND RESPONSIBILITIES

The Students Rights and Responsibilities are:

- Student Right to Know
- Student Code of Conduct
- Student Discipline
- Student Concerns and Appeals

The ASN program follows the Snow College Academic Policies and the Students Rights and Responsibilities unless otherwise noted in the ASN Student Handbook. The policies can be found in the Snow College Catalog.